SCOPE OF WORK
CONSERVATION LAW ENFORCEMENT OFFICERS (CLEO) SUPPORT
for
AVON PARK AIR FORCE RANGE, EGLIN AIR FORCE BASE, TYNDALL AIR FORCE BASE, MACDILL AIR FORCE BASE, PATRICK AIR FORCE BASE, and CAPE CANAVERAL AIR FORCE STATION
Cooperative Ecosystem Studies Unit
CESU-17-33

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

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

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

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

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

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

PERIOD OF PERFORMANCE: 12-months.

GOVERNMENT POCS:

1. USACE Omaha District POC: Mr. David Leptien PM, (402) 995-2742, david.b.leptien@usace.army.mil
2. USACE Omaha District POC: Ms. Kali Evans, GOTR, (402) 995-2295, kali.l.evans@usace.army.mil

3. USACE Omaha District POC: Ms. Stephanie Rostermundt, Grants Officer, (402) 995-2083, stephanie.a.rostermundt@usace.army.mil

This statement of work addresses the following tasks:

PROJECT NUMBER	TITLE	LOCATIONS
AFCEOS109517	CONSERVATION LAW ENFORCEMENT	APAFR, EAFB, TAFB, MAFB, PAFB, & CCAFS

1. INTRODUCTION

The following U.S. Air Force (USAF) installations in Florida require professional law enforcement services for patrol and surveillance of various properties.

1. Avon Park Air Force Range (APAFR),
2. Eglin Air Force Base (EAFB),
3. Tyndall Air Force Base (TAFB),
4. MacDill Air Force Base (MAFB),
5. Patrick Air Force Base (PAFB), and
6. Cape Canaveral Air Force Station (CCAFS),

Under this project, the USAF requires Conservation Law Enforcement Officers (CLEOs), employed by the Florida Fish and Wildlife Conservation Commission (FFWCC), who are will provide conservation law enforcement and public contact services.

The conservation law enforcement services under this project involve:

a. making contacts with resource users,
b. enforcing applicable conservation laws and Air Force regulations, and
c. patrolling management area lands.

The intent of the USAF is to deter illegal activities through conservation law enforcement patrols and activities, and to ensure public safety. The focus of this requested support is the enforcement of state and federal conservation laws to include hunting and fishing, and cultural resources laws and regulations.

2. TASKS

2.1. Conservation Law Enforcement Officers (CLEOs) shall:

2.1.1. Provide scheduled patrolling and surveillance of USAF lands IAW duties and responsibilities set forth in appropriate state of Florida standard position description and this SOW.

2.1.2. Patrol and conduct surveillance of, respond to reports of, or investigate:

- 2.1.2.1. boundary fence lines to prevent illegal entries,
- 2.1.2.2. interior areas and waterways to apprehend individuals involved in unauthorized activities,
- 2.1.2.3. remote structures to prevent theft and vandalism,
- 2.1.2.4. suspected search for or removal of unexploded ordnance (UXO), scrap metal, or other military debris,
- 2.1.2.5. natural and cultural resources to prevent their unauthorized removal (poaching, looting) and/or damage,
- 2.1.2.6. protected species habitats, including beaches,
- 2.1.2.7. vehicle access control barriers, signage, gates, and other exclusion, restriction, or off-limits mechanisms,
- 2.1.2.8. public/urban interface to address encroachment and illegal dumping,
- 2.1.2.9. public use permits and state licenses held by recreationists,
- 2.1.2.10. known illegal off-road usage areas, and
- 2.1.2.11. public use closure areas.

2.1.3. Make efforts to contact resource users and provide them with accurate information regarding activities on USAF properties.

2.1.4. React to anyone or any suspicious activity on USAF lands in the same manner as the officers would investigate any other violation of law and shall exercise the authority vested in the officers as a commissioned conservation law enforcement officer. Officers may give verbal or written warnings, issue citations and make custodial arrests of suspected violators.

2.1.5. When encountering suspected violators, officers shall follow the operating procedures as set forth by FFWCC policy (i.e. use of force, arrest, transport, pursuit, etc.). Violation Reports shall be in the form of FFWCC written tickets (duplicate copies of issued tickets).

- 2.1.5.1. Officers shall provide written APAFR Violation Reports to the APAFR Outdoor Recreation Program Staff at the conclusion of each duty day for each incident resulting in a citation or warning.
- 2.1.5.2. Officers shall provide written EAFB Violation Reports to Mr. Chris Johansen, 96 CEG/CEIEA at the

conclusion of each duty day for each incident resulting in a citation or warning.

2.1.5.3. Officers shall provide written TAFB Violation Reports to 325 Security Forces and POC (TBD at kickoff meeting) at the conclusion of each duty day for each incident resulting in a citation or warning.

2.1.5.4. Officers shall provide written MAFB Violation Reports to 6th Security Forces Squadron at the conclusion of each duty day for each incident resulting in a citation or warning.

2.1.5.5. Officers shall provide written PAFB Violation Reports to 45 SW Security Forces Squadron at the conclusion of each duty day for each incident resulting in a citation or warning.

2.1.5.6. Officers shall provide written CCAFS Violation Reports to 45 SW Security Forces Squadron at the conclusion of each duty day for each incident resulting in a citation or warning.

2.1.6. Officers shall initiate and complete incident follow-up activities which include, but are not limited to, investigating violations, interviewing suspects and witnesses, completing and filing offense reports with prosecuting attorneys, and testifying in court.

2.1.7. Officers shall update check-in stations when the status of recreational management units changes.

2.1.8. Officers shall inspect campgrounds and management units after these areas close to the public to ensure that recreationists have departed.

2.1.9. Officers shall staff access and egress points to check incoming traffic for possession of required permits, licenses, and compliance with installation recreation instructions. Officers shall check outgoing traffic for possession of unchecked game.

2.1.10. Officers are not expected to augment/replace/increase installation security forces, who have primary responsibility for installation boundary security and conduct arrests or other actions related to general policing of the installation.

2.1.11. Officers shall be given installation security forces POCs/phone numbers in order to report suspected violations/violators that would fall under general policing (e.g. DUI, speeding).

3. DELIVERABLES/SCHEDULE

Deliverable	Due Date	Format	Description
Daily Patrol Log	5th day of the month	Email, electronic only	
Monthly Summary Report	5th day of the month	Email; electronic only	Shall include summary of daily patrol log, citations, and issues.
Annual Report (draft, draft final, and final)	30 business days before end of PoP	Electronic (.doc, .pdf)	Summarizes activities performed, effort expended, and recommendations for future assignments at APAFR, EAFB, TAFB, MAFB, PAFB, and CCAFS. Shall include table of all written and verbal citations issued for wildlife or other issues and the complete daily log.
Attend update meetings	TBD		Participate in meetings with FFWCC as needed.

3.1 DELIVERABLES SUBMITTED TO USACE POCs

The NFE shall submit quarterly progress reports summarizing activities as follows:

- Number of days, locations, and activities in travel status (no travel is expected)
- List of plans, reports, and briefings prepared or reviewed
- List of meetings attended including purpose/objective and attendees
- List of major action item support and taskers accomplished
- Status of project progress, problems identified, solutions implemented, and schedule adjustments if appropriate
- Any critical communications not reported in other sections

4. PREFFERED QUALIFICATIONS/REQUIREMENTS

4.1. The FFWCC shall ensure that officers fulfill the following criteria:

4.1.2. The duties of this position require constituted law enforcement officers that maintain the appropriate authority as designated by the State of Florida and the regular bearing of firearms.

4.1.3. Officers must have a professional working knowledge of Federal Statutes, Florida Wildlife Code and USAF and installation specific regulations.

4.1.4. Officers must have access to FFWCC-issued equipment required to perform the job responsibilities, such as vehicles, uniforms, firearms, and communications equipment.

4.1.5. Officers must represent the USAF in a positive manner and uphold the values of Air Force management and the military mission. Failure to do so will disqualify officers from patrolling USAF properties under this agreement.

4.1.6. Officers must have experience operating specialized equipment specific to conservation law enforcement in the various habitats of central Florida.

4.2. The USAF reserves the right to determine the suitability of individual officers for patrol of USAF properties based on their qualifications and performance of those activities outlined in the Statement of Work. Officers who are determined to be unsuitable will not be allowed to patrol USAF property under this task order. NFE to follow procedures in 2 CFR 200.308

5. LOCATION OF PROJECT

5.1. Properties to be patrolled include all of:

1. Avon Park Air Force Range, located in Polk and Highlands Counties, Florida;
2. Eglin Air Force Base and Santa Rosa Island, located in Santa Rosa, Okaloosa, and Walton Counties, Florida;
3. Tyndall Air Force Base, located in Bay County, Florida;
4. MacDill Air Force Base located in Hillsborough County, Florida;
5. Patrick Air Force Base, located in Brevard County, Florida; and
6. Cape Canaveral Air Force Station, located in Brevard County, Florida.

5.2. Section 9 contains general maps of Avon Park Air Force Range, Eglin Air Force Base, Tyndall Air Force Base, MacDill Air Force Base, Patrick Air Force Base, and Cape Canaveral Air Force Station.

5.3. APAFR, EAFB, TAFB, MAFB, PAFB, and CCAFS may propose a modification to the Task Order, channeled through the GOTR and issues by the Grants Officer, to add or delete areas to be covered for conservation law enforcement services in the locations described above.

6. SUPERVISION

6.1. FFWCC shall provide field supervision and coordination, and radio dispatching for officers while on patrol.

6.2. A 24-hour emergency contact number for a FFWCC supervisor will be made available to the APAFR, EAFB, TAFB, MAFB, PAFB, and CCAFS Chiefs identified in Section 7.

6.3. FFWCC supervisors shall meet with APAFR, EAFB, TAFB, MAFB, PAFB, and CCAFS staff to review conservation law enforcement related issues and patrolling schedules on an annual basis, or more often if required and requested by APAFR, EAFB, TAFB, MAFB, PAFB, CCAFS, or FFWCC personnel.

7. REPORTING, SCHEDULING AND EQUIPMENT

7.1 Reporting

7.1.1 Officers shall maintain a daily log and shall submit a compilation of log to the appropriate FFWCC supervisor no later than five days after the bi-weekly work period. After receipt, the appropriate FFWCC supervisor will immediately forward the patrol logs to the APAFR, EAFB, TAFB, MAFB, PAFB, and CCAFS Chiefs identified in Section 8.

7.1.2 The daily patrol log shall be signed by the officer and give all information as indicated on the form, including vehicle mileage, and shall include a brief narrative statement of special incidences and/or circumstances.

7.1.3 The officers' daily patrol log shall include, but not be limited to:

- any breaches in property boundary integrity (fence cuts and breaks),
- trespassers and illegal entry by air boats, off road vehicles, or other transportation
- illegal hunting activities,
- wildfires,
- theft or vandalism (including Historic Artifacts/Sites)
- any hazard, condition or incident that may become a liability to the USAF or may be damaging to the management or improvements, and
- public contacts, citations and physical arrests.

7.2 Scheduling:

7.2.1 The FFWCC shall coordinate patrolling times and locations with the USAF Staff. APAFR, EAFB, and TAFB will require patrols year round, which vary in starting time and duration. MAFB, PAFB, and CCAFS will require patrols intermittently. Routinely

scheduled patrols will be from four to eight hours in duration, but will vary according to specific circumstances of range activity.

7.2.2 The USAF shall submit a patrolling request to the FFWCC on a quarterly basis. The patrolling request will list the number of hours per week for the installation to be patrolled. Preliminary estimates are as follows:
7.2.2.1 APAFR requires 60 hours per week.
7.2.2.2 EAFB requires 55 hours per week
7.2.2.3 TAFB requires 40 hours per week
7.2.2.4 MAFB requires 20 hours per week
7.2.2.5 PAFB requires 16 hours per week
7.2.2.6 CCAFS requires 24 hours per week.

7.2.3 Based on the USAF patrolling request, the FFWCC shall submit a patrolling schedule to the USAF on a monthly basis, a week prior to the beginning of each month. The patrolling schedule will list the incoming officer's name, location of patrol, and time of patrol.

7.2.4 Patrols will be a minimum of 3 hours and up to 8 hours per officer.

7.2.5 Patrols will be conducted in daylight hours and into evening hours but are not expected to occur after dark. Seasonally, patrols may be required on weekends or in extended daylight days to provide a presence during high recreational use times.

7.2.6 Patrols shall cover approximately 30 miles per 3 hour shift, pending weather, ongoing activities, and other constraints.

7.2.7 Billable hours begin when the officer crosses the installation boundary.

7.3 Equipment:

7.3.1 Officers shall use law enforcement vehicles, uniforms and equipment, supplied by to them by the FFWCC, for patrolling USAF lands.

7.3.2 Vehicles, uniforms and equipment will be readily identifiable as that of the FFWCC, and shall be maintained in accordance with FFWCC policy and procedure.

8. INSTALLATION GENERAL MAPS



FFWCC MAPS.pdf