

**SECTION C**  
**WATERCRAFT CARE OF SUPPLIES IN STORAGE (COSIS)**  
**PERFORMANCE WORK STATEMENT (PWS)**

**1. SCOPE:** The intent of this PWS is to support the U.S. Army Prepositioned Stock (APS) Program. The APS Program is part of the overall U.S. Army Strategic Mobility Program, whereby the materiel required to support a variety of military actions worldwide is prepositioned afloat and at strategic locations throughout the world. The objective of this PWS is to store and maintain U.S. Army watercraft in a ready for use or issue condition as part of the APS Program.

**1.1.** The scope of this requirement entails providing complete logistical support functions to maintain US Army Watercraft in the condition received at Yokohama North Dock through a comprehensive storage and maintenance program. There are two main requirements, COSIS of watercraft and COSIS of Modular Causeway Systems (MCS) configured as ISOPAKS. There are three main phases to the contractor's watercraft COSIS responsibilities; establishment of the storage environment for all watercraft, COSIS maintenance, and preparation of watercraft for activation. There are two main phases to the contractor's MCS responsibilities; establishment of the storage environment and MCS COSIS.

**1.1.1.** Establishment of the watercraft storage environment is inclusive of but not limited to: maintenance of dry dock land cradles, providing lifting equipment, lifting watercraft from the harbor onto berthing cradles, performing joint inventories, downloading ISO containers onto the dock, un-stuffing/re-stuffing all containers, establishing/updating maintenance files, installing dehumidification equipment and recording devices, and connecting power to operate dehumidifiers. The watercraft will arrive in three increments, the first in 4QFY02 (AUG/SEP), the second in 3QFY03 (JUN), and the third in 4QFY03. Government employees will establish the storage environment for the first two increments. The contractor shall be required to establish the storage environment for the third increment in total, or be required to support Government employees to a lesser extent. The contractor shall be required to re-establish the environment when watercrafts are returned from activation.

Upon return from activations, the contractor shall also download unused fuel into fuel delivery systems provided by the Government.

**1.1.2.** COSIS work is inclusive of but not limited to: conducting surveillance COSIS inspections, recording faults, maintaining COSIS records, performing minor repairs, maintaining preservation properties of preserved and painted surfaces, maintaining storage environment equipment (dehumidifiers, moorings, etc...) and support functions associated with COSIS activities. These support functions are inclusive of but not limited to property administration, environmental management, supply management, records maintenance and reporting, safety and quality control.

**1.1.3.** Preparation of watercraft for activation is inclusive of but not limited to: removal of preservatives, uploading fuel for operation, removal and storage of dehumidification equipment, removal and storage of Herculite covers, disconnection of power source, download and/or upload and storage of Basic Issue Items (BII) and spares, installation of repair parts and lifting craft from berthing cradles into the harbor. This effort will be required for each watercraft on a recurring basis every three years. In addition, the contractor shall be required as needed to perform these services in support of Army exercises and contingencies. In case of contingency or exercise, the contractor may be required to perform operations on a 24-hour basis.

**1.1.4.** Establishment of the MCS storage environment is inclusive of but not limited to: performing joint inventories to document the condition received, providing lifting and handling equipment, MCS movement to the storage location (see attachment 001), arranging the MCS an orderly configuration, and establishing/updating maintenance files. The MCS will arrive in two increments, the first in 4QFY02 (AUG/SEP) and the other in 4QFY03 (see attachment 006). Government employees will establish the storage environment for the first increment. The contractor shall be required to establish the storage environment for the second increment in total, or be required to support Government employees to a lesser extent.

**1.1.5.** The MCS COSIS work is inclusive of but not limited to: conducting surveillance COSIS inspections, recording faults, maintaining COSIS records, performing minor repairs, maintaining preservation properties of preserved and painted surfaces, and support functions associated with COSIS activities. These

support functions are inclusive of but not limited to property administration, environmental management, supply management, records maintenance and reporting, safety and quality control.

**1.2. Mission:** The steady/end state mission envisioned is COSIS of watercraft in storage at Yokohama North Dock (YND). Berthing site 1 (YND berths HC 4 & 5) will dry store eight Landing Craft Mechanized series 8 (LCM-8) and four Small Tugs (ST) on the wharf in cradles. Site 1 will also be used to wet store one 115 ton Barge Derrick (BD) and one Fuel Barge (BG). Berthing site 2 (YND berth A) will wet store two 128-Foot Large Tugs (LT) and dry store five Side Loadable Warping Tugs (SLWT). Berthing site 4 will wet store ten Landing Craft Utility 2000 (LCU), moored five long, two abreast.

**1.2.1.** In order to attain steady state mission, site 4 requires dredging. Due to the uncertainty of a dredging project, site 3 (YND berth C) has been selected for the interim (from three to five years) wet storage of the ten LCUs. Seven LCUs will arrive with the first increment in 4QFY02 (AUG/SEP). The final three LCUs will arrive with the second increment in 3QFY03 (JUN).

**1.2.2.** The initial provisioning increment in 4QFY02 (AUG/SEP) will include the dry storage of eight LCM-8 and two ST and wet storage of one BG craft at site 1, wet storage of two LTs and dry storage of one SLWT at site 2, and the wet storage of seven LCUs at site 3. Current scheduling has the second increment arriving in 3QFY03 (JUN) consisting of one wet stored BD and two dry stored STs at site 1, and three wet stored LCUs at site 3. The remaining watercraft consisting of four dry stored SLWTs at site 2 are scheduled to arrive in 4QFY03.

**1.2.3.** For electrical demands to run dehumidification equipment aboard the watercraft, bilge pumps and provide service for the power tools needed to perform COSIS operations, 50Hz shore power will be provided from the existing electrical grid. Portable diesel generators will be required to provide 60 Hz power for watercraft activation operations.

**1.2.4.** Additional fendering, watercraft cradles, mooring shackles, gangways and hazardous spill booms will be required. These will be Government Furnished Equipment (GFE).

**1.2.5.** The end state mission will include the storage and maintenance of (133) 40' ISOPAKS (the MCS), (1) 40' MILVAN and (5) 20' MILVAN containers. Nine ISOPAKS and all the MILVANS are

scheduled to arrive in 4QFY02 and the remaining 124 ISOPAKS are scheduled to arrive in 4QFY03. These items shall be stored in the location identified at Attachment 001. The ISOPAKS and MILVANS shall be stored no more than two high in evenly spaced rows and columns with sufficient aisle space to allow container inspection and maintenance without the use of special tools or equipment. All containers shall be maintained IAW MIL HDBK 138, Container Inspection Handbook for Commercial and Military Intermodal Containers. The ISOPAKS consist of MCS and the MILVANS will contain spare parts and other classes of supply needed for the watercraft to perform their mission.

**1.3. Contractor Responsibility:** The Contractor shall provide all management, supervision, personnel, labor, and generalized or specialized equipment except that identified as Government-Furnished in Paragraph 3, necessary to perform this SOW.

**1.3.1.** The Contractor's work and responsibility shall be comprised of, but not limited to, planning, programming, administration, and management necessary to assure all contracted services are conducted in accordance with (IAW) the terms and conditions of the contract. This shall include all applicable laws, regulations, and/or any changes and revisions thereto. The Contractor shall ensure that all work meets or exceeds critical reliability rates, or tolerances specified or included in referenced documents. The Contractor shall perform its own administrative services necessary to accomplish the work (i.e., supply, procurement, quality control, job order shop operation, financial controls, maintenance of accurate and complete records, files, and libraries of documents such as Japanese laws and international agreements, US Federal laws and regulations, technical manuals, manufacturer's instructions and recommendations, and any other similar documents).

**1.3.1.1.** Notwithstanding any other provision of this SOW or contract, the contractor shall comply with all applicable laws and regulations in the execution of this SOW. Contractor shall indemnify the U.S. Government for any fines or penalties incurred by the U.S. Government due to contractor's violations of such laws and regulations. If the contractor believes that performance required by this SOW conflicts with applicable laws or regulations, the contractor shall bring this issue with supporting documentation to the attention of the PCO in a timely manner to permit PCO resolution.

**1.3.1.2. Types and Amounts of Insurance Required:** If the Defense Base Act is waived for some or all of the contractor's employees, the contractor shall provide insurance commensurate with the provisions of FAR 28.305(e). The contractor shall also establish and maintain through the term of the contract resulting from this solicitation, insurance coverage's for general liability, automobile liability and vessel liability. The general liability shall have bodily injury liability insurance written on the comprehensive form of policy for at least \$500,000 per occurrence and property damage liability insurance for government property of at least \$3,000,000 per occurrence. Automobile liability insurance shall be written on the comprehensive form of policy and shall be commensurate with the legal requirements of the locality and sufficient to meet normal and customary claims. The vessel liability insurance shall include vessel collision liability and protection and indemnity liability insurance of at least \$1,000,000 per occurrence. Notwithstanding all other terms and conditions of this solicitation, the contractor shall comply with all laws and statutes applicable to the locality of work.

### **1.3.2. Supply Operations**

**1.3.2.1 Personnel Qualifications** The contractor shall possess functional knowledge of and experience with Army Supply Systems and the Standard Army Management Information System to include the Standard Depot System (SDS), the Unit Level Logistics System (ULLS) and the Army War Reserves Deployment System (AWRDS). (Future implementation of Wholesale Logistics Modernization Program (WLMP) will replace some or all of the systems listed above).

**1.3.2.2 Supply Management Plan** The Contractor shall develop a Supply Management Plan, (CDRL A001), IAW ARs 735-5 and 740-3 and provide it to the ACO for approval.

**1.3.2.3** The contractor shall receive, account for, configure, store and issue wholesale equipment IAW ARs 735-5 and 740-3.

**1.3.2.4** The Contractor shall operate and maintain the formal government accountable property records for wholesale equipment stored at YND and while equipment is in the maintenance cycle using SDS. The contractor shall adhere to applicable Army

performance standards for accountable property record accuracy and system as outlined in AR 735-5.

**1.3.2.5** The Contractor shall use the SDS to maintain wholesale asset visibility.

**1.3.2.5.1 Receipt and Issue:** The Contractor's responsibility for receipt of materiel is inclusive of but not limited to: identifying the condition received, annotating discrepancies and faults on DA Form 2404, resolution of discrepancies, fault correction for which the Contractor is qualified, establishment of the official accountability records and other property administration functions identified in Federal Acquisition Regulation (FAR) Part 45. The term "condition received" is defined in the Definitions section, paragraph 2.2, below.

**1.3.2.5.2** The contractor shall receive wholesale stocks, equipment, materiel and supplies in accordance with procedures outlined in AR 725-50. Contractor shall use procedures in SDS for processing receipts.

**1.3.2.5.3** The contractor shall perform receipt inspection on all materiel received. Receipt inspection for Class VII shall include a joint contractor/government inspection and classification of equipment, documented on a DA Form 2404, to establish the condition received. The ACO shall be notified within 72 hours of any receipt condition or configuration discrepancies. The contractor shall prepare Reports of Discrepancy (ROD) for missing, damaged and/or defective materiel IAW standards in AR 735-11 and AR 735-5.

**1.3.2.5.4** The contractor shall identify and annotate shortages or damages occurring in transit on the Bill of Lading, take pictures of damaged material (these shall be in digital .jpeg format), and obtain cost of repair or replacement. The annotated Bill of Lading, cost data, and pictures shall be immediately provided to the Government Transportation Office. The discrepant material shall be segregated from other receipts for carrier inspection and final resolution.

**1.3.3. Contract Management** The contractor shall provide contract management required for all work performed under this contract. The contractor shall provide effective management and oversight to ensure the successful execution of all task requirements. This includes effective measurement and oversight for any and all subcontract efforts. The contractor shall

ensure that all tasks adhere to schedule, cost and performance and provide adequate reporting regarding milestones for each requirement.

#### **1.4. Personnel:**

**1.4.1. General Manager** The Contractor shall designate a full-time General Manager, dedicated solely to this contract. The General Manager shall be physically present on-site and available during the Contractor's main shift during normal duty hours Monday through Friday, except on U.S. Federal holidays. The General Manager shall act as the overall manager and shall be the central point of contact (POC) with the Government for work performed under this contract. The General Manager shall possess recent experience in managerial duties in a comparable effort in size, scope and complexity. Another individual or individuals shall be designated to act for the General Manager when work is being performed during hours other than normal duty hours, or during absences such as illness, vacation, etc. Advance notice of such designations shall be furnished to the ACO. The General Manager or designated alternate shall have the full authority to commit the Contractor to immediate action on matters pertaining to the administration of this contract. This person shall be empowered with the authority to sign all documents generated throughout the entire period of this contract and negotiate contract changes. The manager can be the company owner.

The Contractor shall provide an E-mail address for electronic communications between the Government (e.g., PCO, ACO and the Contractor).

**1.4.2. GM Replacement** In the event a replacement manager is required, the Contractor shall notify the PCO/ACO within one (1) workday with the name of the interim POC. The interim period shall not be more than 30 days. All requirements for the replacement General Manager shall be the same as paragraph 1.4.1.

**1.4.3. Other Personnel** The Contractor shall provide necessary personnel to accomplish contract work within specified time frames. The Government reserves the right to refuse to permit any Contractor employee to perform services under this contract who is not in compliance with requirements of this contract (i.e., employees not meeting stated minimum qualifications).

**1.4.3.1. Literacy of Contractor Employees** All Contractor employees shall be literate in English to the extent of being able to read and understand all safety, health, and security regulations for this contract. In addition, each Contractor employee shall be able to read and understand the following:

a. Read and understands any necessary instructions to the extent that performance of assigned duties requires an employee to interact with the customers, personnel, equipment and/or facilities.

b. Read and understands any regulations, directives, or policies that a person must understand in order to accomplish designated tasks at YND as a Contractor employee.

c. The employees shall be able to communicate in the English language with Government and other Contractor personnel.

**1.4.3.2. Standards of Conduct** All Contractor personnel or representatives who enter YND shall obey all regulations in effect during the contract period. The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and for taking disciplinary actions against his employees as necessary. The PCO/ACO will require the Contractor to remove from the job site any Contractor employee found under the influence of alcohol, drugs, or any other incapacitating agent during the tour of duty. The Contractor shall remove any employee whose conduct or appearance debase or discredit the Department of the Army. The PCO reserves the right to require removal from the job site of any Contractor employee who endangers persons or property, whose continued employment is inconsistent with the interests of military security, or whose presence deters the accomplishment of work. In such cases, the PCO will advise the Contractor of the reason for requesting an employee's removal or withdrawing his authorization to enter YND. Removal from the job site of a Contractor employee shall not relieve the Contractor of the requirement to provide sufficient personnel to perform the specified tasks outlined herein.

**1.4.3.3. Appearance of Personnel** All personnel shall be clean, well groomed and wear appropriate business attire or uniform. All Contractor personnel who work in administrative areas shall have a nametag with the company logo. All other Contractor personnel shall wear uniforms with the company's name. All

contractor employees shall display their government issued badge. The ACO shall have the right to refuse to allow the Contractor employees not in compliance with this paragraph into the work areas. Failure to comply with this requirement by the Contractor employee shall not relieve the Contractor of the requirement to provide sufficient personnel to perform the specified tasks outlined herein.

**1.4.2.4. Off-Duty Government Personnel** The Contractor shall not hire off-duty ACO, COR or COTR personnel, nor any other person whose employment under the contract would, or appear to, result in a conflict of interest. The Contractor is cautioned that off-duty active military personnel hired under this contract may be subject to permanent change of station, change in duty hours, or deployment. Military Reservists and National Guard members employed by the Contractor may be called to active duty and their absence shall not constitute an excuse for not performing the requirements of this contract.

**1.4.5. Personnel File Resumes** The contractor shall maintain a file of resumes of all personnel assigned to this contract for the duration of the contract. This file shall be available for US Government review upon request. Replacement of key personnel, such as the General Manager, shall be submitted to the PCO for approval prior to implementation.

## **1.5. Security Requirements:**

**1.5.1.** The Contractor shall comply with all security requirements established by the 17<sup>th</sup> Area Support Group's Provost Marshall's Office. The Contractor shall submit to the PCO prior to contract start date, the name and address of each employee working under this contract and fill out questionnaires and other forms as may be required for security purposes. The list of names and addresses shall be updated as changes occur and provided to the ACO. Security inspections shall be granted on request IAW paragraph 1.5.9. The Contractor shall cooperate with Government officials in conducting official investigations/reviews.

**1.5.2.** The Contractor shall obtain, by performance start date and maintain throughout the contract, clearances and background checks for first-line supervisors and/or any employees who perform work on Government computer systems. All Contractor personnel must pass a drug-screening test prior to hiring and

continue to pass random drug screening tests annually. Any Contractor employee who fails the drug-screening test shall not perform under this SOW. The Contractor shall comply with all appropriate Government security directives and regulations when performing work in support of this task.

**1.5.3.** The Contractor must be eligible to receive and retain a facility clearance.

**1.5.4. Identification Badges** The Contractor shall ensure that each employee wear an identification badge conspicuously displayed at all times while performing their work in all areas of YND. The Contractor shall go through the 17<sup>th</sup> ASG Provost Marshall's Office to acquire official badges for all employees. Should a badge be lost, damaged, destroyed, etc., it shall be reported immediately to the 17<sup>th</sup> ASG Provost Marshall's Office.

**1.5.5. Physical Security** The Contractor shall be responsible for safeguarding all US Government property IAW Army Regulation (AR) 190-51. The Contractor shall prohibit his employees from opening locked areas to unauthorized persons.

**1.5.6. Restricted Areas** The Contractor shall comply with restricted area procedures and instructions. Contractor personnel working in restricted areas such as computer rooms, Communication Centers, etc. may be required to sign in and out, and state the nature of business at the entrance desk. Work in restricted areas after normal duty hours shall be coordinated with the respective Restricted Area Security Officer through the ACO. Reference AR 190-5 and AR 380-19 for guidance.

**1.5.7. Key Control** The ACO is responsible for issuing keys to the Contractor. The Contractor shall establish a key control system IAW AR 190-13 and AR 190-51, to ensure that none of the keys issued to the Contractor are lost, misplaced, or used by unauthorized persons. The Contractor shall not duplicate government keys.

**1.5.7.1. Key Replacement** The Contractor shall be responsible for all costs incurred as a result of the Contractor losing any key. The Contractor shall not duplicate government keys. The Contractor shall reimburse the US Government for replacement of locks or keys required as a result of the Contractor losing any key. In the event a master key is lost (or found to have been duplicated), all locks and keys for that system shall be replaced, and the total cost charged to the Contractor. The

Contractor shall report any occurrence of lost key(s) immediately to the ACO. In no event shall the report be later than the next working day.

**1.5.7.2. Entrance to Locked Areas** The Contractor shall not permit entrance to locked areas to any person (other than employees of the Contractors engaged in the performance of work in those areas) without authorization by the ACO. It shall be the Contractor's responsibility, through the Contracting Officer, to obtain Contractor employee access to buildings not under direct control of the Contractor, and arrange for the buildings to be opened and closed.

**1.5.8. Lock Combinations** The Contractor shall ensure that no lock combinations are made available to unauthorized persons.

**1.5.9. Visitors and Inspectors** The Contractor shall verbally notify the PCO and the ACO of all official visitors or inspectors prior to their being granted access to US Government facilities operated by the Contractor at YND. The PCO or ACO will inform the Contractor if access is to be granted. After each visit or inspection, the Contractor shall report in writing to the PCO and ACO giving the names of the visitors, and the purpose of their visit. The Contractor shall provide access at anytime to US Government facilities and equipment for inspection by the ACO and COTR or any individual authorized access by the PCO or ACO. Any visitation or release of information to anyone outside of the U.S. Government shall comply with any restrictions on release of information including proprietary legends, Freedom of Information Act exceptions, International Traffic in Arms regulations, Procurement Integrity provisions, or other U.S. laws or regulations restricting the release of information.

**1.6. Hours of Operation:** Except as otherwise specified in the PWS, all work should be performed within the core working hours of 0600 to 1700 Monday through Friday, excluding Federal Holidays.

**1.6.1. Shifts** The Contractor shall establish a main shift during core hours and provide this information to the ACO NLT the contract start date. In addition, the Contractor shall stagger lunch hours for those functions that require continuous service during normal duty hours. The ACO shall be notified within one (1) working day of any changes.

**1.6.2. Work Performed During Other than Normal Duty Hours** Work performed during other than normal duty hours shall be coordinated with the ACO at least 24 hours prior to work commencement unless a longer period is specified in the SOW. All overtime work excluding contingency support, shall be included in the Contractor's total price.

**1.6.3. U.S. Federal Holidays** Except as otherwise specified, routine work shall not be scheduled on holidays, or holidays observed in lieu thereof. U.S. Federal holidays to be used for this contract are: New Years Day, M.L. King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas.

**1.6.4. Installation Closures** When an unforeseen installation closure occurs on a regularly scheduled day of work, the Government shall have the following options:

a. Reschedule the work so it is performed the following workday.

b. Reschedule the work on any day that is mutually satisfactory.

c. When mutually agreed, forgo the work and reduce payment to the Contractor for the work not performed.

**1.7. Travel:** All contractor travel shall be at the specific request of the Government. Any travel required by this contract shall be accomplished through the use of a Contractor Letter of Identification IAW the Joint Travel Regulation (JTR), and approval by the Administrative Contracting Officer (ACO).

**1.8. Quality Assurance/Quality Control:** The Contractor shall perform inspections/tests necessary to determine the extent of COSIS that must be performed and for assuring the acceptability of completed COSIS actions. The Contractor shall establish quality assurance/quality control procedures to verify that SOW requirements have been performed IAW required performance standards.

**1.8.1.** The Government will verify actions taken by the Contractor through documentation review, and/or hands-on inspection and process/product audits. Government COTR inspections will be conducted at various stages during COSIS operations. Final acceptance inspection will be performed by the

COTR/ACO via visual inspection or comparison of work performed to the accomplished work documented on DA Form 2404 column (e), as completed.

**1.8.2.** The Contractor shall comply with ISO 9001:2000 or an alternate quality program with similar requirements that shall be approved by the government. A Quality System Plan (CDRL A002) for the execution of the quality program must be submitted for approval to the ACO within 90 days after contract award. The ACO approved program shall be implemented within 30 days after approval. Should either the plan not be submitted within 30 days for approval or the approved plan implemented within 30 days, either failure is cause for default. In addition to the quality program elements of ISO 9001:2000 or an approved alternate, the plan shall contain a description of the methods of direct and indirect communication with the Government, including the ACO or the COTR. The Contractor shall internally audit all elements of ISO 9001:2000, or the approved alternate, within nine months of the start of contract performance to assure the effectiveness of the implemented quality system. Personnel training, experience and qualification records shall be readily accessible and maintained on site.

## **1.9. Safety:**

**1.9.1. General** The Contractor shall not bring ammunition or explosives into the facility. If ammunition or explosives are found, the Contractor shall immediately notify the ACO/COTR.

**1.9.1.1. General Safety Rules and Procedures** No smoking in Government facilities. Smoking is only allowed in designated smoking areas and must be 50 ft from the building. No equipment, with the exception of the DH machines, will be left unattended while power is on. Fire lanes will be kept clear of equipment. Used waste, rags and other combustible material shall be deposited in covered metal containers. Oil, grease and fuel spills will be immediately cleaned or covered with absorbent material. Fuel will not be used as a solvent. Riders are not permitted on equipment. Exercise extreme caution while working on operating equipment. Stay clear of fans, tailpipes, etc. Know basic fire fighting: (use of CO<sub>2</sub>, soda acid, foam or dry chemical fire extinguishers, etc.) Only qualified and licensed drivers shall be permitted to operate equipment. The contractor shall be familiar with and comply with all local post safety and fire prevention regulations. The contractor shall submit a Safety Plan (CDRL A003) to ACO/COTR.

**1.9.2. Fire Prevention** The Contractor shall comply with all codes, regulations, memorandums, circulars, Department of the Army Pamphlets (DA PAM), directives, and training manuals (including but not limited to the following: National Fire Protection Association (NFPA) Codes, AR 420-90, Uniform Building Code (UBC) and any changes, revisions, or new publications issued during the life of the contract) pertaining to maintenance, service, installation, and repair of equipment concerning the fire protection and prevention services on YND. The Contractor shall be cognizant of, and observe all requirements for the handling and storage of combustible supplies and materials, and the daily disposal of combustible waste, trash, etc.

**1.9.3.** The Contractor shall implement and maintain an Occupational Safety and Health Program to protect the lives and health of Contractor personnel, Government personnel, and the general public from Contractor operations.

**1.9.4.** The Contractor shall comply with applicable provisions of Japanese regulations, ordinances and laws, and Safety provisions established by the 17<sup>th</sup> Area Support Group (ASG) for YND, and with local, State, and Federal regulations, ordinances, and laws.

**1.9.5.** The Contractor shall immediately notify the ACO/COTR of any safety hazard outside its control (e.g. facilities).

**1.9.6.** The Contractor shall make safety information such as Contractor completed OSHA Form 200s available for Government review.

**1.10. Accident Reporting and Investigation:**

**1.10.1.** The Contractor shall notify the ACO/COTR in the following instances: damage to Government Property that exceeds \$2,000; any occupational injury or illness sustained by Government personnel; any injury or illness to a member of the general public resulting from Contractor operations; any damage to property belonging to a member of the general public, death or lost time injury of a Contractor employee due to an on-the-job accident.

**1.10.2.** The contractor shall investigate the instances listed in paragraph 1.10.1 to determine causes and formulate corrective

actions to prevent recurrence. The Contractor shall inform the ACO/COTR of the results.

**1.10.3.** The Government reserves the right to perform its own investigation. The Contractor shall co-operate fully with Government personnel during these investigations.

**1.10.4. Accident Reporting and Responsibilities** The contractor shall report promptly (within one hour) to ACO all available facts relating to each reportable instance of damage to government property/material. The contractor shall immediately secure the accident area and wreckage until released by the accident investigation authority (host facility and Major Army Command). Such releases will be accomplished through the ACO. If the Government elects to conduct an investigation of the accident, the contractor shall cooperate fully and assist the Government personnel until the investigation is completed. In the event of a death or loss time injury of a contractor employee, the contractor shall notify the ACO/COTR immediately.

**1.11. Hazardous Materials:**

**1.11.1.** The contractor shall establish and maintain an up-to-date Authorized Users List (AUL) of all hazardous materials used within 90 days after contract award. The AUL shall contain the following information: Manufacturer's name, Chemical/trade name, the products National Stock Number, whether or not the item is a carcinogen, quantity on hand, and a unique identifier. A copy of the current AUL shall be provided to the ACO/COTR. The contractor shall provide the COTR a Material Safety Data Sheet (MSDS) for all chemical materials used in the performance of this SOW and maintain a file of all MSDS. The contractor shall comply with the 17<sup>th</sup> ASG Hazardous Substance Management System (HSMS) for all HAZMAT brought on to YND. Contractor shall be responsible for the use, storage, handling, transportation and disposition of hazardous materials and performance shall conform to all applicable laws and regulations including Chapter 5, Hazardous Materials, of the Japan Environmental Governing Standards (JEKS), Oct 2001.

**1.11.1.1 General Painting Safety Precautions**

**1.11.1.1.1. General** Vessel/Equipment paint, dope, lacquer and thinners are dangerous if handled improperly. They all emit highly flammable vapors and most are poisonous or toxic, causing

serious injury or death if inhaled or otherwise taken internally.

**1.11.1.1.2. Responsibilities** The contractor shall be responsible for the enforcement of the following rules of safety. All personnel using paints shall be made aware of these rules and directed to extend full cooperation in their compliance.

**a.** Smoking, naked lights, cigarette lighters, matches, or igniters of any kind will not be permitted in the paint locker or used within 50 feet of a painting operation.

**b.** Fumes from paint shall be avoided. If adequate ventilation is not present, approved type respirators shall be used. Personnel requiring respirators shall be properly trained, fit tested and fitted for respirators. Records of training and fit testing shall be maintained and available for government review.

**c.** All work areas must be kept safe, clean and orderly.

**d.** Paint or thinner soaked rags will be placed in covered metal containers to remove any danger from the occurrence of spontaneous combustion. These containers shall be emptied daily prior to securing the facility and material disposed IAW JEGS.

**e.** Containers of solvent of flammable material shall be properly covered and promptly returned to an approved storage cabinet after use.

**f.** An experienced electrician shall make checks for possible electrical hazards before painting on/or around electrical equipment or wiring.

**g.** Radium luminous paint shall not be removed, painted over or applied except as directed by the ACO. Painters shall be made aware of the hazards of luminous paint.

**h.** Intake and exhaust machinery located in a space or compartment being painted shall be cleaned at frequent intervals. In addition, all other surfaces not being painted including floors and furniture shall be cleaned prior to securing from painting.

i. Adequate fire fighting equipment shall be on hand before painting operations are commenced.

j. Prior to securing the paint locker, all painting equipment shall be returned, cleaned and properly stored.

k. Paint spraying in hangers shall be permitted only when specifically authorized by the 17<sup>th</sup> ASG Safety Officer and approved by the 17<sup>th</sup> ASG fire Marshall.

#### **1.12. Environmental:**

**1.12.1. General** The Contractor shall institute an environmental management program that incorporates environmental compliance and management initiatives IAW JEGS into all aspects of contract performance.

**1.12.2. Responsibility** The Contractor shall ensure that all of its activities comply with all applicable federal, state and local environmental regulations and 17 ASG rules/policies. For activities that occur outside of the U.S. and U.S. territories, comply with country-specific Final Governing Standards (FGS).

**1.12.2.1. Environmental Master Plan** The Contractor shall submit an Environmental Master Plan 90 days after contract award. The plan shall consider all operational activities performed pursuant to this contract, identify environmental requirements, develop a strategy for compliance and assign responsibilities for execution. The Environmental Master Plan (CDRL A004) shall include but is not limited to a Pollution Prevention Plan, (PPP), a Hazardous Waste Management Plan (HWMP) and Spill Prevention Control and Countermeasure Plans (SPCCP). The contractor shall incorporate procedures for rust removal and touch-up exterior painting over the water into his SPCCP.

**1.12.2.2. Environmental Co-coordinator** The Contractor shall designate an environmental co-coordinator. The co-coordinator can also perform other duties. The environmental co-coordinator duties include but are not limited to the following:

a. Establish and maintain a comprehensive environmental training program. Maintain training and/or certification records. Records shall be available for government review.

b. Identify and document in a timely manner, environmental problems or violations and report these to the ACO/COTR. Assist

in the preparation of the Environmental Program Requirements Report.

**c.** Prepare or assist in preparation of permits, compliance agreements, and consent orders as required by ACO. Sign applications, reports and certifications as the operator and generator. Ensure operational and administrative compliance with permits issued by government agencies.

**d.** Maintain environmental records and allow the Government immediate access upon request. The records shall include, but are not limited to, inspection and monitoring records and reports, data, logs, analytical results, and information provided for or required by permit, law or regulation. These records shall be turned over to the ACO/COTR upon completion of the contract.

**e.** Assist in responding to findings and recommendations provided in any report issued by DoD agencies, other Federal, Government of Japan, or local agencies to correct any violation, or alleged violation, of environmental laws and regulations.

**f.** Notify the ACO/COTR immediately of discovery of reportable hazardous material spill, unauthorized discharge, or permit violation. Establish an internal system, accessible to the ACO/COTR, of monitoring non-reportable spills to determine patterns, perform trend analysis and develop corrective measures.

**g.** Conduct and document an annual internal environmental compliance assessment. Provide the results of this internal audit to the ACO/COTR to include corrective actions taken to resolve deficiencies. Provide quarterly status update of any open environmental deficiencies identified resulting from the internal audit.

**1.12.2.3. Ozone Depleting Chemicals (ODC)** The Contractor shall not use or procure any Class I Ozone Depleting chemical as listed in Section 602(a) of the Clean Air Act. In implementing this contract, if any reference requires the use of an ODC, the Contractor must seek an approved substitute or use an alternate technological procedure. If a substitute or alternate procedure can't be found, the Contractor must notify the ACO/COTR for further instruction.

**1.12.2.4. Hazardous Materials** The contractor shall establish and maintain an up-to-date Authorized Users List (AUL) of all hazardous materials used. The AUL shall contain the following information: Manufacturer's name, Chemical/trade name, the products National Stock Number, whether or not the item is a carcinogen, quantity on hand, and a unique identifier. A copy of

the current AUL shall be provided to the ACO/COTR. The contractor provide the COTR a Material Safety Data Sheet (MSDS) for all chemical materials used in the performance of this SOW and maintain a file of all MSDS. The contractor shall comply with the 17<sup>th</sup> ASG Hazardous Substance Management System (HSMS) for all HAZMAT brought onto YND.

**1.12.2.4.1.** The Contractor shall establish and implement a hazardous materials management program IAW the 17<sup>th</sup> ASG HWMP to:

**a.** Use best management practices to reduce risk to human health and the environment from hazardous materials. Apply these practices throughout the life cycle of procurement, use, handling, storage, and disposition of the hazardous material that includes developing and implementing a program to track hazardous materials and hazardous waste from "cradle-to-grave". Hazardous waste shall be disposed of through the: Defense Logistics Agency, Defense Reutilization and Marketing Office (DRMO)Sagami, APO AP 96338-5008.

**b.** Apply best management practices, improved procurement practices and inventory control to prevent waste generation through material spoilage, shelf-life expiration or improper inventory control. Recycle and reuse material to the fullest extent (e.g. Fuels shall be processed through a "Fuel Filtration! Additive Unit" and reinstalled in vehicles when possible).

**c.** Maintain a current inventory of hazardous materials to comply with:

**d.** Community notifications required by Executive Order 12856, JEGS, 17<sup>th</sup> ASG and Emergency Planning and Community Right-To-Know Act.

**e.** The OSHA Hazard Communication requirements (20 CFR Part 1910.1200) and the JEGS.

**f.** Transport hazardous materials over public highways and on-site areas accessible to the general public IAW the Hazardous Materials Transportation Uniform Safety Act, AR 55-355, Defense Traffic Management Regulation, and applicable federal, state and local and JEGS regulations.

### **1.13. Physical Security:**

**1.13.1. Lock, Key and Seal Control** The Contractor shall ensure the establishment, maintenance and enforcement of an auditable key and lock custodial system and an auditable seal custodial

system for internal security of assigned facilities, space and equipment of a security interest

**1.13.2. Government Tools, Tool Sets and Electronic Test Equipment** The Contractor shall store Government tools, tool sets and electronic test equipment in a secure area. The Contractor shall establish an accountability system for equipment and tools (with the exception of low value property). Low value property is property less than \$2500, except for pilferable items, Automated Data Processing Equipment (ADPE) and Controlled Cryptographic Items (CCI).

**1.13.3. Petroleum, Oils and Lubricants (POL)** The Contractor shall establish and maintain an accountability system for all bulk POL products under his control. The Contractor shall secure fuelling stations and fuel trucks after working hours. The contractor shall control and abate pollution resulting from the storage, use, transportation and distribution of petroleum products in conformance with chapter 9, Petroleum, Oil and Lubricants, Japan environmental Governing Standards (JEGS), Oct 2001.

**1.14. Information Security:**

**1.14.1. Information Security Program** The Contractor shall develop and implement an information security program including Automated Information Systems.

**1.14.2. Visits and Requests for Information** The Contractor shall direct any requests for visits or information to the ACO/COTR.

**1.15. Information Management:**

**1.15.1.** The Contractor shall employ qualified personnel to operate all automated systems necessary for performance of the mission.

**1.15.2.** The Contractor shall provide personnel support required to properly administer and maintain the SDS, ULLS and AWRDS application.

**1.15.3.** The Contractor shall also provide end user support and act as primary site point of contact for SDS, ULLS and AWRDS.

**1.15.4.** The Contractor shall be responsible for acquiring and providing technical support for software applications, which they deem necessary for mission accomplishment, but not identified as such by the ACO/COTR.

1.15.5. The Contractor shall ensure that only licensed and approved software is installed on Personal Computers.

## 2. ACRONYMS AND DEFINITIONS

### 2.1 Acronyms

ACO	Administrative Contracting Officer
ADPE	Automated Data Processing Equipment
AMC	Army Materiel Command
AMCISS	Army Materiel Command Installation Supply System
ASG	Area Support Group
AUL	Authorized User List
AR	Army Regulation
ASG	Army Support Group
AWRDS	Army War Reserves Deployment System
BII	Basic Issue Item (e.g. jack, fire Extinguisher)
BD	Barge Derrick ( Floating Crane)
BG	Barge Gasoline
BII	Basic Issue Item (e.g., jack, fire Extinguisher)
CAS	Contractor Acquired Services
CCIR	Commanders Critical Information Requirement
CCI	Controlled Cryptographic Items
CDRL	Contract Data Requirements List
CEB-H	Combat Equipment Battalion-Hythe
CFP	Contractor Furnished Property
COEI	Component of End Item (e.g., antennas and handsets for radios)
CONUS	Contiguous United States
COR	Contracting Officers Representative
COSIS	Care of Stock/Supplies in Storage
COTR	Contacting Officer Technical Representative
COTS	Commercial Off-the-Shelf
CPFF	Cost Plus Fixed Fee
DA	Department of the Army
DA PAM	Department of the Army Pamphlet
DCMA	Defense Contracting Management Agency
DFARS	Defense Acquisition Regulation Supplement
DH	Dehumidification
DOD	Department of Defense
DODAAC	Department of Defense Activity Address

	Code
EPA	Environmental Protection Agency
F&DCE	Fire and Damage Control Equipment
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FGS	Final Governing Standards
FSC	Field Support Command
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GOTS	Government Off-the-Shelf
GSA	General Services Administration
HNA	Host Nation Agreement
HAZMAT	Hazardous Material
HSMS	Hazardous substance Management system
HWMP	Hazardous Waste management Plan
IAW	In Accordance With
ISO	International Organization for Standardization
JEGS	Japan Environmental Governing Standards
JTR	Joint Travel Regulation
LCM	Landing Craft Mechanized
LCU	Landing Craft Utility
LT	Large Tug
MAILS	Maintenance Activity Information Logistics System
MEL	Maintenance Expenditure Level
MHE	Mechanical Handling Equipment
MSDS	Material Safety Data Sheet
MWO	Modification Work Order
NBC	Nuclear, Biological, Chemical
OBOD	Operational Board of Directors
OBSL	Onboard Spares Listing
OCCM	On Condition Cyclic maintenance
OCONUS	Outside Contiguous United States
ODC	Ozone Depleting Chemicals
OSC	Operations Support Command
OSHA	Occupational Safety and Health Act
PCB	Polychlorinated Biphenyl
PCO	Procuring Contracting Officer
PM	Preventative Maintenance
PMCS	Preventive Maintenance Checks and Services
POC	Point of Contact
POL	Petroleum, Oils and Lubricants
PWS	Performance Work Statement
QA	Quality Assurance

QC	Quality Control
QDR	Quality Deficiency Report
RH	Relative Humidity
RTCH	Rough Terrain Container Handler
SCG	Security Classification Guide
SDS	Standard Depot System
SLWT	Side Loading Warping Tug
SOW	Scope of Work
SSA	Supply Support Activity
SSF	Special Security File
ST	Small Tug
STAMIS	Standard Army Management Information System
TAMMS	The Army Maintenance Management System
TB	Technical Bulletin
TE	Technical Exhibit
TEU	Twenty foot Equivalent Unit (20ft Container)
TI	Technical Inspection
TM	Technical Manual
TMDE	Test, Measurement, and Diagnostic Equipment
UBC	Uniform Building code
UIC	Unique Identifier Code
ULLS	Unit Level Logistics System
USG	United States Government
YND	Yokohama North Dock

## 2.2 Definitions

**ADMINISTRATIVE CONTRACTING OFFICER (ACO):** As designated in writing by the PCO.

**BASIC ISSUE ITEM (BII):** Minimum essential items required to place the end item in operation and to perform emergency repairs. Generally listed in Appendix B of appropriate TM -10/-20 Manuals.

**COMPONENTS OF END ITEMS (COEI):** Items that are a part of the item, but are removed and separately packaged for transportation and shipment. Generally listed in Appendix B of appropriate TM -10/-20 Manuals.

**CONDITION RECEIVED:** The documented condition of wholesale items as determined by a joint Contractor/Government inspection of the

item and the condition annotated on a DA Form 2404. On Condition Cyclic level fault correction is outside this SOW.

**CONTRACTING OFFICERS TECHNICAL REPRESENTATIVE (COTR):** Individual appointed by the PCO as his/her designated representative to perform duties specified in the appointment letter.

**CONTRACTOR EMPLOYEE (S):** All Contractors and sub-Contractors performing work under this contract.

**DEFICIENCIES:** Deficiencies are needed repairs identified while performing steps listed in the "items to check" column of the -10/-20 TM PMCS tables that render the equipment Non-Mission Capable (NMC).

**DIRECT LABOR:** The direct labor that can be identified directly with a final cost objective.

**DIRECT MATERIAL:** Material that can be identified directly with a final cost objective.

**DIRECT OVERHEAD:** The expenses incurred in support of the overall mission.

**FAULTS:** Faults are needed repairs identified while performing steps listed in the "items to check" column of the -10/-20 TM PMCS tables.

**FULLY MISSION CAPABLE:** The equipment is fully mission capable if the equipment is safe to operate, has all mission essential subsystems installed and able to perform its combat mission. Fully mission capable systems have no faults listed in the "not fully mission capable if" or "not ready/available if" columns of the Preventative Maintenance Checks and Services (PMCS) tables of the -10/-20 end item Technical Manual (TM).

**INSPECT OR CHECK:** An examination of an item to determine operational condition and proper installation of components as specified herein. Criteria contained in the Preventative Maintenance Checks and Services (PMCS) table of appropriate TM 10/20 will be used and equipment meets or surpasses USG Quality Assurance Maintenance complete standard and QA Acceptance.

**MAINTENANCE HANDBOOKS:** Organizational and Intermediate maintenance technical manuals, TM-10/20 series, parts manuals,

commercial manuals, supplemental manuals, supply updates, field procedures and USG directives.

**MAINTENANCE OPERATIONS CHECK (MOC):** Checks accomplished in such a manner to assure that the components and end items will perform in a full mission capable manner and equipment meet or surpasses USG Site Quality Assurance Maintenance complete standard and QA Acceptance.

**MAINTENANCE EXPENDITURE LIMIT (MEL):** - A percentage of the acquisition/Army Master Data File cost of an end item for labor, components, assemblies and repair parts applicable to end items that have remaining repair eligibility.

**MODIFICATION WORK ORDERS (MWOs):** End item modifications directed and funded by the program or item manager. This also includes one-time safety-of-use messages.

**ORGANIZATION:** USG element to which the contractor is assigned collocated to perform the contractual requirements.

**PRESERVATION:** The maintenance and preservation required preparing the equipment for long-term storage.

**PROCURING CONTRACTING OFFICER (PCO):** As designated by the HQ, OSC Field Support and Operations Contracting Division, Rock Island, IL (AMSOS-CCF).

**PROJECT OFFICER (PO):** Individual designated by the government activity receiving contractor services to monitor the contractor's performance and provide required logistical and administrative support.

**ROUTINE SEA EXERCISE:** Involves the depreservation/represervation of watercraft

**SERVICEABLE:** Capable of meeting the requirement and performing the function for which it was designed and meets all test requirements established by the applicable TM 10/20 and AR 385-55 Safety Standards.

**SERVICES:** Services listed in the -10/-20 end item TMs that are performed on a prescribed interval. The most comprehensive/highest level of service shall be performed for equipment going into storage. These services also include

special lubrication orders and other guidance provided by higher HQ.

**SHORTCOMINGS:** Shortcomings are needed repairs identified while performing steps listed in the "items to check" column of the -10/-20 TM PMCS tables that do not render the equipment Non-Mission Capable (NMC).

**SPECIAL SYSTEM CHECKS:** Special maintenance and exercising performed on certain systems to minimize deterioration.

**SURVEILLANCE:** A system where equipment is subjected to, but not limited to cyclic, scheduled, and special inspections and continuous actions to ensure that the equipment is maintained in a ready-to-use status. Deficiencies found during surveillance and visual inspections will be classified as major or minor deficiencies and are defined as follows:

Major defect is a defect that will:

- (a) Affect the material readiness posture of watercraft and MHE.
- (b) Limit or restrict the watercraft and MHE from performing its intended functions.
- (c) Probably cause operating failure of the watercraft and MHE.
- (d) Probably allow the watercraft and MHE to deteriorate and degrade during storage.
- (e) Cause excessive downtime and increased maintenance.

Minor defect is one that does not reduce the usability of the watercraft/vehicle for its intended purpose, has no significant bearing on the effective use or operation but does affect the overall appearance.

Corrosion that is found during surveillance and visual inspections will be reported as Stage I, II, III, and IV corrosion and is defined as follows:

Stage I corrosion. Discoloration, staining. No direct visual evidence of pitting, etching, or other surface damage.

Stage II corrosion. Loose rust, black or white corrosion accompanied by minor etching and pitting of surface. No scale or tight rust.

Stage III corrosion. Rust, black or white corrosion accompanied singly or in combination with etching, pitting or more extensive surface damage. Loose or granular condition.

Stage IV corrosion. Rust, black or white corrosion progressed to the point where fit wear, function or life of the item has been affected. Pitted or scaly condition, with pits or irregular areas of material removed from the surface of the item.

### **3. GOVERNMENT FURNISHED PROPERTY and SERVICES**

**3.1.** The Contractor shall be responsible and accountable for all Government property provided under the Contract and shall comply with Federal Acquisition Regulation (FAR) subpart 45.5/6 and DFARS 245.5/6/7. The property discussed in this section is all Government Furnished Equipment (GFE) and is listed in Attachment 003. The Contractor's Property Management /Maintenance Systems shall be developed, monitored and reviewed in accordance with Department of Defense (DoD) 4161.2-M, DoD Manual for the Performance of Contract Property Administration

**3.2.** The contractor shall provide support, inclusive of but not limited to: supervision of contractor personnel, maintenance of government furnished technical manuals, standard operating procedures, instructions, preventative maintenance instructions, and records for all Government Furnished Equipment (GFE) and special tools.

**3.2.1. Specific Tasks** The Contractor shall submit a Government Property Plan (CDRL A005) to the ACO/COTR for approval 90 days after contract award.

**3.2.1.1. Maintenance** The Contractor's Maintenance Plan (CDRL A006) shall document the following minimum requirements: basis for work, planning, estimating, material acquisition, work assignment, scheduling, design, prioritization, and accomplishment of work tasks. This maintenance plan shall be provided to the ACO for review and approval within 90 days after contract award. The Contractor shall review his approved Maintenance Plan annually. If the annual review identifies areas requiring change, the Contractor shall revise the Maintenance Plan and obtain ACO/COTR approval of proposed revisions. The Contractor's Maintenance Plan shall include an Annual Plan and Schedule as defined in (CDRL A007) and a Monthly Plan and Schedule as defined in (CDRL 008).

**3.2.1.2 Equipment:**

**3.2.1.2.1.** Contractor shall perform inspection and operation maintenance on equipment prior to use to determine if the equipment is safe and serviceable. Defects discovered during these inspections or during operation of the equipment shall be recorded in maintenance logbooks/records and reported to the ACO/COTR.

**3.2.1.2.2.** Policies pertinent to MEL for repair criteria eligibility shall be IAW the contractors approved property control plan.

**3.2.1.2.3.** Personnel will possess the appropriate license for operation of property and equipment (i.e. commercial or U.S. military).

**3.2.2. Utilization:**

**3.2.2.1.** The contractor shall maximize utilization of equipment to achieve the most economical and efficient operations.

**3.2.2.2.** Usage standards for vehicles shall be established and maintained by the Contractor based on days used. Any vehicle idle for more than 20% of Contractor's workdays per month shall be justified for retention to the ACO/COTR. The Contractor shall monitor record and report the usage on a weekly basis.

**3.2.2.3.** At the end of each calendar quarter the Contractor shall consolidate quarterly usage and availability data. The current quarterly data and the data for the preceding three-quarters shall be maintained. When individual pieces of equipment within a category are not attaining the minimum utilization, the entire category shall be reviewed to optimize use.

**3.2.3. Records** Unless summary records are authorized the contractor shall maintain the minimum basic information for every item of Government property. Minimum basic information shall include: National Stock Number (NSN), nomenclature/description, model number, serial number, quantity, year of manufacture, manufacturer, acquisition value, and location at YND. For low value property the Contractor is not required to update changes in location after initial establishment of the official Government property record. This exception does not apply to pilferable items, ADPE and CCI.

**3.2.3.2. Receipt and Inspection** The Contractor shall be responsible for receiving Government property. Incoming GFE

shall be properly classified and marked IAW procedures approved by the ACO/COTR. A report of the condition code and quantity count shall be furnished to the ACO/COTR within 10 working days of receipt. Misdirected shipments shall be properly controlled pending receipt of disposition instructions from ACO/COTR.

#### **3.2.4. Disposal of Excess Government Materiel**

**3.2.4.1.** Government materiel generated as excess during the life of this contract shall be properly identified and turned in as directed by the ACO.

**3.2.4.2.** Condemned items and scrap materials shall be turned in to the local facility supply organization through the site managers for action or as directed by the ACO.

**3.2.4.3.** Classification shall be accomplished as directed by the ACO. The Contractor shall identify property information regarding quantity and condition and submit to the CMS for disposition instructions as directed by the ACO.

#### **3.2.5. Repair Parts:**

**3.2.5.1.** The contractor shall operate and maintain formal government accounting records using ULLS. The Government will provide Department of Defense Activity Address Code (DODAAC) and Unit Identification Code (UIC) for system access and use.

**3.2.5.1.2.** The Contractor shall determine parts requirements and availability to meet the scheduled COSIS maintenance cycle. Stockage criteria must be IAW AR 710-2, paragraph 2-21. The contractor shall forward a list to the ACO/COTR for review and funds certification. The contractor shall operate and maintain formal government accounting records using ULLS. The Contractor shall requisition repair parts as required to support the maintenance cycle. The Contractor shall provide parts requisition status when requested by the ACO/COTR throughout the COSIS maintenance cycle.

**3.2.5.1.3.** Government property and material (including repair parts) will be acquired through the US Government supply system as a first source of supply. Commercial sources of supply will be used in the event the US Government Supply system cannot meet mission requirements. Repair parts will be requisitioned and stocked to ensure material is on hand to perform required

repairs for each COSIS maintenance cycle, while not tying up excessive funds in parts inventory.

**3.2.5.1.4.** Acquisitions shall be accomplished with the following minimum requirements:

**a.** Items of equipment appearing in the property list shall be identified for replacement when eligible with written request justification.

**b.** Requests for replacement of uneconomically repairable items (repair costs exceed the maintenance expenditure limit) shall include a completed DA Form 2404 showing the itemized cost of repair to restore the item to 10-/20 condition, acquisition cost, manufacturer, and year of manufacture. A completed SF 120, DA Form 461-5, DA Form 3590 and DA Form 2404 shall be forwarded with the request to the ACO/COTR.

**c.** Components removed from equipment that are identified in end item TM's as General Support and/or depot level repairs shall be repaired or replaced. The Government will provide disposition instructions for replaced items.

**3.2.6. Physical Inventories** The Contractor shall perform physical inventories by locating and counting Government property, posting inventory counts and adjustments, and submitting adjustments to the ACO/COTR for approval. Inventory frequencies shall consists of the following:

**a.** Material -annually,

**b.** Equipment (except low value property) -annually

**c.** Low Value Property -Upon completion or termination of contract

#### **4. CONTRACTOR FURNISHED PROPERTY (CFP)**

**4.1.** Contractor shall provide all property/equipment necessary for accomplishment of the PWS except as specifically identified as GFE in Attachment 004. Contractor shall consider equipment rental, equipment leasing, and equipment purchase options for CFP.

**4.2. Housekeeping** The Contractor shall maintain all shops, buildings, structures, and areas used in the performance of this

contract in a clean, orderly, and sanitary condition, i.e., an area occupied by the Contractor for use in performance of the contract, such as administration space for the Contractor; an area in which the Contractor performs a function of the contract, such as a Contractor-Operated repair facility; or an area of Contractor activity in performance of the contract, such as Contractor assembly of expendable property in the customer's work area. The Contractor shall supply all housekeeping/cleaning supplies and expendable material (e.g., soap, paper) at the Contractor's expense. The premises shall be kept free of accumulated waste material and rubbish resulting from work. Combustibles shall be removed daily.

## **5. TASK REQUIREMENTS FOR YOKOHMA, JAPAN (NORTH DOCK)**

**5.1. Purpose** The contractor shall provide technical expertise manpower, quality control, and equipment for storage and maintenance COSIS operations and related tasks including, but not limited to: lifting watercraft in/out of harbor to/from the dock, quality control, surveillance inspections, maintenance, preparation and painting of watercraft stored at YND, touch-up preservation, maintaining dehumidified environment, paint chipping and abrading, minor repair work that includes welding and cutting, and preservation/de-preservation (solvent based), mooring, maintaining portable generators.

Other contract performance requirements include, but are not limited to: property administration/accountability, inventory control, environmental management, operating U.S. Army Standard Supply Systems and record keeping and reporting.

The contractor shall perform services as an independent contractor, and not as agents or employees of the Government. The contractor shall furnish all necessary labor services, and materials/equipment, except as otherwise specified herein as furnished by the Government, required to accomplish the work requirements.

### **5.2. Maintenance Requirements:**

#### **5.2.1. Watercraft Layaway:**

##### **5.2.1.1. General Layaway Requirements for all Watercraft:**

**5.2.1.1.1.** The contractor shall secure each watercraft as appropriate. Specific mooring requirements for each model of

watercraft are identified in paragraph 5.2.1.2, below. The mooring/storage location for each watercraft is in Site Layout Map at Attachment 001. For watercraft returning from activations, the contractor shall download the unused fuel into fuel delivery systems provided by the Government.

**5.2.1.1.2.** The contractor, in conjunction with the ACO/COTR, shall perform a joint receipt inspection/inventory and document the baseline condition received and baseline inventory. All faults shall be documented on DA Form 2404. The COTR will determine if a Quality Deficiency Report (QDR) should be generated. If a QDR is required, the COTR/ACO will process and inform the contractor the faults he shall correct.

**5.2.1.1.3.** The contractor shall install government furnished dehumidifiers in locations on each watercraft such that the relative humidity (RH) in each space is maintained at 40% +/- 10%. The contractor shall install relative humidity monitoring devices that record temperature and relative humidity on a continuous basis. Specific enclosed locations requiring dehumidification for each model of watercraft are identified in paragraph 5.2.1.2. below.

**5.2.1.1.4.** The contractor shall provide one (1) 400 KW, 60 HZ portable diesel generator for vessel activation and contingency operations. The contractor shall also be capable of providing one (1) additional 400KW 60 HZ and two (2) 200 KW 60 HZ portable diesel generators within 24 hours notice by the COTR/ACO. The contractor shall maintain continuous electrical power 24 hours per day, seven days a week to each vessel as required during activation in support of contingency operations and exercises.

**5.2.1.1.5.** The contractor shall provide lifting equipment capable of loading/unloading MHE and MILVANS from the well decks of the watercraft.

**5.2.1.1.6.** The contractor shall provide lifting equipment capable of lifting forty foot ISOPAKs from the dock and move them to the storage location identified in Site Layout Map YND at Attachment 001. The contractor shall store the ISOPAKs two high in an orderly column and row configuration such that a RTCH will be able to remove an ISOPAK without having to clear a row or column first. The contractor shall inventory the contents and report discrepancies to the ACO/COTR. On a two-year cycle, each ISOPAK shall be separated into its three components, the locking mechanisms lubricated, ISOPAK reassembled and restored.

Monthly, the contractor shall visually inspect the contents (Modular Causeway Sections) of each ISOPAK for rust/corrosion. The contractor shall correct visible corrosion of Stage II and worse, as defined in Table 6-1, Stages of Corrosion, of TM 38-470. Prior to correction, all such corrosion faults shall be documented on DD Form 2404 and a copy furnished to the COTR/ACO.

**5.2.1.2. WATERCRAFT SPECIFIC LAYAWAY REQUIREMENTS:**

**5.2.1.2.1. LCU-2000, LT, and BD & BG:** Mooring requirements for these models are similar. The contractor shall install the GFE fendering adjacent to the dock, moor the craft, lash securely to available bollards and install GFE gangways and safety nets.

**5.2.1.2.2. LCM-8 Mod 1&2, ST & SLWT:** Mooring requirements for these models are similar. The contractor shall install the GFE berthing cradles per the government provided staging plan, lift craft from the harbor onto the cradles, lash securely, fresh water wash hull, install access ladders and safety nets.

**5.2.1.2.3. LCU 2000:** Specific DH locations are: engine rooms, accommodation rooms, paint locker on fore deck, the boson's locker on fore deck, emergency generator room, pilot house and all other enclosed spaces.

**5.2.1.2.4. LCM8 Mod 1&2:** Specific DH locations are: engine rooms, wheel house, lazarette (space used to stow BII etc), and the accommodation block in the Mod 2 version.

**5.2.1.2.5. ST:** Specific DH locations are: engine room, accommodation room, wheelhouse and all other enclosed areas.

**5.2.1.2.6. LT:** Specific DH locations are: engine spaces, accommodation room, wheelhouse, the emergency generator room, aft towing locker and all other enclosed areas.

**5.2.1.2.7. SLWT:** Specific DH locations are: two engine spaces, wheelhouse and voids used for BII.

**5.2.1.2.8. BG:** The only area that requires DH is the motor/pump house.

**5.2.1.2.9. BD:** Specific DH locations are enclosed areas containing motors, winches, controls and mechanisms with bare metal surfaces.

**5.2.2. Watercraft COSIS Requirements:****5.2.2.1. General COSIS Requirements:**

**5.2.2.1.1.** The relative humidity (RH) in all dehumidified areas of each watercraft shall be maintained at 40% +/- 10% RH.

**5.2.2.1.2.** The relative humidity and temperature in the above locations shall be monitored on a continuous basis and the daily results for the previous seven-day period shall be submitted to the ACO/COTR every Monday by close of business.

**5.2.2.1.3.** Daily, the moorings, lashings and gangways shall be inspected on all watercraft per paragraph 5.6.3, below.

**5.2.2.1.4.** Daily, the access ways to all watercraft shall be inspected to maintain a safe, unobstructed access as per paragraph 5.6.6., below.

**5.2.2.1.5.** Daily at the beginning of the work shift, visual inspections of each vessel for oil leaks into the harbor. Any visible oil sheens shall be immediately reported to the ACO/COTR for further guidance.

**5.2.2.1.6.** Weekly, inspect the DH equipment per paragraph 5.4, below, to prevent breakdowns and collate the previous seven-days of RH monitoring, per paragraph 5.2.2.1.2, above.

**5.2.2.1.7.** Monthly, in conjunction with a weekly inspection, the contractor shall enter all vessels stored at YND for a visual inspection, paying particular attention for signs of ingress of water. Any deficiencies found are to be annotated on DA 2404 and submitted to ACO/COTR for review and prioritization of the sequencing for hull pumping. If water accumulates in vessel interiors, the Contractor shall supply the necessary pumps and equipment to pump the water out of the vessel in compliance with the Japan Environmental Governing Standards (JEGS), dated October 2001. The contractor shall also inspect all dehumidified areas for sealing deficiencies. All faults shall be annotated on DA Form 2404 prior to correction. At this time the contractor shall also rotate the LCU2000 bowthruster driveshafts 2.75 revolutions

**5.2.2.1.8.** Quarterly, on the LCM8, ST and SLWT, rotate propeller shafts more than two complete revolutions, using rubber lubricant or liquid soap to lubricate the Cutlass bearings.

**5.2.2.1.9.** Semi-annually, in conjunction with a monthly interior inspection, the contractor shall change filters in the DH equipment per paragraph 5.4.3, below.

**5.2.2.1.10.** Triennially, each watercraft requires an OCCM maintenance cycle that will be performed at a ship repair facility. The contractor shall prepare each craft for towing to the facility per paragraph 5.9. below.

**5.2.2.2. Watercraft Specific COSIS Requirements:**

**5.2.2.2.1. LCU 2000, LT, and BD & BG:** Monthly, the contractor shall perform an exterior visual inspection, checking the hull above the waterline and the superstructure for corrosion and oil/fluid leaks. All faults are to be annotated on DA Form 2404 for scheduled correction. All leaks shall be corrected IAW environmental governing standards.

**5.2.2.2.2. LCM8 Mod 1&2, ST & SLWT:** Monthly, the contractor shall perform an exterior visual inspection, checking the hull, cradle and the superstructure for corrosion and oil/fluid leaks. All faults are to be annotated on DA Form 2404 for scheduled correction. All leaks shall be corrected IAW environmental governing standards.

**5.2.2.2.3. LCU 2000:** Monthly, in conjunction with the exterior inspection, the contractor shall remove the two Herculite covers and inspect the protected equipment for evidence of corrosion. All faults are to be annotated on DA Form 2404 for scheduled correction. Also monthly, the contractor shall turn the bow thruster shaft and the main shaft, each 2.75 revolutions. If either is "froze" and cannot be turned, the ACO/COTR shall be notified immediately for further guidance.

**5.2.2.2.4. LT & BG:** Monthly, in conjunction with the exterior inspection, the contractor shall remove the six Herculite covers and inspect the protected equipment for evidence of corrosion. All faults are to be annotated on DA Form 2404 for scheduled correction.

**5.2.2.2.5. LCM8 Mod 1&2, ST & SLWT:** Monthly, in conjunction with the exterior inspection, the contractor shall remove the one Herculite cover and inspect the protected equipment for evidence of corrosion. All faults are to be annotated on DA Form 2404 for scheduled correction.

**5.2.2.2.6. LCU 2000, BG & LT:** Annually, all deck entered ballast and fuel storage tanks shall be inspected water ingress. All faults shall be annotated on DA Form 2404 for scheduled correction.

**5.3. Preparation and Painting of Watercraft Stored at YND:**

**5.3.1.** Upon arrival from each vessel's triennial (every 3 years) OCCM, a joint inspection between Contractor and Government will be performed to re-establish the condition received. Within 24 hours, the Contractor shall submit results of inspection for each vessel on form DA 2404 to ACO/COTR for review and approval to proceed. Contractor shall re-establish vessels storage environment and resume normal functions upon vessels return to YND. Estimated time of departure and estimated time of arrival will be provided by ACO/COTR. Any work required to restore vessels paint system or damages that occurred in transit will be accomplished under this SOW.

**5.3.2.** Quarterly, the contractor shall carry out a joint external inspection, with ACO/COTR, of vessels for rust, corrosion and/or surface breakdown. Results of inspection to be annotated on form DA 2404.

**5.3.3.** Correct exterior paint and rust deficiencies in accordance with TB 43-0144, Painting of Watercraft, Government supplied paint schedule and the contractor's Environmental Master Plan. On average, 3000 square feet of surface area per year requires touch-up painting.

**5.4. Dehumidification Machines:**

**5.4.1.** Contractor shall design and supply a form for recording RH readings from each vessel. Form shall contain the following information: Ambient Temperature, Relative Humidity, time and date of reading and signature of responsible person.

**5.4.2.** Contractor shall provide RH readings, on the above form, from individual vessels. Readings shall be submitted to the ACO/COTR on a weekly basis.

**5.4.3.** Contractor shall replace filters as directed by the machines service manual in order to maintain RH standards at 40% plus or minus 10%.

5.4.4. Contractor shall inspect DH machines on a weekly basis to prevent breakdowns and maintain DH operating conditions

5.4.5. Should breakdowns occur, no DH machine would be "down" for more than 24 consecutive hours. If a DH machine is not repairable in this time, the ACO/COTR shall be informed. Contractor will allow for fitting the replacement machine.

5.4.6. Contractor shall allow for the connection and disconnection of DH machines upon arrival of the vessel from maintenance facility. Estimated time of arrival/departure will be provided by ACO/COTR.

#### 5.5. Preservation:

5.5.1. Upon arrival from maintenance facility a joint inspection between Contractor and Government shall be performed to re-establish the condition received. Contractor shall submit results of inspection for each vessel on form DA 2404 to ACO/COTR for review and approval to proceed. Contractor shall resume normal functions upon vessels return to YND. Estimated time of arrival will be provided by ACO/COTR. The contractor shall accomplish any work required to restore vessel preservations that were damaged in-transit from the repair facility.

5.5.2. Contractor shall correct exterior sealing deficiencies identified on DA 2404 in accordance with TM 38-470 para.5-13 as soon as discovered, this is required in order to maintain the RH level and alleviate excessive DH machine run time.

5.5.3. Contractor shall remove two Herculite covers monthly from each LCM, ST and BG, and 6 covers each month from each LCU and LT, from various locations on vessel's exposed equipment to be jointly inspected by Contractor and government representative. Contractor shall submit results of inspection for each vessel on form DA 2404 to ACO/COTR for review and approval to proceed.

5.5.4. Defects approved by the ACO for repair shall be rectified within 7 working days

#### 5.6. Mooring Requirements:

5.6.1. Moorings used shall be capable of withstanding all weather conditions in the Contractor's Severe Weather Plan

(paragraph 5.6.7., below) that could be expected in YND. Contractor shall provide a mooring team capable of mooring vessels to the dock.

**5.6.2.** Upon arrival at YND, the vessels are to be moored as per commercial standard used throughout Yokahama Harbor. Mooring locations of watercraft are identified in Attachment 001.

**5.6.3.** Contractor shall inspect moorings on a daily basis. Contractor shall repair/replace moorings as required to prevent vessel damage. Results of repairs initiated shall be reported verbally to ACO/COTR.

**5.6.4.** Contractor shall repair/replace moorings as required to prevent vessel damage.

**5.6.5.** Contractor shall install Government furnished gangways/access ladders to all wet-stored vessels complete with safety nets all in accordance with OSHA Vol 2, Maritime Standards and Interpretations. Sect 1915.74. " Access to Vessels" and/or Field Manual (FM) 55-17 "Cargo Specialists Handbook"

**5.6.6.** Contractor shall maintain unobstructed accesses to all stored watercraft.

**5.6.7.** Contractor shall submit a Severe Weather Plan (CDRL A010), within 90 days of contract award and be able to implement the plan, for various severe weather conditions above Beaufort Scale 7.

**5.6.8.** Contractor shall provide back up services to 5.6.7 to carry out re-mooring or tasks associated with the safety aspects of the vessels. A response time of 30 (thirty) minutes shall be required during periods of high winds.

**5.6.9.** Upon vessels arrival from/departure to Maintenance Facility contractor shall supply necessary labor and craneage to lift LCM8's (85T), ST's (110T), and SLWT's (108T) to/from the water to/from their government supplied land cradles. The contractor shall move the BD and BG as required to accomplish the required lifting operations. Estimated times of arrival/departure will be provided by ACO/COTR.

**5.7. Portable Generators:**

**5.7.1.** Contractor shall supply one (1) 400KW, 60HZ portable diesel generator for watercraft activation to support scheduled exercises and contingency operations. The contractor shall also be capable of supplying two (2) 200 KW, 60 HZ and one (1) additional 400KW, 60 HZ portable diesel generators within 24 hours after ACO notification. All generators shall comply with the JEGS. Contractor should allow for the connection and disconnection of portable generators upon arrival of the vessels from each vessel's triennial OCCM. Estimated time of arrival/departure will be provided by ACO/COTR.

**5.7.2.** Contractor shall maintain generators in operational condition at all times, this includes but is not be restricted to, supplying fuel and fuelling, supplying engine lubricants and maintaining lubrication levels and supplying coolant and maintaining coolant levels.

**5.7.3.** Contractor shall connect and maintain shore power to each vessel while moored to the dock or land cradled. Power shall be supplied to the DH units continuously, 24 hours per day, seven days a week.

**5.8. Containers:**

**5.8.1.** Initially, a joint exterior inspection between Contractor and Government shall be performed to establish the condition received of the Twenty Foot Equivalent (TEU'S) stored at YND.

**5.8.2.** Contractor shall submit results of inspection on form DA 2404 to the ACO/COTR for review and approval to proceed. The contractor is authorized to perform only minor repairs as specified/defined in the applicable technical bulletins. The contractor shall receive disposition and replacement instructions from the ACO/COTR for containers that require repairs higher than minor. All work shall be performed in accordance with MIL HDBK 138.

**5.8.3.** To reconcile property accountability, a joint inventory between government and contractor shall be performed for the accountable TEU's stored at YND. Contractor shall affix packing list inside and outside of Army supplied container doors and secure doors with padlocks and/or seals. Contractor shall update the AWRDS system.

5.8.4. On completion of inventory accountability transfer, contractor shall move containers to designated site within YND, annotated in Attachment 001.

#### 5.9. Cyclic Maintenance Preparations:

5.9.1. Every 36 months each vessel will be de-preserved in preparation for cyclic OCCM maintenance. ACO/COTR will advise estimated time/date of departure and arrival. The Government will arrange transportation to and select the maintenance facility. Should fuel be required, the Government will arrange for the delivery of fuel. The Contractor shall be responsible for the connection and transference of fuel from the delivery system to the watercraft.

5.9.2. Prior to departure to maintenance facility the contractor shall remove all items of BII, COEI, OBSL and F&DCE. Items to be packed in tri-wall containers and placed in Building 500 storage area.

5.9.3. On return from maintenance facility all BII, COEI, OBSL and F&DCE shall be replaced on vessel in original locations.

5.9.4. Prior to departure to maintenance facility contractor shall disconnect DH machines and store in building 500 storerooms until vessel returns.

5.9.5. On arrival from maintenance facility DH machines shall be connected.

5.9.6. Prior to departure to maintenance facility the contractor shall release moorings.

5.9.7. On arrival from maintenance facility, the contractor shall moor vessels as per paragraph 5.6.2.

5.9.8. Prior to departure to maintenance facility the contractor shall remove gangways.

5.9.9. On arrival from maintenance facility contractor shall replace gangways.

#### 5.10. Deliverables:

5.10.1. **Contract Data Requirements** The Contractor shall develop and maintain a data system that will provide accurate and complete data for reports. This system shall be subject to approval by the Contracting Officer. Reports and feeder data

that the Contractor shall submit are delineated in the CDRL(s). Reports include both reports in final form and feeder data for inclusion in reports. Logs and records are not considered to be reports, but data extracted from them for submission to the Government may be considered to be a report. The ACO shall approve report formats prior to use. When a report is scheduled on a Federal holiday, the report will become due on the next working day following the holiday. CDRL(s) shall be accurate, legible, complete, timely, and distributed to the specified offices. CDRL(s) shall be a basis for evaluating Contractor performance.

**5.10.2. Logs and Records** The Contractor shall maintain complete, current, legible, and accurate logs and records. These logs shall record tasks performed and significant events in chronological order. Specific contents for each functional area are set forth in the PWS. Log formats not specifically identified in the PWS shall be submitted to the ACO for approval. Logs and records shall be made available at any time for inspection and/or reproduction upon request of ACO or COTR. Unless otherwise specified, logs and records shall be maintained for life of contract, and then upon completion of the contract, they shall be turned over to the Government.

**5.10.3. Additional Reporting Requirements** In addition to the reports set forth in the CDRL, the Contractor shall notify the ACO of:

**a.** Any circumstances of needed repair of the facilities, or unusual soiling of an area that may affect performance of contractual work, creates unhealthful, hazardous conditions, or any delays or interference of work by Government employees. The Contractor shall immediately report any of these types of circumstances to the ACO.

**b.** All personal articles found by the Contractor or its employees shall be turned over to the Provost Marshall's Office.

**c.** All suspicious activities and/or conditions conducive to crime shall be reported immediately to the ACO and Provost Marshall.

**5.10.4. Monthly COSIS Performance Report** The contractor shall prepare a COSIS performance report identifying work accomplished that month. Work accomplished shall address the portions of each Performance Requirement Summary that was accomplished for

each watercraft, performance over/under runs, explanation for under runs, and issues and concerns requiring management and contracting officer reviews and action. The report shall also include an addendum that addresses any work performed on CLINs 001AA and 003AA by type of watercraft. This addendum shall include by watercraft the work that was performed, completeness of the overall effort, expected completion date and issues and concerns requiring management and contracting officer reviews and actions. This report shall be submitted monthly and briefed as required. (CDRL A007)

**5.10.4.1.** The report is due on or before the 10<sup>th</sup> working day of the month. Three copies of the report shall be provided to the government (one copy to PCO, one copy to ACO. The report shall include the following information:

- Short narrative description of requirement;
- Assessment of progress and schedules to include specific tasks completed;
- Explanation of incomplete inspections/tasks and expected completion date;
- Identification of issues, problem areas, and proposed solutions;
- All contractor personnel, the specific task they are working, and their respective labor categories;
- Identification of any travel performed or to be performed - identify personnel performing travel, date, location of travel, purpose, and estimated/actual cost;
- Timeline chart with each addendum - it shall show original due date specified, actual date of delivery/expected date of delivery, narrative describing change in due dates;
- Summary of meetings between the Government and contractor - identify who attended, location and date of meeting, purpose of meeting, issues discussed, and decisions made.
- Summary of all costs expended and estimates to complete. (Original estimate/estimate to complete, and explanation of differences).

**5.10.4.2.** The contractor shall deliver draft and final deliverables for the Contract Data Requirements List (CDRL). The Contractor shall develop all materials, unless otherwise specified, in formats compatible with the sponsor organization (MS Office) and/or Government-approved Commercial Off-the-Shelf (COTS)/Government Off-the-Shelf (GOTS) software. Electronic submissions shall be utilized to the maximum extent practicable.

**5.10.4.3.** The Government will review all deliverables within 10 working days. Upon review of the draft deliverables, the Government will provide comments/revisions.

**5.10.4.4. Final Disposition of Reports, Charts, Logs and Maps**

All reports, charts, logs and maps shall become the property of the Government upon completion or termination of the contract. Any Government publications provided to the Contractor during its performance under this contract shall be returned to the Government. Manufacturer's brochures and warranty materials, obtained by the Contractor incidental to the performance of the contract, shall be turned over to the Government upon completion or termination of the contract. Records relating to the normal accomplishment of a task or a mission are required to be kept for a specific amount of time as directed by AR 25-400-2. No Government records will be destroyed without the prior written approval of the Contracting Officer.

**6. APPLICABLE PUBLICATIONS, FORMS, TECHNICAL EXHIBITS, References:**

All work performed by the contractor shall comply with Japanese government laws and regulations and U.S. government laws, regulations, instructions, directives, manuals, bulletins, guides, as changed, whichever is more stringent. Unless identified as mandatory, the contractor shall be guided by the references to the extent necessary to accomplish requirements in this PWS. These include but are not limited to:

(Sensitive and Non-Sensitive)

OSHA Vol 2	Maritime Standards and Interpretations. Section 1915.74
TB 55-1900-231-15	Prepositioned Watercraft Preservation and Activation Process
FM55-17	Cargo Specialists Handbook.
AR 55-355	Defense Traffic Management Regulation Accountability
AR 190-5	Installation Security of Property
AR 190-13	The Army Physical Security System
AR 190-51	Security of Unclassified Army Property (Sensitive and Non-Sensitive)
AR 310-1	Publications, Blank Forms and Printing Mgt.
AR 310-25	Dictionary of US Army Terms
AR 310-50	Abbreviations

AR 380-19	Information System Security
AR 380-53	Information System Security Monitoring
AR 380-67	Personnel Security
AR 385-10	Army Safety Program
AR 385-20	Safety Color Codes, Markings and Signs
AR 385-40	Accident Reporting
AR 385-55	Prevention of Motor Vehicle Accidents
AR 420-90	Fire Prevention
AR 600-55	Motor Vehicle Driver Selection, Testing And Licensing
AR 710-1	Centralized Inventory Management of the Army Supply System
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level
AR 710-3	Inventory Management and Asset Reporting
AR 725-50	Requisitioning, Receipt and Issue System
AR 735-5	Policy and Procedures for Property Accountability
AR 735-11	Accounting for Lost, Damaged, Destroyed Property
AR 750-1	Army Materiel Maintenance Policy and Retail Maintenance Operations
DA Form 461-5	Vehicle Classification Inspection
DA FORM 2404	Equipment Inspection and Maintenance Worksheet
DA FORM 3590	Request for Disposition or Waiver
DA PAM 710-2-2	Supply Support Activity Supply System
DA PAM 738-750	The Army Maintenance Management System
HAZMAT Manual	Resource Conservation and Recovery Act of 1976 (RCRA) (Public law 95-609)
HAZMAT Manual	Code of Federal Regulations, title 40, Parts 261, 264, 265
HAZMAT Manual	17 <sup>th</sup> ASG Installation Spill Contingency Plan
HAZMAT Manual	Japan Environmental Governing Standard (JECS), dated Oct 2001
HAZMAT Manual	AR200-1 Environmental Protection and Enhancement
HAZMAT Manual	DRMO Environmental Customs Assistance Handbook
HAZMAT MANUAL	17 <sup>th</sup> ASG Hazardous Waste Management Plan
HAZMAT Manual	Applicable Host Nation Agreements
MIL HDBK 138	Container Inspection Handbook for Commercial And Military Intermodal Containers
SF 120	Report of Excess of Personal Property
TB 43-0144	Painting of Watercraft
TM -10	Series Crew/Operator Manuals

TM -20	Series Organizational Maintenance Manuals
TM -30	Series Organizational Maintenance Manuals
TM 38-470	Storage and Maintenance of Army Prepositioned Stock Materiel
TM-55-500	Characteristics of Army Watercraft
FAR Part 45	Federal Acquisition Regulation, Government Property
DFAR Part 245	Defense FAR, Government Property
DOD 4161.2-M	Department of Defense Manual for the Performance of Contract Property Administration
DOD 4270.1	DOD Manual
DA CIR 415-84-1	Department of the Army Circular
40 CFR, Section 602(a)	Clean Air Act
20 CFR Part 1910.2000	Occupational Safety and Health Act