

15.0 LOGISTICS15.1 General Information15.2 Supply Support Operations (AMMS -- CAT 2) (SNAP, SALTS -- CAT 1)15.2.1..... Requisition Processing15.3 Inventory Management15.3.1..... Physical Inventories15.3.2..... Shelf-Life Management15.4 Hazardous Material Management (HSMS, HMIS -- CAT 1)15.5 Vendor-owned Containers and Government-owned Compressed Gas Cylinders15.6 Research and Cataloging15.7 Purchasing and Acquisition15.7.1..... Developing Procurements and Validating Requirements15.7.2..... Validation and Award of Purchase Orders, Blanket Purchase Orders, and Subcontracts15.7.3..... Competitive Bidding and Price Negotiation15.7.4..... Expediting Follow-up and Status Reporting15.7.5..... Intentionally Left Blank15.8 Receiving (RITS -- CAT 2)15.8.1..... Receipt of Non-Government Purchased Items15.8.2..... Receipt of Government Procured Items (NEMS -- CAT 1) (CHIRPS -- CAT 2)15.9 Warehousing15.10 Transportation (ExtraFleet 2000 -- CAT 2, DAFIS -- CAT 2, GASBOY -- CAT 2)15.10.1 Garage Operations15.10.2 Dispatch Operations15.10.3..... Administration15.11 Equipment Management Support Services (NPDMS -- CAT 1)15.11.1 Equipment Control15.11.2 Excess Program15.11.3 Inactive/Active Equipment Storage (SIMS -- CAT 2)15.12 Administrative Support Services15.12.1 Intentionally Left15.12.2 Systems Analysis15.12.3 Meetings15.12.4 Records Management15.12.5 Forms Management**15.0 LOGISTICS****15.1 General Information**

**Introduction:** The Contractor shall provide logistics support to WFF including on-site and off-site Government and contract tenant organizations. Additionally, the Contractor shall supply reimbursable services to other NASA centers and other U. S. Government agencies when approved by the Contracting Officer. In addition to NASA logistics operation, the Contractor shall provide logistics support to the Navy at WFF.

The Contractor shall provide logistics support services to GSFC/WFF and Navy programs and projects. These services include store stock warehouse operations, transportation, equipment management, procurement, repair parts management and hazardous material management. The Contractor shall initially utilize the Standard Operating Procedures (SOP) provided by the Government for Logistics. The Contractor shall be responsible for developing their own SOP's for this area in accordance with section H.4.

**15.2 Supply Support Operations (AMMS -- CAT 2) (SNAP, SALTS -- CAT 1)**

**Introduction:** The Contractor shall perform the supply support services at WFF that provide support to a wide range of authorized customers. NASA and the Navy utilize separate supply systems at WFF. Customers pay for ordered material through the use of funded requisitions. The following functions are required to be accomplished: receiving, processing and reporting the status of requisitions, backorder management, managing inventories and commodities, including a number of specialized functions; research and cataloging; and procuring, storing material, issuing material, and financial management and accounting. The systems shall be operated in accordance with all applicable government regulations, policy documents, procedure issuances and formal instructions governing NASA, GSFC, and Navy supply management operations.

For NASA, the WFF Store Stock Inventory shall be managed by the Logistics Management Division's (LMD) Goddard Logistics Service Contract (GLSC) at Greenbelt using the Advanced Material Management System (AMMS). The primary source of material support for WFF customers and for the WICC's internal support requirements is the WFF Stores Stock Inventory using the AMMS. The following supply operations will be performed by the GLSC at Greenbelt: purchasing, JIT commodities, inventory management, commodity control, carrier accounts, operation of AMMS, stock replenishment, shelf-life management, and new items establishment, and retention/excess reviews.

The WICC Contractor shall use the AMMS and be responsible for the following WFF Store Stock supply functions for NASA: Warehouse operation, processing of customer issues and returns, processing of receipts, physical inventories and item excessing (joint responsibility with GLSC), customer service, coordinating of new stockage requests, and delivery of material. In addition the Contractor shall be responsible for purchasing institutional support material not available through the GSFC supply system at Greenbelt or WFF (i.e. emergency requirements, blanket purchase agreements, etc.). The WICC contractor shall not establish any additional inventories without specific written direction and approval.

For Navy procedures, the customer inputs a request for material or services in the SNAP system or by another approved form. The Contractor shall review the request for appropriate documentation, and approved by the Navy for filling. The Contractor screens sources of supply and transmits approved requisitions through SALTS or forwards open purchase requisitions to the Navy purchasing official. For open purchase items, the Contractor locates sources and processes paperwork. The Contractor shall monitor outstanding requisitions and procurements, processes invoices, tracks statistics, processes receipts, and track shipments.

#### 15.2.1 Requisition Processing

**Introduction:** No NASA requisitions are processed at WFF. They are processed by the GLSC. However, the Contractor will be required to fill and track requisitions filled at WFF. This does not include requisitions made by the Navy. Navy requisition processing shall be accomplished utilizing Navy supplied systems. These systems currently include Micro-Snap and SALTS. In the future Micro-Snap shall be replaced by R-Supply.

##### **Requirement:**

- a. The Contractor shall operate the Navy SALTS system. The Contractor shall process all Navy incoming messages and outgoing information, routing it to appropriate personnel. The Contractor shall screen all customer-submitted requests for accuracy in accordance with NAVSUP P-485, screen all requisitions for appropriate sources in accordance with NAVSUP P485, and monitor financial status.
- b. The Contractor shall fill and track requisitions filled at WFF.

**Standard:** All traffic must be processed in a timely manner and accurately routed to appropriate personnel.

#### 15.2.1.1 Requisition Priorities and Mission Support

##### **Requirement:**

- a. The Contractor shall provide a plan to the contracting officer outlining procedures for conducting business for mission critical operations outside of normal duty periods. This plan shall include a list containing points of contact and alternates to the contracting officer. This list shall be updated upon any changes. Issues shall be made in accordance with approved plan.
- b. The Contractor shall process emergency requisitions, expedite requisitions, or upgrade priorities to meet requirements. Navy requisitions shall be processed using the Navy supply system in accordance with instructions provided in NAVSUP P-485 and the SNAP Desktop Users Guide.

**Standard:** Provide required emergency service in a timely manner.

#### 15.2.1.2 Backorder Management

**Requirement:** For Navy, the Contractor shall develop, implement, and maintain a process for managing backordered material. The backorder system shall include but not be limited to the following capabilities: backorder establishment, status reporting and providing estimated delivery dates to the customer, expediting, follow-up, and verify the validity of the open requirement with the customer. For requisitions, the process for managing backordered material shall be in accordance with the NAVSUP P-485.

**Standard:** Backorder management conducted in accordance with Contractor provided work instructions and NAVSUP P-485.

### 15.3 Inventory Management

**Introduction:** The Contractor shall be required to perform inventory management of bulk commodities and office supplies designated by the Navy. This includes establishing and maintaining inventory records with identification data, on-hand quantity data, records of all due-ins and due outs, stock levels and reorder points, demand history, location information, customer and information, sources of supply, cross references, specialized controls required, and other data as necessary to manage the items. The Contractor provided inventory management system shall also be required to process the financial and accounting and management data to operate a customer funded requisitioning system.

**Requirement:** The Contractor shall:

- a. Provide pertinent inventory information by creating automated inventory system open for customer review. The information shall be available within 1 workday of request with 99% accuracy of data. The Contractor shall add, delete, reviews, and adjust stock levels to meet requirements and increase efficiency and cost effectiveness.
- b. The contractor shall prepare the Analysis of Inventories Report, NASA Form 1489, in accordance with the NASA Financial Management Manual 9351 and NPG 4100.1 (NASA Materials Inventory Management Manual).

**Standard:** Inventory management to be accomplished in accordance with policy, regulation, and budgetary guidance provided. Information will be provided in a timely manner.

#### 15.3.1 Physical Inventories

**Introduction:** Physical inventories are necessary to comply with NASA and Navy regulations, ensure the inventory records accurately reflect on hand quantities, and to ensure the integrity of the inventory records. Physical inventories shall be of two types, sample and complete. Complete inventories shall be conducted utilizing complete lot or cycle count method.

**Requirement:** The Contractor shall:

- a. Conduct physical inventories of materials in accordance with NPG 4100.1, NAVSUPINST 4440.185, work instructions, and policy provided by the LMD and Navy.
- b. Submit an annual inventory plan for government approval to the contracting officer.

**Standard:** All inventories must be conducted in accordance with Contractor provided schedule. Inventories must meet accuracy requirements listed in NPG 4100.1 and NAVSUPINST 4440.185.

#### 15.3.2 Shelf-Life Management

**Requirement:** The Contractor shall:

- a. As a part of the annual inventory plan for the Navy include a separate shelf-life management plan. The plan shall address monitoring of material for serviceability upon use, shipment time, and stockage requirements at remote sites.
- b. Implement the Contractor provided shelf-life management plan to ensure no material is lost due to expired shelf life.

**Standard:** All shelf life items issued will have acceptable expiration dates.

### 15.4 Hazardous Material Management (HSMS, HMIS – CAT 1)

**Introduction:** NASA requires the Contractor to store HAZMAT in a single government provided storage facility. Inventory requirements are covered in Physical Inventory and Vendor and Government Owned Compressed Gas Cylinders and Containers.

The Navy maintains two primary HAZMAT storage areas, with various satellite lockers. HAZMAT management is accomplished using the HSMS and HMIS provided systems. Requisition processing and physical inventories are covered in previous sections. Authorized users will be designated through a screening process, and issues will be made only to authorized users. Used HAZMAT will be turned over to the Contractor under the environmental section. Complete compliance with federal, state, local, NASA, and Navy regulations in the management of all HAZMAT is required.

**Requirement:** The Contractor shall:

- a. Provide life cycle management of hazardous materials, from submission of requirements to ordering, storage, issue, turn-in of excess, and process for disposal in accordance with OPNAV Instructions 5100.19C and 5100.23D.
- b. Submit orders for, receive, issue, store, and transfer HAZMAT. Ensure adequate quantities of HAZMAT are available at all times without creating excess requiring disposal.
- c. Database management - Maintain the database for Navy provided automated HAZMAT management systems. The Contractor shall ensure the database accurately reflects all data required for the accurate management of HAZMAT, as reviewed by the HAZMAT coordinator.
- d. Maintain a database of MSDS's - Ensure all required MSDS's are maintained in the proper facilities as required by OPNAV Instructions 5100.19C and 5100.23D. The Contractor shall ensure all MSDS stations have all required MSDS's as inspected periodically by the HAZMAT coordinator.
- e. Limitations - Respond to HAZMAT spills in accordance with the emergency response section.
- f. Meet the requirements under the shelf life section.

**Standard:** Provide HAZMAT in a timely manner with proper documentation. All HAZMAT items issued will have acceptable expiration dates.

#### **15.5 Vendor-owned Containers and Government-owned Compressed Gas Cylinders and Containers**

**Requirement:** The Contractor shall:

- a. Track vendor-owned cylinders from the time of receipt to the time of return to the vendor. The Contractor shall track Government-owned cylinders from the time of receipt to the time of deletion from inventory.
- b. Ensure that all leased and owned cylinders are periodically tested for safety in accordance with Code of Federal Regulations (CFR) 49 178.35.
- c. Conduct a physical inventory of all cylinders in accordance with NPG 4100.1

**Standard:** Container inventories and test conducted in accordance with established time frames. Documentation available on container location.

#### **15.6 Research and Cataloging**

**Introduction:** The Contractor shall be required to provide primary research and cataloging capability for the Navy at WFF.

- (a) Identify, establish and maintain, in accordance with Department of Defense (DOD), and federal regulations, Military or Federal Specifications and Standards, catalog data, including: sources of supply for all items requisitioned and all items for which the Contractor is requested to provide research and cataloging support; interchangeability, substitutability, and next higher or lower assembly and those items which qualify as controlled property.
- (b) Screen to determine whether or not an item of supply or equipment has been assigned a National Stock Number (NSN), and assigning local stock numbers (LSNs) as required.
- (c) Provide to authorized customers technical and cataloging support.

**Requirement:** The Contractor shall

- a. Identify, establish, and maintain sources of supply for all items requisitioned or items for which research and cataloging support is requested.

- b. Screen via General Services Administration (GSA) or the Defense Logistics Services Center (DLSC) to determine assignment of National Stock Numbers (NSN).
- c. Provide customers technical and cataloging support.
- d. Maintain a reference library for WICC use of catalogs, manuals, Military and Federal Specifications and Standards, and DLSC publications.

**Standard:** Work shall be performed in accordance with DOD, federal regulations, and Military or Federal Specifications and Standards. Provide support in a timely manner.

### 15.7 Purchasing and Acquisition

**Introduction:** The Contractor shall be required to establish and maintain a purchasing system to support procurement of materials and services not obtained via the Navy supply systems or NASA's AMMS. This system must be capable of incorporating general and special provisions, including but not limited to: requisitions requiring prior customer approval, vendor estimated delivery dates, competitive bids, quality assurance requirements, such as special soldering clauses, warranty negotiations, expediting, blanket purchase orders, vendor ratings, quantity price breaks, shipments directly to the customer, and high dollar subcontracts for both common and unique items. For multiple purchases that meet the criteria for stockage through NASA's Stores Stock System (NPG 4100.1D) a stockage request form, GSFC Form 20-19, will be completed and submitted to the GLSC Supply Support Branch for potential inclusion in the WFF Stores Stock Inventory.

**Requirement:** The Contractor shall:

- a. Screen open purchase requests for accuracy and documentation. The Contractor shall provide sources of supply and maintain various documents, logs, and files. (Navy)
- b. Make maximum use of government (e.g. DOD, GSA) supply sources when material is available from those sources, except when doing so shall prevent meeting specified priorities or delivery deadlines, or when non-government sources provide material of equal or better quality at equivalent prices. (Navy)
- c. Establish and maintain a purchasing system to support procurement of materials and services needed to perform tasks under this contract which are unavailable through AMMS. (NASA)
- d. Ensure all open purchase requests are properly filled out and submitted to the government buyer in accordance with the FAR, DFAR, and NAVSUP regulations.
- e. Maintain open purchase logs, documents, and files.
- f. Locate sources of supply for open purchase requests and provide these to the government buyer for purchase.

**Standard:** Provide emergency purchases in a timely manner. File documents accurately and in a timely manner. Ensure accurate purchase requests and sources of supply are provided to the government buyer in a timely manner.

#### 15.7.1 Developing Procurements and Validating Requirements

**Requirement:** For NASA, the Contractor shall develop procurement packages to support specific commercial procurements. Validate requirements with requisition originator, and ensure the development and submission of special technical justifications.

**Standard:** Provide accurate and timely development of purchase orders.

#### 15.7.2 Validation and Award of Purchase Orders, Blanket Purchase Orders, and Subcontracts

**Requirement:** For NASA, the Contractor shall develop and implement a comprehensive set of procedures covering all phases of the purchasing process and shall ensure integrity, efficiency and protection of the government's resources in all purchasing actions. The Government shall approve procedures. Required reviews of certain types of purchases or subcontracts by the Contracting Officer or other Government representative shall be accommodated.

**Standard:** Procedures covering the purchase process shall be in accordance with NASA regulations and provided in a timely manner.

### 15.7.3 Competitive Bidding and Price Negotiation

**Requirement:** The Contractor shall develop and maintain a system for obtaining competitive bids and price breaks, establishing proper controls of premium charges, and otherwise negotiating the most cost-effective procurements.

**Standard:** Provide procurements in a timely and cost effective manner.

### 15.7.4 Expediting Follow-up and Status Reporting

**Requirement:** The Contractor shall develop and implement a plan and procedures for follow-up, expediting and status reporting of purchased materials, repairs, and services to ensure vendor service performance and delivery according to purchase agreements and customer needs.

**Standard:** Provide status and follow-ups in a timely manner.

### 15.7.5 Intentionally Left Blank

## 15.8 Receiving (RITS – CAT 2)

**Introduction:** A central receiving facility is operated at NASA WF. All materials ordered for delivery are received through this facility except: compressed gases delivered directly to an on-site or off-site cylinder or container; direct deliveries where specified in a contract; non-Government property entering WFF for test and evaluation; and Class 1.1, Class 1.2 and Class 1.3 explosives that shall be delivered directly to the NSROC Contractor in Building M-15.

The Government provided Receipt, Inspection, and Test System (RITS) shall be utilized to process NASA items falling under the scope of ISO 9001. This system provides direction to the initial receipt and inspection and also acts as a means of tracking vendor performance.

### 15.8.1 Receipt of Non-Government Purchased Items

**Requirement:** The Contractor shall:

- a. Inspect for initial acceptance, the quantity and condition of all property received; ensure that all incoming material being processed for stock, or to satisfy customer demands, is properly documented and correct as to quantity, quality, and identification, and is staged for delivery or warehousing.
- b. All NASA and Navy material shall be x-rayed for security purposes. Material too large for x-ray shall be inspected by Receiving personnel in an effort to identify suspicious material.
- c. For NASA, items shall be processed within 4 workdays of receipt.
- d. Ensure items requiring property tags are tagged before delivery. NASA received items are tagged in accordance with NPG 4200.1 within 4 workdays of receipt. Navy received items are tagged in accordance with local instructions.
- e. Initiate required follow-up with vendors on materials received with discrepancies.
- f. Ensure hazardous materials are properly handled and Material Safety Data Sheets (MSDS) are attached.

**Standard:** All receipts are processed accurately and in a timely manner. Hazardous materials are handled according to work instructions and MSDS.

### 15.8.2 Receipt of Government Procured Items (NEMS – CAT 1) (CHIRPS – CAT 2)

#### Modification 15

15 January 2002

**Requirement:** The Contractor shall

- a Receive materials ordered through the government procurement process. For NASA, the receipt process shall include: ensuring all incoming material is properly documented and correct as to quantity, quality, and identification; tag equipment; prepare necessary NASA Equipment Management System load sheets; for receipt of ADP equipment perform data entry into the Computer Hardware Inventory Processing System (CHIRPS); affix NASA Form 1517 to each piece of non-controlled equipment; prepare receiving documentation; obtain Government acceptance; resolve discrepancies; and distribute documentation. For the Navy, the receipt process shall include: ensuring all incoming material is properly documented and correct as to quantity, quality, and identification; tag equipment; prepare receiving documentation; obtain Government acceptance; resolve discrepancies; and distribute documentation.
- b For NASA, ensure receipt process is accomplished within 4 workdays of delivery to the WFF receiving dock. Tagging shall be accomplished in accordance with NPG 4200.1. Navy receipts shall be accomplished in accordance with NAVSUP P-485.
- c For NASA, express receipts shall be processed within 8 hours of receipt at the WFF receiving dock.
- d For NASA, utilize Receipt, Inspection, and Test (RITS) for receipt of all items associated with ISO 9001 related activities in accordance with GPG 4520.2 and work instruction 230-WI-4520.2

**Standard:** Process receipts accurately and in a timely manner.

### 15.9 Warehousing

**Introduction:** The warehousing function involves a variety of materials, including supply inventories, hazardous materials, and security-sensitive items. Warehousing tasks are performed in support of supply operations which include, but are not limited to: warehousing or stowing of replenishment orders, pulling customers orders from stock, staging material for delivery, and ensuring accurate location records for stored items.

**Requirement:** The Contractor shall:

- a. Revise and maintain a locator system for each assigned warehouse or inventory that accurately reflects the location(s) of equipment or materials stored; ensure most effective use of net warehouse space, including recommending major changes, additions or enhancements for the LMD and Navy approval.
- b. Ensure material and equipment are stored in the proper physical environment to guard against damage or deterioration.
- c. Ensure required material handling equipment is maintained and available.

**Standard:** Store material in accordance with locator system and in a timely manner.

### 15.10 Transportation (ExtraFleet 2000 – CAT 2, DAFIS – CAT 2, GASBOY – CAT 2)

**Introduction:** Several functions are performed under the scope of Transportation, which include but are not limited to garage operations, dispatch operations, shuttle bus service, room set-ups, and material delivery.

#### 15.10.1 Garage Operations

**Introduction:** A complete repair and maintenance garage facility will be provided by the Government at WFF to conduct repair and maintenance services for all GSFC and Navy vehicles and equipment and also Contractor vehicles and equipment used in support of the WICC.

##### 15.10.1.1 Preventive Maintenance

**Requirement:** The Contractor shall:

- a. Provide a preventive maintenance schedule for all NASA and Navy vehicles and equipment for government approval to the contracting officer within 30 days of contract start. The Contractor shall provide supplements to this schedule as changes occur due to additions or deletions of vehicles or equipment.
- b. Ensure vehicles receive oil changes every 5,000 miles or once per year which ever occurs first. Equipment oil changes shall be conducted at manufacturer recommended intervals.

- c. Ensure all preventive maintenance (excluding oil change intervals) is conducted in accordance with manufacturer recommendations.
- d. Ensure all labor and material costs are separated by individual vehicle or equipment license tag number or NASA property number and maintained in the government provided automated vehicle management system, ExtraFleet 2000.

**Standard:** Preventive maintenance activities accomplished in a timely manner, and properly documented.

#### 15.10.1.2 Winterization

**Requirement:** The Contractor shall perform winterizations on all government owned vehicles and equipment prior to November 1 of each year. The Contractor shall maintain all costs associated with winterizations in ExtraFleet 2000.

**Standard:** Work accomplished in a timely manner and properly documented.

#### 15.10.1.3 Repairs

**Introduction:** Work in this area includes but is not limited to repair of engine assemblies (gasoline and diesel), drive trains, fuel systems, suspension systems, emission systems, electrical systems, and brake systems. In addition the Government owns various types of special purpose industrial equipment in addition to general purpose vehicles. This equipment includes but is not limited to farm tractors, trailers, mobile cranes, earth moving equipment, forklifts (gasoline/diesel/electric/propane), auxiliary power generators, air compressors and fire trucks.

**Requirement:** The Contractor shall

- a. Complete repairs within industry standards documented in the Parts and Time Guide, published by Chilton or Motor Manuals and document the actual time and materials entered into the Government provided automated vehicle management system (ExtraFleet 2000).
- b. Arrange for commercial repair services when repair requirements are beyond WFF in-house capability.
- c. Obtain approval from NASA or the Navy for any repairs estimated to exceed \$500.
- d. Provide towing for vehicles within 10 miles of WFF. Towing services exceeding 10 miles or services beyond the Contractor's capability shall be accomplished via commercial means or as specified the LMD.
- e. Track costs associated with maintenance of Government vehicles and equipment (in-house repairs and commercial) via data entry into the Government provided automated vehicle management system (ExtraFleet 2000).
- f. Provide emergency generator repair services during project operations.

**Standard:** Accomplishes maintenance in a timely manner, and properly documented.

#### 15.10.1.4 Automotive Stockroom

**Introduction:** Items stocked in the automotive stock room generally are comprised of items receiving high frequency of usage such as filters, belts, fuses, etc. High value items such as tires and slow moving inventory are procured as needed.

**Requirement:** The Contractor shall:

- a. Perform an annual inventory in accordance with NPG 4100.1 of the automotive stockroom and report the results and subsequent reconciliation, as well as any inventory adjustments to the LMD.
- b. Ensure all inventory transactions are recorded in the automated vehicle management system Extrafleet 2000.
- c. Perform inventory and report it to the LMD by October 31 of each year.

**Standard:** Provide inventory reports in a timely manner.

### 15.10.2 Dispatch Operations

**Introduction:** Dispatch operations at WFF include but are not limited to the scheduling and dispatch of motor pool vehicles; scheduling and dispatch of shuttle bus; dispatch of vehicles, personnel and equipment to perform pick-up and delivery of material. All scheduling and dispatch are accomplished utilizing an automated dispatch system provided by the Government. In addition to scheduling/dispatching this area also monitors fuel deliveries and dispensing and ensures the Gasboy Fuel Dispensing System is operational, and ensures vehicles are fueled and clean.

The Government will provide automated transportation systems at WFF. These systems include, but are not limited to, Gasboy Fleetkey System, the Dispatch/Automated Fleet Information System (DAFIS), and ExtraFleet 2000.

#### 15.10.2.1 Motor Pool Operations

**Requirement:** The Contractor shall:

- a. Ensure that all operators have a valid driver's permit for the type of vehicle to be operated, and issued for the area in which the employee is principally employed or in which the employee lives in accordance with FPMR 101-38.3.
- b. Ensure all travelers whose destinations exceed 50 miles have valid travel orders and are issued the current U.S. Government credit card for the vehicle they are utilizing.
- c. Refuel and remove trash from all motor pool vehicles upon return from travel. In addition the Contractor shall schedule all motor pool vehicles to be washed on a regular basis.
- d. Inspect each motor pool vehicle monthly for flashlight, flares, and emergency equipment.
- e. Receive vehicle reservation requests from customers, enter request into the DAFIS vehicle reservation system and dispatch as required.

**Standard:** Perform motor pool operations in a timely manner.

#### 15.10.2.2 Scheduled Runs

**Introduction:** Scheduled runs include daily scheduled deliveries from store stock, central receiving, and other scheduled pick-up and delivery activities within a 50 mile radius of WFF.

**Requirement:** The Contractor shall establish a delivery schedule for pick-up and delivery services. Store stock materials and supplies and small purchase receipts shall be delivered no later than 2 workdays from the time the items are placed on the staging line.

**Standard:** Deliveries are performed in a timely manner.

#### 15.10.2.3 Call-Ins

**Requirement:** The Contractor shall:

- a. Dispatch appropriate vehicles, personnel, and equipment to perform pick-up and delivery services. These services shall be performed within a 50-mile radius of WFF.
- b. Accomplish routine pick-up and delivery services for WFF within 5 workdays of receipt of service call.
- c. Utilize the government provided automated system (DAFIS) to record these requests
- d. Perform emergency pick-up and delivery services for WFF.

**Standard:** Provide services in a timely manner.

#### 15.10.2.4 Shuttle Bus Operations

**Introduction:** Shuttle bus services are provided to support WFF customer requirements. These services mainly consist of shuttle service in support of the NASA-8 administrative aircraft, Management Education Center (MEC) programs, the Public Affairs Office (PAO), and the Equal Employment Offices (EEO).

Scheduled shuttle runs consist primarily of daily NASA-8 support; while unscheduled runs are mainly in support of the MEC.

**Requirement:** The Contractor shall:

- a. Provide scheduled shuttle bus support for the NASA-8 administrative aircraft in accordance with the schedule provided by the Aircraft Programs Branch.
- b. Provide unscheduled (non-routine) shuttle bus support as requested.

**Standard:** Provide timely shuttle bus service.

#### 15.10.2.5 Set-Ups

**Requirement:** The Contractor shall coordinate, arrange for, and set-up conference rooms, classrooms, and auditoriums (chairs, tables, exhibits, etc.), in support of meetings, symposia, conferences and assemblies in accordance with customer requirements.

**Standard:** Provide timely set-ups.

#### 15.10.2.5.1 Office Move Coordination

**Introduction:** The Contractor shall arrange for all on and near site office and lab moves. The LMD will advise selection of the prime and backup commercial sources to be used for office moves. Funding to pay the commercial source of the move is provided by the move requestor. Government or Commercial Bills of Lading will be initiated by the GLSC Traffic Management section at WFF to accomplish moves.

**Requirement:** The Contractor shall:

- a. Provide move coordination services for Wallops personnel including, but not limited to, determining move requirements such as size, cost, and timeframe; performing walk-throughs of current and proposed sites; determining any special requirements ( e.g., computer moves, mods and rehabs, or carpeting); coordinating any special packing or special handling requirements; assisting customers in completing necessary paperwork, floor plans, and move schedules; working with other service organizations to coordinate ancillary services to ensure necessary schedules are met.
- b. Assist customers in preparing for moves, including ordering supplies, inspecting material to ensure it is properly packed, secured, and clearly labeled; establishing a move coding system; developing schematics to define where material is to be relocated; ensuring all activities are completed by the move date, and arranging with security for the movers to get on the Facility.
- c. Monitor the move contractor's activities during the move and perform post-move walk-throughs with the customers.
- d. Arrange and coordinate for the services of the moving company provided by the LMD.

**Standard:** Ensure customer requirements for office moves are accomplished in a timely and accurate manner, and associated charges are legitimate.

#### 15.10.3 Administration

**Requirement:** The Contractor shall be required to maintain complete files on vehicles and equipment containing such information as: tag numbers, NASA property numbers, receipt and inspection reports, certificate of origin, warranties, maintenance repair orders, accident reports and repair costs. The Contractor shall be expected to fully utilize the Government provided automated transportation systems

(ExtraFleet 2000, Gasboy Fleetkey System, DAFIS) to accomplish administrative tasks. Much of the data collected by the Contractor shall be required for use in Motor Vehicle Utilization Reviews (MVUR).

#### 15.10.3.1 Reports

**Requirement:** Reports shall be provided in accordance with the following schedule:

- |   |                    |
|---|--------------------|
| - Vehicle Operations and Maintenance Report   | Monthly            |
| - ExtraFleet 2000 reports                     | Monthly            |
| - Congressional Agency Report of Vehicle Data | July 31/yearly     |
| - Agency Report of Vehicle Data               | November 15/yearly |

**Standard:** Provide accurate reports in a timely manner.

#### 15.10.3.2 Credit Cards

**Requirement:** The Contractor shall:

- a. Issue and maintain a U.S. Government credit card for all GSFC-owned vehicles at WFF in accordance with FPMR 101-26.502 and 101-39.8
- b. Enter credit card purchases into ExtraFleet 2000 when billing information is received.
- c. Shall maintain a record of all expired, lost, stolen, or excess vehicle credit cards. All lost or stolen credit cards shall be reported immediately to the LMD.

**Standard:** Provide timely issue, documentation, and notification of credit card activity.

#### 15.10.3.3 License Plates

**Requirement:** The Contractor shall issue, control, and maintain official U.S. Government license plates for GSFC-owned vehicles at WFF in accordance with FPMR 101-38.202. License tags removed from vehicles no longer in service shall be destroyed and a record maintained. Lost or stolen tags shall be immediately reported to the LMD.

**Standard:** Issue, control, and maintain license plates in a timely and accurate manner.

#### 15.10.3.4 Vehicle Identification and De-Identification

**Requirement:** The Contractor shall:

- a. Apply a U.S. Government license tag, NASA Equipment Management System (NEMS) tag, and appropriate operating logos to Government vehicles and equipment as directed by the LMD.
- b. Maintain a record of and ensure that all agency identification is completely removed prior to disposal of vehicle/equipment and that the Government license tags and credit card are destroyed.

**Standard:** Provide service and records in a timely and accurate manner.

#### 15.10.3.5 Keys

**Requirement:** The Contractor shall:

- a. Order, maintain, secure, and issue vehicle/equipment keys.
- b. Order, maintain, secure, encode, and issue Gasboy Fleetkey System keys.

- c. Provide a list of Gasboy encoded keys on request.

**Standard:** Order, encode, issue, and secure keys in a timely and accurate manner.

#### 15.10.3.6 Fuel

**Requirement:** The Contractor shall:

- a. Monitor all bulk fuel deliveries to report any spills or leaks.
- b. Check the gas tank monitoring system to ensure the inventory is accurate. System shall be checked weekly.
- c. Verify accuracy of the automated gas monitoring system by comparing daily tank stickage to inventory database.
- d. Deliver gasoline and diesel fuel to vehicles/equipment. Deliveries shall be made to locations on Wallops Island according to established schedule or as required; deliveries for project support or emergency operations shall be made as directed.

**Standard:** Accurately report any spills or leaks. Accurately verify the tank monitoring system. Provide accurate and timely tank stickage. Provide timely fuel deliveries in accordance with safety procedures.

#### 15.10.3.7 Accident Reports

**Requirement:** The Contractor shall:

- a. Inform the user of accident reporting procedures when issuing Government vehicles.
- b. Collect from the user and provide to the Government the following forms Standard Form 91 (Motor Vehicle Accident Report), Standard Form 94 (Statement of Witness) if applicable, and GSFC Form 23-14A (GSFC Motor Vehicle Accident Report).

**Standard:** Provide accurate and timely accident reports.

#### 15.11 Equipment Management Support Services (NPDMS – CAT 1)

**Introduction:** The Contractor shall be required to provide support at WFF to control and manage equipment, to include utilizing government provided computer systems to track and maintain government-owned and leased property, and Contractor-held property. Property custodians shall be provided by the contractor to ensure control of government equipment utilized by both Government and contract personnel in association with this contract. The Contractor shall be involved in all facets of property control, including identifying and tagging equipment and conducting inventories.

For NASA, the Contractor shall be required to interface with the GLSC Contractor on some equipment management functions. The GLSC Contractor shall provide the following support:

- (a) Management of the NASA Property Disposal Management System (NPDMS)
- (b) Material reutilization
- (c) GSA reporting
- (d) Federal/NASA screening process
- (e) Stevenson-Wydler Act
- (f) Conduct Sales
- (g) Processing transfers
- (h) Inventory scheduling

The Contractor shall be responsible for the following:

- (a) Customer interface
- (b) Excess pick-up and labeling
- (c) Paperwork coordination

- (d) Warehousing
- (e) Sales assistance
- (f) Inventory assistance

#### 15.11.1 Equipment Control

##### 15.11.1.1 Tagging

**Requirement:** The Contractor shall:

- a. Tag and document controlled, non-controlled, and leased equipment at WFF. Equipment must be tagged within 4 workdays from receipt of source document, telephone call, or actual equipment. Data on source document must match equipment description.
- b. Maintain the required equipment control number registration, account for all tags received for use, and prepare the initial automated equipment account.
- c. Maintain 98% accountability of equipment tags issued to the Contractor by the government.

**Standard:** Accurately tags all equipment in a timely manner. Accurately report equipment tag inventory.

##### 15.11.1.2 NASA Equipment Management System (NEMS) and Computer Hardware Inventory and Repair Processing System (CHIRPS)

**Requirement:** The Contractor shall input the appropriate transactions into NEMS and CHIRPS and prepare all documentation for microfiching.

**Standard:** All inputs into the NEMS and CHIRPS shall be accurately keyed within 4 workdays from receipt of documentation.

##### 15.11.1.3 Physical Inventory

**Requirement:** The Contractor shall:

- a. Schedule, conduct, reconcile, and report triennial inventories of controlled personal property and annual sensitive item inventories at WFF using government supplied optical scanners, microcomputers, and a government approved inventory module.
- b. For NASA, inventories shall be conducted in accordance with NHB 4200.1. The Scanning and Summary Letter shall be completed and forwarded to the Supply and Equipment Management Officer (SEMO) within 30 calendar days from the time the account is opened, and the inventories conducted in accordance with the government approved schedule.
- c. For Navy, all controlled material shall be inventoried annually, on a cycle basis.

**Standard:** Provide accurate inventories in a timely manner.

#### 15.11.2 Excess Program

**Introduction:** The Contractor shall be required to support various aspects of the NASA/GSFC and Navy excess property process at WFF. The Contractor shall be required to perform various duties relating to the daily operation of excess property processing including the following: excess property labeling, excess pick-up, warehousing, physical inventories, disk cleaning and on-site sales assistance (NASA only).

The actual screening process and on-site sale for NASA shall be accomplished via the Goddard Logistics Service Contract and LMD civil service employees at Greenbelt. Navy screening and sales shall be accomplished via the Defense Reutilization and Marketing Office and other DOD organizations.

#### 15.11.2.1 Labeling Excess Property

**Requirement:** The Contractor shall affix labels to items of excess equipment, materials, and supplies. Labels shall be affixed to excess items within 3 days of receipt.

**Standard:** Provide labeling services in a timely and accurate manner.

#### 15.11.2.2 Pick-up of Excess Property at WFF

**Requirement:** The Contractor shall pick-up excess material for delivery to the excess warehouse. Excess material shall be picked-up within 2 days after excess labels have been applied.

**Standard:** Provide pick-up service in a timely manner.

#### 15.11.2.3 Warehousing

**Requirement:** The Contractor shall:

- a. Receive, inspect, and locate incoming excess equipment, materials and supplies, including equipment containing hazardous material.
- b. Incoming material shall be processed within 2 days of receipt in warehouse area.
- c. The Contractor shall ensure equipment and material is stored in proper physical environment to guard against damage or deterioration in accordance with customer direction, hazardous material regulations, and direction of the LMD.

**Standard:** Process receipts in a timely and accurate manner.

#### 15.11.2.4 Locator System

**Requirement:** The Contractor shall:

- a. For NASA, establish and maintain a warehouse locator system; file source documents by case number.
- b. Initiate survey actions on lost, damaged or destroyed excess property and materials. Surveys shall be provided within 10 days of discovery

**Standard:** Provide accurate storage of material in a timely manner. Provide timely and accurate reports of survey.

#### 15.11.2.5 Reutilization

**Requirement:** The Contractor shall:

- a. For NASA, assist in the coordination of redistribution of excess material through pickup, delivery, scheduling, and making arrangements for packing and crating as appropriate.
- b. For NASA, provide escort service to excess material screeners.

**Standard:** Provide timely reutilization assistance.

#### 15.11.2.6 On-site Sales

**Introduction:** For NASA, actual sales process shall be accomplished via GLSC and the LMD. The Navy does not conduct excess property sales in this location.

**Requirement:** The Contractor shall:

- a. Segregate, lot, tag, and display property for inspection and on-site sale to the public sector.
- b. Schedule material pickup of sold material with the successful bidder.

**Standard:** The Contractor shall provide timely and accurate on-site sales assistance.

#### 15.11.2.7 Excess Property Physical Inventory

**Requirement:** The Contractor shall:

- a. For NASA, conduct a wall-to-wall inventory of all excess property and material located in the excess warehouse and outside storage lot. Inventory shall be conducted every 2 years or as directed by the LMD.
- b. For NASA, provide a plan and schedule for conducting the inventory to the LMD 30 days prior to inventory start date.
- c. For NASA, review over-aged cases and provide findings to the LMD on a quarterly basis.

**Standard:** Conduct inventories in a timely and accurate manner. Provide inventory plan in a timely manner. Conduct reviews in a timely manner.

#### 15.11.2.8 Disk Cleaning

**Requirement:** The Contractor shall:

- a. Provide services to ensure the hard drives of all government owned computers are cleared of data and software. If hard drive can not be cleaned the Contractor shall remove and destroy. This action shall be accomplished on all government computer systems prior to disposal via internal redistribution federal transfers, donation, or sale.
- b. Install an operating system (presently a version of Windows) and test the system.

**Standard:** Provide these services in a timely manner.

#### 15.11.2.9 Executive Order 12999

**Requirement:** The Contractor shall support the LMD in meeting the requirements of Executive Order 12999 by performing the following activities for all government desktop computers donated to educational activities:

- (a) Clearing all data and software from hard drive
- (b) Installing an operating system (presently a version of Windows) as designated by the government
- (c) Testing the system for Year 2000 compliance
- (d) Identifying system configuration information (e.g. type of processor and amount of RAM)

**Standard:** Provide support in a timely and accurate manner.

#### 15.11.3 Inactive/Active Equipment Storage (SIMS – CAT 2)

**Introduction:** The Contractor will support the LMD in operation of the Active/Inactive Equipment Storage Program at WFF. At WFF on-site storage facilities are available for technical and scientific equipment, traveling exhibits, materials, and other property. The NASA storage facilities at WFF currently are not climate controlled. The contractor will procure commercially-leased warehouse space on behalf of NASA for NASA equipment and material requiring special storage conditions. The Contractor will charge back all costs for the leased space to NASA. Equipment storage includes, but is not limited to, the following activities: initiating and processing storage and storage return requests; receiving material into storage; rewarehousing existing items in storage; transporting storage items between warehouses; initiating and processing storage withdrawal and transfer requests; coordinating withdrawal of material out of storage; processing yearly recertifications; routinely inspecting stored material and the storage facilities; assisting

in facilities inspections and initiating repair orders; conducting inventories; and providing data entry and assistance in maintaining the government-provided databases.

For NASA, the Contractor shall provide physical and tracking data on material in the Active/Inactive Equipment Storage Program by utilizing the government-provided Storage Information Management System (SIMS). Because flight hardware and/or ground support equipment is stored under this program, ISO 9001 requirements and procedures must be followed.

**Requirement:** The Contractor shall:

- a. For NASA, enter data into the SIMS database in accordance with SIMS Standard Operating Procedures.
- b. Warehouse material received for storage. Material shall be stored within 3 days of receipt.
- c. Conduct a wall-to-wall inventory of stored material at WFF. The biennial inventory is required by the last week of January on the scheduled year.

**Standard:** Enter data accurately and in a timely manner. Store material accurately and in a timely manner. Conduct inventories accurately and in a timely manner.

## 15.12 Administrative Support Services

### 15.12.1 Intentionally Left

### 15.12.2 Systems Analysis

**Introduction:** Provide support to management in the gathering and analysis of logistical data in order to improve supply processes, predict and avoid logistics problems, and justify recommendations to higher authority. Use references and current industry practices to generate recommendations.

#### 15.12.2.1 Data Collection

**Requirement:** The Contractor shall collect data in various supply areas, including procurement, material management, property disposal, food service operations, barracks operations, and HAZMAT operations.

**Standard:** Provide accurate data in a timely manner.

#### 15.12.2.2 Statistical Analysis

**Requirement:** The Contractor shall conduct analyses of data in various supply areas and provide recommendations to improve processes and provide increased efficiencies.

**Standard:** Provide recommendations in a timely manner.

#### 15.12.2.3 Research

**Requirement:** The Contractor shall be familiar with the latest business practices in Government and the civilian sector. Collect and provide information on supply and logistics systems.

**Standard:** Provide information in a timely manner.

### 15.12.3 Meetings

**Requirement:** The Contractor shall participate in Logistic and Configuration Management meetings in order to gather required data and information in support of command operations and supply/logistic studies.

**Standard:** Attend meetings in a timely manner.

#### 15.12.4 Records Management

**Introduction:** Records Management at WFF for NASA involves the storing, disposal, and retrieval of retired NASA records for WFF customers.

**Requirement:** The Contractor shall:

- a. Assist customers in the correct preparation of records to be stored at the Wallops Records Holding Facility.
- b. Arrange for pick up and delivery of records on site.
- c. Issue termination or review notices.
- d. Properly dispose of records.
- e. Maintain logs and files for all records and records transactions.

**Standard:**

- a. Assist customers in a timely and accurate manner.
- b. Conduct pick up and delivery in a timely manner.
- c. Issue termination and renewal notices in a timely and accurate manner.
- d. Dispose of records in a timely manner in accordance with regulations.
- e. Maintain accurate logs and files for records and records transactions.

#### 15.12.5 Forms Management

**Introduction:** Forms Management involves maintaining an inventory of WFF unique forms, and distributing these forms to customers as requested. Forms other than WFF unique forms are drawn from the inventory at Greenbelt or the electronic forms database maintained at Greenbelt. Currently there are approximately 314 WFF unique forms utilized.

**Requirement:** The Contractor shall maintain an inventory of WFF unique forms and distribute as requested.

**Standard:** Maintain inventory and distribute forms in a timely and accurate manner.

16.0 FINANCIAL RESOURCES MANAGEMENT SUPPORT SERVICES

- 16.1 Budget Formulation (Category 1)
- 16.2 Budget Execution (Category 1 & 2)
- 16.3 Financial Management Systems (Category 1 & 2)
- 16.4 Accounting Support (Category 1)
  - 16.4.1 Customer Service
  - 16.4.2 Accounting (Category 1)
  - 16.4.3 Reconcile

**16.0 FINANCIAL RESOURCES MANAGEMENT SUPPORT SERVICES**

**Introduction:** Sections 16.1 through 16.3 are in support of Navy and Section 16.4 is in support of NASA.

**16.1 Budget Formulation (Category 1)**

**Introduction:** Budget formulation encompasses all aspects of financial planning using analysis, assumptions and forecasting. Past trends, current knowledge and long range planning are essential in maintaining financial excellence.

Currently, the Navy uses an automated internal memorandum of accounting Financial Information and Reporting System (FIRST) to gather and capture financial data.

**Requirement:** The Contractor shall:

- a. Provide historical expenditures and financial trend reports on a quarterly (no later than the 15th day following the end of the quarter) or on an as needed basis. The Contractor shall provide reports sorted by fiscal years; appropriations; categories; departments; combination of; or as requested.
- b. Maintain and provide expenditure histories by various sorts both numerically and graphically
- c. Maintain and provide financial trend analysis by various sorts both numerically and graphically
- d. Review expenditure histories and conduct trend analysis for deviations/variances and provide report(s) in various formats (spreadsheets, presentations, graphs, etc.) as directed
- e. Research and provide justifications for deviations/variances and provide information either orally or written in various formats (paragraphs, spreadsheets, presentations, graphs, etc.) as directed
- f. Attend meetings on an as needed basis as directed
- g. Assist with gathering current and out year financial requirements as directed
- h. Assist with compiling budget requirements and justifications and provide in various formats (paragraphs, spreadsheets, presentations, graphs, etc.) as directed
- i. Assist with flowcharting budget formulation processes as directed
- j. Identify and recommend areas for improvement either orally or in writing
- k. Maintain Government and Contractor internal and external points of contact and provide upon request
- l. Assure all reports and information shall be in accordance with the most current:
  - (1) Defense Financial Management Regulations (DFMRs)
  - (2) Office of the Assistant Secretary of the Navy (ASN) Financial Management and Comptroller (FM&C) Office of Budget Guidance
  - (3) Government Accounting Office (GAO) Standards
  - (4) Navy Comptroller Financial Manuals
  - (5) Defense Planning, Programming and Budgeting System (PPBS)
  - (6) Department of Defense (DoD) Payroll Standards, Policies and Procedures

- (7) Federal Appropriation Laws
- (8) Department of Defense (DoD) Naval Supply (NAVSUP) Standards, Policies and Procedures

**Standard:** Reports shall be in accordance with specified requirements, accurate, reflect analysis and conclusions; if written, be clear and concise; and clearly communicated to customers. All reports shall be submitted on time.

## 16.2 Budget Execution (Category 1 & 2)

**Introduction:** Budget execution incorporates the necessary tools to accomplish all fiscal responsibilities and allow management to make sound financial decisions throughout any given fiscal year.

Currently, the Department of the Navy (DON) uses the Defense Finance and Accounting Service's (DFAS) Standard Accounting and Reporting Systems (STARS), the Navy uses FIRST, and NASA uses the Reporting and Accounting Management Information System (RAMIS) and other cost reports to gather, capture and report financial data.

FIRST provides up to date and current information, allowing managers to keep abreast of their financial posture, make sound financial decisions, re-allocate funds and request additional funds.

**Requirement:** The Contractor shall:

- a. Adhere to due dates for reconciliations as agreed to between the Navy the Contractor (see attached sample and histories).
- b. On a daily basis, print, verify accuracy and file the Command Operating Budget Report.
- c. On a weekly basis or as requested print, verify accuracy, file and provide a copy to the Contracting Officer, the Command Operating Budget and the Departmental Operating Budget Reports.
- d. Enter all allocations, reprogrammings, commitments, obligations, receipts and expenditures in the automated internal memorandum of accounting system daily or as requested
- e. Recommend allocation changes when the need is identified
- f. Provide status of funds for all years and appropriations numerically and graphically
- g. Provide expenditures and expenditure rates for all years and appropriations numerically and graphically
- h. Validate outstanding commitments, obligations and expenditures for all years and appropriations
- i. Reconcile commitments, obligations and expenditures between the automated internal memorandum of accounting system and DFAS's Standard Accounting and Reporting Systems in accordance with due dates or as requested
- j. Make necessary adjustments to the automated internal memorandum of accounting system and provide information to Government personnel for adjustment in DFAS's Standard Accounting and Reporting System on a daily basis or as requested
- k. Reconcile prompt payments with DFAS's One Bill Pay System
- l. Research and correct discrepancies or submit correction(s) to DFAS after reconciliation processes on an as needed basis
- m. Reconcile commitments, obligations, costs and expenditures between the Navy's automated and NASA's internal memorandum of accounting systems monthly or on an as needed basis
- n. Research and correct discrepancies or submit correction(s) to NASA after reconciliation processes
- o. Develop and maintain matrix of DFAS and NASA discrepancies and the Navy's corrections monthly or on an as needed basis
- p. Assist in researching unmatched disbursements or negative unliquidated obligations (NULOs) as requested
- q. Attend and/or facilitate meetings on an as needed basis as directed
- r. Assist with gathering data and compiling information in response to data calls on an as needed basis as directed

- s. Coordinate and assist in preparation of financial workshops as directed
- t. Flowchart budget execution processes as directed
- u. Identify and recommend areas for improvement either orally or in writing
- v. Maintain files daily
- w. Maintain Government and Contractor internal and external points of contact and provide upon request
- x. Assure all data entry, reports and reconciliations are accurate and free of errors; and bottom line totals of reconciliations match.
- y. Assure all data entry, reports and information should be in accordance with the most current:
  - (1) Defense Financial Management Regulations (DFMRs)
  - (2) Office of the Assistant Secretary of the Navy (ASN) Financial Management and Comptroller (FM&C) Office of Budget Guidance
  - (3) Government Accounting Office (GAO) Standards
  - (4) Navy Comptroller Financial Manuals
  - (5) Joint Federal Travel (for uniformed members) and the Joint Travel (for civilians) Regulations
  - (6) Defense Finance and Accounting Service (DFAS) Policies and Procedures
  - (7) Defense Planning, Programming and Budgeting System (PPBS)
  - (8) Federal Appropriation Laws
  - (9) Department of Defense (DoD) Payroll Standards, Policies and Procedures
  - (10) Federal Appropriation Laws
  - (11) Department of Defense (DoD) Naval Supply (NAVSUP) Standards, Policies and Procedures
  - (12) Prompt Payment Act

**Standard:** Reports are accurate, reflect analysis and conclusions; if written, be clear and concise; and clearly communicated to customers. All documentation is submitted on time and in proper format.

### 16.3 Financial Management Systems (Category 1 & 2)

**Introduction:** Financial Management Systems include development, maintenance, modifications, integration and training.

The Navy's current automated internal memorandum accounting Financial Information and Reporting System (FIRST) is Government owned; Government and Contractor developed; and Contractor programmed.

FIRST is extremely critical during downtime of the Defense Finance and Accounting Service's (DFAS) Standard Accounting and Reporting Systems (STARS). FIRST keeps the Command apprised of commitments, obligations, expenditures and remaining balances.

**Requirement:** The Contractor shall:

- a. Maintain the automated internal memorandum of accounting system on a daily basis
- b. Develop, assist in defining specifications and submit new requirements to Contracting Officer for programming as requested
- c. Develop, assist in defining specifications and submit modifications to Contracting Officer for programming as requested

- d. Serve as liaison between the financial management system manager and the programmer supporting the financial management system on an as needed basis as requested
- e. Conduct tests and maintain duplicate systems as directed
- f. Test all new additions or modified programs and obtain approval before implementation
- g. Maintain duplicate system(s) in current status while new system(s) are tested
- h. Flowchart financial systems processes as directed
- i. Continually monitor automated internal memorandum system for process improvements and provide written recommendations
- j. Continually review systems for interface with one another
- k. Make recommendations for systems' enhancements either orally or in writing
- l. Conduct comparative analysis between financial systems and keep Contracting Officer apprised of any changes or recommendations
- m. Identify and recommend areas for improvement either orally or in writing
- n. Assure reports are accurate, reflect analysis and conclusions; if written, be clear and concise; and clearly communicated to customers.

**Standard:** Documentation is accurate and submitted in a timely basis in accordance with requirements.

All reports, recommendations, information and programs shall be in accordance with the standards of the Navy IRMD requirements stated above.

#### 16.4 Accounting Support (Category 1)

**Introduction:** The Contractor shall provide accounting information support services. Established procedures will be followed for the obligation, disbursement, and de-obligation of funds for invoices, travel, small purchases, payroll, etc. Progress of funds shall be monitored and verified for proper dispensation. Computer databases to be used in fulfilling this function include, but are not limited to, the Invoice Payment System, the Small Purchasing System, the Goddard Accounting Computer System, the Commitment Obligatory Processing System, and the Electronic Certification System.

##### 16.4.1 Customer Service

**Requirement:** Contractor shall provide customer service support to vendors, (private industry and Government agencies) resource analysts, and NASA Civil Service and Contractor support. Contractor shall be available for walk-ins and telephone inquiries. This is required on a daily basis during an eight-hour workday.

**Standard:** Questions shall be answered within the same day. Answers shall be correct and complete.

##### 16.4.2 Accounting (Category 1)

**Requirement:** Contractor shall:

- a. Input documents and batches, for machine processing, obligations for rentals, utilities, materials, and services ordered on purchase orders from other Government agencies and commercial concerns.
- b. Review various classes of purchase order vouchers for propriety and legality of payment, verifying all requirements have been met. Increases or decreases to the quantity of service or material cited in the basic order must be adjusted.
- c. Set up control sheets. This sheet must be established at the time the basic order is received.
- d. Draft memoranda to contract negotiators, technical officers, resource analyst and receiving officers to resolve issues and differences in vendor invoices and documentation held in the accounting purchase order files.
- e. Draft correspondence in reply to vendor inquiries concerning reason for non-payment, deductions made on vouchers, and the status of vouchers in progress.
- f. Answer telephone inquiries of the same nature.

- g. Review documents for required signatures, and completeness of accounting data, namely, appropriation, job order number, object classification, and budget line item. A cross-reference is made to the appropriate procurement request to insure the correct obligation of funds.
- h. Process all on line and manual obligations within three days of receipt of accounting document.
- i. Verify regulations have been followed; supporting papers have been reviewed to ensure appropriate signatures are present; and prices, extensions, total discounts, delivery terms and transportation allowances are correct. Required missing information, signatures, supporting documents, clearances, funds citations, etc, shall be obtained for justifying and readying vouchers for payment.
- j. Warehouse invoices at least one week before scheduled due date.
- k. Assure all documents are filed and available within 24 hours of document completion.
- l. Not remove any accounting files (invoices, receiving and inspection reports, obligation documents, accounting transactions, and any related backup documentation) from the Wallops Fiscal Operations Section.

**Standard:** Requirements are provided in accordance with time specified and be at least 99% accurate. All files remain in the Wallops Fiscal Operations Section.

#### 16.4.3 Reconcile

**Requirement:** Contractor shall:

- a. Perform, on a recurring basis, an after the fact review and analysis of obligations and accounts payable documents to determine current legality and validity and reconcile the supporting documents to the control totals of unliquidated obligations in the fiscal system (Close-out.)
- b. Determine source of imbalance by researching original records and detailed machines processed records, and prepare necessary adjustment entries to bring the records into balance.
- c. Have closeout complete within thirty days following the first week of January and the first week of July.

**Standard:** Documents are provided on time, are accurate and complete.

# **Cube Corporation**

## **Safety and Health Plan**

**NASA Goddard Space Flight Center  
Wallops Flight Facility (WFF)**

**Wallops Island Consolidated Contract  
(WICC)**

**August 2001**

**Contract No.: NAS5-01080**

**Submitted to: Contracting Officer  
NASA GSFC-WFF  
Code 218  
Wallops Island, VA 23337**

**Submitted by: Cube Corporation  
45665 Willow Pond Plaza  
Sterling, VA 20164**

## CONTENTS

- 1.0 Cube Corporation Safety and Health Policy Statement
  - 1.1 Purpose
  - 1.2 Employee Responsibilities
  - 1.3 Management Responsibilities
  - 1.4 Summary
- 2.0 Applicable Documents
- 3.0 General
- 4.0 Goals and Objectives
- 5.0 Management Structure
  - 5.1 Program Responsibilities
    - 5.1.1 Program Manager/Deputy Program Manager
    - 5.1.2 Senior Management
    - 5.1.3 Middle Management
    - 5.1.4 Individual Employee
    - 5.1.5 Quality and Safety Section
- 6.0 Safety and Health Procedures
  - 6.1 Hazard Identification and Control
  - 6.2 Safety Awareness and Motivation Programs
  - 6.3 Hazardous Situations/Conditions in Procedures
  - 6.4 Recognizing Hazards and Avoiding Accidents
  - 6.5 Training and Certification of Personnel
  - 6.6 Personnel Certification Plan
  - 6.7 Hazardous Substances
  - 6.8 Emergency Services Plan
  - 6.9 Accident and Mishap Investigation
  - 6.10 Safety and Health Services
  - 6.11 Inspections
  - 6.12 Critical Task Training
  - 6.13 Personal Protective Equipment
  - 6.14 Program Evaluations
  - 6.15 Safety and Health Activities
  - 6.16 Revising the Safety and Health Plan
  - 6.17 Subcontractor Compliance

## **1.0 CUBE CORPORATION SAFETY AND HEALTH POLICY STATEMENT**

### **1.1 Purpose**

Safety and health of employees and others is of utmost priority to Cube Corporation management. It is in the best interest of the company, employees, and customers if all duties are performed with rigid adherence to applicable safety and health procedures, and all work activities are performed with safety considerations as a cornerstone. Cube Corporation places emphasis on safety above all other business interests, and empowers each individual to be proactive in ensuring safe working environments. Our policies are tailored to the unique environments of each of our customers, but the underlying principle is to perform our contractual duties with the utmost care and diligence with regard to safe operations.

### **1.2 Employee Responsibilities**

Each employee is responsible for performing his or her work safely, for ensuring safe working practices are employed in their work area, and for reporting or stopping unsafe practices observed. A safe workplace enhances effective mission performance, is required by law and contract, and prevents accidents from occurring. To ensure that all Cube employees are afforded the benefits of a safe working environment, each employee will:

- Report all injuries and accidents immediately to their supervisor.
- Report all safety hazards immediately.
- Observe proper and cautious safety procedures at all times.
- Smoke only in designated areas.
- Be aware of dangerous chemicals, equipment, etc. at the worksite, and know the location of Material Safety Data Sheets (MSDS) for stored items.
- Use appropriate safety equipment required for the specific job.
- Wear appropriate safety clothing, shoes, hard-hats, goggles, hearing protection, etc., in designated areas or when working on an operation that requires such use.
- Keep work areas clean and organized. Keep aisles and fire lanes clear.
- Do not participate in horseplay or practical jokes.
- Be alert at all times to hazards and things that could go wrong, and alert others.
- Apply safety procedures when operating equipment or vehicles.
- Know the location of alarms, fire extinguishers, first aid equipment, etc., in case of an emergency.
- Alert co-workers to unsafe acts.

### **1.3 Management Responsibilities**

Managers and supervisors must be thoroughly familiar with NASA, NAVY, OSHA, and other federal and state standards applicable to their workplaces, and know the safety rules and regulations pertaining to their areas of expertise. Managers and supervisors will ensure a safe workplace for each employee in day-to-day operations, and perform the following activities:

- Conduct safety awareness training during new hire orientation.
- Hold regularly scheduled safety meetings.
- Provide on-the-job safety training.
- Provide safety and health related posters and materials.
- Schedule attendance to outside classes and seminars.
- Inspect work areas on regular basis to assure they are free of clutter and equipment, and are in good working condition. Assure that unauthorized personnel are not in work areas, and that each employee is fit for duty and uninhibited by illness, alcohol, or drugs.
- Assure that each employee in a job classification requiring state and local certifications or licenses is certified, that certifications are current, and that copies of such documentation are retained on file for periodic review.
- Counsel and, as appropriate, take further action against any employee who willfully violates safety rules and regulations, which put them and/or other persons at risk and/or will potentially cause damage to company or client equipment, vehicles, or other property. Actions taken will be in accordance with Company disciplinary practices, and include up to termination of employment where substantiated facts so warrant.
- Immediately investigate any report of an unsafe condition or practice. Do not tolerate harassment, intimidation, or retaliation against anyone who reports an unsafe working condition (whistleblower protection).
- Report each on-the-job injury or illness immediately, and follow-up with a workplace investigation followed by implementation of identifiable preventive measures for any future incident.
- Maintain and periodically inspect first-aid products at the work site for minor injuries.
- Identify all CPR and emergency First Aid-trained individuals and ensure that people with these skills are identified (posted) and known to all employees. The name of an occupational physician will be available for employee referrals.
- Ensure that all vehicles and equipment owned by the Company and client (vehicles that the Cube Team operates or maintains) are operated and maintained in a safe and serviceable manner.
- Prepare and maintain the OSHA-300 log listing all recordable work-related injuries or illness and the time missed due to such incidents. The log will be posted during February of each year in accordance with OSHA regulations.
- Become familiar with, and knowledgeable in all federal and state requirements, training, labeling, certification, storage, etc. regarding specific site hazards, such as chemicals, etc. that are required to be present in facilities and operating areas.

#### **1.4 Summary**

Job safety, and maintaining safe and healthful work environments are critical aspects of each manager's or supervisor's job. Cube Corporation provides evidence of its commitment to safety by including safety operations evaluation factors on annual performance reviews. These safety considerations, and individual safety records, are considered as evaluation factors in determining distributions within the Management Bonus Program.

## 2.0 APPLICABLE DOCUMENTS

Cube Corporation has developed this Safety and Health Plan to be implemented specifically on the Goddard Space Flight Center (GSFC) Wallops Island Consolidated Contract (WICC), under contract number NAS5-01080. This Safety and Health Plan satisfies all WICC contractual requirements and is specifically intended help prevent the loss of life, injury or illness, environmental harm, or property loss or damage. It is in accordance with the following applicable documents as specified in the solicitation document and contract.

- RFP5 12345-8629 Clause H.8
- RFP5 12345-8629 Clause J.4
- NASA FAR Supplement (NFS) 1852.223-70
- NASA GSFC Directive GMI 1700.2C
- OPNAVINST 5100.23 Navy Occupational Health and Safety Manual for Shore Stations.
- VA – TBD
- Local – TBD

### 3.0 GENERAL

Ultimate responsibility for health and safety at GSFC, Wallops Flight Facility (WFF), and offsite facilities rests with NASA line management charged with GSFC operations. To the extent that contractor services are used in fulfilling operational requirements, it is the contractor's responsibility to meet all the Safety and Health Program objectives with the same diligence and dedication that NASA management applies.

Cube Corporation's Safety and Health Plan addresses each of the following requirements under this contract, in accordance with NASA GSFC Directive No. GMI 1700.2C:

1. Cube Corporation will take all necessary steps to avoid the loss of life, injury, or illness of personnel, environmental harm, and property loss or damage to the extent practical.
2. Cube Corporation will comply with provisions of Occupational Safety and Health Act (OSHAct) of 1970, Executive Order 11807, 29 CFR 1960, published OSHA and NASA standards, all applicable Navy standards and requirements of other federal regulatory agencies. Cube Corporation will adhere to the more stringent regulations if a conflict exists.
3. Instill in each Cube Corporation employee an awareness of the need for safety, health, and environmental conservation.
4. Cube Corporation will implement a risk management system for achieving the necessary level of safety and health commensurate with mission objectives and overall costs.
5. Cube Corporation will ensure that an organized and systematic approach is used for identifying and controlling safety, health, and environmental hazards and problems.
6. Cube Corporation will periodically review and evaluate plans, systems, and activities relating to safety, health, and the environment to ensure that objectives are achieved within established constraints of available technology, funding, and schedule.

## 4.0 GOALS AND OBJECTIVES

Cube Corporation's primary purpose in establishing this Plan is to maintain an accident-free operation and protect our employees, NASA and Navy personnel, contractor and other on-site personnel, and property by providing effective program policies, responsibilities, and procedures. Our Safety and Health Program goals and objectives for the WICC are to ensure that:

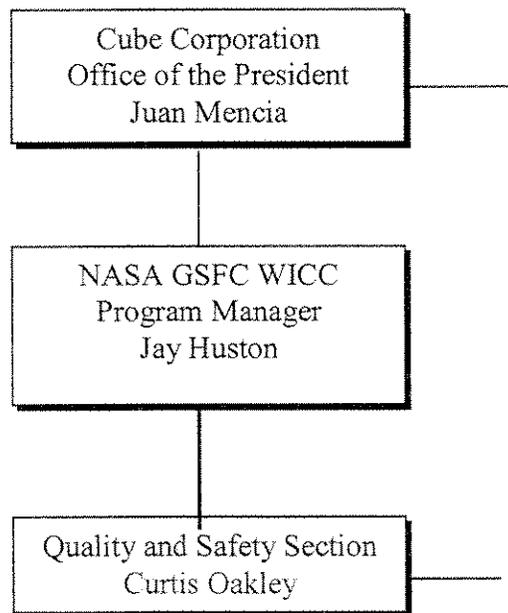
- Every employee will receive training within the scope of his or her job. This includes thorough review of all procedures applicable to hazardous operations/materials identification and reporting, accident prevention and reporting, and tasks involving critical lift operations that could lead to personnel injury or property damage. This training will be provided and documented in accordance with OSHA 29 CFR requirements.
- Every employee will be provided with and understand the importance and proper use of safety equipment required for the safe performance of work.
- Hazardous and/or critical conditions/materials are identified and annotated on Work Orders and other working documentation released to the performing organization.
- Every employee will be trained on the importance of advanced customer/facility user notification for operations that involve potential hazards or critical tasks that could result in personnel injury.
- Implement procedures which include current personnel certifications for employees performing potentially hazardous operations.
- Safety and Health services will be fully integrated with and complementary to WFF environmental management support functions.
- Every employee will endeavor to develop and maintain a safety culture and each employee:
  - Is certain of the absolute commitment of management to safety, based on continuous expression of that commitment through action.
  - Clearly understands the rights and obligations of employee ownership of safety.
  - Believes absolutely that they have ownership of safety.
  - Has the knowledge and skills required to fulfill their safety responsibilities.
  - Has access to resources necessary to meet safety obligations.
  - Acts positively to fulfill their safety responsibilities every hour of every day.
  - Is rewarded for positive safety performance and disciplined for unacceptable safety performance above all other measurement standards.
  - Every employee will believe that Safety will never be relegated to a position below that of cost, schedule or operations.

## 5.0 MANAGEMENT STRUCTURE

The Cube Corporation's emphasis on Safety is presented in our WICC Program Organization, in which the Quality and Safety Section is a direct line report to the Cube Team WICC Program Manager.

Our Quality and Safety Section will be the foundation of our program-wide safety initiative. Selected individuals from each WICC organizational element will be used to address specific safety concerns and to ensure continuous process improvement. They will augment the Safety Manager and staff by providing expertise in various areas of interest or concern.

Cube Corporation's Safety and Health Plan requirements are applicable to all contract employees, subcontract employees, and others occupying physical space in which the Cube Team has operational responsibility.



**Quality and Safety Section reporting lines ensure clear communication of and management emphasis on an effective Safety and Health Program.**

### 5.1 Program Responsibilities

#### 5.1.1 Program Manager/Deputy Program Manager

Cube Corporation's WICC Program Manager and Deputy Program Manager will be responsible for planning, directing, and controlling activities in a manner consistent with OSHA and NASA/Navy rules and with the goal of preventing accidents and protecting employees. This umbrella of protection will extend to NASA and Navy personnel and to the personnel and property of supporting contractors. The Program Manager will delegate Safety and Health

Program requirements to elements in the Cube Team organization while retaining ultimate responsibility for program performance. In addition, he will orchestrate the activities and programs supporting the establishment and maintenance of a viable safety culture.

### **5.1.2 Senior Management**

Cube Team senior managers will embrace policy and directives of the Program Manager and Deputy Program Manager. They will enthusiastically promote concept development and pursue safety excellence in each of their respective organizations.

A viable safety culture is dependent on senior management fully understanding this concept, actively promoting it, and consistently providing support. The absolute commitment of management to safety procedures and practices is key to developing a safety-oriented culture within the work force.

Management will assist in the program development and disseminate a clear statement of policy, one which establishes safety as a primary objective of the organization. They will assign responsibility for safety to the line organization and to the individual employees. They will support safety policy by providing the resources necessary to make it work, and will provide the basics for establishing prudent risk management:

- Allocation of time, material and personnel.
- Clear delineation of responsibility and authority.
- Clear and open channels of communication.
- Training in the skills and knowledge required for safe operations.

Cube Team management will truly lead by example. They will abide by and ensure that all those around them adhere to safety rules and regulations. They will make the decisions that give safety the priority when it may be in conflict with production, cost or schedule. Senior managers will actively encourage employee involvement in the safety process and will support employees who make difficult decisions for the sake of safety. They will ensure that employees who raise safety issues in good conscience are treated positively at all levels within the organization. Management will verify that safety findings are resolved in a reasonable time frame, based on potential severity. They will ensure that every employee is evaluated on safety performance as well as other job responsibilities, and will hold employees accountable for negative performance and reward them for positive performance.

### **5.1.3 Middle Management**

It is middle management's responsibility to administer the safety policy established by senior management. They will take these policies and create specific procedures and practices in their individual work areas. They will intelligently apply the resources provided and ensure that they are effectively used for the purposes for which they are allocated. It is the middle manager who makes the safety culture thrive by ensuring that the concept of safety, as a number one priority, is diligently practiced. The middle manager will also lead by example. They will comply with all safety rules and regulations, and ensure that their employees understand, believe, and practice the prudent safety measures.

The middle manager will actively encourage continuous employee participation in the safety process. They will encourage employee involvement in the development and utilization of safety inspection checklists, ensure that all employees have the opportunity to attend required safety training, utilize employees in the development and implementation of area- or process-specific safety training, and ensure that all employees have an open and effective line of communication for safety-related issues.

As the interface between individual employees and senior management, middle managers will communicate through their daily actions the commitment of senior management to safety. They will demand follow-up and provide feedback on all safety issues that are raised in their areas of responsibility. They will ensure that hazards which cannot be immediately mitigated or eliminated are reported promptly. They will ensure that feedback they receive from their employees is communicated throughout the organization. They will recognize positive safety performance and correct poor performance as it occurs. These managers will evaluate their employees' safety performance with the same rigor they apply to production, cost and schedule, and ensure that rewards or discipline are commensurate with performance.

#### **5.1.4 Individual Employee**

A safety culture cannot exist without the complete commitment of individual employees. They will, of their own volition, be committed to an accident-free site and will accept the responsibility for meeting that goal. They should willingly comply with all safety rules, and enforce those rules with their co-workers. Equally important, they will be committed to using their expertise and experience to improve and perfect safety rules/practices whenever possible. They will exercise reasonable safety thinking on every task and immediately communicate safety issues or concerns. Every employee will exercise the authority to stop unsafe acts before they occur. Employees will continually evaluate the Cube Team's WICC Safety and Health Program and practices and provide inputs for improvement.

Cube Team employees will participate in safety activities such as: inspections; training; job hazard analysis; hazard identification and reporting; and emergency response as opportunity allows or the situations dictate. They will recognize that these activities are an integral part of their job functions and hold the highest priority in terms of their duties.

#### **5.1.5 Quality and Safety Section**

The Quality and Safety Section Manager is pivotal to the development and maintenance of the Safety and Health Plan. His organization consists of knowledgeable professionals capable of providing technical expertise to the workforce. He will ensure that Cube Team programs meet current regulatory and statutory requirements and that these requirements are effectively communicated to the workforce.

The Quality and Safety Section will provide a framework for safety in the development or overarching safety plans and programs. They will encourage the active involvement of line personnel in the development of these plans and programs and will assist the line organization in

the preparation and implementation of a hazard recognition and control programs. This section will maintain required records and generate reports that are required by regulation and analyze data and assist line management in the utilization of safety data to continually improve the processes. This section will also provide technical support to line management in the development of processes, programs and training. The Quality and Safety Section will research, identify, and recommend, as appropriate, new safety tools and programs as they become available. In addition to being a direct report to the Cube Team WICC Program Manager, the Quality and Safety Manager will have direct and immediate access to the President of Cube Corporation.

Additional responsibilities include:

- Promoting continuous improvement in safety and health awareness.
- Acting as liaison with the GSFC WFF, Navy Safety Offices for all safety and health issues.
- Ensuring Safety Plans are implemented throughout the organization.
- Conducting monthly employee safety meetings and bi-monthly management briefings.
- Participating in the program planning and scheduling activities.
- Monitoring/inspecting jobs for safety and health compliance.
- Leading the WICC Program safety initiatives.
- Managing employee safety and health training and certifications.
- Tracking corrective/preventive actions and accident investigations in progress.
- Ensuring compliance with hazardous material procedures, emergency plans, and accident reporting procedures.
- Providing reports and reviews of accident trends.
- Modifying this Plan to achieve GSFC WFF and Cube Team safety and health goals.
- Maintaining open communication with employees.
- Supervising Cube Team personnel in documentation, training, record-keeping and hazard identification and communication.

Division Managers will be responsible for implementing this Plan and providing support to the Quality and Safety Section. Branch Managers will appoint individuals within their Branches to act as Safety and Health Program Monitors who will coordinate directly with the Safety Manager.

## **6.0 SAFETY AND HEALTH PROCEDURES**

### **6.1 Hazard Identification and Control**

Employee awareness and early hazard identification are the foundations of this Plan. Risks will be assessed for likelihood of occurrence and severity, and control methodologies will be recommended.

The Safety Manager, with the assistance of every employee, will conduct surveillance of all work areas and processes to identify and document hazards. Where deficiencies are identified, he will work with employees to plan required corrective actions. Formal records of inspection, deficiencies, and corrective actions will be maintained in the Quality and Safety Section.

An organized and systematic approach will be used to identify and control hazards. This approach will measure safety risks associated with known or perceived hazards and will follow the guidelines of GSFC WFF applicable documents identified in Section 2.0.

### **6.2 Safety Awareness and Motivation Programs**

The Quality and Safety Section will provide training materials to promote safety awareness and aid in motivation. Materials will be made available to all employees and will address:

- Safety performance
- Lessons learned
- Training schedules
- Updates to policies and procedures
- Hazard identification
- Close calls
- Cleanliness practices
- Changes in requirements

The Quality and Safety Section will use a variety of training tools and media resources to keep monthly training innovative and informative. A reporting system will provide for anonymous feedback from employees relating to safety and health issues/conditions. Safety and health information and updates relating to accident/emergency reporting and first aid will be posted in prominent areas. Signs depicting dangerous conditions will also be posted wherever applicable.

### **6.3 Hazardous Situations/Conditions in Procedures**

Certain hazards are expected and can be associated with specific operations. These, however, must be recognized and mitigated whenever possible. Dissemination of safety information is critical to the mitigation process. The Safety Manager, as the focal point for hazards information, must ensure that Cube Team employees are well informed. This is accomplished through various methods and includes: cautions and warnings in procedures; annotation in the Integrated Management System (IMS); and inclusion on work orders issued against potentially hazardous tasks. Cube Team workers and our customers must be fully knowledgeable and cognizant of the risks associated with daily operations and routine maintenance.

## 6.4 Recognizing Hazards and Avoiding Accidents

To ensure all employees are able to recognize hazards and avoid accidents, managers and supervisors will require that:

- Good housekeeping is practiced in all work areas.
- Employees are taught the importance a safety-oriented attitude.
- Periodic safety and health training is provided.
- Work is accomplished by personnel qualified and/or certified for the task.
- Tools and equipment are inspected at frequent intervals and kept in a safe and serviceable condition.
- Employees are instructed in the reporting of all accidents and mishaps.
- There is a continuing program of on-the-job supervision of all potentially hazardous activities.
- Employees are physically qualified to perform their duties.
- Employees are instructed to report promptly any malfunctions of equipment, absence of safety devices, or improper procedures.
- Advanced detailed emergency plans are developed for each hazardous operation.
- Employees are familiar with requirements of applicable procedures such as Lock out/Tag-out, Personal Protective Equipment, and Confined Space Entry.
- Employees are familiar with safety observation techniques and correct deficiencies as soon as possible.

## 6.5 Training and Certification of Personnel

The Cube Team will implement a comprehensive training program to ensure that all personnel are knowledgeable of task safety and health requirements. The program will comply with all NASA GSFC/WFF, Navy, federal, state, and local training regulations. Attendance and successful completion by each employee will be tracked and documented through the certification database. The training program will include:

- Mandatory new-employee safety orientation
- Basic safety and health classes
- Emergency planning and operation
- On-the-job training
- Physical evaluation of employees
- Critical task training certification

The Cube Team training program will provide a complete listing of jobs requiring certification, frequency of training, descriptions of required training, medical requirements (to be satisfied by physical exam if required), and other provisions. Division managers are responsible for ensuring that all employees in their division are properly certified, licensed, and possess the training and experience necessary to perform safely and in accordance with contract requirements.

## 6.6 Personnel Certification Plan

This Plan will document WICC requirements for certifications for those employees working on critical systems that are potentially hazardous. This document establishes specific requirements for certification periods, certification methods, and re-certification. The following lists these requirements along with the WICC organizational element(s) responsible for ensuring the certification/training:

Please review these requirements carefully; some may not be applicable or may be too excessive.

Requirement	WICC Organizational Responsibility
<ul style="list-style-type: none"> <li>Lead journeyman will supervise and check work of all apprentices</li> </ul>	<ul style="list-style-type: none"> <li>Section Managers verify</li> </ul>
<ul style="list-style-type: none"> <li>Any worker operating in areas of hazardous waste will complete a 24-hour hazardous waste site operator's course per OSHA regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Division Managers identify positions affected by this requirement.</li> <li>Safety Section ensures completion of training.</li> </ul>
<ul style="list-style-type: none"> <li>HVAC/R mechanics working on refrigerated circuits or devices will be EPA-certified per the Clean Air Act.</li> </ul>	<ul style="list-style-type: none"> <li>Division Managers will verify certification.</li> <li>Human Resources will maintain certification records.</li> </ul>
<ul style="list-style-type: none"> <li>HVAC/R service practices maximize recycling of ozone depleting compounds for recovery and containment of refrigerants.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Monitors will verify procedures and practices with Safety Section assistance.</li> </ul>
<ul style="list-style-type: none"> <li>HVAC/R mechanics will be at the journeyman level with at least 4 years' experience at that level within his trade.</li> </ul>	<ul style="list-style-type: none"> <li>Division Managers will verify the experience level and document in the training record.</li> </ul>
<ul style="list-style-type: none"> <li>HVAC/R mechanics working on refrigerants will hold no less than a "Universal Journeyman" level in certification.</li> </ul>	<ul style="list-style-type: none"> <li>Division Managers will verify and record training.</li> <li>Employee will carry certification at all times.</li> </ul>
<ul style="list-style-type: none"> <li>Apprentices working on HVAC/R tasks will be under direct supervision of "Universal" journeyman mechanics at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Division Manager will verify.</li> </ul>
<ul style="list-style-type: none"> <li>WICC will have an individual with at least 5 years' experience in hazardous waste management, waste water treatment, and environmental programs, familiar with federal, state, and local regulatory agency laws, standards, and guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Program Manager will ensure this requirement is fulfilled.</li> </ul>
<ul style="list-style-type: none"> <li>Provide individuals with at least 3 years' experience in spill response with experience directing spill response teams and managing spill response resources, familiar with applicable federal, state, and local regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Program Manager will ensure this requirement is fulfilled.</li> </ul>
<ul style="list-style-type: none"> <li>Provide individuals with current OSHA certifications for abatement operations, minimum of 2 years' work experience in asbestos and lead abatement projects.</li> </ul>	<ul style="list-style-type: none"> <li>The Safety Manager will be responsible for coordinating and verifying all personnel involved in these activities are properly trained and training is documented.</li> </ul>
<ul style="list-style-type: none"> <li>Personnel involved in spill response will be provided three 8-hour HAZWOPER refresher training courses. Personnel involved in Incident Command will receive two 8-hour Incident command refresher training courses.</li> </ul>	<ul style="list-style-type: none"> <li>The Safety Manager will ensure these requirements are placed in position descriptions and training records.</li> <li>The Safety Manager will coordinate training schedules with supervisors.</li> </ul>
<ul style="list-style-type: none"> <li>Provide individual with minimum of 3 years' work experience in environmental sampling and record keeping using EPA protocols.</li> </ul>	<ul style="list-style-type: none"> <li>The Program Manager will ensure this requirement is fulfilled.</li> </ul>
<ul style="list-style-type: none"> <li>Persons performing pest control will be licensed in pest control per federal and state regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Licensing requirements will be stipulated in subcontracts.</li> </ul>
<ul style="list-style-type: none"> <li>All operators of general or special purpose vehicles and</li> </ul>	<ul style="list-style-type: none"> <li>Section Managers will verify the currency of licenses</li> </ul>

Requirement	WICC Organizational Responsibility
equipment will be proficient and trained in the safe operations of specific equipment/vehicles.	and training.
<ul style="list-style-type: none"> <li>Electricians and technicians working on alarm systems will be trained and certified in writing as qualified to work on systems. Journeyman level workers will hold current OEM training certificates for fire alarm and gas detection systems.</li> </ul>	<ul style="list-style-type: none"> <li>The Section Manager will ensure these requirements are met and recorded.</li> </ul>
<ul style="list-style-type: none"> <li>All electrical technicians will be at the "journeyman" level.</li> </ul>	<ul style="list-style-type: none"> <li>The Facilities O&amp;M Branch Manager will ensure this requirement is met by placing the requirement in the position description and verifying before hire decision.</li> </ul>
<ul style="list-style-type: none"> <li>For the Utility Control System, provide individuals with 3 years' experience in the energy management field. Will be capable of programming software for existing UCS.</li> </ul>	<ul style="list-style-type: none"> <li>The Facilities O&amp;M Branch Manager will ensure these experience and skill requirements are entered into the position descriptions and individuals hired conform to the requirement.</li> </ul>
<ul style="list-style-type: none"> <li>UCS Technicians will be proficient in three areas:</li> <li><u>Field</u> –programming proficiency, trouble shooting, and capable of supporting installation and checkout of new systems.</li> <li><u>Console</u> – experience in coordination/response to maintenance alarms, critical alarms, and facility maintenance work to avoid false alarm generation; temporary adjustments and program changes to UCS controlled systems.</li> <li><u>Repair</u> – capable of repairing control cards, field sensors, and associated test procedures, and use of test equipment/tools.</li> </ul>	<ul style="list-style-type: none"> <li>The O&amp;M Division Manager will ensure these experience and capability requirements are entered into position descriptions and individuals hired conform to requirements. Required updates in training as a result of system modification/upgrade will be validated by Branch Managers.</li> </ul>
Predictive testing and inspection training and certification requirements:	<ul style="list-style-type: none"> <li>Division Manager will ensure experience and skill requirements are entered into position descriptions and individuals hired conform to requirements. Training updates as a result of system modifications and upgrades will be validated by Branch Managers.</li> </ul>

The Cube Team's Training and Certification Program will comply with applicable specifications. Minimum requirements of education, experience, and physical condition will be established for each task requiring certification. Certification levels for job categories will be monitored by the Quality and Safety Section and updated as necessary to reflect changes in procedures, equipment, facilities, and job scope.

### 6.7 Hazardous Substances

The Cube Team will comply with the WFF tenant hazardous materials programs in accordance with SOW C.8.2.8. The Cube Team will provide annual training for all personnel to ensure proper procurement, processing, packaging, labeling, storage, and transportation of hazardous material. Training will include actions to be taken in the event of a hazardous material spill. Hazardous chemicals and substances will be inventoried by trained personnel. Material Safety Data Sheets (MSDS) will be available for each chemical or substance. Selected employees who have been appropriately trained per OSHA 29 CFR and EPA 40 CFR requirements will be responsible for storing and dispensing hazardous materials. Employees handling hazardous commodities for which the Cube Team is responsible will be monitored by the Quality and Safety Section.

## 6.8 Emergency Service Plans

The Safety Manager will be responsible for coordination and verifying readiness of employees to perform emergency support duties in a safe and environmentally sound way. Semi-annual emergency service exercises will include procedures, material, and training, and are designed to identify weaknesses and/or areas for improvement. The Program Manager and the Safety Manager will witness and verify the validity of these exercises and ensure that corrective actions are tracked to closure through the IMS. The Safety Manager will assist in these activities and ensure all safety requirements are properly covered.

Designated personnel will attend Emergency Planning and Operations training which will include:

- Identification of highly hazardous areas and operations requiring immediate response should a catastrophic event occur.
- Emergency training requirements by job category.
- Evacuation plans.
- Chains of command duties of personnel during emergencies.
- Safe distances to hazardous areas.
- Temporary site security.
- Notification requirements.
- Emergency reporting procedures for accidents, fires, chemical spills, electrical, security, flooding, or police emergency.

## 6.9 Accident and Mishap Investigation

The Cube Team will thoroughly investigate all mishaps and close calls to determine root cause and the necessary action to prevent recurrence. We are committed to the closure of all outstanding safety issues and to the implementation of identified and approved corrective actions. All mishaps will be reported to the Safety Manager by the responsible supervisor. The Safety Manager will report to the CO exposure to any hazardous substances, possible exposure from any hazardous substance, and all mishaps resulting in death, trauma, occupational disease, bodily injury, or environmental damage, in accordance with SOW C.10.1.f. The Safety Manager will ensure mishaps and close calls are reported and thoroughly investigated, and that results are documented.

## 6.10 Safety and Health Services

The Cube Team will provide services to promote an environment which meets our health and safety goals. These services will be presented in training programs to all employees to ensure that they:

- Are knowledgeable regarding MSDS use.
- Receive required training for applicable hazardous materials.
- Are familiar with container labeling requirements.
- Are aware of applicable waste handler duties and responsibilities.

- Follow hazardous substance mishap reporting procedures.
- Know how to deal with improperly stored hazardous substances.
- Are provided with a list of agencies that provide assistance in dealing with hazardous materials.
- Are familiar with appropriate NASA, Navy, company, federal and state regulations.
- Report to GSFC WFF Medical Center for personnel injuries.
- Attend annual Hearing Conservation training.

### **6.11 Inspections**

The Quality and Safety Section will conduct periodic inspections to identify potentially unsafe operations or conditions capable of causing personal injury, occupational disease, work interruptions, or equipment damage. Safety inspection results will be documented and kept on file. If safety hazards are identified, plans to rectify these conditions will be developed, documented, and implemented. Inspections will identify potential safety and health risks such as corrosion, contamination, material fatigue, and equipment or protective device malfunctions. Inspection pre-planning for work-in-progress will be accomplished via the Integrated Management System (IMS). The IMS will be monitored by the Safety Manager to track past and upcoming inspections, maintenance performed, failures and replacement dates for tools, equipment, and personal devices. Logs will be reviewed periodically by the Quality and Safety Section to ensure accuracy and currency.

### **6.12 Critical Task Training**

Each employee's job will be assessed to determine critical tasks. Division Managers, assisted by the Safety Manager, will ensure necessary training is accomplished and recorded.

### **6.13 Personal Protective Equipment**

Job and hazard analyses will be used as a basis for determining required Personal Protective Equipment (PPE). This will be supplemented by periodic surveys to ensure maximum required coverage. The Cube Team will comply with the law (29 CFR) and will exercise prudent judgment in making PPE decisions. Job Hazard Analyses will be updated on an annual basis by the Cube Team Quality and Safety Section.

Employees are trained in proper use of PPE and are aware of the hazards which require its use. Eye, ear, head and foot protection are provided on a routine basis, while specialty equipment is procured as required. No deviations from required PPE are permitted or tolerated by the company, and failure to comply with PPE requirements is handled as a disciplinary issue.

### **6.14 Program Evaluations**

Our evaluations of safety performance will reflect our emphasis and expectations for an effective Safety and Health Program. Quality and Safety Section responsibilities include monitoring day-to-day safety and health activities; compiling safety and health statistics; and investigating incidents. The Safety Manager will have unimpeded access to the Cube Corporation WICC

Program Manager and to the President of The Cube Corporation. Audits will be conducted by Safety personnel with assistance and support from other personnel responsible for implementing the Safety and Health Program. The Cube Team invites participation by the appropriate WFF personnel in these audits. Audits may be either scheduled or unscheduled and may cover Safety and Health matters in general or be limited to topics of particular interest. Audits will be conducted using an agenda outlining audit objectives and methods. Audit teams will be accompanied by personnel designated for this purpose by Branch Managers. Branch Managers will be given a verbal debriefing indicating the preliminary audit findings and recommendations. Formal reports will be prepared by audit teams detailing audit objectives, findings, conclusions, and recommendations. Reports will be approved by the Safety Manager prior to distribution (which will include the CO).

Branch Managers will take action to correct deficiencies in a timely manner. They will prepare and issue weekly status reports showing completion of progress toward correcting each deficiency, or justifying failure to do so. These reports will be continued until all deficiencies have either been corrected or a justification for failure to take action has been proposed and approved by either the Safety or Program Manager. Each branch will be audited on a periodic basis, based on need, with adequate prior notification provided.

The Cube Team's continuous improvement efforts use trend analyses, statistical, and engineering techniques to monitor and assess performance in various functions. These techniques are ideally suited to independent assessment of the Safety and Health Program. Results will be supplemented by information obtained through specific and general compliance audits. Evaluation results containing recommendations for corrective action will be provided to the Program Manager, Safety Manager, Cube Corporation Senior Management, and the NASA GSFC WICC CO. Approval of recommended corrective actions will be obtained from the Program Manager prior to implementation. Progress of corrective action implementation will be monitored by the Safety Manager.

### 6.15 Safety and Health Activities

The Cube Team's Safety and Health activities are summarized in the table below.

Activity	Frequency	Documentation
Employee safety training	Monthly	Minutes and attendance
New employee physicals (if applicable) and drug screening	Prior to employment	Personnel record
Accident reviews and lessons-learned at safety training	Monthly	Minutes and attendance
Emergency training exercises	Semi-annually	Quality and Safety Section files
New employee orientation and general safety training and verification by the Safety Manager that all required safety equipment is available to each employee	Upon hire	Personnel file
Hazardous materials and operations training for applicable new employees	Upon hire	Personnel file
Accident/incident/damage reporting	Per occurrence	Notification to CO per SOW
Formal safety and health inspections	As required	Inspection reports and follow-up plans

Activity	Frequency	Documentation
Employee safety training	Monthly	Minutes and attendance
New employee physicals (if applicable) and drug screening	Prior to employment	Personnel record
Accident reviews and lessons-learned at safety training	Monthly	Minutes and attendance
Emergency training exercises	Semi-annually	Quality and Safety Section files
New employee orientation and general safety training and verification by the Safety Manager that all required safety equipment is available to each employee	Upon hire	Personnel file
Hazardous materials and operations training for applicable new employees	Upon hire	Personnel file
Accident/incident/damage reporting	Per occurrence	Notification to CO per SOW
Formal safety and health inspections	As required	Inspection reports and follow-up plans
Program evaluations	Frequency determined by trends/analysis	Quality and Safety Section records
Safety and Health Plan review	Initial	Formal approval by WICC CO
Audits	Annually for each branch	Formal report by Audit Team; deficiencies and resolutions tracked by Safety Manager
Coordination of safety requirements and accomplishments in personnel certifications	All applicable new employees	Report to CO per SOW
Safety Branch review of Preventive Maintenance Plan	Initial submittal and all revisions	Report D
Safety Manager review of the Facility Condition Assessments	Each assessment report as required	Report
Safety Branch review of the Hazardous Waste/Material Monthly Report	Monthly	Report

### 6.16 Revising the Safety and Health Plan

This Safety and Health Plan will be reviewed at least annually (more often, if needed) to accommodate new operations or incorporate lessons learned from incident investigations. Plan revisions will be dated and recorded in a revision history which will be maintained by the Safety Manager for the life of the document. Plan revisions will be prepared by the Safety Manager in coordination with Division Managers prior to approval by the Program Manager and submission to the WICC CO for approval and subsequent incorporation into the Plan.

### 6.17 Subcontractor Compliance

The Cube Corporation will hold all subcontractors of the Cube Team on the Wallops Island Consolidated Contract (WICC) fully accountable for adherence to the WICC Safety and Health Plan. These requirements will be formally flowed down and incorporated in our team member subcontract agreements.

199801714.txt

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

William W. Gross  
Director

Division of  
Wage Determinations

Wage Determination No.: 1998-0171  
Revision No.: 4  
Date Of Last Revision: 08/03/2005

This wage determination applies at the address(es) below:

GSFC/Wallops Flight Facility, Accomack County, VA

Employed on NASA contracts for institutional services for The Cube Corporation as the Prime contractor:

Collective Bargaining Agreement between The Cube Corporation and International Association of Machinists and Aerospace workers, AFL-CIO, Local Lodge 2552 District 74 (O&M), effective January 1, 2005 through December 31, 2007.

Collective Bargaining Agreement between The Cube Corporation and International Association of Machinists and Aerospace workers, AFL-CIO, Local Lodge 2552, District 74 (custodial workers), effective March 1, 2005 through February 28, 2008.

Collective Bargaining Agreement between The Cube Corporation and International Association of Machinists and Aerospace workers, AFL-CIO, Local Lodge 2552, District 74, (security), effective November 1, 2004 through October 31, 2007.

Collective Bargaining Agreement between EG&G Technical Services, Inc. (subcontractor) and International Association of Machinists and Aerospace workers, AFL-CIO, Local Lodge 2552, District 74 (fire fighters), effective March 1, 2005 through February 29, 2008.

Collective Bargaining Agreement between EG&G Technical Services, Inc. (subcontractor) and International Association of Machinists Aerospace workers, AFL-CIO, Local Lodge 2552, District 74, (logistics), effective April 1, 2005 through March 31, 2008.

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

*A1829664*  
*for Ciba Corp.*  
*1/28/94 7:00 AM*

94-2095 DE, LOWER EASTERN SHORE

WAGE DETERMINATION NO: 94-2095 REV (24) AREA: DE, LOWER EASTERN SHORE

HEALTH AND WELFARE LEVEL - INSURANCE ONLY \*\*OTHER WELFARE LEVEL WD:94-2095

\*\*\*\*\*

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

William W. Gross                      Division of  
Director                                      Wage Determinations

Wage Determination No.: 1994-2095  
Revision No.: 24  
Date Of Revision: 06/03/2005

States: Delaware, Maryland, Virginia

Area: Delaware County of Sussex  
Maryland Counties of Somerset, Wicomico, Worcester  
Virginia Counties of Accomack, Northampton

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

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	9.29
01012 - Accounting Clerk II	10.21
01013 - Accounting Clerk III	12.14
01014 - Accounting Clerk IV	13.81
01030 - Court Reporter	11.90
01050 - Dispatcher, Motor Vehicle	12.58
01060 - Document Preparation Clerk	10.14
01070 - Messenger (Courier)	8.15
01090 - Duplicating Machine Operator	10.14
01110 - Film/Tape Librarian	10.89
01115 - General Clerk I	7.75
01116 - General Clerk II	8.17
01117 - General Clerk III	10.25
01118 - General Clerk IV	11.51
01120 - Housing Referral Assistant	12.94
01131 - Key Entry Operator I	9.96
01132 - Key Entry Operator II	11.79
01191 - Order Clerk I	9.39
01192 - Order Clerk II	11.37
01261 - Personnel Assistant (Employment) I	9.30
01262 - Personnel Assistant (Employment) II	10.89
01263 - Personnel Assistant (Employment) III	11.96
01264 - Personnel Assistant (Employment) IV	12.99
01270 - Production Control Clerk	14.93
01290 - Rental Clerk	9.34
01300 - Scheduler, Maintenance	10.85
01311 - Secretary I	10.85
01312 - Secretary II	11.90
01313 - Secretary III	12.94
01314 - Secretary IV	13.17
01315 - Secretary V	14.48
01320 - Service Order Dispatcher	12.53
01341 - Stenographer I	12.02
01342 - Stenographer II	13.21
01400 - Supply Technician	13.17
01420 - Survey Worker (Interviewer)	9.88
01460 - Switchboard Operator-Receptionist	9.10

01510	- Test Examiner	
01520	- Test Proctor	11.90
01531	- Travel Clerk I	11.90
01532	- Travel Clerk II	10.66
01533	- Travel Clerk III	11.47
01611	- Word Processor I	12.22
01612	- Word Processor II	10.31
01613	- Word Processor III	11.80
03000	- Automatic Data Processing Occupations	12.94
03010	- Computer Data Librarian	
03041	- Computer Operator I	9.11
03042	- Computer Operator II	9.11
03043	- Computer Operator III	10.89
03044	- Computer Operator IV	13.18
03045	- Computer Operator V	14.75
03071	- Computer Programmer I (1)	16.23
03072	- Computer Programmer II (1)	12.84
03073	- Computer Programmer III (1)	15.85
03074	- Computer Programmer IV (1)	18.93
03101	- Computer Systems Analyst I (1)	23.12
03102	- Computer Systems Analyst II (1)	17.15
03103	- Computer Systems Analyst III (1)	20.22
03160	- Peripheral Equipment Operator	23.45
05000	- Automotive Service Occupations	9.11
05005	- Automotive Body Repairer, Fiberglass	
05010	- Automotive Glass Installer	14.89
05040	- Automotive Worker	12.47
05070	- Electrician, Automotive	13.71
05100	- Mobile Equipment Servicer	14.28
05130	- Motor Equipment Metal Mechanic	11.38
05160	- Motor Equipment Metal Worker	14.91
05190	- Motor Vehicle Mechanic	13.71
05220	- Motor Vehicle Mechanic Helper	14.91
05250	- Motor Vehicle Upholstery Worker	10.84
05280	- Motor Vehicle Wrecker	13.08
05310	- Painter, Automotive	13.71
05340	- Radiator Repair Specialist	14.37
05370	- Tire Repairer	13.71
05400	- Transmission Repair Specialist	9.82
07000	- Food Preparation and Service Occupations	14.91
(not set)	- Food Service Worker	
07010	- Baker	7.66
07041	- Cook I	9.95
07042	- Cook II	8.98
07070	- Dishwasher	10.14
07130	- Meat Cutter	6.98
07250	- Waiter/Waitress	11.32
09000	- Furniture Maintenance and Repair Occupations	7.32
09010	- Electrostatic Spray Painter	
09040	- Furniture Handler	14.42
09070	- Furniture Refinisher	10.11
09100	- Furniture Refinisher Helper	13.11
09110	- Furniture Repairer, Minor	10.88
09130	- Upholsterer	12.01
11030	- General Services and Support Occupations	13.11
11030	- Cleaner, Vehicles	
11060	- Elevator Operator	8.72
11090	- Gardener	8.72
11121	- Home Keeping Aid I	9.93
11122	- Home Keeping Aid II	8.08
11150	- Janitor	9.26
11210	- Landscaper, Grounds Maintenance	9.19
11240	- Maintenance Houseman	9.07
11270	- Pest Controller	8.08
11300	- Refuse Collector	10.23
11330	- Transfer Operator	9.90
11360	- Window Cleaner	10.13
12000	- Health Occupations	9.35

12020	- Dental Assistant	
12040	- Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.76
12071	- Licensed Practical Nurse I	12.63
12072	- Licensed Practical Nurse II	13.33
12073	- Licensed Practical Nurse III	14.96
12100	- Medical Assistant	16.73
12130	- Medical Laboratory Technician	11.28
12160	- Medical Record Clerk	13.01
12190	- Medical Record Technician	11.83
12221	- Nursing Assistant I	14.89
12222	- Nursing Assistant II	8.31
12223	- Nursing Assistant III	9.34
12224	- Nursing Assistant IV	10.19
12250	- Pharmacy Technician	11.43
12280	- Phlebotomist	12.19
12311	- Registered Nurse I	12.36
12312	- Registered Nurse II	20.72
12313	- Registered Nurse II, Specialist	25.38
12314	- Registered Nurse III	25.38
12315	- Registered Nurse III, Anesthetist	30.70
12316	- Registered Nurse IV	30.70
13000	- Information and Arts Occupations	36.76
13002	- Audiovisual Librarian	
13011	- Exhibits Specialist I	13.25
13012	- Exhibits Specialist II	15.48
13013	- Exhibits Specialist III	19.03
13041	- Illustrator I	23.25
13042	- Illustrator II	15.48
13043	- Illustrator III	17.78
13047	- Librarian	19.87
13050	- Library Technician	14.53
13071	- Photographer I	11.13
13072	- Photographer II	12.10
13073	- Photographer III	14.00
13074	- Photographer IV	15.95
13075	- Photographer V	19.61
15000	- Laundry, Dry Cleaning, Pressing and Related Occupations	23.01
15010	- Assembler	
15030	- Counter Attendant	7.56
15040	- Dry Cleaner	7.56
15070	- Finisher, Flatwork, Machine	9.41
15090	- Presser, Hand	7.56
15100	- Presser, Machine, Drycleaning	7.56
15130	- Presser, Machine, Shirts	7.56
15160	- Presser, Machine, Wearing Apparel, Laundry	7.56
15190	- Sewing Machine Operator	7.56
15220	- Tailor	10.06
15250	- Washer, Machine	10.74
19000	- Machine-Tool Operation and Repair Occupations	8.21
19010	- Machine-Tool Operator (Toolroom)	
19040	- Tool and Die Maker	15.66
21000	- Material Handling and Packing Occupations	18.34
21010	- Material Distribution System Operator	
21020	- Material Coordinator	13.84
21030	- Material Expediter	15.53
21040	- Material Handling Laborer	15.53
21050	- Order Filler	9.75
21071	- Forklift Operator	9.60
21080	- Production Line Worker (Food Processing)	12.00
21100	- Shipping/Receiving Clerk	11.13
21130	- Shipping Packer	10.69
21140	- Stock Worker I	10.69
21150	- Stock Clerk (Shelf Stocker; Store Worker II)	11.06
21210	- Stock and Parts Attendant	14.37
21400	- Warehouse Specialist	13.76
23000	- Mechanicals and Maintenance and Repair Occupations	12.00
23010	- Air Lift Mechanic	
23040	- Air Lift Mechanic Helper	16.39
		13.04

23050	- Aircraft Quality Control Inspector	
23060	- Aircraft Servicer	21.81
23070	- Aircraft Worker	14.39
23100	- Appearance Mechanic	15.07
23120	- Bicycle Repairer	13.50
23125	- Cable Splicer	11.05
23130	- Carpenter, Maintenance	20.93
23140	- Carpet Layer	15.40
23160	- Electrician, Maintenance	13.84
23181	- Electronics Technician, Maintenance I	16.23
23182	- Electronics Technician, Maintenance II	13.84
23183	- Electronics Technician, Maintenance III	18.79
23260	- Fiberglass Worker	21.16
23290	- Fire Alarm System Mechanic	13.93
23310	- Fire Extinguisher Repairer	16.39
23340	- Gas Distribution System Mechanic	13.39
23370	- General Maintenance Worker	16.56
23400	- Heating, Refrigeration and Air Conditioning Mechanic	13.63
23430	- Heavy Equipment Mechanic	15.34
23440	- Heavy Equipment Operator	16.14
23460	- Instrument Mechanic	15.73
23470	- Laborer	17.30
23500	- Locksmith	9.91
23530	- Machinery Maintenance Mechanic	15.70
23550	- Mechanist, Maintenance	18.02
23580	- Maintenance Trades Helper	15.74
23640	- Millwright	10.88
23700	- Office Appliance Repairer	13.39
23740	- Painter, Aircraft	15.70
23760	- Painter, Maintenance	14.62
23790	- Pipe Fitter, Maintenance	13.11
23800	- Plumber, Maintenance	16.18
23820	- Pneumatic Systems Mechanic	17.05
23850	- Printer	16.39
23870	- Radio Mechanic	16.39
23890	- Sheet-Metal Worker, Maintenance	14.91
23910	- Small Engine Mechanic	15.05
23930	- Telecommunication Mechanic I	13.99
23931	- Telecommunication Mechanic II	15.11
23950	- Telephone Lineman	16.76
23960	- Welder, Combination, Maintenance	16.11
23965	- Weld Driller	14.20
23970	- Woodcraft Worker	16.31
23980	- Woodworker	16.39
24000	- Personal Needs Occupations	12.82
24570	- Child Care Attendant	
24580	- Child Care Center Clerk	8.45
24600	- Child Care Aid	10.54
24630	- Cook	7.47
25000	- Plant and System Operation Occupations	11.71
25010	- Boiler Tender	
25040	- Sugar Plant Operator	16.56
25070	- Stationary Engineer	14.79
25190	- Pollution Equipment Tender	16.56
25210	- Sewer Treatment Plant Operator	13.42
27000	- Protective Service Occupations	14.79
(not set)	- Police Officer	
27004	- Police Monitor	16.95
27006	- Corrections Officer	11.96
27010	- Port Security Officer	14.20
27040	- Prison Officer	14.03
27070	- Air Fighter	14.20
27101	- Pilot I	11.86
27102	- Pilot II	8.70
28000	- Stevedoring/Longshoremen Occupations	10.93
28010	- Lifter and Bracer	
28020	- Lifter Tender	14.15
28030	- Lifter Handler	14.15
		14.15

28040 - Stevedore I	
28050 - Stevedore II	12.29
29000 - Technical Occupations	14.75
21150 - Graphic Artist	
29010 - Air Traffic Control Specialist, Center (2)	15.59
29011 - Air Traffic Control Specialist, Station (2)	31.49
29012 - Air Traffic Control Specialist, Terminal (2)	21.71
29023 - Archeological Technician I	23.92
29024 - Archeological Technician II	12.95
29025 - Archeological Technician III	14.50
29030 - Cartographic Technician	17.97
29035 - Computer Based Training (CBT) Specialist/ Instructor	17.30
29040 - Civil Engineering Technician	17.15
29061 - Drafter I	17.15
29062 - Drafter II	11.27
29063 - Drafter III	13.64
29064 - Drafter IV	15.78
29081 - Engineering Technician I	17.97
29082 - Engineering Technician II	10.81
29083 - Engineering Technician III	13.08
29084 - Engineering Technician IV	15.13
29085 - Engineering Technician V	17.25
29086 - Engineering Technician VI	21.21
29090 - Environmental Technician	24.88
29100 - Flight Simulator/Instructor (Pilot)	17.97
29160 - Instructor	20.22
29210 - Laboratory Technician	18.72
29240 - Mathematical Technician	12.43
29361 - Paralegal/Legal Assistant I	17.97
29362 - Paralegal/Legal Assistant II	10.89
29363 - Paralegal/Legal Assistant III	13.22
29364 - Paralegal/Legal Assistant IV	16.18
29390 - Photooptics Technician	19.57
29480 - Technical Writer	17.55
29491 - Unexploded Ordnance (UXO) Technician I	19.03
29492 - Unexploded Ordnance (UXO) Technician II	20.02
29493 - Unexploded Ordnance (UXO) Technician III	24.22
29494 - Unexploded (UXO) Safety Escort	29.03
29495 - Unexploded (UXO) Sweep Personnel	20.02
29620 - Weather Observer, Senior (3)	20.02
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	15.02
29622 - Weather Observer, Upper Air (3)	12.43
31000 - Transportation/ Mobile Equipment Operation Occupations	12.43
31030 - Bus Driver	
31260 - Parking and Lot Attendant	10.93
31290 - Shuttle Bus Driver	8.48
31300 - Taxi Driver	11.65
31361 - Truckdriver, Light Truck	8.38
31362 - Truckdriver, Medium Truck	11.65
31363 - Truckdriver, Heavy Truck	12.08
31364 - Truckdriver, Tractor-Trailer	13.92
99000 - Miscellaneous Occupations	15.53
99020 - Animal Caretaker	
99030 - Cashier	8.61
99041 - Carnival Equipment Operator	7.79
99042 - Carnival Equipment Repairer	7.57
99043 - Carnival Worker	8.09
99050 - Desk Clerk	8.90
99093 - Embalmer	8.68
99300 - Lifeguard	19.38
99310 - Mortician	10.36
99350 - Park Attendant (Aide)	18.84
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	13.21
99500 - Recreation Specialist	8.27
99510 - Recycling Worker	11.71
99610 - Sales Clerk	11.25
99620 - School Crossing Guard (Crosswalk Attendant)	9.79
99630 - Sport Official	8.61
	10.01

99658 - Survey Party Chief (Chief of Party)	13.79
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	12.38
99660 - Surveying Aide	9.04
99690 - Swimming Pool Operator	9.59
99720 - Vending Machine Attendant	8.91
99730 - Vending Machine Repairer	10.51
99740 - Vending Machine Repairer Helper	9.09

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.87 an hour or \$114.80 a week or \$497.47 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for any work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

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

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

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, or employees possibly adjacent to) explosives and incendiary materials which involve the 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; minor damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for

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.

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

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

**Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

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

**Conforming 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

## WICC CONTRACT J-7 DEFINITIONS - TECHNICAL

As used throughout this contract, the following terms shall have the meaning set forth below. See also the "DEFINITIONS" clause in Sec. I.

Where "as shown," "as indicated," "as detailed," or words of similar import are used, it shall be understood that reference is made to this specification and the drawings accompanying this specification unless stated otherwise.

Where "as directed," "as required," "as permitted," "approval," "acceptance," or words of similar import are used, it shall be understood that direction, requirement, permission, approval, or acceptance of the Contracting Officer is intended unless stated otherwise.

1. Active Duty Member. Full-time duty in uniformed service of the United States. This includes full-time training duty, annual training duty and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the Military Department concerned. It does not include full-time National Guard Duty.
2. Adjust. To regulate, settle, or bring to a more satisfactory state of normal operating condition.
3. Alteration. Work that changes the configuration of a facility (not Maintenance or repairs) but that does not increase the value of the facility: for example, moving a door or electrical outlet.
4. Apprentice. An individual who is serving an apprenticeship or equivalent training period (usually four years or more) in a designated field, craft, or trade. A reputable organization or trade school program shall document apprentice training.
5. As-Builts. Updated Construction Drawings to incorporate Redlines which accurately depict existing conditions in the field.
6. Backlogged Trouble Calls. A routine trouble call issued during the previous contract which was not completed for any reason, or maintenance and repair requirements which may be identified during lapses, if any, in services between this contract and the previous contract.
7. Biological/Hazardous Waste. Waste that is capable of inducing infection pertaining to or characterized by the presence of pathogens or agents that contain viable microorganisms or toxins which cause or may cause human disease (e.g., blood products, needles, syringes, dressings that may contain body fluids).
8. Blanket Work Order. The document (referred to in Section J-C8) directing a contractor to perform recurring work on a scheduled basis on the previous contract, NAS1-20243. It contains all of the information included on a normal work request.
9. Board Certified. The status conferred by the appropriate specialty Member Board of the American Board of Medical Specialties at the time a candidate has finished a prescribed and approved period of training and study and has successfully passed a written and oral examination demonstrating an adequate level of knowledge and ability in the specialty in accordance with the rules and regulations of the specialty board.
10. Building. The classification "Building" includes the basic structure, capital improvements and fixed equipment that are normally required for the functional use of the building and becomes permanently attached to and made a part of the building and that cannot be removed without cutting into the walls, ceilings, or floors, such as plumbing, heating, and lighting equipment; elevators; central air-conditioning systems; and built-in safes and vaults. (Also includes unique equipment

related to research test facilities such as large drive motors, large oil and hydraulic systems and high pressure/high volume gas systems such as methane, air, nitrogen, oxygen and hydrogen.)

11. Building-Type Equipment. A term used in connection with facility projects to describe equipment which is normally required to make a facility useful and operable. It is built in or affixed to the facility in such a manner that removal would impair the usefulness, safety, or environment of the facility. Such equipment includes elevators; heating, ventilating and air-conditioning systems; transformers; compressors; and other like items generally accepted as being an inherent part of a building or structure and essential to its utility. Such equipment also includes general building systems and subsystems such as electrical, plumbing, pneumatic, fire protection and control and monitoring systems.
12. Built-in or Large, Substantially Affixed Equipment. A term used in connection with facility projects of any type other than building-type equipment that is to be built in, affixed to, or installed in real property in such a manner that the installation cost, including special foundations or unique utilities service, or the facility restoration work required after its removal, is substantial.
13. Center Funded Program. Synonymous with Minor Construction. Facilities modifications less than \$500k in construction cost managed by the Center.
14. Check. Check includes examination and the performance of parts replacement, lubrication, adjustment, calibration, cleaning, repair, etc.
11. Clean. "Clean" is defined as free of dirt, dust, spots, streaks, stains, smudges, litter, debris, and other residue.
12. Clinical Privileges. Those elements of medical care which define the scope and limits of practice by a RSA provider in a treatment facility.
13. Clinical Support Staff. Personnel who are required to be licensed, but are not included in the definition of Healthcare Practitioner, for example, registered nurses and licensed practical nurses.
14. Collateral Equipment. Encompasses building-type equipment, built-in equipment, and large, substantially affixed equipment/property and is normally acquired and installed as part of a facility project as described below:
15. Commander/Commanding Officer. The individual Military Officer who has responsibility for the operation of the medical treatment facility (MTF) for which the RSA services are provided.
16. Component Part. Any part of any item or system which is detachable or removable from the main body or main assembly of the item or system; a constituent part or an essential part necessary to the performance of the system.
17. Computerized Maintenance Management System (CMMS). A CMMS is a set of computer software modules and equipment databases containing facility data with the capability to process the data for facilities maintenance management functions. These maintenance-related functions typically include: facility/equipment inventory and history, work input control, job estimating, work scheduling and tracking, preventive and predictive maintenance, facility inspection and assessment, material management, and utilities' management.
18. Configuration Drawings. Master facility drawings, hardcopy or electronic, that act as the official record of the site's facilities.

19. Construction. Any and all field work for the purpose of constructing new facilities, and modifying, rehabilitating, or repairing existing facilities. This construction is not limited to Davis-Bacon definitions and includes the installation of special equipment.
20. Construction Drawings. Drawings developed by the contractor to describe renovations, modifications, rehabilitations and changes to the Center's buildings, facilities, systems and equipment.
21. Construction of Facilities (CoF) Program. Facilities modifications greater than \$500K in construction cost, funded by NASA H.Q.
22. Contracting Officer. The Contracting Officer is a NASA WFF civil service employee with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer as a Contracting Officer's Technical Representative (COTR).
23. Contracting Officer's Technical Representative (COTR). The Government employee responsible for assuring the WICC provider's performance through audit, documentation, and liaison with the Contracting Officer. The Contracting Officer appoints the COTR in writing. The COTR has no authority to resolve disputes or obligate funds.
24. Contractor. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall ensure that subcontractors comply with the provisions of this contract.
25. Contractor Quality Control (QC). A method used by the Contractor to control the quality of goods and services produced.
26. Control. A mechanism used to regulate or guide the operation of a machine, apparatus, or system.
27. Credentialing. The overall process of review and evaluation of RSA providers' professional qualifications and demonstrated current competence for the purpose of granting delineated clinical privileges. The process involves the verification of credentials and observation of clinical skills, record keeping, ethics, professional decorum, and participation in staff meetings and professional committees. Input from the quality improvement program is used in the review and evaluation.
28. Credentials. Record of education, clinical experience, professional performance and continuing education that confirms that a healthcare practitioner is professionally competent to exercise the clinical privileges granted. Additionally, it includes evidence of the practitioner's physical and mental well being. The term is also used generically to include the clinical privileges granted.
29. Critical Reserve Items. Selected items that are essential or critical to the operation of a facility and/or are long lead-time parts and materials, which must be maintained in stock at a minimum level to support maintenance and operations of a specific facility.
30. Defense Enrollment Eligibility Reporting System (DEERS). Congressionally mandated program established to improve the control and distribution of available Uniform Service Benefits, to improve the projection and allocation of costs for existing and future benefits programs, and to minimize the fraudulent use of benefits by unauthorized persons. The system is composed of two phases: (1) enrolling all active duty and retired service members, their dependents and the dependents of deceased service members; and (2) verifying their eligibility for healthcare benefits in the direct care facilities.
31. Eligible Beneficiary. Those listed in the Defense Enrollment Eligibility Reporting System (DEERS).

32. Emergency Care. The assessment, diagnosis, and treatment of physical or psychological conditions (which are primarily acute or episodic) that are perceived to be or have the potential to be life, limb or function-threatening or disabling.
33. Equipment. A moveable object, such as a typewriter, which is used to perform a procedure(s) that results in a work product.
34. Equipment Cost. Equipment costs for recurring work shall be included in the firm fixed-price proposal. For IQ work, equipment costs will be established pursuant to Section C. 13.
35. Facility. A term used to encompass land, buildings, structures and other real property improvements, including utility systems and collateral equipment. The term does not include operating materials, supplies, special tooling, special test equipment, nor capitalized equipment. (See *NASA Financial Management Manual (FMM)* 9250-32 for criteria for capitalized equipment.) The term facility is used in connection with land, buildings (facilities having the basic function to enclose usable space), structures (facilities having the basic function of a research or operational activity), and other real property improvements.
36. Facility Condition Assessment. Facility condition assessment is a standardized survey conducted of facilities by experienced facilities maintenance personnel to observe the material condition of each facility in order to determine the overall average condition of each Center. The surveys encompass the different components of the facilities, such as roofs, pumps, air conditioning condensers, interior and exterior finishes, electrical motors and system. Assessment also includes the Center's infrastructure, such as roads, storage tanks, grounds, sidewalks, drainage structures, and utility systems.
37. Facility Coordinator. The individual who assists the Facility Safety Head in achieving safe operations and serves as the focal point at the designated facility, building, or apparatus. A summary of the responsibilities of the Facility Coordinator is provided in LMI 1700.2, Safety Assignments.
38. Facility Coordinating Committee. A committee composed of members representing the various NASA GSFC/WFF directorates and/or program offices. The committee makes determinations regarding investments relating to infrastructure, facilities, and projects.
39. Facility Safety Head. The individual who serves as the on-site manager of the safety program at the facility, building, or apparatus. The responsibilities of Facility Safety Heads are defined in LMI 1700.2, Safety Assignments.
40. Fixed Burden Rate (FBR). The material and/or equipment handling rate (cost) plus any associated indirect costs and profit. This is expressed as a percent to be applied to the applicable base.
41. Fixture. A moveable object, such as a machine, which by reason of being attached to real property (e.g., a building) is considered to be part of that real property.
42. Fluid. A liquid or gas including compressed air.
43. Fluid system. A system that generates, compresses, pumps, distributes, delivers, and/or reclaims gases or liquids.
44. Frequency of Service.
  - a. Annual (A) - Services performed once during each 12-month period of the contract.
  - b. Semiannual (SA) - Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days.

- c. Quarterly (Q) - Services performed four times during each 12-month period of the contract at intervals of 80 to 100 calendar days.
  - d. Monthly (M) - Services performed 12 times during each 12-month period of the contract at intervals of 28 to 31 calendar days.
  - e. Semimonthly (SM) - Services performed 24 times during each 12-month period of the contract at intervals of 14 to 16 calendar days.
  - f. Weekly (W) - Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.
  - g. Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday.
  - h. Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday and Friday.
  - i. Daily (D5) - Services performed once each day, Monday through Friday, including holidays unless otherwise noted.
45. Full-Time. A normally scheduled 2090- to 2097-hour work year of effort based upon a 40 hour work week calculation.
46. Fully Trained. Graduated from an approved residency training program. Approved residency training programs are those American residency programs approved by the Accreditation Council for Graduate Medical Education or the Committee on Postdoctoral Training of American Osteopathic Association or those Canadian training programs approved by the Royal College of Physicians and Surgeons of Canada or by the Professional Corporation of Physicians of Quebec.
47. Furniture. A moveable object, such as a desk, which is used to equip a room or space to make that room or space usable for its intended purpose. The use of furniture may indirectly result in a work product.
48. Government Quality Assurance (QA). Methods used by the Government to determine the quality and acceptability of purchased goods and services. In accordance with the FAR 52.246-4, "INSPECTION OF SERVICES - FIXED PRICE" clause, Section I, each phase of the services rendered under this contract is subject to Government inspection, during the Contractor's operations and after completion of the tasks.
49. Hazardous Waste. Waste materials that are toxic or poisonous, oxidizers, corrosive, irritating or sensitizing, radioactive, biologically infectious, explosive, flammable, or that presents a significant hazard to human health and the environment as determined by Federal, State or Local regulatory authorities, or that are listed in Federal or State regulations. Special handling procedures and facilities are required in their disposal.
50. Healthcare Practitioner. An unrestricted licensed physician (MD/DO), an unrestricted licensed or certified physician assistant, an unrestricted licensed and certified nurse practitioner or nurse midwife permitted by law and the MTF to provide patient care services.
51. Immunization. The process of rendering a subject immune, or of becoming immune, by inoculation with a specific antigen to promote antibody formation in the body. Immunization is normally accomplished by injection through a medically appropriate route, i.e., subcutaneous, intramuscular, intravenous, intradermal, intraarterial.
52. Incidental Engineering. Incidental engineering is the performance of limited engineering analyses and activities on certain maintenance related tasks as indicated in this specification. Examples include the evaluation of the Facilities Preventive Maintenance and Repair program and development of the Annual Work Plan as required; evaluation and recommendations regarding the Energy Management and Control System equipment; performing evaluations and making recommendations during troubleshooting and repair of specialized mechanical or electrical equipment; evaluation of mechanical or electrical systems for code compliance during certain repair or new construction activities; development or approval of complex scaffolding systems; and development and testing of specialized lifting devices and testing apparatus. Incidental

engineering does not generally include professional design services such as those, which would be performed by a professional Architectural and/or Engineer during the development of an engineered construction project.

53. Indefinite Quantity. Indefinite quantity (IQ) is the same as indefinite delivery indefinite quantity (IDIQ) as used in the Federal Acquisition Regulation, and elsewhere in this contract.
54. Infection Control. Procedures, including appropriate surveillance techniques that minimize sources of and transmission of infections, including contagious diseases.
55. Joint Commission on Accreditation of Healthcare Organizations (Joint Commission). A national organization dedicated to improving the care, safety, and treatment of patients in healthcare facilities; publishers of the Joint Commission Accreditation Manual for Hospitals.
56. Journeyman. An experienced reliable person who has served a required apprenticeship or equivalent training period (four years or more) in a designated field, craft, or trade that can be documented.
57. Labor Hour Performance Guide. A set of standards for assessing the average time necessary for a qualified craftsman working at a normal pace, following acceptable trade methods, receiving capable supervision, and experiencing normal delays to perform defined amounts of work of a specified quality. Labor hour estimates are included in the R. S. Means® Maintenance and Repair Cost Data.
58. Lead Agent. The Commander/Commanding Officer of a designated hospital in the Region who is responsible for coordinating the delivery of medical care in that Region. Lead Agent works in cooperation with all MTFs.
59. Licensure. The process by which an agency of Government grants permission to an individual to engage in a given occupation, upon finding that the applicant has attained the minimal degree of competency necessary to ensure that the public health, safety and welfare shall be reasonably well protected.
60. Maintenance. The recurring day-to-day, periodic, or scheduled work required to preserve or restore a building, facility, fixture, furniture, and/or equipment, in the condition that it may be effectively utilized for its designated purpose, and to keep those items fully functional and/or to produce an acceptable level of performance or quality of operation. The term includes work undertaken to prevent damage to a facility that otherwise would be more costly to restore.
61. Material Costs. Material costs for recurring work shall be included in the target cost proposal. For IDIQ work, material costs will be established pursuant to appropriate sections of the SOW.
62. Medical Treatment Facility (MTF). Military hospitals or clinics, including all activities providing outpatient and/or inpatient health services for eligible beneficiaries.
63. Minor Construction. Synonymous with Center Funded. A minor construction project is defined as a single undertaking at a NASA installation that includes all construction necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility and has an approved cost not in excess of \$500,000 funded by the Center.
64. Non-Recurring Work. Non-recurring work is included in the indefinite quantity (IQ) portion of the contract and will be performed as specified in Work/Service Requests.
65. Non-Urgent. A medical condition which does not necessarily require the immediate resources of an emergency medical services system. A non-urgent medical condition is non-acute or minor in nature.

66. Operator Maintenance. Operator Maintenance is the examination, trouble shooting, lubrication, minor repairs (no larger in scope than Trouble Calls), and adjustments of equipment and systems to be performed by the assigned operator. Repairs performed under this category do not qualify as trouble calls.
67. Personal Property. Property of any kind, including equipment, materials, and supplies, but excluding real property.
68. Phase-in Period. The phase-in period of the contract is that period of time between the contract award and start date during which the Contractor performs all necessary activities to ensure the continuity of services to the Government during the transition between the existing and the new contract. During the phase-in period, the Government will provide orientation to the Contractor's key management and supervisory personnel performing under the contract.
69. Pre-expended bin materials and supplies. The minor materials and supplies that are incidental to a job, and for which the total direct cost of any one material line item shown on the material estimate is \$10.00 or less. Examples include solder, lead, flux, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sand paper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, gases, refrigerants, refrigeration fittings, plumbers tape and compound, clips, welding rods, heat sinks, touch up paint, and plumbing fittings.
70. Predictive Testing & Inspection (PT&I). PT&I is the use of advanced technology to assess machinery condition, and is often substituted for time-based maintenance in order to perform more effective maintenance activities. This category of work is also referred to as condition monitoring or predictive maintenance. Results of PT&I information collection and analysis are used to schedule preventive maintenance, repair, replacement, validate other maintenance and repair efforts, verify new installations, and determine overall material condition of systems and equipment. Common PT&I technologies include vibration analysis, infrared thermography, and lubricating oil analysis.
71. Preventive Maintenance (PM). Preventive Maintenance is also known as periodic maintenance, time-based maintenance, or interval-based maintenance. PM is the planned, scheduled, periodic inspection, adjustment, cleaning, lubrication, parts replacement, and minor repair of systems and equipment. See also Predictive Test & Inspection (PT&I).
72. Privileging. See Clinical Privileges.
73. Proactive Maintenance. Also referred to as "root-cause analysis," proactive maintenance is the further application of predictive maintenance technologies toward extending machinery life. It seeks to reduce the need for maintenance through better design, better installation, precision balance and alignment, and root-cause failure analysis.
74. Programmed Maintenance (PGM). Maintenance category for work items whose maintenance cycle is undefined and which are performed on an "as-needed" basis.
75. Project Management Plan (PMP). Details of a specific scope of work relating to design and study services and deliverables.
76. Protocols. Written procedures providing basic guidelines for the management of specific types of situations related to medical patients, healthcare personnel, and/or medical treatment facilities (MTF's).
77. Practitioner. See Healthcare Practitioner.

78. Provider. See Healthcare Practitioner.
79. Quality Assurance Evaluator (QAE). A NASA employee responsible for the evaluation of Contractor performance.
80. Quality Control. Those actions taken by a RSA provider to control the provision of services so that they meet the requirements of the Performance Work Statement.
81. Quality Improvement (Medical). An ongoing program designed to objectively and systematically monitor and evaluate the quality and appropriateness of patient care, pursue opportunities to improve patient care, and resolve identified problems.
82. Reactive Maintenance. Often called breakdown maintenance or "run to failure (RTF)." Reactive maintenance or equipment repairs are performed only when the deterioration in a machine's condition causes a functional failure.
83. Real Property. Any interest in land and anything permanently attached to it, including structures, fixtures, and their improvements.
84. Recertification. Successful completion of reexamination that demonstrates continuing competency in an area of clinical expertise.
85. Recurring Work. Recurring work is a part of the firm fixed-price portion of the Contract and is identified in various Subsections of this specification. Recurring work includes providing the management and administration of this contract, furnishing various plant/system operators and performing Trouble Call and Preventive Maintenance work.
86. Redlines. Marked up Construction Drawings reflecting minor changes to the Construction Drawings accomplished in the field.
87. Regular Working Hours. NASA WFF regular (normal) working hours are from 7:00 AM to 4:30 PM Mondays through Fridays except (a) Federal Holidays and (b) other days specifically designated by the Contracting Officer. Some facilities also have second shift until normally 3:30 to 12:00 midnight, and/or a third shift normally 12:00 midnight to 8:00 AM.
88. Rehab & Mod. Rehabilitation and Modernization.
89. Reliability Centered Maintenance (RCM). RCM is a maintenance strategy that logically incorporates the optimum mix of preventive, predictive, reactive, and proactive maintenance practices. These maintenance practices are integrated to take advantage of their respective strengths in order to maximize facility and equipment operability and efficiency while minimizing life cycle costs, and are not generally applied independently.
90. Repair. That facility work required to restore a facility or component thereof, to a condition substantially equivalent to its originally intended and designed capacity, efficiency or capability or as currently required. It includes the substantially equivalent replacements of building utility systems and equipment necessitated by incipient or actual breakdown.
91. Replacement of Obsolete Items (ROI). There are many components of a facility that should be programmed for replacement as a result of becoming obsolete, not meeting electrical or building codes, or being unsafe. For example:
  - a. Electric switchgear, breakers, and motor starters.
  - b. Elevators.
  - c. Control systems.
  - d. Boiler and central HVAC systems and controls.

- e. Fire detection systems.
- f. Cranes and hoists.
- g. C systems using CFC refrigerants
- h. Roofs

92. Resource Support Agreement (RSA) Provider. For the purpose of this RSA, RSA provider means an individual either employed or subcontracted by the MCS contractor.
93. Response Time. Response time is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate tools, equipment, and materials, ready to perform the work required. Response times are designated in the appropriate technical clauses in the SOW.
94. Service Requests. Service requests are requests for facilities-related work that is new in nature as opposed to maintenance and repair work.
95. STAT. A (medical) procedure which is required immediately, if not sooner.
96. Supplies. See pre-expended bin materials and supplies.
97. Travel Time. Time expended between shop and the job site; waiting for vehicle; getting in and out of vehicle; loading and carrying a tool box; vehicle travel; unloading, walking from vehicle to job site; opening and closing door; walking up and down stairs; using elevators; and access to secure or controlled areas.
98. Tricare Contractor. See Contractor.
99. Trouble Calls. Trouble calls are reactive maintenance work that is generally called in by occupants of a facility.
100. Uniformed Services. The Air Force, Army, Coast Guard, Commissioned Corps of the National Oceanic and Atmospheric Administration, Commissioned Corps of the Public Health Service, Marine Corps, and Navy.
101. Unit Priced Labor. A Unit price labor is the price bid by the Contractor to provide one performance standard hour of effort. The unit price includes all direct and indirect costs and profit associated with performing a standard hour of work.
102. Unit Priced Task. A unit priced task is the price bid by the Contractor to perform the specified task. The unit price includes all direct and indirect costs and profit associated with performing the specific task.
103. Verification. Documented confirmation of the authenticity of credentials through contact with the issuing agency or an agency that has obtained primary source verification.
104. Work Request. Work Request are request for facility related repair work exceeding trouble call limits.
105. Work/Service Request (WSR). A document that is further detailed as a Work Request or Service Request.

## Critical Position Qualifications

(1) **Program Manager (PM)**

**Education:** Bachelor's degree, Engineering  
Post Graduation degree in a WICC related field

**Experience:** Minimum of 20 years management experience in engineering or a WICC related field. Must thoroughly understand NASA Goddard Space Flight Center culture and organizational structure. Experience must include at least 10 years experience in engineering project support, 15 years experience with projects relevant to Wallops Flight Facility application, 15 years of personnel management experience, and at least 5 years of management experience with an organization of 100+ personnel.

**Special Qualifications:** Should be a licensed professional Engineer or Architect.

(2) **Deputy Program Manager**

**Education:** Bachelor's degree, Engineering or a WICC related field  
Master's degree, Engineering or related field desirable

**Experience:** Minimum of 15 years experience in engineering and project management in a WICC related field. Must have 10 years personnel management experience and 5 years experience with 50+ personnel.

**Special Qualifications:** Professional Engineer or Registered Architect in relevant field desirable.

(3) **Integrated Management System (IMS) Manager**

**Education:** Bachelor's degree

**Experience:** Minimum of 10 years project management experience, 5 years of extensive experience with Computer Maintenance Management Systems, and 5 years experience in software and hardware development. Must be capable and experienced in developing requirement documents for software and databases for IT requirements as related to operations. Should be capable of writing data reports and queries using database report writing software.

**Special Qualifications:** Software programming experience is desirable or the ability to manage programmers for software development.

(4) **Facilities Operations Manager**

**Experience:** Minimum of 20 years experience working in operations and maintenance of facilities and 20 years experience in management trades associated with operations maintenance and construction. Must have 15 years of experience

managing Preventive maintenance and Preventive Testing and Inspection Programs. 20 years of experience directly supervising and managing personnel and 20 years of experience with 50+ personnel in construction trades.  
*Special Qualifications:* Must have at least 20 years of government experience.

- (5) **Facilities Engineering & A/E Design Services Manager**  
**Education:** Bachelor's degree, Engineering  
**Experience:** 10 years experience with engineering and project management in facilities engineering and services arena with comparable complexity as Wallops Flight Facility. Should be an experienced manager of government projects. 10 years of personnel management and leadership experience with 5 years of managing 10+ personnel.  
*Special Qualifications:* Professional Engineer or Registered Architect License.
- (6) **Installation Services Manager**  
**Experience:** Minimum of 15 years experience in security and emergency services. Five years of business administration and management experience as a Wallops Flight Facility security and emergency services contract manager. Ten years of personnel management and leadership experience with five years of managing 25+ personnel.
- (7) **Logistics Services Manager**  
**Education:** Bachelor's degree in Business or a related field  
**Experience:** Must have 15 years of experience in a field related to logistics services. Logistics management experience is required. Must have 10 years of experience with personnel management, with five years of experience managing 25+ personnel.

Essential Position Qualifications

- (1) **Commercial Projects and Contracts Manager**  
**Education:** Bachelor's degree, Business  
Master's degree, Business or Marketing  
**Experience:** Must have 15 or more years of experience in government contracting and government business operations, including 3 years with NASA systems.  
*Special Qualifications:* Ten years experience with commercial clients, in marketing, and sales is required.