DEPARTMENT OF THE ARMY
FORT WORTH DISTRICT, CORPS OF ENGINEERS
P.O. BOX 17300
FORT WORTH, TX 76102-0300

REQUEST FOR STATEMENT OF INTEREST
Number W9126G-22-2-SOI-3027

Applicants must be a member in one of the Cooperative Ecosystem Studies Units (CESU):
Gulf Coast / Colorado Plateau / Great Plains CESU Regions

Project Title: Conservation Branch, Environmental Natural Resources Management Division, Directorate of Public Works, Joint Readiness Training Center and Fort Polk, Louisiana

Responses to this Request for Statements of Interest will be used to identify potential investigators for this project. Approximately **$420,300** is expected to be available to support this project for the **base year**. Additional funding may be available for additional tasks and/or follow on work in subsequent fiscal years to the successful Recipient/Awardee.

Background:

Provide support to the Fort Polk, Cultural Resources Program activities including curation.

Type of Award: 10 U.S.C. § 2684 Cultural Resources, Delegation of Authority under Title 10 United States Code

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.

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 federal partner and the nonfederal partner when carrying out the activities specified in the project agreement. The exact nature of the government's involvement will be defined in the statement of objectives, issued with a request for full proposal.

As a result, it is anticipated that a cooperative agreement through the CESU program will be awarded. Such awards 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%).

NOTE: Must be a non-federal partner in one of the Cooperative Ecosystem Studies Units (CESU), Gulf Coast / Colorado Plateau / Great Plains Regions to be qualified for considiration.

Brief Description of Anticipated Work:

This research focuses on technical Cultural Resource services to allow Fort Polk to remain in compliance with regulatory mandates while carrying out military missions.

 "See Attached Statement of Objectives"

NOTE: At this time we are only requesting that you demonstrate available qualifications and skills for performing similar or same type of work. You will be evaluated for request for a proposal based on skills and qualifications demonstrated in your SOI. **For detailed Criteria and qualifications please see the Statement of Objectives attached to this posting.**

Period of Performance.   The base year of agreement will extend 12 months from date of award. There will be four 12 month option years based on availability of funding.

Materials Requested for Statement of Interest/Qualifications:

Please provide the following via e-mail attachments (Maximum length: 2 pages, single-spaced 12 pt. font).

1.   Name, Organization, Cage Code, Duns number, and Contact Information (Email)
2.   Brief Statement of Qualifications (including):
     a. Biographical Sketch,
     b. Relevant past projects and clients with brief descriptions of these projects,
     c. Staff, faculty or students available to work on this project and their areas of expertise,
     d. Any brief description of capabilities to successfully complete the project you may wish to add (e.g. equipment, laboratory facilities, greenhouse facilities, field facilities, etc.).

Note: A full study proposal and proposed budget are NOT requested at this time.

Review of Statements Received: All statements of interest received will be evaluated by a board comprised of one or more people at the receiving installation or activity, who will determine which statement(s) best meet the program objectives. Based on a review of the Statements of Interest received, an investigator or investigators will be invited to prepare a full study proposal. Statements will be evaluated based on the investigator's specific experience and capabilities in areas related to the study requirements.

Please send responses or direct questions to:

Sandy Justman
Grants Specialist
USACE, Fort Worth District
Email: **Sandra.justman@usace.army.mil**
Office: 817-886-1073

Kathy Mitchell
Project Manager
USACE, Regional Planning and Environmental Center (RPEC)
Email: **kathy .s.mitchell@usace.army.mil**
Office: 817-886-1709

Timeline for Review of Statements of Interest: RSOI's required to be posted on www.Grants.gov for 30 days, prior to the Government making a decision and requesting full proposals. Responses are due by 5:00 P.M., Central Time, on **7 JULY 2022**.

[End of RSOI]
[See attached Statement of Objectives]

Fort Polk Cultural Resources Program Support

For
Conservation Branch, Environmental Natural Resources Management Division,
Directorate of Public Works, Joint Readiness Training Center and Fort Polk, Louisiana

1. PURPOSE

1.1. The Joint Readiness Training Center (JRTC) and Fort Polk environmental program ensure military mission activities are conducted in compliance with all applicable environmental laws, regulations and policies. Article I B of the master agreement states the objectives of the CESU are to: provide research, technical assistance and education to federal land management, environmental and research agencies and their potential partners; develop a program of research, technical assistance and education that involves the biological, physical, social sciences needed to address resource issues and interdisciplinary problem-solving at multiple scales and in an ecosystem context at the local, regional, and national level; and place special emphasis on the working collaboration among federal agencies and universities and their related partner institutions.

1.2. This work requires up to five and one quarter (5.25) onsite support personnel located at JRTC and Fort Polk, Louisiana: (Lead Archaeologist, Curation Specialist, Staff Archaeologist, and staff to assist).

1.3. The work shall involve: Implementation of the Integrated Cultural Resources Management Plan (ICRMP). This implementation requires adherence to the ICRMP and the subservient Standard Operating Procedures (SOPs) which detail management activities, data collection, storage, and reporting requirements within the plan.

1.4. In agreement with goals stated within the JRTC and Fort Polk ICRMP, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to conduct professional and technical support for the Integrated Cultural Resources Management Plan (ICRMP), National Historic Preservation Act (NHPA), Archaeological Resources Protection Act (ARPA), Native American Graves Protection and Repatriation Act (NAGPRA), and National Environmental Policy Act (NEPA) programs within the JRTC and Fort Polk Directorate of Public Works (DPW), Environmental and Natural Resources Management Division (ENRMD), Conservation Branch (CB) located at Fort Polk, Louisiana. The scope of this agreement includes supporting the program manager (PM) through various program management duties including but, not limited to necessary services required to provide technical support for the JRTC and Fort Polk ICRMP, NHPA, ARPA, NAGPRA, and NEPA programs.

2. PROJECT LOCATION AND BACKGROUND

2.1. The project area covered under this statement of objectives is within Fort Polk, Louisiana, United States. The Environmental and Natural Resources Management Division (ENRMD) at Fort Polk, Louisiana is responsible for assisting to the Installation in complying with a broad range of environmental laws and regulations. Fort Polk is the home of the JRTC, which trains and prepares a combat ready, globally responsive Total Force in order to build and sustain readiness to meet Combatant Command requirements. The JRTC accomplishes its mission by providing superior training to the home station tenants and deployable combat units, while supporting up to 12 annual JRTC rotations. JRTC-Fort Polk is comprised of Department of Defense and U.S. Forest Service permitted training lands totaling approximately 243,964 acres (98,125 USFS permitted acres), but may also utilize other federal, state, or private land several hundred miles from the Installation.

2.2. The Conservation Branch consists of multiple program areas including Cultural Resources Management, Pest Control, Endangered Species Management, NEPA compliance, and Natural Resources Management. The programs are managed in accordance with approved management plans, including the Installation Natural Resources Management Plan (INRMP), the Endangered Species Management Plan (ESMP), the ICRMP, and the Installation Pest Management Plan (IPMP). Supporting each of these major program plans are Standard Operating Procedures (SOPs) for carrying out the specific management activities. Implementation of the management plans and supporting SOPs help to ensure compliance with environmental laws and regulations; maintenance of quality training lands on Fort Polk to accomplish JRTC and Fort Polk's critical military mission on a sustained basis; and natural resources conservation measures and Army military mission activities are integrated and consistent with federal stewardship requirements.

3. AUTHORITY

3.1. The recipient/cooperator shall perform all necessary work, supporting Fort Polk in understanding and meeting its cultural resource requirements and in accordance with the National Historic Preservation Act of 1966, as amended (NHPA), National Environmental Policy Act of 1969 (NEPA), the Archaeological Resources Protection Act (ARPA), the Native American Graves Protection and Repatriation Act (NAGPRA), and the Fort Polk Integrated Cultural Resources Management Plan (ICRMP).

3.2. 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 manager.

3.3. 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 (DoD) 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 as accepted in the Master MOU for the establishment and continuation of the CESU program Article II 1-4 and Article VI 1-7. The installation further (hence DoD) agrees to provide substantial involvement as directed under Article II (A) Great Plains W9126G-10-2-2010, Gulf Coast W9126G-12-2-0019 and Great Rivers W9126G-13-2-0015 to include but are not limited to, the following:

- Coordinate research activities with other installation entities.
- Technical assistance and guidance in project decisions such as methodology and species targeted. Close daily monitoring during performance.
- Involvement in technical decisions such as methodology.
- Participation in status meetings including kick off meeting and annual budget reviews.

4. **KNOWLEDGE OF GOVERNMENT POLICY and REGULATIONS**
   4.1. The Cooperator Agrees to have an in-depth knowledge of AR 200-1 as it applies to Fort Polk. AR 200-1 is a site-specific document to Fort Polk that compiles and documents compliance and other environmental performance regulations into one consolidated document. The Directorate of Public Works (DPW) is the proponent agency for AR 200-1 at Fort Polk and provides policies for key environmental programs, which are described in this document for JRTC and Fort Polk.

   4.2. The Cooperator Agrees to have a complete understanding of the JRTC & Fort Polk Cultural Resources Management section and laws and regulations as they apply specifically to Fort Polk, including but not limited to, NAGPRA, ARPA and NHPA. The Cooperator shall have knowledge and experience with curating archaeological artifacts in compliance with 36 Code of Federal Regulation (CFR) 79 and Louisiana State Curation Guidelines. Cooperator shall provide a qualified archaeological crew, experienced in various types of archaeological fieldwork, including monitoring for quality control. Cooperator shall be experienced at reviewing draft and final archaeological reports and National Environmental Policy Act (NEPA) documents and will be required to work closely with the Fort Polk NEPA Team, with Fort Polk archaeological crews, National Park Service (NPS), State Historic Preservation Office (SHPO), United States Forest Service (USFS), and other state and federal agencies on cultural resources issues. Cooperator will be required to work with various federally recognized tribal groups to foster government to government relations.

5. **DESCRIPTION OF OBJECTIVES**

As shown in TABLE 1-1 below, there are two (2) Basic Tasks and five (5) Optional Tasks associated with the scope of this work.

The two (2) Basic Tasks include Tasks 1 and 2. Each of these tasks are required and will be funded each year.

The five (5) Optional Tasks include Tasks 3, 4, 5, 6, and 7. Each of these Optional tasks may be funded each year depending on project conditions and needs.

Each task has extensive scope elements comprised of multiple objectives, technical tasks, and technical subtasks that are described in the sections below. Technical qualifications and required deliverables are also described in detail for each task in the following sections.

TABLE 1-1 TASKS* and EXECUTIONAL OPTIONS**					
	Base Year	**Option Year 1**	**Option Year 2**	**Option Year 3**	**Option Year 4**
TASK 1 – Lead Archaeologist	*	*	*	*	*
TASK 2 – Curation Support	*	*	*	*	*
TASK 3 – Field Archaeology Support	**	**	**	**	**
TASK 4 – NAGPRA and Heritage Website Support	**	**	**	**	**
TASK 5 – Archaeological Assistance 1	**	**	**	**	**
TASK 6 - Archaeological Assistance 2	**	**	**	**	**
TASK 7 – Staff Archaeology Support Temporary	**	**	**	**	**
*Basic Task to be funded each year. **Optional Tasks – May be funded at any time each year while the agreement is active.					

NOTE – All photographs and GIS Data must be reviewed in accordance with Fort Polk Policies and approved by the appropriate Fort Polk personnel prior to any publication or sharing outside of the government. Policy details and information for sharing photos or GIS information will be provided to the recipient during the project kick-off meeting. In addition, see section on page 24 of this document for points of contact.

5.0 TASK 1: LEAD ARCHAEOLOGIST

5.1.1   Level of Effort. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation Branch (CB) in implementing management guidelines of the ICRMP. Due to the nature of this project, it may be necessary to provide support outside of normal business hours for special project/event requests and to facilitate collection of archaeological data in remote military readiness training areas. Anticipation for completion of TASK 1 is (1) Full Time Equivalent (FTE) annually.

5.1.2   Qualifications. Minimum qualification for TASK 1 is a MA or MS in Anthropology or Archaeology. Must meet the Secretary of Interior's standards for qualification as a Principal Investigator for archaeological projects. Knowledge of the archaeology of Louisiana or the southeast is strongly preferred. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid Louisiana driver's license. Ability to pass a background investigation. Background check may include, but not limited to, criminal history, national sex offender search, and motor vehicle history. Ability and experience to implement techniques for excavation, artifact identification, artifact analyses, site mapping, technical report writing, and GPS use. Ability and practical experience with utilizing Geographic Information System (GIS) using ArcMap is a necessity. Ability to obtain appropriate training certifications required to achieve all duties herein.

5.1.3   Initiate Kick-Off Meeting. Conduct a formal kick-off meeting at the beginning of the agreement to discuss deliverables, progress reports, performance goals, and management with the installation.

5.1.4   Coordination with Installation/ Environmental Program Personnel. Assist with ICRMP program planning and oversight in coordination with the government ICRMP Program Manager (PM). Assist with execution aspects of monitoring and managing ICRMP activities and projects to include fieldwork, curation, and office work In Accordance With (IAW) CB approved ICRMP Standard Operating Procedure (SOP) timelines and cooperative agreements. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Natural Resources Program, Integrated Pest Management Program, National Environmental Policy Act (NEPA) Program, other ENRMD branches and other Fort Polk directorates.

5.1.5   Assist with Regulatory Compliance and Consultation. Assist the ICRMP Program with compliance reviews related to NHPA, NEPA, NAGPRA, ARPA, and other cultural resources laws and regulations. This assistance includes support consultation with the State Historic Preservation Office (SHPO), Native American Tribes, and other consulting parties. Additionally, this assistance includes conducting report and site form reviews, and providing

comments after completion of those reviews, compiling data for annual ICRMP updates, compiling data for annual reporting to consulting parties, and reviewing and editing NAGPRA SOPs based on changing regulations and Tribal comments.

5.1.6   Administrative Support. Collaborate with the CRM and participate in meetings, briefings, presentations, and administrative tasks related to the ICRMP. Assist with reporting requirements and be prepared to serve as a lead representative to meet project objectives.

5.1.7   Principal Investigator for Archaeological Projects. Collaborate with the Cultural Resources Manager (CRM) on archaeological projects by being a Principal Investigator and ensuring all associated fieldwork, lab work, and administrative work is completed. Report the status of projects to the CRM.

5.1.8   Serve as the GIS Specialist for the Cultural Resources Program. Complete GIS data input, consolidation, organization, and cataloging. This includes ensuring that a GIS SOP is edited and followed in a manner that will support easy access and provide a better understanding of metadata associated with cultural resources GIS files. Data received from outside organizations or produced internally will be reviewed for accuracy/format, compatibility, and incorporated into the Cultural Resources GIS data.

5.1.9   ICRMP Editing and Development. Collaborate with the CRM to edit the ICRMP annually and conduct a more extensive ICRMP revision for distribution/consultation once every 5 years.

5.1.10 ICRMP Support. Collaborate with the CRM on other tasks related to the ICRMP as needed. Duty location may vary between the area of the Cultural Resources Office and the Museum depending on DPW-Environmental requirements.

5.1.11 Outreach and Training. Collaborate with the CRM on outreach efforts such as the Heritage Family Program, Archaeology Month, and Native American Heritage Month, and other events as needed. Complete all necessary Non-federal Employee (NFE) training in a timely manner (See Appendix B, NFE Training). Participation in special training and technical conferences to allow technical team members to gain additional knowledge and professional skills is encouraged.

5.1.12 Equipment Inventory and Maintenance. Assist with inventory of ICRMP Program equipment, hand receipts and key control protocols in accordance with 2 CFR and the Terms of this Agreement. Appropriately maintain equipment, vehicle(s) and facility(s).

5.1.13 Special Events and Requests. Support special events and requests which includes, but is not limited to, special projects, tours for veteran soldiers (e.g., WWII/Vietnam), reports, and other support functions.

5.1.14 Maneuver Damage and Recording. In accordance with established SOPs serve as a team member and inspector for the Installation's Maneuver Damage Program. Perform maneuver damage inspections after training events and major training rotations to determine the extent, location, and degree of natural resources damages. Compile and report damages to the Maneuver Damage Coordinator with determination of preferred remediation and coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions, and DPTMS to implement repairs. Participate in all maneuver damage events beginning E+1 through completion. Furnish report(s) and accurate Maneuver Damage field data sheets to the Maneuver Damage Coordinator as applicable. Comply with all due dates and report/map formats that are established.

5.1.16 Deliverables. TASK 1 deliverables are provided in the table below for LEAD ARCHAEOLOGIST.

DELIVERABLES FOR TASK 1, LEAD ARCHAEOLOGIST.	
Deliverable 1	Compliance documentation (NEPA reviews, Section 106 reviews, etc.) as needed.
Deliverable 2	Cultural Resources GIS SOP annual updates.
Deliverable 3	Organization (in accordance with the GIS SOP) of Cultural Resources GIS files.
Deliverable 4	Annual ICRMP review and updates.
Deliverable 5	All deliverables required by the Louisiana SHPO and Fort Polk after survey/testing fieldwork, such as report, site forms, coding forms, GIS data, curation catalog, curated artifacts, and all other notes and documents connected to the project(s).
Deliverable 6	Complete Annual Required Army Trainings.
Deliverable 7	Monthly incorporation of new GIS data from contractors, internal staff, and other sources into the Cultural Resources GIS.
Deliverable 8	Annual incorporation of newly georeferenced historical maps or aerials obtained.
Deliverable 9	Annually review Cultural Resources SOPs and work with the CRM to identify those that need to be created or edited. Ensure completion/editing of one SOP per year.
Deliverable 10	Serve as member of Maneuver Damage Program; Compile and report damages to Maneuver Damage Coordinator IAW established SOPs; and Participate in all maneuver damage events beginning E+1 through completion.
Deliverable 11	Conduct a Kick-Off Meeting at the beginning of this Agreement.

5.2 TASK 2: CURATION SUPPORT

5.2.1 Level of Effort. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation Branch in implementing curation guidelines of the ICRMP and 36 CFR 79. Due to the nature of this project, it may be necessary to provide support outside of normal business hours for special project/event elements and to facilitate collection of archaeological data in remote training areas. Anticipation for completion of TASK 2 is (1) Full Time Equivalent (FTE) annually. Additional assistance that can help speed up accomplishment of TASK 2 is shown under the OPTIONAL TASKS listed below.

5.2.2 Qualifications. Minimum qualification for TASK 2 is a BA or BS in Anthropology or Archaeology with five or more years of experience with curation tasks. A MA or MS is preferred. Knowledge of the archaeology of Louisiana or the southeast is strongly preferred. Previous experience with curation of artifacts and lab work is a must, but previous experience being responsible for a Curation Facility in compliance with 36 CFR 79 is a plus since there are differences between preparing artifacts for curation and managing/caring/ensuring future research ability of those artifacts. Ability to conduct some fieldwork in rugged terrain and weather extremes as needed. Ability to obtain a valid Louisiana driver's license. Ability to pass a background investigation. Background check may include, but not limited to, criminal history, national sex offender search, and motor vehicle history. Ability and experience to implement techniques for accessioning collections, organizing collections for future research and better management, preserving collections under proper conditions, and maintaining proper preservation/stabilization conditions in curation facilities using National Park Service guidelines and 36 CFR 79. Ability to obtain appropriate training and certifications required to achieve all duties herein.

5.2.3 Coordination with Installation/ Environmental Program Personnel. Assist with ICRMP program in coordination with the government ICRMP Program Manager (PM). Assist with execution aspects of ICRMP activities and projects to include fieldwork, curation, and office work In Accordance With (IAW) CB approved ICRMP Standard Operating Procedure (SOP) timelines and cooperative agreements. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Natural Resources Program, Integrated Pest Management Program, National Environmental Policy Act (NEPA) Program, other ENRMD branches and other Fort Polk directorates.

5.2.4 Curation Databases and Data Files. Assist the ICRMP Program with creation, maintenance, and updating of all curation databases and data files necessary to ensure adequate tracking/management/future research of all curated artifacts and documents. At least once annually, backup critical databases and data files. Data files not actively being updated (but that are still useful to

understanding the curation project) should be saved and archived annually as well. This may include contractor submitted data, previous curation databases, and other files that can help researchers/management staff better understand the collections.

5.2.5   Curation Room Organization, Oversight, and Inventory. Assist the ICRMP Program with organization, oversight, and inventory within the curation room. This includes efforts that may require assistance from volunteers or other internal staff. This includes but is not limited to: updating the catalog for the reference library and report library, cataloging or inventorying hard copy heritage documents/photos, cataloging or inventorying the digital heritage collection, cataloging/inventorying compliance and old project records, accessioning/re-accessioning collections as needed, cataloging or re-cataloging collections as needed, and organizing/cataloging historic maps, aerials, and hard copy photographs related to historic Fort Polk.

5.2.6   New Collections. Accession new collections and ensure those collections are up to state and federal standards in coordination with the CRM. Provide comments to the CRM on corrections that need to be made to the collections and/or conduct corrective measures internally. Enter new catalog data into the Fort Polk Curation Database and retain the contractor catalogs for future reference and research.

5.2.7   Digital Curation. Assist the ICRMP Program with curation of digital files such as catalogs, photographs, and historic documents. This includes developing and editing an SOP, identifying media formats and assisting in updating those formats for future use, and creating and implementing a backup schedule for digital data.

5.2.8   Display Creation, Editing, Maintenance, and Tracking. Create displays and edit/maintain/track existing displays. Develop loan forms for displays and track those loans and make internal staff aware of what loans exist as well.

5.2.9   Artifact Photographs/Scans. Assist the ICRMP Program with photographing artifacts such as identifiable projectile points, good examples of decorated ceramics, and examples of prehistoric and historic tools. Work with the CRM to organize those photographs/scans in a manner that will allow them to be displayed/researched easily and effectively.

5.2.10 Maneuver Damage and Recording. In accordance with established SOPs serve as an alternate team member and inspector for the Installation's Maneuver Damage Program. Perform maneuver damage inspections after training events and major training rotations to determine the extent, location, and degree of natural resources damages. Compile and report damages to the Maneuver Damage Coordinator with determination of preferred remediation and coordinate rotational

clean-up with engineering entities, DPW Engineering and Planning Divisions, and DPTMS to implement repairs. Participate in all maneuver damage events beginning E+1 through completion. Furnish report(s) and accurate Maneuver Damage field data sheets to the Maneuver Damage Coordinator as applicable. Comply with all due dates and report/map formats that are established.

5.2.11 Administrative Support. Assist the ICRMP Program with consultation, compliance recommendations, and other administrative tasks to support the program as needed.

5.2.12 Fieldwork Support. Assist the ICRMP Program with fieldwork projects, including providing in-field recommendations for artifact preservation and collecting as needed. This support may also include supporting internal staff by processing/cataloging new artifacts generated from internal surveys/testing projects.

5.2.13 Outreach and Training. Collaborate with the Cultural Resources Manager (CRM) on outreach efforts such as the Heritage Family Program, Archaeology Month, Native American Heritage Month, and other outreach events that may be scheduled with local schools and organizations. Complete all necessary NFE training in a timely manner (See Appendix B, NFE Training). Participation in special training and technical conferences to allow technical team members to gain additional knowledge and professional skills is encouraged.

5.2.14 Facility Management. Assist the ICRMP Program with facility management. Submit Service Orders for the building and the Curation Facility as problems become known that may impact the stability of the preservation environment.

5.2.15 ICRMP Support. Collaborate with the Cultural Resources Manager (CRM) on other tasks related to the ICRMP as needed. Duty location may vary between the area of the Cultural Resources Office and the Museum depending on DPW-Environmental requirements.

5.2.16 Equipment Inventory and Maintenance. Assist with inventory of ICRMP Program equipment, hand receipts and key control protocols in accordance with 2CFR and the Terms of this Agreement. Appropriately maintain equipment, vehicle(s) and facility(s).

5.2.17 Special Events and Requests. Support special events and requests which includes, but is not limited to, special projects, tours for veteran soldiers (e.g., WWII/Vietnam), reports, and other support functions.

5.2.18 Deliverables. TASK 2 deliverables are provided in the table below for CURATION SUPPORT.

DELIVERABLES FOR TASK 2, CURATION SUPPORT.	
Deliverable 1	Annually update and backup all active curation databases and spreadsheets. Annually backup all inactive curation databases and spreadsheets that may be of future use to the Curation Program.
Deliverable 2	Digital Curation SOP Updates, Digital Curation Database, and Backup Schedule.
Deliverable 3	Annually review Curation SOPs.
Deliverable 4	Complete Annual Required Army Trainings.
Deliverable 5	Create, update, and track cultural resources displays and place folder on the Conservation shared drive of all active loans.
Deliverable 6	Written update on progress of all curation tasks in the ICRMP quarterly.
Deliverable 7	New catalogs/inventories/drawer labels generated as part of the process to organize maps, aerials, hard copy photographs, compliance files, and the report/reference library.
Deliverable 8	Catalog of artifacts generated from internal survey/testing work, as needed.
Deliverable 9	Serve as member of Maneuver Damage Program; Compile and report damages to Maneuver Damage Coordinator IAW established SOPs; and Participate in all maneuver damage events beginning E+1 through completion.

5.3 TASK 3 (OPTION 1): STAFF ARCHAEOLOGY SUPPORT

5.3.1   Level of Effort. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation Branch in implementing work required in the ICRMP. Due to the nature of this project, it may be necessary to provide support outside of normal business hours for special project/event elements and to facilitate collection of archaeological data in remote training areas.   Anticipation for completion of TASK 3 is (1) Full Time Equivalent (FTE) annually.

5.3.2   Qualifications. Minimum qualification for TASK 3 is a BA or BS in Anthropology, Archaeology, or History with two or more years of experience with cultural resources work. Historic archaeology experience with a particular emphasis on military history and/or 19th – 20th century Southeastern United States history is strongly preferred. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid Louisiana driver's license.

Ability to pass a background investigation. Background check may include, but not limited to, criminal history, national sex offender search, and motor vehicle history. Experience with fieldwork, GIS, and curation processes is a plus, but not required. Ability to obtain appropriate training and certifications required to achieve all duties herein.

5.3.3   Coordination with Installation/Environmental Program Personnel. Assist with ICRMP program in coordination with the government ICRMP Program Manager (PM). Assist with execution aspects of ICRMP activities and projects to include fieldwork, curation, and office work In Accordance With (IAW) CB approved ICRMP Standard Operating Procedure (SOP) timelines and cooperative agreements. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Natural Resources Program, Integrated Pest Management Program, National Environmental Policy Act (NEPA) Program, other ENRMD branches and other Fort Polk directorates.

5.3.4   Site Monitoring and Site Posting. Monitor all protected sites (eligible and potentially eligible for the National Register) on Fort Polk according to the ICRMP schedule and maintaining orange carsonite signage around those sites. Post new protected sites as needed and pull posts from sites as they become ineligible for the National Register. Thoroughly document ARPA violations and create reports detailing the extent of those damages in accordance with Fort Polk policies. Provide ARPA reports to the Fort Polk CRM as needed. Track site monitoring and posting progress using a site monitoring/posting spreadsheet.

5.3.5   Cemetery Monitoring and Reporting. Assist the ICRMP Program with cemetery monitoring of all historic cemeteries in accordance with the ICRMP schedule. Report any damages (e.g., tree falls, headstone damages, fence damages) to the CRM to ensure timely action can be taken to fix those damages. Track cemetery monitoring and damage assessments by using a cemetery monitoring spreadsheet.

5.3.6   Museum and Curation Assistance. Coordinate with the Cultural Resources Manager and Museum Director to conduct tours of historical displays as needed. Assist with curation re-accessioning and inventory projects as needed. Conduct historical research to answer questions from the public, management, and Command. Assist with other curation projects as needed in support of Command requests, ICRMP initiatives, and management goals.

5.3.7   Assistance with Fieldwork. Assist the ICRMP Program with all aspects of fieldwork including surface survey, shovel testing, reconnaissance, Phase-II testing, compartment surveys, and other fieldwork projects that may arise. Assist the Lead Archaeologist and/or CRM with identifying sites and recording those sites using Louisiana SHPO standards.

5.3.8   Maneuver Damage and Recording. In accordance with established SOPs serve as a team member and inspector for the Installation's Maneuver Damage Program. Perform maneuver damage inspections after training events and major training rotations to determine the extent, location, and degree of natural resources damages. Compile and report damages to the Maneuver Damage Coordinator with determination of preferred remediation and coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions, and DPTMS to implement repairs. Participate in all maneuver damage events beginning E+1 through completion. Furnish report(s) and accurate Maneuver Damage field data sheets to the Maneuver Damage Coordinator as applicable. Comply with all due dates and report/map formats that are established.

5.3.9   Administrative Support. Assist the ICRMP Program with consultation, compliance recommendations, and other administrative tasks to support the program as needed.

5.3.10 Outreach and Training. Collaborate with the CRM on outreach efforts such as the Heritage Family Program, Archaeology Month, Native American Heritage Month, and other outreach events that may be scheduled with local schools and organizations. Complete all necessary NFE training in a timely manner (See Appendix B, NFE Training). Participation in special training and technical conferences to allow technical team members to gain additional knowledge and professional skills is encouraged.

5.3.11 ICRMP Support. Collaborate with the CRM on other tasks related to the ICRMP as needed. Duty location may vary between the area of the Cultural Resources Office and the Museum depending on DPW-Environmental requirements.

5.3.12 Equipment Inventory and Maintenance. Assist with inventory of ICRMP Program equipment, hand receipts and key control protocols in accordance with 2CFR and the Terms of this Agreement. Appropriately maintain equipment, vehicle(s) and facility(s).

5.3.13 Special Events and Requests. Support special events and requests which includes, but is not limited to, special projects, tours for veteran soldiers (e.g., WWII/Vietnam), reports, and other support functions.

5.3.14 Deliverables. TASK 3 deliverables are provided in the table below for STAFF ARCHAEOLOGY SUPPORT.

Deliverable 1	Maintain and annually update all site and cemetery monitoring databases. Annually archive/backup those databases.
Deliverable 2	Annually review Site Monitoring SOPs.
Deliverable 3	Complete Annual Required Army Trainings.
Deliverable 4	Provide site monitoring and posting numbers quarterly to the Lead Archaeologist or CRM.
Deliverable 5	Serve as member of Maneuver Damage Program; Compile and report damages to Maneuver Damage Coordinator IAW established SOPs; and Participate in all maneuver damage events beginning E+1 through completion.
Deliverable 6	Pictures/report for CRM of items that need to be addressed at cemeteries (e.g., trees on fence/in access roadway) – as needed.
Deliverable 7	ARPA Damage Reports, as needed.
Deliverable 8	Museum and Curation Support, as needed.

5.4 TASK 4 (OPTION 2): NAGPRA AND HERITAGE WEBSITE SUPPORT

5.4.1   NAGPRA Support. Coordinate with Fort Polk CRM for annual payment of the required SHPO fee for access to the SHPO Database. Historically, this fee is $1,300.00 annually and is due no later than 15 July of each year. Ensure receipt of payment to Fort Polk CRM.

5.4.2   Heritage Website Support. Ensure the polkhistory.org website is operable, functional, and maintained for public use in coordination with the Fort Polk CRM.

5. 5 TASK 5 (OPTION 3): ARCHAEOLOGICAL ASSISTANCE 1

5.5.1   Level of Effort. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation Branch in implementing curation guidelines of the ICRMP and 36 CFR 79. Due to the nature of this project, it may be necessary to provide support outside of normal business hours for special project/event elements and to facilitate collection of archaeological data in remote training areas. Anticipation for completion of TASK 5 is (1) Full Time Equivalent (FTE) annually.

5.5.2   Qualifications. Minimum qualification for TASK 5 is a BA or BS in Anthropology or Archaeology with two or more years of experience with curation tasks. Knowledge of the archaeology of Louisiana or the southeast is strongly preferred. Ability to conduct fieldwork in rugged terrain and weather extremes as needed. Ability to obtain a valid Louisiana driver's license. Ability to pass a background investigation. Background check may include, but not limited to, criminal history, national sex offender search, and motor vehicle history. Ability

and experience to implement techniques for accessioning collections, cataloging artifacts, and labeling and processing collections. The applicant should have good fieldwork knowledge as well and be capable of assisting with any excavation undertaken internally, completing ARPA damage assessments, using a GPS, using a map/compass, and monitoring archaeological sites. Ability to obtain appropriate training and certifications required to achieve all duties herein.

5.5.3 Coordination with Installation/ Environmental Program Personnel.
Assist with ICRMP program in coordination with the government ICRMP Program Manager (PM). Assist with execution aspects of ICRMP activities and projects to include fieldwork, curation, and office work In Accordance With (IAW) CB approved ICRMP Standard Operating Procedure (SOP) timelines and cooperative agreements. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Natural Resources Program, Integrated Pest Management Program, National Environmental Policy Act (NEPA) Program, other ENRMD branches and other Fort Polk directorates.

5.5.4 Assistance with Curation Objectives and Tasks. Assist the ICRMP Program with all TASK 2 objectives and deliverables related to curation, cataloging, accessioning, organizing, inventorying, photographing artifacts, digital curation, curation SOPs and data files, processing new collections, labeling artifacts/bags, and creating/editing displays. Assist the ICRMP Program with completing all tasks necessary to properly accession and curate collections. Identify problems with the collection to the CRM, Lead Archaeologist, and curation staff as they are discovered. Propose solutions to those problems in coordination with the CRM, Lead Archaeologist, and curation staff.

5.5.5 Site Monitoring and Site Posting. Assist the ICRMP Program with monitoring all protected sites (eligible and potentially eligible for the National Register) on Fort Polk according to the ICRMP schedule and maintaining orange carsonite signage around those sites. Post new protected sites as needed and pull posts from sites as they become ineligible for the National Register. Thoroughly document ARPA violations and create reports detailing the extent of those damages in accordance with Fort Polk policies. Provide ARPA reports to the Fort Polk CRM as needed. Track site monitoring and posting progress using a site monitoring/posting spreadsheet.

5.5.6 Cemetery Monitoring and Reporting. Assist the ICRMP Program with cemetery monitoring of all historic cemeteries in accordance with the ICRMP schedule. Report any damages (e.g., tree falls, headstone damages, fence damages) to the CRM to ensure timely action can be taken to fix those damages. Track cemetery monitoring and damage assessments by using a cemetery monitoring spreadsheet.

5.5.7   Assistance with Fieldwork and Field Initiatives. Assist the ICRMP Program with internal surveys, testing, and other fieldwork initiatives such as compartment surveys.

5.5.8   Administrative Support. Assist the ICRMP Program with consultation, compliance recommendations, and other administrative tasks to support the program as needed.

5.5.9   Outreach and Training. Collaborate with the CRM on outreach efforts such as the Heritage Family Program, Archaeology Month, Native American Heritage Month, and other outreach events that may be scheduled with local schools and organizations. Complete all necessary NFE training in a timely manner (See Appendix B, NFE Training). Participation in special training and technical conferences to allow technical team members to gain additional knowledge and professional skills is encouraged.

5.5.10 ICRMP Support. Collaborate with the CRM on other tasks related to the ICRMP as needed. Duty location may vary between the area of the Cultural Resources Office and the Museum depending on DPW-Environmental requirements.

5.5.11 Equipment Inventory and Maintenance. Assist with inventory of ICRMP Program equipment, hand receipts and key control protocols in accordance with 2CFR and the Terms of this Agreement. Appropriately maintain equipment, vehicle(s) and facility(s).

5.5.12 Special Events and Requests. Support special events and requests which includes, but is not limited to, special projects, tours for veteran soldiers (e.g., WWII/Vietnam), reports, and other support functions.

5.5.13 Maneuver Damage and Recording. In accordance with established SOPs serve as alternate team member and inspector for the Installation's Maneuver Damage Program. Perform maneuver damage inspections after training events and major training rotations to determine the extent, location, and degree of natural resources damages. Compile and report damages to the Maneuver Damage Coordinator with determination of preferred remediation and coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions, and DPTMS to implement repairs. Participate in all maneuver damage events beginning E+1 through completion. Furnish report(s) and accurate Maneuver Damage field data sheets to the Maneuver Damage Coordinator as applicable. Comply with all due dates and report/map formats that are established.

5.5.14 Deliverables. TASK 5 deliverables are provided in the table below for ARCHAEOLOGICAL ASSISTANCE. Many of these deliverables are tied to

deliverables from TASK 2 and TASK 3 since TASK 5 assists both of those TASKS.

DELIVERABLES FOR TASK 5 (OPTION 3), ARCHAEOLOGICAL ASSISTANCE 1.	
Deliverable 1	Annually update and backup all active curation databases and spreadsheets. Annually backup all inactive curation databases and spreadsheets that may be of future use to the Curation Program.
Deliverable 2	Digital Curation SOP Updates, Digital Curation Database, and Backup Schedule.
Deliverable 3	Annually review Curation SOPs.
Deliverable 4	Complete Annual Required Army Trainings.
Deliverable 5	Create, update, and track cultural resources displays and place folder on the Conservation shared drive of all active loans.
Deliverable 6	Detailed update on progress of all curation tasks in the ICRMP quarterly.
Deliverable 7	New catalogs/inventories/drawer labels generated as part of the process to organize maps, aerials, hard copy photographs, compliance files, and the report/reference library.
Deliverable 8	Catalog of artifacts generated from internal survey/testing work.
Deliverable 9	Assist Staff Archaeologist with completing delivery of site and cemetery monitoring spreadsheet by providing data prior to the end of each quarter.
Deliverable 10	Serve as member of Maneuver Damage Program; Compile and report damages to Maneuver Damage Coordinator IAW established SOPs; and Participate in all maneuver damage events beginning E+1 through completion.

5.6 TASK 6 (OPTION 4): ARCHAEOLOGICAL ASSISTANCE 2

5.6.1   Level of Effort. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation Branch in implementing curation guidelines of the ICRMP and 36 CFR 79. Due to the nature of this project, it may be necessary to provide support outside of normal business hours for special project/event elements and to facilitate collection of archaeological data in remote training areas. Anticipation for completion of TASK 6 is (1) Full Time Equivalent (FTE) annually.

5.6.2   Qualifications. Minimum qualification for TASK 6 is two or more years of experience with curation tasks. Knowledge of the archaeology of Louisiana or

the southeast is strongly preferred. Ability to conduct fieldwork in rugged terrain and weather extremes as needed. Ability to obtain a valid Louisiana driver's license. Ability to pass a background investigation. Background check may include, but not limited to, criminal history, national sex offender search, and motor vehicle history. Ability and experience to implement techniques for accessioning collections, cataloging artifacts, and labeling and processing collections. The applicant should have good fieldwork knowledge as well and be capable of assisting with any excavation undertaken internally, completing ARPA damage assessments, using a GPS, using a map/compass, and monitoring archaeological sites. Ability to obtain appropriate training and certifications required to achieve all duties herein.

5.6.3   Coordination with Installation/ Environmental Program Personnel. Assist with ICRMP program in coordination with the government ICRMP Program Manager (PM). Assist with execution aspects of ICRMP activities and projects to include fieldwork, curation, and office work In Accordance With (IAW) CB approved ICRMP Standard Operating Procedure (SOP) timelines and cooperative agreements. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Natural Resources Program, Integrated Pest Management Program, National Environmental Policy Act (NEPA) Program, other ENRMD branches and other Fort Polk directorates.

5.6.4   Assistance with Curation Objectives and Tasks. Assist the ICRMP Program with all TASK 2 objectives and deliverables related to curation, cataloging, accessioning, organizing, inventorying, photographing artifacts, digital curation, curation SOPs and data files, processing new collections, labeling artifacts/bags, and creating/editing displays. Assist the ICRMP Program with completing all tasks necessary to properly accession and curate collections. Identify problems with the collection to the CRM, Lead Archaeologist, and curation staff as they are discovered. Propose solutions to those problems in coordination with the CRM, Lead Archaeologist, and curation staff.

5.6.5   Site Monitoring and Site Posting. Assist the ICRMP Program with monitoring all protected sites (eligible and potentially eligible for the National Register) on Fort Polk according to the ICRMP schedule and maintaining orange carsonite signage around those sites. Post new protected sites as needed and pull posts from sites as they become ineligible for the National Register. Thoroughly document ARPA violations and create reports detailing the extent of those damages in accordance with Fort Polk policies. Provide ARPA reports to the Fort Polk CRM as needed. Track site monitoring and posting progress using a site monitoring/posting spreadsheet.

5.6.6   Cemetery Monitoring and Reporting. Assist the ICRMP Program with cemetery monitoring of all historic cemeteries in accordance with the ICRMP schedule. Report any damages (e.g., tree falls, headstone damages, fence

damages) to the CRM to ensure timely action can be taken to fix those damages. Track cemetery monitoring and damage assessments by using a cemetery monitoring spreadsheet.

5.6.7   Assistance with Fieldwork and Field Initiatives. Assist the ICRMP Program with internal surveys, testing, and other fieldwork initiatives such as compartment surveys.

5.6.8   Administrative Support. Assist the ICRMP Program with consultation, compliance recommendations, and other administrative tasks to support the program as needed.

5.6.9   Outreach and Training. Collaborate with the CRM on outreach efforts such as the Heritage Family Program, Archaeology Month, Native American Heritage Month, and other outreach events that may be scheduled with local schools and organizations. Complete all necessary NFE training in a timely manner (See Appendix B, NFE Training). Participation in special training and technical conferences to allow technical team members to gain additional knowledge and professional skills is encouraged.

5.6.10 ICRMP Support. Collaborate with the CRM on other tasks related to the ICRMP as needed. Duty location may vary between the area of the Cultural Resources Office and the Museum depending on DPW-Environmental requirements.

5.6.11 Equipment Inventory and Maintenance. Assist with inventory of ICRMP Program equipment, hand receipts and key control protocols in accordance with 2CFR and the Terms of this Agreement. Appropriately maintain equipment, vehicle(s) and facility(s).

5.6.12 Special Events and Requests. Support special events and requests which includes, but is not limited to, special projects, tours for veteran soldiers (e.g., WWII/Vietnam), reports, and other support functions.

5.6.13 Maneuver Damage and Recording. In accordance with established SOPs serve as alternate team member and inspector for the Installation's Maneuver Damage Program. Perform maneuver damage inspections after training events and major training rotations to determine the extent, location, and degree of natural resources damages. Compile and report damages to the Maneuver Damage Coordinator with determination of preferred remediation and coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions, and DPTMS to implement repairs. Participate in all maneuver damage events beginning E+1 through completion. Furnish report(s) and accurate Maneuver Damage field data sheets to the Maneuver Damage Coordinator as applicable. Comply with all due dates and report/map formats that are established.

5.6.14 Deliverables. TASK 6 deliverables are provided in the table below for ARCHAEOLOGICAL ASSISTANCE 2. Many of these deliverables are tied to deliverables from TASK 2 and TASK 3 since TASK 6 assists both of those TASKS.

DELIVERABLES FOR TASK 6 (OPTION 4), ARCHAEOLOGICAL ASSISTANCE 2.	
Deliverable 1	Annually update and backup all active curation databases and spreadsheets. Annually backup all inactive curation databases and spreadsheets that may be of future use to the Curation Program.
Deliverable 2	Digital Curation SOP Updates, Digital Curation Database, and Backup Schedule.
Deliverable 3	Annually review Curation SOPs.
Deliverable 4	Complete Annual Required Army Trainings.
Deliverable 5	Create, update, and track cultural resources displays and place folder on the Conservation shared drive of all active loans.
Deliverable 6	Detailed update on progress of all curation tasks in the ICRMP quarterly.
Deliverable 7	New catalogs/inventories/drawer labels generated as part of the process to organize maps, aerials, hard copy photographs, compliance files, and the report/reference library.
Deliverable 8	Catalog of artifacts generated from internal survey/testing work.
Deliverable 9	Assist Staff Archaeologist with completing delivery of site and cemetery monitoring spreadsheet by providing data prior to the end of each quarter.
Deliverable 10	Serve as member of Maneuver Damage Program; Compile and report damages to Maneuver Damage Coordinator IAW established SOPs; and Participate in all maneuver damage events beginning E+1 through completion.

5.7 TASK 7 (OPTION 5): STAFF ARCHAEOLOGY SUPPORT TEMPORARY

5.7.1 Level of Effort. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation Branch in implementing fieldwork required in the ICRMP. Due to the nature of this project, it may be necessary to provide support outside of normal business hours for special project/event elements and to facilitate collection of archaeological data in remote training areas. Anticipation for completion of TASK 7 is (0.25) Full Time Equivalent (FTE) annually.

5.7.2   Qualifications. Minimum qualification for TASK 7 is a BA or BS in Anthropology, Archaeology, or History with two or more years of experience with cultural resources work. Historic archaeology experience with a particular emphasis on military history and/or 19th – 20th century Southeastern United States history is strongly preferred. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid Louisiana driver's license. Ability to pass a background investigation. Background check may include, but not limited to, criminal history, national sex offender search, and motor vehicle history. Experience with fieldwork, GIS, and curation processes is a plus, but not required. Ability to obtain appropriate training and certifications required to achieve all duties herein.

5.7.3   Coordination with Installation/Environmental Program Personnel. Assist with ICRMP program in coordination with the government ICRMP Program Manager (PM). Assist with execution aspects of ICRMP activities and projects to include fieldwork, curation, and office work In Accordance With (IAW) CB approved ICRMP Standard Operating Procedure (SOP) timelines and cooperative agreements. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Natural Resources Program, Integrated Pest Management Program, National Environmental Policy Act (NEPA) Program, other ENRMD branches and other Fort Polk directorates.

5.7.4   Site Monitoring and Site Posting. Assist the ICRMP Program with monitoring all protected sites (eligible and potentially eligible for the National Register) on Fort Polk according to the ICRMP schedule and maintaining orange carsonite signage around those sites. Post new protected sites as needed and pull posts from sites as they become ineligible for the National Register. Thoroughly document ARPA violations and create reports detailing the extent of those damages in accordance with Fort Polk policies. Provide ARPA reports to the Fort Polk CRM as needed. Track site monitoring and posting progress using a site monitoring/posting spreadsheet.

5.7.5   Cemetery Monitoring and Reporting. Assist the ICRMP Program with cemetery monitoring of all historic cemeteries in accordance with the ICRMP schedule. Report any damages (e.g., tree falls, headstone damages, fence damages) to the CRM to ensure timely action can be taken to fix those damages. Track cemetery monitoring and damage assessments by using a cemetery monitoring spreadsheet.

5.7.6   Museum and Curation Assistance. Coordinate with the CRM and Museum Director to conduct tours of historical displays as needed. Assist with curation re-accessioning and inventory projects as needed. Conduct historical research to answer questions from the public, management, and Command. Assist

with other curation projects as needed in support of Command requests, ICRMP initiatives, and management goals.

5.7.7 Assistance with Fieldwork. Assist the ICRMP Program with all aspects of fieldwork including surface survey, shovel testing, reconnaissance, Phase-II testing, compartment surveys, and other fieldwork projects that may arise. Assist the Lead Archaeologist and/or CRM with identifying sites and recording those sites using Louisiana SHPO standards.

5.7.8 Maneuver Damage and Recording. In accordance with established SOPs serve as a team member and inspector for the Installation's Maneuver Damage Program. Perform maneuver damage inspections after training events and major training rotations to determine the extent, location, and degree of natural resources damages. Compile and report damages to the Maneuver Damage Coordinator with determination of preferred remediation and coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions, and DPTMS to implement repairs. Participate in all maneuver damage events beginning E+1 through completion. Furnish report(s) and accurate Maneuver Damage field data sheets to the Maneuver Damage Coordinator as applicable. Comply with all due dates and report/map formats that are established.

5.7.9 Administrative Support. Assist the ICRMP Program with consultation, compliance recommendations, and other administrative tasks to support the program as needed.

5.7.10 Outreach and Training. Assist with outreach efforts such as the Heritage Family Program, Archaeology Month, Native American Heritage Month, and other outreach events that may be scheduled with local schools and organizations. Complete all necessary NFE training in a timely manner (See Appendix B, NFE Training). Participation in special training and technical conferences to allow technical team members to gain additional knowledge and professional skills is encouraged.

5.7.11 ICRMP Support. Assist with other tasks related to the ICRMP as needed. Duty location may vary between the area of the Cultural Resources Office and the Museum depending on DPW-Environmental requirements.

5.7.12 Equipment Inventory and Maintenance. Assist with inventory of ICRMP Program equipment, hand receipts and key control protocols in accordance with 2CFR and the Terms of this Agreement. Appropriately maintain equipment, vehicle(s) and facility(s).

5.7.13 Special Events and Requests. Support special events and requests which includes, but is not limited to, special projects, tours for veteran soldiers (e.g., WWII/Vietnam), reports, and other support functions.

5.7.14 Deliverables. TASK 7 deliverables are provided in the table below for STAFF ARCHAEOLOGY SUPPORT TEMPORARY.

DELIVERABLES FOR TASK 7 (OPTION 5): STAFF ARCHAEOLOGY SUPPORT TEMPORARY.	
Deliverable 1	Maintain and update all site and cemetery monitoring databases. Annually archive/backup those databases.
Deliverable 2	Review Site Monitoring SOPs.
Deliverable 3	Complete Required Army Trainings.
Deliverable 4	Provide site monitoring and posting numbers quarterly to the Lead Archaeologist or CRM.
Deliverable 5	Serve as member of Maneuver Damage Program; Compile and report damages to Maneuver Damage Coordinator IAW established SOPs; and Participate in all maneuver damage events beginning E+1 through completion.
Deliverable 6	Pictures/report for CRM of items that need to be addressed at cemeteries (e.g., trees on fence/in access roadway) – as needed.
Deliverable 7	ARPA Damage Reports, as needed.

6. **GOVERNMENT HOLIDAYS.** Maneuver damage inspection and data input are time sensitive and therefore the Cooperative must have flexible work schedule to support JRTC-Fort Polk Mission and may be expected to work designated government holidays if a government ACOR is available. Below is the list of designated government holidays.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

7. **REQUIREMENTS.** Must be able to attain a Common Access Card (CAC) and Local Access Network (LAN) account to work on a government network. CAC holders must minimally have an initiated National Agency Check with Written Inquiries (NACI) and a favorable completion of a Federal Bureau of Investigation (FBI) fingerprint check, or a DoD-determined equivalent investigation, or a higher level security clearance. With the exception of Affiliated Volunteers requiring network access, employees who are only required to have an initiated National Agency Check (NAC), and a favorable completion of an automated FBI National Criminal History Check (fingerprint check). If the NACI process is completed and employees are not approved, a CAC, will be revoked. Must be able to complete a System Authorization Access Request (SAAR) DD Form 2875 and initial baseline training for operation security and computer security training. If these requirements are not completed a LAN or email account cannot be granted.

8. **COOPERATOR FURNISHED EQUIPMENT.** Cooperator will furnish necessary equipment and supplies to inspect, identify, and monitor historic/cultural sites and inspect and monitor infrastructure (environmentally sensitive sites, roads, trails, sediment basins, low water crossings, and ROWPUs/TWPS). Four-wheel drive equipment (ATV/UTV) capable of accomplishing inspecting and monitoring activities within a rugged terrain, laptop computers (to include mobile hotspot, Wi-Fi router or compatible device for mobile internet access); Cellular phone and monthly service; Handheld GPS Unit (good to a meter accuracy); Safety Equipment (First Aid Kit, Fire Extinguisher, Jumper Cables, Safety Triangles, Boots, Eye protection, Gloves, Ear protection, Respiratory, Hardhat, and Any other required PPE); GIS Software compatible with Government Operating Systems; pdf or other editing software compatible with Government Operating Systems.

9. **TRAVEL.** May be required to travel to other locations to attend training, meetings, and/or conferences. The cooperator should coordinate any anticipated travel with Fort Polk in order to determine if it will benefit regional cultural resource goals and to assure that travel will not adversely affect project execution that could impact military missions. Funding for travel is included in the scope of this agreement.

10. **GOVERNMENT FURNISHED INFORMATION AND EQUIPMENT.**
    10.1 One government vehicle will be provided to assist with this cooperative agreement. Use of office space and access to Fort Polk network is necessary to complete the work associated with this agreement; Copies of or access to all data files, maps, aerial photography, satellite imagery, reports, studies, and Army Regulations available at Fort Polk that are relevant to the work.
    10.2 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.

11. **PERIOD OF PERFORMANCE and OPTIONS.** The agreement is for a period of twelve (12) months with renewal subject to availability of funds.

12. COORDINATION

USACE Fort Worth District POC

Kathy Mitchell
(817) 886-1709
Kathy.S.Mitchell@usace.army.mil

JRTC and Fort Polk Conservation Branch POC(s)
Chief, Conservation Branch
Jonathan West
(337) 531-6305
jonathan.a.west6.civ@army.mil

ICRMP Program Manager
Bradley Laffitte
(337) 531-6011
bradley.s.laffitte.civ@army.mil

13. DELIVERABLES

13.1.   Detailed descriptions of any required deliverables (reports, plans, etc.), formats and delivery schedules/ frequency are found within each TASK description as Deliverables Tables (See sections above – all deliverables should be sent to the Fort Polk representative and the USACE POC specified in section 12).

13.2.   Progress Reports - Four (4) Quarterly Status Reports due by the third week of the month following the end of the quarter describing progress on the project. The report shall be due as the last day of the third month (**quarterly**) and shall be transmitted via electronic mail to SFW-CESU-INVOICE@usace.army.mil, no later than the 10th calendar day following the end of the reporting period. The report must include all information identified in 2 CFR 200.328. In addition, the report must include task/personnel vacancies and the date the task discipline became vacant, must include the percentage of work completed, and the expected completion of future work. Each comment should be associated with a line item on the agreement. All invoices must accompany the progress report. The USACE financial disbursement processes do not allow payment on any invoices lacking a progress report. If there are no expenses incurred during any quarter due to delays or some other circumstances that has delayed progress, the quarterly report must reflect this and also state that no invoice will be submitted for that period of time.

13.3.   As specified in sections 6 and 11 above, there are specific periods of performance for the required tasks and these timeframes must be observed. It is crucial that the recipient of this agreement remain vigilant and maintain active communication with the installation POC and the USACE PM to relay any significant project issues pertaining to project execution and expenditures. Carry over funds from one period of performance to another is prohibited by federal fiscal law unless a formal modification is granted. However, should a situation arise that causes significant delays or there will be an excess of funds due to changes in project conditions, the recipient must contact the installation POC and USACE PM immediately and no later than the first week of the quarter in which the issue arises. The installation POC and USACE PM will determine the best way to remedy the situation and the most logical means to allocate the funds and the USACE PM will advise the recipient as to what action is necessary. If additional time is necessary, a one-time extension maybe granted in accordance with 2 CFR as a last resort to meet project needs.

13.4. Vacant Disciplines – Cooperator must notify USACE – FWD Grants Officer of vacancy within two weeks of departure of employee. Vacant positions will be advertised within two (2) months of departure of the employee and notify the USACE – FWD Grants Officer.

13.5. 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 – FWD Grants Officer, and the Conservation Branch Chief, and Conservation Branch Primary/Alternate Property Book Officer.

13.6. 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 – FWD Grants and Cooperative Post Award team via email to swf-cesu-invoice@usace.army.mil and to Fort Polk's Conservation Branch Chief.

13.7. Draft Final Project Report. One (1) paper copy of a draft final report should be submitted no later than one month before end of the project. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. JRTC and Fort Polk POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.

13.8. Final Project Report. One (1) paper copy of the final report, incorporating JRTC and Fort Polk POC review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of the JRTC and Fort Polk POC comments. Additionally, one (1) copy of the final report shall be submitted in an MS Word file(s), on digital media.

13.9. All associated project SOPs and reports shall be maintained, developed and/or reported in the format described in appendix A. Schedules for completion of tasks are within program SOPs and are updated annually to ensure project efficiency and project completion are met.

14. 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 recipient/cooperator shall comply with 2 CFR 200.313 "Equipment", 200.314 "Supplies", and 200.315 "Intangible Property" which includes use of research data.

APPENDIX A.

<div align="center">

Report/ Project Title
Submitted by: Name of primary and alternate(s)
Submitted on: Date

</div>

Abstract (200-250 words)
- State the principal objectives and scope of project.
- Describe the methods employed and statistics if used.
- Summarize the results for all years of data collection.
- State the principal conclusions for all years.

Introductory
- Description of project (background)
- Purpose of the project
- List the goals of the project
- Project description and location (include map and written description of project location)

Materials and Methods
- Methodology of gathering data
- WHENEVER POSSIBLE include pictures of projects, stages of the project etc...
- WHENEVER POSSIBLE include detailed map of project location(s) on a map (Grids if appropriate)

Results
- Results from Data (to include trend data if applicable)
- Include Data table (trend data if applicable)
- Include a Data Chart for all years
- Discuss data ANALYSIS for all years

Discussion/ Recommendations
- Did the project meet the goals?
- Does the project need more work in order to meet the goals?
- Does the project have future goals that need to be met?
- Do the goals need to be adjusted?
- Discuss the results from the data collected (summary)
- Discuss the accomplishments
- Highlight significant accomplishments/findings
- Primary/Alternates personal thoughts on their project

References
- List of literature cited if Applicable

Appendix
- Tables, Graphs, Charts, Maps, Photos, Forms/applications for federal, state and organization data, etc.

APPENDIX B

Non - Federal Entity (NFE) Training Requirements

Army Training Certification Tracking System (ATCTS) registration for NFE employees who require access to government information systems. All NFE employees and associated sub employees with access to a government information systems must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

Cyber Awareness (Information assurance (IA)/information technology (IT)) training. All NFE employees and associated sub employees must complete the DoD Cyber awareness training before issuance of network access and annually thereafter. All NFE employees working in IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions. DoD Cyber Awareness Challenge Training is available at the following website: https://cs.signal.army.mil/

SECURITY REQUIREMENTS: Access to Government facilities located on JRTC and Fort Polk shall be in accordance with Fort Polk Contractor/non-federal employee access requirements.

INSTALLATION PHYSICAL SECURITY: Access to Government facilities located on Fort Polk shall be IAW JRTC and Fort Polk Contractor/non-federal employee access requirements.

1. Non-federal employees must provide an access roster to Directorate of Emergency Services (DES), Physical Security Office of all employees monthly or when any personnel change occurs for access to Fort Polk. An access roster will also be furnished to the Security and Intelligence Division (S&ID), DPTMS quarterly or upon request. Access rosters must be forwarded by the Contracting Officer Representative (COR) to the visitors control center using a specific format electronically from a government computer. All personnel employed under this contract or agreement will adhere to all Fort Polk access control policies which include, weapons registration, transportation of weapons on the installation, access control policies, use of installation passes and ID cards and the operation of motor vehicles.

2. A check of records through the National Crime Information Center (NCIC) Interstate Identification Index (III) is the Army minimum baseline background check for entrance onto Army installations for non-Common Access Card (CAC) holders to include entrance of visitors. Contractors will identity-proof all employees using e-Verify and ensure that no illegal immigrants are

employed under the umbrella of this agreement. Access to the installation will be in accordance with the current and/or future governing Command Access Control Policy Memorandums

3. The non-federal employer shall provide employees with company identification (ID) cards prior to their commencement of work. The ID format is subject to approval by the government. IDs shall be laminated and include the company's name, ID number, issue and expiration dates, employee name, job title and color photograph. Employees shall wear ID cards on front exterior clothing, above the waist, when performing under the Statement of Objectives unless otherwise specified herein or approved by the government.

4. Physical Security Plan. The non-federal employer shall address the physical security aspects associated with contract or agreement performance in government furnished facilities. The plan shall describe how the Security Plan will prevent unauthorized access, vandalism, pilferage, larceny, sabotage, and arson directed toward contractor/ non-federal employee controlled facilities. A list of installation buildings for which the non-federal employee will be responsible shall be included in the plan. The contractor/non-federal employee shall maintain an active security checklist for each facility under the contractor/non-federal employee's control. The plan shall comply with the provisions of Army Regulation (AR) 190-11, AR
    190-13, AR 190-51, Department of Defense Manual (DoDM) 5100.76, DoDM 5220.22 and the Fort Polk, LA Installation Physical Security Plan. This security plan will be reviewed annually by the Department of Emergency Services (DES) to ensure regulatory requirements.

5. Information Systems Security Plan. The information systems security plan shall establish security procedures for all computer systems and communications utilized in the performance of this PWS/SOW/SOO. The plan shall conform to AR 25-2, AR 25-1, AR 380-5 and AR 380-67.

6. Key Control Plan. The non-federal's key control plan shall provide for government access, 24 hours a day, seven days a week, to all government-furnished facilities. The plan shall comply with AR 190-13, the Army Physical Security Program, and AR 190-51.

7. The contractor shall ensure that its employees, performing under this contract that has access to government information systems receive annual information Technology security training.

8. The non-federal employer shall immediately notify the designated Installation POC when an employee terminates employment that has access to government information systems or data. The non-federal employer shall ensure all Common Access Cards (CACs) issued to employees are returned

to the government upon termination of employment and released employee names are to be stricken from the roster maintained by the DES and S&ID immediately upon release.

INSTALLATION ANTITERRORISM/FORCE PROTECTION (AT/FP)

1. Pursuant to DoD Instruction Number 2000.16, V-1. DoD Antiterrorism (AT) Standards dated November 17, 2016 each Non-federal employee requiring access to a federally-controlled installation, facility and/or federally-controlled information system(s) shall complete AT Level I Awareness Training on an annual basis and receive a certificate of completion. The training is accessible from any computer and is available at https://jkodirect.jten.mil. The non-federal employee is responsible for ensuring that all applicable employees have completed antiterrorism awareness training and shall certify that their workforce has completed the training through the submission of completion certificate(s) to the Fort Polk representative or Contracting Officer Representative (COR) (if appointed) within five working (5) days after contract award or prior to access to a federally-controlled installation or information system.

2. In the event that the automated system at https://jkodirect.jten.mil is not available (e.g., server problems), AT Level I Awareness Training can be provided by a qualified instructor. Contact the installation AT/FP Office for guidance. If the training is not completed online, the Level I AT Awareness instructor qualification must be coordinated with the installation Antiterrorism Officer or (installation security equivalent) and the resultant name(s) of approved instructors shall be provided to the contracting officer or designee along with all associated cost or schedule impacts to the contract.

3. Antiterrorism performance (AT Level I Awareness Training attendance and compliance) may be documented as a performance metric under the resultant contract or cooperative agreement and be part of past performance information in support of future source selections.

4. In accordance with DoDI 2000.12, all DoD and non-DoD Tenants will comply with the installation AT Program.

INSTALLATION OPERATIONS SECURITY (OPSEC)

1. In accordance with AR 530-1, Operations Security (OPSEC), dated 26 September 2014, and DoDM 5205.02-M, DoD Operations Security (OPSEC) Program Manual, dated 03 November 2008, contract personnel shall receive initial OPSEC Level I training which consists of initial and continual awareness training. Within the first thirty (30) days of arrival on Fort Polk contract personnel shall receive initial OPSEC training either by on-line training through the Fort Polk SharePoint OPSEC site on the intranet, or the

Defense Security Services website at:
https://securityawareness.usalearning.gov/opsec/index.htm

2. The non-federal employer shall ensure all applicable employees have completed Operational Security (OPSEC) initial training and annual refresher training and shall certify that their workforce has completed the training through the submission of completion certificate(s) to the Installation's KO and the COR (if appointed) within thirty (30) days of arrival on post.

INSTALLATION ACCESS

1. All unescorted visitors to Fort Polk must be vetted at the Visitors Center, located adjacent to the main gate on Louisiana Avenue (building 5903). Personnel requiring unescorted access will present a state issued Real ID Act compliant driver's license (check status of your state at: https://www.dhs.gov/real-id-enforcement-brief). Visitors who do not have a Real ID act compliant driver's license may use alternate forms of ID to proof their identity. Contact the Fort Polk Visitor's Center at (337) 531-7907 to obtain a listing of authorized alternate forms of identity. Each visitor with acceptable screening results will be issued an access control credential for unescorted access to the installation. Personnel with unfavorable screening results may be denied unescorted access to Fort Polk. Law enforcement data obtained during the vetting process will not be released by personnel at the Visitors Center. A waiver process has been established for personnel who are denied unescorted access. Generally, waivers will be processed within five days of completion.

2. Escorted visitors who are accompanied by Department of Defense-affiliated personnel (active-duty Soldiers, civilian common access card holders, retiree ID card holders, DoD dependent ID card holders, and civilian contractor CAC holders) will not require vetting for access and will only need to produce a valid ID card; these visitors must be in the immediate vehicle of the escorting card holder. DoD affiliated personnel will be responsible for their escorted visitors on the installation. Personnel who are enrolled and vetted through the Rapid Gate program or possess an installation issued ID/Pass do not have escorting privileges.

3. The Fort Polk Visitors Center is open 24 hours a day, seven days per week. For additional information concerning access control please contact the Visitors Center at (337) 531-0380/4978/7186.

INSTALLATION THREAT AWARENESS AND REPORTING PROGRAM (TARP)

   1. AR 381-12, 1 June 2016, paragraph 1-10l, all non-federal employers will attend live TARP training at least annually. Live training must be scheduled with the local Counter-Intelligence (CI) office (902d Military Intelligence).

   2. Non-federal employees are required to report threat-related incidents, behavioral indicators, and other matters of counter-intelligence interest specified in AR 381-12, paragraph 3 to the facility security officer, the nearest military CI office, the Federal Bureau of Investigations, or the Defense Security Service. Methods of reporting include: online at https://www.inscom.army.mil/isalute/ and by phone at 1-800-CALL-SPY (1-800-225-5779).

NON-FEDERAL EMPLOYEE/CONTRACTOR PHOTOGRAPHY

1. In accordance with USC Title 18 and in the interest of National Defense, it is unlawful to take any photographs, render sketches, drawings, maps, or geographical representation or other media of JRTC and Fort Polk military installation or training areas without first obtaining approval from the Directorate of Plans, Training, Mobility and Security: Chief, S&ID; AT/FP Officer; Visual Information; and Directorate of Emergency Services, Physical Security Office.

2. In accordance with Garrison Policy Memorandum #6, (July 18, 2016), Installation Photography and Other Media, paragraph 5c, as well as any subsequent memorandums on the subject, Non-federal employees must have prior approval for any activity that involves photographs, video or drawings of installation infrastructure. This policy does not apply to Government Quality Assurance personnel and the COR performing inspections or contract surveillance.

3. Personnel taking photographs, videos, sketches, drawings, maps or other presentations of JRTC and Fort Polk must be in possession of an approved photo request and present it to law enforcement or competent authority upon demand.

4. Report all unauthorized photographic activity to the DES 911 Center or the Installation Operations Center.

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 12 (HSPD 12) REQUIREMENTS

1. Requirements apply to any contract or cooperative agreement over 180 days in duration, or any contract or cooperative agreement where non-federal employees access the installation's occupied buildings or require access to the government information systems.

2. All personnel hired under this agreement who do not require a security clearance must have a favorable National Agency Check with Inquiries (NACI). The Installation's designated POC or COR will ensure new hires complete a NACI through the Personnel Security Investigation Portal (PSIP) by initiating a request through S&ID no later than fifteen (15) days from the date of hire and completing the investigation (submission to OPM) within thirty (30) days. Personnel who require security clearance must be processed by their company Facility Security Officer (FSO) or company security manager.

3. Instructions for completing NACI process will be sent to the Project/Program Manager, Security Manager and the COR once the contract has been awarded and one of the above personnel notifies S&ID for the initiation. The Non-federal employee shall schedule fingerprinting appointments with S&ID. Personnel will not be able to work under this contract or agreement until the NACI has been submitted to PSIP as required. Personnel who do not receive a favorable NACI will not be allowed to perform services under this contract.

4. Non-federal employees who require a Common Access Card (CAC) and access to the government information systems may be granted a computer waiver after the successful submission of the NACI through PSIP and a favorable fingerprint review by S&ID. An unfavorable adjudication can result in loss or denial of computer access, physical access or employment on a federal installation.

IDENTIFICATION OF CONTRACTOR/NON-FEDERAL EMPLOYEES.
"Identification of Contractor Employees in the Federal Workplace (Aug 2008):

(a) The non-federal employer shall provide each of its employees who will be involved in the performance of the contract, on a Government facility, with an identification badge (ID). The ID badge shall clearly display the non-federal employer's name and the employee's name and color photograph. The Contracting Officer or his/her designee shall approve the ID badge before the commencement of services. It is the non-federal employer's responsibility to ensure that all non-federal personnel wear the ID badge at all times when performing work under this agreement at a Government facility. Unless otherwise specified in the contract, each non-federal employee shall wear the ID badge in a conspicuous place on the front of their clothing and above their waist, except when safety or health reasons prohibit such placement. This requirement is in addition to any Government facility security provisions that require that a Government-issued security badge also be worn.
(b) Non-federal personnel shall clearly identify themselves to all attendees as a non-federal employee before the commencement of meetings with Government or other Contractor personnel. Non-federal personnel shall clearly and immediately identify themselves as a non-federal employee when placing, answering or participating in telephone/VTC conversations with Government or other Contractor personnel.

(c) When non-federal employees send e-mail messages from or to a Government-owned computer, they shall include a signature block that includes their employer's name and the employee's full name and e-mail address.

(d) Each of the requirements set forth in paragraphs a-c above, must be included in all subcontracts or agreements at any tier."

OTHER NON-FEDERAL EMPLOYEE TRAINING REQUIRED FOR OPERATION OF COMPUTERS ACCESSING GOVERNMENT INFORMATION SYSTEMS AND DATA BASES

All non-federal employees requiring access to government information systems or data bases are required to complete the following training at https://iatraining.us.army.mil (U.S. Army Information Assurance Virtual Training Classroom) prior to the requirement for accessing government information and/or systems:

WNSF - Phishing Awareness
Portable Electronic Devices and Removable Storage Media
Social Networking
Social Engineering
Thumb Drive Awareness
NSS PKI Trusted Agent Training
Personally Identifiable Information (PII)
Safe Home Computing