

RFQ#: 18-Q-0024-0001

Title of Request: Youth Director of MCASI Chaplain

Due Date: 10 August, 2018 05:00 PM (JST)

POC: Naoko Nitta

E-Mail: [naoko.nitta.ja@usmc.mil](mailto:naoko.nitta.ja@usmc.mil)

Phone: 0827-79-4828

DSN (MCAS Iwkauni internal phone No.): 253-4828

Please fill out both UNIT PRICE and AMOUNT (Total Amount) of Base year and Option Year.

Grand Total Amount	
POC (Offeror's Name)	
Vender's Name (if applicable)	
Address	
Phone No.	
e-Mail Address	
DUNS No.	
CAGER CODE	
SAM register Expiration Date	

**Note:**

For you to be a prospective offeror for this solicitation, you need to be registered in SAM (System Award Management) and must have DUNS (Data Universal Numbering System) number, CAGE CODE (Commercial and Government Entity) code and TIN (Taxpayer Identification Number).

**LPTA**

The Government will award a contract resulting from this request for quote to the responsible offeror whose offer conforming to the solicitation is determined to be Lowest Price Technically Acceptable (LPTA) offer.

It is the offeror's responsibility to furnish sufficient information to the Government in order to determine acceptability of his/her qualification. Therefore, the offeror shall submit complete technical information pertaining to his/her qualification to certify complying with the Government requirement in order to determine technical acceptability.

**PERIOD FOR ACCEPTANCE OF OFFERS**

The Offeror agrees to hold the price in its offer firm for 60 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Youth Director Services (Base Year) FFP	280	Each		
PERIOD OF PERFORMANCE: The performance period of this contract is as follows: Basic Year Contract: 1 Sep 2018 to 31 Aug 2019					
FOB: Destination					
MILSTRIP: M0220918RC01902					
PURCHASE REQUEST NUMBER: M0220918RC01902					

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Youth Director Services (Option Year I) FFP	280	Each		
PERIOD OF PERFORMANCE: The performance period of this contract is as follows: Option Year one: 1 Sep 2019 to 31 Aug 2020					
FOB: Destination					
PURCHASE REQUEST NUMBER: M0220918RC01902					

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Youth Director Services (Option Year II) FFP	280	Each		
PERIOD OF PERFORMANCE: The performance period of this contract is as follows: Option Year two: 1 Sep 2020 to 31 Aug 2021					
FOB: Destination					
PURCHASE REQUEST NUMBER: M0220918RC01902					

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001	Youth Director Services (Option Year III)	280	Each		
OPTION	FFP				
	PERIOD OF PERFORMANCE: The performance period of this contract is as follows: Option Year three: 1 Sep 2021 to 31 Aug 2022				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: M0220918RC01902				

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NET AMT

See PWS in details.

**PERFORMANCE WORK STATEMENT**  
**PROTESTANT TEEN PROGRAM DIRECTOR**  
**MARINE CORPS AIR STATION IWAKUNI**

**SECTION I**  
**DESCRIPTION OF SERVICES**

1. **GENERAL DESCRIPTION:** The Protestant Teen Program Director is contracted to provide a Protestant Teen program aboard Marine Corps Air Station Iwakuni (MCASI).
2. **OBJECTIVE:** To provide the MCASI Command Religious Program (CRP) a station-wide Protestant Teen program for middle and high school ages through programming, developing, and implementation of activities and studies.
3. **SCOPE OF WORK / CONTRACTOR REQUIREMENTS:** Non-personal services. The Contractor shall establish and maintain a CRP Protestant Teen program open to all persons associated with MCASI. The Contractor shall perform the specific tasks in accordance with this Performance Work Statement.
4. **QUALIFICATIONS:**
  - a. An undergraduate degree.
  - b. Evidence of youth/teen ministry experience.
  - c. Chaplain recommendation letter.
  - d. At least 21 years of age.
  - e. Willing to be or already active in a MCASI chapel service.
5. **GENERAL TASKS:** The Contractor shall develop, implement, coordinate, and lead a MCASI CRP Protestant Teen program for middle and high school ages. The Contractor shall coordinate with MCASI schools, chapel services, and other teen programs to deconflict CRP teen activities with other MCASI teen activities. The

Contractor shall implement promotional endeavors, maintain records of materials, order necessary items, and keep attendance of all activities in this program.

### **5.1 HIGH SCHOOL AGES PROGRAM (GRADES 9-12):**

- a. Meetings - Organize and direct weekly outreach meetings that integrate mental, physical, social, and spiritual development. Contractor to conduct at least 40 Meetings a year.
- b. Study Activities - Organize and conduct weekly study or small group activities that focuses on the study of the Bible and involves discussion topics and issues to expand on the knowledge and spiritual growth. Contractor to organize and conduct at least 40 study activities a year.
- c. Weekend Retreat - Conduct one or more high school-age retreats each year to allow teens to experience growth in their faith, areas of services, and discipleship. The Contractor shall submit a proposal plan to include objectives, location(s), dates, times, budget, sponsor requirements, and method of evaluation effectiveness no less than 90 days prior to the event.
- d. Special Events – Conduct four (4) special events (two per school semester) to promote group growth, discipleship, team building, community responsibility, and faith sharing. Examples of Special Events are community service projects, fund-raising, or lock-ins, etc.
- e. Visitations – Develop supportive relationships with MCASI school faculties through visitation to the High School.
- f. Mentoring – Mentor teens in the areas of spirituality, outreach, Christian growth, morals, and values.

### **5.2 MIDDLE SCHOOL AGES PROGRAM (GRADES 6-8):**

- a. Meetings - Organize and direct weekly outreach meetings that integrate mental, physical, social, and spiritual development. Contractor to conduct at least 40 Meetings a year.
- b. Study Activities - Organize and conduct weekly study or small group activities that focuses on the study of the Bible and involves discussion topics and issues to expand on the knowledge and spiritual growth. Contractor to organize and conduct at least 40 study activities a year.
- c. Weekend Retreat - Conduct one or more middle school-age retreats each year to allow teens to experience growth in their faith, areas of services, and discipleship. The Contractor shall submit a proposal plan to include objectives, location(s), dates, times, budget, sponsor requirements, and method of evaluation effectiveness no less than 90 days prior to the event.
- d. Special Events – Conduct four (4) special events (two per school semester) to promote group growth, discipleship, team building, community responsibility, and faith sharing. Examples of Special Events are community service projects, fund-raising, or lock-ins, etc.
- e. Visitations – Develop supportive relationships with MCASI school faculties through visitation to the Middle School.
- f. Mentoring – Mentor teens in the areas of spirituality, outreach, Christian growth, morals, and values.

### **5.3 ACTIVITIES AND REPORTING**

- a. This Protestant Teen Director position requires access to government computers, printers, scanner, and other related IT equipment in order to meet the requirements. Contractor will be provided a CAC card and usage of government computers and associated equipment.

- b. The Contractor shall plan and execute teen outreach events emphasizing relationship building, social interaction, and recreation. Can be conducted in conjunction with Meetings.
- c. Proposal Plan Records - For all Retreats, Activities, and Special Events: Maintain a record of all proposal plans that outline objectives, locations(s), dates, times, budget, sponsor requirements, method of evaluating effectiveness, number of volunteers utilized and number of persons attending each event. Each record shall also include the permission slips, power of attorney, etc. as required for off post events. Plans shall be completed and submitted to the Command Chaplain or designated chaplain for approval at least 90 days prior to the scheduled events.
- d. After Action Reporting – Provide a written After Action Report (AAR) for all Retreats, Activities, and Special Events to include suggested changes, trends, and problem areas. AAR shall be due to the Command Chaplain or designated chaplain within two (2) weeks of event completion.
- e. Community Relations - Develop supportive relationships with commands aboard MCASI, schools and other community agencies of MCASI. Encourage and model teen participation in CRP community events on and off-station, such as community relations events (COMRELS).

#### 5.4 VOLUNTEER ACTIVITIES

- a. Recruiting - Recruit and train adult volunteers to assist in the conduct of the teen program. The Contractor shall be responsible for ensuring volunteers recruited to assist maintain consistency with the CRP ethics and values. Selection of volunteers will be in accordance with procedures established by the Contractor and approved by the Command Chaplain or designated chaplain. Volunteers shall be subject to completion of background checks.
- b. Mentoring and Training – Conduct frequent training sessions to mentor and train volunteers with the needed skills and confidence to positively impact teens.
- c. Volunteer Roster - Maintain and update a volunteer roster to include name, address, phone number, military affiliation, utilization and role, training and hours volunteered, to be accessible to the Command Chaplain or designated Religious Ministry Team member. Ensure Letters of Appreciation including volunteer rank (if any), name, hours, and dates of service are signed by Command Chaplain or designated chaplain.

#### 6. ADMINISTRATION

- a. Forecasting – Forecast required resources and budget requirements for projected events, programs, and activities for the upcoming fiscal year (FY), broken out by quarter, to include the procurement of supplies, literature, and curriculum needed. This forecast report will be turned into the Command Chaplain or designated chaplain no later than the first week of September.
- b. Monthly Reporting - Submit reports for the preceding month to the Command Chaplain or designated chaplain within one (1) week of the next month. The report shall outline and evaluate activities and plans. The report will include the status of the programs, future scheduling, and any problems. This monthly report will suffice as an AAR for normally scheduled activities.
- c. Annual Reporting – Provide an annual review of the Teen program during the previous FY to the Command Chaplain or designated chaplain by the first week of October. The annual report will summarize the FY's activities, trends, progress, and suggestions for improvement regarding future program direction.
- d. Advertising and Promotion - Draft and coordinate advertising, promotional bulletins announcements, articles, flyers and materials in a timely manner for all teen activities and events for publication and distribution. Publication and distribution can include but are not limited to the air station/base chapel congregations, newspapers, flyers and AFN television and radio. The use of free advertising will be

employed as much as possible. All advertising shall be pre-approved by Command Chaplain or designated chaplain.

- e. Meetings - Maintain communication and cooperation with all personnel and groups involved in the teen program and community. Such activities include conducting and/or attending Parent Meetings, Chapel Staff Meetings, Congregational/Parish Councils. The Contractor shall be responsible for the submission of necessary paperwork for scheduling of facilities in support of programs and the arrangement of audiovisual equipment as needed.

## 7. SPECIFIC TASKS:

- a. Provide a Protestant Teen program for Middle School and High School aged teen that includes, but is not limited to: fellowship, studies, and activities for teenagers subject to the coordination and approval of the Command Chaplain or designated chaplain.
- b. Provide a program with content that allows teens to meet, learn, and grow in Protestant faith and Biblical knowledge, spiritual and ethical values, character building, social issue awareness, and life-style choices.
- c. Plan annual calendar of events, to include reserving appropriate chapel facilities.
- d. Disseminate information regarding policies, registration, calendars, letters, bulletins, and other appropriate notices to the community.
- e. Submit in writing an overall plan for the FY for events, studies, and activities to the Command Chaplain or designated chaplain for approval no later than the 5<sup>th</sup> day of the second month after the effective date of this contract. No advertisement of proposed event or activity, either printed or verbal, will be released until overall plan is approved.
- f. Ensure that all necessary supplies needed for the programs entrusted to the Teen Program Director are ordered in a timely manner through the CRP.
- g. Ensure the Teen Program records are completed and submitted by the due dates to the Command Chaplain or designated chaplain.
- h. Provide organization and direction, volunteer development and training, planning meetings, reports, and retreats within the CRP Teen Program. Maintain sensitivity and respect for all other faith groups.
- i. Forward any concerns expressed by parents of those attending the Teen Programs to Command Chaplain or designated chaplain.
- j. The contractor shall arrive at least 30 minutes prior to the start of any event to oversee setup, and not depart until after all event clean-up has been accomplished.
- k. Ensure all facilities used are properly secured, to include all doors and windows, following the conclusion of all events when Religious Ministry Team personnel are not present.
- l. Maintain a professional attitude and present a neat personal appearance at all times.
- m. Properly handle all government-supplied materials in accordance with the direction provided by the Command Chaplain or designated chaplain. Additionally, the Contractor shall be responsible for the safety and upkeep of all Government property provided under this contract.
- n. Below are estimated Service units for a full year in this contract. Service units do not directly represent number or duration of events. Actual workload varies from month to month according to the needs of the MCASI Protestant Community and as directed by the Command Chaplain in response to operational tempo of the CRP.

Service	Estimated unit per year
Study Activities	80
Meetings	80
Special Events	8
Retreats	2
Recruitment and Training	10
Administrative/Mentoring/Visitation	100
Total Units	280
1 units = \$	
<b>TOTAL AMOUNT</b>	<b>\$</b>

- o. Become familiar with the basic Navy/Marine Corps instructions which provide guidance for a Command Religious Program, to include but not limited to:
- i. SECNAVINST 1730.7D - Religious Ministry Support in the Department of the Navy
  - ii. SECNAVINST 1730.8 (Series) - Accommodation of Religious Practices
  - iii. MCO 1730.6F- Religious Ministry in the Marine Corps
  - iv. MCASO P1730.1 (Series) Command Religious Program Standard Operating Procedures
- p. Be able to function comfortably in a religiously diverse environment where people of other denominations and religions share the use of military chapels and worship spaces.
- q. Be experienced with computers and software, to include Microsoft Word and e-mail.
- r. Possess a civilian, working e-mail account.
- s. If a U.S. Citizen, be able to obtain SOFA status.
- i. The Contractor shall be responsible for ensuring personnel performing under this contract obtain the necessary exit/entry visa permits to perform work in the Country of Japan. Upon request, the Contractor shall provide proof of status by presenting visa documents.
  - ii. Contractor personnel who are U.S. citizens may apply for Status of Forces Agreement (SOFA) status as necessary for the execution of this contract. The determination of SOFA Status is processed by the Office of the Staff Judge Advocate, MCASI. The Contractor shall be responsible for submitting necessary paperwork to the Office of the Staff Judge Advocate for determination of designation of SOFA status. Privileges are further limited to the following:
    - a. Entry into and exit from Japan as "exempt personnel."
    - b. Exemption from certain taxes, customs restrictions and immigration regulations.
    - c. Government furnished SOFA-status ID pass/badge and car pass for the incumbent.
    - d. Purchasing privileges that authorize purchases at the Defense Commissary Agency (DECA) facilities.
    - e. Use of Marine Corps Exchange (MCX) facilities and concessions. This includes purchase of petroleum and oil products.
    - f. Use of Marine Corps Community Services (MCCS) facilities.
    - g. Military Postal Service support on a space available basis.
    - h. Use of Military Banking Facilities.
    - i. Contractor use of Government vehicles from a scheduled pool of vehicles, for official use during working hours, limited to meeting the requirements of use and the availability of vehicles. The contractor is responsible for providing transportation to and from work.

- j. Contractor ability to obtain a privately owned vehicle (POV) operator's license, termed "SOFA license" and registration of a POV.
  - k. Routine medical and dental care to be provided on a reimbursable basis. Additionally, employees other than U.S. citizens are entitled to emergency medical treatment at medical facilities for injuries incurred while performing their duties under contract.
  - l. Utilization of casualty assistance (mortuary services) on a reimbursable basis.
  - m. DODEA Elementary and Secondary Education Facilities on a space available, tuition-reimbursable basis.
  - n. A breach of regulations and directives and/or withdrawal of any or all of these privileges by the Office of the Staff Judge Advocate for reasons cited, will not affect nor constitute grounds for delay in or nonperformance of any portion of any contract, nor will such action form the basis for any claim against the U.S. Government, based upon the contract or any portion thereof.
- iii. Contractor employees will be subject to all U.S. Forces regulations and directives pertaining to civilian component personnel within the country.

## 8. SUPPLIES/MATERIALS

- a. The Government will provide all necessary supplies and materials for the MCASI CRP Teen Program. Nevertheless, the Contractor may submit requests for service-related material to enhance the program. Such requests will be submitted to the appropriate CRP purchasing approval chain, who will be solely responsible for approving/disapproving them. All requests are subject to availability of Government funds and thus may be disapproved. Failure on the part of the Government to approve any such request does not relieve the Contractor from performing duties under this contract.
- b. Reimbursement cannot be made for any items purchased personally by the Contractor, even if related to the performance of the program's duties.
- c. Items purchased with Government funds at the request of the Contractor remain the property of the MCASI CRP.

## 9. PERIOD OF PERFORMANCE

- a. Basic Year Contract: 01 Sep 18 to 31 Aug 19
- b. Option Year One: 01 Sep 19 to 31 Aug 20
- c. Option Year Two: 01 Sep 20 to 31 Aug 21
- d. Option Year Three: 01 Sep 21 to 31 Aug 22

**10. LOCATION.** The facilities for the Teen Program are located aboard MCASI based on approval by the Command Chaplain. The Contractor will have spaces and offices as assigned by the Command Chaplain.

**11. LEAVE AND TEMPORARY ABSENCE.** The Contractor shall notify the Command Chaplain or designated chaplain at least ten (10) working days in advance for all planned absences. Regular leave dates will not conflict with any portion of this contract, eg: program dates. Exception can be requested for emergency leave. In the event of illness/emergency leave, the Contractor shall inform the Command Chaplain or designated chaplain as soon as the situation becomes known.

## 12. PAYMENT

- a. The Contractor shall submit an invoice to the appropriate CRP staff on the first (1st) Monday of the next month following end of the month in which the services were rendered. If this day is a Federal holiday, the invoice will be submitted on next business day.
- b. It is the Contractor's responsibility to ensure invoices are submitted in a timely manner.

- c. If this contract is terminated early, payment will be pro-rated for the final month's pay, if the contractor did not work a full month.

### 13. SECURITY REQUIREMENTS

- a. Background Checks: Federally mandated background checks will be performed in accordance with Public Law 101-647, Section 231 (Crime Control Act of 1990) and Department of Defense Instruction 1402.5 (dtg 19 Jun 93), Criminal History Background Checks on all individuals working with this contract. The Contractor shall initiate all required forms and necessary information for the background check. These forms shall be submitted by the Contractor to the required sources for completion. Background checks must be completed prior to personnel performing assigned duties under this contract.
- b. The Contractor is responsible for obtaining a National Agency Check plus Written Inquires and Credit Check (NACI) or equivalent for all individuals performing under this contract. This background check will require the completion of the SF-85 or SF-85P forms. The Contractor is responsible for all costs associated with these background checks. The Contractor shall ensure that these background checks are completed prior to personnel performing assigned duties under this contract.
- c. It is recommended that you use the Office of Personnel Management (OPM) in Boyers, PA to process the background checks. Also, use JPAS so that your background checks can be verified upon completion.
- d. Identification and Base Passes. The Contractor shall obtain identification cards and base passes. Application shall be coordinated through the Contracting Officer or designated representative. At the time of application, Security Forces may conduct a background check on the Contractor. Upon termination of employment, the Contractor shall return identification cards and base passes to Security Forces within 24 hours.
- e. The Contractor shall establish and implement a method of ensuring that all keys issued to the Contractor by the Government are not lost or misplaced and that they are not used by or loaned to any other person. The Contractor shall report immediately the loss of any keys. The Contractor shall not duplicate any keys.
- f. The Government may, at its option, require the Contractor to replace lost keys or to reimburse the Government for the re-keying or replacement of locks as a result of keys having been lost by the Contractor. In the event that a master key is lost or duplicated, the Contractor shall be responsible for the total cost of replacing all locks and keys for that system.

## SECTION II SERVICE DELIVERY SUMMARY

Task	Performance Objective	SOW Reference	Performance Threshold
Meetings	Each meeting shall be conducted on a weekly basis in a thirty (30) calendar day period.	Para 5.1 (a) Para 5.2 (a)	All scheduled meetings have been performed during the month.
Bible Study	Each study shall be completed on a weekly basis in a thirty (30) calendar day period.	Para 5.1 (b) Para 5.2 (b)	All studies have been performed during the month.
Special Events/ Weekend Retreats	Events shall be completed within the time period specified in the SOW reference.	Para 5.1 (c, d) Para 5.2 (c, d)	Minimum of four (4) events have been performed during each calendar year.
Visitation/ Mentoring	Regular program of visitation and mentorship resulting in supportive relationships with teen, parents, and school staff.	Para 5.1 (e, f) Para 5.2 (e, f)	Visitation and mentorship activities average one (1) each per month during school year.

Special Event/ Weekend Retreat Proposal Plan Records	Plans shall be completed at least ninety (90) days prior to scheduled event.	Para 5.3 (c)	100% of reports are submitted ninety (90) days prior to scheduled event.
After Action Reporting	Reports shall be completed within two (2) weeks of event completion.	Para 5.3 (d)	100% of reports are submitted within two (2) weeks.
Administration	Work products submitted within the time period specified in the SOW references.	Para 6. (a, b, c, d)	100% of work products received within the time periods specified.

Note:

Payment method will be changed.

Our local contractors registering and using WAWF beginning 01 Oct 2018.

### **252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)**

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2 in 1

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor's business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Inspections will be made by Government personnel.

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”.)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	_____
Issue By DoDAAC	_____
Admin DoDAAC	_____
Inspect By DoDAAC	_____
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	_____
Service Acceptor (DoDAAC)	_____
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(\*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

\_\_\_\_\_

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

\_\_\_\_\_

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

### **MODIFICATIONS:**

Any changes, additions, or deletions to this order (contract) shall be made by written modification by Contracting Officer.

### **REMARKS :**

#### **Antiterrorism /Force Protection (ATFP)**

- . All vehicles, hand-carried items, and persons are subject to searches upon entering/ exiting the installation at any time while on MCAS Iwakuni.
- . Random searches are conducted at all gates during increased security or Force Protection Conditions and when deemed appropriate by the Commanding Officer.

#### **Operations Security (OPSEC)**

- . For Official Use Only (FOUO). Personal Identifying Information (PII) and maps of the installation will be shredded "using approved methods/equipment" and not placed in trash receptacles recycle containers. In addition, this type information must be protected from public view.
- . Contractors and its personnel shall follow the security requirements outlined in the STANDARD FORM (SF) 1449, TASK ORDER (TO) PURCHASE ORDER (PO), DELIVERY ORDER (DO) Department of Defense Security Classification Specification:
- . The contractor and its personnel shall not divulge any information about files, data, processing activities or functions, user IDs, passwords or other knowledge that may be gained to anyone who is not authorized to have access to such information.
- . Contractor and its personnel shall acknowledge that failure to ensure proper control of classified and/or restricted distribution information may be sufficient cause for termination. Further, such conduct may be cause for criminal prosecution and imposition of severe criminal and civil penalties.
- . The Contractor and all associated employees will not disclose sensitive information obtained as a result of working this contract, to include the personal identity of personnel working in support of this mission. This includes names, addresses and other contact information.
- . The contractor and all associated subcontractor employees shall comply with applicable local area policies and guidance for access security procedures provided by the U.S. Government. In addition to the changes otherwise authorized by the changes clause of this contract, should the force protection condition (FPCON) at any individual facility, installation or location change, the U.S. Government may require changes in contractor security matters or processes.
- . Contractor Employees Who Require Access to Government Information Systems. All contractor employees with access to a Government information system must successfully complete DOD information assurance awareness training before access to the information system and then annually thereafter.
- . The contractor will ensure contractor employee comply with established Command OPSEC policy to protect the Government's critical information in accordance with MCO 3070, the Marine Corps Operations Security (OPSEC) Program. This also requires new contractor employees to complete Welcome Aboard training and all contractor employees must complete annual OPSEC awareness training. Please contact the OPSEC Manager for required training.
- . All contractor employees must complete DOD information assurance awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DOD and Marine Corps training requirements in DODD 8570.01, DOD 8570.01-M, and MCO 3070 within 3 months after being employed.