

FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)

<p>Funding Agency:</p> <p>US Army Corps of Engineers, Alaska District PO Box 6898 JBER AK 99506</p>	<p>Funding Instrument: Cooperative Agreement</p> <p>Funding Opportunity W911KB-22-2-0018 No.</p> <p>CFDA No: 12.005</p> <p>Program Authority 16 U.S.C. 670c-1 (Sikes Act)</p>								
Issue Date: 5 August 2022	Application Due Date: 6 September 2022								
<p>Overview:</p> <p>This requirement shall provide technical assistance supporting installation programs and initiatives focusing predominantly on Clean Water Act (CWA) compliance but also encompassing multi-media environmental compliance requirements as required by federal, state, and local environmental regulations, Air Force Instructions, and policy. See full Funding Opportunity Description in Section I.</p>									
Estimated Total Funding: \$480,000.00	Estimated Number of Awards: 1								
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<p>Contact Information: Questions relating to Grants.gov including the registration process and system requirements should be directed to the Grants.gov Contact Center at 1-800-518-4726. For assistance with the requirements of this Funding Opportunity Announcement, please contact the Grants Specialist, casandra.a.hutchins@usace.army.mil</p> <p>Instructions to Applicants: The complete Funding Opportunity Announcement, application forms, and instructions are available for download at Grants.gov.</p> <p>Applications in response to this Funding Opportunity Announcement shall be submitted by the application due date. Applications may be submitted electronically via email or through Grants.gov.</p> <p>Applicants shall have a Unique Entity Identification (UEI) number, registration with the System of Award Management (SAM), and registration with Grants.gov, if submitting application through Grants.gov.</p> <p>See Section IV of the Funding Opportunity Announcement for complete application submission information.</p>									

Section I: Funding Opportunity Description

**STATEMENT OF WORK
611th Water Quality Support
Joint Base Elmendorf-Richardson, Alaska
3 August 2022**

**Air Force Project Numbers
611th Sites: VNMHA56226318, VNMHA56236318, VNMHA56246318
Wake Island: YGFZA56226318, YGFZA56236318, YGFZA56246318
Air Force Project Title: Reports, NPDES**

**Project Ceiling Task 1: \$256,000
Project Ceiling Task 2: \$87,000
Project Ceiling Task 3: \$80,000
Project Ceiling Task 4: \$57,000**

Project Ceiling Total: \$480,000

1. INTRODUCTION

1.1. Objectives

This Statement of Work (SOW) includes technical assistance supporting installation programs and initiatives focusing predominantly on Clean Water Act (CWA) compliance but also encompassing multi-media environmental compliance requirements as required by federal, state, and local environmental regulations, Air Force Instructions, and policy.

The CWA is the primary federal law in the United States governing water pollution. Its objective is to restore and maintain the chemical, physical, and biological integrity of the nation's water resources. The Department of Defense (DoD) manages over 52 million acres of public land and must take into account impacts on water quality from Air Force (AF) activities and that such activities comply with all applicable permit standards under the National Pollutant Discharge Elimination Standards (NPDES) in accordance with The Federal Water Pollution Control Act, as amended by 33 USC §§ 1251–1386, The Federal Water Pollution Control Act.

Additionally, the DoD must manage its lands in accordance with all resource laws, such as the Sikes Act, National Environmental Policy Act (NEPA), National Historic Preservation Act, Endangered Species Act, Clean Water Act, Clean Air Act, etc. The Sikes Act (16 USC 670a-670o, 74 Stat. 1052) of 1960 requires that each DoD installation create and maintain their own Integrated Natural Resources Management Plan (INRMP), the principal tool for managing military installation natural resources. The INRMP defines natural resources management goals and objectives for monitoring and implementing management practices to minimize water pollution and maintaining clean water as a critical part of ecosystem management that are consistent with the military mission and ensures no net loss in the capability of installation lands to support the military mission.

2. MAJOR REQUIREMENTS

Specifically, the Cooperator shall provide two (2) Non-Federal Entity (NFE) as full-time equivalent (FTE) each to support the following tasks. The work shall be performed at the Air Force Civil Engineer Center (AFCEC/CZOP) offices located at Joint Base Elmendorf-Richardson (JBER), as detailed in the Government Furnished Material section below.

Water quality personnel shall have four-year undergraduate or a graduate degree from a nationally or internationally accredited postsecondary institution in environmental science, environmental engineering, or another related scientific field, and has two (2) to five (5) years of professional experience in environmental compliance.

Personnel shall be qualified staff with knowledge and experience with United States Air Force (USAF) drinking water, wastewater, and stormwater environmental management requirements. Staff shall have knowledge of applicable federal, state, and DoD regulations and guidance related to water quality compliance. Qualified staff shall be familiar with environmental data management requirements, water processes and systems, as required to provide ongoing technical oversight and quality assurance. Staff shall have experience in the compilation of data into the standard formats using approved protocols and compliance tools prescribed by applicable USAF water quality guidance documents. Personnel shall have the following or ability to obtain within two (2) months: Alaska Certified Erosion and Sediment Control Lead Certification; Documentation of Training in Stormwater Multi-Sector General Permit; Alaska Department of Environmental Conservation (ADEC) Qualified Environmental Professional per 18 AAC 75.333.

3. TASKS

3.1. Task 1: 611th Alaska Water Quality Support (VNMHA56226318, VNMHA56236318, VNMHA56246318)

This task supports Eareckson Air Station (EAS), King Salmon Air Station (KSA), and the Long Range Radar Sites (LRRS'). The LRRS' include:

- Barter Island LRRS
- Cape Lisburne LRRS
- Cape Newenham LRRS
- Cape Romanzof LRRS
- Cold Bay LRRS
- Fort Yukon LRRS
- Indian Mountain LRRS
- Kotzebue LRRS
- Murphy Dome LRRS
- Oliktok LRRS
- Point Barrow LRRS
- Sparrevohn LRRS
- Tatalina LRRS
- Tin City LRRS

3.1.1. Recordkeeping & Compliance Support

The Cooperator shall perform services in support of the 611th Civil Engineering Squadron (CES) Water Compliance Program. Under this task, the Cooperator shall provide technical support and quality assurance review and analysis of data received by

the water quality program manager(s). All task deliverables will be provided to the 611th CES Water Program Manager (PM) and AFCEC PM for review and approval.

- Assist installations in preparing responses to regulator requests;
- Developing/updating water program manager level training materials;
- Providing local operational and technical assistance for the appropriate use of USAF STAR/WET, AFINS, EASIER, EDASH, ESOHMIS;
- Providing assistance with preparation of regular updates for data collection, data entry, and data updates to the USAF STAR/WET, AFINS, EASIER, EDASH, ESOHMIS; and
- Providing technical support in assessing applicability of regulations to the 611th CES water quality program, including development of draft documents for submission to command or higher headquarters Air Force.

3.1.2. Establish/Maintain STAR/WET Database

The 611th CES STAR and WET databases have not been adequately maintained and either do not contain up-to-date data or, in some cases, no data at all. Under this task, the Cooperator shall update the 611th STAR and WET databases for the below Pacific Regional Support Center (PRSC) installations to ensure they are up-to-date and accurate. The Cooperator should assume that they will have to update all data within STAR and WET. All data for this task will either be provided by the 611th CES, AFCEC, or from site visits conducted under this cooperative agreement.

In order to provide STAR/WET support, the Cooperator will require a government issued CAC card and will need to secure STAR/WET access rights. The Cooperator shall update STAR/WET on a monthly basis. The Cooperator shall provide a STAR/WET Summary Report of all activities conducted under this task to the 611th and AFCEC PMs on a semi-annual basis. Deliverables will be provided to the 611th CES PM and AFCEC PM via electronic media in non-editable PDF and editable word processing document format (MS Word compatible format).

3.2. Task 2: 611th Pacific Water Quality Support (YGFZA56226318, YGFZA56236318, YGFZA56246318)

Under this task, the Cooperator shall provide the same support as listed under Task 1 but for Wake Island Airfield (WIA), Kokee, and Kaala.

3.2.1. Site Visits

Site visits shall include in-person review, instruction, and question and answer sessions with personnel at the installations. The Cooperator shall also conduct records review and shop visits during the site visits in support of the installations' recordkeeping and reporting requirements.

Within one (1) week of completion of the site visits, the Cooperator shall submit to the U.S. Army Corps of Engineers (USACE) PM, 611th CES PM or AFCEC PM one (1) copy of the site visit report. Site visit report shall include a summary of project task, a list of interviews/contacts, and a discussion of observations, data obtained, deficiencies noted, direction provided to the installation personnel, and recommendations. Any noted deficiencies shall be entered into the EASIER database.

Please note that the 611th sites are remote sites, with many of the sites only accessible by government aircraft. The Cooperator is responsible for arranging and payment of

transportation, lodging, meals and incidentals. All installation access requests must be submitted in accordance with the most current base access support letter for each installation. The Cooperator shall work with 611th CES PM to schedule the site visits. Only one (1) NFE FTE shall be required to travel to each site.

**3.3. Task 3: 611th Alaska Site Visits
(VNMHA56226318, VNMHA56236318, VNMHA56246318)**

The Cooperator shall provide support for regulatory compliance reviews of the following installations. This task shall only provide a budget for travel expenses and not man-hours. The Cooperator shall work with 611th CES PM to schedule the site visits. Only one (1) NFE FTE shall be required to travel to each site.

- EAS: Up to four (4) site visits of five (5) calendar days each onsite.
- KSA: Up to two (2) site visits of two (2) calendar days each onsite.
- LRRS: Up to eight (8) site visits of two (2) calendar days each onsite.

**3.4. Task 4: 611th Pacific Site Visits
(YGFZA56226318, YGFZA56236318, YGFZA56246318)**

The Cooperator shall provide support for regulatory compliance reviews of the following installations. The site visits to WIA, Kokee, Kaala, and Joint Base Pearl Harbor Hickam (JBPHH) shall be made in conjunction with each other for efficiency when practical. This task shall only provide a budget for travel expenses and not man-hours. The Cooperator shall work with 611th CES PM to schedule the site visits. Only one (1) NFE FTE shall be required to travel to each site.

- WIA: Up to four (4) site visits of fourteen calendar days each onsite
- Kokee: Up to two (2) site visits of two (2) calendar days each onsite.
- Kaala: Up to two (2) site visits of one (1) calendar day each onsite.
- JBPHH: Up to four (4) site visits of two (2) calendar days each onsite. Site visits to JBPHH are intended to provide in-person review, instruction, and question and answer sessions with 611th personnel at the JBPHH offices only.

3.5. Reports Deliverables and Schedule

The Cooperator shall submit quarterly progress reports summarizing activities as follows:

- List of plans, reports, and briefings prepared or reviewed
- List of meetings attended including purpose/objective and attendees
- List of major action item(s) support and tasker(s) accomplished
- Status of project progress, problem(s) identified, solution(s) implemented, and schedule adjustment(s), if appropriate
- Number of days, locations, and activities in travel status (if applicable)
- Any critical communications not reported in other sections
- Deliverables formats and quantities are flexible and subject to change throughout the period of performance of this cooperative agreement, in accordance with the AF's needs. Approximate types and numbers of deliverables to be submitted to the USACE point of contact (POC) (electronic only) and USAF POC (electronic and/or hard copy as requested for each item) may include:
 - Fifteen (15) Technical Report Reviews
 - Four (4) Technical Memorandums
 - Two (2) Business Case Scenario Analysis, Strategy, and Recommendations
 - Four (4) Technical Reports

- Five (5) Briefing Packages
- Two (2) Installation Management Plan Updates
- Twice-monthly meetings
- Quarterly Updates to AF Tech POC

Submittal schedule for deliverables will be determined at the kick-off meeting and on an as-needed basis.

3.6. Option Periods

This Statement of Work is intended to be a multi-year agreement, subject to availability of funds. Two (2) additional 12-month option periods may be exercised, dependent upon funding.

4. GENERAL REQUIREMENTS

The following requirements are common and applicable to all tasks listed above.

4.1. Cooperator Employee Government Access Requirements

- All cooperator personnel shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures. The Cooperator shall also provide all information required for background checks to meet installation of Emergency services or Security Office. Cooperator workforce must comply with all personal security verification requirements as directed by DoD and/or local policy. Should there be Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in cooperator security matters or processes.
- The Cooperator will ensure that its employees entering installations or facilities have obtained access badges and passes in accordance with facility regulations and that these badges and passes are obtained in advance so as not to delay the accomplishment of services.
- Position of Trust. The Cooperator shall require a minimum of a NACI/SF85 for any position that requires access to the internet, use of automated systems or unescorted entry into restricted or controlled areas prior to reporting for duty in support of mission. The investigation is not for a security clearance; it is for a position of trust. This is a mandatory requirement set forth in DoD 5200.1-R and AFI 31-501 Information Security. All documentation required for security certification shall be the responsibility of the Cooperator. No foreign nationals shall be employed under this cooperative agreement without prior approval of the Government. The Cooperator shall obtain a U.S. security clearance at the minimum level of "Secret" for the Cooperator required to have access to classified information or require IT-II level access.
- The Cooperator will return all issued US Government Common Access Cards (CAC), installation badges, and/or access passes to the Government Representative when the work or period of performance is completed or when a cooperator employee no longer requires access to the installation or facility.
- All cooperator employees, to include sub-cooperator employees, requiring access to military installations, facilities and controlled areas may be required to complete antiterrorism, iWatch training, protecting operations security (OPSEC), other information assurance/information technology training, and register in a training

certification tracking system. There may be Air Force-specific security clearances and certifications, which shall be identified by USAF as necessary.

- The Cooperator will coordinate for resources to inform employees of the criticality of protecting sensitive information or activities they may observe while working on the installation. Do not publicly disseminate, or publish photographs (photographs are not authorized to be taken unless prior written approval with installation security is given) displaying critical or sensitive information. Examples include, but are not limited to, observed exercise or training events, personnel/vehicle convoys or bivouac sites, observed weapons or equipment employment, destroyed or damaged equipment, and the protective measures of military facilities. Do not publicly reference, disseminate, or publish critical or sensitive information that has already been compromised as this provides further unnecessary exposure of the compromised information and may serve to validate earlier reported information from other sources.

5. GOVERNMENT FURNISHED MATERIAL

USAF POC will coordinate office space, workspace with desk, administrative and field supplies, local and long distance telephone service, network access and computers. Cooperator may utilize GSA or military vehicles if available.

Duty Locations:

For Joint Base Elmendorf-Richardson, Alaska; position:
10471 20th Street
JBER, AK 99504

6. PERIOD OF PERFORMANCE

The period of performance for this cooperative agreement is for eighteen (18) months from date of award for the base period. Two (2) additional twelve (12) month option periods may be awarded, dependent upon funding.

7. POINTS OF CONTACT

This project is administered by the U.S. Army Corps of Engineers, and any questions on the Request for Proposals or future scope or budget modifications shall be addressed through the USACE Grants Officer. Programmatic questions can be directed to USACE Planning, Programs & Project Management Division.

Kathryn Russell
U.S. Army Corps of Engineers
Environmental and Special Projects Branch
ATTN: CEPOA-PM-ESP
P.O. Box 6898
JBER, AK 99506-0898
Phone: (907) 753-2535
Email: kathryn.russell@usace.army.mil

Kim Tripp
U.S. Army Corps of Engineers Contracting Division
ATTN: CEPOA-CT
P.O. Box 6898

JBER, AK 99506-0898
Office: (907) 753-5690
Email: kimberly.d.tripp@usace.army.mil

The POC for AFCEC/CZOP is Mr. Scott Webb, Alaska Installation Support Section Chief.
Correspondence should be addressed as follows:

Scott Webb
Air Force Civil Engineer Center
10471 20th Street
JBER, AK 99504
Phone: 907-552-9618
Email: scott.webb.5@us.af.mil

Section II: Award Information

This is for a competed Cooperative Agreement with funding not to exceed \$480,000.00 total. (Project Ceiling Task 1: \$256,000.00; Project Ceiling Task 2: \$87,000.00; Project Ceiling Task 3: \$80,000.00; Project Ceiling Task 4: \$57,000.00) Expect an 18-month Base Period of performance that ends 18 months after the notice to proceed documentation has been disseminated and two (2) additional 12-month Option Periods, dependent upon funding.

Announcement Issue Date: 5 August 2022

Application Due Date: 6 September 2022

Estimated Award Date: On or About 29 September 2022

Section III: Eligibility Information

1. Eligible Applicants – Open to all that meet the criteria of this announcement.
2. Cost Sharing – This action will be 100% funded by USACE.
3. Other Information – None noted.

Section IV: Application and Submission Information

1. Address to Request Application Package:

The complete Funding Opportunity Announcement, application forms, and instructions are available for download at Grants.gov. USACE is not responsible for any loss of internet connectivity or for an applicant's inability to access documents posted at the referenced website.

The administrative point of contact is the Grants Specialist, Casandra Hutchins, casandra.a.hutchins@usace.army.mil

2. Content and Form of Application Submission

All mandatory forms and any applicable optional forms must be completed in accordance with the instructions on the forms and the additional instructions below.

- a. SF 424 - Application for Federal Assistance
- b. SF 424 A – Budget Information for Non-construction Programs
- c. SF 424 B – Assurances – Non-Construction Programs
- d. Program Narrative – Brief program description illustrating applicant's ability to meet the goals and objectives described in Section VI Scope of Work of this announcement.

3. Application shall be submitted **NO LATER THAN 6 September 2022; 2:00 PM Alaska Time** via email or through Grants.gov.

4. Submission Instructions

Applications may be submitted by email or via the internet through Grants.gov. Choose ONE (1) of the following submission methods:

Via Email: Format all documents to print on Letter (8 ½ x 11") paper. E-mail proposal to the Grants Specialist, Casandra Hutchins, at casandra.a.hutchins@usace.army.mil and the Grants Officer, Kimberly Tripp, at kimberly.d.tripp@usace.army.mil.

Via Grants.gov:

Applicants are not required to submit proposals through Grants.gov. However, if applications are submitted via the internet, applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety and within the date and time required. The Government bears no responsibility for data errors resulting from transmission of conversion processes associated with electronic submissions. The Government will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website. All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. ***It may take up to three (3) weeks to complete Grants.gov registration.*** For more information on registration, go to <http://www.grants.gov/ForApplicants>.

Section V: Application Review Information

Proposal Submission Evaluation Criteria and Basis of Award

611th Water Quality Support

Joint Base Elmendorf-Richardson, Alaska and Joint Base Pearl Harbor-Hickam, Hawaii

611th Sites: VNMHA56226318, VNMHA56236318, VNMHA56246318

Wake Island: YGFZA56226318, YGFZA56236318, YGFZA56246318

August 2022

The Government will evaluate technical proposals, in accordance with the criteria described herein and award a Cooperative Agreement to the responsible offeror whose proposal is determined to represent the best overall value to the Government. Proposals will not be ranked. The Government will not award a Cooperative Agreement to an offeror whose proposal contains a deficiency.

The evaluation factors for this action are:

- Factor 1, 40%: Experience (most important technical factor)
- Factor 2, 35%: Technical Approach (2nd most important technical factor)
- Factor 3, 25%: Cost (3rd most important factor)

After listing proposal strengths, weaknesses and deficiencies, the Government will assign an adjective rating of Outstanding, Good, Acceptable, Marginal, or Unacceptable to each technical factor which reflects the Government's confidence in each offeror's ability, as demonstrated in its proposal, to perform the requirements stated in Section I: Funding Opportunity Description. The adjectival ratings shall be assigned, using the following criteria, which incorporate a proposal risk assessment:

Weight	Adjectival Rating	Description
4	Outstanding	Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths.
3	Good	Proposal indicates a thorough approach and understanding of the requirements and contains at least one (1) strength.
2	Acceptable	Proposal indicates an adequate approach and understanding of the requirements.
1	Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements or contains an element of risk.
0	Unacceptable	Proposal does not meet requirements of the solicitation and, thus, contains one (1) or more deficiencies and is unawardable.

PROPOSAL AND EVALUATION CRITERIA

The Cooperator shall be evaluated in accordance with the selection criteria below. The selection criteria are listed in descending order of importance.

Factor 1 Experience

The Cooperator shall demonstrate prior project experience relevant to the attached SOW, completed within the last five (5) years, and other qualifications and technical competence in all of the following areas:

1. Experience and knowledge in supporting the Water Quality compliance program on installations in accordance with all resource laws, such as the Sikes Act, National Environmental Policy Act (NEPA), National Historic Preservation Act, Endangered Species Act, Clean Water Act, Clean Air Act, etc. Personnel shall be knowledgeable in USAF drinking water, wastewater, and stormwater environmental management requirements.
2. Experience performing studies, projects and preparing plans or reports in accordance with applicable guidance and regulations, including complying with all applicable permit standards under the National Pollutant Discharge Elimination Standards (NPDES) in accordance with The Federal Water Pollution Control Act, as amended by 33 USC §§ 1251–1386, The Federal Water Pollution Control Act.
3. Experience planning and managing time critical work, documentation and recommendations, data collection, data entry, training materials, updating maps, logs, and data inventories, and producing final reports and GIS layers for incorporation into various AF databases with compilation of data into the standard formats using approved protocols and compliance tools as defined in USAF water quality guidance documents.
4. Experience providing technical support assessing applicability of regulations to the 611th CES water quality program, including development of draft documents for submission to command or higher headquarters Air Force. Should be familiar with environmental requirements, water processes and systems, as required to provide ongoing technical oversight and quality assurance.

The Cooperator shall provide examples of up to four (4) past projects of similar size, scope and complexity that best demonstrate the above qualifications. Submit projects that are at least 50% complete or were completed within the past five (5) years. The example project summaries shall be limited to one (1) page each. The example project summaries shall identify:

- Title/Subject
- Location
- Duration
- Brief description
- Roles and work self-performed
- Date project began and if completed
- Complexities or key accomplishments
- Client contact information

The Government will utilize the example project summaries to evaluate the capability and

experience as a basis for comparing offerors to determine best value.

Factor 2 Technical Approach

Technical Requirements:

- Personnel responsible for deliverables must meet qualifications standards established by the Office of Personnel Management in consultation with the Secretary of the Interior (*Secretary of the Interior's Professional Qualifications Standards*, defined in 36 CFR § 61, Appendix A).
- Water quality personnel shall have four-year undergraduate or a graduate degree from a nationally or internationally accredited postsecondary institution in environmental science, environmental engineering, or another related scientific field, and has two (2) to five (5) years of professional experience in environmental compliance.
- Personnel shall have the following or ability to obtain within two (2) months: Alaska Certified Erosion and Sediment Control Lead Certification; Documentation of Training in Stormwater Multi-Sector General Permit; ADEC Qualified Environmental Professional per 18 AAC 75.333.

The Cooperator shall provide a brief narrative of their technical approach and a milestone schedule. The narrative shall be no more than two (2) pages per main task and must include:

- A discussion of the technical approach to accomplish the Performance Work Statement or Statement of Work requirements, detailing number of hours anticipated to complete the project deliverables.
- A discussion of the quality assurance, quality control, and other technical activities that will be implemented to ensure that quality data are collected to support project data quality objectives.
- A discussion of applicable regulatory requirements and how project requirements will be implemented.
- A discussion of all assumptions.

The Cooperator shall also provide an organizational chart with the proposed project team with defined roles, responsibilities, and lines of communication for all key personnel and sub-cooperators.

The evaluation standard has been met when the Cooperator demonstrates an understanding of the work that adequately addresses the requirements outlined in Section I: Funding Opportunity Description. The inclusion of numerous assumptions that significantly "assume away" Cooperator risk with regard to major issues or problems that may be encountered on the project will be considered unacceptable.

Factor 3 Cost

Provide proposed cost to the Government. Allowable costs incurred by institutions of higher education is determined in accordance with the provision of OMB Circular A-21, "Cost Principles for Educational Institutions," ONR negotiated rates, and institutional policies. OMB's cost principles are contained in 2 CFR 200.400-.475 et seq.

Cost is considered less important than non-cost factors and will be evaluated for fairness and reasonableness, per OMB cost principles. If more than one (1) proposal is rated as having

equal non-cost factors, the lowest cost tender of the proposals received would be granted as the preferred tender unless there are extraordinary reasons for not doing so.

Section VI: Award Administration Information

Reserved.

Section VII: Agency Contacts

All questions or inquiries regarding this Funding Opportunity Announcement shall be directed to the agency contact(s) noted in Section IV.

Section VIII: Other Information

The following documentation pertains and is applicable to this Funding Opportunity Announcement and will be provided as a separate attachment:

- Fiscal Year (FY) 2022 Alaska Radar System (ARS) Base Support Letter
- Fiscal Year (FY) 2022 Eareckson Air Station (EAS) Base Support Letter
- Fiscal Year (FY) 2022 King Salmon Divert Airfield (KSDA) Base Support Letter
- Fiscal Year (FY) 2022 Wake Island Airfield (WIA) Base Support Letter
- PACAF Regional Support Center (PRSC) - COVID-19 Travel Policy (16 Dec 21)
- PACAF Regional Support Center (PRSC) - Site Access Information Requirements (06 Dec 21)



DEPARTMENT OF THE AIR FORCE
**HEADQUARTERS ELEVENTH AIR FORCE (PACAF) JOINT BASE ELMENDORF-
RICHARDSON ALASKA**

27 October 2021

MEMORANDUM FOR ALASKA RADAR SYSTEM SUPPORT

FROM: 611 Air Support Squadron
10471 20th Street, Suite 220
Joint Base Elmendorf-Richardson, Alaska 99506

SUBJECT: Fiscal Year 2022 Alaska Radar System (ARS) Support

1. This memorandum clarifies FY22 lodging, meals, and other support available for request at the ARS sites. This memorandum also outlines the personnel security requirements and labor rates used in the performance of third-party support duties outside the operating hours. The support provided will be coordinated in advance and may require the use of a purchase order with ARCTEC or agreement with the PRSC.
2. Visitors shall be processed through a Site Arrival Request (SAR). All visiting personnel are required to be favorably vetted by the PRSC Security Team prior to arrival at the site, without exception. All coordination with the security team will be done through the PRSC Program Management Office. SARs will not be approved without documented vetting by the security team.
 - a. Appropriate access requirements must be defined at the beginning of contract award or upon hire.
 - b. SARs must be submitted to the PRSC at ARS.SAN@us.af.mil and approved prior to booking transportation to the site and incurring travel costs. Requests for a current version of the document can be made to the same inbox.
 - c. Access to restricted areas must be requested and detailed in the SAR and shall be vetted through the PRSC Security Team.
3. Runway use (for sites listed in para 5.h.) is limited. A Prior Permission Request (PPR) is required to land at any PRSC installation. The runways are closed weekends and federal holidays. All requests to land at ARS sites will be in accordance with ARS SAR form. Payment, if applicable, will be in accordance with the ARS SAR form.
 - a. For any commercial aircraft chartered into the site, the air carrier must have a current Civil Aircraft Landing Permit (CALP) on file with the 611ASUS Airfield Manager (via aklandingpermits@us.af.mil) for each purpose of use, as per AFI 10-1001, prior to departing to the site. Requirements for a CALP include a DD2400 and DD2402 (with valid dates by provider), and a DD2401. All forms must be completed correctly and in blue ink. Requests for a current version of the document can be made to the same inbox.
 - b. For both commercial and military aircraft, contact must be made by flight POCs NLT one working day prior during normal working hours (Mon-Fri, 0800-1700L) to request a Prior Permission Request (PPR) number from the site Station Chief so that landing can be authorized as prescribed by FAA flight regulations. For safety, aircraft are restricted to land only during normal working hours except for

In-Flight Emergency (IFE) landings. Please inform your pilot to verify airfield requirements in the IFR Supplement and review AFI 10-1001 in its entirety. Note that while PPRs may be issued, the customer is responsible for all costs incurred.

4. Cargo requests on USAF scheduled flights from third party contractors departing JBER must be processed thru JBER TMO at 773lrs.lgrnc.aca@us.af.mil or 907-552-2131 at least four weeks prior to targeted arrival date. Cargo flights are scheduled to depart JBER to ARS sites once every three weeks.

a. A completed Dept. of Defense Form 1149: REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD1149) is required to forward cargo to sites. Current CAC/PIV card holders can access the form here: <https://www.acq.osd.mil/dpap/dars/dfars/html/previous/dd1149.pdf>. Others can request the form by email from the TMO POC or 611ASUS Transportation Specialist at 611ASUS/LGRT@us.af.mil. Contact TMO for all form guidance.

i. Appropriate payment must be made for requested priority level as all shipping is priority-based and limited.

ii. A valid Transportation Account Code (TAC) is required on DD1149 (Box 4), as well as any hazardous material declarations. Contact company resource advisor for current information. New company requests for TACs can be made at <https://trackerlite.wpafb.af.mil/LTS/>, 937-257-7686, or by email through the TMO POC. Include any hazardous material declarations.

iii. Box 3 on DD1149 should include site POC to receive shipment. Include scheduled flight date. Do not list 611 ASUS as POC.

iv. Completed DD1149 must accompany cargo to JBER TMO for shipping.

v. Coordination should be made with JBER TMO for oversized cargo drop-off appointments.

vi. Notify 611ASUS or TMO if military installation access assistance is needed.

vii. To hold cargo at ARS sites, coordination must be made with Mr. Mitch Rohloff (907-552-2162). Covered storage is not guaranteed.

b. To secure return cargo shipping from ARS sites to JBER, an additional DD1149 following the same standards will be required, detailing the requested shipping needs. For more information regarding return cargo, contact TMO POC or ARCTEC site management.

5. In order to ensure Base Operations Support (BOS) contractor support, requests must be agreed upon, detailed within the SAR, submitted to the designated email address, and approved prior to incurring costs. Coordination should be made with Mr. Mitch Rohloff, Mitch.Rohloff@arctecalaska.com, 907-552-2162, of ARCTEC Alaska prior to arrival. ARCTEC may establish a direct purchase order to provide support for the following services:

a. Equipment may be rented on a non-interference basis (i.e. ARCTEC requirements/needs shall take priority over third-party usage) to include an operator, as ARCTEC does not allow others to use equipment.

b. Transportation of personnel and material in and around the site may include, but are not limited to, transportation to and from the airfield (or commercial airport) during contractor mobilization or demobilization within normal work hours; Mon-Fri, 0800-1700L.

c. If on-site billeting is requested, coordination is required with ARCTEC as contractor manning demands may fluctuate throughout the course of each project, as well as an influx of various other third-party visitors during peak season. Note that bed space is limited or unavailable at some sites. For these sites, contractors should secure lodging within the community prior to arriving. The requestor will provide a schedule with anticipated manning requirements at the beginning of the project. The visitors will also notify ARCTEC of any changes in manning at least 7 days in advance.

i. With prior approval from the ARS Program Manager, the contractor has the option of setting up a man-camp if needed.

d. Meals and lodging cost is \$261 per person, per day. Billeting without meals is \$171 per day. The visitors have the option for “meals only” service at a rate of \$90 (total per day) for breakfast, lunch, and dinner. These prices are subject to change and require advance coordination with ARCTEC.

e. Assistance may be available with aircraft loading and unloading operations for equipment and material for the following sites: Cape Romanzof, Cape Newenham, Cape Lisburne, Sparrevohn, Tatalina, Tin City, and Indian Mountain.

f. Access for disposal of non-hazardous industrial waste, such as crating, packing materials, etc., is available at the following sites utilizing USAF landfills: Cape Romanzof, Cape Newenham, Cape Lisburne, Sparrevohn, Tatalina, Tin City, Fort Yukon, and Indian Mountain. The following sites utilize public/commercial landfills: Barter Island, Cold Bay, Kotzebue, Murphy Dome, Oliktok, Point Barrow, and King Salmon. All disposal must be coordinated with the BOS contractor and the ARS Program Manager in advance of visit.

g. A dedicated staging area for equipment and material storage may be available for the duration of the project. Contact Mr. Roholff for availability.

h. PRSC Runway usage outside of normal operating hours at Cape Romanzof, Cape Newenham, Cape Lisburne, Sparrevohn, Tatalina, Tin City, and Indian Mountain LRRS will incur additional fees and must be coordinated prior to travel.

6. Current fuel price information and type available can be requested from 611th ASUS Fuels Specialist via 611ASUS/LGRF@us.af.mil, will be billed by the USAF, and is subject to change. Limited amounts of diesel fuel are available for purchase on site, small quantities of other fuel may be available for purchase, and coordination with ARCTEC must be made prior to travel and noted on SAR.

7. If required, submit a radar downtime request to ARS.SAN@us.af.mil for review by ARS Program Management Office no later than 30 days before down time is being requested.

8. Any and all firearms require prior authorization on PRSC installations. If a firearm is required by your employer for your duties, please complete the ARS Firearm Requirement, and submit the completed form(s) with the SAR.

9. For internet (data) and on-site phone service the contractor should make arrangements directly through the major carrier. ARCTEC operates their own data and voice services which are not available for third-party contractor use. Note: Government DSN lines are available on site.

10. Office space is not available at the sites. Contractor leads are expected to use billeting/hotel room as office space. Any additional office space requirements (e.g. office trailer) are the responsibility of the contractor.

11. Strictly no still or video photography is allowed without the consent of the PRSC. All requests and justification for official or business-related imagery must be detailed in the SAR and shall be coordinated through the ARS PM. Prior coordination with PRSC is required before filming or photographing aircraft on the runway, taxiways, aircraft parking ramp, or other critical infrastructure. Personnel taking photos or videos must be aware of their surroundings and what is being captured in the photo or video; limiting it to the specific items of interest and minimize exposure of critical assets, security measures, or other concerns.

12. Total Site Visitor Billeting Capacity Information (this does not indicate availability at all times).

- a. Barter Island - 12 bed spaces at site, lodging available in community
- b. Oliktok - 12 bed spaces at site, lodging available in Deadhorse or Kuparik
- c. Point Barrow - 13 bed spaces at site, lodging available in community
- d. Cape Lisburne - 22 bed spaces at site
- e. Kotzebue - lodging available in community only
- f. Tin City - 20 bed spaces at site
- g. Cape Romanzof - 20 bed spaces at site
- h. Cape Newenham - 22 bed spaces at site
- i. King Salmon - lodging available in community only
- j. Cold Bay - 5 bed spaces at site, lodging available in community
- k. Fort Yukon - 24 bed spaces at site, limited lodging available in community
- l. Indian Mountain - 19 bed spaces at site
- m. Murphy Dome - lodging available in community only
- n. Tatalina - 20 bed spaces at site
- o. Sparrevohn - 20 bed spaces at site

13. All base support included in this memorandum is available on a non-interference basis. Due to the remoteness and unique situation at ARS, base support availability is subject to change at any time without notice. The contractor must request any support they require far enough in advance to accommodate the significant lead time necessitated by ARS logistics; the requirement may necessitate 2 months advance.

14. This memo supersedes previous ARS Base Support Fees and Contractor Support Letters.

15. If you have any further questions or concerns contact the PMO via Lt Sterling Ceshker at sterling.ceshker.3@us.af.mil, 907-552-3278 or Wayne North at wayne.north.1@us.af.mil, 907-552-4913 or 611ASUS.ARS.PMO@us.af.mil.



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BENJAMIN L. SMITH, Maj, USAF
Senior Program Manager



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ELEVENTH AIR FORCE (PACAF)
JOINT BASE
ELMENDORF-RICHARDSON ALASKA**

21 October 2021

MEMORANDUM FOR EARECKSON AIR STATION USERS

FROM: 611th Air Support Squadron
10471 20th Street, Suite 220
Joint Base Elmendorf-Richardson AK 99506-2101

SUBJECT: Fiscal Year 2022 Eareckson Air Station Base Support Letter

1. This memorandum provides information to assist project managers and travelers that are planning projects and travel to Eareckson Air Station (EAS).
2. Personnel who are responsible for scheduling travel to/from EAS shall fill out and submit a Site Arrival Request (SAR). The SAR process ensures that all persons traveling to or through EAS are favorably vetted by PRSC Security prior to departing for EAS. Please ensure the document is correct and has all required information before submitting.
 - a. SARs shall be submitted to the PRSC a minimum of 14 days prior to travel at 611asus.eas@us.af.mil and require approval prior to booking transportation to EAS. Requests for a current version of the SAR can be sent to the same inbox. The traveler will be required to provide either Travel Orders (for DoD travelers) or a Letter Of Authorization (LOA) (signed by their Contracting Officer for contract employees) to 611asus.eas@us.af.mil a minimum of 5 days prior to travel. The SAR process covers flight reservations to/from EAS, lodging, and the dining facility.
 - b. Access to restricted areas on EAS is requested via the SAR. If the SAR does not reflect these requests, access to restricted areas will be denied. Visitors shall be cleared through the appropriate restricted area Security Manager.
 - c. Request for vehicle use is also documented via the SAR. SAR approval does not indicate that a vehicle will be available for use on EAS, only acknowledgement of a request for a vehicle. Vehicles are a limited commodity on EAS and are issued on a prioritization and a first-come first-served basis.
 - d. No still or video photography is allowed without prior consent of the Program Management Office (PMO). Cell phones, to include government issued, cannot be used for photography anywhere on EAS. All requests and justification for official photography must be detailed in the SAR, to include the device make, model, and serial number. All photographs are required to be treated as Controlled Unclassified Information (CUI) with the requiring government agency responsible for maintaining control of the images. If photography is authorized, photos may not include critical assets, security measures, airfield, or airfield operations.

3. Airfield use is restricted. A Prior Permission Request (PPR) is required to land at EAS. EAS's airfield operating hours are Monday, Wednesday, and Friday from 1000L until 1400L. An approved SAR is required prior to requesting a PPR (see paragraph 2 above). The airfield is closed on federal holidays.

a. There is a Servicing Fee for non-PRSC aircraft that land on EAS of \$2,060.55. All aircraft that land and/or take-off outside of normal airfield hours will be charged for airfield overtime (OT) expenditures. OT charges start at \$100 per hour, per person performing support services, covering the cost of incremental airfield management, aircraft servicing, and fire emergency services. The overtime rate is subject to change, and it is the customer's responsibility to verify the rate prior to services rendered. Overtime will be charged for actual time spent supporting the entire aircraft evolution, to include time for airfield personnel to prepare for and/or recover from aircraft arrival/departure as well as any customer transportation and/or billeting assistance.

b. EAS is a Government owned, contractor operated (GOCO) installation. Aircraft arrivals and departures, regardless of agency, require contracted service support and agencies are responsible to provide reimbursement for the cost of that support. Hence, reimbursement for service fees and overtime are billed and collected via MIPR or other funding documents by PRSC/611 CES Resource Advisor personnel. The contractor does not have the means to collect service fees at EAS via credit card.

c. For commercial aircraft, the air carrier must have a current Civil Aircraft Landing Permit (CALP) on file with the 611 ASUS Airfield Manager, MSgt Christopher Lester, at christopher.lester.2@us.af.mil or 907-552-5282. Submit the CALP to aklandingpermits@us.af.mil a minimum of 21 days prior to flight.

d. For both commercial and military aircraft, contact must be made by flight POCs no later than (NLT) one working day prior to scheduled landing during normal working hours (Mon-Fri 0800-1700L) to request a Prior Permission Request (PPR) number from the site airfield manager so that landing can be authorized IAW FAA flight regulations. For safety, aircraft are restricted to land only during normal working hours except for In- Flight Emergency (IFE) landings. The pilot should verify airfield requirements in the IFR Supplement and review AFI 10-1001 in its entirety prior to departing for EAS. Note that while PPRs may be issued, the customer is responsible for all costs incurred.

e. Personal and contractor owned drones are strictly prohibited. Military drones need to be coordinated with the 611 ASUS Airfield Manager, MSgt Christopher Lester, at christopher.lester.2@us.af.mil or 907-552-5282.

4. A 13-passenger aircraft travels between Joint Base Elmendorf-Richardson (JBER) and EAS on a routine basis. The number of flights per week varies depending on the seasonal demand.

a. Cost of a round trip ticket for both DoD and Non-DoD personnel is \$3,752.

b. Return flights from EAS to JBER are scheduled by the Base Operations Support (BOS) contractor at EAS. To book return seats contact the site, either ross.cook.2.ctr@us.af.mil or matthew.lawson.8.ctr@us.af.mil for information on flight availability. The airfield office can be reached at 907-392-3361. The BOS contractor will also require a copy of either the traveler's Travel Orders or the approved LOA, as applicable.

c. Passengers will only be allowed two bags at 50 pounds each. All bags are not to exceed 62 lineal inches. Carryon luggage is not authorized.

5. Air cargo is shipped to EAS on chartered flights. A cargo flight is scheduled to depart JBER to EAS every other Friday. All air cargo to EAS is processed through the JBER Traffic Management Office (TMO) 773lrs.lgrnc.aca@us.af.mil or 907-552- 2131. It is recommended that cargo is coordinated for shipment at least seven weeks prior to required arrival date. All air cargo departing EAS must be processed through the EAS Aerial Port, that can be reached at 907-392-3361.

a. To hold cargo at EAS, advance coordination with the site Air Field Manager, Mr. Gary Cardullo, is required. He can be reached at gcardullo@asrcfederal.com or 907-392-3361.

b. Storage or Staging Areas - There is limited warehouse space available. An uncovered staging area for equipment and material storage may be available for the duration of the project. The requestor's requirements must be coordinated prior to transporting equipment to EAS.

6. An annual resupply barge is available for contractor use both to and from the island on a space-available basis. The POC for barge support is Mr. Charles DuCharme, charles.ducharme@us.af.mil or 907-552-1898.

7. All personnel residing on EAS will be charged for meals and lodging unless a current Support Agreement with pre-paid man-days is on file. The rate is in accordance with the Defense Travel Management Office for Eareckson Air Station, which is currently \$205.00/day. This can be found at www.defensetravel.dod.mil/site/perdiemCalc.cfm. The form of payment accepted is Visa.

a. Man camps are not authorized on EAS.

8. Refuse Services – There is a limited amount of on-site landfill disposal space available on EAS. The requirements holder, via their associated contracting agency and subsequent contract, shall ensure the contractor is responsible for packaging, processing, and shipping all regulated waste off of the installation unless prior approval for landfill space has been received by the 611 CES Integrated Solid Waste Manager (Mrs. Laura Pevan) and documented in the contractor's awarded contract. Additionally, the contractor shall provide the 611 CES Hazardous Waste Manager (Mr. Donald Haas) with a copy of any existing hazardous waste manifest. Mr. Donald Haas can be contacted at donald.haas.ctr@us.af.mil or 907-552-9766.

9. Power and Water - Electrical power and fresh water is available on the island. Wiring and/or plumbing required at a worksite can be provided by the BOS contractor via a 3rd party agreement.

10. Office space - Limited office space (may or may not contain phone lines) is available for visitor use. This must be coordinated prior to contract award with the EAS PMO. There is a transient office for use available in Bldg 600.

11. Fuel – Available fuel on EAS is either Ultra Low Sulfur Diesel or JP8, with diesel being in limited supply. Fuel is available for purchase on site, with the preferred fuel usage being JP8. Purchasers must have a valid GSA fuel purchase account to purchase fuel. Current fuel price information can be requested from 611th ASUS Fuels Specialist at 611asus/lgrf@us.af.mil.

12. Freezer/Refrigerator – Space may be available for ice packs and sample containers on a non-interference basis, advance coordination with the BOS Contractor is required for access.

13. Medical support – Limited medical care is available on EAS. A MedEvac aircraft will be utilized in

the event of medical issues that cannot be treated on EAS. The MedEvac costs are the responsibility of the requiring agency/contractor.

14. Firearms are strictly prohibited.

15. To obtain support from the BOS contractor, coordination with the BOS contractor is required well in advance of need date. The POC at ASRCC is Mr. Brent Alexander, he can be contacted at BAlexander@asrcfederal.com or 907-531-0900.

16. All base support referenced in this memorandum is available on a non-interference basis. Due to the remoteness and unique situation at EAS, base support availability is subject to change at any time without notice. Visitors must request any support they require far enough in advance to accommodate the significant lead times necessitated by EAS logistics, and depending on the requirement this could mean 8+ months in advance (in the case of barge planning).

17. EAS is an extremely remote location, with frequent inclement weather that precludes air support. There are times when flights are weathered out of EAS and cannot be accessed for multiple weeks at a time, which includes mail delivery. Medical capability on EAS is also very limited. Visitors should ensure that they bring any required medications, to include an additional one month supply. Government agencies and contractor companies must take in to account any personal requirements of their employees recommended to travel to EAS, there are very limited capabilities to accommodate individual needs. There is no cell phone service available at EAS. Phone lines are provided in each office and lodging room. Limited commercial internet is available to purchase upon arrival. EAS is a harsh environment, facilities were built in the 1950s and 1960s, weather conditions can reach the point where all outdoor activities are curtailed and the island is on lockdown, and the personnel on EAS need to be physically and mentally capable of operating in such an environment. PRSC reserves the right to deny access to EAS for personnel and/or remove personnel from EAS.

18. This memo supersedes all previous Eareckson Air Station Base Support Letters.

19. If you have any questions or concerns please contact one of the PRSC EAS Program Managers, Mr. Stephen Heier, at stephen.heier@us.af.mil; office: 907-552-5107; mobile: 907-201-3356, or 2d Lt Donna Borer, at donna.borer.1@us.af.mil; office: 907-552-1187.



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BENJAMIN L. SMITH, Major, USAF
Senior Program Manager



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ELEVENTH AIR FORCE (PACAF)
JOINT BASE ELMENDORF-RICHARDSON ALASKA**

20 October 2021

MEMORANDUM FOR KING SALMON DIVERT AIRFIELD USERS

FROM: 611 Air Support Squadron
Program Management Office
10471 20th Street, Suite 222
Joint Base Elmendorf-Richardson, AK 99506

SUBJECT: Fiscal Year 2022 King Salmon Divert Airfield (KSDA) Support

1. This memorandum provides information to assist personnel, customers or travelers that are planning projects and travel to King Salmon Divert Airfield (KSDA). Anyone requiring access to King Salmon is for official business.

2. Personnel shall fill out and submit a Site Arrival Request (SAR). The SAR process ensures that all personnel travelling to or through KSDA are favorably vetted by the PRSC Security prior to arrival at KSDA.

a. SAR shall be submitted to PRSC at 611ASUS.KS.Org@us.af.mil and require approval prior to booking transportation to the site and incurring travel costs. Requests for a SAR form document can be sent to the same email address above.

b. Access to restricted areas must be requested, detailed in the SAR, and shall be vetted through the Security Manager.

3. All cargo is shipped via commercial carriers. Commercial flights in and out of King Salmon are available throughout the year. Contact commercial airline schedule for flight times and cost information.

4. In order to ensure Base Operations Support (BOS) contractor support, requests must be agreed upon, detailed within the SAR, submitted to the designated email address, and approved prior to incurring costs. Coordinate with ASRCC, BOS contractor, at (907) 721-3001, prior to arrival. ASRCC may establish a direct purchase order to provide support for the following services:

a. Equipment may be rented on a non-interference basis (i.e., ASRCC requirements/needs shall take priority over third-party usage) to include an operator, as ASRCC does not allow others to use equipment.

b. Transportation of personnel and material in and around the site options may include, but are not limited to, transportation to and from the commercial airport during contractor

mobilization or demobilization within normal work hours, Mon-Fri, 0800-1700L. Support outside normal working hours will incur overtime charges. Additional labor charges must be preapproved and paid for before services are rendered.

c. Billeting Resources.

(1) Lodging is very limited and meals are not available on the installation. If on-site billeting is requested, coordination is required with ASRCC, as contractor manning demands may fluctuate throughout the course of each project, as well as an influx of various other third-party visitors during peak season. Note that bed space is limited. The requestor will provide a schedule with anticipated manning requirements at the beginning of the project. Personnel will notify ASRCC of any changes in manning at least seven (7) days in advance. No guests, visitors or spouses are authorized to stay in lodging.

(2) Units/Agencies with Interagency Agreements (IAA). All tenant personnel requiring overnight lodging will incur a man-day charge, as stated in the IAA.

(3) Non-Support Agreement Units/Agencies. Personnel requiring overnight lodging is approved through the SAR process and will incur a lodging charge. To determine the lodging rate, go to the Joint Federal Travel Regulation (JFTR), Per Diem Rates Query website, <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. Payment accepted is Visa.

(4) With prior approval of the Program Manager (PM), the contractor has the option of setting up a man-camp if needed.

d. Refuse Services. There is not an on-site landfill to dispose of construction waste. The contractor must coordinate with Bristol Bay Borough Landfill for disposal of hazardous/non-hazardous waste.

e. Storage or Staging Areas. There is no warehouse space available. A dedicated, uncovered staging area for equipment and material storage may be available for the duration of the project. Contact ASRCC Site Manager at (907) 721-3001 for availability prior to travel.

5. If downtime of the on installation AN/FPS-117 radar is required, submit a radar downtime request to ARS.SAN@us.af.mil for review by ARS Program Management Office no later than 30 days before downtime is being requested.

6. Office Space. There is no office space available.

7. Freezer/Refrigerator Use. There is no space available for icepacks or sample containers.

8. Vehicles. Vehicles are limited. There are vehicles for rent in the local community.

9. Medical Support. There is no medical support on KSDA. All medical support is available in the local community.

10. Strictly no still or video photography is allowed without the consent/approval of the PRSC. All requests and justification for official or business-related imagery must be detailed in the SAR and shall be vetted through 611th ASUS Security Manager. Prior coordination with PRSC is required before filming or photographing aircraft on the runway, taxiways, aircraft parking ramp, or other critical infrastructure. Personnel taking photos or videos must be aware of their surroundings and what is being captured in the photo or video; limiting it to the specific items of interest and minimize exposure of critical assets, security measures, or other concerns.

11. Firearms and ammunition are strictly prohibited on KSDA. Firearms and ammunition storage must be coordinated with the Bristol Bay Borough Police Department (BBBPD) prior to submitting the SAR. Firearms and ammunition must be turned in to the BBBPD for storage prior to arrival at KSDA.

12. All base support included in this memorandum is available on a non-interference basis. Due to the remoteness and unique situation at KSDA, base support availability is subject to change at any time without notice. Contractor must request any support they require far enough in advance to accommodate the significant lead time necessitated by KSDA logistics; the requirement may necessitate four (4) months advance.

13. This memo supersedes previous KSDA Base Support Letters.

14. If you have any questions or concerns contact the PM Office via email milagros.realon@us.af.mil or (907) 552-7399.



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BENJAMIN L. SMITH, Major, USAF
Senior Program Manager



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ELEVENTH AIR FORCE (PACAF)
JOINT BASE ELMENDORF-RICHARDSON ALASKA**

27 October 2021

MEMORANDUM FOR WAKE ISLAND AIRFIELD SUPPORT

FROM: 611 Air Support Squadron
10471 20th Street
Joint Base Elmendorf-Richardson AK 99506-2101

SUBJECT: Fiscal Year 2022 Wake Island Airfield Support

1. This memorandum clarifies FY22 support for use of the Wake Island Airfield (WIA) by approved DoD and non-DoD users. It establishes an airfield overtime rate for use of the airfield outside of published hours. This memorandum also outlines the personnel security requirements and labor rates used in the performance of third-party support duties outside the operating hours. The following paragraphs include information on resources that may be available to third-party contractors performing work at WIA.

2. Visitors shall be processed through the Site Arrival Request (SAR) procedure. All visiting personnel are required to be favorably vetted by 611 ASUS Security prior to arrival at the site, without exception. SARs will not be approved without documented vetting by the security team. All base support included in this memorandum is available on a non-interference basis. Due to the remoteness and unique situation at WIA, base support availability is subject to change at any time without notice. The user must request any support they require far enough in advance to accommodate the significant lead time necessitated by WIA logistics, and depending on the requirement this could mean months in advance.

a. Appropriate access requirements must be defined at the beginning of contract award or upon hire.

b. SARs must be submitted to the 611 ASUS SAR Team encrypted/password-protected email to 611ASUS.WI.SAR@us.af.mil or <https://safe.apps.mil> and approved prior to booking transportation to the site and incurring travel costs. Requests for a current version of the document can be made to the same inbox.

c. Access to restricted areas must be requested and detailed in the SAR and shall be vetted through the Security Manager.

d. Foreign Nationals must follow additional procedures for vetting by Joint Base Pearl Harbor Hickam AMC passenger terminal and will require additional processing time. The Foreign Clearance Guide can be found here: <https://www.fcg.pentagon.mil/fcg.cfm>.

e. Due to the remote location of Wake Island, the onsite medical and pharmacological resources are very limited. If necessary, MedEvac air ambulances may take in excess of three days to arrive and transport a patient to the necessary level of care. Prepare by bringing all medications and supplies needed for the planned duration of the visit. Travelers should be prepared for potential power losses and delays in departure. Bring any additional stocks of medication and supplies needed to cover an unplanned,

extended trip. Travelers should be sufficiently healthy to not anticipate needing any medical care for the planned duration plus two weeks. By submitting the Site Arrival Request the traveler is accepting that risk.

3. Runway use is limited. A Prior Permission Request (PPR) is required to land at any PRSC installation. WIA Operating Hours are Tuesday through Saturday from 0800L until 1600L; 2000Z- 0400Z. The runway is closed Sundays, Mondays, and federal holidays.

a. For any commercial aircraft chartered into the site, the air carrier must have a current Civil Aircraft Landing Permit (CALP) on file with the 611ASUS Airfield Manager via aklandingpermits@us.af.mil for each purpose of use, as per AFI 10-1001, prior to departing to the site. Requirements for a CALP include a DD2400 and DD2402 (with valid dates by provider), and a DD2401. All forms must be completed correctly in blue ink. Requests for a current version of the document can be made to the same inbox.

b. For both commercial and military aircraft, contact must be made by flight POCs NLT one working day prior during normal working hours (Tue-Sat 0800-1600L) to request a Prior Permission Request (PPR) number from Base Operations or the Airfield Operations Manager so that landing can be authorized as prescribed by FAA flight regulations. For safety, aircraft are restricted to land only during normal working hours except for In-Flight Emergency (IFE) landings. Please inform your pilot to verify airfield requirements in the IFR Supplement and review AFI 10-1001 in its entirety. Note that while PPRs may be issued, the customer is responsible for all costs incurred. All airfield activity must be coordinated with WI Base Operations at PRSCDET1.Airfield.Management@us.af.mil or (808) 424-2101.

c. All requests to land at WIA will be in accordance with the current WIA SAR Form. Payment will be in accordance with information provided in the WIA SAR Form.

i. Aircraft support fee - \$3,018.46 per aircraft, regardless of type. Service fees and overtime are collected due to the fact that WIA is a Government owned, contractor operated (GOCO) installation under a firm-fixed price contract. Aircraft arrivals/departures, regardless of agency, require contracted service support and agencies are responsible to provide reimbursement for the cost of that support

ii. Overtime Costs – Airfield overtime (OT) is \$100 per hour for all airfield activity outside of the published airfield hours (to include time for airfield support personnel to prepare for and/or recover from aircraft arrival/departure as well as any customer transportation and/or billeting assistance) and the overtime rate is subject to change due to contractual labor agreements.

4. A 41-passenger aircraft travels between Joint Base Pearl Harbor-Hickam (JBPHH) and WIA on a regular basis. All travel must be coordinated with JBPHH Travel Management Office (TMO) at (808) 448-0747 once the traveler receives an approved SAR. Travel on the rotator must be arranged as soon as approval is received due to limited availability of seats. This schedule is subject to change.

a. Flight schedule

i. From JBPHH to WI – Departs around 1000L on Thursday and arrives around 1300L on Friday. JBPHH AMC Passenger Terminal show time is 0600.

ii. From WI to JBPHH - Departs around 1000L on Saturday and arrives around 1700L on a Friday. WI AMC Passenger Terminal show time is 0600. Transportation to and from the terminal is available.

b. Cost: one-way ticket (no discount for round trip purchase).

- i. DoD - \$796
- ii. Non-DoD, U.S. Gov't - \$796
- iii. Non-U.S. Gov't. - \$828

c. Procedure to obtain travel is detailed in the current WIA Travel guide included in the SAR file.

d. Questions can be address to the PRSC Det 1 Office, 808-424-2468.

e. Detailed personnel travel requirements are outlined in the Foreign Clearance Guide at www.fcg.pentagon.mil under USPACOM Wake Island. Traveling with a passport is encouraged.

f. Return flights are scheduled by the Contractor at JBPHH TMO. For booking, please contact the site for information on availability and reservations after SAR approval at (808) 448-0747. The phone call **is required** to reserve a seat on return flights.

5. Cargo requests on USAF-scheduled flights from third party contractors departing JBPHH must be processed through JBPHH Traffic Management Office (TMO) at 647LRS.LGRM.Flight@us.af.mil or 808-448-3865 at least five weeks prior to targeted arrival date. Cargo flights are scheduled to depart JBPHH to WIA every other two weeks.

a. A completed Dept. of Defense Form 1149: REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD1149) is required to forward cargo to WIA. Current CAC/PIV card holders can access the form here: <https://www.acq.osd.mil/dpap/dars/dfars/html/previous/dd1149.pdf>. Others can request the form by email from the TMO POC or the 611ASUS Transportation Specialist at 611ASUS.LGRT.LRTG@us.af.mil. Contact TMO for all form guidance.

i. Appropriate payment must be made for requested priority level as all shipping is priority-based and limited.

ii. A valid Transportation Account Code (TAC) is required on the DD1149 (Box 4), as well as any hazardous material declarations. Contact company resource advisor for current information. New company requests for TACs can be made at <https://trackerlite.wpafb.af.mil/LTS/>, 937-257-7686, or by email through the TMO POC. Include any hazardous material declarations.

iii. Box 3 of the DD1149 should include WIA site POC to receive shipment. Include scheduled flight date. Do not list ASUS as POC.

iv. Completed DD1149 must accompany cargo to JBPHH TMO for shipping.

v. Coordination should be made with JBPHH TMO for oversized cargo drop off appointments.

vi. Notify TMO if military installation access assistance is needed.

vii. To hold cargo at WIA, coordination must be made with site Airfield Operations Manager Charles Miller (Chamiller@asrcfederal.com). Covered storage is not guaranteed.

b. There is an annual resupply barge available for contractor use on a space-available basis. The POC for barge support is Charles DuCharme at charles.ducharme@us.af.mil or 907-552-1898.

c. For information regarding return cargo from WIA sites to JBPHH, an additional DD1149 following the same standards will be required, detailing the requested shipping needs. For more information regarding return cargo, contact TMO POC or ASRCC site management. All cargo departing WIA must be processed thru local Aerial Port (808-424-2222/2101).

6. In order to ensure Base Operations Support (BOS) contractor support, requests must be agreed upon, detailed within the SAR, submitted to the designated email address, and approved prior to incurring costs. Coordination should be made with Mr. Brenton Alexander at 907-531-0900 or BAlexander@asrcfederal.com of Arctic Slope Regional Corporation Communications LTD (ASRCC) prior to arrival. ASRCC may establish a direct purchase order to provide support for the following services:

a. Equipment may be rented on a non-interference basis (i.e. ASRCC requirements/needs shall take priority over third-party usage) to include an operator, as ASRCC does not allow others to use equipment. The rental of any vehicles or equipment is a private transaction between companies or a government agency, and the BOS Contractor. The PRSC is not involved in the agreement.

b. Transportation of personnel and material in and around the site may include, but are not limited to, transportation to and from the commercial airport during contractor mobilization or demobilization within normal work hours; Tues-Sat, 0800-1700L.

c. Billeting Resources

i. On-site lodging and meals are available and must be used by all contractor personnel. All personnel must submit a WIA SAR form.

ii. Coordination is required with ASRCC as contractor manning demands may fluctuate throughout the course of each project, as well as an influx of various other third-party visitors during peak season. The requestor will provide a schedule with anticipated manning requirements at the beginning of the project. The contractor will also notify ASRCC of any changes in manning at least 7 days in advance.

iii. Units/agencies with Interagency Agreements (IAA) - All tenant personnel requiring overnight lodging and use of the dining facility (regardless of number of meals consumed) will incur a man-day charge, as stated in the IAA.

iv. Non-IAA units/agencies - Personnel requiring overnight lodging and use of the dining facility are approved through the SAR process and will incur a billeting charge of \$185.00/day. This rate is in accordance with current Joint Travel Regulations Per Diem Rates and subject to change. Payment accepted is Visa only.

d. Loading and Unloading Assistance may be available with aircraft loading and unloading operations of equipment and material for a fee.

e. The expected contractor waste requirements must be coordinated in advance of arrival on island through PRSC. There is not an on-site landfill and the solid waste accumulation area does not accept construction waste. Hazardous waste must be inventoried, tracked, reported, and removed off island according to governing contractual requirements.

f. There is no warehouse space available. A dedicated, uncovered staging area for equipment and material storage may be available for the duration of the project. Disposition requirements of material or equipment must be coordinated with the BOS contractor in advance of arrival on island.

g. Electrical power and fresh water is available on the island. Wiring and/or plumbing required at a worksite may be provided under third party support with advance coordination from the BOS Contractor. This must be coordinated through the WIA PM.

h. Limited office space (containing phone lines) may be available for Contractor use. This must be coordinated in advance through the WIA PM.

i. Any additional support the Contractor desires from the BOS Contractor, Arctic Slope Regional Corporation Communications LTD (ASRCC), must be coordinated through the WIA PM in advance.

7. The only fuel on WIA is diesel/JP5. **DO NOT SHIP** any equipment or vehicles that can't operate on diesel/JP5 fuel. Diesel fuel may be available for purchase on site. Current fuel price information can be requested from 611th ASUS Fuels Specialist via 611ASUS/LGRF@us.af.mil, will be billed by the USAF, and is subject to change. Special note: Diesel fuel available on site is Ultra Low Sulfur Diesel.

8. Firearms are strictly prohibited. Failure to comply will result in an immediate removal from the island at the violator's expense.

9. Strictly no still or video photography is allowed without the consent of the PRSC/Det 1. All requests and justification for official or business-related imagery must be detailed in the SAR. Prior coordination with PRSC is required before filming or photographing. Personnel taking photos or videos must be aware of their surroundings and all content in the photo or video; limiting it to the specific items of interest and minimize exposure of critical assets, security measures, or other concerns.

10. Freezer/Refrigerator space may be available for ice packs and sample containers on a non-interference basis.

11. This memo supersedes previous Wake Island Airfield Support and Contractor Support memos.

12. If you have any questions or concerns contact the Wake Island PM Office via joseph.wallace.18@us.af.mil or 907-552-9408.



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BENJAMIN L. SMITH, Major, USAF
Senior Program Manager



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ELEVENTH AIR FORCE (PACAF)
JOINT BASE ELMENDORF-RICHARDSON ALASKA**

16 December 2021

MEMORANDUM FOR ALL PERSONNEL TRAVELING TO/STATIONED AT
PACAF REGIONAL SUPPORT CENTER INSTALLATIONS

FROM: PRSC/CC

SUBJECT: COVID-19 Travel Policy

1. This memorandum establishes the policy for all personnel traveling to installations under the authority of the PACAF Regional Support Center (PRSC) Commander, to include Eareckson Air Station (EAS) and Wake Island Airfield (WIA), with concerns to COVID-19 mitigation.
2. All personnel traveling to a PRSC installation must adhere to the following requirements:
 - a. Provide proof of a negative COVID-19 test taken no earlier than 72 hours prior to arrival.
 - b. Military members must be fully vaccinated and provide proof of status at the AMC terminal.
 - c. Upon arrival, all travelers will adhere to any site-specific restriction of movement (ROM) requirements regardless of vaccination status. Travelers may obtain current ROM requirements from the site lead prior to arrival.
3. The following exceptions are approved:
 - a. Transient aircrew are exempt but are restricted to a specific area designated by the installation commander. Exempted personnel will limit interactions to Base Operations and refueling personnel.
 - b. Personnel who have had a positive viral test in the past three months and have a letter from a healthcare provider clearing them for travel are exempt from the pre-test requirement.
4. In the event of an outbreak or heightened risk, only mission essential personnel may travel to PRSC installations. Mission-essential status applies to personnel assigned to PRSC Detachment 1 or 2, and any other Active Duty, Civilian, or Prime/Subordinate Contract personnel performing official duties on site. The PRSC Commander or designated representative may grant personnel outside of these organizations mission-essential status on a case-by-case basis.
5. The PRSC Commander may grant exceptions to this policy as required. This memo supersedes all previous memos with the same subject. Please direct all questions and exception requests pertaining to this matter to the PRSC Executive Officer at DSN/COMM: (317/907) 552-7282 or EMAIL: prsc.cce@us.af.mil.

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PAUL S. CORNWELL, Colonel, USAF
Commander



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ELEVENTH AIR FORCE (PACAF)
JOINT BASE ELMENDORF-RICHARDSON ALASKA**

06 December 2021

MEMORANDUM FOR ALL TRAVELERS TO PRSC INSTALLATIONS

FROM: PRSC/CC

SUBJECT: Site Approval Request Form Information Requirements

1. All personnel travelling to or through installations under the authority of the PACAF Regional Support Center (PRSC) Commander must submit the following information on a Site Approval Request (SAR) form to the 611th Air Support Squadron Site Approval (611 ASUS/SAR) Office 14-days prior to travel. Failure to provide the information below may result in denial to access or land at PRSC installations.

Full Name (Last, First MI.)

Rank (if applicable)

Sex

Date of Birth

Organization

Social Security Number (All 9 Digits)

DoD ID or Driver's License Number with Issuing State

Highest Level of Security Clearance

2. Please direct all questions pertaining to this matter to the PRSC Executive Officer at DSN/COMM: (317/907) 552-7282 or EMAIL: prsc.cce@us.af.mil.

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PAUL S. CORNWELL, Colonel, USAF
Commander