

**PERFORMANCE WORK STATEMENT (PWS)
NATURAL RESOURCES MANAGEMENT PROGRAM SUPPORT
ON AIR FORCE INSTALLATIONS**

CESU 18-09

Projects for execution under this Cooperative Agreement (CA) by the U.S. Army Corps of Engineers (USACE) do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using Non-Federal Entity (NFE) services or work products.

This CA shall not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

Any modifications to Cooperative Agreement activities as outlined by this SOW must be channeled through the Grants Officer's Technical Representative (GOTR) and Grants Officer (GO) prior to NFE implementation.

NFE personnel shall also wear a distinctive NFE furnished security (ID) badge/lanyard readily identifying the individual as a NFE employee. The badge shall be worn in a conspicuous place at all times when performing work under the Cooperative Agreement including attendance at Government meetings and conferences that take place outside of the Government facility.

NFE personnel shall identify themselves as an NFE employee when answering or placing calls on a Government telephone and when leaving outgoing or incoming messages on voice mail. Use of acronyms in this identification is insufficient to meet this requirement.

All NFE email signatures shall identify them as such and will include their employer's name.

PERIOD OF PERFORMANCE: 18 months from the date of award.

GOVERNMENT POCs:

1. USACE Omaha District POC: Ms. Sarah Miller PM, (402) 995-2625, sarah.j.miller2@usace.army.mil
2. USACE Omaha District POC: Ms. Kali Evans, GOR, (402) 995-2295, kali.levans@usace.army.mil
3. USACE Omaha District POC: Ms. Stephanie Rostermundt, Grants Officer, (402) 995-2083, stephanie.a.rostermundt@usace.army.mil

PROJECT NUMBER	TITLE	LOCATION
AFCESA2418	ENVIRONMENTAL SERVICES, CN, SIKES ACT	Multiple Installations

1.0 BACKGROUND

This request seeks to provide Sikes Act 670c-1 specific natural resources management support to the United States Air Force (AF) for the implementation of installation Integrated Natural Resources Management Plans (INRMPs) prepared in support of the Sikes Act (Title 16 United States Code, Section 670). The NFE support shall consist of temporary and seasonal support to AF as required for the implementation of INRMP directed natural resource management activities.

1.1 Policy and Guidance. The Sikes Act (16 U.S.C. 670c-1) provides:

(1) The maintenance and improvement of natural resources on, or to benefit natural and historic research on, military installations and State-owned National Guard installations.

(2) The maintenance and improvement of natural resources located off of a military installation or State-owned National Guard installation if the purpose of the cooperative agreement or interagency agreement is to relieve or eliminate current or anticipated challenges that could restrict, impede, or otherwise interfere with, whether directly or indirectly, current or anticipated military activities.

2.0 Place of Performance. The NFE shall perform the Sikes Act 670c-1 specific natural resources support at the installations listed below in Table 1. The NFE employees assigned to each installation will be provided office space and access to a telephone, but will not be assigned an AF desktop or laptop computers, and will not require access to the AF internal information systems network. Communication with the Government will primarily be through telephone, e-mail, and internet conferencing.

The NFE's project manager shall travel to AF installations for the supervision of the NFE employees. For cost estimation purposes, the assumed travel would be three trips to each installation for one person for three nights for the purpose of supervision of the NFE employees. Indicated in the table are the number of NFE employees desired and the time period within which services will be provided. The "not to exceed" (NTE) days are the maximum number of days that can be worked at each location for each NFE employee within the designated time period.

Table 1. List of Installations for Natural Resources Support

<u>LOCATION</u>	<u>NO. OF PERSONNEL</u>	<u>FOCUS AREA (All tasks to be specific to 670c-1)</u>	<u>TIME PERIOD & NOT TO EXCEED (NTE) DAYS</u>
Columbus AFB, MS	1	All Natural Resources	16 April – 16 November, NTE 120 days each
Eglin AFB, FL	4	Wildlife Management (2) & Forestry (2)	9 April – 16 November, NTE 180 days

Holloman AFB, NM	1	All Natural Resources	9 April – 16 November, NTE 120 days
JB Elmendorf-Richardson, AK	2	Wildlife Management	29 May – 16 November, NTE 120 days
JBLE-Eustis, VA	1	Wildlife Management	16 April – 16 November, NTE 90 days
JBLE-Langley, VA	1	Wildlife Management & Forestry	16 April – 16 November, NTE 90 days
Joint Base San Antonio, TX	1	All Natural Resources	16 April – 16 November, NTE 180 days
Little Rock AFB, AR	1	All Natural Resources	16 April – 16 November, NTE 90 days
Robins AFB, GA	1	All Natural Resources	16 April – 16 November, NTE 90 days
Shaw AFB, SC	1	Wildlife Management & Forestry	16 April – 16 November, NTE 90 days
Tinker AFB, OK	1	All Natural Resources	16 April – 16 November, NTE 120 days
TOTAL:	16		

3.0 TASKS

3.1 The NFE shall provide entry level labor to assist natural resources manager at AF installations with the implementation of projects related to the stewardship of natural resources as indicated in the installation's INRMP. The conservation program tasks assigned at each installation are temporary and seasonal in nature. Work assigned to the NFE employees will require entry level knowledge (current and/or recently graduated college students with less than 1 year professional work experience) in natural resources management.

The NFE project manager shall provide supervision and oversight to the NFE employees. The NFE employees shall work closely with the AF conservation program professionals for daily coordination for work activities at the installations.

Sikes Act 670c-1 specific natural resources support may include, but is not limited to the following subject areas:

- **Fish and Wildlife Management:** fish and wildlife surveys, population monitoring, habitat mapping, invasive species control and management;
- **Threatened and Endangered Species Management:** species inventories, population monitoring, habitat mapping, and assistance for implementing conservation requirements;
- **Outdoor Recreation Management:** As they pertain to Sikes Act 670c-1 goals listed above, ensure recreationists are utilizing the appropriate areas as outlined in the INRMP in order to avoid disturbance to the soil, vegetation, and endangered species. Disturbances may include harassment to species, erosion problems, trampled vegetation, etc.
- **Conservation Program Planning Support**

- **Forest Management:** survey and update data;
- **Wetlands Protection and Management:** Inventory and restoration;
- **Protection of Coastal and Marine Resources:** habitat mapping, inventory and analysis; and implementing shoreline habitat restoration projects;
- **Livestock Grazing and Agriculture Outleasings:** activities to include monitoring the effects of grazing on native ecosystems and sensitive species;
- **Outdoor Recreation:** Maintenance of interpretive nature trails and recreation sites as they pertain to goals of Sikes Act 670c-1;
- **Land Management:** introducing native plants in landscapes, invasive species control, urban forest management, and soil erosion control;

4.0 Government Furnished Items and Services. The AF will facilitate access to the installation for qualified NFE personnel. The Government will provide all policy, and information, to the NFE necessary to fulfill the requirements of this PWS.

The Government will provide: all equipment necessary for NFE employees to conduct field surveys and analysis of natural resources data, and a two-way radio for communication capability.

The Government will not provide laptop computers or cellular phones to the NFE employees. The NFE employees will not require access to AF computers or access to the AF information systems network.

5.0 Quality Control. The NFE shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The NFE shall develop and implement procedures to identify and prevent defective support.

6.0 Reports, Deliverables, and Schedule. Deliverables shall be submitted in electronic format to the identified USACE GOTR and USAF points of contact.

Deliverable:	Due By:	Format Required:	Deliver To:
Monthly Progress Report	10 th day of every month.	Microsoft Word and .pdf, submitted electronically via email	USACE GOTR & USAF POC
Monthly Teleconference briefings	By the 15 th day of every month.	Teleconference	USACE GOTR & USAF POC
Draft Summary Report	60 days after last work day (Nov. 16)	Microsoft Word and .pdf, submitted electronically via email	USACE GOTR & USAF POC for comment (30 days)
Final Summary Report	30 Days after government comments received.	Microsoft Word and .pdf, submitted electronically via email	USACE GOTR & USAF POC

Report Summary from each temporary NFE employee	30 days prior to end of period of performance.	Microsoft Word and .pdf, submitted electronically via email	USACE GOTR & USAF POC
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6.1 Monthly Progress Report. The NFE shall submit monthly electronic progress reports to the USACE GOTR and USAF POC by the 10th of each month. The Monthly Progress Report shall include the following information:

- Number of days, locations, and activities of the NFE employees in the program
- Action items and tasks completed
- Percentage of work complete
- Plans, reports, and briefings prepared
- Meetings attended including purpose/objective, attendees, and items identified for follow-on action
- Schedule changes for the NFE employees
- o Significant developments and/or causes of delays

6.2 Other Deliverables shall include:

- Monthly teleconference progress briefings.
- A Draft Summary Report of the Sikes Act Support Accomplishments describing the methodology, data gathered, and work/studies undertaken under this PWS. This shall be submitted 30 days before the end of the period of performance.
- A Final Summary Report of the Sikes Act Support Accomplishments describing the methodology, data gathered, and work/studies undertaken under this PWS. This shall be submitted 30 days before the end of the period of performance.
- Reports from each temporary NFE employee describing the project and tasks performed shall be submitted 30 days before the end of the period of performance.