

STATEMENT OF OBJECTIVES

Fort Polk Conservation Program Support (2021-2026)

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

Applicants must be members in one of the following CESU Regions:
Great Plains, Great Rivers, or Gulf Coast

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 eighteen(18) onsite support personnel located at JRTC and Fort Polk, Louisiana: (Conservation GIS Support, Conservation Branch Computer Systems Analyst, Security, and Management Support; NEPA Writer Support; Administrative/Logistic Resource Support; NEPA Technical Support; INRMP Oversight Support; INRMP Non-game Support Subject Matter Expert (SME); INRMP Game Fish and Wildlife Support SME; INRMP Botany Support SME; INRMP Non-game Technical Support; INRMP Game Fish and Wildlife Technical Support; INRMP Botany Technical Support; INRMP Invasive Botanical Technical Support; Threatened and Endangered (T/E) Species Oversight Support; T/E Species Database Support; T/E Species Technician; T/E Species Technical Support; and Outreach Support).
- 1.3. The work shall involve: Implementation of the Integrated Natural Resource Management Plan (INRMP) and environmental effects analysis for those resources covered within the Environmental Natural Resources Management Division (ENRMD), Conservation Branch (CB) Programs Integrated Natural Resources Management Plan (INRMP), National Environmental Policy Act (NEPA), Integrated Pest Management Plan (IPMP), Endangered Species Management Component (ESMC), and Integrated Cultural Resources Management Plan (ICRMP). This implementation requires adherence to the INRMP and the subservient Standard Operating Procedures (SOPs) which detail management activities, data collection, storage, and reporting requirements within the plans.
- 1.4. In agreement with goals stated within the JRTC and Fort Polk INRMP, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to conduct professional and technical support for the programs within the JRTC

and Fort Polk Directorate of Public Works (DPW), ENRMD, CB located at Fort Polk, Louisiana. The scope of this agreement includes supporting the DPW ENRMD, CB through various program management duties including but, not limited to necessary services required to provide technical support for the JRTC and Fort Polk INRMP, ESMC, NEPA, IPMP, Maneuver Damage, and ICRMP 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 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 Management, Threatened and Endangered Species Management, NEPA compliance, Maneuver Damage, and Natural Resources Management. The programs are managed in accordance with approved management plans, including the INRMP, the Endangered Species Management Component (ESMC), the ICRMP, and the 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.
- 2.3. NEPA compliance is obtained through implementation of the Army's guiding regulation (32 CFR Part 651), while Natural Resources of the Installation are managed in accordance with the Fort Polk's INRMP (mandated through the Sikes Act (16 USC 670 et seq.)). Adherence to NEPA and the INRMP provide a platform to analyze effects to the environment prior to initiation of Army activities and maintain quality training lands following implementation.

3. AUTHORITY

- 3.1. This agreement will be awarded under the authorities associated with the Sikes Act 670C-1.

- 3.2. In agreement with the above stated goals, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to implement necessary technical activities and tasks in a manner that is conducive to the mandates associated with the Endangered Species Act (16 USC 1531 et seq.); the Sikes Act Improvement Act (16 USC 670 et seq.); the Migratory Bird Treaty Act (16 USC 1361 et seq.); the National Environmental Policy Act of 1969 (40 CFR Parts 1500-1508 and 32 CFR part 651); the National Historic Preservation Act (NHPA) of 1966 (as amended); the Historic and Archeological Data Preservation Act of 1974 (as amended); Executive Order Number 11593; Protection and Enhancement of the Cultural Environment; Army Regulations (AR) 200-4, Cultural Resources Management; AR 200-2, Environmental Effects of Army Action; and Archeological Resources Protection Act (ARPA) of 1979, and any other applicable state or local mandates.

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.

- 3.4. 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:

- INSTALLATION is involved in development of study methodology, data gathering, analysis, and/or report writing

- INSTALLATION actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees
- INSTALLATION incurs in-kind or direct expenditures in carrying out the activities specified in the project agreement. Examples include, but are not limited to, the following:
 - Providing computing services
 - Providing staff time to work on the project

4. KNOWLEDGE OF GOVERNMENT POLICY and REGULATIONS

- 4.1. Cooperator Agrees to have an in-depth knowledge of Department of Defense Instruction (DoDI) 4715.3, Environmental Conservation Program; Army Regulation (AR) 200-1, Environmental Protection and Enhancement as it applies to military missions including those associated with JRTC and Fort Polk. AR 200-1 is a site-specific document to JRTC and Fort Polk that compiles and documents compliance and other environmental performance regulations into one consolidated document. The DPW is the proponent agency for AR 200-1 at JRTC and Fort Polk and provides policies for key environmental programs which are described in this document for JRTC and Fort Polk.
- 4.2. Cooperator Agrees to have an in-depth knowledge of the National Environmental Policy Act of 1969 (NEPA); Council on Environmental Quality's (CEQ) NEPA regulations (40 CFR Parts 1500-1508), AR 200-1; DoD and Department of the Army (DOA) policy, 32 CFR part 651 Environmental Analysis of Army Actions: Final Rule, and IMCOM NEPA Practices and Procedures; Endangered Species Act of 1973 (ESA); Sikes Act Improvement Act (16 USC 670 et seq.), Migratory Bird Treaty Act (16 USC 1361 et seq.), Executive Orders (EO) to include but not limited to EO 13112- Invasive Species, Army Policy Guidance for Management and Control of Invasive Species as well as any applicable state regulations. Meeting our government compliance responsibilities requires assistance from all levels of our agency, including decision makers, program managers (PMs), interdisciplinary team members, other agencies, cooperators, and contractors.

5. DESCRIPTION OF OBJECTIVES

As shown in TABLE 1-1 below, there are 10 Basic Tasks and 9 Optional Tasks associated with the scope of this work.

The 10 Basic Tasks include Tasks 1, 2, 3, 4, 10, 11, 13, 14, 15, 18. Each of these tasks are required and will be funded each year.

The 9 *Optional* Tasks include Tasks 5, 6, 7, 8, 9, 12, 16, 17, & 19. Each of these Optional tasks may be funded during 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**					
Objective/Task	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Task 1 (Basic) – INRMP Oversight Support	*	*	*	*	*
Task 2 (Basic) – INRMP Non-game SME	*	*	*	*	*
Task 3 (Basic) – INRMP Game-fish SME	*	*	*	*	*
Task 4 (Basic) – INRMP Botany SME	*	*	*	*	*
Task 5 (Optional) – INRMP Non-game Technician	**	**	**	**	**
Task 6 (Optional) – INRMP Game-fish Technician	**	**	**	**	**
Task 7 (Optional) – INRMP Botany Technician	**	**	**	**	**
Task 8 (Optional) – INRMP Invasive Botanical Technician	**	**	**	**	**
Task 9 (Optional) – Computer Systems Analyst Support	**	**	**	**	**
Task 10 (Basic) – NEPA Writer	*	*	*	*	*
Task 11 (Basic) – Administrative Logistics	*	*	*	*	*
Task 12 (Optional) – NEPA Technician	**	**	**	**	**
Task 13 (Basic) – T/E Species Oversight Support	*	*	*	*	*
Task 14 (Basic) – T/E Species Database Management	*	*	*	*	*
Task 15 (Basic) – T/E Species Technician	*	*	*	*	*
Task 16 (Optional) – T/E Species Technical Support	**	**	**	**	**
Task 17 (Optional) – Outreach Support	**	**	**	**	**
Task 18 (Basic) – Conservation GIS Support	*	*	*	*	*
Task 19 (Optional) – Vehicle Support	**	**	**	**	**
* Basic Task to be funded each year.					
**Optional Tasks – May be funded at any time each year while the agreement is active.					

5.1. TASK 1 (Basic) : INRMP PROGRAM SUPPORT

5.1.1. INRMP PROGRAM OVERSIGHT SUPPORT

5.1.1.1. **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 in implementing management guidelines of Conservation Branch programs through INRMP, NEPA, Maneuver Damage and Mitigation Monitoring, IPMP, and Threatened and Endangered Species Management Programs. . Maintain a flexible work schedule to conform to CB SOP projects and special events. Proper management of program resources is necessary to achieve management goals and is critical for overall program success. Provides oversight and expertise to subordinates to ensure project objectives, approaches, and analysis/interpretation are technically sound and consistent with program objectives and needs. Anticipation for completion of **TASK 1** is one (1) or equivalent Contractor full-time equivalent (CFTE) annually.

5.1.1.2. **Qualifications.** Minimum qualification for **TASK 1** is a BS in wildlife biology or closely related field. Knowledge of the flora and fauna of central Louisiana. 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 the field techniques of capturing, identifying (visual and auditory), and banding/markings birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (i.e. upland and riparian forests; lotic and lentic waters) and the expertise to map locations utilizing Geographic Information System (GIS) using ArcMap. Ability to obtain appropriate training (All-Terrain Vehicle (ATV); etc.), certifications and permits (species banding, marking, handling; etc.) required to achieve all duties herein.

- 5.1.1.3. **Supervision.** Directly supervises up to seven (7) INRMP Cooperative personnel. Utilizes human resources tools/resources such as leave requesting and reporting and hour reporting correctly and consistently. Ensure new personnel are oriented to Program objectives, purpose, and SOPs and trained in technical and administrative/procedural aspects. Provides performance planning, regular feedback, and annual performance appraisals. Facilitates training and professional development opportunities for personnel. Tracks performance to ensure personnel performance goals are met and participates in personnel searches as needed. Consolidate INRMP Quarterly Progress Report (QPR).
- 5.1.1.4. **Coordination with Installation/ Environmental Program Personnel.** Directly coordinates INRMP program planning and oversight in coordination with the government INRMP Program Manager (PM). Assist with execution aspects of monitoring and managing INRMP activities and projects to include botany, non-game and game species in accordance with (IAW) CB approved INRMP 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, Cultural Resources Program, Integrated Pest Management Program, National Environmental Policy Act (NEPA) Program, Maneuver Damage Program, other ENRMD branches, and other JRTC and Fort Polk directorates.
- 5.1.1.5. **Meetings, Scheduling and Training.** Coordinate and oversee weekly meetings to plan and implement INRMP projects. Participate in monthly safety briefings. Assist with semiannual meetings for INRMP project, procedure and product reviews. Assist with preparing and facilitating quarterly INRMP meetings. Assist with tracking and scheduling training and safety requirements necessary to complete INRMP projects. As an INRMP team member, assist with coordination and scheduling of special INRMP events.
- 5.1.1.6. **Document Preparation and Review.** Coordinate quarterly and annual review/updates to the botany, non-game and game species sections of the INRMP as well as the 5-year plan review/update. Coordinate annual review of all report products for INRMP SOPs (CB Source Book) as well as final review

for botany, non-game and game species INRMP SOPs. Directly coordinate annual review and tracking of all sectional natural resources federal and state regulations to include but, not limited to the Sikes Act Improvement Act (16 USC 670 et seq.), the Endangered Species Act (16 USC 1531 et seq.), the Migratory Bird Treaty Act (16 USC 1361 et seq.), NEPA, Clean Water Act Section 404, U.S. Department of Defense (DoD), U.S. Army and Fort Polk regulations and other applicable executive orders and institutional guidance. Assist with review and preparation of NEPA documentation to evaluate potential effects to sensitive plant and animal species due to planned projects and military training on the installation.

- 5.1.1.7. **Reporting.** Track, update, and report Installation Status Report-Services (ISR-S or current reporting method), development and review of Standard Operating Procedure (SOP), annual SOP project reports (IAW approved format and SOP time-lines) and weekly program activities for special events and updates. Track annual review and update of botany and non-game species lists.
- 5.1.1.8. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs. Assist with inventory of INRMP Program equipment, hand receipts and key control protocols.
- 5.1.1.9. **Outreach.** Assist with preparing and presenting informative ENRMD, Conservation Branch public outreach events to Army personnel, local schools, clubs, and societies with Conservation Branch PM approval and Conservation Branch Chief concurrence.
- 5.1.1.10. **Coordination with Other Federal, State and Local Agencies.** Assist with acquiring all necessary State and Federal permits to include, but not limited to vertebrate and invertebrate species handling permits required annually for INRMP project execution. Assist with oversight for tracking and coordinately implementation and completion of projects associated with state, federal, local agencies and/or universities.
- 5.1.1.11. **Special Events and Requests.** Assist with the preparation and facilitation for special events and requests to include, but not limited to special projects, additional data calls, reports, meetings and other support functions.
- 5.1.1.12. **Special Events and Requests.** Assist with the preparation and facilitation for special events and requests to include, but not limited to special projects, additional data calls, reports, meetings and other support functions.

5.1.1.13. **Maneuver Damage Inspections.** IAW 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.

5.1.1.14. **Deliverables. TASK 1** deliverables provided in the table below for INRMP PROGRAM OVERSIGHT SUPPORT.

Deliverables Table. TASK 1 INRMP PROGRAM OVERSIGHT SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Daily, Weekly, Monthly, Quarterly, Semiannual Annually	<i>DAILY</i> (Assist with INRMP program oversight) <i>WEEKLY</i> (Assist with planning weekly INRMP implementation) <i>MONTHLY</i> (Branch safety, division safety) <i>QUARTERLY</i> (Assist with preparing, planning and facilitating quarterly INRMP meetings) <i>SEMIANNUAL</i> (Assist with INRMP project section review meetings; assist with tracking required training) <i>ANNUALLY</i> (Assist with acquiring all necessary training needed to implement INRMP)
Document Preparation and Review	Annual, 5 Year	<i>ANNUAL</i> (Assist with review, development and update of the INRMP non-game, game & botany sections; INRMP SOPs; INRMP annual reports; new SOPs; and NEPA documents to evaluate sensitive plant and animal species; Assist with review of federal, state, DoD, Army and Fort Polk regulations) <i>5 YEAR</i> (Assist with review and update of the INRMP)
Reporting	Weekly, Monthly, Quarterly, Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting ISR-S) <i>WEEKLY</i> (Assist with reporting completion of special events) <i>ANNUALLY</i> (Assist with tracking updates for botany and non-game species lists, SOPs and annual reports)
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities)

Deliverables Table. TASK 1 INRMP PROGRAM OVERSIGHT SUPPORT		
Objectives	Frequency	Tasks
		<i>MONTHLY</i> (Assist with tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with INRMP equipment inventory and key control protocols)
Outreach	As requested	Assist with preparing and presenting public educational presentations to Army personnel, local schools, clubs, and societies.
Coordination with Other Federal, State and Local Agencies	Monthly, Annually	<i>MONTHLY</i> (Assist with tracking implementation and completion of Fort Polk INRMP projects associated with other federal, state, local groups or universities) <i>ANNUALLY</i> (Assist with acquiring state and federal vertebrate and invertebrate species handling permits)
Special Events and Requests	As requested	Assist with preparing and/ or participating in special events/ request as identified by the PM.
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	<i>MONTHLY</i>
Maneuver Damage	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs	<i>MONTHLY</i>
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	<i>MONTHLY</i>

5.1.2. TASK 2 (Basic) : INRMP NON-GAME SPECIES SUBJECT MATTER EXPERT (SME) SUPPORT

5.1.2.1. **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 management guidelines of Conservation Branch programs through INRMP, NEPA, Maneuver Damage and Mitigation

Monitoring, IPMP, and Threatened and Endangered Species Management Programs. Proper management of program resources is necessary to achieve management goals and is critical for overall program success. Maintain a flexible work schedule to conform to CB SOP projects and special events and to facilitate the collection of biological data. . Anticipation for completion of **TASK 2** is one (1) or equivalent CFTE annually.

- 5.1.2.2. **Qualifications.** Minimum qualification for **TASK 2** is a BS in wildlife biology or closely related field. Knowledge of the flora and fauna of central Louisiana. 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 the field techniques of capturing, identifying (visual and auditory), and banding/ marking birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (i.e. upland and riparian forests; lotic and lentic waters) and the expertise to map locations utilizing Geographic Information System (GIS) using ArcMap. Ability to obtain appropriate training (All-Terrain Vehicle (ATV); etc.), certifications and permits (species banding, marking, handling; etc.) required to achieve all duties herein.
- 5.1.2.3. **Coordination with Installation/ Environmental Program Personnel.** Assist with coordination of installation efforts to manage all non-game vertebrate and invertebrate United States Fish and Wildlife Service (USFWS) candidate, petitioned, State sensitive and species of conservation concern through CB approved INRMP SOP projects and cooperative agreements. This includes but not limited to protocol/project planning, design, implementation, report writing and data analysis, and support to NEPA analysis. Actively engage and collaborate with other Conservation Branch Staff. Assist with coordination with various ENRMD staff and other concerned parties, including but, not limited to the Threatened and Endangered Species Program, Cultural Resources Program, Integrated Pest Management Program, NEPA Program, Maneuver Damage Program, other ENRMD branches and other JRTC and Fort Polk directorates.
- 5.1.2.4. **Meetings, Scheduling and Training.** Assist with weekly meetings for planning execution aspects of monitoring and managing non-game species IAW established INRMP SOP timelines and status reporting for projects. Participate in monthly safety briefings. Acquire required training(s) needed to accomplish INRMP projects. Assist with semi-annual meetings for INRMP project review, development, and update. Assist with preparation of quarterly INRMP meetings.
- 5.1.2.5. **Non-game Project Execution: *Avian*.** Assist with visual, auditory and other techniques to monitor and manage residential and migratory birds IAW

CB approved INRMP SOPs. ***Amphibians and Reptiles.*** Assist with visual, auditory and other techniques to monitor and manage amphibians and reptiles IAW CB approved INRMP SOPs. ***Mammals.*** Assist with visual and other techniques to monitor and manage mammals IAW CB approved INRMP SOPs. ***Stream Monitoring.*** Assist with monitoring streams via fish sampling (seining, netting, electrical shocking and etc.), invertebrate sampling and stream flow measurements. ***Forest Prescriptions.*** Assist with field surveys to evaluate sensitive non-game species habitat and produce forest compartment prescription assessments annually (i.e. record locational data via Global Position System (GPS) and prepare reports for forest thinning and burning recommendations, execute forest prescription recommendations (i.e. mark areas of interest, execute manual thinning when appropriate, etc.). ***Nuisance/Invasive Animals.*** Assistance to include, but not limited to the CB Integrated Pest Management Program and other JRTC and Fort Polk directorates for the capture and removal of nuisance animals. ***Other Non-game Projects.*** Assist with support to other non-game species monitoring, management and special projects/events. Assist with field surveys to monitor and manage effects to all non-game that are USFWS candidate, petitioned, state sensitive and species of conservation concern resulting from installation activities. Assist with monitoring and management of long-term trends for non-game populations IAW CB approved INRMP SOPs. Assist with non-game inventories and baseline assessments. ***Data Collection and Analysis.*** Assist with collecting, entering, analyzing and storing field data in a database (Microsoft Excel or other program(s) compatible with government CPUs); assist with creating maps in ArcMap (GIS) and applying data to generate graphs, charts, maps, reports, and presentations for annual reporting. Assist with developing and updating species lists annually.

5.1.2.6. **Document Preparation and Review.** Assist with development, review and update of INRMP non-game SOPs for annual CB approval. Assist with annual support for writing and revising the non-game sections of the INRMP and participate in the preparation and review of other biological documents. Assist with the 5-year plan INRMP review/update. Assist with technical advice on conformance with state and federal mandates and regulations to the INRMP PM and INRMP Oversight Support. Assist the INRMP Program with review and development of NEPA documentation to evaluate potential effects to sensitive species due to planned projects and military training on the installation.

5.1.2.7. **Reporting.** Assist with developing and producing annual assessments pertaining to sensitive non-game species forest management (thinning and burning) prescriptions/ recommendations. Assist with developing and producing annual INRMP SOP reports (evaluation of long-term trends and environmental effects analysis) and project data IAW appropriate format and timetables. Assist with reporting ISR-S (or current reporting method) weekly, monthly and quarterly for SOP task completions as well as additional updates to

special events and data calls. Assist with producing and updating non-game vertebrate and invertebrate species lists for Fort Polk and Peason Ridge.

- 5.1.2.8. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs.
- 5.1.2.9. **Outreach.** Assist with coordinating with installation public outreach personnel to prepare and maintain informative ENRMD, Conservation Branch displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, and societies with Conservation Branch PM(s) approval and Conservation Branch Chief concurrence.
- 5.1.2.10. **Coordination with Other Federal, State and Local Agencies.** Support the INRMP in direct coordination with the PM by assistance with acquiring all necessary State and Federal vertebrate and invertebrate species handling permits required annually for INRMP projects. In direct coordination with the INRMP PM assist with implementation and completion of INRMP projects associated with state, federal, local agencies and/ or universities that pertain to nongame species.
- 5.1.2.11. **Maneuver Damage Inspections.** IAW with established Standard Operating Procedures (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.
- 5.1.2.12. **Special Events and Requests.** Assist with preparing and/ or participating in special events and requests to include, but not limited to special projects, additional data calls, reporting and all other support functions as identified by the PM.
- 5.1.2.13. **Deliverable.** TASK 2 deliverables provided in the table below for *INRMP NON-GAME SPECIES SME SUPPORT*.

Deliverables Table. TASK 2 INRMP NON-GAME SPECIES SME SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Quarterly, Semiannual, Annually	<i>WEEKLY</i> (Participate in INRMP Crew meetings) <i>MONTHLY</i> (Attend required branch, division safety and E+1 ENDEX meetings) <i>QUARTERLY</i> (Assist with preparing INRMP meetings) <i>SEMIANNUAL</i> (Assist with INRMP project section reviews) <i>ANNUALLY</i> (Acquire all necessary training needed to implement INRMP projects annually)
Project Execution	Daily (IAW SOP time-lines)	Assist with implementing field surveys, data collection and entry for the monitoring and manage of non-game species using CB approved INRMP SOPs IAW SOP time-lines.
Document Preparation and Review	Annual, 5 Year	<i>ANNUAL</i> (Assist with reviews and updates to non-game INRMP section; INRMP SOPs and INRMP annual reports; and development of new SOPs; Assist with preparation of NEPA documents to evaluate sensitive species; Assist with review of federal and state, DoD, Army and Fort Polk regulations changes) <i>5 YEAR</i> (Assist with review and update non-game sections of INRMP)
Reporting	Weekly, Monthly, Quarterly, Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting completion of ISR-S) <i>WEEKLY</i> (Assist with reporting completion of special events) <i>ANNUALLY</i> (Assist with updating non-game species lists (avian, reptile, amphibian, mammal, fish and invertebrate); SOPs; annual SOP reports and associated data IAW SOP timelines)
Equipment and Maintenance	Weekly, Monthly,	<i>WEEKLY</i> (Assist with maintenance of vehicle(s), equipment and facility(s)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Outreach	As requested	Assist with public educational presentations to Army personnel, local schools, clubs, and societies.
Coordination with Other Federal, State and Local Agencies	Monthly, Annually	<i>MONTHLY</i> (Assist with implementation and completion of Fort Polk non-game INRMP projects associated with other federal, state, local groups or universities)

Deliverables Table. TASK 2 INRMP NON-GAME SPECIES SME SUPPORT		
Objectives	Frequency	Tasks
		<i>ANNUALLY</i> (Assistance with acquiring state and federal vertebrate and invertebrate species handling permits)
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	<i>MONTHLY</i>
Maneuver Damage	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs	<i>MONTHLY</i>
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	<i>MONTHLY</i>
Special Events and Requests	As requested	Assist with preparing and/ or participating in special events/ requests as identified by the PM.

5.1.3. **TASK 3 (Basic) : INRMP GAME FISH AND WILDLIFE SME SUPPORT**

5.1.3.1. **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 management guidelines of Conservation Branch programs through INRMP, NEPA, Maneuver Damage and Mitigation Monitoring, IPMP, and Threatened and Endangered Species Management Programs. Maintain a flexible work schedule to conform to CB SOP projects and special events and to facilitate the collection of biological data. Anticipation for completion of **TASK 3** is one (1) or equivalent CFTE annually.

5.1.3.2. **Qualifications.** Minimum qualification for **TASK 3** is a BS in wildlife biology or closely related field. Knowledge of the flora and fauna of central Louisiana. 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 the field techniques of capturing,

identifying (visual and auditory), and banding/ marking game fish and wildlife within appropriate habitats (i.e. upland and riparian forests; lentic waters), the expertise to map locations utilizing Geographic Information System (GIS) Using ArcMap, and ability to operate farm equipment. Ability to obtain appropriate training (All-Terrain Vehicle (ATV); etc.), certifications (herbicide application; etc.) and permits required to achieve all duties herein.

5.1.3.3. Coordination with Installation/ Environmental Program Personnel.

Assist with coordination of installation efforts to manage all installation game fisheries and wildlife resources through CB approved INRMP SOP projects and cooperative agreements in direct coordination with the INRMP PM. This includes but not limited to protocol/project planning, design, implementation, report writing and data analysis, and support to NEPA analysis. Actively engage and collaborate with other Conservation Branch Staff. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Cultural Resources Program, Integrated Pest Management Program, NEPA Program, other ENRMD branches and other JRTC and Fort Polk directorates.

5.1.3.4. Meetings, Scheduling and Training. Assist with weekly meetings for planning execution aspects of monitoring and managing game species IAW established INRMP SOP timelines and status reporting for projects. Participate in monthly safety briefings and coordinating special INRMP events. Acquire required training(s) needed to accomplish INRMP projects. Assist with semi-annual meetings for INRMP project review, development and update.

5.1.3.5. Game Fish and Wildlife Project Execution. ***Fisheries.*** Assist with implementation of the fisheries management plan to include, but not limited to; population sampling via electrofishing, netting, seining, water quality testing and analysis, aquatic vegetation control (mechanical and herbicide), water control structure maintenance, and fish stocking for Fort Polk recreational fishing ponds and lakes using CB approved INRMP SOPs. ***Food Plots.*** Assist with food plot management and habitat enhancement projects IAW CB approved INRMP SOPs to include, but not limited to; soil preparation, fertilization, planting (i.e. wildlife foods, hard and soft mass trees) and perform wildlife utilization assessments via operation of heavy farm and other appropriate equipment. ***Game Birds.*** Assist with monitoring and management of game bird populations IAW CB approved INRMP SOPs to include, but not limited to; spring whistle and gobbler counts, fall covey census, and other population management activities for the Northern bobwhite quail and Eastern wild turkey. ***White-tailed Deer.*** Provide technical assistance during mandatory deer check efforts; to include sampling blood, rumen, parasite and other techniques for assessing/ analyzing white-tailed deer populations. Monitor and manage white-tailed deer to include, but not limited to; deer spotlight census, browse surveys, and other population density techniques to support

determinations of herd density. **Forest Prescriptions.** Assist with conducting field surveys to evaluate game species habitat and produce forest compartment prescription assessments annually (i.e. record locational data via GPS and prepare reports for forest thinning and burning recommendations, execute forest prescription recommendations (i.e. mark areas of interest, execute manual thinning when appropriate, etc.). **Nuisance/ Invasive Animals.** Assist to include, but not limited to the CB Integrated Pest Management Program and other JRTC and Fort Polk directorates with the capture and removal of nuisance animals as requested. **Other Game Projects.** Assist with monitoring and management of other game species IAW CB approved INRMP SOPs and special projects/events as requested. **Hunter Data and Special Events.** Assist with obtaining all installation hunter data from appropriate officials, data entry and analysis (hunter efforts and game harvest data) for reports IAW CB approved INRMP SOPs. Assist with preparing and executing special youth hunting and fishing events. **Data Collection and Analysis.** Assist with collecting, entering, analyzing and storing field data in a database (Microsoft Excel or other program(s) compatible with government CPUs), create maps in ArcMap (GIS) and apply data to generate graphs, charts, maps, reports, and presentations for annual reporting.

- 5.1.3.6. **Document Preparation and Review.** Assist with developing, reviewing and updating INRMP game fisheries and wildlife SOPs for annual CB approval. Assist with writing and revising the game fisheries and wildlife sections of the INRMP and participate in the preparation and review of other biological documents. Assist with the 5-year INRMP review/update. Assist with technical advice on conformance and notification of changes with federal and state (including hunting, fishing, and trapping), DoD, Army and JRTC and Fort Polk mandates and regulations to the INRMP PM and INRMP Oversight Support. Assist the INRMP Program with review and development of NEPA documentation to evaluate potential effects to species and special areas due to planned projects and military training on the installation.
- 5.1.3.7. **Reporting.** Assist with the development of annual assessments pertaining to game fisheries and wildlife forest management (thinning and burning) prescriptions/ recommendations. Assist with the development of annual INRMP SOP reports (evaluation long-term trends and environmental effects analysis) and project data IAW appropriate format and timetables. Assist with reporting ISR-S (or current reporting method) weekly, monthly and quarterly for SOP task completions as well as additional updates to special events and data calls.
- 5.1.3.8. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs. Assist with preparing and tracking forms to acquire equipment needed for INRMP

execution. Assist with maintenance of equipment, vehicle(s) and facility as appropriate.

5.1.3.9. **Outreach.** Assist with coordinating with installation public outreach personnel to prepare and maintain informative ENRMD, Conservation Branch displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, and societies with Conservation Branch PMs approval and Conservation Branch Chief concurrence.

5.1.3.10. **Coordination with Other Federal, State and Local Agencies.** Support the INRMP in direct coordination with the PM by assistance with acquiring all necessary State and Federal vertebrate and invertebrate species handling permits required annually for INRMP projects. In direct coordination with the INRMP PM assist with implementation and completion of INRMP projects associated with state, federal, local agencies and/ or universities that pertain to game fisheries and wildlife.

5.1.3.11. **Maneuver Damage Inspections.** IAW 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.

5.1.3.12. **Special Events and Requests.** Assist with preparing and/ or participating in special events and requests to include, but not limited to special projects, additional data calls, reporting and all other support functions as identified by the PM.

5.1.3.13. **Deliverable.** TASK 3 deliverables provided in the table below for *INRMP GAME FISH AND WILDLIFE SME SUPPORT*.

Deliverables Table. TASK 3 INRMP GAME FISH AND WILDLIFE SME SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Quarterly, Semiannual, Annually	<i>WEEKLY</i> (Participate INRMP Crew meetings) <i>MONTHLY</i> (Attend required branch, division safety, E+1 ENDEX) <i>QUARTERLY</i> (Assist with preparing INRMP meetings) <i>SEMIANNUAL</i> (Assist with INRMP project section reviews)

Deliverables Table. TASK 3 INRMP GAME FISH AND WILDLIFE SME SUPPORT		
Objectives	Frequency	Tasks
		ANNUALLY (Acquire all necessary training needed to implement INRMP projects annually)
Project Execution	Daily (IAW SOP timelines)	Assist with implementing field surveys and management actions, collect, transcribe, and enter field data into a database for the monitoring and manage of game fisheries and wildlife using CB approved INRMP SOPs IAW SOP timelines.
Document Preparation and Review	Annual, 5 Year	<i>ANNUAL</i> (Assist with reviews and updates to non-game INRMP section; INRMP SOPs and INRMP annual reports; and development of new SOPs; Assist with preparation of NEPA documents to evaluate sensitive species; Assist with review of federal and state (including hunting, fishing and trapping), DoD, Army and Fort Polk regulations changes) <i>5 YEAR</i> (Assist with review and update non-game sections of INRMP)
Reporting	Weekly, Monthly, Quarterly,	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting completion of ISR-S) <i>WEEKLY</i> (Assist with reporting completion of special events) ANNUALLY (Assist with updating SOPs; annual SOP reports and associated data IAW SOP timelines)
Equipment and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with maintenance of vehicle(s), equipment and facility(s)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Outreach	As requested	Assist with public educational presentations to Army personnel, local schools, clubs, and societies.
Coordination with Other Federal, State and Local Agencies	Monthly, Annually	<i>MONTHLY</i> (Assist with implementation and completion of Fort Polk game fisheries and wildlife INRMP projects associated with other federal, state, local groups or universities) <i>ANNUALLY</i> (Assistance with acquiring state and federal vertebrate and invertebrate species handling permits)
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	<i>MONTHLY</i>

Deliverables Table. TASK 3 INRMP GAME FISH AND WILDLIFE SME SUPPORT		
Objectives	Frequency	Tasks
Maneuver Damage	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs	<i>MONTHLY</i>
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	<i>MONTHLY</i>
Special Events and Requests	As requested	Assist with preparing and/ or participating in special events/ requests as identified by the PM.

5.1.4. TASK 4 (Basic) : INRMP BOTANY SME SUPPORT

5.1.4.1. **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 management guidelines of Conservation Branch programs through INRMP, NEPA, Maneuver Damage and Mitigation Monitoring, IPMP, and Threatened and Endangered Species Management Programs. Maintain a flexible work schedule to conform to CB SOP projects and special events and to facilitate the collection of biological data. Anticipation for completion of **TASK 4** is one (1) or equivalent CFTE annually.

5.1.4.2. **Qualifications.** Minimum qualification for **TASK 4** is a BS in wildlife biology or closely related field. Knowledge of the flora and fauna of central Louisiana. 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 field techniques to collect, identify, manage and monitor native plant life, and invasive botanical species as well as the expertise to map vegetative communities utilizing Geographic Information System (GIS) using ArcMap. Ability to obtain appropriate training (All-Terrain Vehicle (ATV); etc.), certifications (herbicide application; etc.) and permits required to achieve all duties herein.

5.1.4.3. **Coordination with Installation/ Environmental Program Personnel.** Assist with coordination of installation efforts to manage all botanical

resources that are USFWS candidate, petitioned, State sensitive and species of conservation concern through CB approved INRMP SOP projects and cooperative agreements in direct coordination with the INRMP PM and INRMP Oversight Support. This includes but not limited to protocol/project planning, design, implementation, report writing and data analysis, and support to NEPA analysis. Actively engage and collaborate with other Conservation Branch Staff. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Cultural Resources Program, Integrated Pest Management Program, NEPA Program, other ENRMD branches and other JRTC and Fort Polk directorates.

- 5.1.4.4. **Meetings, Scheduling and Training.** Assist with weekly meetings for planning execution aspects of monitoring and managing botanical resources IAW established INRMP SOP timelines and status reporting for projects. Participate in monthly safety briefings. Acquire required training(s) needed to accomplish INRMP projects. Assist with semi-annual meetings for INRMP project review, development and update. Assist with preparation of quarterly INRMP meetings.
- 5.1.4.5. **Botany Project Execution: *Plant Community Mapping.*** Conduct field surveys to identify and map sensitive botanical resources/ plant communities and invasive plants utilizing ArcMap. ***Noxious and Invasive Plant Control.*** Conduct field surveys to evaluate, map and implement noxious/ invasive plant control IAW CB approved INRMP SOPs. ***Botanical Surveys and Forest Prescriptions.*** Conduct field surveys to evaluate and map sensitive plants, plant communities and invasive plants for forest compartment prescription assessments annually (i.e. record locational data via GPS and prepare reports for forest thinning and burning recommendations, execute forest prescription recommendations (i.e. mark areas of interest, execute manual thinning when appropriate, etc.) IAW CB approved INRMP SOPs. Assist with developing and updating species list annually. ***Other Botanical Projects.*** Assist with monitoring and managing effects to all plants that are candidate, petitioned, state sensitive and species of conservation concern resulting from installation activities. Monitor and manage long-term trends for vegetative change over time, heritage plants and landmark trees. Conduct botanical inventories and baseline assessments IAW CB approved INRMP SOPs. Assist other special projects/events with vegetation surveys for wildlife projects as requested. ***Wetland Identification and Delineation.*** Assist with wetland identification and delineations IAW CB approved INRMP SOPs. ***Data Collection and Analysis.*** Assist with collecting, entering, analyzing and storing field data in a database (Microsoft Excel or other program(s) compatible with government CPUs), create maps in ArcMap (GIS) and apply data to generate graphs, charts, maps, reports, and presentations for annual reporting.

- 5.1.4.6. **Document Preparation and Review.** Assist with development, review and update of INRMP botany SOPs for annual CB approval. Assist with annual support for writing and revising the botany sections of the INRMP and participate in the preparation and review of other biological documents. Assist with the 5-year INRMP review/update. Assist with technical advice on conformance with state and federal mandates and regulations to the INRMP PM and INRMP Oversight Support. Assist the INRMP Program with review and development of NEPA documentation to evaluate potential effects to sensitive species due to planned projects and military training on the installation.
- 5.1.4.7. **Reporting.** Assist with development of annual assessments pertaining to botanical resources for forest management (thinning and burning) prescriptions/ recommendations. Assist with development of annual INRMP SOP reports (evaluation long-term trends and environmental effects analysis) and project data IAW appropriate format and timetables. Report ISR-S (or current reporting method) weekly, monthly, and quarterly for SOP task completions as well as additional updates to special events and data calls. Assist with updating plant species lists for Fort Polk and Peason Ridge.
- 5.1.4.8. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs. Assist with preparing and tracking forms to acquire equipment needed for INRMP execution. Assist with maintenance of equipment, vehicle(s) and facility as appropriate.
- 5.1.4.9. **Outreach.** Assist with coordinating with installation public outreach personnel to prepare and maintain informative ENRMD, Conservation Branch displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, and societies with Conservation Branch PMs approval and Conservation Branch Chief concurrence.
- 5.1.4.10. **Coordination with Other Federal, State and Local Agencies.** Support the INRMP in direct coordination with the PM by assistance with acquiring all necessary State and Federal handling permits required annually for INRMP projects. In direct coordination with the INRMP PM assist with implementation and completion of INRMP projects associated with state, federal, local agencies and/ or universities that pertain to plant species.
- 5.1.4.11. **Maneuver Damage Inspections.** IAW 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.

5.1.4.12. **Special Events and Requests.** Assist with preparing and/ or participating in special events and requests to include, but not limited to special projects, additional data calls, reporting and all other support functions as identified by the PM.

5.1.4.13. **Deliverables. TASK 4** deliverables provided in the table below for *INRMP BOTANY SME SUPPORT*.

Deliverables Table. TASK 4 INRMP BOTANY SME SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Quarterly, Semiannual, Annually	<i>WEEKLY</i> (Participate INRMP Crew meetings) <i>MONTHLY</i> (Attend required branch, division safety and E+1 ENDEX meetings) <i>QUARTERLY</i> (Assist with preparing INRMP meetings) <i>SEMIANNUAL</i> (Assist with INRMP project section review meetings twice annually) <i>ANNUALLY</i> (Acquire all necessary training needed to implement INRMP projects annually)
Project Execution	Daily (IAW SOP timelines)	Assist with implementing field surveys, collect, transcribe, and enter field data into a database for the monitoring and manage of botanical species using CB approved INRMP SOPs IAW SOP timelines.
Document Preparation and Review	Annual, 5 Year	<i>ANNUAL</i> (Assist with reviews and updates to botany INRMP section; INRMP SOPs and INRMP annual reports; and development of new SOPs; Assist with preparation of NEPA documents to evaluate sensitive species; Assist with review of federal and state, DoD, Army and Fort Polk regulations changes) <i>5 YEAR</i> (Assist with review and update non-game sections of INRMP)
Reporting	Weekly, Monthly, Quarterly, Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting completion of ISR-S) <i>WEEKLY</i> (Assist with reporting completion of special events)

Deliverables Table. TASK 4 INRMP BOTANY SME SUPPORT		
Objectives	Frequency	Tasks
		ANNUALLY (Assist with updating botanical species lists; SOPs; annual SOP reports and associated data IAW SOP timelines)
Equipment and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with maintenance of vehicle(s), equipment and facility(s)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Outreach	As requested	Assist with public educational presentations to Army personnel, local schools, clubs, and societies.
Coordination with Other Federal, State and Local Agencies	Monthly, Annually	<i>MONTHLY</i> (Assist with implementation and completion of Fort Polk botany INRMP projects associated with other federal, state, local groups or universities) <i>ANNUALLY</i> (Assistance with acquiring state and federal permits as needed)
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	<i>MONTHLY</i>
Maneuver Damage	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs	<i>MONTHLY</i>
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	<i>MONTHLY</i>
Special Events and Requests	As requested	Assist with preparing and/ or participating in special events/ requests as identified by the PM.

5.1.5. TASK 5 (Optional) : INRMP NON-GAME TECHNICAL SUPPORT

5.1.5.1. **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 management guidelines of Conservation Branch

programs through INRMP, NEPA, Maneuver Damage and Mitigation Monitoring, IPMP, and Threatened and Endangered Species Management Programs. Maintain a flexible work schedule to conform to CB SOP projects and special events and to facilitate the collection of biological data. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation Branch in implementing management guidelines of the INRMP. Anticipation for completion of **TASK 5** is one (1) or equivalent CFTE annually.

- 5.1.5.2. **Qualifications.** Minimum qualification for **TASK 5** is a high school diploma. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to operate 4-wheel drive vehicles, ATVs/ UTVs, carpentry typed power equipment, chain saw and farm equipment. 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 to maintain a flexible work schedule to conform to special project/ event requests and to facilitate collection of biological data.
- 5.1.5.3. **Coordination with Installation/ Environmental Program Personnel.** Assist with coordination of installation efforts to manage all non-game vertebrate and invertebrate candidate, petitioned, State sensitive and species of conservation concern through CB approved INRMP SOP projects and cooperative agreements in direct coordination with the INRMP PM. This includes but not limited to protocol/project planning, design, implementation, report writing and data analysis, and support to NEPA analysis. Actively engage and collaborate with other Conservation Branch Staff. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Cultural Resources Program, Integrated Pest Management Program, NEPA Program, other ENRMD branches and other JRTC and Fort Polk directorates.
- 5.1.5.4. **Meetings, Scheduling and Training.** Participate in weekly meetings for planning execution aspects of monitoring and managing non-game species IAW established INRMP SOP time-lines. Participate in weekly meetings to comply with task scheduling for INRMP project execution and status updates. Participate in monthly safety briefings. Acquire required training(s) needed to accomplish INRMP projects. Assist with preparation of semi-annual meetings for INRMP project review, development, and update. Assist with preparation of quarterly INRMP meetings.
- 5.1.5.5. **Non-game Project Execution: *Avian, Reptile, Amphibian and Mammal Monitoring and Management.*** Assist with monitoring and management of non-game species through approved methodologies for capturing, identifying (visual and auditory), and banding/ marking birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (i.e. upland and

riparian forests; lotic and lentic waters). Assist with conducting avian and anuran auditory surveys as well as other surveys to census non-game species populations using CB approved INRMP SOPs. **Stream Monitoring.** Assist with monitoring streams via fish sampling (seining, netting, electrical shocking and etc.), invertebrate sampling and stream flow measurements. **Forest Prescriptions.** Assist with conducting field surveys to evaluate non-game species habitat for forest compartment prescriptions. **Nuisance/ Invasive Animals.** Assist to include, but not limited to other INRMP program personnel, CB Integrated Pest Management Program and other JRTC and Fort Polk directorates with the capture and removal of nuisance animals as requested. **Other Non-Game Projects.** Assist with other non-game species monitoring, management and special projects/events as requested. **Other Program(s).** Assist with other program areas to include, but not limited to game, botany, endangered species and other programs as requested.

- 5.1.5.6. **Document Preparation and Review.** Assist with development, review and update of INRMP SOPs for annual CB approval. Assist with annual support for writing and revising sections of the INRMP, and participate in the preparation and review of other biological documents. Assist with the 5-year INRMP review/update. Assist with technical advice on conformance with state and federal mandates and regulations to the INRMP PM and INRMP Oversight Support. Assist the INRMP Program with review and development of NEPA documentation to evaluate potential effects to sensitive species due to planned projects and military training on the installation.
- 5.1.5.7. **Data and Reporting.** Assist with reporting ISR-S (or current reporting method) weekly, monthly and quarterly for SOP task completions as well as additional updates to special events and data calls. Complete field sheets and data entry into a database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage.
- 5.1.5.8. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs. Assist with preparing and tracking forms to acquire equipment needed for INRMP execution. Assist with maintenance of equipment, vehicle(s) and facility as appropriate.
- 5.1.5.9. **Outreach.** Assist with coordinating with installation public outreach personnel to prepare and maintain informative ENRMD, Conservation Branch displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, and societies with Conservation Branch PMs approval and Conservation Branch Chief concurrence.

5.1.5.10. **Maneuver Damage Inspections.** IAW 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.

5.1.5.11. **Special Events and Requests.** Assist with preparing and/ or participating in special events and requests to include, but not limited to special projects, additional data calls, reporting and all other support functions as identified by the PM.

5.1.5.12. **Deliverables. TASK 5 (OPTIONAL)** deliverables provided in the table for **TASK 2 INRMP NON-GAME SPECIES SME SUPPORT**.

5.1.6. **TASK 6 (Optional) : INRMP GAME FISH AND WILDLIFE TECHNICAL SUPPORT**

5.1.6.1. **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 management guidelines of Conservation Branch programs through INRMP, NEPA, Maneuver Damage and Mitigation Monitoring, IPMP, and Threatened and Endangered Species Management Programs. Maintain a flexible work schedule to conform to CB SOP projects and special events and to facilitate the collection of biological data. Anticipation for completion of **TASK 6** is one (1) or equivalent CFTE annually.

5.1.6.2. **Qualifications.** Minimum qualification for **TASK 6** is a high school diploma. Ability to perform strenuous field work in rugged terrain and weather extremes. Ability to operate 4-wheel drive vehicles, ATVs/ UTVs, carpentry typed power equipment, chain saw and farm equipment. 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 to maintain a flexible work schedule to conform to special project/ event requests and to facilitate collection of biological data.

5.1.6.3. **Coordination with Installation/ Environmental Program Personnel.** Assist with coordination of installation efforts to manage all installation game fisheries and wildlife resources through CB approved INRMP SOP projects and cooperative agreements in direct coordination with the INRMP PM,

INRMP Oversight Support and INRMP SMEs. This includes but not limited to protocol/project planning, design, implementation, report writing and data analysis, and support to NEPA analysis. Actively engage and collaborate with other Conservation Branch Staff. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Cultural Resources Program, Integrated Pest Management Program, NEPA Program, other ENRMD branches and other JRTC and Fort Polk directorates.

- 5.1.6.4. **Meetings, Scheduling and Training.** Participate in weekly meetings for planning execution aspects of monitoring and managing non-game species IAW established INRMP SOP time-lines. Participate in weekly meetings to comply with task scheduling for INRMP project execution and status updates. Participate monthly safety briefings. Acquire required training(s) needed to accomplish INRMP projects. Assist with preparation of semi-annual meetings for INRMP project review, development and update. Assist with preparation of quarterly INRMP meetings.
- 5.1.6.5. **Game Fish and Wildlife Project Execution: *Fisheries*.** Assist with implementation of the fisheries management plan to include, but not limited to; population sampling via electrofishing and netting/seining, water quality testing and reporting, aquatic vegetation control (mechanical and herbicide), water control structure maintenance and repair, and fish stocking. ***Food Plots.*** Assist with implementation of food plot management to include, but not limited to; operation of heavy farm and other appropriate equipment to prepare, seed, fertilize, and manage wildlife food plots. Prepare soils and plant hard and soft mass trees. ***Game Birds.*** Assist with game bird management to include, but not limited to; spring whistle and gobbler counts, fall covey census, and other population management activities for the Northern bobwhite quail and Eastern wild turkey. ***White-tailed Deer.*** Assist with white-tailed deer monitoring and management to include, but not limited to; deer spotlight census, browse surveys, and other population density techniques to support determinations of herd density. Ability to work up to 2 weekends a year (Five 16-hour days) during mandatory white-tailed deer check efforts at the Fort Polk and Peason WMAs. ***Forest Prescriptions.*** Assist with conducting field surveys to evaluate non-game species habitat for forest prescriptions. ***Nuisance/ Invasive Animals.*** Assist to include, but not limited to, CB Integrated Pest Management Program and other JRTC and Fort Polk directorates with the capture and removal of nuisance animals as requested. ***Other Game Projects.*** Assist with other game monitoring, management and special projects/events as requested. ***Other Program(s).*** Assist with other program areas to include, but not limited to non-game, botany, endangered species and other programs as requested.
- 5.1.6.6. **Document Preparation and Review.** Assist with development, review and update of INRMP SOPs for annual CB approval. Assist with annual

support for writing and revising sections of the INRMP, and participate in the preparation and review of other biological documents. Assist with the 5 year INRMP review/update. Assist with technical advice on conformance with state and federal mandates and regulations to the INRMP PM and INRMP Oversight Support. Assist the INRMP Program with review and development of NEPA documentation to evaluate potential effects to sensitive species due to planned projects and military training on the installation.

- 5.1.6.7. **Data and Reporting.** Assist with reporting ISR-S (or current reporting method) weekly, monthly and quarterly for SOP task completions as well as additional updates to special events and data calls. Complete field sheets and data entry into a database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage.
- 5.1.6.8. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs. Assist with preparing and tracking forms to acquire equipment needed for INRMP execution.
- 5.1.6.9. **Outreach.** Assist with coordinating with installation public outreach personnel to prepare and maintain informative ENRMD, Conservation Branch displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, and societies with Conservation Branch PMs approval and Conservation Branch Chief concurrence.
- 5.1.6.10. **Maneuver Damage Inspections.** IAW with established Standard Operating Procedures (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.
- 5.1.6.11. **Special Events and Requests.** Assist with preparing and/ or participating in special events and requests to include, but not limited to special projects, additional data calls, reporting and all other support functions as identified by the PM.

5.1.6.12. **Deliverables. TASK 6 (OPTIONAL)** deliverables provided in the table below for **TASK 3 INRMP GAME FISH and WILDLIFE TECHNICAL SUPPORT**.

5.1.7. TASK 7 (Optional) : INRMP BOTANY TECHNICAL SUPPORT

5.1.7.1. **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 management guidelines of Conservation Branch programs through INRMP, NEPA, Maneuver Damage and Mitigation Monitoring, IPMP, and Threatened and Endangered Species Management Programs. Maintain a flexible work schedule to conform to CB SOP projects and special events and to facilitate the collection of biological data. Anticipation for completion of **TASK 7** is one (1) or equivalent CFTE annually.

5.1.7.2. **Qualifications.** Minimum qualification for **TASK 7** is a high school diploma. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to operate 4-wheel drive vehicles, ATVs/ UTVs, carpentry typed power equipment, chain saw and farm equipment. Ability to obtain a valid Louisiana driver's license. Ability to maintain a flexible work schedule to conform to special project/ event requests and to facilitate collection of biological data.

5.1.7.3. **Coordination with Installation/ Environmental Program Personnel.** Assist with coordination of installation efforts to manage all botanical resources that are candidate, petitioned, State sensitive and species of conservation concern through CB approved INRMP SOP projects and cooperative agreements in direct coordination with the INRMP PM. This includes but not limited to protocol/project planning, design, implementation, report writing and data analysis, and support to NEPA analysis. Actively engage and collaborate with other Conservation Branch Staff. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Cultural Resources Program, Integrated Pest Management Program, NEPA Program, other ENRMD branches and other JRTC and Fort Polk directorates.

5.1.7.4. **Meetings, Scheduling and Training.** Participate in weekly meetings for planning execution aspects of monitoring and managing botanical species IAW established INRMP SOP time-lines. Reports activities and progress, and tracks project(s) progress and completions. Participate in weekly meetings to comply with task scheduling for INRMP project execution and status updates. Participate in monthly safety briefings. Acquire required training(s) needed to accomplish INRMP projects. Assist with preparation of semi-annual meetings for INRMP project review, development and update. Assist with preparation of quarterly INRMP meetings.

- 5.1.7.5. **Botany Project Execution:** Implements plans and protocols to monitor biological resources including threatened and endangered plant and native plant communities. ***Plant Community Mapping.*** Assist with monitoring and management of botanical resources IAW CB approved INRMP SOPs. ***Noxious and Invasive Plant Control.*** Assist with noxious and invasive plant control IAW CB approved INRMP SOPs. ***Botanical Surveys and Forest Prescriptions.*** Assist with conducting field surveys to evaluate botanical resources for forest prescriptions. ***Other Botanical Projects.*** Assist with other botanical resources monitoring, management and special projects/events as requested. ***Wetland Identification and Delineation.*** Assist with wetland identification and delineations IAW CB approved INRMP SOPs. ***Other Program(s).*** Assist with other program areas to include, but not limited to non-game, game fish and wildlife, endangered species and other programs as requested.
- 5.1.7.6. **Document Preparation and Review.** Assist with development, review and update of INRMP SOPs for annual CB approval. Assist with annual support for writing and revising sections of the INRMP, and participate in the preparation and review of other biological documents. Assist with the 5 year INRMP review/update. Assist with technical advice on conformance with state and federal mandates and regulations to the INRMP PM and INRMP Oversight Support. Assist the INRMP Program with review and development of NEPA documentation to evaluate potential effects to sensitive species due to planned projects and military training on the installation.
- 5.1.7.7. **Data and Reporting.** Assist with reporting ISR-S (or current reporting method) weekly, monthly and quarterly for SOP task completions as well as additional updates to special events and data calls. Complete field sheets and data entry into a database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage.
- 5.1.7.8. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs. Assist with preparing and tracking forms to acquire equipment needed for INRMP execution.
- 5.1.7.9. **Outreach.** Assist with coordinating with installation public outreach personnel to prepare and maintain informative ENRMD, Conservation Branch displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, and societies with Conservation Branch PMs approval and Conservation Branch Chief concurrence.

5.1.7.10. **Maneuver Damage Inspections.** IAW 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.

5.1.7.11. **Special Events and Requests.** Assist with preparing and/ or participating in special events and requests to include, but not limited to special projects, additional data calls, reporting and all other support functions as identified by the PM.

5.1.7.12. **Deliverables. TASK 7 (Optional)** deliverables provided in the table below for *INRMP BOTANY TECHNICAL SUPPORT*.

Deliverables Table. TASK 7 (Optional) INRMP BOTANY TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Annually	<i>WEEKLY</i> (Participate INRMP Crew meetings) <i>MONTHLY</i> (Attend required branch, division safety and E+1 ENDEX meetings) <i>ANNUALLY</i> (Acquire all necessary training needed to implement INRMP projects or as training updates are required)
Project Execution	Daily	Assist with field surveys and management actions, data collection and entry IAW SOP guidelines and timetables.
Reporting	Weekly, Monthly,	<i>WEEKLY, MONTHLY</i> (Report completion of work performed and special events)
Equipment and Maintenance	Weekly, Monthly,	<i>WEEKLY</i> (Assist with maintenance of vehicle(s), equipment and facility(s)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Outreach	As requested	Assist with public educational presentations to Army personnel, local schools, clubs, and societies.
Coordination with Other Federal, State and Local Agencies	Monthly, Annually	<i>MONTHLY</i> (Assist with Fort Polk INRMP projects associated with other federal, state, local groups or universities) <i>ANNUALLY</i> (Assist with acquiring state and federal permits as required)

Deliverables Table. TASK 7 (Optional) INRMP BOTANY TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	<i>MONTHLY</i>
Maneuver Damage	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs	<i>MONTHLY</i>
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	<i>MONTHLY</i>
Special Events and Requests	As requested	Assist with preparing and/ or participating in special events/ requests as identified by the PM.

5.1.8. **TASK 8 (Optional) : INRMP INVASIVE BOTANICAL SPECIES TECHNICAL SUPPORT**

5.1.8.1. **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 management guidelines of Conservation Branch programs through INRMP, NEPA, Maneuver Damage and Mitigation Monitoring, IPMP, and Threatened and Endangered Species Management Programs. Maintain a flexible work schedule to conform to CB SOP projects and special events and to facilitate the collection of biological data.. Anticipation for completion of **TASK 8** is one (1) or equivalent CFTE annually.

5.1.8.2. **Qualifications.** Minimum qualification for **TASK 8** is a high school diploma. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to operate 4-wheel drive vehicles, ATVs/ UTVs, carpentry typed power equipment, chain saw and farm equipment. Ability to obtain a valid Louisiana driver's license. Ability to maintain a flexible work schedule to conform to special project/ event requests and to facilitate project implementation. Ability to obtain and maintain Louisiana State certifications for pesticide application on land and aquatic environments no later than six (6) months of award.

5.1.8.3. Coordination with Installation/ Environmental Program Personnel.

Assist with coordination of installation efforts to manage all invasive botanical species through CB approved SOP projects and plans in direct coordination with the INRMP AND IPMP PMs. This includes but not limited to protocol/project planning, design, implementation, report writing and data analysis, and support to NEPA analysis. Actively engage and collaborate with other Conservation Branch Staff. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the INRMP Program, Endangered Species Program, Cultural Resources Program, Integrated Pest Management Program, National Environmental Policy Act Program, other ENRMD branches and other JRTC and Fort Polk directorates.

5.1.8.4. Meetings, Scheduling and Training. Participate in weekly meetings for planning execution aspects of monitoring and managing invasive botanical species IAW established SOP time-lines. Participate in weekly meetings to comply with task scheduling for project execution and status updates. Participate in monthly safety briefings. Acquire required training(s) needed to accomplish projects. Assist with preparation of semi-annual meetings for project review, development and update. Assist with preparation of quarterly meetings.

5.1.8.5. Botanical Invasive Control Project Execution: *Plant Community Mapping.* Assist with monitoring and management of invasive botanical species IAW CB approved SOPs and plans. ***Noxious and Invasive Plant Control.*** Assist with noxious and invasive plant control IAW CB approved SOPs and plans. ***Surveys and Inventory.*** Assist with conducting field surveys to inventory invasive botanical species problem areas (down range) and cantonment areas. ***Other Botanical Projects.*** Assist with other botanical resources monitoring, management and special projects/events as requested. ***Other Program(s).*** Assist with other program areas to include, but not limited to non-game, game fish and wildlife, endangered species and other programs as requested.

5.1.8.6. Document Preparation and Review. Assist with development, review and update of INRMP SOPs for annual CB approval. Assist with annual support for writing and revising sections of the INRMP, and participate in the preparation and review of other biological documents. Assist with the 5 year INRMP review/update. Assist with technical advice on conformance with state and federal mandates and regulations to the INRMP PM and INRMP Oversight Support. Assist the INRMP Program with review and development of NEPA documentation to evaluate potential effects to sensitive species due to planned projects and military training on the installation.

5.1.8.7. Data and Reporting. Assist with reporting ISR-S (or current reporting method) weekly, monthly and quarterly for SOP task completions as well as

additional updates to special events and data calls. Complete field sheets and data entry into a database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage.

5.1.8.8. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs. Assist with preparing and tracking forms to acquire equipment needed for project execution.

5.1.8.9. **Outreach.** Assist installation public outreach personnel to prepare and maintain informative ENRMD, Conservation Branch displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, and societies with Conservation Branch PMs approval and Conservation Branch Chief concurrence.

5.1.8.10. **Maneuver Damage Inspections.** IAW 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. Attend E+1 meetings to coordinate with engineering entities, DPW Engineering and Planning Divisions and DPTMS. 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.

5.1.8.11. **Special Events and Requests.** Assist with preparing and/ or participating in special events and requests to include, but not limited to special projects, additional data calls, reporting and all other support functions as identified by the PM.

5.1.8.12. **Deliverables. TASK 8 (OPTIONAL)** deliverables provided in the table below for INRMP *INVASIVE BOTANICAL SPECIES TECHNICAL SUPPORT*.

Deliverables Table. TASK 8 (OPTIONAL) INRMP <i>INVASIVE BOTANICAL SPECIES TECHNICAL SUPPORT</i>		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Annually	<i>WEEKLY</i> (Participate Crew meetings) <i>MONTHLY</i> (Attend required branch, division safety's)

Deliverables Table. TASK 8 (OPTIONAL) INRMP <i>INVASIVE BOTANICAL SPECIES</i> TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
		ANNUALLY (Acquire all necessary training needed to implement INRMP projects or as training updates are required)
Project Execution	Daily	Assist with field surveys and management actions, data collection and entry IAW SOPs, program plans guidelines and timetables.
Reporting	Weekly, Monthly,	<i>WEEKLY, MONTHLY</i> (Report completion of work performed and special events)
Equipment and Maintenance	Weekly, Monthly,	<i>WEEKLY</i> (Assist with maintenance of vehicle(s), equipment and facility(s)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Outreach	As requested	Assist with public educational presentations to Army personnel, local schools, clubs, and societies.
Coordination with Other Federal, State and Local Agencies	Monthly, Annually	<i>MONTHLY</i> (Assist with Fort Polk INRMP projects associated with other federal, state, local groups or universities) <i>ANNUALLY</i> (Assist with acquiring state and federal permits as required)
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	<i>MONTHLY</i>
Maneuver Damage	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs	<i>MONTHLY</i>
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	<i>MONTHLY</i>
Special Events and Requests	As requested	Assist with preparing and/ or participating in special events/ requests as identified by the PM.

5.2. TASK 9 (Optional) : CONSERVATION BRANCH SYSTEMS/SECURITY SUPPORT

5.2.1. CONSERVATION BRANCH COMPUTER SYSTEMS ANALYST, SECURITY, AND MANAGEMENT SUPPORT

5.2.1.1. **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 in implementing management guidelines of Computer security, training, maintenance and requisition. Maintain a flexible work schedule to conform to CB SOP projects and special events and to facilitate the reporting requirements for computer equipment and associated hardware/software, updates, replacement cycle, and devices connected to the network. Anticipation for completion of **TASK 9** is one (1) or equivalent CFTE annually.

5.2.1.2. **Qualifications.** Minimum requirements for **TASK 9** is a high school diploma, equivalent or 4-year professional work experience in the field of Army computer and security systems (AR 25-1: Army Information Technology; Department of Defense (DoD) 8570.01-M Information Assurance, Workforce Improvement Program; DoD Web Policy; DoD Cyber Security; AR 25-2: Army Cyber Security. Ensure the security of networks, information, and information systems. 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 to obtain and maintain a security clearance. Provide proof of U.S. Citizenship. Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration.

5.2.1.3. **Information Assurance Support Officer (IASO).** Enforce IA policy, guidance, and training requirements per AR 25-2 and IA Training and Certification Best Business Practice (BBP). Ensure implementation of Information Assurance Vulnerability Management (IAVM) dissemination, reporting, and compliance procedures. Ensure all users meet the requisite favorable security investigations, clearances, authorization, need-to-know, and security responsibilities before granting access to the Information Security (IS). Ensure users receive initial and annual IA awareness training. Ensure log files and audits are maintained and reviewed for all systems and that authentication (for example, password) policies are audited for compliance. Prepare, distribute, and maintain plans, instructions, and SOPs concerning system security. Review and evaluate the effects on security of system changes, including interfaces with other ISs and document all changes. Ensure that all ISs within their area of responsibility are certified, accredited and reaccredited.

- 5.2.1.4. **Computer Management.** In coordination with Army Regulations and SOPs assist in development and implementation of Information Assurance Management Plan and Computer Systems Maintenance Management Plan for Conservation Branch. Trouble shoot systems, submit and track work orders, install hardware, software, and accessories. Assist Environmental Division in the absence of computer system support. Ensure all systems, equipment, and accessories are compatible with installation guidelines. Provide desktop, laptop, and system support. Assist with justifications for Information Technology (IT) equipment. Assist in the development and coordination of Capability Request (CAPR), Computer Hardware Enterprise Software and Solutions (CHESS), and System Authorization Access Request (SAAR). Develop and update user profiles in the Army Training and Certification Tracking System (ATCTS) with current training and related certifications as outlined in the Army's IA Training and Certification BBP. Assist with weekly and monthly status reports for Information Technology Systems and Equipment.
- 5.2.1.5. **Physical Security Support.** Assist in development, tracking, processing, filing, and retrieval of Conservation Branch physical security information in accordance with Army and Fort Polk regulations and procedures. Notify supervisors of upcoming due dates, perform daily inspections to identify deficiencies, prepare and route service orders to correct deficiencies, and maintain copy in Conservation Branch file. Assist in maintaining administrative supply inventories and reporting to the Conservation Branch procurement officer to obtain needed items. Assist with weekly and monthly status reports for Information Security in accordance with Army Regulations (AR) 25-1 and AR 25-2.
- 5.2.1.6. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs
- 5.2.1.7. **Data and Reporting.** Develop, update, and maintain status list of Conservation Branch Users and computer Systems. Submit status of systems on monthly basis to Conservation Branch Chief.
- 5.2.1.8. **Meetings/Trainings.** Attend meetings and conferences to coordinate, brief, and gather information for the Conservation Branch. Attend all required meetings as determined by the ACOR and provide all pertinent information within one business day or as required. Meetings and conferences to be approved by the Fort Polk ACOR.
- 5.2.1.9. **Deliverables. TASK 9 (OPTIONAL)** deliverables provided in the table below for *COMPUTER SYSTEMS ANALYST, SECURITY, AND MANAGEMENT SUPPORT*.

Deliverables Table. TASK 9 (OPTIONAL) CB COMPUTER SYSTEMS ANALYST, SECURITY, AND MANAGEMENT SUPPORT		
Scope Task	Task	Schedule
Information Assurance Support	Assist with Information Technology Systems and Equipment Reports.	Weekly Consolidated Monthly
Computer Management	Trouble shoot systems, submit/track work orders, installation of software/hardware/accessories.	As Needed Basis
Computer Management	Development/coordination of CAPR, CHESS, SAAR, User Profiles.	As Needed Basis
Physical Security Support	Assist with Information Security Status Reporting.	Weekly Consolidated Monthly
Equipment/Building Maintenance	Assist in Branch Inspections and Maintenance/Cleaning on Vehicles, Dispatches, Equipment, and Government Provided Office	Monthly
Equipment/Building Maintenance	Assist with Tracking, Inventorying, and Recording Equipment.	Monthly
Data and Reporting	Develop/update/maintain status of CB users and computer systems.	Monthly
Data and Reporting	Status update to Chief CB.	Monthly
Meetings/ Training	Attend meetings and conferences to coordinate, brief, and gather information for the Conservation Branch	As Needed Basis
Meetings/ Training	Attend of All Required Meetings (i.e. Branch and Division Safety Meetings...)	Monthly

5.3. TASK 10 (Basic) : NEPA PROGRAM

5.3.1. NEPA WRITER SUPPORT

5.3.1.1. **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 in implementing management guidelines of Conservation Branch programs through NEPA, Maneuver Damage and Mitigation Monitoring,

Integrated Natural Resource Management, Cultural Resource, IPMP, and Threatened and Endangered Species Management Programs. Proper management of program resources is necessary to achieve management goals and is critical for overall program success. In the absence of the Conservation Branch Oversight Support shall provide oversight and expertise to subordinates to ensure project objectives, approaches, and analysis/interpretation are technically sound and consistent with program objectives and needs. Maintain a flexible work schedule to conform to CB SOP projects and special events. Anticipation for completion of **TASK 10** is one (1) or equivalent CFTE annually.

- 5.3.1.2. **Desired Requirements.** In-depth knowledge of the Council on Environmental Quality's (CEQ) NEPA regulations (40 CFR Parts 1500-1508), Army Regulation 200-1, Environmental Protection and Enhancement; Department of Defense (DoD), Department of the Army (DOA), 32 CFR part 651 Environmental Analysis of Army Actions: Final Rule, and IMCOM NEPA Practices and Procedures. Meeting our NEPA compliance responsibilities requires assistance from all levels of our agency, including decision makers, PMs, interdisciplinary team members, other agencies, cooperators, and contractors.
- 5.3.1.3. **Qualifications.** Minimum requirements for **TASK 11** is a BS in environmental science, natural resources, or related field conducive to managing all aspects of a multi-disciplinary environmental management is required. Ability to obtain a valid Louisiana driver's license and drive 4-wheel drive vehicles, ATVs/UTVs. 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 to obtain and maintain a security clearance. Provide proof of U.S. Citizenship. Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration.
- 5.3.1.4. **NEPA document preparation.** It is the responsibility of the Conservation Branch to prepare and coordinate NEPA documentation for the Installation. Assist in environmental analysis for proposed actions and preparation of various levels (Environmental Assessments, Environmental Impact Statements, and Record of Environmental Consideration) of NEPA documentation. Conduct field surveys and prepare written evaluations of potential effects of military training and planned projects for review. IAW established SOPs meet scheduled due dates and deliverables for projects as directed in the SOPs.
- 5.3.1.5. **NEPA document tracking.** Assist the Conservation Branch with tracking and inventorying Installation NEPA documents IAW established SOPs. Complete each scheduled task(s) and report(s) outlined in the NEPA SOPs that relate to document tracking and inventorying.

- 5.3.1.6. **Post NEPA monitoring.** Monitor specific projects following completion of environmental analysis. Complete each scheduled task(s) and report(s) outlined in the NEPA SOPs that relate to monitoring NEPA projects.
- 5.3.1.7. **Mitigation Monitoring.** Monitor mitigations and best management practices detailed and agreed upon during the project planning and NEPA development processes. Complete each scheduled task(s) and report(s) outlined in the Installation SOPs that relate to monitoring projects which required mitigations and best management practices detailed and agreed upon during the project planning and NEPA development processes.
- 5.3.1.8. **Maneuver Damage Inspections.** IAW 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.
- 5.3.1.9. **Reporting.** Assist with tracking, updating and reporting ISR-S (or current reporting method), development and review of SOPs, annual SOP review/reports, weekly program updates for projects. Track and ensure all annual SOP reports are written and electronic reports submitted IAW approved format and SOP time-lines.
- 5.3.1.10. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs.
- 5.3.1.11. **Reviews.** The government may provide technical reports and documents for review during the performance period for technical review. Review these documents and report comments and recommendations IAW due dates and established Installation SOPs.
- 5.3.1.12. **Meetings/Training.** Attend meetings and conferences to coordinate, brief and gather information for the NEPA program. May additionally attend public meetings in support of public scoping requirements under NEPA and prepare and maintain informative displays. Attend all required meetings as determined by the ACOR and provide all pertinent information within one business day or as required. Meetings and conferences to be approved by the Fort Polk ACOR.

5.3.1.13. **Deliverables. TASK 10** deliverables provided in the table below for *NEPA WRITER SUPPORT*.

Deliverables Table. TASK 10 NEPA WRITER SUPPORT		
Scope Task	Task	Schedule
GIS Analyst	Reporting	Mid-year due 31 March; Annual due 30 September
NEPA Document Preparation	Assist with Preparation and Coordination of NEPA Documentation (RECs/EAs/EIS')	Daily
NEPA Document Preparation	EAs/EIS'	IAW established dates and timelines
NEPA Document Preparation	Review RECs, initiate coordination	Completion within 3 days of receipt of REC
NEPA Document Preparation	Field Surveys	Completion within 7 days of receipt of REC
NEPA Document Tracking	Assist with Tracking and Inventorying NEPA documents IAW Established SOPs	Monthly
NEPA Monitoring	Assist with the Monitoring of Specific Projects Following the Completion of Environmental Analysis IAW Established SOPs	Monthly
NEPA Monitoring	Reporting	Annual Report Due 15 October
Mitigation Monitoring	Assist with Monitoring Mitigations and Best Management Practices IAW Established SOPs	Monthly
Mitigation Monitoring	Reporting	Annual Report Due 15 October
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	Monthly
Maneuver Damage	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs	Monthly

Deliverables Table. TASK 10 NEPA WRITER SUPPORT		
Scope Task	Task	Schedule
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	Monthly
Equipment/Building Maintenance	Assist with Inspections and Maintenance/Cleaning on Vehicles, Dispatches, Equipment, and Government Provided Office	Monthly
Equipment/Building Maintenance	Assist Branch with Tracking, Inventorying, and Recording Equipment	Monthly
Review	Assist with the Review of Technical Reports and Documents	As Needed Basis
Meetings/Training	Attend Meetings and Conferences to Coordinate, Brief, and Gather Information for NEPA Program	As Needed Basis
Meetings/Training	Attendance of All Required Meetings (i.e. Branch and Division Safety Meetings...)	Monthly

5.3.2. **TASK 11 (Basic) : ADMINISTRATIVE/LOGISTIC RESOURCE SUPPORT**

5.3.2.1. **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 management guidelines of Conservation programs. Proper management of program resources is necessary to achieve management goals and is critical to overall program success. Maintain a flexible work schedule to conform to CB SOP projects and special events. Anticipation for completion of **TASK 11** is one (1) or equivalent CFTE annually.

5.3.2.2. **Qualifications.** Minimum requirements for **TASK 11** is a high school diploma is required. 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 to obtain and maintain a security clearance. Provide proof of U.S. Citizenship. Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration.

5.3.2.3. **Property Book Management Support.** Assistance in development, tracking, processing, filing, and retrieval of Conservation Branch property book information, to include durable goods. Notify supervisors of upcoming due dates, prepare and route correct forms, obtain required signature in

appropriate sequence, forward to appropriate office for processing, maintain copies in the Conservation Branch file system. Assist in the preparation and submittal of monthly status reports to the Conservation Branch Chief. Annually review and update SOP as required. Meet all established due dates, timelines, and deliverables in the approved SOP.

- 5.3.2.4. **Fleet Management Support.** Assist in development, tracking, processing, filing, and retrieval of Conservation Branch vehicle and associated equipment maintenance information, to include routine maintenance checks, repairs, and dispatches. Notify users of upcoming due dates, prepare and route correct forms, obtain required signatures in appropriate sequence, forward to appropriate offices for processing, and maintain copies in the Conservation Branch file system. Report status reports (weekly, monthly, semi-annual, annual) for Fleet inspection and maintenance. IAW Fleet Management SOP meet all established due dates, timelines, and deliverables as stated in the SOP.
- 5.3.2.5. **Physical Security Support.** Assist in development, tracking, processing, filing, and retrieval of Conservation Branch physical security information in accordance with Army and Fort Polk regulations and procedures. Notify supervisors of upcoming due dates, perform daily inspections to identify deficiencies, prepare and route service orders to correct deficiencies, and maintain copy in Conservation Branch file. Assist in maintaining administrative supply inventories and reporting to the Conservation Branch procurement officer to obtain needed items. IAW Branch and Army Physical Security SOPs meet all established due dates, timelines, and deliverables as stated in the SOPs.
- 5.3.2.6. **Record Management Support.** Assist with the maintenance of the Conservation Branch record keeping files and permits necessary for compliance with federal and state regulations for trapping, handling, banding faunal species at Fort Polk. In addition, maintain and streamline an existing filing system for archiving Conservation Branch administrative transmittals and receipts pertaining to operational activities. Maintain weekly reports and event calendars. Review and update SOP annually. Once approved, meet all established due dates, timelines, and deliverables stated in the SOP.
- 5.3.2.7. **Equipment/Building Maintenance.** Track and record Conservation Branch equipment location, availability, and condition as appropriate to maintain serviceability. Assist in ensuring facility inspections, submit needed service orders, and maintain an adequate administrative record pertaining to facility operations. Provide records of facility inspections and service orders IAW due dates and timelines established in Installation SOPs. Conduct required inspection and maintenance/cleaning of government provided office space IAW timelines and Installation SOPs.

5.3.2.8. **Meetings/Training.** Attend meetings and conferences to coordinate, brief, and gather information for the Conservation Branch. Attend all required meetings as determined by the ACOR and provide all pertinent information within one business day or as required. Meetings and conferences to be approved by the Fort Polk ACOR.

5.3.2.9. **Deliverables. TASK 11** deliverables provided in the table below for *ADMINISTRATIVE /LOGISTIC RESOURCE SUPPORT*.

Deliverables Table. TASK 11 ADMINISTRATIVE/LOGISTIC RESOURCE SUPPORT		
Scope Task	Task	Schedule
Property Book	Assist in the Development, Tracking, Processing, Filing, and Retrieval of Conservation Branch Property Book Information	Daily
Property Book	Assist with Property Book Status Reports to Conservation Branch Chief	Monthly
Fleet Management Support	Assist with Inspection and Reporting for Fleet Inspection.	Weekly Consolidated Monthly
Fleet Management Support	Assist with the Maintenance Management Status Reports	Weekly Consolidated Monthly
Physical Security	Assist with Information Security Reporting	Weekly Consolidated Monthly
Record Management	Assist with the Maintenance of Weekly Reports and Calendars for ENRMD	Weekly
Records and Information Management	Assist with the Maintenance of Conservation Branch Record Keeping Files (Action Transmittals, Federal and State Correspondence, Permits, receipts) and Archival IAW Established SOPs	Daily
Equipment/Building Maintenance	Assist with Inspections and Maintenance/Cleaning on Vehicles, Dispatches, Equipment, and Government Provided Office	Monthly
Equipment/Building Maintenance	Assist Branch with Tracking, Inventorying, and Recording Equipment.	Monthly
Equipment/Building Maintenance	Assist with Facility Inspections, Submit Need Service Orders, and Maintenance	Monthly

	Records Pertaining to Facility Operations.	
Meetings/ Training	Attend meetings and conferences to coordinate, brief, and gather information for the Conservation Branch	As Needed Basis
Meetings/ Training	Attend Required Meetings (i.e. Branch and Division Safety Meetings...)	Monthly

5.3.3. **TASK 12 (Optional) : NEPA TECHNICAL SUPPORT**

5.3.3.1. **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 management guidelines of Conservation programs through NEPA, Maneuver Damage and Mitigation Monitoring, Integrated Natural Resources Management, Cultural Resources, and Threatened and Endangered Species Management Programs. Proper management of program resources is necessary to achieve management goals and is critical for overall program success. Maintain a flexible work schedule to conform to CB SOP projects and special events. Anticipation for completion of **TASK 12** is one (1) or equivalent CFTE annually.

5.3.3.2. **Desired Requirements.** In-depth knowledge of the Council on Environmental Quality's (CEQ) NEPA regulations (40 CFR Parts 1500-1508), Army Regulation 200-1, Environmental Protection and Enhancement; Department of Defense (DoD), Department of the Army (DOA), 32 CFR part 651 Environmental Analysis of Army Actions: Final Rule, and IMCOM NEPA Practices and Procedures. Meeting our NEPA compliance responsibilities requires assistance from all levels of our agency, including decision makers, PMs, inter-disciplinary team members, other agencies, cooperators, and contractors.

5.3.3.3. **Qualifications.** Minimum requirements for **TASK 12** is a BS in environmental science, natural resources, or related field conducive to managing all aspects of a multi-disciplinary environmental management is required. Ability to obtain a valid Louisiana driver's license and drive 4-wheel drive vehicles, ATVs/UTVs. 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 to obtain and maintain a security clearance. Provide proof of U.S. Citizenship. Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration.

5.3.3.4. **NEPA document preparation.** It is the responsibility of the Conservation Branch to prepare and coordinate NEPA documentation for the Installation. Assist in providing environmental analysis for proposed actions and the lowest level of NEPA documentation. Conduct field surveys and prepare written evaluations of potential effects of military training and planned

projects IAW established SOPs meet scheduled due dates and deliverables for projects as directed in the SOPs.

- 5.3.3.5. **NEPA document tracking.** Assist the Conservation Branch with tracking and inventorying Installation NEPA documents IAW established SOPs. Complete each scheduled task(s) and report(s) outlined in the NEPA SOPs that relate to document tracking and inventorying.
- 5.3.3.6. **Post NEPA monitoring.** Monitor specific projects following completion of environmental analysis. Complete each scheduled task(s) and report(s) outlined in the NEPA SOPs that relate to monitoring NEPA projects.
- 5.3.3.7. **Mitigation Monitoring.** Monitor mitigations and best management practices detailed and agreed upon during the project planning and NEPA development processes. Complete each scheduled task(s) and report(s) outlined in the Installation SOPs that relate to monitoring projects which required mitigations and best management practices detailed and agreed upon during the project planning and NEPA development processes.
- 5.3.3.8. **Maneuver Damage Inspections.** IAW 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.
- 5.3.3.9. **Reporting.** Assist with tracking, updating and reporting ISR-S (or current reporting method), development and review of SOP, annual SOP review/reports, weekly program updates for projects. Track and ensure all annual SOP reports are written and electronic reports submitted IAW approved format and SOP time-lines.
- 5.3.3.10. **Equipment/Building Maintenance.** Track and record equipment location, availability, condition, as appropriate to maintain serviceability. Conduct and perform required inspections of equipment and facilities, submit needed service orders, and maintain an adequate administrative record pertaining to facility operations. Provide records of facility inspections and service orders IAW due dates and timelines established in Installation SOPs. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs.

5.3.3.11. **Reviews.** The government may provide technical reports and documents for review during the performance period for technical review. Review these documents and report comments and recommendations IAW due dates and established Installation SOPs.

5.3.3.12. **Record Management Support.** Assist with the maintenance of the Conservation Branch record keeping files and permits necessary for compliance with federal and state regulations at Fort Polk. Maintain weekly reports and event calendars. Meet all established due dates, timelines, and deliverables stated in the approved SOP.

5.3.3.13. **Meetings/Training.** Attend meetings and conferences to coordinate, brief and gather information for the NEPA program. May additionally attend public meetings in support of public scoping requirements under NEPA and prepare and maintain informative displays. Attend all required meetings as determined by the ACOR and provide all pertinent information within one business day or as required. Meetings and conferences to be approved by the Fort Polk ACOR.

5.3.3.14. **Deliverables. TASK 12(OPTIONAL)** deliverables provided in the table below for *NEPA TECHNICAL SUPPORT*.

Deliverables Table. TASK 12 (OPTIONAL) NEPA TECHNICAL SUPPORT		
Scope Task	Task	Schedule
NEPA Document Preparation	Assist in the Preparation and Coordination of NEPA Documentation	Daily
NEPA Document Preparation	Review RECs, initiate coordination	Completion within 3 days of receipt of REC
NEPA Document Preparation	Field Surveys	Completion within 7 days of receipt of REC
NEPA Document Preparation	Completion of RECs	Completion within 14 days of receipt of REC
NEPA Document Tracking	Assist with Tracking and Inventorying NEPA documents IAW Established SOPs	Monthly
NEPA Monitoring	Assist with the Monitoring of Specific Projects Following the Completion of Environmental Analysis IAW Established SOPs	Monthly
NEPA Monitoring	Reporting	Annual Report Due 15 October
Mitigation Monitoring	Assist with the Monitoring of Mitigations and Best Management Practices IAW Established SOPs	Monthly

Mitigation Monitoring	Report	Annual Report Due 15 October
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	Monthly
Maneuver Damage	Assist with the Compilation and Reporting of Damages to the Maneuver Damage Coordinator IAW Established SOPs	Monthly
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	Monthly
Equipment/Building Maintenance	Assist in Branch Inspections and Maintenance/Cleaning on Vehicles, Dispatches, Equipment, and Government Provided Office	Monthly
Equipment/Building Maintenance	Assist with Tracking, Inventorying, and Recording Equipment.	Monthly
Review	Assist with Review of Technical Reports and Documents	As Needed Basis
Records Management	Assist with the Maintenance of Weekly Reports and Calendars for ENRMD	As Needed Basis
Records Management	Assist with the Maintenance of Conservation Branch Record Keeping Files (Action Transmittals, Federal and State Correspondence, Permits, receipts) and Archival IAW Established SOPs	As Needed Basis
Meetings/Training	Attend Meetings and Conferences to Coordinate, Brief, and Gather Information for NEPA Program	As Needed Basis
Meetings/Training	Attendance of Required Meetings (i.e. Branch and Division Safety Meetings...)	Monthly

5.4. TASK 13 (Basic) : THREATENED AND ENDANGERED SPECIES PROGRAM SUPPORT

5.4.1. THREATENED AND ENDANGERED SPECIES PROGRAM OVERSIGHT SUPPORT

5.4.1.1. 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 in implementing management guidelines of the INRMP and ESMC. Provides oversight and expertise to subordinates to ensure project objects, approaches, and analysis/interpretation are technically sound and consistent with program objectives and needs. Maintain a flexible work schedule to conform to special project/event requests and to facilitate collection of biological data. Consolidate Threatened and Endangered Species QPR.

Anticipation for completion of **TASK 13** is one (1) or equivalent CFTE annually.

- 5.4.1.2. **Qualifications.** Minimum qualification for **TASK 13** is a BS in wildlife biology or closely related field. Knowledge of the flora and fauna of central Louisiana. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid driver's license and drive 4-wheel drive vehicles. 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 the field techniques of capturing, identifying (visual and auditory), and banding/ marking birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (i.e. upland and riparian forests; lotic and lentic waters) and the expertise to map locations utilizing Geographic Information System (GIS) using ArcMap. Ability to obtain appropriate training (All-Terrain Vehicle (ATV); etc.), certifications and permits (species banding, marking, handling; etc.) required to achieve all duties herein.
- 5.4.1.3. **Supervision.** Directly supervises up to four (4) Threatened and Endangered Species Program personnel. Utilizes human resources tools/resources such as leave requesting and reporting and hour reporting correctly and consistently. Ensure new personnel are oriented to Program objectives, purpose, and SOPs and trained in technical and administrative/procedural aspects. Provides performance planning, regular feedback, and annual performance appraisals. Facilitates training and professional development opportunities for personnel. Tracks performance to ensure personnel performance goals are met and participates in personnel searches as needed.
- 5.4.1.4. **Coordination with Installation/ Environmental Program Personnel.** Provide support to assist in program planning and oversight for the ESMC. Assist with execution aspects of monitoring and managing activities and projects IAW CB approved INRMP and Threatened and Endangered Species Program SOPs time-lines and cooperative agreements. Assist with coordination with various ENRMD staff and other concerned parties, including but not limited to the INRMP Program, Cultural Resources Program, Integrated Pest Management Program, NEPA) Program, other ENRMD branches and other JRTC and Fort Polk directorates.
- 5.4.1.5. **Field Support.** Monitor nests with a Tree-Top Peeper or a light and dental mirror. Climb nest trees to capture and band RCW adults, nestlings, and juveniles. Locate color-banded RCWs with a high power spotting scope to document survival rate and population structure. Record biological field data. Protect and improve RCW habitat by painting boundaries on trees, removing cavity competitor species from RCW cavities, and raking pine straw to protect habitat from severe fire damage. Install artificial cavity inserts, drill starts, and

drill cavities using chainsaw and gas-powered drill. Perform thinning and midstory removal within RCW cluster sites manually and mechanically. Translocate juvenile RCW's on Fort Polk, Peason Ridge, and Kisatchie National Forest. Build, install, and check snake traps. Capture and identify trapped reptiles. Document all trapping and sightings of LPS on Fort Polk and Peason Ridge. Identify and mark gopher mounds.

- 5.4.1.6. **Meetings, Scheduling and Training.** Assist with weekly task scheduling of additional ESMC program personnel to accomplish the full scope of program activities required by the ESMC and INRMP PMs. Assist with semiannual meetings for project, procedure and product reviews. Track and schedule personnel for training and safety requirements (including monthly safety briefings) necessary to complete projects.
- 5.4.1.7. **Document Preparation and Review.** Assist with quarterly and annual review/updates to the ESMC as well as the 5 year plan review/update. Complete annual review of all report products for SOPs (CB Source Book) as well as final review of ESMC SOPs. Assist in development of Biological Assessments/Biological Evaluations/Biological Opinions. Annually review and track all sectional natural resources federal and state regulations to keep personnel informed of changes to include but not limited to the Sikes Act Improvement Act (16 USC 670 et seq.), the Endangered Species Act (16 USC 1531 et seq.), the Migratory Bird Treaty Act (16 USC 1361 et seq.), Clean Water Act Section 404, U.S. Department of Defense (DoD), U.S. Army and Fort Polk regulations and other applicable executive orders and institutional guidance. Review and prepare NEPA documentation to evaluate potential effects to threatened and endangered species habitat due to planned projects and military training on the installation.
- 5.4.1.8. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs.
- 5.4.1.9. **Reporting.** Assist with tracking, updating and reporting ISR-S (or current reporting method), development and review of Standard Operating Procedure (SOP), annual SOP project reports, weekly program activities for special events and updates, and man-hour tracking for projects and special events. Track and ensure all annual SOP reports are written and electronic reports submitted IAW approved format and SOP time-lines.
- 5.4.1.10. **Maneuver Damage Inspections.** IAW with established Standard Operating Procedures (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.

5.4.1.11. **Deliverable. TASK 13** deliverables provided in the table below for *THREATENED and ENDANGERED SPECIES OVERSIGHT SUPPORT*.

Deliverables Table. TASK 13 THREATENED and ENDANGERED SPECIES OVERSIGHT SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Daily, Weekly, Monthly, Quarterly, Semiannual	<i>WEEKLY</i> (Attend up to 1 per week branch schedule meeting). <i>MONTHLY</i> (Attend branch, division safety briefing per month). <i>QUARTERLY</i> (Assist with preparing, planning and facilitating meetings) <i>SEMIANNUAL</i> (Assist with project section review meetings twice annually; Track and schedule to attend required training)
Document Preparation and Review	Quarterly, Annual, 5 Year	<i>QUARTERLY</i> (Review and update changes to the ESMC) <i>ANNUAL</i> (Assist with final annual changes to the ESMC; Review and update changes for up to SOPs and annual reports. Review federal and state regulations for changes and provide information to PM) <i>5 YEAR</i> (Review and update changes to the ESMC and finalize)
Equipment/Building Maintenance	Weekly, Monthly	<i>WEEKLY</i> (Assist with maintenance of vehicle(s), equipment and facility(s)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Reporting	Weekly, Monthly, Quarterly, Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Report completion of ISR-S) <i>WEEKLY</i> (Report completion of schedule work requirements and man-hours) <i>ANNUALLY</i> (Track and update SOPs and annual report completion)
Maneuver Damage	Serve as a Member of the Maneuver	<i>MONTHLY</i>

Deliverables Table. TASK 13 THREATENED and ENDANGERED SPECIES OVERSIGHT SUPPORT		
Objectives	Frequency	Tasks
	Damage Program	
Maneuver Damage	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs	<i>MONTHLY</i>
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	<i>MONTHLY</i>

5.4.2. **TASK 14 (Basic) : THREATENED AND ENDANGERED SPECIES DATABASE MANAGEMENT SUPPORT**

5.4.2.1. **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 management guidelines of the ESMC. The cooperator will assist with the collect, transcribe, and enter field data into a database and apply data to generate graphs, charts, reports, and presentations as necessary to provide information support. Maintain a flexible work schedule to conform to special project/event requests and to facilitate collection of biological data. Anticipation for completion of **TASK 14** is one (1) or equivalent CFTE annually.

5.4.2.2. **Qualifications.** Minimum qualification for **TASK 14** is a BS in wildlife biology or closely related field. Knowledge of the flora and fauna of central Louisiana. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid driver's license and drive 4-wheel drive vehicles. 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 the field techniques of capturing, identifying (visual and auditory), and banding/ marking birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (i.e. upland and riparian forests; lotic and lentic waters) and the expertise to map locations utilizing Geographic Information System (GIS) using ArcMap. Ability to obtain appropriate training (All-Terrain

Vehicle (ATV); etc.), certifications and permits (species banding, marking, handling; etc.) required to achieve all duties herein.

5.4.2.3. Coordination with Installation/ Environmental Program Personnel.

Assist with coordination of installation efforts to manage all endangered species of conservation concern through CB approved INRMP SOP projects and cooperative agreements in direct coordination with the ESMC PM and ESMC Oversight Support. Coordinate with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Cultural Resources Program, Integrated Pest Management Program, National Environmental Policy Act Program, other ENRMD branches and other JRTC and Fort Polk directorates.

5.4.2.4. Field Support. Monitor nests with a Tree-Top Peeper or a light and dental mirror. Climb nest trees to capture and band RCW adults, nestlings, and juveniles. Locate color-banded RCWs with a high power spotting scope to document survival rate and population structure. Record biological field data. Protect and improve RCW habitat by painting boundaries on trees, removing cavity competitor species from RCW cavities, and raking pine straw to protect habitat from severe fire damage. Install artificial cavity inserts, drill starts, and drill cavities using chainsaw and gas-powered drill. Perform thinning and midstory removal within RCW cluster sites manually and mechanically. Translocate juvenile RCW's on Fort Polk, Peason Ridge, and Kisatchie National Forest. Build, install, and check snake traps. Capture and identify trapped reptiles. Document all trapping and sightings of LPS on Fort Polk and Peason Ridge. Identify and mark gopher mounds.

5.4.2.5. Meetings, Scheduling and Training. Ensure execution aspects of monitoring and managing IAW established INRMP and ESMC SOP timelines. Participate in weekly meetings to comply with task scheduling for project execution and status updates. Participate and prepare monthly safety briefings. Acquire required training(s) needed to accomplish projects. Prepare and participate in semi-annual meetings for project review, development and update.

5.4.2.6. Document Preparation and Review. The Cooperator shall provide support for revising the Endangered Species Management Component (ESMC) for RCW and LPS, participate in the preparation and review of other biological documents and assessments pertaining to the RCW and LPS, prepare annual reports for U.S. Fish and Wildlife Service.

5.4.2.7. Equipment/Building Maintenance. Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs.

5.4.2.8. **Reporting.** Assist with annual SOP reports (evaluation of long-term trends and environmental effects analysis) and project data IAW appropriate format and timetables. Report ISR-S (or current reporting method) weekly, monthly and quarterly for SOP task completion as well as additional updates to special events and data calls. The Cooperator assist with further analyze of database information to determine population structure and demographic trends and track RCW and LPS habitat removed from inventory due to Army planned projects and training requirements.

5.4.2.9. **Maneuver Damage Inspections.** IAW with established Standard Operating Procedures (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.

5.4.2.10. **Deliverables. TASK 14** deliverables provided in the table below for *THREATENED AND ENDANGERED SPECIES DATABASE MANAGEMENT SUPPORT*.

Deliverables Table. TASK 14 <i>THREATENED AND ENDANGERED SPECIES DATABASE MANAGEMENT SUPPORT</i>		
Objectives	Frequency	Tasks
Data Entry and Coordination	Weekly, Monthly, Quarterly, Semiannual, Annually	<i>WEEKLY</i> (Assist with data entry into DataMax program and update ISR-S events) <i>MONTHLY</i> (Attend up to 12 branch, 12 division safety briefings) <i>QUARTERLY</i> (Assist with preparing presentations that include charts and graphs) <i>SEMIANNUAL</i> (Assist with up to 2 ESMC section review meetings twice annually. Analyze database information to determine population structure and demographic trends. Track RCW and LPS habitat removed from inventory due to Army planned projects and training requirements. <i>ANNUALLY</i> (Acquire all necessary training needed to implement ESMC projects annually or as training updates are required)
Field Work	Daily (IAW SOP time-lines)	Assist with field surveys, collect, transcribe, and enter field data into a database for the monitoring and manage of endangered species using CB

**Deliverables Table. TASK 14 *THREATENED AND ENDANGERED SPECIES*
DATABASE MANAGEMENT SUPPORT**

Objectives	Frequency	Tasks
		approved ESMC SOPs IAW SOP time-lines. Climb nest trees to capture and band RCW adults, nestlings, and juveniles. Monitor nests with a Tree-Top Peeper or a light and dental mirror.
Document Preparation and Review	Quarterly, Annual, 5 Year	<i>QUARTERLY</i> (Review and update changes to the ESMC section) <i>ANNUAL</i> (Assist with finalizing annual changes to the ESMC; Review and update changes for SOPs and annual reports; Assist with preparation of NEPA documents to evaluate endangered species; Review federal and state regulations for changes and provide information to PM and Oversight Support) <i>5 YEAR</i> (Review and update changes to the INRMP and finalize)
Equipment and Maintenance	Weekly, Monthly	<i>WEEKLY</i> (Assist with maintenance of vehicle(s), equipment and facility(s)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Reporting	Weekly, Monthly, Quarterly, Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Report completion of ISR-S) <i>WEEKLY</i> (Report completion of special events and man-hours) <i>ANNUALLY</i> (Assist with submitting SOP updates; annual reports and associated data IAW SOP time-lines.
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	<i>MONTHLY</i>
Maneuver Damage	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs	<i>MONTHLY</i>
Maneuver Damage	Participate in all maneuver	<i>MONTHLY</i>

Deliverables Table. TASK 14 <i>THREATENED AND ENDANGERED SPECIES DATABASE MANAGEMENT SUPPORT</i>		
Objectives	Frequency	Tasks
	damage events beginning E+1 through completion.	

5.4.3. **TASK 15 (Basic) : THREATENED AND ENDANGERED SPECIES TECHNICIAN SUPPORT**

5.4.3.1. **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 management guidelines of the ESMC. The cooperator will assist with the database manager to collect, transcribe, and enter field data into a database and apply data to generate graphs, charts, reports, and presentations as necessary to provide information support. Anticipation for completion of **TASK 15** is one (1) or equivalent CFTE annually. .

5.4.3.2. **Qualifications.** Minimum qualification for **TASK 15** is a high school diploma. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to operate 4-wheel drive vehicles, ATVs/ UTVs, carpentry typed power equipment, chain saw and farm equipment. Ability to obtain a valid 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 to maintain a flexible work schedule to conform to special project/ event requests and to facilitate collection of biological data.

5.4.3.3. **Coordination with Installation/ Environmental Program Personnel.** Assist with coordination of installation efforts to manage all non-game vertebrate and invertebrate candidate, petitioned, sensitive and species of conservation concern through CB approved INRMP and ESMC SOP projects and cooperative agreements in direct coordination with the ESMC PM, and ESMC Oversight Support. Coordinate with various ENRMD staff and other concerned parties, including but not limited to the INRMP Program, Cultural Resources Program, Integrated Pest Management Program, National Environmental Policy Act Program, other ENRMD branches and other JRTC and Fort Polk directorates. Coordination included are meetings, phone-calls, facsimile, teleconference, emails, and other communication measures.

5.4.3.4. **Meetings, Scheduling and Training.** Ensure execution aspects of monitoring and managing IAW established ESMC SOP time-lines. Participate in weekly meetings to comply with task scheduling for ESMC project execution and status updates. Participate and prepare monthly safety briefings. Acquire required training(s) needed to accomplish INRMP projects. Prepare

and participate in semi-annual meetings for ESMC project review, development and update.

- 5.4.3.5. **ESMC Field Support.** The Cooperator will ensure onsite personnel for monitoring RCW breeding success, morning roost, and fall census. Monitor nests with a Tree-Top Peeper or a light and dental mirror. Climb nest trees to capture and band RCW adults, nestlings, and juveniles. Locate color-banded RCWs with a high power spotting scope to document survival rate and population structure. Record biological field data. Protect and improve RCW habitat by painting boundaries on trees, removing cavity competitor species from RCW cavities, and raking pine straw to protect habitat from severe fire damage. Install artificial cavity inserts, drill starts, and drill cavities using chainsaw and gas-powered drill. Perform thinning and midstory removal within RCW cluster sites manually and mechanically. Translocate juvenile RCW's on Fort Polk, Peason Ridge, and Kisatchie National Forest. Build, install, and check snake traps. Capture and identify trapped reptiles. Document all trapping and sightings of LPS on Fort Polk and Peason Ridge. Identify and mark gopher mounds.
- 5.4.3.6. **Data and Reporting.** Assist with preparing and submitting appropriate field sheets, data entry into a database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage. Assist with database manager with further analysis of database information to determine population structure and demographic trends and track RCW and LPS habitat removed from inventory due to Army planned projects and training requirements.
- 5.4.3.7. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs. Assist with preparing and tracking forms to acquire equipment needed for ESMC execution.
- 5.4.3.8. **Outreach.** Assist with coordinating with installation public outreach personnel to prepare and maintain informative ENRMD, Conservation Branch displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, and societies.
- 5.4.3.9. **Maneuver Damage Inspections.** IAW 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.

5.4.3.10. **Special Events and Requests.** Assist with preparing and/or participating in special events and requests to include, but not limited to special projects, additional data calls, reporting and all other support functions as identified by the PM.

5.4.3.11. **Deliverables. TASK 15** deliverables provided in the table below for *THREATENED AND ENDANGERED SPECIES TECHNICIAN SUPPORT*.

Deliverables Table. TASK 15 THREATENED AND ENDANGERED SPECIES TECHNICIAN SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Annually	<i>WEEKLY</i> (Participate in Crew meetings) <i>MONTHLY</i> (Attend branch and division safety and 1 E+1 ENDEX briefings monthly) <i>ANNUALLY</i> (Acquire all necessary training needed to implement ESMC projects or as training updates are required)
Project Execution	Daily	Climb nest trees to capture and band RCW adults, nestlings, and juveniles. Monitor nests with a Tree-Top Peeper or a light and dental mirror. Assist program areas with field surveys and management actions, collect, transcribe, and enter field data as requested and IAW SOP guidelines and timetables.
Reporting	Weekly, Monthly,	<i>WEEKLY, MONTHLY</i> (Report completion of assigned tasks and special events)
Equipment and Maintenance	Weekly, Monthly,	<i>WEEKLY</i> (Assist with maintenance of vehicle(s), equipment and facility(s)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Outreach	As requested	Assist with public educational presentations to Army personnel, local schools, clubs, and societies.
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	<i>MONTHLY</i>
Maneuver Damage	Compile and Report Damages to Maneuver Damage	<i>MONTHLY</i>

Deliverables Table. <i>TASK 15 THREATENED AND ENDANGERED SPECIES</i> <i>TECHNICIAN SUPPORT</i>		
Objectives	Frequency	Tasks
	Coordinator IAW Established SOPs	
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	<i>MONTHLY</i>
Special Events and Requests	As requested	Assist with preparing and/ or participating in special events/ requests as identified by the PM.

5.4.4. TASK 16 (Optional) : THREATENED AND ENDANGERED SPECIES TECHNICAL SUPPORT

5.4.4.1. **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 management guidelines of the ESMC. Anticipation for completion of **TASK 16** is one (1) or equivalent CFTE annually.

5.4.4.2. **Qualifications.** Minimum qualification for **TASK 16** is a high school diploma. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to operate 4-wheel drive vehicles, ATVs/ UTVs, carpentry typed power equipment, chain saw and farm equipment. Ability to obtain a valid 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 to maintain a flexible work schedule to conform to special project/ event requests and to facilitate collection of biological data.

5.4.4.3. **Coordination with Installation/ Environmental Program Personnel.** Assist with coordination of installation efforts to manage Conservation Branch outreach activities. Coordinate with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, INRMP Program, Cultural Resources Program, Integrated Pest Management Program, National Environmental Policy Act Program, other ENRMD branches and other JRTC and Fort Polk directorates. Coordination included are meetings, phone-calls, facsimile, teleconference, emails, and other communication measures.

5.4.4.4. **Meetings, Scheduling and Training.** Ensure execution aspects are IAW established Conservation Branch SOP timelines. Participate in weekly meetings to comply with task scheduling for ESMC project execution and status updates. Participate and prepare monthly safety briefings. Acquire required training(s) needed to accomplish projects. Prepare and participate in semi-annual meetings for ESMC project review, development and update.

- 5.4.4.5. **ESMC Field Support.** The Cooperator will ensure onsite personnel for monitoring RCW breeding success, morning roost, and fall census. Monitor nests with a Tree-Top Peeper or a light and dental mirror. Climb nest trees to capture and band RCW adults, nestlings, and juveniles. Locate color-banded RCWs with a high power spotting scope to document survival rate and population structure. Record biological field data. Protect and improve RCW habitat by painting boundaries on trees, removing cavity competitor species from RCW cavities, and raking pine straw to protect habitat from severe fire damage. Install artificial cavity inserts, drill starts, and drill cavities using chainsaw and gas-powered drill. Perform thinning and midstory removal within RCW cluster sites manually and mechanically. Translocate juvenile RCW's on Fort Polk, Peason Ridge, and Kisatchie National Forest. Build, install, and check snake traps. Capture and identify trapped reptiles. Document all trapping and sightings of LPS on Fort Polk and Peason Ridge. Identify and mark gopher mounds.
- 5.4.4.6. **Data and Reporting.** Assist with preparing and submitting appropriate field sheets, data entry into a database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage.
- 5.4.4.7. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs. Assist with preparing and tracking forms to acquire equipment needed for ESMC execution.
- 5.4.4.8. **Outreach.** Assist with coordinating with installation public outreach personnel to prepare and maintain informative ENRMD, Conservation Branch displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, and societies.
- 5.4.4.9. **Maneuver Damage Inspections.** IAW 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.

5.4.4.10. **Reporting.** Development and review of Standard Operating Procedure (SOP), annual SOP review/reports, weekly program updates for projects. Track and ensure all annual SOP reports are written and electronic reports submitted IAW approved format and SOP time-lines.

5.4.4.11. **Special Events and Requests.** Assist with preparing and/ or participating in special events and requests to include, but not limited to special projects, additional data calls, reporting and all other support functions as identified by the PM.

5.4.4.12. **Deliverables. TASK 16 (OPTIONAL)** deliverables provided in the table below for *THREATENED AND ENDANGERED SPECIES TECHNICAL SUPPORT*.

Deliverables Table. TASK 16 (OPTIONAL) <i>THREATENED AND ENDANGERED SPECIES TECHNICAL SUPPORT</i>		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Annually	<i>WEEKLY</i> (Participate in Crew meetings) <i>MONTHLY</i> (Attend branch and division safety and 1 E+1 ENDEX briefings monthly) <i>ANNUALLY</i> (Acquire all necessary training needed to implement ESMC projects or as training updates are required)
Project Execution	Daily	Climb nest trees to capture and band RCW adults, nestlings, and juveniles. Monitor nests with a Tree-Top Peeper or a light and dental mirror. Assist program areas with field surveys and management actions, collect, transcribe, and enter field data as requested and IAW SOP guidelines and timetables.
Reporting	Weekly, Monthly,	<i>WEEKLY, MONTHLY</i> (Report completion of assigned tasks and special events)
Equipment and Maintenance	Weekly, Monthly,	<i>WEEKLY</i> (Assist with maintenance of vehicle(s), equipment and facility(s)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Outreach	As requested	Assist with public educational presentations to Army personnel, local schools, clubs, and societies.
Maneuver Damage	Serve as a Member of the Maneuver Damage Program	<i>MONTHLY</i>
Maneuver Damage	Compile and Report Damages	<i>MONTHLY</i>

Deliverables Table. TASK 16 (OPTIONAL) <i>THREATENED AND ENDANGERED SPECIES TECHNICAL SUPPORT</i>		
Objectives	Frequency	Tasks
	to Maneuver Damage Coordinator IAW Established SOPs	
Maneuver Damage	Participate in all maneuver damage events beginning E+1 through completion.	<i>MONTHLY</i>
Special Events and Requests	As requested	Assist with preparing and/ or participating in special events/ requests as identified by the PM.

5.4.5. TASK 17 (Optional) : OUTREACH SUPPORT

5.4.5.1. Level of Effort. Assist with coordination of installation efforts to manage Conservation Branch educational and outreach initiatives. Coordinate with various ENRMD staff and other concerned parties, including but not limited to the Threatened and Endangered Species Program, INRMP Program, Cultural Resources Program, Integrated Pest Management Program, National Environmental Policy Act Program, other ENRMD branches and other JRTC and Fort Polk directorates. Coordination included are meetings, phone-calls, facsimile, teleconference, emails, and other communication measures. Majority of educational and outreach initiatives will be performed as one. Anticipation for completion of **TASK 17** is one (1) or equivalent CFTE annually.

5.4.5.2. Desired Requirement. Versed in Microsoft Office applications (Access, Excel, PowerPoint, Publisher, and Word) and Adobe Acrobat (conversion and publication).

5.4.5.3. Qualifications. Minimum qualification for **TASK 17** is a BS in environmental science, natural resources, or related field conducive to managing all aspects of multi-disciplinary environmental management is required. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid 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 to maintain a flexible work schedule to conform to special project/ event requests.

5.4.5.4. Coordination with Installation/ Environmental Program Personnel. Coordination and participation in and facilitate key events that include, but not limited to (Youth Fishing Derby, School Day Events, Youth Turkey Hunt, Camp Warrior, Forestry Awareness Week, Heritage, and Safety Day) to

promote environmental awareness and stewardship. This includes coordination with Points of Contacts and completing appropriate documentation/approvals (agendas, Operations Orders (OPORDS), In Progress Reviews (IPRs), Situation Reports (SITREPS), and After Action Reviews (AARs)). Cooperator should have the understanding of being the only Conservation Branch Staff participating in the key events. Approval by Conservation Branch PMs with concurrence from the Conservation Branch Chief is required to any commitments of Conservation Branch resources to support any event.

- 5.4.5.5. **Outreach.** Participate in Observer Controller Trainer (OCT), Environmental Compliance Officer (ECO) and pertinent presentations to Soldiers in coordination with INRMP, Pest Program, and Threatened and Endangered Program. These presentations shall include briefings on environmentally sensitive areas to be avoided by military, which includes cultural resource sites, threatened and endangered species sites, wetlands, and other sensitive areas. Assist with updates, development, and coordination associated with other program SOPs containing outreach related section to provide efficient outreach reporting and integration with other program areas. Assist with Conservation Branch with facilitation of required meetings, record and maintain meeting minutes no later than two working days upon completion of meetings and participate in AARs.
- 5.4.5.6. **Field Support.** Photograph, document, and publish field activities in the form of news articles, SITREPS, and command briefings. Activities include but not limited to RCW roosting, LPS trapping, stream biomonitoring, and other related Conservation Branch efforts at JRTC and Fort Polk.
- 5.4.5.7. **Maneuver Damage Inspections.** IAW with established SOPs serve as a team member inspector for the Installation's Maneuver Damage Program (North Fort Cantonment/RUBA/Bivouac). 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.
- 5.4.5.8. **Meetings, Scheduling and Training.** Attend meetings and conferences to coordinate, brief and gather information for the NEPA program. May additionally attend public meetings in support of public scoping requirements under NEPA and prepare and maintain informative displays. Attend all required meetings as determined by the ACOR and provide all pertinent

information within one business day or as required. Meetings and conferences to be approved by the Fort Polk ACOR.

5.4.5.9. **Data and Reporting.** Maintain both digital and physical repository for all educational materials (all information used and/or provided for any activity, lesson plans, brochures, handouts, display boards, posters, ect.). Track outreach commitments and approvals for the Conservation Branch, which includes, but is not limited to: school field trips or presentations; local organization events or presentations; and other outreach initiatives involving field trips or presentations. Develop and maintain spreadsheet that includes event, location of event, event date, presenter, time, requester (include name, phone number, email, and organization), and the number of attendees and additional information of importance. Assist with development and review of SOPs, annual SOP reviews/reports, weekly program updates for projects. Provide annual updates to Conservation Branch Outreach SOP. Provide an annual report in association with the Outreach SOP to include an annual spend plan. Track and ensure all annual SOP reports are written and electronic reports submitted IAW approved format and SOP timelines.

5.4.5.10. **Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided space IAW timelines and installation SOPs.

5.4.5.11. **Supplies.** The cooperator shall furnish materials and equipment, such as, laptop computer (to include mobile hotspot, Wi-Fi router or compatible device for mobile internet access, and various educational tools and supplies necessary to complete the deliverables.

5.4.5.12. **Deliverables. TASK 17 (OPTIONAL)** deliverables provided in the table below for *OUTREACH* SUPPORT.

Deliverables Table. TASK 17 (OPTIONAL) OUTREACH SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Annually	<i>WEEKLY</i> (Participate in Program meetings) <i>AS REQUIRED</i> (Coordinate/Participate in and facilitate key events) <i>MONTHLY</i> (Attend branch and division safety briefings monthly) <i>ANNUALLY</i> (Acquire all necessary training needed to implement projects or as training updates are required)
Reporting	Weekly, Monthly,	<i>WEEKLY, MONTHLY</i> (Report completion of assigned tasks and special events)

Deliverables Table. TASK 17 (OPTIONAL) OUTREACH SUPPORT		
Objectives	Frequency	Tasks
Outreach	As requested	Assist with public educational presentations to Army personnel, local schools, clubs, and societies. OCT and ECO presentations.
Maneuver Damage	Monthly	Serve as a Member of the Maneuver Damage Program.
Maneuver Damage	Monthly	Compile and Report Damages to Maneuver Damage Coordinator IAW Established SOPs.
Maneuver Damage	Monthly	Participate in all maneuver damage events beginning E+1 through completion.
Field Support	As requested	Photograph/document/publish field activities.
Equipment and Maintenance	Weekly, Monthly,	WEEKLY (Assist with maintenance of vehicle(s), equipment and facility(s)) MONTHLY (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches)
Special Events and Requests	As requested	Assist with preparing and/or participating in special events/requests as identified by the PM.

5.5. TASK 18 (Basic) : CONSERVATION GIS SUPPORT

5.5.1. GIS ANALYST

5.5.1.1. **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 in implementing management guidelines and SOPs of Conservation Branch programs through NEPA, Maneuver Damage and Mitigation Monitoring, Integrated Natural Resource Management, Cultural Resource Management, Pest Management, and Endangered Species Management Programs. Proper management of program resources is necessary to achieve management goals and is critical for overall branch success. Cooperator will be responsible for data development and data maintenance for all Conservation Branch GIS data. This includes but is not limited to incorporating data from disparate sources applying quality control checks and standardizing data to the Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE). Provides oversight and expertise to subordinates to ensure project objects, approaches, and analysis/interpretation are technically sound and consistent with program objectives and needs. Maintain a flexible work schedule to conform to CB SOP projects and special events. Anticipation for completion of **TASK 18** is one (1) or equivalent CFTE annually.

5.5.1.2. **Qualifications.** Minimum requirements for **TASK 18** is a BS in environmental science, natural resources, or related field and proficient with geospatial information system (GIS), conducive to managing all aspects of a multi-disciplinary environmental management is required. Ability to obtain a valid Louisiana driver's license and drive 4-wheel drive vehicles, ATVs/UTVs. 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 to obtain and maintain a security clearance. Provide proof of U.S. Citizenship. Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration.

- 5.5.1.3. **Supervision.** Directly supervises up to four (4) Cooperative personnel. Utilizes human resources tools/resources such as leave requesting and reporting and hour reporting correctly and consistently. Ensure new personnel are oriented to Program objectives, purpose, and SOPs and trained in technical and administrative/procedural aspects. Provides performance planning, regular feedback, and annual performance appraisals. Facilitates training and professional development opportunities for personnel. Tracks performance to ensure personnel performance goals are met and participates in personnel searches as needed. Consolidate NEPA and Administrative QPR).
- 5.5.1.4. **Geospatial Information System (GIS).** Assist with technical GIS support for INRMP, Endangered Species, NEPA, and Cultural Resources Programs. Assist with execution aspects IAW all Conservation Branch Management Plans and Program(s) Standard Operating Procedures (SOPs) time-lines and cooperative agreements. Assist coordination with various ENRMD staff and other concerned parties, including but not limited to the Threatened and Endangered Species,, Cultural Resources, Integrated Pest Management, NEPA, Maneuver Damage, and Sustainable Environmental Monitoring Programs, as well as other ENRMD branches and other JRTC and Fort Polk directorates with Conservation Branch Chief coordination and concurrence.
- 5.5.1.5. **Watershed Plan and Implementation.** Develop and maintain watershed management plans for Fort Polk, Peason Ridge, and USFS Intensive Use Area (IUA), Limited Use Area (LUA), and Special Limited Use Area (SLUA), also known as “Horse’s Head”, as part of the erosion control component of the INRMP. In coordination with Maneuver Damage Coordinator upload and maintain GIS data erosion areas within each watershed. Assist with prioritization of projects within and across watersheds to correct problem areas, based on training and environmental considerations and overall watershed erosion rates. Assist with the prioritization of land rehabilitation and maintenance activities within and across watersheds based on watershed conditions and training area carrying capacity. Assist with technical GIS assistance with maneuver damage repair, erosion control, land rehabilitation, maintenance and updates of databases, and GIS compilation and reports relevant to maneuver damage management. Update C, CB on status of watershed SEMP objectives on a quarterly basis. Perform annual review of watershed plan(s) shape files and update as required within the INRMP. Provide GIS data to DPW GIS/CAD lab for future use and planning.

- 5.5.1.6. **Coordination with Installation Personnel.** Assist with coordination of installation efforts to manage GIS data for the ENRMD Conservation Branch. Coordinate with various ENRMD staff and other concerned parties, including but not limited to the Threatened and Endangered Species Section, Cultural Resources Section, Integrated Pest Management Section, National Environmental Policy Act Section, other ENRMD branches and other JRTC and Fort Polk directorates. This includes but is not limited to collaborating on projects, providing status updates, and presenting groups.
- 5.5.1.7. **Document Preparation and Review.** Assist with development, review and update of Conservation Branch Management Plans and SOPs for annual CB approval. Assist with annual support for developing database layer and maps for sections within Conservation Branch Management Plans and SOPs and participate in the preparation and review of other documents such as but limited to environmental analysis for proposed actions and preparation of various levels (Environmental Assessments, Environmental Impact Statements, and Record of Environmental Consideration) of NEPA documentation.
- 5.5.1.8. **Database Updates.** Attend and participate in monthly meetings with all Conservation Branch Programs [Cultural Resources, Pest Management, NEPA (Maneuver Damage and SEMP), INRMP, and Endangered Species] to ensure database layers are current and up-to-date and IAW with all Management Plans and SOPs.
- 5.5.1.9. **Reviews.** The government may provide technical reports and documents for review during the performance period for technical review. Review these documents and report comments and recommendations IAW due dates and established Installation SOPs.
- 5.5.1.10. **Reporting.** Assist with tracking, updating, and reporting ISR-S (or current reporting method), and annual SOP reports IAW appropriate format and timetables. Report ISR-S weekly, monthly and quarterly for SOP task completion.
- 5.5.1.11. **Meetings, Scheduling and Training.** Assist with weekly and monthly meetings for planning execution aspects of monitoring and managing Conservation Branch Programs and GIS data layers. Attend meetings and conferences to coordinate, brief, and gather information for the Conservation Branch. May additionally attend public meetings in support of public scoping requirements under NEPA and prepare and maintain informative displays. Attend all required meetings as determined by the ACOR and provide all pertinent information within one business day or as required. Meetings and conferences to be approved by the Fort Polk ACOR.
- 5.5.1.12. **Equipment Inventory and Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections

and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs.

5.5.1.13. **Deliverables. TASK 18** deliverables provided in the table below for CONSERVATION BRANCH GIS SUPPORT.

Deliverables Table. TASK 18 CONSERVATION GIS SUPPORT		
Scope Task	Task	Schedule
GIS	Management of Conservation Branch GIS Resources	Daily
GIS	Support INRMP, Endangered Species, NEPA, and Cultural Resources Programs IAW Conservation Branch Management Plans and Program(s) SOPs, time-lines, and cooperative agreements.	IAW established timelines and As Needed Basis
GIS	Update GIS Data IAW established SOPs	Monthly
Watershed Plan and Implementation	Watershed Plan Watershed Implementation	<i>MONTHLY</i> (Develop Fort Polk watershed management plans. Identify and document erosion within each watershed. Develop and prioritize projects within and across watersheds, Develop prioritization of land rehabilitation and maintenance activities, Coordinate corrective action requirements with DPW Engineering and Planning Divisions and DPTMS to enable work order requests or contract scopes of work for repairs, Monitor, track, and document corrective actions) <i>QUARTERLY</i>, AS NEEDED (Update C, CB on status of watershed SEMP objectives) <i>ANNUALLY</i> (Assist in annual review of

		watershed plans and update as required within the INRMP)
Documentation and Review	Assist in development, review and update of Conservation Branch Management Plans and SOPs	Monthly
Documentation and Review	Assist with annual support for developing database layer and maps for sections within Conservation Branch Management Plans and SOPs	Annually per Program
Documentation and Review	Assist with Maps and GIS Layers in Support of Environmental Analysis	As Needed Basis
Database Updates	Participate in with all Conservation Branch Programs to ensure database layers are current and up-to-date and IAW with all Management Plans and SOPs	Monthly
Review	Assist with Review of Technical Reports and Documents	As Needed Basis
Reporting	Weekly, Monthly, Quarterly, Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting completion of ISR-S) <i>WEEKLY</i> (Assist with reporting completion of special events) <i>ANNUALLY</i> (Assist with updating botanical species lists; SOPs; annual SOP reports and associated data IAW SOP time-lines)
Meetings, Scheduling, Training	Assist with weekly and monthly meetings for planning execution aspects of monitoring and managing Conservation Branch Programs and GIS data layers.	Weekly as required. Monthly (1 meeting a month with each Program)
Meetings, Scheduling, Training	Attend Meetings and Conferences to Coordinate, Brief, and Gather Information	As Needed Basis
Meetings, Scheduling, Training	Attendance of All Required Meetings (i.e. Branch and Division Safety Meetings...)	Monthly
Equipment Inventory and Maintenance	Assist with Inspections and Maintenance/Cleaning on Vehicles,	Monthly

	Dispatches, Equipment, and Government Provided Office	
Equipment Inventory and Maintenance	Assist Branch with Tracking, Inventorying, and Recording Equipment	Monthly

5.6. Item 19 (Optional) : VEHICLE SUPPORT

5.6.1.1. **Level of Effort: Cooperator will provide 4 X 4 vehicles with winch and necessary support accessories for all-weather terrain, two (2) UTV with 4 X 4 capabilities with winch and necessary support for all-weather terrain and one these UTVs equipped with herbicide application equipment (sprayer....).**

6. **GOVERNMENT HOLIDAYS.** Field collection, surveys, maneuver damage inspections and data input are time sensitive and therefore the Cooperative must have a 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
Independence Day	Christmas Day

Any days granted by the Cooperator other than the listed Government furnished holidays will be at the expense of the Cooperator and the Cooperator will annotate these dates in the Quarterly Progress Report (QPR) to the Contracting Officer Representative (COR). Funding for additional days by the Cooperator is not programmed for the scope of this agreement.

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 damaged sites and inspect and monitor infrastructure (environmentally sensitive sites, roads, trails, sediment basins, low

water crossings, and ROWPUs/TWPS. Materials/Equipment to support ESA and INRMP activities in support of critical habitat management (to include RCW and LPS placards, carsonite signs, reflective stickers for carsonite signs, reflective tape, paint for marking trees, and seed and fertilizer for revegetation. 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. PURCHASE OF NON-GOVERNMENT FURNISHED PROPERTY. The Cooperator will be responsible for the purchase of personal safety items, office supplies, field supplies, signage, GPS Trimble handhelds and accessories (Trimble GPS computer software and maintenance), and ArcGIS.

10. 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 natural resource goals and to assure that travel will not adversely affect project execution that would impact Military missions. Funding for travel is included in the scope of this agreement. Additionally, may be required to conduct aerial surveys using installation aviation assets.

11. GOVERNMENT FURNISHED INFORMATION AND EQUIPMENT.

11.1. Three (3) vehicles will be provided to assist with this cooperative agreement. Use of office space and administrative equipment, 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 JRTC and Fort Polk that are relevant to the work.

11.2. 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.

12. ANIMAL WELFARE ACT. Comply with terms and conditions of the Animal Welfare Act (7 U.S.C. §§ 2131 et. seq.). In addition, specific requirements for handling of Red-cockaded Woodpeckers (RCWs) shall be conducted in accordance with measures outlined in the RCW Recovery Plan (U.S. Fish and Wildlife Service, 2003) and the Fort Polk banding and handling permits. Handling of other species (small mammals, fish, reptiles, amphibians, and birds) shall be carried out in accordance with the installation handling and salvage permit issued by the Louisiana Department of Wildlife and Fisheries. Handling of any species prior

to receiving of an individual permit and/or inclusion on the installation permit is prohibited. Copies of the permits are located on file at the installation.

13. PERIOD OF PERFORMANCE and OPTIONS. This effort includes 10 Basic Tasks and 9 Optional Tasks for the Base Period of Performance and for 4 Optional Periods. The Optional Tasks may be funded and awarded at anytime each year while the agreement is active.

- Base Period will be 12 months and must start no later than 14 September to accommodate project access scheduling.
- Each of the Optional Tasks will be 12 months from the date of award.
- Each of the 4 Optional Periods of Performance will be 12 months with the first one starting at the end of the Base Period of Performance.

14. COORDINATION

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Environmental Agreements Project Manager

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15. DELIVERABLES

15.1. Detailed description of any required deliverable (reports, plans, etc.), formats and delivery schedules/frequency are found within each TASK description as Deliverables Tables.

15.2.

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 of the last day of the third month (quarterly) and shall be transmitted via electronic mail to SWF-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 circumstance that has delayed progress, the quarterly report must reflect this and also state that no invoice will be submitted for that period of time.

As specified in sections X and X 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 remains 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 the 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 may be granted in accordance to 2 CFR as a last resort to meet project needs.

15.3. 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.

15.4. 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.

- 15.5. 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.
- 15.6. 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.
- 15.7. 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.
- 15.8. 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.
- 16. 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.

ATTACHMENT A.

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

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.

Technical Exhibit 1 – Recommended Supplies & Materials to Support Meeting Project Objectives in a Satisfactory Manner

TECHNICAL EXHIBIT 1				
Supply Item	Estimated Number	Unit of Issue	Frequency	Associated Task
ESMC				
Truck Placards	20	Each	Lifecycle of CA	All T/E Support
RCW Signs	100	Each	Annual	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Color Bands	200	Each	Annual	TASK 13 – T/E Oversight TASK 14 – T/E Database Management TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Wood Putty	140	Each	Annual	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Shims	120	Each	Annual	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Inserts	100	Each	Annual	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Chainsaw	1	Each	As needed	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Climbing Belt	4	Each	Safety As Needed	TASK 13 – T/E Oversight TASK 14 – T/E Database Management TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Pole Belt	4	Each	Safety As Needed	TASK 13 – T/E Oversight TASK 14 – T/E Database Management TASK 15 – T/E Technician TASK 16 – T/E Technical Support

Tree Tags, Nails, Screws	1	100/each	As needed	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Drill bits	4	Each	As needed	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Peeper	3	Each	Annual	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Tree paint	100	Can/Each	Annual	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Gas Drill	1	Each	As needed	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Chain Saw Blade Sharpening / Purchase	50	Each	As needed	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Gloves	15	Each	Safety As Needed	TASK 13 – T/E Oversight TASK 14 – T/E Database Management TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Plywood	8	Each	Lifecycle of CA	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
2x2" 8 ft. lumber	25	Each	Lifecycle of CA	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Wire Cloth 2x100'	15	Each	Lifecycle of CA	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Screws 2" 1 lb.	2	Each	Lifecycle of CA	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Snake Tongs	2	Each	Annual	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support

Door Hinges-Locks	10	Each	Lifecycle of CA	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Rebar 4ft	30	Each	Lifecycle of CA	TASK 13 – T/E Oversight TASK 15 – T/E Technician TASK 16 – T/E Technical Support
Flagging Tape	25	Box	Annual	TASK 13 – T/E Oversight TASK 14 – T/E Database Management TASK 15 – T/E Technician TASK 16 – T/E Technical Support
INRMP				
Truck Placards	20	Each	Lifecycle of CA	All INRMP Support
Wheat, 50lbs	25	Bag	Annual	TASK 1 – INRMP Oversight TASK 2 – Non-game SME TASK 3 – Game-fish SME TASK 5 – Non-game Technician TASK 6 – Game-fish Technician
Fertilizer, 50lbs	240	Bag	Annual	TASK 1 – INRMP Oversight TASK 2 – Non-game SME TASK 3 – Game-fish SME TASK 5 – Non-game Technician TASK 6 – Game-fish Technician
Lime	40	Bag	Annual	TASK 1 – INRMP Oversight TASK 2 – Non-game SME TASK 3 – Game-fish SME TASK 5 – Non-game Technician TASK 6 – Game-fish Technician
Spring Food Plot Mix, 50lbs	20	Bag	Annual	TASK 1 – INRMP Oversight TASK 2 – Non-game SME TASK 3 – Game-fish SME TASK 5 – Non-game Technician TASK 6 – Game-fish Technician
Fall Food Plot Mix, 50lbs	20	Bag	Annual	TASK 1 – INRMP Oversight TASK 2 – Non-game SME TASK 3 – Game-fish SME TASK 5 – Non-game Technician TASK 6 – Game-fish Technician

Iron and Clay Peas, 50lbs	20	Bag	Annual	TASK 1 – INRMP Oversight TASK 2 – Non-game SME TASK 3 – Game-fish SME TASK 5 – Non-game Technician TASK 6 – Game-fish Technician
KILLZALL Aquatic Herbicide (glyphosate isopropylammonium)	24	Gallon	Annual	TASK 8 – Invasive Botanical Technician
Rodeo Broad Spectrum Aquatic Herbicide (isopropylamine salt of glyphosphate) 2.5 gal	10	Gallon	Annual	TASK 8 – Invasive Botanical Technician
Grazon P+D (picloram)	8	Gallon	Annual	TASK 8 – Invasive Botanical Technician
2 Plus 2 Granular Weed Killer 25lb bag(Bromacil and Diuron) cs	4	Case	Annual	TASK 8 – Invasive Botanical Technician
Clearcast 2.5 gallon (ammonium salt of imazamox) 2/case	8	Case	Annual	TASK 8 – Invasive Botanical Technician
Remedy Ultra Herbicide (triclopyr) 1 gallon	10	Gallon	Annual	TASK 8 – Invasive Botanical Technician
Helena Crossbow Herbicide (metsulfuron-methyl) 1 gallon	6	Gallon	Annual	TASK 8 – Invasive Botanical Technician
TVC Total Vegetation Control (imazapyr) 1 quart	8	Quarts	Annual	TASK 8 – Invasive Botanical Technician
Aquashade (acid blue 9 and acid yellow 23) 1 gallon	25	Gallon	Annual	TASK 8 – Invasive Botanical Technician
Eagle 1947 Safety Cabinet for Flammable Liquids, 2 Door Manual Close, 45 gallon, 65"Height, 43"Width, 18"Depth, Steel, Yellow	1	Each	Lifecycle of CA	TASK 8 – Invasive Botanical Technician
Eagle 1947 Containment Utility Tray	2	Each	Lifecycle of CA	TASK 8 – Invasive Botanical Technician
Eagle 1677B Containment Utility Tray, 36" Length x 18" Width x 2" Height, Black (2) (Total Needed 2)	2	Each	Lifecycle of CA	TASK 8 – Invasive Botanical Technician
Eagle 1677B Safety Cabinet for Flammable Liquids, 2 Door Manual Close,	1	Each	Lifecycle of CA	TASK 8 – Invasive Botanical Technician
45-50 gallon UTV Sprayer	2	Each	Lifecycle of CA	TASK 8 – Invasive Botanical Technician
Battery Operated Backpack Sprayer (2 gallon)	1	Each	Lifecycle of CA	TASK 8 – Invasive Botanical Technician
Nozzles for Sprayers	15	Each	As needed	TASK 8 – Invasive Botanical Technician

UTV Battery (TY25881)	2	Each	As needed	TASK 8 – Invasive Botanical Technician
Nitrile Gloves 2XL (bx)	25	Each	Annual	TASK 8 – Invasive Botanical Technician
Work Gloves (pair) 2XL	6	Each	Safety As Needed	TASK 8 – Invasive Botanical Technician
Work Gloves (pair) XL	3	Each	Safety As Needed	TASK 8 – Invasive Botanical Technician
Full Reusable Respirator, Full Face piece Mask	4	Each	Lifecycle of CA	TASK 8 – Invasive Botanical Technician
Gas/Vapor Cartridge/Filter Refills	20	Each	As needed	TASK 8 – Invasive Botanical Technician
Disposable Dust Masks (50/pk)	2	Each	Annual	TASK 8 – Invasive Botanical Technician
Anti-Fog Safety Glasses/Goggles	24	Each	Lifecycle of CA	TASK 8 – Invasive Botanical Technician
Aquatic Rake	2	Each	As needed	TASK 8 – Invasive Botanical Technician
Chainsaw	1	Each	As needed	TASK 8 – Invasive Botanical Technician
GIS				
Plotter	1	Each	Lifecycle of CA	TASK 18 – Conservation GIS Support
Plotter Paper 24" Coated	2	Rolls	Annual	TASK 18 – Conservation GIS Support
Plotter Paper 36" Coated and Regular Bond	6	Rolls	Annual	TASK 18 – Conservation GIS Support
Ink Black Matte	3	Each	Annual	TASK 18 – Conservation GIS Support
Ink Black Photo	3	Each	Annual	TASK 18 – Conservation GIS Support
Ink Gray	3	Each	Annual	TASK 18 – Conservation GIS Support
Ink Cyan	5	Each	Annual	TASK 18 – Conservation GIS Support
Ink Yellow	5	Each	Annual	TASK 18 – Conservation GIS Support
Ink Magenta	5	Each	Annual	TASK 18 – Conservation GIS Support
Printhead Black/Gray	2	Each	Annual	TASK 18 – Conservation GIS Support
Printhead Cyan/Magenta	1	Each	Annual	TASK 18 – Conservation GIS Support
Yellow/MK	1	Each	Annual	TASK 18 – Conservation GIS Support

Truck Placards	20	Each	Lifecycle of CA	TASK 9 – Computer Systems Analyst TASK 10 – NEPA Writer TASK 11 – Administrative Logistics TASK 12 – NEPA Technician TASK 18 – Conservation GIS Support
Outreach				
Posterboard	8	Each	Annual	TASK 17 - Outreach Support
Pamphlets	100	Each	Annual	TASK 17 - Outreach Support
Projector	1	Each	Lifecycle of CA	TASK 17 - Outreach Support

[End of SOO]