

**STATEMENT OF OBJECTIVES (SOO)**  
**MANAGEMENT, HABITAT (VNMHA53216119)**  
**EARECKSON AIR STATION, ALASKA**  
Cooperative Ecosystems Studies Unit (CESU) Cooperative Agreement  
**W9126G-21-2-SOI-4921**

**1. PURPOSE**

The Pacific Air Forces Regional Support Center (PRSC) manages Eareckson Air Station (EAS) which is located in the Aleutian Archipelago, Alaska, USA. This USAF entity has developed an Installation Natural Resource Management Plan (INRMP) and the management of invasive species is one component of the aforementioned plan. Natural Resource surveys in the last 6 years on EAS have been restricted to avian and wetland surveys for EAS, along with limited shore based marine mammal monitoring. The results of this project shall not only provide specific information about the status of alien plant species on EAS, but also information valuable on efficacious methods for control or eradication of current populations of invasive plants if existing. This project supports the PRSC with its completion of goals and objectives of the 2020 Integrated Natural Resources Management Plan (PRSC), specifically Goal 8, objective 8.1. The 2020 PRSC INRMP is presented as Reference A. The INRMP is included for further background on the PRSC and a recent history of its associated Natural Resource Program in Alaska.

**2. AUTHORITY**

**Authority to enter into a Cooperative Agreements for the work: Section 670c-1, Title 16 United States Code, Sikes Act.**

- 2.1. In agreement with the above stated objectives, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the Air Force responsibilities pursuant to the Endangered Species Act (16 USC 1531 et seq.), the Sikes Act Improvement Act, the Migratory Bird Treaty Act (16 USC 1361 et seq.), the National Environmental Policy Act (42 U.S.C. 4321 et seq.), and applicable implementing regulations, such as Air Force Instruction 32-7064, *Integrated Natural Resources Management*.
- 2.2. In accordance with section 6305 – *Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), all CESU projects must carry out a public purpose of support or stimulation, instead of acquiring goods or services for the exclusive direct benefit of the United States Government. Examples of carrying out a public purpose may include, but are not limited to, the following:
  - Project results are made available to a wide audience (including nonfederal entities)
  - Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area

- Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and develop skills and abilities
- Students benefit from direct interaction with federal scientists, program and technical staff, and field unit managers

2.3. In accordance with section 6305 – *Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative agreement. The DoD agrees to participate at a national level in support of the CESU program Agreements as accepted in the Master MOU for the establishment and continuation of the CESU program Agreements Article II 1-4 and Article VI 1-7.

2.4. The installation (hence DoD) further agrees to provide substantial involvement as directed under Article II (A) CESU Master Agreements to include, but are not limited to, the following:

- EAS and AFCEC are involved in development of study methodology, data gathering, analysis, and/or report writing
- EAS and AFCEC are active participants and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees
- EAS and AFCEC incurs in-kind or direct expenditures in carrying out the activities specified in the project agreement.

### 3. DESCRIPTION OF OBJECTIVES

Conduct tasks in accordance with this Description of Objectives, as prioritized by AFCEC and the EAS Natural Resources Manager (NRM). This Cooperative Agreement supports the efforts as described in SubTask 3.1 below.

Travel, Coordination, and Project Management for all tasks is as follows:

**Travel:** Provide transportation and fuel for all Non-Federal Entity (NFE) staff to get to and from all field sites. Retain current proof of insurance and current registration for all modes of transportation.

**Coordination:** Coordinate concurrently with the EAS NRM, AFCEC, and the USACE PM. All work schedules shall be approved by the AFCEC and be consistent with the Project Schedule & Work Plan (Deliverable 9.7) approved by the EAS NRM. Schedule changes will be jointly made by the USACE PM, the EAS NRM, and AFCEC and align with the Sikes Act compliant INRMP and original ACES programming. Any changes in scope or cost must be approved by the USACE Grants Officer. All coordination with state and federal regulators will be by the EAS NRM or AFCEC only.

**Project Management:** Each task includes a section on level of effort specific to that task. A Cooperative Agreement Project Manager should be assigned to coordinate across tasks, manage

all personnel hired to complete work, and ensure all scoped objectives are completed under this Cooperative Agreement on time. ***Level of effort for Cooperative Agreement Project Management is expected to be at least 4 hours per month with additional hours as needed,*** generally at the beginning and end of the agreement period of performance and before and after monthly meetings. Project manager shall provide monthly meeting agenda, track deliverables, provide meeting notes, etc.

**Table 1.**

| <b>Task</b> | <b>Project Number</b> | <b>Title</b>        | <b>Location</b> |
|-------------|-----------------------|---------------------|-----------------|
| 1           | VNMHA53216119         | MANAGEMENT, HABITAT | EAS             |

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**EARECKSON AIR STATION, ALASKA**  
VNMHA53216119 MANAGEMENT, HABITAT

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The tasks and deliverables described within this SOO shall be completed during the course of the period of performance, defined as 18 months from the date of award. The NFE implementing the tasks in the field shall have extensive searching experience for invasive plants, inclusive of potential invasive grasses. The NFE is responsible for completion of all tasks described within this SOO, inclusive of transport needs, state and federal permitting, and any logistical needs or costs required to perform the work identified within this SOO. Reference B provides the NFE with an understanding of installation access, visitor processing, required forms, and other information helpful for new visitors to EAS. The NFE is responsible for populating and submitting all site access request documentation in order to access the USAF site. Any charter companies the NFE uses for logistics shall be aware that the Civilian Aircraft Landing Permit is a responsibility of the NFE and its subcontractors. In the event the NFE lacks certain skills sets or logistical talents to complete tasks in this SOO, the NFE is advised to set up a sub agreement or sub contract with freight forwarders, hotels, rental car agencies, airlines, or logistics firms capable of fulfilling such tasks. The PRSC is not responsible for providing last minute support to the NFE. The primary field biologist assigned to this project shall have 5 years of Alaska plant identification experience; a subset of that experience shall include at least 2 years of searching or surveying for the presence of invasive species in the state of Alaska.

### 3.1. TASK 1: DRAFT WORK PLAN

A Draft Work Plan shall be created by the NFE displaying how and when the work shall be completed over the course of the period of performance. The period of performance for this award is 18 months from the date of award. Within the work plan, the NFE shall populate a Project Planning Chart (PPC), which details timing of actions taking place through the span of the entire scope of the project. Dates of site visits, document submissions, and review periods shall be portrayed in the PPC. The use of Gantt charts to fulfill the PPC requirement of the draft and final work plan is appropriate.

A list of employees, inclusive of their educational certificates and licenses shall also be

portrayed in the work plan. The NFE may require usage of the onsite contractor for logistics, vehicles, building access and other site-specific support. The services the NFE intends to subcontract from the installation support contractor or other logistics contractors in the state shall be described in the draft work plan and identified as subcontract actions.

Scientific support for the methods of selection for the implementation of invasive plant surveys and any suggestive implementation of plant control actions shall be depicted in the work plan. The survey methods, design and approach shall result in a census of the entire installation for the presence of invasive plants. The approach proposed and methods selected shall be repeatable.

All Personal Protective Equipment (PPE) required for the project shall be identified within the work plan. The work plan shall also include a section entitled “safety” where the NFE lays out how project safety hazards will be eliminated or mitigated. The safety section of the work plan shall identify what PPE will be used during the project.

Prior to implementation of field work, the NFE shall apply and obtain all federal and state permits required for the proposed work. Copies of draft permit applications and final permits shall be included in the draft and final work plan. The work plan shall identify and include sources of peer reviewed literature which depicts how successful the selected survey methods and deterrents have performed elsewhere in the world. Any equipment used for mapping, surveying, applying herbicides, shall have the model and vendor of the equipment included in the work plan. The work plan contents shall defend and explain the NFE’s selected scientific approach for the methods used to implement tasks in this SOW. An itemized list of all equipment and the purchase price shall appear in the draft and final workplan.

The survey design shall be outlined in the draft work plan. The USAF anticipates repeating the survey in future years; thus, the survey design and methodologies shall be clear, easily repeatable, and memorialized using high quality maps, detailed descriptions, GIS and peer reviewed methodologies.

A Draft Work Plan shall be submitted to the government within 30 calendar days of award date. The government shall be afforded a 14-calendar day review period and shall provide the NFE with comments to utilize for finalization of the document. In the event the government awards options within this SOO, the NFE shall be responsible for updating the work plan and issuing to the government prior to initiation of efforts as described in the options as described in this SOO.

### 3.2. TASK 2: FINAL WORK PLAN

The NFE shall utilize the government comments to make final edits and changes to the work plan. A response to each government comment shall be documented by the NFE within a response to comment matrix, which shall be submitted alongside the Final Work Plan. The NFE shall submit a Final Work Plan with accompanying populated response to comment matrix 21 calendar days after receipt of government comment. The NFE is not permitted to

begin field work until the PRSC has approved the work plan and the manner by which all comments have been addressed.

Cost injuries born by delays caused by the NFE are the responsibility of the NFE to absorb. Modifications will not be carried out for late submittals.

### 3.3. TASK 3: DRAFT FIELD SURVEY REPORT

After completion and approval of the Final Work Plan is documented, the NFE shall proceed to utilize awarded funds to complete field survey work at EAS. Submittal of All Site arrival notices, and Civilian Aircraft Landing Permits are the requirement of the NFE for trip planning. During site visits the NFE shall coordinate with base operations site contractor on safety procedures required while conducting work on PRSC installation.

In the event the NFE does not possess a vehicle, the NFE shall be required to arrange for its own transportation with the site contractor well ahead of departure to the island. The PRSC does not have a government vehicle to provide to the NFE at no cost.

During field surveys the following data shall be recorded:

- Track log of the survey teams search paths,
- GPS location of any invasive plants observed,
- List of all plant species observed, and
- Mapping of all vegetation types using high quality GIS technology.

All GIS data collected during this project shall meet the format and definition identified within Reference C. Upon completion of field duties, the awardee shall summarize all findings into a report. The report shall display current maps of vegetation types on EAS, and specific maps of any invasive plant or grass populations mapped while on island. The report shall provide advice to land managers on how to address any invasive plant or grass populations mapped. The Draft Field Survey report shall utilize the format used in Reference D in this SOW. The Draft Field Survey Report shall be submitted to the government no later than 2 months after the return date of travel from the field effort to collect data. The government shall be afforded a 14-calendar day review period.

### 3.4. TASK 4: FINAL FIELD SURVEY REPORT

The government shall provide the NFE with comments nested within a response to comment matrix within 14 calendar days of draft report receipt. The NFE shall utilize the comments to make necessary changes to the document. The NFE shall submit the Final Summary Report to the government within 21 calendar days of receipt of comment. GIS data shall be submitted alongside the Final Field Survey Report.

### 3.5. OPTION TASK 5: DRAFT INVASIVE PLANT CONTROL REPORT

Within 6 months of award of Option Task 5, the NFE shall utilize option award funds to travel to EAS and implement and apply invasive control techniques to all invasive plant or

grass populations discovered during completion of Tasks 1 - 4 of this SOO. The efforts implemented during this task on the island shall be specific to those populations of invasive grass or plants reported under Task 4.

Control or eradication of invasive plants or grasses during completion of OPTION TASK 5 shall be conducted by the NFE in accordance with EPA labels for any and all herbicides. The efforts to control or eradication invasives during execution of the additional field expedition funded by this option shall be documented within a report. The draft Invasive Plant Control Report shall be submitted to the government 180 calendar days after award of option Task 5. The Draft Invasive Plant Control Report shall include photocopies of all applicator licenses of any and all applicators, a total amount of herbicide deployed, the methods for application, and maps depicting the location of all treatments, including non-herbicide-based methods. The government shall be afforded a 14-calendar day review period.

### 3.6. OPTION TASK 6: FINAL INVASIVE PLANT CONTROL REPORT

The government shall provide the NFE with comments nested within a response to comment matrix within 14 calendar days of draft report receipt. The NFE shall utilize the comments to make necessary changes to the document. The NFE shall submit the Final Invasive Plant Control Report to the government within 21 calendar days of receipt of comment. GIS data shall be submitted alongside the Final Invasive Plant Control Report.

### **QUALIFICATIONS**

Primary field biologist shall have at least five years of Alaska plant identification experience; a subset of that experience shall include at least two years of searching or surveying for the presence of invasive species in the state of Alaska.

### **TASK SPECIFIC DELIVERABLES**

- Draft and Final Work Plans
- Draft and Final Field Survey Reports

### **SUPPLIES AND LOGISTICS**

All supplies, materials, and shipments required to complete the tasks in this SOO must be purchased by the NFE. There is no government-provided equipment for this project. Shipping of any materials necessary for the project shall be done so at the cost of the NFE and will be done via barge or air cargo movements to the PRSC sites. In the event the NFE wishes to ship using DOD shipment services, the awardee shall apply for airlift Customer Identification Code (CIC) and transportation account code (TAC) in order to utilize air cargo shipping and processing of payments.

This NFE is responsible for all project demobilization and clean up after completion of tasks and site visits. Early coordination with the USAF PRSC program management office and the PRSC Air Support Squadron regarding site visits is advised.

NFE is responsible for populating and submitting site arrival notices in a timely manner.

Many contractors using the PRSC sites utilize services from the Base Operations Contractor, including but not limited to vehicle rental, taxi services, tool rental, shipping services.

#### **NOTIFICATION REQUIREMENTS**

The NFE is required to populate and submit all travel and access requirements as depicted in Reference B. On critical issues, oral notification should be made immediately, followed by written notification as soon as practical. Prior to outside regulatory communications with the U.S. Fish and Wildlife Service (USFWS) or other permitting agent, the NFE shall coordinate with the government. All site arrival notices, civilian landing permits, and other access document shall be submitted by their advertised deadlines.

#### **MASTER DELIVERABLE SCHEDULE**

| <b>Deliverable Title</b>                            | <b>Submission Schedule</b>                                                            |
|-----------------------------------------------------|---------------------------------------------------------------------------------------|
| Task 1 - Draft Work Plan                            | 30 calendar days after award date.                                                    |
| Task 2 - Final Work Plan                            | 14 calendar days after receipt of govt comment                                        |
| Task 3 - Draft Field Survey Report                  | 15 months after award date.                                                           |
| Task 4 - Final Field Survey Report                  | 21 calendar days after receipt of govt comment                                        |
| Option Task 5 – Draft Invasive Plant Control Report | 180 calendar days after award of option Task 5                                        |
| Option Task 6 – Final Invasive Plant Control Report | 21 calendar days after receipt of govt comment on Draft Invasive Plant Control Report |

#### **MEDIA CONTACT AND PUBLICATION OF DATA**

All reports and data generated under this contract are the property of the government and distribution by the NFE to any source, unless previously authorized by the 611 CES, is prohibited. The NFE shall not make available to the news media or publicly disclose any data generated or reviewed under this contract. When approached by the news media, the NFE shall refer them to the CO for response. Project reports and data generated under this contract shall become the property of the government and distribution to any other source by the NFE is prohibited. In the event the NFE decides to publish findings which utilize field data from this award, the awardee agrees to share a draft version of the publication with the 611 CES Technical POC prior to submitting to a journal body. The government reserves the right to review the NFE's proposed publications and approve or deny publication of data collected subject to the provisions of the Freedom of Information Act (FOIA). As such all data produced as a result of project work is accessible to the public unless specifically exempted under FOIA due to personal privacy, national security, and/or law enforcement.

#### **4. GOVERNMENT FURNISHED MATERIALS OR PROPERTY**

The government will provide maps, INRMP, master plans, and previous reports relevant to this Cooperative Agreement.

Government-furnished materials or property is governed by 2 C.F.R. Part 200.312, which states that a) Title to federally-owned property remains vested in the Federal government.

The non-Federal entity must submit annually an inventory listing of federally-owned property in its custody to the Federal awarding agency. Upon completion of the Federal award or when the property is no longer needed, the non-Federal entity must return the property to the Federal awarding agency for further Federal agency utilization.

5. **OPTIONS:** As discussed in Sections 3.5, 3.6, and 6.2 below, two optional tasks are anticipated to support this project.

6. **PERIOD OF PERFORMANCE**

6.1. **Base Task:** The base task award period of performance is anticipated to be 18 months from date of award.

6.2. **Optional Tasks:** **Two** optional tasks, if awarded, are anticipated to be completed within the base task award period of performance.

7. **COORDINATION**

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8. **DELIVERABLES**

The NFE shall follow the deliverable submittal schedule as outlined below. Submit draft documents (two hard copies plus an electronic copy) for Government review, allowing at least 14 days for the review period. The drafts shall be complete, including all tables, graphics, and narrative. Final documents shall be submitted with accompanying populated response to comment matrix 21 calendar days after receipt of government comment. Final submittals should include electronic deliverables on a compact disk (GIS files, the files used to prepare the report in their native formats, and a PDF of the entire report). GIS deliverables must conform Reference C.

| <b>Deliverable Title</b>                            | <b>Submission Schedule</b>                              |
|-----------------------------------------------------|---------------------------------------------------------|
| Task 1 - Draft Work Plan                            | 30 calendar days after award date.                      |
| Task 2 - Final Work Plan                            | 14 calendar days after receipt of govt comment          |
| Task 3 - Draft Field Survey Report                  | 15 months after award date.                             |
| Task 4 - Final Field Survey Report                  | 21 calendar days after receipt of govt comment          |
| Option Task 5 – Draft Invasive Plant Control Report | 180 calendar days after award of option Task 5          |
| Option Task 6 – Final Invasive Plant Control Report | 21 calendar days after receipt of govt comment on Draft |

- 8.1. Progress Reports - The NFE shall submit quarterly progress reports via email to summarize work completed to date, work anticipated in the next quarter, and any concerns or recommendations. The report shall be due as of the last day of the third month (**quarterly**) and shall be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the quarterly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.
- 8.2. Monthly Progress Agenda, Reports & Meeting Minutes - One typed report describing progress on the project. The report shall be due two days before the scheduled monthly meeting and shall be transmitted via electronic mail. Meeting minutes are due within 2 days following the monthly meeting to include a summary of action items.
- 8.3. Annual Inventory – Federally owned property - an annual inventory listing Federal property (to include description of the property, a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE – SWF and the EAS and AFCEC Natural Resource Managers.
- 8.4. Annual Inventory – Acquired Property (purchased with funding from award) - property records must be maintained that includes description of the property, serial number or other identification number, source of funding, who holds title, acquisition date, cost of property, percentage of Federal participation in project costs, location, use and condition of property, and ultimate disposition including date of disposal and sale price. A physical inventory must be taken, and results reconciled every two years. Copies of the inventory to be sent annually to USACE – SWF and the EAS and AFCEC Natural Resource Managers.
- 8.5. Draft Final Project Reports – See each task for task specific reports. Electronic copies of draft final reports should be submitted no later than one month before end of the project. **All draft deliverables shall be reviewed by an experienced editor to fix any editorial issues.** At a minimum, the reports shall contain an executive summary, introduction, methods, results, discussion, and recommendations section. Each report shall summarize work accomplished for the Task. EAS and AFCEC Natural Resource staff will review and provide comments ***within 14 calendar days after receipt.***
- 8.6. Final Project Reports – See each task for task specific reports. **All final deliverables shall be reviewed by an experienced editor to fix any editorial issues.** Electronic copies of the final report, incorporating EAS and AFCEC comments on the draft shall be submitted no later than 21 days after receipt of the VAFB and AFCEC comments.
- 8.7. Project Schedule and Work Plan – Provide an electronic copy of a work plan and project schedule in table format that includes all tasks. Shall be concise yet communicate what will be performed and when. The schedule shall break down the work into sections with associated timetables. Document shall be reviewed at the monthly meetings to ensure we are on schedule.

8.8. GIS Deliverables – All tasks shall have at least one and likely several GIS deliverables that include all data layers used to create any and all maps within submitted deliverables. GIS deliverables shall include all new data collected throughout the course of the project. Draft GIS deliverables shall be submitted with draft reports that include their data, with final reports and GIS info submitted together. GIS deliverables must follow Air Force geospatial data standards, an adaptation of the SDSFIE 3.1x data model, as described in the data layer specifications (DLS)). Deliverables must comply with the latest version which are updated annually. All metadata associated with data layers must meet the Federal Geographic Data Committee (FGDC) Content Standard for Digital Geospatial Metadata (CSDGM) revised in June 1998. Metadata must also include all content stated in the metadata section of each layer's DLS, which includes layer specific verbiage for attribute fields and definitions.

Additional requirements include:

9.8.1 All submitted data must use at least one of the pre-defined 50 Natural Resource DLS listed below and most likely at least two. NFE shall review the complete list before field work begins to identify which layers are needed and identify them in the Annual Work Plan. Note that the collection of “negative” data is as important as “positive” data. Survey areas are a key part of the data set even if target species are not detected. [A =area, L = line, P = point.]

- 9.8.1.1 AgriculturalTract\_A
- 9.8.1.2 CoastalZoneMgtArea\_A
- 9.8.1.3 DispersedRecArea\_A
- 9.8.1.4 EssentialFishHabitat\_A
- 9.8.1.5 FaunaIncidentPoint\_P
- 9.8.1.6 FireArea\_A
- 9.8.1.7 FireBreakLine\_L
- 9.8.1.8 FloodPlainArea\_A
- 9.8.1.9 ForestCompartment\_A
- 9.8.1.10 ForestMgtArea\_A
- 9.8.1.11 ForestProductHarvest\_A
- 9.8.1.12 ForestStand\_A
- 9.8.1.13 FuelBreakLine\_L
- 9.8.1.14 FuelMgtArea\_A
- 9.8.1.15 HabitatProtectiveZone\_A
- 9.8.1.16 HazSuppressionArea\_A
- 9.8.1.17 HistoricRiverAlignment\_L
- 9.8.1.18 LandCover\_A
- 9.8.1.19 NatResRecFeature\_P

|          |                              |
|----------|------------------------------|
| 9.8.1.20 | NatResRestReclProj_A         |
| 9.8.1.21 | NatResRestReclProj_P         |
| 9.8.1.22 | NatResSurvey_A               |
| 9.8.1.23 | NatResSurvey_L               |
| 9.8.1.24 | NatResSurvey_P               |
| 9.8.1.25 | NoxiousOrInvasiveSpecies_A   |
| 9.8.1.26 | NoxiousOrInvasiveSpecies_L   |
| 9.8.1.27 | NoxiousOrInvasiveSpecies_P   |
| 9.8.1.28 | PrescribedBurnUnit_A         |
| 9.8.1.29 | RecNatureTrail_L             |
| 9.8.1.30 | SoilSurveyArea_A             |
| 9.8.1.31 | SpecialMgtArea_A             |
| 9.8.1.32 | SpecialStatusSpecies_A       |
| 9.8.1.33 | SpecialStatusSpecies_L       |
| 9.8.1.34 | SpecialStatusSpecies_P       |
| 9.8.1.35 | SpeciesArea_A                |
| 9.8.1.36 | SpeciesPoint_P               |
| 9.8.1.37 | SpeciesSpecificHabitat_A     |
| 9.8.1.38 | SpeciesSpecificHabitat_L     |
| 9.8.1.39 | SpeciesSpecificHabitat_P     |
| 9.8.1.40 | SurfaceRiparianArea_A        |
| 9.8.1.41 | Vegetation_A                 |
| 9.8.1.42 | WaterBody_A                  |
| 9.8.1.43 | WatercourseLine_L            |
| 9.8.1.44 | WaterFeature_A               |
| 9.8.1.45 | Watershed_A                  |
| 9.8.1.46 | Wetland_A                    |
| 9.8.1.47 | Wetland_L                    |
| 9.8.1.48 | Wetland_P                    |
| 9.8.1.49 | WildlandUrbanInterfaceArea_A |
| 9.8.1.50 | WildlifeMgtArea_A            |

9.8.2 An empty, SDSFIE 3.1x compliant ArcView geodatabase is available for use as is an excel data dictionary. Absolutely no changes may be made to the structure.

All formatting and attributes must align with the current template in order to be accepted by the AF and transferred to the official geodatabase. NFE shall discuss any concerns with the Base Geodatabase Manager and AFCEC Edwards ISS before work begins to find work-arounds where fields aren't available to collect needed data.

- 9.8.3 NFE shall submit a geodatabase that includes only new data rows or existing data rows that have been changed so that they may easily be added to the official geodatabase.
  - 9.8.4 NFE shall populate all fields within the tables. All data should comply with the DLS which often includes tables of available choices for each field. An excel data dictionary is also available.
  - 9.8.5 NFE shall identify data errors for any DLS that they use and submit them with the final deliverables so that the AFCEC Edwards ISS may work to change them in the next standards update. This shall include formatting restrictions that limit usefulness of existing fields or missing fields.
  - 9.8.6 NFE shall ensure that any interrelated data layers are updated for any newly created data. For instance, if new wetlands are identified (Wetland\_A) and suitability for listed branchiopods is determined during the survey, the corresponding data needs to be updated in the species layer as well (SpecialStatusSpecies\_A). Even if suitability is not determined, the new wetland needs to be added to the species layer and noted as unknown suitability.
9. This cooperative agreement may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

Any resulting cooperative agreement will be subject to and NFE shall comply with 2 CFR 200.313 "Equipment", 200.314 "Supplies", and 200.315 "Intangible Property" which includes use of research data.

## 10. REFERENCES

Reference A. 2020 USAF PRSC Remote Sites INRMP  
Reference B. EAS FY20 BASE SUPPORT LETTER  
Reference C. AFCEC GIS Standard  
Reference D. 2018 Journal of Wildlife Management Publication Format and Guidelines

[End of SOO]