



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

26 August 2026

**REQUEST FOR FULL PROPOSAL
W9126G262RFP9554**

*Applicants must be a member in one of the following
Cooperative Ecosystem Studies Units Regions:
Great Plains, Gulf Coast, and Great Rivers Regions*

Project Title: Conservation and Forestry Program Support (2026-2031) for Environmental Natural Resources Management Division, Directorate of Public Works, Joint Readiness Training Center and Fort Polk, Louisiana

A cooperative agreement is being offered ONLY to members of the Cooperative Ecosystem Studies Units (CESU) Program Region(s) identified above. Award will be made upon mutual agreement and acceptance of the terms and conditions contained in the request for proposal and the recipient's CESU Joint and Cooperative Agreement (also known as the CESU Master Agreement). Enclosed are the Proposal Instructions, Statement of Objectives, and General Terms and Conditions.

NOTE: For any Cooperative Agreement entered into in response to this Request for Full Proposal (RFP), a maximum 17.5% indirect cost rate will be paid on work covered by such agreement or any modifications thereto. Unless the agreement specifies otherwise, the basis of direct costs against which the agreement's indirect cost rate is applied must be either the same base identified in the recipient's federally negotiated indirect cost rate agreement or, if the recipient does not have a federally negotiated indirect cost rate agreement, the Modified Total Direct Cost (MTDC) base.

NOTE: This project will be awarded under the authority of 16 USC 670c-1, **Sikes Act**. For projects for the implementation and enforcement of integrated natural resources management plans, priority shall be given to award to Federal and State agencies having responsibility for the conservation or management of fish or wildlife.

Period of Performance: The base period of the agreement will extend approximately 10 months from the date of award. Meaningful work must commence by September 30, 2026.

Description of Anticipated Work: See attached Statement of Objectives.

Submission of Your Full Proposal: The proposal must comply with 2 CFR 200, the terms and conditions of the most recent CESU Cooperative and Joint Venture Agreement, and this request for proposal. Your full proposal should address how you plan to meet the objectives listed; include a detailed budget taking into consideration the magnitude of available funding. The maximum funds available for this requirement's period of performance is **\$1,250,000.00**.

Proposals are due by **12:00 P.M. Central Daylight Time, 14 September 2026** via email to: Agreement Specialist, Maria.E.Lopez@usace.army.mil and Agreement Project Manager, Kathy.S.Mitchell@usace.army.mil.

USACE has determined that exigent circumstances justify this availability period.

Reference the RFP number in the email Subject line.

Only the Agreement Specialist or Grants Officer has the authority to extend the proposal due date by written notification to all potential respondents.

Technical questions and/or clarifications shall be submitted in writing via email to the Agreement Specialist and Agreement Project Manager no later than **31 August 2026 prior to 12:00 P.M. Central Daylight Time.**

TO BE ELIGIBLE FOR AWARD, THE RECIPIENT AND ANY PROPOSED SUBRECIPIENTS AND CONTRACT VENDORS MUST HAVE AN ACTIVE NIST SP 800-171 DOD ASSESSEMENT (PERFORMED WITHIN THE LAST 3 YEARS). Additional details are provided as a separate attachment to this document.

ALEXANDER G. RUST
Grants Officer

Enclosures: As stated above

Proposal Instructions

1. Format and Content of Full Proposals

1.1. Proposal submissions will be protected from unauthorized disclosure in accordance with applicable law, and DoD regulations. Respondents are expected to appropriately mark each page of their submission that contains proprietary information. Proposals shall be submitted electronically within the following guidelines:

1.2. Proposal Format:

- a. Paper Size- 8.5 x 11-inch paper
- b. Font Size- no less than 10-point font
- c. Margins- 1 inch
- d. Spacing- Single or double-spaced
- e. Copies - two electronic copies: one copy in PDF and one copy in MS Word/Excel versions containing all the required sections.
- f. Number of Pages - Sections II and III are limited to no more than 25 pages total. The cover page and table of contents are excluded from the page limitations. Proposals exceeding the page limit will not be evaluated.

1.3. Proposal Organization: Proposals will consist of four Sections:

Section I Administrative Information, Forms, Certifications, **and evidence of compliance with NIST SP-800-171 Assessment (see details below).**

Section II Technical Approach

Section III Experience and Qualifications

Section IV Budget

Section I Administrative Information, Forms, Certifications, and NIST SP 800-171 Assessment Compliance: Include the following:

- Title of Project.
- POC information for Grant Administrators, Unique Entity Identifier (UEI), CAGE code, EIN, and the exact name and address as it appears in the System for Award Management (SAM) at www.sam.gov.
- CESU Region (if competed under the CESU program).
- Federal Interagency Committee on Education (FICE) code.
- Identity of Prime Respondent and complete list of subawards/subrecipients* and contract vendors, if applicable. ***NOTE-All UEI & CAGE codes must be provided***
- **Evidence of compliance with NIST SP 800-171 Assessment (obtained from the Supplier Performance Risk System) corresponding to CAGE codes for the proposing entity AND all proposed subrecipients and contract vendors.**

- Technical Contact (name, address, phone, and e-mail).
- Administrative/Business Contact (name, address, phone, and e-mail).
- Signature Authority. An Official signed document showing who is authorized to sign the agreement and SF 425 (name, title, phone and e-mail).
- Signed copies (in pdf format/hyperlinks are not acceptable) of the SF 424, 424a, 424b and Disclosure of Lobbying Activities (SF-LLL). These forms can be found at: <https://www.grants.gov/forms/forms-repository/sf-424-family> (sort on "Agency Owner" scroll down to Grants.gov):
- A copy of your Federal Audit Report (formerly known as A-133 Audit).

Section II Technical Approach: Fully address how you plan to meet each of the project's tasks and objectives, including the methodology to be used.

Section III Experience and Qualifications: Identify the Principal Investigator/ Field Director and other personnel who will be involved in the project and their specific experience and capabilities in areas related to this project's requirements. Identify the magnitude, scope, cost and a point of contact for the awarding agencies. Identify relevant past projects with brief descriptions of these projects.

Section IV Budget: Submit a complete budget which includes all costs broken out for each task and each period of performance. Breakdown further into direct costs (including labor, travel, supplies and equipment, and subcontracts) and indirect costs. **Complete and return Price List, if provided with the RFP, and provide a detailed cost breakdown in Excel format along with a cost narrative; include applicable cognizant-agency-issued proposal rate agreements/forward pricing rate agreements to support proposed direct costs/fringe rates (excludes CESU indirect rate).**

- **Labor:** Principal Investigator, Student Labor, Technical Support Labor. Include the breakdown of Full Time Equivalent, Part Time Equivalent (of hours), hourly rate(s) and total amounts.
- **Fringe:** Per cognizant-agency rate agreements/NICRA
- **Travel:** Travel, if applicable, will be evaluated based on the description of work in the proposal. Itemize all travel costs to support the travel line item on the SF424a. *All travel costs must comply with normal organizational costs as allowed in your organization's written travel policy (provide a copy of the written travel policy or access to a website with the policy).* In the event no written policy exists, all travel costs must comply with the federal Joint Travel Regulations (JTR).
- **Supplies and Other Equipment:** Include any material and miscellaneous costs associated with the project.
- **Subawards:** If sub-awards are a component of this proposal, include the costs with associated costs per unit of production, as applicable.

- **Facilities and Administration Costs (F&A):** If applying as a member of a Cooperative Ecosystem Studies Unit (CESU), F&A is limited to 17.5% per signed CESU agreement with Non-Federal Partners. If you are not applying as a CESU member, you must provide a copy of your most recently negotiated indirect rate cost agreement.

2. Evaluation of Full Proposals

2.1. Proposals will be evaluated by a board consisting of one or more people at the installation or receiving activity that are familiar with the project **to determine the overall highest rated proposal (technical merit, qualifications, ability to meet program objectives)**. The criteria to be evaluated are the Technical Approach of the proposed work, the Experience and Qualifications of the team completing the work, and the Budget (Cost) for the work proposed. Technical Approach and Experience and Qualifications will be individually rated, and the proposal will be given an overall rating. The evaluation ratings for the Technical Approach and Experience and Qualifications are considered evenly important. The Budget will be reviewed but not rated.

2.2. Technical Approach will be evaluated for the following elements:

- Goals and Objectives. The proposal clearly demonstrates an understanding of the goals and objectives of the project.
- Methodology. The proposal includes a description of the protocols to be used in conducting the studies or assistance.
- Deliverables. The proposal addresses how data will be handled.
- Schedule and Milestones. The proposal is feasible and contains a reasonable schedule.

2.3. Experience and Qualifications will be evaluated for the following elements:

- Principal Investigator / Field Director. This person must have direct knowledge of project, data analysis and report preparation experience of similar types of projects in this field.
- Experience. Identified experience must show that the proposer has a clear understanding of the requirement and that the proposed approach will meet all the objectives of the SOO effectively and efficiently.

2.4. The budget will be reviewed for costs that are allowable, allocable, and reasonable. All costs must be listed, justified and be consistent with the SOO. Costs must be provided for each task, for each period of performance as applicable.

2.5. Adjectival Evaluation Ratings: The evaluation factors Technical Approach and Experience and Qualifications will be rated using the following adjectives.

Excellent - Proposal/factor demonstrates thorough and detailed understanding of requirements. Technical approach and capabilities significantly exceed performance

and capability standards. Proposal/factor offers one or more strengths. Strengths significantly outweigh weaknesses, if any. The proposal/factor represents a high probability of success with no apparent risk in meeting the Government's requirements.

Good - Proposal/factor demonstrates good understanding of requirements. Technical approach and capabilities exceed performance and capability standards. Proposal/factor offers one or more strengths. Strengths outweigh any weaknesses. The proposal/factor represents a strong probability of success with overall low degree of risk in meeting the Government's requirements.

Satisfactory - Proposal/factor demonstrates acceptable understanding of requirements. Technical approach and capabilities meet performance and capability standards. Proposal/factor offers no strengths, or, if there are any strengths, these strengths are offset by weaknesses. The proposal/factor represents a reasonable probability of success with overall moderate degree of risk in meeting the Government's requirements.

Marginal - Proposal/factor demonstrates a limited understanding of requirements. There exists doubt they meet performance and capability standards necessary for acceptable contract performance. Proposal/factor strengths are outweighed by weaknesses. The proposal/factor represents a low probability of success with overall high degree of risk in meeting the Government's requirements. Proposal/factor might be made satisfactory with additional information and without a major revision of the proposal.

Poor - Proposal/factor demonstrates a lack of understanding of requirements. Technical approach and capabilities do not meet performance and capability standards necessary for acceptable contract performance. Proposal/factor contains significant weaknesses and/or a deficiency. The proposal/factor represents a very low probability of success with an extremely high degree of risk in meeting the Government's requirements. Proposal/factor could only be made satisfactory with major revision of proposal.

2.6. Additional Evaluation Definitions

Strength - Any aspect of a proposal that, when judged against a stated evaluation criterion, enhances the merit of the proposal or increases the probability of successful performance of the Assistance Award.

Weakness - A flaw in a proposal that increases the risk of unsuccessful Assistance Award performance.

Deficiency - A material failure of a proposal to meet a government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful Assistance Award performance to an unacceptable level.

Uncertainty - Any aspect of the proposal for which the intent of the Offeror is unclear because there may be more than one way to interpret the offer. This item may require further development before a final decision can be made.

3. Fraud Representation: By submission of its proposal or application, the applicant represents that it does not require any of its employees, contractors, or sub-recipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, or sub-recipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information. Note that: (1) the basis for this representation is a prohibition in section 743 of the Financial Services and General Government Appropriations Act, 2015 (Division E of the Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. 113-235) and any successor provision of law on making funds available through grants and cooperative agreements to entities with certain internal confidentiality agreements or statements; and (2) section 743 states that it does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

4. The Government reserves the right to reject the proposal and make no award.

5. The established CESU indirect rate is a maximum of 17.5% to be paid on work covered by such agreement or any modifications thereto. Unless the agreement specifies otherwise, the basis of direct costs against which the agreement's indirect cost rate is applied must be either the same base identified in the recipient's federally negotiated indirect cost rate agreement or, if the recipient does not have a federally negotiated indirect cost rate agreement, the Modified Total Direct Cost (MTDC) base.

End of Proposal Instructions

GRANTS OFFICER STATEMENT:

Only a Grants Officer has the authority to issue modifications or otherwise change the terms and conditions of this Cooperative Agreement. If an individual other than the Grants Officer attempts to make changes to the terms and conditions of this Cooperative Agreement the Recipient shall not proceed with the change and shall immediately notify the Grants Officer.

MODIFICATIONS TO THIS AGREEMENT:

Modifications to this agreement may be proposed by either party. Neither party shall implement a change until the change has been negotiated and approved by the Government's Grants Officer. The recipient shall submit requests to change the agreement to the Program Manager at least 30 calendar days before the desired effective date. Only the Grants Officer has the authority to act on behalf of the Government to modify this agreement.

Bilateral Modifications: Bilateral modifications may be issued by the Grants Officer for any changes to the Scope of Work, any decrease in funds or increase in funds due to a change in the Scope of Work, and any termination or cancellation of the agreement. Bilateral modifications require the signatures of an authorized representative of the Recipient and the Grants Officer.

Unilateral Modifications: The Government may implement administrative changes to this agreement as a unilateral modification. For the purposes of this agreement, administrative changes include a change in paying office, change in appropriation data, change in phone number of POC, changes in the Grants Officer, points of contact specified for the Federal Government or recipient, changes in address or phone numbers or email addresses, corrections of obvious typographical or calculation errors, or changes that are mutually agreed to by the recipient and the Grants Officer and supported by other documentation. The Grants Officer may also make unilateral changes to exercise pre-negotiated options which do not change the cost or scope of work previously accepted. Unilateral modifications require the signature of the Grants Officer only.

STATEMENT OF OBJECTIVES
for
Conservation and Forestry Program Support (2026-2031)
for
Environmental Natural Resources Management Division, Directorate of Public
Works, Joint Readiness Training Center and Fort Polk, Louisiana

1.0 PURPOSE

1.1 The Joint Readiness Training Center (JRTC) and Fort Polk environmental program ensures military mission activities are conducted in compliance with all applicable environmental laws, regulations and policies. Article I B of the Cooperative Ecosystem Studies Unit (CESU) Cooperative and Joint Venture Agreement (hereinafter call 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, and cultural 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 shall involve up to twenty (20) full-time or equivalent (FTE) onsite support personnel located at JRTC and Fort Polk, Louisiana (Integrated Natural Resources Management Plan (INRMP) Oversight Support, Non-game Subject Matter Expert (SME), Game/Fish SME, Botany SME, Non-game Technician, Game/Fish Technician, Invasive Botanical Technician, Computer Systems Analyst Support, National Environmental Policy Act (NEPA) Writer, Administrative Logistics Support, NEPA Technician, Threatened and Endangered (T/E) Oversight Support, T/E Database Management, T/E Technician, T/E Technical Support, Outreach Support, Geospatial Information System (GIS) Support, Forestry GIS and Database Support, Forestry Technician, Forestry Technician, and Natural Resources Technician).

This effort involves the implementation of the INRMP and environmental analysis for those resources covered within the installation programs: INRMP, NEPA, Integrated Pest Management Plan (IPMP), Invasive Botanical Species Control Plan (IBSCP), Endangered Species Management Component (ESMC), Integrated Cultural Resources Management Plan (ICRMP), Integrated Wildland Fire Management Plan (IWFMP), and Maneuver Damage. 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.

In agreement with goals stated within the INRMP, the recipient agrees to provide the necessary personnel, equipment, and material required to conduct professional and technical support within the Directorate of Public Works (DPW), ENRMD, Conservation Branch (CB) located at JRTC and 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 installation INRMP, NEPA, IPMP, IBSCP, IWFMP, ESMC, ICRMP, IWFMP, and Maneuver Damage Programs. Positions are not open to hybrid or remote schedules.

2.0 AUTHORITY

2.1 This cooperative agreement will be awarded using the authority delegated to Fort Worth USACE for **16 U.S.C. § 670c-1 (Sikes Act)**.

In agreement with the above stated goals, the recipient agrees to provide the necessary personnel, equipment, and materials required to implement necessary activities and tasks in a manner that is conducive to the mandates associated with the ESA (16 USC 1531 et seq.); the Migratory Bird Treaty Act (MBTA) (16 USC 1361 et seq.); National Historic Preservation Act (54 U.S.C. 300101 et seq.); Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.); the Archaeological Resources Protection Act (16 U.S.C. 470 et seq.); Executive Order (EO) 11593; Protection and Enhancement of the Cultural Environment; Army Regulations (AR) 200-4; Cultural Resources Management; Army Regulation (AR) 200-1, Environmental Protection and Enhancement; NEPA; and any other applicable regulatory guidelines.

2.2 In accordance with section 6305 – *Using cooperative agreements* of the *Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), 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. However, under the authority of the Sikes Act (16 USC 670c-1 (c) (2), notwithstanding chapter 63 of Title 31 (31 U.S.C. § 6301 et seq), a cooperative agreement under this section may be used to acquire property or services for the direct benefit or use of the United States Government. Examples of carrying out a public purpose may include, but are not limited to, the following:

- Project results are made available to a wide audience (including nonfederal entities)

- Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area
- Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and develop skills and abilities
- Students benefit from direct interaction with federal scientists, program and technical staff, and field unit managers

2.3 In accordance with section 6305 – *Using cooperative agreements* of the *Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative agreement.

The installation further) agrees to provide substantial involvement as directed under the appropriate master agreement 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 workspace
 - Providing computing services
 - Providing one (1) vehicle, subject to availability
 - Providing staff time to work on the project

2.4 The recipient agrees to have an in-depth knowledge of Department of Defense (DOD) Instruction (DoDI) 4715.3, Environmental Conservation Program; AR 200-1, Environmental Protection and Enhancement as it applies to military missions including those associated with the installation. AR 200-1 is a site-specific document to the installation that compiles and documents compliance and other environmental performance regulations into one consolidated document. The DPW is the proponent agency for AR 200-1 and provides policies for key environmental programs which are described in this document for the installation.

2.5 The recipient agrees to have an in-depth knowledge of NEPA of 1969, DoW and Department of Army policy and Installation Management Command (IMCOM) NEPA Practices and Procedures; ESA; SIKES Improvement Act, MBTA, EO 13112, Invasive Species, Army Policy Guidance for Management and Control of Invasive Species as well as any applicable state regulations. Meeting

compliance responsibilities requires assistance from all levels of our agency, including decision makers, program managers (PMs), interdisciplinary team members, other agencies, cooperators, and contractors.

3.0 DESCRIPTION OF OBJECTIVES

Quality natural resource land and species management and stewardship are paramount to creating a resilient, functional, readily available, and productive training lands which directly support the Joint Readiness Training Center (JRTC) and Fort Polk mission of training highly effective warfighters for the future of the Army. Overall, and in collaboration with the JRTC and Fort Polk, the work executed under this effort seeks to further those goals by supporting and enhancing the Army's ability to implement strategies laid out by the Integrated Natural Resources Plan (INRMP). Additionally, this agreement provides support to ensure adherence to all applicable federal, state, and Department of Defense/Department of War environmental compliance requirements, including but not limited to the National Environmental Policy Act (NEPA) 42 U.S.C. § 4321 et seq.), the Sikes Act (16U.S.C. 670a et seq.), and the Migratory Bird Treaty Act (16 U.S.C. 703-712). All actions outlined in the cooperative and executed by the recipients will be integrated with installation operational planning to maintain full alignment with mission-critical training activities and the Army's overarching readiness imperatives.

Recipient must be able to gain access through installation gate. 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.

As shown in the table below, Basic Tasks 1,2, 3, 4, 9, 12, 14, and 16 will be mandatory for the base period and each exercised follow-on year. Tasks 5, 6, 7, 8, 10, 11, 13, 15, 17, 18, 19, and 20 are optional tasks and may be exercised once during or in conjunction with each period of performance dependent upon project conditions, needs, and funding. All tasks have extensive scope elements comprised of multiple objectives and technical tasks. Technical qualifications and required deliverables are described in detail in this section.

TABLE 1-1 TASKS* and EXECUTIONAL OPTIONS**					
Objective/Task	Base (10 months)	Follow-on Period 1 (12 months)	Follow-on Period 2 (12 months)	Follow-on Period 3 (12 months)	Follow-on Period 4 (12 months)
TASK 1 – INRMP Oversight Support	*	*	*	*	*
TASK 2 – INRMP Non-game SME	*	*	*	*	*
TASK 3 – INRMP Game-fish SME	*	*	*	*	*
TASK 4 – INRMP Botany SME	*	*	*	*	*
TASK 5 – INRMP Non-game Technician	**	**	**	**	**
TASK 6 – INRMP Game-fish Technician	**	**	**	**	**
TASK 7 – INRMP Invasive Botanical Technician	**	**	**	**	**
TASK 8 – Computer Systems Analyst Support	**	**	**	**	**
TASK 9 – NEPA Writer	*	*	*	*	*
TASK 10 – Administrative Logistical Support	**	**	**	**	**
TASK 11 – NEPA Technician	**	**	**	**	**
TASK 12 – T/E Species Oversight Support	*	*	*	*	*
TASK 13 – T/E Species Database and Outreach Support	**	**	**	**	**
TASK 14 – T/E Species Technician	*	*	*	*	*
TASK 15 – T/E Species Technical Support	**	**	**	**	**
TASK 16 – Conservation GIS Support	*	*	*	*	*
TASK 17 – Forestry GIS and Database Support		***	***	***	***
TASK 18 – Forestry Technician		***	***	***	***
TASK 19 – Forestry Technician		***	***	***	***
TASK 20 – Natural Resources Technician	**	**	**	**	**
*Basic Task – Mandatory for the Base Period Performance and for any awarded optional Follow-on Period of Performance. **Optional Tasks – May be exercised once with or during each period of performance for Basic Tasks while the agreement is active; period of performance will run from the exercise date to the end date of the corresponding Base or Follow-on Period. ***Forestry Optional Tasks – May only be exercised with or during Follow-On Years: Periods of performance will run from the exercise date to the end date of the corresponding 12-month Follow-on Period.					

3.1 Task 1 (BASIC): *INRMP PROGRAM OVERSIGHT SUPPORT

Level of Effort. Provide support necessary to assist CB programs through INRMP, NEPA, Maneuver Damage and Mitigation and Monitoring, IPMP, Invasive Botanical Species Control Plan (IBSCP), Cultural Resources and T/E 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 CB Standard Operating Procedure (SOP) projects and special events. Provides oversight and expertise to subordinates to ensure project objectives, approaches, and analysis/interpretation are technically sound and consistent with program objectives and needs. Anticipated effort for completion of Task 1 is (1) full-time discipline (FTE) or equivalent annually.

** The person occupying this position shall be a Key Person, such that any change shall require prior approval in accordance with the General Terms and Conditions. If vacated, this position will be backfilled as early as practicable. Failure to reasonably backfill the position may result in a negative performance reporting the Federal Awardee Performance and Integrity Information System (FAPIIS).*

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 1 include a BS in wildlife biology, natural resources, related field conducive to management all aspects of a multi-disciplinary environmental management is required. Knowledge of the flora and fauna of central Louisiana. Ability to perform strenuous fieldwork in rugged terrain and weather extremes and ability to utilize a Global Positioning System (GPS) system. Expertise to map locations utilizing Geographic Information System (GIS) using ArcMap or Army's equivalent for GIS abilities. The ability and experience to implement field techniques of capturing, identifying (visual and auditory), and banding/marketing birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (upland and riparian forests; lotic and lentic waters). Ability to obtain a valid Louisiana driver's license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers), certifications and permits (species banding, marking, handling, trapping, etc.) required to achieve all duties herein.

3.1.1 INRMP Program Oversight. The Recipient will provide a lead to directly oversee a team of INRMP Cooperative personnel and tasks. Will ensure personnel are oriented to Program objectives, purpose, and Standard Operating Procedures (SOPs) and trained in technical and administrative/procedural aspects. Provide project planning and coordination, regular feedback, and annual reports. Facilitates training and professional development opportunities for the program. Track project success and complete annually to ensure project goals are met. Consolidate INRMP Quarterly Progress Report (QPR). In the vacancy of the Threatened and Endangered Species (T/E) Oversight task, will oversee INRMP personnel and ensure INRMP QPR is completed.

3.1.2 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, invasive species, non-game and game species in accordance with (IAW) the installation INRMP and CB approved SOP timelines and cooperative agreements. Assist and/or coordinate with various ENRMD staff and other parties of interest including but not limited to the T/E Species, Cultural Resources, Integrated Pest Management Plan (IPMP), National Environmental Policy Act (NEPA), and Maneuver Damage Programs, other installation directorates.

3.1.3 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 projects, procedures 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 the coordination and scheduling of special INRMP events.

3.1.4 Document Preparation and Review. Coordinate quarterly and annual review/updates to botany, game, non-game, and invasive species sections of the INRMP as well as the 5-year plan/update. Coordinate annual review of all report products for INRMP SOPs (CB Source Book) as well as final review for botany, IBSCP, game and non-game species INRMP SOPs. Annually review and track 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 ESA (16 USC 1531 et seq.), the MBTA (16 USC 1361 et seq.), NEPA, Clean Water Act Section 404, U.S. Department of War (DoW), U.S. Army, installation regulations, and other applicable executive orders and institutional guidance and update plans and SOPs. 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.

3.1.5 Reporting. Track, update, and report INRMP Installation Status Report Services (ISR-S or current reporting method), development and review of SOPs, annual SOP project reports (IAW approved format and SOP timelines) and weekly program activities for special events and updates. Track annual review and update of botany, non-game, and invasive species lists.

3.1.6 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are

maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.1.7 Outreach. Assist with coordinating 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, societies with INRMP PM approval and CB, Chief concurrence to ensure resources are available to support INRMP and branch requirements.

3.1.8 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 coordinating implementation and completion of projects associated with state, federal, local agencies and/or universities.

3.1.9 Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and/or INRMP Oversight Support.

3.1.10 Maneuver Damage Inspections. In accordance with (IAW) established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 1 (BASIC), deliverables provided in the table below for INRMP PROGRAM OVERSIGHT SUPPORT.

Deliverables Table. TASK 1 (BASIC), INRMP PROGRAM OVERSIGHT SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Daily, Weekly, Monthly, Quarterly, Semi-annual, Annually, As Needed	<i>DAILY</i> (Assist with INRMP program oversight) <i>WEEKLY</i> (Assist with planning INRMP implementation) <i>MONTHLY</i> (Branch/Division/Directorate safety) <i>QUARTERLY</i> (Assist with preparing, planning and facilitating quarterly INRMP meetings) <i>SEMI-ANNUAL</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) <i>AS NEEDED</i> (In the vacancy of the T/E Oversight will provide T/E program oversight)
Field Support	Daily (IAW SOP timelines)	<i>DAILY</i> (IAW with SOPs and established timelines capture and identify species, monitor nests and species, climb trees, capture and band RCWs, collect data, paint boundaries, rake around trees, install inserts, removal of midstory, build, install, and check LPS traps, conduct bat surveys (auditory and visual), as species are proposed/listed conduct surveys, monitor, and provide habitat management)
Document Preparation and Review	Annually, 5-year	<i>ANNUALLY</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, DoW, Army and installation regulations) 5-year (Assist with review and update of the INRMP)
Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting ISR-S or current reporting method) <i>WEEKLY</i> (Assist with reporting and completion of special events) <i>ANNUALLY</i> (Assist with tracking updates for botany and non-game species lists, SOPs and annual reports)

Deliverables Table. TASK 1 (BASIC), INRMP PROGRAM OVERSIGHT SUPPORT		
Objectives	Frequency	Tasks
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities) <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	<i>AS REQUESTED</i> (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	<i>AS REQUESTED</i> (Assist with preparing and/or participating in special events/request as identified by the PM and INRMP Oversight SME))
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support the Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion))

3.2 Task 2 (BASIC): *INRMP NON-GAME SPECIES SUBJECT MATTER EXPERT (SME) SUPPORT

Level of Effort. 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, Invasive Botanical Species Control Plan (IBSCP), Integrated Pest Management Plan (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) FTD or equivalent annually.

** The person occupying this position shall be a Key Person, such that any change shall require prior approval IAW with the General Terms and Conditions. If vacated, this position will be backfilled as early as practicable. Failure to reasonably backfill the position may result in a negative performance reporting the Federal Awardee Performance and Integrity Information System (FAPIS).*

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 2 include 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 and experience to implement the field techniques of capturing, identifying (visual and auditory), and banding/marketing 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. Ability to obtain a valid Louisiana driver's license.

3.2.1 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 the Fort Polk INRMP and CB approved 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 with the approval of the Government Program Manager. Actively engage and collaborate with other Conservation Branch Staff. Assist and/or coordinate 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 installation directorates.

3.2.2 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 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. Assist with preparation of quarterly INRMP meetings.

3.2.3 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, IBSCP, and other JRTC and Fort Polk directorates to control invasive species, capture and remove 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.

3.2.4 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.

3.2.5 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 INRMP 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 the Installation.

3.2.6 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.2.7 Outreach. Assist with coordinating 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, societies with INRMP PM and INRMP Oversight Support approval and CB, Chief concurrence to ensure resources are available to support INRMP and branch requirements.

3.2.8 Coordination with Other Federal, State and Local Agencies. Support the INRMP through collaboration with the INRMP PM and assist with acquiring all necessary State and Federal vertebrate and invertebrate species handling permits required annually for INRMP projects. Collaborate with the INRMP PM and INRMP Oversight Support to assist with implementation and completion of INRMP projects associated with state, federal, local agencies and/or universities that pertain to nongame species.

3.2.9 Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and/or INRMP Oversight Support.

3.2.10 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 2 (BASIC) deliverables provided on the table below for INRMP NON-GAME SPECIES SME SUPPORT.

Deliverables Table. TASK 2 (BASIC), INRMP NON-GAME SPECIES SME SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Quarterly, Semi-annual, Annually	<i>WEEKLY</i> (Participate in INRMP Crew meetings) <i>MONTHLY</i> (Attend Branch/Division/Directorate safety) <i>QUARTERLY</i> (Assist with preparing INRMP meetings) <i>SEMI-ANNUAL</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 timelines)	<i>DAILY</i> (Assist with implementing field surveys, data collection and entry for the monitoring and management of non-game species using CB approved INRMP SOPs IAW SOP timelines)
Document Preparation and Review	Annually, 5-year	<i>ANNUALLY</i> (Assist with review, development and update of the INRMP non-game INRMP section; INRMP SOPs; INRMP annual reports; new SOPs; Assist with preparation of NEPA documents to evaluate sensitive species; Assist with review of federal, state, DoW, Army and installation regulations) 5-year (Assist with review and update of the INRMP)
Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting ISR-S or current reporting method) <i>WEEKLY</i> (Assist with reporting and 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 Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with equipment inventory and key control protocols)

Deliverables Table. TASK 2 (BASIC), INRMP NON-GAME SPECIES SME SUPPORT		
Objectives	Frequency	Tasks
Outreach	As Requested	<i>AS REQUESTED</i> (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 installation non-game 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	<i>AS REQUESTED</i> (Assist with preparing and/or participating in special events/request as identified by the PM and INRMP Oversight SME))
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion))

3.3 Task 3 (BASIC): *INRMP GAME, FISH, AND WILDLIFE SME SUPPORT

Level of Effort. 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, Invasive Botanical Species Control Plan (IBSCP), Integrated Pest Management Plan (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 the completion of Task 3 is (1) FTE or equivalent annually.

** The person occupying this position shall be a Key Person, such that any change shall require prior approval in accordance with the General Terms and Conditions. If vacated, this position will be backfilled as early as practicable. Failure to reasonably backfill the position may result in a negative performance*

reporting the Federal Awardee Performance and Integrity Information System (FAPIS).

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 3 include 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 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. Ability to obtain a valid Louisiana driver's license.

3.3.1 Coordination with Installation/Environmental Program Personnel.

Assist with coordination of installation efforts to manage all installation game fisheries and wildlife resources through the INRMP and CB approved 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 and/or 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, NEPA Program, other ENRMD branches and other installation directorates.

3.3.2 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. Assist with preparation of quarterly INRMP meetings.

3.3.3 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 performing 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.** Assistance to include but not limited to the CB Integrated Pest Management Program, IBSCP, and other installation directorates to control invasive species, capture and remove nuisance animals. **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.

3.3.4 Document Preparation and Review. Assist with development, review and update of INRMP game, fisheries, and wildlife SOPs for annual CB approval. Assist with annual support for 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 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 species and special areas due to planned projects and military training on the installation.

3.3.5 Reporting. Assist with developing and producing annual assessments pertaining to game, fisheries, and wildlife 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 INRMP 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.

3.3.6 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.3.7 Outreach. Assist with coordinating 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, societies with INRMP PM and INRMP Oversight Support approval and CB, Chief concurrence to ensure resources are available to support INRMP and branch requirements.

3.3.8 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 and INRMP Oversight Support, assist with implementation and completion of INRMP projects associated with state, federal, local agencies and/or universities that pertain to game, fisheries, and wildlife.

3.3.9 Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and/or INRMP Oversight Support.

3.3.10 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 3 (BASIC) deliverables provided in the table below for INRMP GAME, FISH, AND WILDLIFE SME SUPPORT.

Deliverables Table. TASK 3 (BASIC), INRMP GAME, FISH, AND WILDLIFE SME SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Quarterly, Semi-annual, Annually	WEEKLY (Participate in INRMP Crew meetings) MONTHLY (Attend Branch/Division/Directorate safety) QUARTERLY (Assist with preparing INRMP meetings) SEMI-ANNUAL (Assist with INRMP project section reviews) ANNUALLY (Acquire all necessary training needed to implement INRMP projects annually)
Project Execution	Daily (IAW SOP timelines)	DAILY (Assist with implementing field surveys, data collection and entry for the monitoring and management of game, fisheries, and wildlife using CB approved INRMP SOPs IAW SOP timelines)
Document Preparation and Review	Annually, 5-year	ANNUALLY (Assist with review, development and update of the INRMP game, fisheries, and wildlife INRMP section; INRMP SOPs; INRMP annual reports; new SOPs; Assist with preparation of NEPA documents to evaluate species; Assist with review of federal, state, DoW, Army and installation regulations) 5-year (Assist with review and update of the INRMP)
Reporting	Weekly, Monthly, Quarterly, Annually	WEEKLY, MONTHLY, QUARTERLY, ANNUALLY (Assist with reporting ISR-S or current reporting method) WEEKLY (Assist with reporting and completion of special events) ANNUALLY (Assist with updating SOPS, annual SOP reports and associated data IAW SOP timelines)
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	WEEKLY (Assist with inspections and maintenance on section vehicles, equipment and facilities) MONTHLY (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches) QUARTERLY (Assist with equipment inventory and key control protocols)

Deliverables Table. TASK 3 (BASIC), INRMP GAME, FISH, AND WILDLIFE SME SUPPORT		
Objectives	Frequency	Tasks
Outreach	As Requested	<i>AS REQUESTED</i> (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 installation game, fisheries, and wildlife 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	<i>AS REQUESTED</i> (Assist with preparing and/or participating in special events/request as identified by the PM and INRMP Oversight SME)
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion)

3.4 Task 4 (BASIC): *INRMP BOTANY SME SUPPORT

Level of Effort. 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, Invasive Botanical Species Control Plan (IBSCP), Integrated Pest Management Plan (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 the completion of Task 4 is (1) FTE or equivalent annually.

** The person occupying this position shall be a Key Person, such that any change shall require prior approval in accordance with the General Terms and Conditions. If vacated, this position will be backfilled as early as practicable. Failure to reasonably backfill the position may result in a negative performance*

reporting the Federal Awardee Performance and Integrity Information System (FAPIIS).

Qualifications. In addition to the mandatory qualifications minimum qualifications for TASK 4 include 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 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. Ability to obtain a valid Louisiana driver's license.

3.4.1 Botany Project Execution. Forest Prescriptions and Botanical Surveys. 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. **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. **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.

3.4.5 Coordination with Installation/Environmental Program Personnel. Assist with coordination of installation efforts to manage all installation botanical resources that are United States Fish and Wildlife Service (USFWS) candidate, petitioned, State sensitive and species of conservation concern through the INRMP and CB approved 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 and/or coordinate with various ENRMD staff and other concerned parties, including but not limited to the Endangered Species Program, Cultural Resources Program, IPMP, NEPA Program, other ENRMD branches and other installation directorates.

3.4.6 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. Assist with preparation of quarterly INRMP meetings.

3.4.7 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 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 species and special areas due to planned projects and military training on the installation.

3.4.8 Reporting. Assist with developing and producing annual assessments pertaining to botanical resources for 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 INRMP 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. Update installation plants species list.

3.4.9 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.4.10 Outreach. Assist with coordinating 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, societies with INRMP PM and INRMP Oversight

Support approval and CB, Chief concurrence to ensure resources are available to support INRMP and branch requirements.

3.4.11 Coordination with Other Federal, State and Local Agencies. Support the INRMP through coordination with the PM by assisting with acquiring all necessary State and Federal handling permits required annually for INRMP projects. In direct coordination with the INRMP PM and INRMP Oversight support, assist with implementation and completion of INRMP projects associated with state, federal, local agencies and/or universities that pertain to plant species.

3.4.12 Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and/or INRMP Oversight Support.

3.4.13 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 4 (BASIC) deliverables provided in the table below for INRMP BOTANY SME SUPPORT.

Deliverables Table. TASK 4 (BASIC), INRMP BOTANY SME SUPPORT		
Objectives	Frequency	Tasks
Project Execution (Forest Prescriptions, Botanical Surveys ...)	Daily (IAW SOP timelines)	<i>DAILY</i> (Assist with implementing field surveys, collect, transcribe, and enter field data into a database for the monitoring and management of botanical species using CB approved INRMP SOPs IAW SOP timelines)
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Quarterly, Semi-annual, Annually	<i>WEEKLY</i> (Participate in INRMP Crew meetings) <i>MONTHLY</i> (Attend Branch/Division/Directorate safety) <i>QUARTERLY</i> (Assist with preparing INRMP meetings)

Deliverables Table. TASK 4 (BASIC), INRMP BOTANY SME SUPPORT		
Objectives	Frequency	Tasks
Project Execution (Forest Prescriptions, Botanical Surveys ...)	Daily (IAW SOP timelines)	<i>DAILY</i> (Assist with implementing field surveys, collect, transcribe, and enter field data into a database for the monitoring and management of botanical species using CB approved INRMP SOPs IAW SOP timelines)
		<i>SEMI-ANNUAL</i> (Assist with INRMP project section review meeting twice annually) <i>ANNUALLY</i> (Acquire all necessary training needed to implement INRMP projects annually)
Document Preparation and Review	Annually, 5-year	<i>ANNUALLY</i> (Assist with review, development and update of the INRMP botany INRMP section; INRMP SOPs; INRMP annual reports; new SOPs; Assist with preparation of NEPA documents to evaluate sensitive species; Assist with review of federal, state, DoW, Army and installation regulation changes) 5-year (Assist with review and update of the INRMP)
Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting ISR-S or current reporting method) <i>WEEKLY</i> (Assist with reporting and completion of special events) <i>ANNUALLY</i> (Assist with updating botanical species lists; SOPs; annual SOP reports and associated data IAW SOP timelines)
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with equipment inventory and key control protocols)
Outreach	As Requested	<i>AS REQUESTED</i> (Assist with public, educational presentations to Army personnel, local schools, clubs, and societies)

Deliverables Table. TASK 4 (BASIC), INRMP BOTANY SME SUPPORT		
Objectives	Frequency	Tasks
Project Execution (Forest Prescriptions, Botanical Surveys ...)	Daily (IAW SOP timelines)	<i>DAILY</i> (Assist with implementing field surveys, collect, transcribe, and enter field data into a database for the monitoring and management of botanical species using CB approved INRMP SOPs IAW SOP timelines)
Coordination with Other Federal, State and Local Agencies	Monthly, Annually	<i>MONTHLY</i> (Assist with implementation and completion of installation botany INRMP projects associated with other federal, state, local groups or universities) <i>ANNUALLY</i> (Assist with acquiring state and federal permits as needed)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (Assist with preparing and/or participating in special events/request as identified by the PM and INRMP Oversight SME)
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion)

3.5 Task 5 (OPTIONAL): INRMP NON-GAME TECHNICAL SUPPORT

Level of Effort. 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, Invasive Botanical Species Control Plan (IBSCP), Integrated Pest Management Plan (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 the completion of Task 5 is (1) FTE or equivalent annually.

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 5 include a high school diploma. Preferred is BS in wildlife biology or closely related field. 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 maintain a flexible work schedule to conform to special project/event

requests and to facilitate collection of biological data. Ability to obtain a valid Louisiana driver's license.

3.5.1 Coordination with Installation/Environmental Program Personnel.

Assist with coordination of installation efforts to manage all non-game vertebrate and invertebrate USFWS candidate, petitioned, State sensitive and species of conservation concern. This activity shall be executed in accordance with the installation INRMP and CB approved SOP and must be coordinated with 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 and/or coordinate 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 installation directorates.

3.5.2 Meetings, Scheduling, and Training. Participate in weekly meetings to comply with task scheduling for project execution, status updates, planning execution, monitoring and managing non-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. Assist with preparation of quarterly INRMP meetings.

3.5.3 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/marketing 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.*** Assistance to include but not limited to the CB Integrated Pest Management Program, IBSCP, and other installation directorates to control invasive species, capture and remove nuisance animals. ***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, threatened and endangered species, NEPA, maneuver damage, and other programs as requested.

3.5.4 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 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.

3.5.5 Data and Reporting. Assist with reporting INRMP 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 data sheets and data entry into a database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage. Assist with developing and producing annual assessments pertaining to sensitive non-game species forest management (thinning and burning) prescriptions/ recommendations. Assist INRMP Non-game SME with developing and producing annual INRMP SOP reports (evaluation of long-term trends and environmental effects analysis), project data IAW appropriate format and timetables, and producing and updating non-game vertebrate and invertebrate species lists for the Installation.

3.5.6 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.5.7 Outreach. Assist with coordinating 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, societies with INRMP PM and INRMP Oversight Support approval and CB, Chief concurrence to ensure resources are available to support INRMP and branch requirements.

3.5.8 Coordination with Other Federal, State and Local Agencies. As needed 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 and INRMP Oversight Support, assist with implementation and completion of INRMP projects associated with state, federal, local agencies and/ or universities that pertain to non-game species.

3.5.9 Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and/or INRMP Oversight Support.

3.5.10 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 5 (OPTIONAL) deliverables are provided in the table for TASK 2, INRMP NON-GAME SPECIES SME SUPPORT.

3.6 Task 6 (OPTIONAL): INRMP GAME, FISH, AND WILDLIFE TECHNICAL SUPPORT

Level of Effort. 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, Invasive Botanical Species Control Plan (IBSCP), Integrated Pest Management Plan (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 the completion of Task 6 is (1) FTE or equivalent annually.

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 6 include a high school diploma. Preferred is BS in wildlife biology or closely related field. 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 maintain a flexible work schedule to conform to special project/event requests and to facilitate collection of biological data. Ability to obtain a valid Louisiana driver's license. Must be able to gain access through installation gate. 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.

3.6.1 Coordination with Installation/Environmental Program Personnel.

Assist with coordination of installation efforts to manage all installation game fisheries and wildlife resources through the INRMP and CB approved 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 and/or coordinate 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, other ENRMD branches and other installation directorates.

3.6.2 Meetings, Scheduling, and Training. Participate in weekly meetings to comply with task scheduling for project execution, status updates, planning execution, monitoring and managing game species IAW established INRMP SOP timelines and status reporting for projects. Participate in monthly safety briefings and coordinating INRMP events. 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.

3.6.3 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) via operation of heavy farm and other appropriate equipment and performing wildlife utilization assessments. Manage food plots. **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.** 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. Provide technical assistance during mandatory deer check efforts (Six 16 hour days that may fall on weekends) on installation Wildlife Management Areas (WMAs); to include sampling blood, rumen, parasite and other techniques for assessing/ analyzing white-tailed deer populations. **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.** Assistance to include but not limited to the IBSCP, IPMP, and other installation directorates to control invasive species, capture and remove nuisance animals. **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. **Other Programs.** Assist with other program areas to include but not limited to non-game, botany, threatened and endangered species, maneuver damage, NEPA and other installation programs as requested.

3.6.4 Document Preparation and Review. Assist with development, review and update of INRMP game, fisheries, and wildlife SOPs for annual CB approval. Assist with annual support for 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 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 species and special areas due to planned projects and military training on the installation.

3.6.5 Data and Reporting. Assist with reporting INRMP 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 data sheets and data entry into a database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage. Assist with developing and producing annual assessments pertaining to game, fisheries, and wildlife forest management (thinning and burning) prescriptions/recommendations. Assist INRMP Game SME with developing and producing annual INRMP SOP reports (evaluation of long-term trends and environmental effects analysis), project data IAW appropriate format and timetables.

3.6.6 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control

protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.6.7 Outreach. Assist with coordinating 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, societies with INRMP PM and INRMP Oversight Support approval and CB, Chief concurrence to ensure resources are available to support INRMP and branch requirements.

3.6.8 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 and INRMP Oversight Support, assist with implementation and completion of INRMP projects associated with state, federal, local agencies and/ or universities that pertain to game, fisheries, and wildlife.

3.6.9 Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and/or INRMP Oversight Support.

3.6.10 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 6 (OPTIONAL) deliverables are provided in the table for TASK 3, INRMP GAME, FISH, AND WILDLIFE SME SUPPORT.

3.7 Task 7 (OPTIONAL): INRMP INVASIVE BOTANICAL SPECIES TECHNICAL SUPPORT

Level of Effort. Provide support necessary to assist the Fort Polk Conservation Branch in implementing management guidelines of Conservation Branch programs through Integrated Natural Resources Management Plan (INRMP), NEPA, Maneuver Damage and Mitigation Monitoring, Invasive Botanical Species Control Plan (IBSCP), Integrated Pest Management Plan (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 the completion of Task 7 is (1) FTE or equivalent annually.

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 7 include a high school diploma. Preferred is BS in wildlife biology or closely related field. 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 maintain a flexible work schedule to conform to special project/event requests and to facilitate collection of biological data. Ability to obtain a valid Louisiana driver's license.

3.7.1 Coordination with Installation/Environmental Program Personnel.

Assist with coordination of installation efforts to manage all installation invasive botanical species through the INRMP, IBSCP, and CB approved INRMP projects and plans in direct coordination with the INRMP PM, INRMP Oversight Support, and IPMP 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 and/or coordinate 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, other ENRMD branches and other installation directorates.

3.7.2 Meetings, Scheduling, and Training. Participate in weekly meetings to comply with task scheduling for project execution, status updates, planning execution, monitoring and managing invasive botanical species IAW established INRMP SOP timelines and status reporting for projects. Participate in monthly safety briefings and coordinating INRMP events. 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.

3.7.3 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. ***Nuisance/Invasive Animals.*** Assistance to include but limited to the IBSCP, IPMP, and other installation directorates to control invasive species,

capture and remove nuisance animals. **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. **Nuisance/Invasive Animals.** Assistance

3.7.4 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 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 species and special areas due to planned projects and military training on the installation.

3.7.5 Data and Reporting. Assist with reporting INRMP 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 data sheets and data entry into a database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage.

3.7.6 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.7.7 Outreach. Assist with coordinating 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, societies with INRMP PM and INRMP Oversight Support approval and CB, Chief concurrence to ensure resources are available to support INRMP and branch requirements.

3.7.8 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 and INRMP Oversight support, assist with implementation and completion of INRMP projects associated with state, federal, local agencies and/ or universities that pertain to plant species.

3.7.9 Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and/or INRMP Oversight Support.

3.7.10 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 7 (OPTIONAL) deliverables provided in the table below for INRMP INVASIVE BOTANICAL SPECIES TECHNICAL SUPPORT.

Deliverables Table. TASK 7 (OPTIONAL), INRMP INVASIVE BOTANICAL SPECIES TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Quarterly, Semi-annual, Annually	<i>WEEKLY</i> (Participate in INRMP Crew meetings) <i>MONTHLY</i> (Attend Branch/Division/Directorate safety) <i>QUARTERLY</i> (Assist with preparing INRMP meetings) <i>SEMI-ANNUAL</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 timelines)	<i>DAILY</i> (Assist with field surveys and management actions, data collection and entry for the monitoring and management of IAW SOP, program plans, guidelines and timelines)
Document Preparation and Review	Annually, 5-year	<i>ANNUALLY</i> (Assist with review, development and update of the INRMP; INRMP SOPs; INRMP annual reports; new SOPs; Assist with preparation of NEPA documents to evaluate sensitive species; Assist with review of federal, state, DoD, Army and installation regulations)

Deliverables Table. TASK 7 (OPTIONAL), INRMP INVASIVE BOTANICAL SPECIES TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
		5-year (Assist with review and update of the INRMP)
Data and Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting ISR-S or current reporting method) <i>WEEKLY</i> (Assist with reporting and completion of special events) <i>ANNUALLY</i> (Assist with updating lists, SOPs, annual SOP reports and associated data IAW SOP timelines)
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with equipment inventory and key control protocols)
Outreach	As Requested	<i>AS REQUESTED</i> (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 INRMP projects associated with other federal, state, local groups or universities) <i>ANNUALLY</i> (Assist with acquiring state and federal permits)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (Assist with preparing and/or participating in special events/request as identified by the PM and INRMP Oversight SME))
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion))

3.8 Task 8 (OPTIONAL): COMPUTER SYSTEMS ANALYST, SECURITY, AND MANAGEMENT SUPPORT

Level of Effort. Provide support necessary to assist the Conservation Branch (CB) and Forestry Branch in implementing management guidelines of Computer security, training, maintenance and requisition. General hours of operation are Monday – Friday, between 0730-1630 to support CB and Forestry personnel with systems troubleshooting. Maintain a flexible work schedule to conform to CB and Forestry 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. Position is not open to a hybrid or remote schedule. Position will not participate in any fire activities. Anticipation for the completion of Task 8 is (1) FTE or equivalent annually.

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 8 include a high school diploma with 4-year professional work experience in the field of Army computer and security systems. Preferred is BS in computer science or related field with professional work experience in the field of Army computer and security systems (AR 25-1: Army Information Technology; Department of War (DoW) 8570.01-M Information Assurance, Workforce Improvement Program; DoW Web Policy; DoW 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.

3.8.1 Information Assurance (IA)Support. Ensure compliance with IA policy, guidance, and training requirements per Army Regulation (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 the security of networks, information, and information systems to support all objectives listed in this agreement. 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 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.

3.8.2 Computer Management. In coordination with Army Regulations and SOPs, assist in development and implementation of IA Management Plan and Computer Systems Maintenance Management Plan for CB and Forestry.

Following Army directives assist with desktop, laptop operating system, printer, and accessories support to include installation and/or updates for hardware, software, and accessories in support of all objectives within this agreement. Troubleshoot systems, submit and track work orders. A weekly systems status spreadsheet will be developed, updated, and maintained containing the status of work orders and will be made available to the C, CB/Forestry Chief, Deputy Chiefs, and Administrative Logistics support. Assist Environmental Division in the absence of computer system support. Ensure all systems, equipment, and accessories are compatible with installation guidelines. Develop plans for installing, configuring, troubleshooting and maintaining IT equipment, software and the application of information assurance/security policies and guidelines. 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 assist with updates to user profiles in the Account Validation System (AVS) or current Army training and certification tracking system for personnel current training and related certifications as outlined in the Army's IA Training and Certification BBP. Installation of all CB systems and equipment (laptop/desktop, docking station, monitors, printers...). This includes assisting Property Book managers with the development and signatures on Department of Army (DA) 2062s. DA 2062s are provided to CB Property Book and Forestry Property Book Managers for inventory. Review weekly or any required status review of reports for IT Systems and Equipment (i.e. quarantine list, software updates, policy updates) and provide resolution to issues.

3.8.3 Physical Security Support. Assist in development, tracking, processing, filing, and retrieval of CB and Forestry physical security information in accordance with Army and installation regulations and procedures in support of all objectives within this agreement. Notify all users of upcoming due dates, perform daily inspections to identify deficiencies, prepare route service orders to correct deficiencies, and maintain copy in Conservation and Forestry OneDrive folder. Assist in maintaining systems that supply inventories and reporting to the Conservation 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.

3.8.4 Document Preparation and Review. Assist with the development and coordination of CAPR, CHESS, and SAARs for all users. Assist in the development and updates of user profiles in the AVS or current Army training and certification tracking system, personnel current training and related certifications as outlined in the Army's IA Training and Certification BBP. As requested, develop and coordinate Division CAPRs, CHESS, SAARs.

3.8.5 Property Book Management Support and Accountability. Assist with the development, tracking, processing, filing of government furnished equipment

((laptop/desktop, docking station, monitors, printers...) accountability. This includes the development and signatures on Department of Army (DA) 2062s. Any systems that are moved, re-assigned, or unassigned will be updated on a monthly government furnished systems list. The list will contain at a minimum: username, computer name, serial numbers, and location. Will assist with monthly, quarterly, cyclic, and annual property book inventory.

3.8.6 Meetings, Scheduling and Training. Participate in monthly CB and Forestry meetings and safety briefings. At CB and Forestry meetings, brief employees on current and upcoming changes within NETCOM, information assurance and security guidelines, reminders to sign out systems, and explain how to update and restart systems. Provide IT and system support for Branch meeting and Division meetings as needed.

3.8.7 Reporting. Develop and maintain monthly government furnished equipment accountability list (laptop/desktop, docking station, monitors, printers...) that contains at a minimum: username, computer name, serial numbers, and location. Any surplus systems will be included on this list and will be maintained by the Systems Analyst. List to be submitted to Chief, CB/Forestry Chief, Deputy Chiefs, and Property Book Managers on monthly basis and maintained on the CB and Forestry OneDrive. This list will be compared to the government property book. The work order status spreadsheet will be submitted to C, CB/Forestry Chief and Deputy Chiefs on a weekly basis. The spreadsheet at a minimum will contain the following information: username, computer name, equipment, serial number(s) if applicable, date ticket was submitted, ticket order number, date resolved, and issue. The spreadsheet will be maintained on the CB and Forestry OneDrive.

3.8.8 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.8.9 Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the Chief, CB or Deputy Chief.

3.8.10 Maneuver Damage Inspections. As requested, at the request of the C, CB or Deputy Chief, may support the Installation's Maneuver Damage Program in the event of lack of inspectors. 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 8 (OPTIONAL) deliverables provided in the table below for COMPUTER SYSTEMS ANALYST, SECURITY, AND MANAGEMENT SUPPORT.

Deliverables Table. TASK 8 (OPTIONAL), COMPUTER SYSTEMS ANALYST, SECURITY, AND MANAGEMENT SUPPORT		
Objectives	Frequency	Tasks
Information Assurance Support	Weekly, Monthly, Annually	<i>WEEKLY</i> (Enforce IA policy, guidance, and training requirements; Ensure users receive initial and annual IA awareness training) <i>MONTHLY</i> (Enforce IA policy, guidance, and training requirements; Ensure users receive initial and annual IA awareness training; Maintain and review systems and ensure authentication policies are audited for compliance) <i>ANNUALLY</i> (Update, distribute, and maintain plans, instructions, and SOPs concerning IT and system security)
Computer Management	Daily, Weekly, As Needed	<i>DAILY</i> (Assist with desktop, laptop, operating system, printer, and accessories support to include installation and/or updates for hardware, software, and accessories; Troubleshoot systems, submit and track work orders) <i>WEEKLY</i> (IT Systems and Equipment (quarantine list, software updates, policy updates) review and resolution) <i>AS NECESSARY</i> (Assist with desktop, laptop, operating system, printer, and accessories support to include installation and/or updates for hardware, software, and accessories; Develop and procure signatures on DA 2062s; Development/Coordination of CAPR, CHESS, SAAR; Develop and update user profiles in

Deliverables Table. TASK 8 (OPTIONAL), COMPUTER SYSTEMS ANALYST, SECURITY, AND MANAGEMENT SUPPORT		
Objectives	Frequency	Tasks
		AVS or current Army tracking system)
Physical Security Support	Daily, Weekly, As Needed	<i>DAILY</i> (Perform inspection to identify deficiencies, prepare/route service orders to correct deficiencies) <i>WEEKLY</i> (Reports for Information Security) <i>MONTHLY</i> (Report for Information Security; Maintain systems supply inventories and report to procurement officer) <i>ANNUALLY</i> (Develop and track physical security information) <i>AS NEEDED</i> (Notify upcoming due dates, prepare and route service orders)
Document Preparation and Review	As Needed	<i>AS NEEDED</i> (Development and coordination of Branch/Division CAPR, CHES, and SAARs; Develop and update user profiles in the AVS or current Army training and certification tracking system, personnel current training and related certifications)
Property Book Management	Monthly, Quarterly	<i>MONTHLY/QUARTERLY</i> (Assist with equipment accountability list; Maintain equipment list of moved, re-assigned, or unassigned for C, CB/Forestry Chief, Deputies, and Property Book Managers)
Meetings, Scheduling and Training		<i>MONTHLY</i> (Participate in monthly CB/Forestry meetings and safety briefings. At meetings, brief employees on current and upcoming changes within NETCOM, information assurance and security guidelines, reminders to sign out systems and explain how to update and restart systems)
Reporting	Weekly, Monthly	<i>WEEKLY</i> (Develop/maintain work order spreadsheet on CB/Forestry OneDrive; Distribute work order spreadsheet to Chief, CB/Chief Forestry and Deputy Chiefs,) <i>MONTHLY</i> (Develop/ maintain monthly government furnished systems list (laptop/desktop, docking station, monitors, printers...) on CB/Forestry OneDrive; Distribute

Deliverables Table. TASK 8 (OPTIONAL), COMPUTER SYSTEMS ANALYST, SECURITY, AND MANAGEMENT SUPPORT		
Objectives	Frequency	Tasks
		government furnished systems list to Chief, CB/Forestry Chief, Deputy Chiefs, and Property Book Managers)
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY, MONTHLY, QUARTERLY</i> (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 equipment, hand receipts and key control protocols)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the Chief, CB or Deputy Chief)
Maneuver Damage Inspections	As Needed	<i>AS NEEDED</i> (At the request of the C, CB or Deputy Chief: support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion)

3.9 Task 9 (BASIC): *NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) WRITER

Level of Effort. Provide support necessary to assist the Conservation Branch (CB) in implementing management guidelines of CB programs through NEPA, Maneuver Damage, Mitigation and Monitoring, Integrated Natural Resources Management, Cultural Resources, Integrated Pest Management, and Threatened and Endangered Species. It is the responsibility of the Conservation Branch to prepare and coordinate NEPA documentation for the installation. Recipient will assist in the environmental analysis for proposed actions and preparation of

various levels (environmental assessments, environmental impact statements and Record so 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. Proper management of program resources is necessary to achieve management goals and is critical for overall program success. Shall provide expertise to subordinates to ensure project objectives, approaches, and analysis/interpretation are technically sound and consistent with program objectives and needs. General hours of operation are Monday – Friday, between 0730-1630 to support proponents and other agencies with their NEPA requirements. Position is not open to a hybrid or remote schedule. Anticipation for the completion of Task 9 is (1) FTE or equivalent annually.

Desired Requirements. In-depth knowledge of NEPA regulations, Army Regulation 200-1, Fort Polk 200-1, and Army Material Command, Installation Management Command NEPA Practices and Procedures. Meeting the installation NEPA compliance responsibilities requires assistance from all levels of our agency, including decision makers, Program Managers, interdisciplinary team members, other agencies (United States Forest Service, Federal Aviation Association, Office of Local Defense Community Cooperation), cooperators, and contractors. Ability to communicate, orally and in writing. Ability to develop, write, and/or analyze environmental documents, categorical exclusions, and other documents.

** The person occupying this position shall be a Key Person, such that any change shall require prior approval in accordance with the General Terms and Conditions. If vacated, this position will be backfilled as early as practicable. Failure to reasonably backfill the position may result in a negative performance reporting the Federal Awardee Performance and Integrity Information System (FAPIIS).*

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 9 include 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.

3.9.1 Coordination, Meetings, Scheduling, and Training. Participate in Branch meetings (safety, informational, program). Participate in weekly meetings to comply with task scheduling for project execution, status updates, planning execution, monitoring IAW established NEPA SOP timelines and status reporting for projects. Participate in organization and scoping meetings. Development of meeting materials (agenda, slides). Participates in planning and/or design charrettes, installation development plans (IDPs) to assist in the development of Department of Defense 1391s (DD1391). Collaborate and organize meetings

with proponents and other agencies (Office of Local Defense Community Cooperation (OLDCC), United States Forest Service (USFS), Federal Aviation Administration (FAA), Installation Legal Office) for gathering information for environmental analysis. Assist with development of agendas and slides for NEPA meetings with proponents, other installation directorates, and agencies (USFS Quarterly, SEMP, Command Briefs). Prepare and participate in internal and external EPAS. Participate in Branch, Division, and Installation briefings.

3.9.2 NEPA Document Preparation. It is the responsibility of the CB to prepare and coordinate NEPA documentation for the installation. The NEPA Writer will Develop environmental analysis for proposed actions and preparation at various levels (Record of Environmental Consideration (REC), Environmental Assessment (EA), Environmental Impact Statement (EIS)) of NEPA documentation to include assistance with Environmental Condition of Property (ECP) formerly Environmental Baseline Survey (EBS). Stay up to date with the current requirements of NEPA laws and regulations as well as anticipated changes in the law to ensure all projects are regulatory compliant. Provides technical review over NEPA Technician(s), in resolving complex and difficult issues involving investigation and analysis into the effects of projects on the training mission and/or installation ecosystem. Refers controversial and/or sensitive issues to the NEPA Program Manager (PM). Ensure documentation records and deliverables are accurate, up to date, and available for review or audits. Coordinates review and comments of proposed actions from proponents, installation staff, and other agencies. Participates in revision of Integrated Natural Resource Management Plan, Integrated Cultural Resources Management Plan, Integrated Pest Management Plan, and United States Forest Service Plan of Operations. Develop and submit action transmittals, memorandums, signature pages, and routing slips for NEPA for Command, Legal, and other agencies or installation directorates concurrence, approval, and signatures. Development of NEPA Information Papers and project updates for Command. Conduct field surveys and prepare written evaluations of potential effect of military training and planned projects for review. Field surveys consolidated with the complete REC packet and should be accurate 95% of the time upon submittal for signature(s). IAW established SOPs meet scheduled due dates and deliverables for projects as directed in the SOPs.

3.9.3 NEPA Document Tracking. Assist with tracking and inventorying NEPA documents to include but not limited to action transmittals, memorandums, permits, Federal/State Correspondence in IAW with established SOPs. Complete each scheduled task(s) and report(s) outlined in the NEPA SOPs that relate to document tracking. This includes tracking and adhering to all regulatory requirements in reference to administrative records. Update and maintain NEPA Status Report, Master Report of Completed Actions, and Control Year (CY) Spreadsheet (i.e. List of all NEPA Actions CY 25) no later than the 15th of each month. It is vital to maintain NEPA tracking numbers for annual Environmental Management Performance Review (EMPR), quarterly and annual IMCOM data

calls (number of projects to include date started, date completed, other agencies involved), internal and external Environmental Performance Assessment System (EPAS). Review construction and real estate actions (REC, EA, EIS) and determine if they qualify for SEMP Monitoring. These projects are reported for SEMP mitigation measures (alternative sites). Upload NEPA documents into various repositories (Programming Administration Execution System (PAX), DENIX, or other Army required sites).

3.9.4 NEPA Monitoring. Monitor specific projects following completion of environmental analysis. Complete each scheduled task(s) and report(s) outlined in the NEPA REC Monitoring Program SOP (verifies quality assurance that the scope of the work described is conducted as stated).

3.9.5 Mitigation Monitoring. Monitor mitigations and Best Management Practices (BMP) detailed and agreed upon during the project planning and NEPA development processes. Complete each schedule task(s) and report(s) outlined in the NEPA SOP that relate to monitoring projects which required mitigations and BMPs detailed and agreed upon during the project planning and NEPA development processes. This data is inputted into the annual NEPA EMPR. Monitor and/or conduct follow up inspection of projects IAW with NEPA SOPs. Complete each scheduled task(s) and report(s) outlined in the NEPA SOPs that relate to document tracking. These tasks will be tracked IAW with SOP Calendar within a respective spreadsheet which will be located on the CB OneDrive IAW with NEPA SOPs.

3.9.6 Scoping List Maintenance. Update and maintain Public Scoping spreadsheet. The list will consist of General Public Scoping List, Regulatory Agency Scoping List, Congressional Delegation (CODEL), Recognized Tribes, Libraries, and Newspapers. Lists will include name, point of contact, mailing address, email, phone and fax numbers. List will be updated Biannually. These tasks will be tracked IAW with SOP Calendar within a respective spreadsheet which will be located on the CB OneDrive IAW with NEPA SOPs.

3.9.7 Data and Reporting. Update, maintain, and deliver NEPA Status Report IAW with established SOPs. Monitor projects IAW with NEPA SOPs (REC Monitoring Program and BMP) following completion of environmental analysis. Complete each scheduled task(s) and report(s) outlined the NEPA SOPs that relate to document tracking. Annual review and edits to NEPA SOPs. These tasks will be tracked IAW with SOP Calendar within a respective spreadsheet which will be located on the CB OneDrive IAW with NEPA SOPs.

3.9.8 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient

shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.9.9 Special Events and Requests. Request for actions from other programs (INRMP, threatened and endangered species, cultural, outreach...) must be coordinated and approved by the Chief, CB at least two weeks in advance to ensure resources are available to support the NEPA Program and branch requirements. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the Chief, CB or Deputy Chief.

3.9.10 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 9 (OPTIONAL) deliverables provided in the table below for NEPA Writer.

Deliverables Table. TASK 9 (BASIC), NEPA WRITER		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Quarterly, As Needed	<i>WEEKLY</i> (Participate in NEPA Program meetings) <i>MONTHLY</i> (Attend Branch/Division/Directorate/Installation Meetings) <i>QUARTERLY</i> (Meeting preparation, SEMP, USFS Quarterly Meetings) <i>AS NEEDED</i> (Collaborates with proponents and other agencies (i.e. OLDCC, USFS, FAA, Installation Legal Office...) for environmental analysis. Public Scoping/Branch/Division/Installation Staff/Other Agencies)

Deliverables Table. TASK 9 (BASIC), NEPA WRITER		
Objectives	Frequency	Tasks
Document Preparation	Daily, Monthly, Annually, As Needed	<i>DAILY</i> (Preparation and coordination of NEPA Documentation; Conduct field surveys, Review and comment on proposed actions from proponents, installation staff, and other agencies, Development and completion of RECs; Update NEPA Status Report) <i>MONTHLY</i> (Submit Draft Status Report NLT 10th of each month and Status Report NLT 15th of each month) <i>ANNUALLY</i> (NEPA Information Papers) <i>AS NEEDED</i> (Development and completion of EAs/EIS', Development and submittal of NEPA documents (action transmittals, memorandums, signature pages) for Command, Legal, other installation staff and agencies concurrence, approval, and signatures, Assist in the revision of INRMP, ICRMP, IPMP, and USFS Plan of Operation)
Document Tracking	Daily, Monthly, Quarterly, Annually, As Needed	<i>DAILY</i> (Update and maintain NEPA Status Report; Track and Inventory NEPA documents IAW established SOPs) <i>MONTHLY</i> (Track and Inventory NEPA documents IAW established SOPs; Update and maintain Master Report of Completed Actions and CY Spreadsheets NLT the 15th of each month) <i>QUARTERLY</i> (Update quarterly IMCOM data, SEMP data, and EMPR data) <i>ANNUALLY</i> (Update EMPR; Update and consolidate IMCOM data call numbers, Internal and External EPAS) <i>AS NEEDED</i> (Upload NEPA documents into various repositories (OneDrive, PAX, DENIX, and other Army/Agencies required sites)

Deliverables Table. TASK 9 (BASIC), NEPA WRITER		
Objectives	Frequency	Tasks
Monitoring	Monthly, Quarterly, Annually	<i>MONTHLY</i> (Assist with the monitoring of specific projects following the completion of environmental analysis IAW established SOPs) <i>QUARTERLY</i> (Monitor projects IAW established SOPs) <i>ANNUALLY</i> (Annual Reports for REC Monitoring Program and BMP Program due NLT 15 October)
Scoping List	Biannually	<i>BIANNUALLY</i> (Update and maintain Public Scoping spreadsheet and track IAW established SOPs)
Data and Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting data call information (QUAD, IMCOM, SEMP...) or current reporting method) <i>ANNUALLY</i> (Assist with updating lists, SOPS, annual SOP reports and associated data IAW SOP timelines)
Equipment/ Building Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities (to include office space)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with inventory of equipment, hand receipts and key control protocols)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (With the approval of the C, CB at least two weeks (2 weeks) in advance, assist with the preparation, facilitation, and participation of special events, special projects, other support functions (INRMP, threatened and endangered species, cultural, outreach...))

Deliverables Table. TASK 9 (BASIC), NEPA WRITER		
Objectives	Frequency	Tasks
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion))

3.10 Task 10: (OPTIONAL): ADMINISTRATIVE LOGISTICAL SUPPORT

Level of Effort. Provide support necessary to assist the Conservation and Forestry Branch 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 Conservation Branch (CB) and Forestry Branch SOP projects and special events. General hours of operation are Monday – Friday, between 0730-1630 to provide administrative support to CB and Forestry personnel. Position is not open to a hybrid or remote schedule. Anticipation for the completion of Task 10 is (1) FTE or equivalent annually.

Desired Requirements. Strong skills in organization, computer proficiency (Microsoft Office (word, excel, PowerPoint, Outlook, Power BI, MS TEAMS), OneDrive, and Adobe Acrobat, communication, and office equipment (multi-function copier/printer).

Qualifications. In addition to mandatory qualifications, minimum qualifications for TASK 10 include a high school diploma with professional work experience in office administration. Preferred is BS in administration or related field with professional work experience. Ability to obtain a valid Louisiana driver's license.

3.10.1 Coordination with Installation and Environmental Program

Personnel. Handles day-to-day operational tasks, managing calendars/schedules, correspondence, and files and record keeping. Answering phone calls and handling general inquiries. Scheduling meetings, reviewing and editing documents. Reviewing, editing, and processing action transmittals, memorandums, and documents for higher lever approval and/or concurrence. Process CB and Forestry incoming and outgoing mail.

3.10.2 Meetings, Scheduling and Training. Assists with logistics and information gathering for meetings or conferences (Branch, USFS Quarterly,

SEMP, Safety...). Manage Branch calendar(s)/schedule(s). Assist with operation of computer and slide presentations during meetings and maintain notes and/or due outs. Participate in monthly safety briefings and as needed additional installation meetings. Update and maintain personnel training spreadsheet OneDrive.

3.10.3 Document Preparation and Review. Develop, review, and edit meeting materials, action transmittals, memorandums, and other documents for higher lever approval and/or concurrence. Staff documents for higher level approval and/or concurrence through Global Electronic Approval Routing System (GEARS) or equivalent to installation administrative procedures.

3.10.4 Reporting. Review and update administrative Standard Operating Procedures (SOPs). Maintain an updated CB and Forestry roster to include phone numbers and emergency contacts. Maintain and updated personnel training spreadsheet on OneDrive and keep file of certificates of completion.

3.10.5 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.10.6 Special Events and Requests. Requests for actions from other programs (INRMP, threatened and endangered species, cultural, outreach...) must be coordinated and approved by the C, CB at least two (2) weeks in advance to ensure resources are available to support the Branch. Assist with preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the C, CB/Chief Forestry or Deputy Chiefs.

3.10.7 Property Book Management Support. Assist in development, tracking, processing, filing, and retrieval of government furnished systems (to include durable goods). on the government property book. Adhere to all property book guidelines, rules, and procedures for receipt and turn-in of property (to include found on post items). Notify personnel of upcoming due dates, prepare and route correct forms, obtain required signature(s) in appropriate sequence, forward to appropriate office for processing, maintain copies in the CB/Forestry file system. Assist in the preparation and submittal of monthly status reports to the C, CB/Forestry Chief. Annually review and update SOP as required. Meet all established due dates, timelines, and deliverables in the approved SOP.

3.10.8 Fleet Management. Assist in the development, tracking, processing, filing, and retrieval of CB and Forestry 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 CB and Forestry Fleet file system (OneDrive). Report status reports (weekly, monthly, semi-annual, annual) for Fleet inspection and maintenance. Maintain monthly fuel usage report IAW current reporting method) and to be submitted by the 1st of each month. Monthly fuel usage will be maintained on OneDrive. IAW Fleet Management SOP meet all established due dates, timelines, and deliverables as stated in the SOP.

3.10.9 Physical Security Support. Assist in development, tracking, processing, filing, and retrieval of CB and Forestry physical security information in accordance with Army and installation regulations and procedures. Notify supervisors of upcoming due dates, perform daily inspections to identify deficiencies, submit work orders to correct deficiencies, and maintain copy in CB and Forestry OneDrive folder(s). Assist in maintaining systems supply inventories and reporting to the Conservation and Forestry 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.

3.10.10 Records Management. Assist with the maintenance of the CB and Forestry record keeping files and permits necessary for compliance with federal and state regulations. In addition, maintain and streamline an existing filing system for archiving CB and Forestry copies of administrative transmittal and/or staffing documents 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.

Deliverables: Task 10 (OPTIONAL) deliverables provided in the table below for ADMINISTRATIVE SUPPORT.

Deliverables Table. TASK 10 (OPTIONAL), ADMINISTRATIVE LOGISTICAL SUPPORT		
Objectives	Frequency	Tasks
Coordination with Installation and Environmental Program Personnel	Daily, Weekly, As Needed	<i>DAILY</i> (Handles day-to-day tasks, Manage calendars/schedules, Correspondence, File/Record Keeping) <i>WEEKLY</i> (Process incoming and outgoing mail) <i>AS NEEDED</i> (Schedule meetings, Review/edit documents, Process/route documents)

Deliverables Table. TASK 10 (OPTIONAL), ADMINISTRATIVE LOGISTICAL SUPPORT		
Objectives	Frequency	Tasks
Meetings, Scheduling and Training	Daily, Weekly, As Needed	<i>DAILY</i> (Manage calendars/schedules, Update and maintain personnel training) <i>MONTHLY</i> (Participate in safety and branch meetings) <i>AS NEEDED</i> (Coordinate/schedule meetings, Operation of computer and slide presentations, Take and maintain meeting notes/due outs)
Document Preparation and Review	Annually, As Needed	<i>ANNUALLY</i> (Develop Fiscal Year spreadsheet for fleet maintenance and fuel usage) <i>AS NEEDED</i> (Develop/review/edit meeting materials, transmittals, memorandums, staff/route documents in GEARS)
Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Maintain and update personnel roster, training spreadsheet, and certificates) <i>ANNUALLY</i> (Update administrative SOPs)
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities) <i>MONTHLY</i> (Assist with tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Inventory of equipment, hand receipts and key control protocols)
Special Events and Requests	As Needed	<i>AS NEEDED</i> (Preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the Chief, CB/Forestry Chief or Deputy Chiefs)
Property Book	Monthly, Cyclic, Annually As Needed	<i>MONTHLY, CYCLIC</i> (Update government furnished list, 10% property book inventory) <i>ANNUALLY</i> (Update government furnished list, 100% property book inventory) <i>As Needed</i> (Acquire signatures)
Fleet Management	Weekly, Monthly, Biannually, Annually	<i>WEEKLY</i> (Track routine maintenance checks, repairs, and dispatches, Maintain fleet spreadsheet on OneDrive) <i>MONTHLY</i> (Inspect and track and report status of vehicles, Notify users of upcoming due dates, Maintain fuel usage spreadsheet on

Deliverables Table. TASK 10 (OPTIONAL), ADMINISTRATIVE LOGISTICAL SUPPORT		
Objectives	Frequency	Tasks
		OneDrive and submit to C, CB/Forestry Chief) <i>Biannually</i> (Maintain up-to-date list of vehicles and status) <i>ANNUALLY</i> (Update Fleet Management SOP)
Physical Security Support	Daily, Weekly, Monthly, Annually, As Needed	<i>DAILY</i> (Perform inspection to identify deficiencies, prepare/route service orders to correct deficiencies) <i>WEEKLY</i> (Reports for Information Security) <i>MONTHLY</i> (Report for Information Security; Maintain systems supply inventories and report to procurement officer) <i>ANNUALLY</i> (Develop and track, CB and Forestry physical security information) <i>AS NEEDED</i> (Notify upcoming due dates, prepare/route service orders)
Records Management	Daily, Weekly, Annually	<i>DAILY</i> (Assist with maintenance of the CB and Forestry record keeping/documents/files/permits/receipts) <i>WEEKLY</i> (Maintain report and event calendars) <i>ANNUALLY</i> (Review and update SOP IAW record keeping guidelines (currently ARIMS))

3.11 Task 11: (OPTIONAL): NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) TECHICAL SUPPORT

Level of Effort. Provide support necessary to assist the Fort Polk Conservation Branch in implementing management guidelines of Conservation Branch programs through Integrated Natural Resources Management Plan (INRMP), Integrated Cultural Resources Management Plan (ICRMP), Endangered Species Management Component (ESMC), and Integrated Pest Management Plan (IPMP). It is the responsibility of the Conservation Branch to prepare and coordinate NEPA documentation for the installation. Assist in the environmental analysis for proposed actions and preparation of various levels (environmental assessments, environmental impact statements and Record so 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. Proper management of program resources is necessary to achieve management goals and is critical for overall program success. General hours of operation are Monday – Friday, between 0730-1630 to support proponents and other agencies with their NEPA requirements. Position is not open to a hybrid or remote schedule. Anticipation for the completion of Task 10 is (1) FTE or equivalent annually.

Desired Requirements. In-depth knowledge of NEPA regulations, Army Regulation 200-1, Fort Polk 200-1, and Army Material Command, Installation Management Command NEPA Practices and Procedures. Meeting installation NEPA compliance responsibilities requires assistance from all levels of our agency, including decision makers, Program Managers (PMs), interdisciplinary team members, other agencies (United States Forest Service (USFS), Federal Aviation Association (FAA), Office of Local Defense Community Cooperation (OLDCC)), cooperators, and contractors. Ability to communicate, orally and in writing. Ability to develop, write, and/or analyze environmental documents, categorical exclusions, and other documents.

Qualifications. In addition to mandatory qualifications, minimum qualifications for TASK 11 include a high school diploma or equivalent. Preferred requirement is 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.

3.11.1 Coordination, Meetings, Scheduling, and Training. Participate in Branch meetings (safety, informational, program). Participate in weekly meetings to comply with task scheduling for project execution, status updates, planning execution, monitoring in accordance with (IAW) established NEPA Standard Operating Procedures (SOPs) timelines and status reporting for projects. Participate in organization and scoping meetings. Development of meeting materials (agenda, slides). Participates in planning and/or design charrettes, installation development plans (IDPs) to assist in the development of Department of Defense 1391s (DD1391). Collaborates and organizes meetings with proponents and other agencies (OLDCC, USFS, FAA, Installation Legal Office) for gathering information for environmental analysis. Assist with facilitation and development of agendas and slides for NEPA meetings with proponents, other installation directorates, and agencies (USFS Quarterly, SEMP, Command Briefs). Prepare and participate in internal and external EPAS. Participate in Branch, Division, and Installation briefings.

3.11.2 NEPA Document Preparation. It is the responsibility of the CB to prepare and coordinate NEPA documentation for the installation. Develop environmental analysis for proposed actions and preparation at various levels (Record of Environmental Consideration (REC), Environmental Assessment (EA), Environmental Impact Statement (EIS)) of NEPA documentation to include assistance with Environmental Condition of Property (ECP) formerly Environmental Baseline Survey (EBS). Emphasis is on the evaluation and completion of RECs; however, dependent upon Branch resources may assist with environmental analysis for EAs and EIS'. Stay up to date with the current requirements of NEPA laws and regulations as well as anticipated changes in the law to ensure all projects are regulatory compliant. Ensure documentation

records and deliverables are accurate, up to date, and available for review or audits. Coordinates review and comments of proposed actions from proponents, installation staff, and other agencies. Participates in the revision of INRMP, ICRMP, IPMP, ESMC, and United States Forest Service Plan of Operations. Assists in the development and submittal of action transmittals, memorandums, signature pages, and routing slips for NEPA for Command, Legal, and other agencies or installation directorates concurrence, approval, and signatures. Assist in the development of NEPA Information Papers and project updates for Command. Conduct field surveys and prepare written evaluations of potential effect of military training and planned projects for review. Field surveys consolidated with the complete REC packet and should be accurate 95% of the time upon submittal for signature(s). IAW established SOPs meet scheduled due dates and deliverables for projects as directed in the SOPs.

3.11.3 NEPA Document Tracking. Assist with tracking and inventorying NEPA documents to include but not limited to action transmittals, memorandums, permits, Federal/State Correspondence in IAW with established SOPs. Complete each scheduled task(s) and report(s) outlined in the NEPA SOPs that relate to document tracking. This includes tracking and adhering to all regulatory requirements in reference to administrative records. Update and maintain NEPA Status Report, Master Report of Completed Actions, and Control Year (CY) Spreadsheet (i.e. List of all NEPA Actions CY 25) no later than the 15th of each month. It is vital to maintain NEPA tracking numbers for annual Environmental Management Performance Review (EMPR), quarterly and annual IMCOM data calls (number of projects to include date started, date completed, other agencies involved), internal and external Environmental Performance Assessment System (EPAS). Review construction and real estate actions (REC, EA, EIS) and determine if they qualify for SEMP Monitoring. These projects are reported for SEMP mitigation measure 3A (alternative sites). Upload NEPA documents into various repositories (Programming Administration Execution System (PAX), DENIX, or other Army required sites).

3.11.4 NEPA Monitoring. Monitor specific projects following completion of environmental analysis. Complete each scheduled task(s) and report(s) outlined in the NEPA REC Monitoring Program SOP (verifies (quality assurance) that the scope of work described is conducted as stated).

3.11.5 Mitigation Monitoring. Monitor mitigations and Best Management Practices (BMP) detailed and agreed upon during the project planning and NEPA development processes. Complete each schedule task(s) and report(s) outlined in the NEPA SOP that relate to monitoring projects which required mitigations and BMPs detailed and agreed upon during the project planning and NEPA development processes. This data is inputted into the annual NEPA EMPR. Monitor and/or conduct follow up inspection of projects IAW with NEPA SOPs. Complete each scheduled task(s) and report(s) outlined in the NEPA SOPs that relate to document tracking. These tasks will be tracked IAW with SOP Calendar

within a respective spreadsheet which will be located on the CB OneDrive IAW with NEPA SOPs.

3.11.6 Scoping List Maintenance. Assist in updating and maintaining the Public Scoping spreadsheet. The list will consist of General Public Scoping List, Regulatory Agency Scoping List, Congressional Delegation (CODEL), Recognized Tribes, Libraries, and Newspapers. Lists will include name, point of contact, mailing address, email, phone and fax numbers. List will be updated Biannually. These tasks will be tracked IAW with SOP Calendar within a respective spreadsheet which will be located on the CB OneDrive IAW with NEPA SOPs.

3.11.7 Data and Reporting. Update, maintain, and deliver NEPA Status Report IAW with established SOPs. Monitor projects IAW with NEPA SOPs (REC Monitoring Program and BMP) following completion of environmental analysis. Complete each scheduled task(s) and report(s) outlined the NEPA SOPs that relate to document tracking. Annual review and edits to NEPA SOPs. These tasks will be tracked IAW with SOP Calendar within a respective spreadsheet which will be located on the CB OneDrive IAW with NEPA SOPs.

3.11.8 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.11.9 Special Events and Requests. Request for actions from other programs (INRMP, threatened and endangered species, cultural, outreach...) must be coordinated and approved by the Chief, CB at least two weeks in advance to ensure resources are available to support the NEPA Program and branch requirements. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the Chief, CB or Deputy Chief.

3.11.10 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish

reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 11 (OPTIONAL) deliverables provided in the table below for NEPA TECHNICAL SUPPORT.

Deliverables Table. TASK 11 (OPTIONAL), NEPA TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Weekly, Monthly, Quarterly, As Needed	<i>WEEKLY</i> (Participate in NEPA Program meetings) <i>MONTHLY</i> (Attend Branch/Division/Directorate/Installation Meetings) <i>QUARTERLY</i> (Meeting preparation, SEMP, USFS Quarterly Meetings) <i>AS NEEDED</i> (Collaborates and organizes meetings with proponents and other agencies (i.e. OLDCC, USFS, FAA, Installation Legal Office...) for environmental analysis. Public Scoping/Branch/Division/Installation Staff/Other Agencies)
Document Preparation	Daily, Monthly, Annually, As Needed	<i>DAILY</i> (Preparation and coordination of NEPA Documentation; Conduct field surveys, Review and comment on proposed actions from proponents, installation staff, and other agencies, Development and completion of REC's; Update NEPA Status Report) <i>MONTHLY</i> (Submit Draft Status Report NLT 10th of each month and Status Report NLT 15th of each month) <i>ANNUALLY</i> (NEPA Information Papers) <i>AS NEEDED</i> (Development and completion of EAs/EIS', Development and submittal of NEPA documents (action transmittals, memorandums, signature pages) for Command, Legal, other installation staff and agencies concurrence, approval, and signatures, Assist in the revision of INRMP, ICRMP, IPMP, and USFS Plan of Operation)

Deliverables Table. TASK 11 (OPTIONAL), NEPA TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
Document Tracking	Daily, Monthly, Quarterly, Annually, As Needed	<i>DAILY</i> (Update and maintain NEPA Status Report; Track and Inventory NEPA documents IAW established SOPs) <i>MONTHLY</i> (Track and Inventory NEPA documents IAW established SOPs; Update and maintain Master Report of Completed Actions and CY Spreadsheets NLT the 15th of each month) <i>QUARTERLY</i> (Update quarterly IMCOM data, SEMP data, and EMPR data) <i>ANNUALLY</i> (Assist with EMPR update; Update and consolidate IMCOM data call numbers, Internal and External EPAS) <i>AS NEEDED</i> (Upload NEPA documents into various repositories (OneDrive, PAX, DENIX, and other Army/Agencies required sites))
Monitoring	Monthly, Quarterly, Annually	<i>MONTHLY</i> (Assist with the monitoring of specific projects following the completion of environmental analysis IAW established SOPs) <i>QUARTERLY</i> (Monitor projects IAW established SOPs) <i>ANNUALLY</i> (Annual Reports for REC Monitoring Program and BMP Program due NLT 15 October)
Scoping List	Biannually	<i>BIANNUALLY</i> (Assist with updating and maintaining Public Scoping spreadsheet and track IAW established SOPs)
Data and Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting data call information (QUAD, IMCOM, SEMP...) or current reporting method) <i>ANNUALLY</i> (Assist with updating lists, SOPs, annual SOP reports and associated data IAW SOP timelines)

Deliverables Table. TASK 11 (OPTIONAL), NEPA TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
Equipment/Building Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities (to include office space)) <i>MONTHLY</i> (Assist with preparing and tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with inventory of equipment, hand receipts and key control protocols)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (With the approval of the C, CB two weeks (2 weeks) in advance, assist with the preparation, facilitation, and participation of special events, special projects, other support functions (INRMP, threatened and endangered species, cultural, outreach...))
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion))

3.12 Task 12: (BASIC): *THREATENED AND ENDANGERED SPECIES PROGRAM OVERSIGHT SUPPORT

Level of Effort. Provide support necessary to assist the Fort Polk Conservation Branch (CB) in implementing management guidelines of CB programs through Integrated Natural Resources Management Plan (INRMP), and Endangered Species Management Component (ESMC). Maintain a flexible work schedule to conform to CB Standard Operating Procedure (SOP) projects and special events and to facilitate the collection of biological data. Anticipation for the completion of Task 12 is (1) FTE or equivalent annually.

Desired Requirements. In-depth knowledge of Integrated Natural Resource Management Plan (INRMP), Sikes Act, Endangered Species Act (ESA), red-cockaded woodpecker (RCW) and Louisiana Pine snake (LPS) habitat and management.

Mandatory Requirements. Must be able to acquire and maintain all necessary State and Federal permits to include but not limited to vertebrate and invertebrate species handling permits required annually for threatened and endangered species (T/E) project execution. Any “takes” (injuries/deaths) must be reported within 4 hours of incident to the T/E Program Manager, Chief, Conservation Branch, and Deputy Chief, Conservation Branch. The T/E Program Manager must submit a formal notification to the United States Fish and Wildlife Service (USFWS) for guidance on corrective actions and/or punitive damages.

** The person occupying this position shall be a Key Person, such that any change shall require prior approval in accordance with the General Terms and Conditions. If vacated, this position will be backfilled as early as practicable. Failure to reasonably backfill the position may result in a negative performance reporting the Federal Awardee Performance and Integrity Information System (FAPIS).*

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 12 include a BS in wildlife biology, natural resources, related field conducive to management all aspects of a multi-disciplinary environmental management is required. Ability to perform strenuous fieldwork in rugged terrain and weather extremes and ability to utilize a Global Positioning System (GPS) system. Expertise to map locations utilizing Geographic Information System (GIS) using ArcMap or Army’s equivalent for GIS abilities. The ability and experience to implement field techniques of capturing, identifying (visual and auditory), and banding/marketing birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (upland and riparian forests; lotic and lentic waters). Ability to obtain a valid Louisiana driver’s license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers), certifications and permits (species banding, marking, handling, trapping, etc.) required to achieve all duties herein.

3.12.1 Program Oversight. It is the responsibility of the Conservation Branch to ensure proper threatened and endangered species documentation and management IAW the ESA. IAW established SOPs meet scheduled due dates and deliverables for projects as directed in the SOPs. The recipient will ensure their efforts maintain compliance with USFWS regulations and/or protocols regarding monitoring, documentation, and reporting species. Will ensure personnel are oriented to Program objectives, purpose, and trained in technical and administrative/procedural aspects. Provide project planning and coordination, regular feedback, and annual reports. Facilitates training and professional development opportunities for the program. Track project success and complete annually to ensure project goals are met.

3.12.2 Coordination with Installation/Environmental Program Personnel. Collaborates and coordinates T/E program planning and oversight with the government T/E Program Manager (PM). Assist with execution aspects of

monitoring and managing INRMP and/or T/E activities and projects to include invasive species, non-game and game species in accordance with (IAW) the installation INRMP and CB approved SOP timelines and cooperative agreements. Assist and/or coordinate with various ENRMD staff and other parties of interest including but not limited to the T/E Species, Cultural Resources, INRMP, Integrated Pest Management Plan (IPMP), National Environmental Policy Act (NEPA), and Maneuver Damage Programs, and other installation directorates.

3.12.3 Alternate Database Management. Alternate database support in the absence of the T/E database primary. Input and monitoring of T/E data. Analyze database information to determine population structures and demographic trends and track habitat removal of RCW, LPS, and other species as they become listed. Habitat inventory is a vital part within the requirements of USFWS and Army requirements. Prior to exceedance of permitted habitat threshold, will inform T/E Oversight Support and T/E Program Manager. Exceedance of threshold will require Army consultation with USFWS. Habitat inventory will be updated quarterly, and data/GIS files will be submitted to the GIS Analyst annually. Development of report in accordance with T/E SOPs and protocols. Provide technical assistance with the database as needed to ensure data is inputted correctly, assimilated and modeled to produce accurate reports.

3.12.4 Field Support. Monitor nests (morning and evening) with a Tree-Top Peeper, 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 drills. Perform thinning and midstory removal within RCW cluster sites manually and mechanically. Translocate juvenile RCW's on the installation and Kisatchie National Forest. Build, install, and check LPS traps. Document all trapping and sightings of LPS on the installation. Identify and mark gopher mounds. Conduct bat surveys (auditory and visual) and record data. As new T/E species are proposed/listed conduct surveys, monitor, and provide habitat management in accordance with (IAW) regulations and guidelines. Capture and identify trapped mammals, amphibians, and reptiles.

3.12.5 Meetings, Scheduling and Training. Coordinate and oversee weekly meetings to plan and implement T/E projects. Participate in monthly safety briefings. Assist with semiannual meetings for T/E projects, procedures and product reviews. Assist with tracking and scheduling training and safety requirements necessary to complete projects. As a T/E team member, assist with the coordination and scheduling of special events. Assist and attend annual INRMP meeting.

3.12.6 Document Preparation and Review. Coordinate quarterly and annual review/updates to ESMC sections of the INRMP as well as the 5-year INRMP plan/update. Coordinate annual review of all report products for SOPs (CB Source Book) as well as final review for ESMC SOPs. Assist in the development of Biological Assessments/Biological Evaluations/Biological Opinions/Environmental Analysis (Environmental Assessments, Environmental Impact Statements, and Record of Environmental Consideration). Annually review and track all sectional natural resources federal and state regulations to include but not limited to the Sikes Act, ESA, MBTA, NEPA, Clean Water Act Section 404, U.S. Department of War (DoW), U.S. Army, installation regulations, and other applicable executive orders and institutional guidance and update plans and SOPs. Assist with review and preparation of NEPA documentation to evaluate potential effects to species and habitat due to planned projects and military training on the installation.

3.12.7 Reporting. Track, update, and report Installation Status Report Services (ISR-S or current reporting method), development and review of SOPs, annual SOP project reports (IAW approved format and SOP timelines) and weekly program activities for special events and updates. Track and ensure SOPs are reviewed and annually updated IAW approved format and SOP timelines.

3.12.8 Equipment/Building Maintenance.

Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.12.9 Outreach. Assist with coordinating of installation public outreach personnel to prepare and maintain informative ENRMD, CB displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, societies with T/E PM approval and CB, Chief concurrence to ensure resources are available to support threatened and endangered species and branch requirements.

3.12.10 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 project execution. Assist with oversight for tracking and coordinating implementation and completion of projects associated with state, federal, local agencies and/or universities.

3.12.11 Special Events and Requests. Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and concurred by Chief, CB to ensure resources are available to support the T/E Program and branch requirements.

3.12.12 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 12 (BASIC), deliverables provided in the table below for THREATENED AND ENDANGERED SPECIES PROGRAM OVERSIGHT SUPPORT.

Deliverables Table. TASK 12 (BASIC), T/E SPECIES PROGRAM OVERSIGHT SUPPORT		
Objectives	Frequency	Tasks
Coordination, Meetings, Scheduling and Training	Daily, Weekly, Monthly, Quarterly, Semi-annual, Annually, As Needed	<i>DAILY</i> (Assist with T/E program oversight) <i>WEEKLY</i> (Assist with planning T/E implementation) <i>MONTHLY</i> (Branch/Division/Directorate safety) <i>QUARTERLY</i> (Assist with preparing, planning and facilitating quarterly program meetings) <i>SEMI-ANNUAL</i> (Assist with project section review meetings; assist with tracking required training) <i>ANNUALLY</i> (Assist with acquiring all necessary training needed to implement T/E projects; Ensure all personnel are up-to-date on all trained required to conduct T/E projects (permits))
Alternate Database Management (Data Entry and Management)	Weekly, Quarterly, Annually	<i>WEEKLY</i> (Database entry; Analyze database information to determine population structures and demographic trends; Ensure data input is accurate) <i>QUARTERLY</i> (Habitat removal inventory)

Deliverables Table. TASK 12 (BASIC), T/E SPECIES PROGRAM OVERSIGHT SUPPORT		
Objectives	Frequency	Tasks
		<i>ANNUALLY</i> (Submit data file/GIS files to GIS analysis)
Field Support	Daily (IAW SOP timelines), Annually, As Needed	<i>DAILY</i> (IAW with SOPs and established timelines capture and identify species, monitor nests and species, climb trees, capture and band RCWs, collect data, paint boundaries, rake around trees, install inserts, removal of midstory, build, install, and check LPS traps, conduct bat surveys (auditory and visual), as species are proposed/listed conduct surveys, monitor, and provide habitat management) <i>ANNUALLY</i> (Acquire/Maintain all necessary State and Federal permits to include but not limited to handling permits for INRMP and/or T/E project execution) <i>AS NEEDED</i> (Report any “takes” (injuries/deaths) within 4 hours of incident to the T/E Program Manager)
Document Preparation and Review	Annually, 5-year	<i>ANNUALLY</i> (Assist with review, development and update of the ESMC; INRMP SOPs; ESMC annual reports; new SOPs; and NEPA documents to evaluate species and habitat; Assist with review of federal, state, DoW, Army and installation regulations (provide information to PM)) 5-year (Assist with review and update of the ESMC and INRMP and coordinate finalization with PM)
Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting ISR-S or current reporting method) <i>WEEKLY</i> (Develop weekly work plan requirements and man-hours, Assist with reporting and completion of special events) <i>ANNUALLY</i> (Assist with tracking updates for SOPs, annual reports, and permits)

Deliverables Table. TASK 12 (BASIC), T/E SPECIES PROGRAM OVERSIGHT SUPPORT		
Objectives	Frequency	Tasks
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities to include workspace) <i>MONTHLY</i> (Assist with tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with inventory of equipment, hand receipts and key control protocols.)
Outreach	As Requested	<i>AS REQUESTED</i> (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 installation T/E projects associated with other federal, state, local groups or universities) <i>ANNUALLY</i> (Assist with acquiring state and federal permits)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (Assist with preparing and/or participating in special events/request as identified by the PM)
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion))

3.13 Task 13: (OPTIONAL): THREATENED AND ENDANGERED SPECIES DATABASE AND OUTREACH SUPPORT

Level of Effort. Provide support necessary to assist the Fort Polk Conservation Branch (CB) in implementing management guidelines of CB programs through Integrated Natural Resources Management Plan (INRMP), and Endangered Species Management Component (ESMC). Recipient cannot commit the government to events, contracts or obligations to include advertisements, publications or posts on media sites without consent of the government. Maintain a flexible work schedule to conform to CB Standard Operating Procedure (SOP) projects and special events and to facilitate the collection of biological data. The recipient will collect, transcribe, enter data into database and apply the data to generate graphs, charts, reports, and presentations. Position is not open to a

hybrid or remote schedule. Anticipation for the completion of Task 13 is (1) FTE or equivalent annually.

Desired Requirements. In-depth knowledge of Integrated Natural Resource Management Plan (INRMP), Sikes Act, Endangered Species Act (ESA), red-cockaded woodpecker (RCW) and Louisiana Pinesnake (LPS) habitat and management. Knowledge of central Louisiana flora and fauna. Versed in Microsoft Office applications (Access, Excel, PowerPoint, Publisher, Word, and TEAMS) and Adobe Acrobat (conversion and publication).

Mandatory Requirements. Must be able to acquire and maintain all necessary State and Federal permits to include but not limited to vertebrate and invertebrate species handling permits required annually for threatened and endangered species (T/E) project execution. Any “takes” (injuries/deaths) must be reported within 4 hours of incident to the T/E Program Manager, Chief, Conservation Branch, and Deputy Chief, Conservation Branch. The T/E Program Manager must submit a formal notification to the United States Fish and Wildlife Service (USFWS) for guidance on corrective actions and/or punitive damages.

Qualifications. In addition to mandatory qualifications, minimum qualifications for TASK 13 include a high school diploma or equivalent. Preferred requirement is BS in wildlife biology, natural resources, environmental sciences, or related field conducive to management all aspects of a multi-disciplinary environmental management is required. Ability to perform strenuous fieldwork in rugged terrain and weather extremes and ability to utilize a Global Positioning System (GPS) system. Expertise to map locations utilizing Geographic Information System (GIS) using ArcMap or Army’s equivalent for GIS abilities. The ability and experience to implement field techniques of capturing, identifying (visual and auditory), and banding/marketing birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (upland and riparian forests; lotic and lentic waters). Ability to obtain a valid Louisiana driver’s license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers), certifications and permits (species banding, marking, handling, trapping, etc.) required to achieve all duties herein.

3.13.1 Coordination with Installation/Environmental Program Personnel.

Assist with execution aspects of INRMP and/or T/E activities and projects to include invasive species, non-game and game species in accordance with (IAW) the installation INRMP and CB approved SOP timelines and cooperative agreements. Assist and/or coordinate with various ENRMD staff and other parties of interest including but not limited to the T/E Species, Cultural Resources, INRMP, Integrated Pest Management Plan (IPMP), National Environmental Policy Act (NEPA), and Maneuver Damage Programs, and other installation directorates. Coordination and participation in and support key events that include, but not limited to (Youth Fishing Derby, Local School Day Events, Youth Turkey Hunt, Camp Warrior, Forestry Awareness Week, Heritage, and

Safety Day) to promote environmental awareness and stewardship. Outreach requests will be approved by CB PMs and submitted to the C, CB for concurrence at least two weeks in advance to ensure resources are available to support CB requirements. Coordination included are meetings, phone calls, facsimile, teleconference, emails, and other forms of communication methods.

3.13.2 Database Management. Input and monitor T/E data. Analyze database information to determine population structures and demographic trends and track habitat removal of RCW, LPS, and other species as they become listed. Habitat inventory is a vital part within the requirements of USFWS and Army requirements. Prior to exceedance of permitted habitat threshold, will inform T/E Oversight Support and T/E Program Manager. Exceedance of threshold will require Army consultation with USFWS. Habitat inventory will be updated quarterly, and data/GIS files will be submitted to the GIS Analyst annually. Development of report in accordance with T/E SOPs and protocols. Provide technical assistance with the database as needed to ensure data is inputted correctly, assimilated and modeled to produce accurate reports.

3.13.3 Outreach. Photograph, document, and publish CB activities in the form of news articles, SITREPS, and briefings (Warrior Information Exchange, AAR, IPR) Assist and/or coordinate with various ENRMD staff and other parties of interest including but not limited to the T/E Species, Cultural Resources, INRMP, Integrated Pest Management Plan (IPMP), National Environmental Policy Act (NEPA), and Maneuver Damage Programs, and other installation directorates. Coordination included are meetings, phone calls, facsimile, teleconference, emails, and other forms of communication methods. Outreach requests will be approved by CB PMs and submitted to the C, CB for concurrence at least two weeks in advance to ensure resources are available to support CB requirements. Participate in Observer Controller Trainer (OCT), Environmental Compliance Officer (ECO), Sustainable Range Awareness Training (SRAT) and pertinent presentations to Soldiers in coordination with INRMP, Pest Program, and T/E Program. These presentations include briefings on environmentally sensitive areas to be avoided by military, which include 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 reporting and integration with other program areas. Support required meetings, record and maintain meeting minutes no later than two working days upon completion of meetings and participate in AARs.

3.13.4 Field Support. Monitor nests (morning and evening) with a Tree-Top Peeper, 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 drills. Perform thinning and midstory removal within RCW cluster sites manually and mechanically. Translocate juvenile RCW's on the installation and Kisatchie National Forest. Build, install, and check LPS traps. Document all trapping and sightings of LPS on the installation. Identify and mark gopher mounds. Conduct bat surveys (auditory and visual) and record data. As new T/E species are proposed/listed conduct surveys, monitor, and provide habitat management in accordance with (IAW) regulations and guidelines. Capture and identify trapped mammals, amphibians, and reptiles.

3.13.5 Meetings, Scheduling and Training. Attend and participate in weekly meetings to plan and implement T/E projects. Participate in monthly safety briefings. Support semiannual meetings for T/E projects, procedures and product reviews IAW SOPs. Assist with tracking and scheduling training and safety requirements necessary to complete projects. As a T/E team member, assist with the coordination and scheduling of special events. Support annual INRMP meeting. Attendance to private, state and federal agency workshops and/or training should be coordinated 2 months in advance to C, CB and United States Army Corps of Engineers (USACE) for review to determine if it would benefit the government.

3.13.6 Document Preparation and Review. Review and update quarterly and annual ESMC sections of the INRMP as well as the 5-year INRMP plan/update. Coordinate annual review of all report products for SOPs (CB Source Book) as well as final review for ESMC SOPs. Assist in the development of Biological Assessments/Biological Evaluations/Biological Opinions/Environmental Analysis (Environmental Assessments, Environmental Impact Statements, and Record of Environmental Consideration). Annually review and track all sectional natural resources federal and state regulations to include but not limited to the Sikes Act, ESA, MBTA, NEPA, Clean Water Act Section 404, U.S. Department of War (DoW), U.S. Army, installation regulations, and other applicable executive orders and institutional guidance and update plans and SOPs. Assist with review and preparation of NEPA documentation to evaluate potential effects to species and habitat due to planned projects and military training on the installation.

3.13.7 Reporting. Review and update SOPs reports (IAW approved format and SOP timelines) and weekly program activities for special events and updates. 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, etc.). Track outreach commitments and approvals for CB, 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. Update and maintain spreadsheet(s) 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. Provide an annual report in association with the Outreach SOP

3.13.8 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.13.9 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 project execution. Projects associated with state, federal, local agencies and/or universities, assist with coordination and tracking of implementation and completion. .

3.13.10 Special Events and Requests. Special Events and Requests. Assist with the preparation, support, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and concurred by Chief, CB to ensure resources are available to support the T/E Program and branch requirements.

3.13.11 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 13 (OPTIONAL), deliverables provided in the table below for THREATENED AND ENDANGERED SPECIES DATABASE SUPPORT.

Deliverables Table. Task 13 (OPTIONAL), THREATENED AND ENDANGERED SPECIES DATABASE AND OUTREACH SUPPORT		
Objectives	Frequency	Tasks
Coordination with installation/environmental program personnel	Daily	<i>DAILY</i> (Execution aspects of INRMP and/or T/E activities/projects IAW SOPs)
Database Management (Data Entry and Management)	Weekly, Quarterly, Annually	<i>WEEKLY</i> (Database entry; Analyze database information to determine population structures and demographic trends; Monitor T/E data; Ensure data input is accurate) <i>QUARTERLY</i> (Monitor and track habitat removal inventory) <i>ANNUALLY</i> (Submit data file/GIS files to GIS analysis)
Outreach	As Needed	<i>AS NEEDED</i> (Photograph, document, and publish CB activities; Assist with public educational presentations to Army personnel, local schools, clubs, and societies. OCT, SRAT, and ECO presentations; Record and maintain meeting minutes)
Field Support	Daily (IAW SOP timelines), Annually, As Needed	<i>DAILY</i> (IAW with SOPs and established timelines capture and identify species, monitor nests and species, climb trees, capture and band RCWs, collect data, paint boundaries, rake around trees, install inserts, removal of midstory, build, install, and check LPS traps, gopher surveys, conduct bat surveys (auditory and visual), as species are proposed/listed conduct surveys, monitor, and provide habitat management) <i>ANNUALLY</i> (Acquire/Maintain all necessary State and Federal permits to include but not limited to handling permits for INRMP and/or T/E project execution) <i>AS NEEDED</i> (Report any "takes" (injuries/deaths) within 4 hours of incident to the T/E Oversight Support and T/E Program Manager)
Meetings, Scheduling and Training		<i>WEEKLY</i> (Participate in T/E meetings) <i>MONTHLY</i> (Attend Branch/Division/Directorate safety) <i>QUARTERLY</i> (Assist with preparing and planning T/E meetings)

Deliverables Table. Task 13 (OPTIONAL), THREATENED AND ENDANGERED SPECIES DATABASE AND OUTREACH SUPPORT		
Objectives	Frequency	Tasks
		<i>SEMI-ANNUAL</i> (Assist with T/E project section reviews) <i>ANNUALLY</i> (Acquire all necessary training needed to implement INRMP and T/E activities/projects annually; Attend and participate in annual INRMP meeting)
Document Preparation and Review	Annually, Quarterly, 5-year, As Needed	<i>ANNUALLY</i> (Assist with review, development and update of the ESMC; INRMP SOPs; ESMC annual reports; existing and new SOPs; and BOs/BAs/Bes; Assist with review of federal, state, DoW, Army and installation regulations (provide information to T/E Oversight and T/E PM)) <i>QUARTERLY</i> (Review and update changes to ESMC) <i>5-year</i> (Assist with review and update of the ESMC and INRMP and coordinate finalization with PM) <i>AS NEEDED</i> (Review NEPA documents to evaluate species and habitat)
Data and Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY</i> (Status of assigned tasks and special events) <i>MONTHLY</i> (Track outreach commitments; Maintain digital and physical repository for all educational materials) <i>ANNUALLY</i> (Review and update SOPs, annual reports, and permits)
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities to include workspace) <i>MONTHLY</i> (Assist with tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with inventory of equipment, hand receipts and key control protocols)

Deliverables Table. Task 13 (OPTIONAL), THREATENED AND ENDANGERED SPECIES DATABASE AND OUTREACH SUPPORT		
Objectives	Frequency	Tasks
Coordination with Other Federal, State and Local Agencies	Monthly, Annually	<i>MONTHLY</i> (Assist with tracking implementation and completion of installation T/E projects associated with other federal, state, local groups or universities) <i>ANNUALLY</i> (Assist with acquiring state and federal permits)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (Assist with preparing and/or participating in special events/request as identified by the INRMP and/or T/E PM)
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion))

3.14 Task 14: (BASIC): THREATENED AND ENDANGERED SPECIES TECHNICIAN SUPPORT

Level of Effort. Provide support necessary to assist the Fort Polk Conservation Branch (CB) in implementing management guidelines of CB programs through Integrated Natural Resources Management Plan (INRMP), and Endangered Species Management Component (ESMC). Maintain a flexible work schedule to conform to CB Standard Operating Procedure (SOP) projects and special events and to facilitate the collection of biological data. The recipient will collect, transcribe, enter data into database and apply the data to generate graphs, charts, reports, and presentations. Anticipation for the completion of Task 14 is (1) FTE or equivalent annually.

Mandatory Requirements. Must be able to acquire and maintain all necessary State and Federal permits to include but not limited to vertebrate and invertebrate species handling permits required annually for threatened and endangered species (T/E) project execution. Must be able to work at extreme heights. Any “takes” (injuries/deaths) must be reported within 4 hours of incident to the T/E Program Manager, Chief, Conservation Branch, and Deputy Chief, Conservation Branch. The T/E Program Manager must submit a formal notification to the United States Fish and Wildlife Service (USFWS) for guidance on corrective actions and/or punitive damages.

Qualifications. In addition to mandatory qualifications, minimum qualifications for TASK 14 include a high school diploma or equivalent. Preferred is a BS in wildlife biology, natural resources, related field conducive to management all aspects of a multi-disciplinary environmental management is required. Ability to perform strenuous fieldwork in rugged terrain and weather extremes and ability to utilize a Global Positioning System (GPS) system. Expertise to map locations utilizing Geographic Information System (GIS) using ArcMap or Army's equivalent for GIS abilities. The ability and experience to implement field techniques of capturing, identifying (visual and auditory), and banding/markings birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (upland and riparian forests; lotic and lentic waters). Ability to obtain a valid Louisiana driver's license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers), certifications and permits (species banding, marking, handling, trapping, etc.) required to achieve all duties herein.

3.14.1 Coordination with Installation/Environmental Program Personnel.

Assist with execution aspects of INRMP and/or T/E activities and projects to include invasive species, non-game, game species, candidate, petitioned, sensitive and species of concern in accordance with (IAW) the installation INRMP and CB approved SOP timelines and cooperative agreements. Assist and/or coordinate with various ENRMD staff and other parties of interest including but not limited to the T/E Species, Cultural Resources, INRMP, Integrated Pest Management Plan (IPMP), National Environmental Policy Act (NEPA), and Maneuver Damage Programs, and other installation directorates. Coordination included are meetings, phone calls, facsimile, teleconference, emails, and other forms of communication methods.

3.14.2 Field Support. Monitor nests (morning and evening) with a Tree-Top Peeper, 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 drills. Perform thinning and midstory removal within RCW cluster sites manually and mechanically. Translocate juvenile RCW's on the installation and Kisatchie National Forest. Build, install, and check LPS traps. Document all trapping and sightings of LPS on the installation. Identify and mark gopher mounds. Conduct bat surveys (auditory and visual) and record data. As new T/E species are proposed/listed conduct surveys, monitor, and provide habitat management in accordance with (IAW) regulations and guidelines. Capture and identify trapped mammals, amphibians, and reptiles.

3.14.3 Meetings, Scheduling and Training. Attend and participate in weekly meetings to plan and implement T/E projects. Participate in monthly safety

briefings. Assist with semiannual meetings for T/E projects, procedures and product reviews. Assist with tracking and scheduling training and safety requirements necessary to complete projects. As a T/E team member, assist with the coordination and scheduling of special events. Assist and attend annual INRMP meeting.

3.14.4 Document Preparation and Review. Assist with quarterly and annual review/updates to ESMC sections of the INRMP as well as the 5-year INRMP plan/update. Annual review of all report products for SOPs (CB Source Book) as well as final review for ESMC SOPs.

3.14.5 Reporting. Assist in preparing and submitting appropriate field sheets, data entry into database (Microsoft Excel or other program(s) compatible with government CPUs) and data storage. Assist 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. Development and review of SOPs, annual SOP project reports (IAW approved format and SOP timelines) and weekly program activities for special events and updates. Track and ensure SOPs are reviewed and annually updated IAW approved format and SOP timelines.

3.14.6 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.14.7 Outreach. Assist with coordinating of installation public outreach personnel to prepare and maintain informative ENRMD, CB displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, societies with T/E PM approval and CB, Chief concurrence to ensure resources are available to support threatened and endangered species and branch requirements.

3.14.8 Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and concurred by Chief, CB to ensure resources are available to support the T/E Program and branch requirements.

3.14.9 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 14 (BASIC), deliverables provided in the table below for THREATENED AND ENDANGERED SPECIES TECHNICIAN SUPPORT.

Deliverables Table. Task 14 (BASIC), THREATENED AND ENDANGERED SPECIES TECHNICIAN SUPPORT		
Objectives	Frequency	Tasks
Coordination with installation/environmental program personnel	Daily	<i>DAILY</i> (Execution aspects of INRMP and/or T/E activities/projects IAW SOPs)
Field Support	Daily (IAW SOP timelines), Annually, As Needed	<i>DAILY</i> (IAW with SOPs and established timelines capture and identify species, monitor nests and species, climb trees, capture and band RCWs, collect data, paint boundaries, rake around trees, install inserts, removal of midstory, build, install, and check LPS traps, gopher surveys, conduct bat surveys (auditory and visual), as species are proposed/listed conduct surveys, monitor, and provide habitat management) <i>ANNUALLY</i> (Acquire/Maintain all necessary State and Federal permits to include but not limited to handling permits for INRMP and/or T/E project execution <i>AS NEEDED</i> (Report any "takes" (injuries/deaths) within 4 hours of incident to the T/E Oversight Support and T/E Program Manager
Meetings, Scheduling and Training		<i>WEEKLY</i> (Participate in T/E meetings) <i>MONTHLY</i> (Attend Branch/Division/Directorate safety) <i>QUARTERLY</i> (Assist with preparing

Deliverables Table. Task 14 (BASIC), THREATENED AND ENDANGERED SPECIES TECHNICIAN SUPPORT		
Objectives	Frequency	Tasks
		and planning T/E meetings) <i>SEMI-ANNUAL</i> (Assist with T/E project section reviews) <i>ANNUALLY</i> (Acquire all necessary training needed to implement INRMP and T/E activities/projects annually; Attend and participate in annual INRMP meeting)
Document Preparation and Review	Annually, Quarterly, 5-year, As Needed	<i>ANNUALLY</i> (Assist with review, development and update of the ESMC; INRMP SOPs; ESMC annual reports; existing and new SOPs; and BOs/BAs/Bes; Assist with review of federal, state, DoW, Army and installation regulations (provide information to T/E Oversight and T/E PM)) <i>QUARTERLY</i> (Review and update changes to ESMC) <i>5-year</i> (Assist with review and update of the ESMC and INRMP and coordinate finalization with PM) <i>AS NEEDED</i> (Review NEPA documents to evaluate species and habitat
Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting ISR-S or current reporting method) <i>WEEKLY</i> (Develop weekly work plan requirements and man-hours, Assist with reporting and completion of special events) <i>ANNUALLY</i> (Assist with submitted and tracking updates for SOPs, annual reports, and permits)
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities to include workspace) <i>MONTHLY</i> (Assist with tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with inventory of equipment, hand receipts and key

Deliverables Table. Task 14 (BASIC), THREATENED AND ENDANGERED SPECIES TECHNICIAN SUPPORT		
Objectives	Frequency	Tasks
		control protocols)
Outreach	As Requested	<i>AS REQUESTED</i> (Assist with preparing and presenting public educational presentations to Army personnel, local schools, clubs, and societies)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (Assist with preparing and/or participating in special events/request as identified by the T/E PM)
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion))

3.15 Task 15: (OPTIONAL): THREATENED AND ENDANGERED SPECIES TECHNICAL SUPPORT

Level of Effort. Provide support necessary to assist the Fort Polk Conservation Branch (CB) in implementing management guidelines of CB programs through Integrated Natural Resources Management Plan (INRMP), and Endangered Species Management Component (ESMC). Maintain a flexible work schedule to conform to CB Standard Operating Procedure (SOP) projects and special events and to facilitate the collection of biological data. The recipient will collect, transcribe, enter data into database and apply the data to generate graphs, charts, reports, and presentations. Anticipation for the completion of Task 15 is (1) FTE equivalent annually.

Mandatory Requirements. Must be able to acquire and maintain all necessary State and Federal permits to include but not limited to vertebrate and invertebrate species handling permits required annually for threatened and endangered species (T/E) project execution. Must be able to work at extreme heights. Any

“takes” (injuries/deaths) must be reported within 4 hours of incident to the T/E Program Manager, Chief, Conservation Branch, and Deputy Chief, Conservation Branch. The T/E Program Manager must submit a formal notification to the United States Fish and Wildlife Service (USFWS) for guidance on corrective actions and/or punitive damages.

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 15 include a high school diploma or equivalent. Ability to perform strenuous fieldwork in rugged terrain and weather extremes and ability to utilize a Global Positioning System (GPS) system. Expertise to map locations utilizing Geographic Information System (GIS) using ArcMap or Army’s equivalent for GIS abilities. The ability and experience to implement field techniques of capturing, identifying (visual and auditory), and banding/markings birds, reptiles, amphibians, mammals, fish and invertebrates within all appropriate habitats (upland and riparian forests; lotic and lentic waters). Ability to obtain a valid Louisiana driver’s license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers), certifications and permits (species banding, marking, handling, trapping, etc.) required to achieve all duties herein.

3.15.1 Coordination with Installation/Environmental Program Personnel.

Assist with execution aspects of INRMP and/or T/E activities and projects to include invasive species, non-game, game species, candidate, petitioned, sensitive and species of concern in accordance with (IAW) the installation INRMP and CB approved SOP timelines and cooperative agreements. Assist and/or coordinate with various ENRMD staff and other parties of interest including but not limited to the T/E Species, Cultural Resources, INRMP, Integrated Pest Management Plan (IPMP), National Environmental Policy Act (NEPA), and Maneuver Damage Programs, and other installation directorates. Coordination included are meetings, phone calls, facsimile, teleconference, emails, and other forms of communication methods.

3.15.2 Field Support. Monitor nests (morning and evening) with a Tree-Top Peeper, 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 drills. Perform thinning and midstory removal within RCW cluster sites manually and mechanically. Translocate juvenile RCW’s on the installation and Kisatchie National Forest. Build, install, and check LPS traps. Document all trapping and sightings of LPS on the installation. Identify and mark gopher mounds. Conduct bat surveys (auditory and visual) and record data. As new T/E species are proposed/listed conduct surveys, monitor, and provide habitat management in

accordance with (IAW) regulations and guidelines. Capture and identify trapped mammals, amphibians, and reptiles.

3.15.3 Meetings, Scheduling and Training. Attend and participate in weekly meetings to plan and implement T/E projects. Participate in monthly safety briefings. Assist with semiannual meetings for T/E projects, procedures and product reviews. Assist with tracking and scheduling training and safety requirements necessary to complete projects. As a T/E team member, assist with the coordination and scheduling of special events. Assist and attend annual INRMP meeting.

3.15.4 Document Preparation and Review. Assist with quarterly and annual review/updates to ESMC sections of the INRMP as well as the 5-year INRMP plan/update. Annual review of all report products for SOPs (CB Source Book) as well as final review for ESMC SOPs.

3.15.5 Reporting. Assist in preparing and submitting appropriate field sheets, data entry into 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. Development and review of SOPs, annual SOP project reports (IAW approved format and SOP timelines) and weekly program activities for special events and updates. Track and ensure SOPs are reviewed and annually updated IAW approved format and SOP timelines.

3.15.6 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.15.7 Outreach. Assist with coordinating installation of public outreach personnel to prepare and maintain informative ENRMD, CB displays and presentations for public viewing, participate in public outreach programs to Army personnel, local schools, clubs, societies with T/E PM approval and CB, Chief concurrence to ensure resources are available to support threatened and endangered species and branch requirements.

3.15.8 Special Events and Requests. Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports,

meetings and other support functions as identified by the PM and concurred by Chief, CB to ensure resources are available to support the T/E Program and branch requirements.

3.15.9 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM. Comply with all due dates and report/map formats that are established.

Deliverables: Task 15 (OPTIONAL), deliverables provided in the table below for THREATENED AND ENDANGERED SPECIES TECHNICAL SUPPORT.

Deliverables Table. Task 15 (OPTIONAL), THREATENED AND ENDANGERED SPECIES TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
Coordination with installation/environmental program personnel	Daily	<i>DAILY</i> (Execution aspects of INRMP and/or T/E activities/projects IAW SOPs)
Field Support	Daily (IAW SOP timelines), Annually, As Needed	<i>DAILY</i> (IAW with SOPs and established timelines capture and identify species, monitor nests and species, climb trees, capture and band RCWs, collect data, paint boundaries, rake around trees, install inserts, removal of midstory, build, install, and check LPS traps, gopher surveys, conduct bat surveys (auditory and visual), as species are proposed/listed conduct surveys, monitor, and provide habitat management) <i>ANNUALLY</i> (Acquire/Maintain all necessary State and Federal permits to include but not limited to handling permits for INRMP and/or T/E project execution <i>AS NEEDED</i> (Report any "takes" (injuries/deaths) within 4 hours of

Deliverables Table. Task 15 (OPTIONAL), THREATENED AND ENDANGERED SPECIES TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
		incident to the T/E Oversight Support and T/E Program Manager
Meetings, Scheduling and Training		<i>WEEKLY</i> (Participate in T/E meetings) <i>MONTHLY</i> (Attend Branch/Division/Directorate safety) <i>QUARTERLY</i> (Assist with preparing and planning T/E meetings) <i>SEMI-ANNUAL</i> (Assist with T/E project section reviews) <i>ANNUALLY</i> (Acquire all necessary training needed to implement INRMP and T/E activities/projects annually; Attend and participate in annual INRMP meeting)
Document Preparation and Review	Annually, Quarterly, 5-year, As Needed	<i>ANNUALLY</i> (Assist with review, development and update of the ESMC; INRMP SOPs; ESMC annual reports; existing and new SOPs; and BOs/BAs/Bes; Assist with review of federal, state, DoW, Army and installation regulations (provide information to T/E Oversight and T/E PM)) <i>QUARTERLY</i> (Review and update changes to ESMC) <i>5-year</i> (Assist with review and update of the ESMC and INRMP and coordinate finalization with PM) <i>AS NEEDED</i> (Review NEPA documents to evaluate species and habitat)
Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting ISR-S or current reporting method) <i>WEEKLY</i> (Develop weekly work plan requirements and man-hours, Assist with reporting and completion of special events) <i>ANNUALLY</i> (Assist with submitted and tracking updates for SOPs, annual reports, and permits)

Deliverables Table. Task 15 (OPTIONAL), THREATENED AND ENDANGERED SPECIES TECHNICAL SUPPORT		
Objectives	Frequency	Tasks
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY</i> (Assist with inspections and maintenance on section vehicles, equipment and facilities to include workspace) <i>MONTHLY</i> (Assist with tracking forms for acquiring equipment, vehicle maintenance and dispatches) <i>QUARTERLY</i> (Assist with inventory of equipment, hand receipts and key control protocols)
Outreach	As Requested	<i>AS REQUESTED</i> (Assist with preparing and presenting public educational presentations to Army personnel, local schools, clubs, and societies)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (Assist with preparing and/or participating in special events/request as identified by the T/E PM)
Maneuver Damage Inspections	Monthly, As Needed	<i>MONTHLY, AS NEEDED</i> (Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion))

3.17 Task 16: (BASIC): CONSERVATION GEOSPATIAL INFORMATION SYSTEM ANALYST

Level of Effort. Provide support necessary to assist the Fort Polk Conservation Branch (CB) in implementing management guidelines and Standard Operating Procedures (SOPs) of CB programs through Maneuver Damage (MD) and Mitigation Monitoring, National Environmental Policy Act (NEPA), Integrated Natural Resources Management Plan (INRMP), Threatened and Endangered Species, Integrated Pest Management Program (IPMP), Invasive Botanical Species Control Plan (IBSCP), Endangered Species Management Component (ESMC), Integrated Cultural Resources Management Plan (ICRMP). Proper management of program resources is necessary to achieve management goals and is critical for overall branch success. Recipient will be responsible for data development and data maintenance for all CB 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 the completion of Task 16 is (1) FTE equivalent annually.

Desired Requirement. Versed in Army GIS protocol, Microsoft Office applications (Access, Excel, PowerPoint, Power BI, Publisher, Word, and TEAMS), Adobe Acrobat (conversion and publication), ESRI, ArcPro, and Avenenza.

** The person occupying this position shall be a Key Person, such that any change shall require prior approval in accordance with the General Terms and Conditions. If vacated, this position will be backfilled as early as practicable. Failure to reasonably backfill the position may result in a negative performance reporting the Federal Awardee Performance and Integrity Information System (FAPIIS).*

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 16 include 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 communicate clearly and effectively. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid Louisiana driver's license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers) and required to achieve all duties herein.

3.16.1 Geospatial Information System (GIS). Assist with technical GIS support for MD, NEPA, INRMP, T/E, Cultural, and Pest programs as well as installation, state, and federal entities. Provide oversight to administrative cooperators (NEPA, Computer Analyst). Assist with execution aspects in accordance with (IAW) all CB Management Plans and Program(s) Standard Operating Procedures (SOPs) timelines and cooperative agreements. Technical GIS assistance with NEPA documents, maneuver damage repair, erosion control, land rehabilitation, maintenance and updates of databases, GIS compilation, mapping (sediment basins, low water crossings, reverse osmosis water purification units (ROWPU), environmental sensitive sites, cultural sites, vegetative communities, game and non-game, bogs, installation waterbodies, T/E habitat...) and reports relevant to MD management and other CB programs. Assist coordination with various ENRMD staff and other concerned parties, including but not limited to all CB programs, ENRMD branches and installation directorates with C, Conservation Branch (C, CB) coordination and concurrence. In the absence of computer analysts, assist with as needed tasks to provide CB support.

3.16.2 Database Updates. Attend and participate in monthly meetings with all Conservation Branch Programs (Cultural Resources, NEPA, Maneuver Damage, SEMP, INRMP, and T/E) to ensure database layers are current and up-to-date and IAW with all Management Plans and SOPs. Coordinate and submit GIS layers to DPW GIS Lab.

3.16.3 Erosion Control for Watersheds. As part of the erosion control portion of the INRMP, in coordination with MD Coordinator, upload and maintain GIS data erosion areas within each watershed. Assist MD Coordinator with prioritization of projects to correct problem areas and based on training and environmental considerations. Assist with the prioritization of land rehabilitation and maintenance activities based on conditions of land areas. Update C, CB on status of any SEMP objectives on a quarterly basis. Perform annual review of shape files and update as required within branch SOPs and management plans.

3.16.4 Coordination with Installation/Environmental Program Personnel. Coordination of installation efforts to manage GIS data for CB. Coordinate with various ENRMD staff and other parties, including but not limited to MD, NEPA, Cultural Resources, INRMP, T/E, Invasive Species, Pest Management, other ENRMD branches and other installation directorates. This includes but is not limited to collaborating on projects, providing status updates, and presenting groups.

3.16.5 Meetings, Scheduling and Training. Attend and participate in meetings to plan and implement all CB Programs quarterly and as requested per program and installation entities to ensure all aspects of monitoring and managing CB programs and GIS data layers. Attend meetings and conferences to coordinate, brief, and gather information for CB and installation. May attend public meetings in support of scoping requirements under NEPA and prepare and maintain informative displays. Participate in monthly safety briefings. Assist with semiannual meetings for INRMP and/or T/E projects, procedures and product reviews.

3.16.6 Document Preparation and Review. Assist with quarterly and annual review/updates of the Management Plans (INRMP, ICRMP, ESMC, IPMP, IBSCP, NEPA) as well as the development and maintenance of database base layers and maps, CB SOPs, and produce final maps for the 5-year management plan updates. Annual review of all report products for SOPs (CB Source Book) as well as final review for all CB SOPs. Participate in the preparation and review of other documents and development of maps such as but not limited to environmental analysis for proposed actions and preparation of various levels (Environmental Assessments, Environmental Impact Statements, and Record of Environmental Consideration (EA/EIS/REC) of NEPA documentation, Biological Assessments/Biological Evaluations/Biological Opinions (BA/BE/BO), and master planning documents.

3.16.7 Data and Reporting. The government may provide technical reports and documents for technical review. Review documents and report comments and recommendation IAW due dates and established timelines and SOPs. Track, update, and report Installation Status Reports (or current report method) for CB data calls (wetlands, mapping, INRMP, T/E, NEPA, Soils, Vegetation, Invasive Species, Botanical Species, Species at Risk, Game and Non-game Species Lists ...). Development and review of CB SOPs, annual CB SOP project reports (IAW approved format and SOP timelines) and weekly program activities for special events and updates. Track and ensure SOPs are reviewed and annually updated IAW approved format and SOP timelines. Provide GIS data to DPW GIS/CAD lab for future use and planning.

3.16.8 Equipment/Building Maintenance. Track and record equipment location for use of any government equipment utilized under this effort. This may include assisting with inventory of CB equipment, hand receipts and key control protocols. While using government equipment the recipient shall periodically inspect those items to ensure they are in good working condition. The recipient shall also ensure that facilities such as office space utilized under this effort are maintained in an orderly manner to ensure that these areas are tidy and meet health and safety requirements specified in the Installation SOPs.

3.16.9 Special Events and Requests. Special Events and Requests. Assist with the preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by the PM and concurred by Chief, CB to ensure resources are available to support branch requirements.

3.16.10 Maneuver Damage Inspections. IAW with established SOPs, support 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 DPW Engineering and O&M and Range Operations Integrated Training Area Management and Land Rehabilitation and Maintenance (ITAM/LRAM) to implement repairs. Furnish reports/maps and accurate Maneuver Damage field data sheets to Maneuver Damage Coordinator and Database Manager as applicable. Attend meetings to coordinate with engineering entities, DPW Engineering and Operations and Maintenance (O&M) and Range Operations Integrated Training Area Management (ITAM) and Land Rehabilitation and Maintenance (LRAM). Comply with all due dates and report/map formats that are established.

Deliverables: Task 16 (BASIC) deliverables provided in the table below for GIS SUPPORT.

Deliverables Table. TASK 16 (BASIC), GEOSPATIAL INFORMATION SYSTEM SUPPORT		
Objectives	Frequency	Tasks
GIS	Daily, Monthly, Quarterly, As Needed	<i>DAILY</i> (Management of all GIS Resources (not limited to installation, state and federal entities) <i>MONTHLY</i> (Update GIS data IAW established SOPs) <i>QUARTERLY</i> (Ensure data is accurate and updated in master GIS data layer map; Coordinate and submit updated GIS layers to DPW GIS lab) <i>AS NEEDED</i> (Support all CB programs all entities IAW management plans and program SOPs, timelines, and cooperative agreements; Technical assistance with NEPA documents, maneuver damage repair, erosion control...; Development and publication of CB and installation maps)
Database Updates and Mapping	Daily, Weekly, As Needed	<i>DAILY</i> (Provide CB database support) <i>MONTHLY</i> (Attend and participate in CB program meetings) <i>AS NEEDED</i> (Attend CB meetings: Update data layers; Develop and publication of CB and installation maps)
Erosion Support	Weekly, Quarterly, As Needed	<i>WEEKLY</i> (Coordinate with Maneuver Damage Coordinator on uploading and maintenance of maneuver damage support (ROWPUs, sediment basins, low water crossings) and erosional areas) <i>QUARTERLY</i> (Assist with the prioritization of projects to correct maneuver damage repairs, land rehabilitation, activities; Update SEMP objectives) <i>AS NEEDED</i> (Development and publication of maps for Maneuver Damage Program (sediment basins, low water crossings, ROWPUs)
Coordination with Installation/Environmental Personnel	As Needed	<i>AS NEEDED</i> (Coordination of installation efforts to manage GIS data (CB programs, installation directorates, state and federal entities); Collaboration on projects, provide status updates, and present to groups)
Meetings, Scheduling, and Training	Weekly, Monthly, Semi-Annual, As Needed	<i>WEEKLY/MONTHLY</i> (Assist with weekly and monthly meetings for planning execution aspects of monitoring and managing

Deliverables Table. TASK 16 (BASIC), GEOSPATIAL INFORMATION SYSTEM SUPPORT		
Objectives	Frequency	Tasks
		CB programs and GIS data layers) <i>SEMI-ANNUAL</i> (Assist with meetings for INRMP and/or T/E projects, procedures, and product reviews) <i>AS NEEDED</i> (Attend meetings, conferences to coordinate, brief, and gather information; Attend required CB and installation meetings; Attend public meetings to support scoping requirements under NEPA and prepare and maintain informative displays)
Document Preparation and Review	Quarterly, Annually, As Needed	<i>QUARTERLY/ANNUALLY</i> (Review/Update management plans; Development and maintenance of database layers, maps, SOPs) <i>AS NEEDED</i> (Preparation and review of documents (EAs, EIS', RECs, BE/BA/BOs, Master Planning documents) <i>5-YEARS</i> (Review and update up 5-year management plans)
Data and Reporting	Weekly, Monthly, Quarterly, Annually, As Needed	<i>WEEKLY/MONTHLY/QUARTERLY/ANNUALLY</i> (Assist with reporting completion of installation status reports) <i>WEEKLY</i> (Assist with reporting completion of special events) <i>ANNUALLY</i> (Assist with updates of CB data (wetlands, mapping, INRMP activities, T/E activities, NEPA, Soils, Vegetation, Invasive Species, Botanical Species, Species at Risk, Game and Non-game Species Lists; SOPs; Annual SOP reports and associated data IAW with SOP timelines) <i>AS NEEDED</i> (Review and comment on technical reports and documents IAW with due dates and established timelines and SOPs)

Deliverables Table. TASK 16 (BASIC), GEOSPATIAL INFORMATION SYSTEM SUPPORT		
Objectives	Frequency	Tasks
Equipment Inventory and Maintenance	Weekly, Monthly, Quarterly	<i>WEEKLY, MONTHLY, QUARTERLY</i> (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 equipment, hand receipts and key control protocols; Assist with preparation and tracking forms to acquire equipment needed for execution of NEPA, INRMP and T/E activities/projects)
Special Events and Requests	As Requested	<i>AS REQUESTED</i> (Assist with preparation, facilitation, and participation for special events and requests to include but not limited to special projects, additional data calls, reports, meetings and other support functions as identified by a PM and concurred by C, CB)
Maneuver Damage Inspections	As Needed	<i>AS NEEDED</i> (Furnish reports/maps and accurate maneuver damage field data sheets to Maneuver Damage Coordinator and Database Manager; Attend meetings to coordinate engineering entities, DPW Engineering and O&M and Range Operations ITAM and LRAM; Support Maneuver Damage Program, Inspect training area for maneuver damages and erosional damages, Compile and report damages to Maneuver Damage Coordinator IAW established SOPs, Participate in all maneuver damage events (starting from date of End of Rotational Exercise (ENDEX) until completion)

3.18 Task 17 (OPTIONAL) FORESTRY GIS and DATABASE SUPPORT

Level of Effort. Provide support necessary to assist the Forestry Branch (FB) in implementing management guidelines and Standard Operating Procedures (SOPs) of FB programs through assisting in the data collection and management of various FB databases, GIS data layers and forest inventory processes. The independent recipient shall also assist in timber harvest sale preparation, including but not limited to sale packet construction, stand delineation, timber

marking and streamside management zone (SMZ) delineation. Anticipation for the completion of Task 22 is (1) FTE or equivalent annually.

Desired Requirements. Versed in Army GIS protocol, Microsoft Office applications (Access, Excel, PowerPoint, Power BI, Publisher, Word, and TEAMS), Adobe Acrobat (conversion and publication), ESRI, ArcPro, and Avenza.

** In the event this option is awarded, the person occupying this position shall be a Key Person, such that any change shall require prior approval in accordance with the General Terms and Conditions. If vacated, this position will be backfilled as early as practicable. Failure to reasonably backfill the position may result in a negative performance reporting the Federal Awardee Performance and Integrity Information System (FAPIS).*

Qualifications. Minimum qualification 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 communicate clearly and effectively. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid Louisiana driver's license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers) and required to achieve all duties herein. Must be able to gain access through the installation gate. 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.

3.17.1 Document Preparation and Review. Assist with quarterly and annual review/updates of the Management Plans (INRMP, Forest Prescriptions, United States Forest Service (USFS) Plan of Operation) as well as the development and maintenance of GIS base layers and maps, FB SOPs, and produce final maps for the annual management plan updates.

3.17.2 Database Management and Reporting. Delineate stands using aerial photography based on timber type in ArcGIS. Produce maps of these forest stands and develop field ready protocol download for sampling points. Input timber cruise data into database and verify information including mapping fire data, output data for reporting, and cyclic maintenance and verification of geospatial data.

Deliverables: Task 17 (OPTIONAL) deliverables provided in the table below for FORESTRY GIS and DATABASE SUPPORT

Deliverables Table. TASK 17 (OPTIONAL), FORESTRY GIS and DATABASE SUPPORT		
Objectives	Frequency	Tasks
Document Preparation and Review	Annually, 5-year	<i>ANNUALLY</i> (Assist with review, development and update of the management plans (INRMP, Forest Prescriptions, USFS Plan of Operation) and SOPs; Development and maintenance of database layers, maps, and SOPs) AS NEEDED (Preparation and review of documents (EA, EIS, REC, BE/BA/BO, Master Planning documents) 5-year (Assist with review and update of the INRMP)
Database Management and Reporting	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Delineate stands using aerial photography based on timber type in ; Maps of stands and develop field ready protocol download for sampling points; Input timber cruise data into database and verify information including mapping fire data, output data for reporting, and cyclic maintenance and verification of geospatial data) AS NEEDED (Preparation and development of maps for documents (EA, EIS, REC, BE/BA/BO, Master Planning documents)

3.19: Task 18 (OPTIONAL) FORESTRY TECHNICIAN

Level of Effort. Provide support necessary to assist the Forestry Branch (FB) programs through assisting in timber inventorying, data collection, stand delineation and timber marking. Recipient will also assist in prescribe burn operations and wildfire suppression. Anticipation for the completion of Task 19 is (1) FTD or equivalent annually. This discipline will report to the PI specified for the other natural resource tasks described above.

Qualifications. In addition to the mandatory qualifications, minimum qualifications for TASK 19 include a high school diploma, equivalent, 4-year professional or military experience in the field of environmental science, natural resources, Forestry, or related field conducive to management in all aspects of a multi-disciplinary environmental and/or natural resource management. **Desired qualification** Associates or Bachelor's degree in environmental science, natural resources, wildlife management, biology, Forestry, or related field. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to

obtain a valid Louisiana driver's license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers) and required to achieve all duties herein.

3.18.1 Forest Road and Firebreak Maintenance, and Site Rehabilitation. The forest technician will operate heavy equipment with wheel-mounted or crawler type traction for maintaining and constructing forest roads and firebreaks. Equipment operated will include farm tractors, bulldozers, motor graders, backhoes, equipment transport trucks, and dump trucks. The technician will conduct site rehabilitation in designated areas using a tractor, ATV, disk harrow and seeder to till and plant areas disturbed by forestry activities. The technician will make minor equipment adjustments and perform minor maintenance on the equipment. The technicians will identify areas that require rehabilitation and maintenance work and make corrective action recommendations.

3.18.2 Prescribed Burning and Wildfire Suppression. The technician will conduct prescribed burns and wildfire suppression. Tasks will include establishment and maintenance of firebreaks, mechanically or with hand tools, performing ignition, mop-up operations, and equipment maintenance. There are several types of prescribed burns that the technicians have been involved in, both on the ground and aerially. There are several methods of ignition: a) walking with a drip torch, b) using an ATV with a power torch that's mounted on the back, or c) running the aerial ignition device (AID machine) in a helicopter. As for wildfire suppression, the techs are expected to be able to run a bulldozer to plow a line to secure the fire, use a pumper to subdue fires that are threatening targets on the ranges, structures or other sensitive sites and areas.

3.18.3 Harvest Site Preparation. The technician will provide support in the preparation of timber harvest sites for sale. Activities required at each area include establishing harvest block boundaries, skid trails, streamside management zones (SMZs), and marking trees for harvest or retention as indicated by the marking guide or the Installation Forester. Global Positioning System (GPS) receivers will be used to accurately delineate boundaries, skid trails, and SMZs in the installation GIS.

3.18.4 Forest Inventories. The technician will assist in conducting field inventories required by the Forestry Branch, such as pre- and post-harvest inventories and cyclic compartment inventories. Additional survey requirements may include support for cultural resource surveys, wildlife surveys, and aerial surveys of the forest for health threats such as the southern pine bark beetle. The technicians will employ inventory field procedures specified by the Forestry Branch, utilizing field data recorders and associated software.

Deliverables: Task 18 (OPTIONAL) deliverables provided in the table below for (BASIC) FORESTRY TECHNICIAN

Deliverables Table. TASK 18 (OPTIONAL), FORESTRY TECHNICIAN		
Objectives	Frequency	Tasks
Forest Road and Firebreak Maintenance, and Site Rehabilitation	As Needed	<i>AS NEEDED</i> (Inspect and Conduct site rehabilitation, Disk Harrow, and seed)
Prescribed Burning and Wildfire Suppression	Annually, As Needed	<i>ANNUALLY</i> (Establishment and maintenance of firebreaks) <i>AS NEEDED</i> (Assist with prescribed burning (drip torch, ATV, Aerial); Wildfire Suppression (plow lines, use of pumper trucks))
Harvest Site Preparation	Annually	<i>ANNUALLY</i> (Preparation of timber harvest sites for sale; Establish harvest block boundaries, Skid trails, SMZs, Mark trees for harvest as IAW the marking guide and/or installation forester; Delineate boundaries, skid trails, and SMZs)
Forest Inventory	Annually	<i>ANNUALLY</i> (Conduct field inventories (pre and post-harvest inventories and cyclic compartment inventories IAW field procedures specified by Forestry Branch Chief; Cultural, Wildlife, Aerial surveys)

3.20: Task 19 (OPTIONAL) FORESTRY TECHNICIAN

Level of Effort. Provide support necessary to assist Forestry Branch (FB) programs through assisting in timber inventorying, data collection, stand delineation and timber marking. Recipient will also assist in prescribe burn operations and wildfire suppression. Anticipation for the completion of Task 19 is (1) FTE or equivalent annually. This discipline will report to the PI specified for the other natural resource tasks described above.

Qualifications. Minimum qualification for TASK 19 is a high school diploma, equivalent, 4-year professional or military experience in the field of environmental science, natural resources, Forestry, or related field conducive to management in all aspects of a multi-disciplinary environmental and/or natural resource management. **Desired qualification** Associates or Bachelor's degree in environmental science, natural resources, wildlife management, biology, Forestry, or related field. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid Louisiana driver's license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers) and required to achieve all duties herein.

3.19.1 Forest Road and Firebreak Maintenance, and Site Rehabilitation. The forest technician will operate heavy equipment with wheel-mounted or crawler type traction for maintaining and constructing forest roads and firebreaks. Equipment operated will include farm, tractors bulldozers, motor graders, backhoes, equipment transport trucks, and dump trucks. The technician will conduct site rehabilitation in designated areas using a tractor, ATV, disk harrow and seeder to till and plant areas disturbed by forestry activities. The technician will make minor equipment adjustments and perform minor maintenance on the equipment. The technicians will identify areas that require rehabilitation and maintenance work and make corrective action recommendations.

3.19.2 Prescribed Burning and Wildfire Suppression. The technician will conduct prescribed burns and wildfire suppression. Tasks will include establishment and maintenance of firebreaks, mechanically or with hand tools, performing ignition, mop-up operations, and equipment maintenance. There are several types of prescribed burns that the technicians have been involved in, both on the ground and aerially. There are several methods of ignition: a) walking with a drip torch, b) using an ATV with a power torch that's mounted on the back, or c) running the aerial ignition device (AID machine) in a helicopter. As for wildfire suppression, the techs are expected to be able to run a bulldozer to plow a line to secure the fire, use a pumper to subdue fires that are threatening targets on the ranges, structures or other sensitive sites and areas.

3.19.3 Harvest Site Preparation. The technician will provide support in the preparation of timber harvest sites for sale. Activities required at each area include establishing harvest block boundaries, skid trails, streamside management zones (SMZs), and marking trees for harvest or retention as indicated by the marking guide or the Installation Forester. Global Positioning System (GPS) receivers will be used to accurately delineate boundaries, skid trails, and SMZs in the installation GIS.

3.19.4 Forest Inventories. The technician will assist in conducting field inventories required by the Forestry Branch, such as pre- and post-harvest inventories and cyclic compartment inventories. Additional survey requirements may include support for cultural resource surveys, wildlife surveys, and aerial surveys of the forest for health threats such as the southern pine bark beetle. The technicians will employ inventory field procedures specified by the Forestry Branch, utilizing field data recorders and associated software.

Deliverables: Task 19 (OPTIONAL) deliverables provided in the table for Task 18 FORESTRY TECHNICIAN.

3.21 Task 20: (OPTIONAL): NATURAL RESOURCES TECHNICIAN

Level of Effort. Provide support necessary to assist Conservation Branch (CB) programs through National Environmental Policy Act (NEPA), Maneuver

Damage, and Mitigation and Monitoring, Integrated Natural Resource Management Plan (INRMP) and Threatened and Endangered Species Programs (T/E). 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 CB Standard Operating Procedure (SOP) projects and special events. At the time of OPTION execution, the Government will determine program level of effort for this position (example: 95% NEPA, 5% INRMP). Anticipation for the completion of Task 18 is (1) FTE or equivalent annually. This discipline will report to the PI specified for the other natural resource tasks described above.

Qualifications. Minimum qualification for TASK 18 a BS is a high school diploma, equivalent, 4-year professional or military experience in the field of environmental science, natural resources, soils, or related field conducive to management in all aspects of a multi-disciplinary environmental and/or natural resource management. Desired qualification Associates or Bachelor's degree in environmental science, natural resources, wildlife management, biology, soils, or related field. Ability to perform strenuous fieldwork in rugged terrain and weather extremes. Ability to obtain a valid Louisiana driver's license and appropriate training (4-wheel drive vehicles, ATVs/UTVs, trailers) and required to achieve all duties herein.

3.20.1 Natural Resource Management Plans and Conservation Strategies. Performs a variety of tasks as determined by appropriate government PM related to the development and implementation of natural resource management plans and conservation strategies. Primary responsibilities include but are not limited to: Implementation of management guidelines of Conservation Branch programs through NEPA, INRMP, Maneuver Damage and Mitigation Monitoring, and T/E) Programs; Ensuring compliance with state and federal (NEPA, SIKES Act, Endangered Species Act, Clean Water Act...) mandates and regulations; Collaboration in project planning, design, implementation, document/report writing and data analysis and support to NEPA analysis, to include review and development of NEPA documentation to evaluate potential effects to biological resources due to planned projects and military training on the installation: Data collection and analysis; Field surveys to gather data biological data and monitor various species habitats and populations; Provide field support to Conservation Branch Programs to include but not limited to Stream Surveys, Invasive Plant Control, Forest Prescription Surveys (Botanical, T/E, candidate and petitioned species...)), non-game, game fish and wildlife, T/E species and other programs as requested.

Deliverables: Task 20 (OPTIONAL) Required deliverables will be determined by the Government at the time of execution of the task.

4.0 QUALIFICATIONS

4.1 Technical qualifications are described in detail for each task in the above sections.

4.2 Other 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 DoW- 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 not be issued. 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.

5.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY

5.1 Physical Data: Copies of or access to all data files, maps, aerial photography, satellite imagery, reports, studies, and Army Regulations that are relevant to the work will be made available.

5.2 Facility: Use of office space and access to the Army network is necessary to complete the work associated with this agreement.

5.3 CB Equipment: Dependent upon the availability of government trucks, no more than three (3) vehicles will be provided to assist within efforts within this cooperative agreement.

Government furnished materials or property is governed by 2 C.F.R. Part 200.312 which states that a) Title to federally-owned property remains vested in the Federal government. The non-Federal entity must submit annually an inventory listing of federally-owned property in its custody to the Federal awarding agency. Upon completion of the Federal award or when the property is no longer needed, the non-Federal entity must return the property to the Federal awarding agency for further Federal agency utilization.

6.0 RECIPIENT FURNISHED EQUIPMENT. Recipient will furnish necessary equipment and supplies to support the tasks within the agreement.

7.0 PURCHASES OF NON-GOVERNMENT FURNISHED PROPERTY. The Recipient will be responsible for the purchase of items, supplies, and materials to support the tasks within this agreement.

8.0 TRAVEL. May be required to travel to other locations to attend training, meetings, and/or conferences. The Recipient should coordinate any anticipated travel with the installation to determine if it will benefit regional natural resource goals and to ensure that travel will not adversely affect project execution that could impact military missions. Funding for travel is included in this scope of this agreement. Additionally, it may be required to conduct aerial surveys using installation aviation assets.

9.0 GOVERNMENT HOLIDAYS. As indicated in the tasks above, several of the disciplines on this technical team will be required to participate in Maneuver Damage inspection and data input that are time sensitive. Therefore the Recipient must have a flexible work schedule to support the Army mission and may need to occasionally work designated government holidays such as those listed below in order to support ongoing military readiness missions and meet specified timelines for required inspections. In the event that there are inclement weather days or an executive order for an additional holiday or time off, the recipient would need to follow protocols set by their agency for such incidents.

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

10.0 PERIOD OF PERFORMANCE and FOLLOW-ON Periods. This agreement will include a 10 month Base Period and four optional 12-month Follow-on Periods. Each Follow-on Period, if awarded, would start a new period of performance for all Basic Tasks, commencing at the end of the preceding Base or Follow-on periods. Each Optional Task may be awarded once with, or during, each period of performance for Basic Tasks, depending on project conditions and needs.

- Basic Tasks: Tasks 1, 2, 3, 4, 9, 12, 14, and 16 are the minimum required tasks necessary to execute the basic elements of the INRMP and will be funded during the Base Period and any awarded Follow-on Periods. The basic tasks during the Base Period will be 10 months and each of the follow-on periods will be 12 months from date of award.
- Optional Tasks: Tasks 5, 6, 7, 8, 10, 11, 13, 15, and 20 are optional tasks that may be required to enable the Installation to successfully meet their missions and may also enhance the success of the Installation's commitments toward environmental stewardship and regional conservation goals and objectives. If exercised, these tasks will have

periods of performance that align with the period of performance for the Basic Tasks, ending either 10 months from date of award of the Base Period or 12 months from the date of award of any Follow-on Period.

- Optional Tasks: Tasks 17, 18 and 19 will not be required during the Base Period. However, these optional tasks may be awarded during exercised Follow-on Period to allow the Installation to carry out Forest Management elements of the Fort Polk INRMP. If exercised, these tasks will have periods of performance that align with the period of performance for the Basic Tasks, ending 12 months from the date of award of any Follow-on Period.

11.0 COORDINATION

USACE Regional Planning & Environmental Center
Environmental Agreements PM
Kathy Mitchell
817-886-1709
kathy.s.mitchell@usace.army.mil

Installation POCs:

Chief, Conservation Branch
Allison Cedars
520-692-8655
allison.m.cedars.civ@army.mil

Deputy Chief, Conservation Branch
Jason Waguespack
520-692-2222
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Forestry Branch Chief
Mark Luttrell
726-780-0503
mark.j.luttrell.civ@army.mil

Forester, Forestry Branch
Bret Hardisty
337-304-8731
bret.a.hardisty.civ@army.mil

Chief, Environmental Division
Jonathan West
520-945-9220
jonathan.a.west6.civ@army.mil

12.0 Post Award & Invoice Processes

12.1. Payment Requests and Progress Reports (Invoice Package) - Submit Payment Request and additional required documents to: swf-cesu-invoice@usace.army.mil. Carbon Copy the assigned USACE Project Manager as well as your organization's point of contacts (POCs) for the additional required documents and for delinquent accounts.

12.1.1. Frequency: Quarterly plus 30-day grace period (except for the final invoice package noted below). If the coverage dates are not quarterly or preapproved by the PM (or the first/last submittal), the invoice package will be **rejected**.

Quarters	Invoice pkgs due No Later Than
Q1: Oct-Dec	Q1: 31 Jan
Q2: Jan-Mar	Q2: 30 Apr
Q3: Apr-Jun	Q3: 30 Jul
Q4: Jul-Sep	Q4: 31 Oct

12.1.2. Payment Requests **must** be submitted on form SF270 Request for Advance or Reimbursement **with the accompanying Standard Form-Performance Progress Report (SF-PPR), otherwise the SF270 will be rejected.**

12.1.3. SF270 Request for Advance or Reimbursement

12.1.3.1 Block 9, Recipient Organization. **For successful set up of Electronic Transfer of Funds (EFT), the Recipient's name and address shall reflect the exact name and physical address that appears in the System for Award Management (SAM), <https://sam.gov/>.**

12.1.3.2. Blocks 11, (a), (b), & (c) are for the description of funds. Preferred description is: CLIN/POP Type, POP start and end dates, amount awarded (see example below); at minimum include the CLIN. If the description or the minimum CLIN information is missing, the **SF270 and SF-PPR will be rejected.**

Example:

CLIN 0001 / Base
22SEP23 – 21SEP24
\$100,000.00

Funding must be separated as specified on the Award document. Sub-CLINs that specify "*for funding only*" (e.g., numbered 000101, 000102, etc.) may be rolled into the primary CLIN (e.g., 0001) unless otherwise instructed. All others required PM approval.

The SF270 may have multiple pages. An SF270 in Excel format may be requested at: swf-cesu-invoice@usace.army.mil, however, **must be submitted in pdf format otherwise will be rejected.**

12.1.4. SF-PPR Standard Form-Performance Progress Report: The Recipient shall tailor the SF-PPR to include, at minimum, the following information:

- Separate details by CLIN as applicable
- Achievements (must detail work during quarter associated with the invoice)
- Percent Completion
- Project Status
- Problems encountered and impact of activities and personnel on schedule.
- Anticipated work in next reporting period.

If the SF-PPR is incomplete, the SF-PPR and SF270 will be rejected.

A tailored SF-PPR form may be requested at: swf-cesu-invoice@usace.army.mil.

12.2. The **Final** invoice package is due no later than 90 days from final (funded/exercised) POP end date and must include the following documents: If any of the required information below is missing, the final invoice package will be **rejected**.

Final SF270
SF-PPR
Final SF425
DD882
SF428 plus attachment B (C&S if applicable)
SF298
Final Report

Forms may be requested from the district office at swf-cesu-invoice@usace.army.mil or found at: <https://www.grants.gov/forms>.

13.0 Other Post Award Project Requirements

13.1 A kick-off meeting via teleconference will be conducted within fifteen (15) calendar days following the award. The teleconference will be held with USACE POC and Installation POC(s). The Recipient will provide an agenda and minutes for the kick-off teleconference. The Recipient will develop meeting preparation materials (agenda, applicable handouts, schedule, etc.), and schedule and conduct task kick-off teleconference to present their plan for performing the deliverables. The Recipient is responsible for taking notes and furnishing minutes. The Recipient shall prepare a plan to include all tasks under the SOO. The plan, based on the schedule prepared as part of the Cooperative's proposal, shall present the schedule, management and technical approach, roles and responsibilities of key personnel, and resources required for the planning, execution, and completion of each task's objectives.

13.2 Any onsite meetings between the Recipient and Installation POC(s) will include a USACE POC to be present either in person or via telecommunications.

13.3 Any communications dealing with Cooperative personnel and or budget will include USACE POC and Installation POC.

13.4 Quarterly meetings will be held via teleconference between Recipient, Installation POC, and USACE POC to discuss remaining budget, personnel issues and scheduling.

13.5 Field Data. Any field data collected by the Recipient belongs to the Government and is not to be used for personnel gain or use.

13.6 GIS Files. Any GIS data collected by the Recipient belongs to the Government and is not to be used for personnel gain or use.

13.7 If identified key personnel become unavailable the recipient is required to inform the GOR and Government POC and provide a reasonable timeline for backfilling that position. The recipient must provide qualifications for replacement disciplines in order to demonstrate they meet the specific qualifications outlined for each of the tasks in section 3 above.

13.8 Project Issues. There are specific periods of performance for the required tasks, and these timeframes must be observed. It is crucial that the recipient of this agreement remain vigilant and maintain active communication with the installation POC and the USACE PM to relay any significant project issues pertaining to project execution and expenditures. Should a situation arise that causes significant delays or there will be a significant excess of funds due to changes in project conditions, the recipient must contact the installation POC and USACE PM immediately and no later than one week after the issue is recognized. 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.

13.9 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. INSTALLATION POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt. Must provide an electronic copy to the USACE POC at the time this document is submitted to the Installation POC.

13.10 Final Project Report. One (1) paper copy of the final report, incorporating INSTALLATION POC review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of the INSTALLATION POC comments. Additionally, one (1) copy of the final report shall be submitted in a MSWord file(s), on digital media. Must provide an electronic copy to the USACE POC at the time this document is submitted to the Installation POC.

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

14.0 ADMINISTRATION

14.1 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%).

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

APPENDIX 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.

DIVISION III: General Terms and Conditions

A. Preamble

(a) **Table of contents.** The following General Terms and Conditions are incorporated either in full text or by reference (as identified) into this agreement. The terms and conditions provided in full text describe required activities for the implementation of the CA by the recipient and special attention should be paid to these provisions. Additional requirements are included in the provisions that are incorporated by reference and these provisions will be used when the described circumstances arise. A copy of all the terms and conditions in full text current at the date of cooperative agreement award can be obtained from e-cfr at <https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XI/subchapter-D/part-1128/appendix-Appendix%20A%20to%20Part%201128>, or upon request from the Grants Officer.

SUBDIVISION B: GENERAL TERMS AND CONDITIONS FOR ADMINISTRATIVE REQUIREMENTS

FMS Article I. Financial Management System Standard

FMS Article II. Payments

FMS Article III. Allowable Costs, Period of Availability of Funds, and Fee or Profit

FMS Article IV. Revision of Budget and Program Plans

FMS Article V. Non-Federal Audits

FMS Article VI. Cost Sharing or Matching

FMS Article VII. Program Income

PROP Article I. Title to Property

PROP Article II. Property Management System

PROP Article III. Use and Disposition of Real Property

PROP Article IV. Use and Disposition of Equipment and Supplies

PROP Article V. Use and Disposition of Federally Owned Property

PROP Article VI. Intangible Property

PROC Article I. Procurement Standards for States

PROC Article II. Procurement Standards for Institutions of Higher Education, Nonprofit Organizations, Local Governments, and Indian Tribes

PROC Article III. Contract Provisions for Recipient Procurements

REP Article I. Performance Management, Monitoring, and Reporting

REP Article II. Financial Reporting

REP Article III. Reporting on Property

REP Article IV. Reporting on Subawards and Executive Compensation

OAR Article I. Submitting and Maintaining Recipient Information

OAR Article II. Records Retention and Access

OAR Article III. Remedies and Termination

OAR Article IV. Claims, Disputes, and Appeals

OAR Article V. Collection of Amounts Due

OAR Article VI. Closeout

OAR Article VII. Post-Closeout Adjustments and Continuing Responsibilities

SUB Article I. Distinguishing Subawards and Procurements

SUBDIVISION C – GENERAL TERMS AND CONDITIONS FOR NATIONAL POLICY REQUIREMENTS

NP Article I. Nondiscrimination national policy requirements

NP Article II. Environmental national policy requirements

NP Article III. National policy requirements concerning live organisms

NP Article IV. Other National Policy Requirements

(b) **Scope.** All the terms and conditions apply to this Cooperative Agreement unless identified as “(Reserved)”.

(c) **Effective date.** 17 January 2023

(d) **English language.** In accordance with 2 CFR 200.111(b) the recipient offeror must translate any of the award content (including attachments to it and any material incorporated into the award by reference) into another language to the extent that the recipient's compliance with the award's terms and conditions depends upon a significant number of its employees who are not fluent in English being able to read and comprehend that content. If the recipient does translate any award content into another language, either as required by paragraph (d)(1) of this section or at its own initiative, the original award content in the English language will take precedence in the event of an inconsistency between the award requirements in the English and translated versions.

(e) **Plain language.**

FMS (Financial Management System)

PROP (Property)

PROC (Procurement)

REP (Reporting)

OAR (Other Administrative Requirements)

SUB (Subawards)

NB (National Policy)

B. Administrative Requirements

Financial and Program Management System Standards (FMS) (2 CFR 1128)

FMS Article I. Financial Management System Standards. (DECEMBER 2014)

Section A. System Standard for States: As a State, you must expend and account for funds under this award in accordance with:

1. Applicable State laws; and
2. To the extent they comply with the requirements of Section B of this Article, your procedures for expending and accounting for your own State funds.

Section B. System standards for all recipients. Your financial management system must provide for:

1. Inclusion, in your accounts, of the following information about each DoD grant or cooperative agreement that you receive:
 - a. That you received the award from DoD;

- b. The number and title listed in the Catalog of Federal Domestic Assistance for the DoD program under which the award was made;
 - c. The DoD award number; and
 - d. The year (your fiscal year) in which you received the award.
- 2. Accurate, current, and complete disclosure of the financial results of the award needed to comply with financial and programmatic reporting requirements that are specified in REP Articles I and II of these general terms and conditions, as supplemented by any award-specific terms and conditions of this award concerning reporting requirements. If you are asked at any time under this award to report financial information on an accrual basis, you:
 - a. Need not establish an accrual accounting system if you maintain your records on a different basis; and
 - b. May develop the accrual data based on an analysis of the data you have on hand.
- 3. Records that identify adequately the sources of funds for all activities funded by DoD awards, including any required cost sharing or matching, and the application of those funds. This includes funding authorizations; your obligations and expenditures of the funds; unobligated balances; property and other assets under the award; program income; and interest.
- 4. Effective control over, and accountability for, all funds, property, and other assets under this award. You must adequately safeguard all assets and ensure they are used solely for authorized purposes (see Section C of this article for additional requirements concerning internal controls).
- 5. Comparison of expenditures under this award for project or program purposes with amounts in the approved budget for those purposes.
- 6. The ability to relate financial data to performance accomplishments under this award if you are required to do so by the programmatic reporting requirements in REP Article I of these general terms and conditions, as supplemented by any award-specific terms and conditions of this award concerning reporting requirements.
- 7. Written procedures:
 - a. To implement requirements specified in FMS Article II, "Payments;"
 - b. For determining the allowability of costs, which for this award are determined in accordance with FMS Article 111, "Allowable costs, period of availability of funds, and fee or profit," of these general terms and conditions, as supplemented by any award-specific terms and conditions of this award that relate to allowability of costs.

Section C. Internal controls. Your system of internal controls must conform to OMB guidance in 2 CFR 200.303. With respect to paragraph (e) of 2 CFR 200.303, your internal control system must include measures to safeguard any information that Federal statute, Executive order, or regulation requires to be protected (e.g., personally identifiable or export-controlled information), whether generated under the award or provided to you and identified as being subject to protection.

FMS Article II. Payments (December 2014)

- 1. Frequency of requests. You may request payments as often as you wish unless you have been granted a waiver from requirements to receive payments by electronic funds transfer (EFT). If you have been granted a waiver from EFT requirements, the award-specific terms and conditions of this award specify the frequency with which you may submit payment requests.
- 2. Withholding of payments. We will withhold payments for allowable costs under the award at any time during the period of performance only if one or more of the following applies:
 - a. We suspend either payments or the award, or disallow otherwise allowable costs, as a remedy under OAR Article III due to your material failure to comply with Federal statutes,

regulations, or the terms and conditions of this award. If we suspend payments and not the award, we will release withheld payments upon your subsequent compliance. If we suspend the award, then amounts of payments are subject to adjustment in accordance with the terms and conditions of OAR Article III.

b. You are delinquent in a debt to the United States as defined in OMB Circular A-129, "Policies for Federal Credit Programs and Non-Tax Receivables," in which case we may, after reasonable notice, inform you that we will not make any further payments for costs you incurred after a specified date until you correct the conditions or liquidate the indebtedness to the Federal Government.

c. The award-specific terms and conditions of this award include additional requirements that provide for withholding of payments based on conditions identified during our pre-award risk evaluation, in which case you should have been notified about the nature of those conditions and the actions needed to remove the additional requirements.

3. Depository requirements.

a. There are no eligibility requirements for depositories you use for funds you receive under this award.

b. You are not required to deposit funds you receive under this award in a depository account separate from accounts in which you deposit other funds. However, FMS Article I requires that you be able to account for the receipt, obligation, and expenditure of all funds under this award.

c. You must deposit any advance payments of funds you receive under this award in insured accounts whenever possible and, unless any of the following apply, you must deposit them in interest-bearing accounts:

i. You receive a total of less than \$120,000 per year under Federal grants and cooperative agreements.

ii. You would not expect the best reasonably available interest-bearing account to earn interest in excess of \$500 per year on your cash balances of advance payments under Federal grants and cooperative agreements.

iii. The best reasonably available interest-bearing account would require you to maintain an average or minimum balance higher than it would be feasible for you to do within your expected Federal and non-Federal cash balances.

iv. A foreign government or banking system precludes your use of interest-bearing accounts.

d. You may retain for administrative expenses up to \$500 per year of interest that you earn in the aggregate on advance payments you receive under this award and other Federal grants and cooperative agreements. You must remit annually the rest of the interest to the Department of Health and Human Services, Payment Management System, using the procedures set forth in OMB guidance in 2 CFR 200.305(b)(9).

Section C. Electronic funds transfer and other payment procedural instructions or information.

1. Electronic funds transfer. Unless the award-specific terms and conditions of this award provide otherwise, you will receive payments under this award by electronic funds transfer.

2. [Reserved]

FMS Article IV. Revision of Budget and Program Plans {DECEMBER 2014}

Section A. Approved budget. The approved budget of this award:

1. Is the most recent version of the budget that you submitted, and we approved (either at the time of the initial award or a more recent amendment), to summarize planned expenditures for project or program purposes.

2. Includes all Federal funding that we make available to you under this award to use for project or program purposes and any cost sharing or matching that you are required to provide under this award for those same purposes

Section B. Revisions requiring prior approval.

1. Non-construction activities. You must request prior approval from us for any of the following program or budget revisions in non- construction activities:
 - a. A change in the scope or objective of the project or program under this award, even if there is no associated budget revision that requires our prior approval.
 - b. A change in a key person identified in the award cover pages.
 - c. The approved principal investigator's or project director's disengagement from the project for more than three months, or a 25 percent reduction in his or her time devoted to the project.
 - d. The inclusion of direct costs that require prior approval in accordance with the applicable cost principles, as identified in FMS Article III.
 - e. The transfer to other categories of expense of funds included in the approved budget for participant support costs, as defined at 2 CFR 200.75.
 - f. A subaward to another entity under which it will perform a portion of the substantive project or program under the award, if it was not included in the approved budget. This does not apply to your contracts for acquisition of supplies, equipment, or general support services you need to carry out the project or program.
 - g. Any change in the cost sharing or matching you provide under the award, as included in the approved budget, for which FMS Article VI requires prior approval.
 - h. A transfer of funds among direct cost categories or programs, functions, and activities, if the Federal share of the total value for your award exceeds the simplified acquisition threshold and the cumulative amount of the transfers exceeds or is expected to exceed 10 percent of the approved budget.
 - i. The need arises for additional Federal funds to complete the project or program.
2. Construction activities. You must request prior approval from us for any of the following program or budget revisions in construction activities:
 - a. A change in the scope or objective of the project or program under this award, even if there is no associated budget revision that requires our prior approval.
 - b. The need arises for additional Federal funds to complete the project or program.
 - c. The inclusion of direct costs that require prior approval in accordance with the applicable cost principles, as identified in FMS Article III.
3. Funding transfers between construction and non-construction activities.

Section C. Pre-award costs, carry forward of unobligated balances, and one-time no-cost extensions. You are authorized, without requesting prior approval from us, to:

1. Charge to this award after you receive it pre-award costs that you incurred, at your own risk, up to 90 calendar days before the start date of the period of performance, as long as they are costs that would be allowable charges to the project or program under the terms and conditions of FMS Article III if they were incurred during the period of performance.
2. (RESERVED)
3. Initiate a one-time extension of the period of performance by up to 12 months, as long as:
 - a. You notify us in writing with the supporting reasons and revised end date of the period of performance at least 10 calendar days before the current end date.

- b. The extension does not require any additional Federal funding.
- c. The extension does not involve any change in the scope or objectives of the project or program.

Section D. Procedures.

1. We will review each request you submit for prior approval for a budget or program change and, within 30 calendar days of our receipt of your request, we will respond to you in writing to either:
 - a. Notify you whether your request is approved; or
 - b. Inform you that we still are considering the request, in which case we will let you know when you may expect our decision.
2. [Reserved]

FMS Article V. Non-Federal Audits (DECEMBER 2014)

Section A. Requirements for entities subject to the Single Audit Act. You and each subrecipient under this award that is an institution of higher education, nonprofit organization, State, local government, or Indian tribe must comply with the audit requirements specified in Subpart F of 2 CFR part 200, which is the OMB implementation of the Single Audit Act, as amended (31 U.S.C. chapter 75).

Section B. Requirements for for-profit entities. Any for-profit entity that receives a subaward from you under this award is subject to the audit requirements specified in 32 CFR 34.16. Your subaward terms and conditions will require the subrecipient to provide the reports to you if it is willing to do so, so that you can resolve audit findings that pertain specifically to your subaward (e.g., disallowance of costs). If the for-profit entity is unwilling to agree to provide the auditor's report to you, contact the grants officer for this award to discuss an alternative approach for carrying out audit oversight of the subaward. If the grants officer does not provide an alternative approach within 30 days of receiving your request, you may determine an approach to ensure the for-profit subrecipient's compliance with the subaward terms and conditions, as described in OMB guidance at 2 CFR 200.501(h).

FMS Article VI. Cost Sharing or Matching (DECEMBER 2014)

Section A. Required cost sharing or matching.

1. If any cost sharing or matching is required under this award, the total amount or percentage required is shown in the award cover pages and included in the approved budget. That cost sharing or matching includes all:
 - a. Cash contributions to the project or program either made by or through (if made by a third party) you and any subrecipients.
 - b. Third-party in-kind contributions to the project or program.
2. You must obtain our prior approval if you wish to:
 - a. Change the amount or percentage of cost sharing or matching required under this award.
 - b. [Reserved]

Section B. Allowability as cost sharing or matching. Each cash or third party in-kind contribution toward any cost sharing or matching required under this award, whether put forward by you or a subrecipient under a subaward that you make, is allowable as cost sharing or matching if:

1. You (or the subrecipient, if it is a subrecipient contribution) maintain records from which one may verify that the contribution was made to the project or program and, if it is a third-party in-

kind contribution, its value.

2. The contribution is not counted as cost sharing or matching for any other Federal award.
3. The contribution is:
 - a. Allowable under the cost principles applicable to you (or the subrecipient, if it is a subrecipient contribution) under FMS Article III of these terms and conditions; and
 - b. Allocable to the project or program and reasonable.
4. The Government does not pay for the contribution through another Federal award, unless that award is under a program that has a Federal statute authorizing application of that program's Federal funds to other Federal programs' cost sharing or matching requirements.
5. The value of the contribution is not reimbursed by the Federal share of this award as either a direct or indirect cost.
6. The contribution conforms to the other terms and conditions of this award, including the award-specific terms and conditions.

Section C. Allowability of unrecovered indirect costs as cost sharing or matching. You may use your own or a subrecipient's unrecovered indirect costs as cost sharing or matching under this award. Unrecovered indirect costs means the difference between the amount of indirect costs charged to the award and the amount that you and any subrecipients could have charged in accordance with your respective approved indirect cost rates, whether those rates are negotiated or de minimis (as described in 2 CFR 200.414(f)).

Section D. Allowability of program income as cost sharing or matching. If FMS Article VII of these general terms and conditions or the award- specific terms and conditions of this award specify that you are to use some or all of the program income you earn to meet cost-sharing or matching requirements under the award, then program income is allowable as cost sharing or matching to the extent specified in those award terms and conditions.

Section E. Valuation of services or property that you or subrecipients contribute or donate. You must establish values for services or property contributed or donated toward cost sharing or matching by you or subrecipients in accordance with the provisions of this section. These contributions or donations are distinct from third-party in-kind contributions to you or subrecipients, which are addressed in Section F of this article.

1. Usual valuation of services or property that you or subrecipients contribute or donate. Values established for contributions of services or property by you or a subrecipient must be the amounts allowable in accordance with the cost principles applicable to the entity making the contribution (i.e., you or the subrecipient), as identified in FMS Article III. For property, that generally is depreciation.
2. Needed approvals for, and valuation of, property that you or subrecipients donate.
 - a. Types of property that may be donated.
 - i. Buildings or land. If the purposes of this award include construction, facilities acquisition, or long-term use of real property, you may donate buildings or land to the project if you obtain our prior approval. Donation of property to the project, as described in PROP Article I, means counting the value of the property toward cost sharing or matching, rather than charging depreciation.
 - ii. Other capital assets. If you obtain our prior approval, you may donate to the project other capital assets identified in 2 CFR 200.439(b)(1) through (3).
 - b. Usual valuation of donated property. Unless you obtain our approval as described in paragraph E.2.c of this article, the value for the donated property must be the lesser of:

- i. The value of the remaining life of the property recorded in your accounting records at the time of donation, or
 - ii. The current fair market value.
- c. Approval needed for alternative valuation of property. If you obtained our approval in the approved budget, you may count as cost sharing or matching the current fair market value of the donated property even if it exceeds the value of the remaining life of the property recorded in your accounting records at the time of donation.
- d. Federal interest in donated property. Donating buildings, land, or other property to the project, rather than charging depreciation, results in a Federal interest in the property in accordance with PROP Article I of these terms and conditions.

Section F. Valuation of third-party in-kind contributions.

1. General. If a third party furnishes goods or services to you or subrecipients that are to be counted toward cost sharing or matching under this award, the entity to which the third party furnishes the goods or services (i.e., you or a subrecipient) must document the fair market value of those in-kind contributions and, to the extent feasible, support those values using the same methods the entity uses internally.

2. Valuation of third-party services. You must establish values for third-party volunteer services and services of third parties' employees furnished to you or subrecipients as follows:

- a. Volunteer services. Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor must be valued in accordance with 2 CFR 200.306(e).
- b. Services of third parties' employees. When a third-party organization furnishes the services of its employees to you or a subrecipient, values for the contributions must be established in accordance with 2 CFR 200.306(f).
- c. Additional requirement for donations to nonprofit organizations. For volunteer services or services of third parties' employees furnished to a nonprofit organization:
 - i. OMB guidance in 2 CFR 200.434(e) also applies and may require the nonprofit organization to allocate a proportionate share of its applicable indirect costs to the donated services.
 - ii. The indirect costs that the nonprofit organization allocates to the donated services in that case must be considered project costs and may be either reimbursed under the award or counted toward required cost sharing or matching, but not both.

3. Valuation of third-party property. You must establish values for third-party property furnished to you or subrecipients as follows:

- a. Supplies donated by third parties. When a third-party organization donates supplies (e.g., office, laboratory, workshop, or classroom supplies), the value that may be counted toward cost sharing or matching may not exceed the fair market value of the supplies at the time of donation.
- b. Equipment, buildings, or land donated by third parties.
 - i. The value of third-party donations of equipment, buildings, or land that may be counted toward cost sharing or matching when the third party transferred title to you or a subrecipient depends on the purpose of the award in accordance with the following:
 - (A) If one of the purposes of the award is to assist you or the subrecipient in the acquisition of equipment, buildings, or land, you may count the aggregate fair market value of the donated property toward cost sharing or matching.
 - (B) If the award's purposes instead include only the support of activities that require the

use of equipment, buildings, or land, you may only charge depreciation unless you obtain our prior approval to count as cost sharing or matching the fair market value of equipment or other capital assets and fair rental charges for land.

ii. The values of the donated property must be determined in accordance with the usual accounting policies of the entity to which the third party transferred title to the property, with the qualifications specified in 2 CFR 200.306(i)(1) and (2) for donated land and buildings and donated equipment, respectively.

c. Use of space donated by third parties. If a third party makes space available for use by you or a subrecipient, the value that you may count toward cost sharing or matching may not exceed the fair rental value of comparable space as established by an independent appraisal, as described in 2 CFR 200.306(i)(3).

d. Equipment loaned by third parties. If a third party loans equipment for use by you or a subrecipient, the value that you may count toward cost sharing or matching may not exceed its fair rental value.

FMS Article VII. Program Income {December 2014}

Section A. Definition. The term "program income" as used in this award:

1. Is gross income that:
 - a. You earn that is directly generated by a supported activity or earned as a result of this award; or
 - b. A subrecipient earns as a result of a subaward you make under this award.
2. Includes, but is not limited to, income earned under this award from:
 - a. Fees for services performed;
 - b. The use or rental of real or personal property acquired under any Federal award and currently administered under this award;
 - c. The sale of commodities or items fabricated under this award;
 - d. License fees and royalties on patents and copyrights; and
 - e. Payments of principal and interest on loans made with Federal award funds.
3. Does not include for purposes of this award any:
 - a. Interest earned on advance payments, disposition of which is addressed in FMS Article II;
 - b. Proceeds from the sale of real property, equipment or supplies, which is addressed in PROP Articles III and IV;
 - c. Rebates, credits, discounts, and interest earned on any of them; and
 - d. Governmental revenues, including any taxes, special assessments, levies, fines and similar revenues you raise.

Section B. Encouragement to earn program income. You are encouraged to earn program income under this award when doing so does not interfere with the program or project the award supports.

Section C. Costs of generating program income. You may deduct costs incidental to the generation of program income from the amount that you use in accordance with Section E of this Article, as long as those costs are not charged to this award (which includes their being counted toward any cost sharing or matching you are required to provide).

Section D. License fees and royalties. You have no obligations to the Federal Government with

respect to program income earned under this award from license fees and royalties for patents or patent applications, copyrights, trademarks, or inventions developed or produced under the award.

Section E. Use of program income.

1. You must use any program income that you earn during the period of performance under this award to increase the amount of the award (the sum of the Federal share and any cost sharing or matching you are required to provide), thereby increasing the amount budgeted for the project. The program income must be used for the purposes and under the terms and conditions of the award.
2. Your use of the additional funding is subject to the terms and conditions of this award, including:
 - a. FMS Article II concerning your use of balances of program income before you request additional funds from us; and
 - b. FMS Article III concerning allowability of costs for which the funds may be used.
3. You must report on each Federal Financial Report (SF-425) that you submit in accordance with REP Article II the program income that you earn and any that you use during the reporting period covered by that SF-425.

Section F. Duration of accountability for program income. The requirements concerning disposition of program income in Section E of this Article apply only to program income you earn during the period of performance. There are no requirements under this award applicable to program income you earn after the end of the period of performance.

Property Administration PROP (2 CFR 1130)

PROP Article I. Title to Property. (December 2014)

Section A. Title to property acquired under this award.

1. **General.** Other than any property identified in paragraph A.2 of this section as exempt property:
 - a. Title to real property, equipment, and supplies that you acquire (whether by purchase, construction or fabrication, development, or otherwise) and charge as direct project costs under this award vests in you, the recipient. Title to intangible property that you acquire (other than by developing or producing it) under this award also vests in you.
 - b. That title is a conditional title, subject to the terms and conditions in PROP Articles II-IV, Section D of PROP Article VI, and REP Article III of this award.
 - c. There is a Federal interest in the property, other than intangible property that you develop or produce under the award. For real property, equipment, and intangible property, we retain this Federal interest until final disposition of the property under PROP Article III (for real property), PROP Article IV (for equipment and supplies), or Section D of PROP Article VI (for intangible property that is acquired, other than by developing or producing it), a period that in some cases may extend beyond closeout of this award.
2. Exempt property. [Reserved]

Section B. Property trust relationship.

1. Basic requirement. Other than intangible property that you develop or produce under the award, you hold any real property, equipment, or intangible property that you acquire or improve under this award in trust for the beneficiaries of the project or program that you are carrying out under the award.
2. Notices of record. [Reserved]

Section C. Federally owned property. Title to any federally owned property that we provide to you

under this award (or for which accountability is transferred to this award from another Federal award) remains with the Federal Government.

Section D. Federal interest in donated real property or equipment. If real property or equipment is acquired under this award through your donation of the property to the project or program (i.e., counting the value of the remaining life of the property recorded in your accounting records or the fair market value as permitted under FMS Article VI of this award as part of your share of project costs to meet any cost sharing or matching requirements, rather than charging depreciation):

1. The Federal Government acquires through that donation an interest in the real property or equipment, the value of which at any given time is the product of:
 - a. The Federal share of the project costs under this award; and
 - b. The current fair market value of the property at that time.
2. The real property or equipment is subject to Section B of this article and the terms and conditions of PROP Articles II-IV and REP Article III that are applicable to property acquired under the award.
3. The Federal interest in the real property or equipment must be addressed at the time of property disposition.

Section E. Federal interest in property improved under the award.

1. The Federal Government has an interest in improvements (as distinct from ordinary repairs and maintenance) you make to an item of real property or equipment if you charge the costs of the improvements as direct costs to this award.
2. We thereby acquire an interest in the property if the Government did not previously have one. If the Government already had an interest in the property, the value of that Federal interest in the property increases by the amount of the Federal interest in the improvements.
3. The property is subject to Section B of this article and the terms and conditions of PROP Articles II-IV and REP Article III that are applicable to real property or equipment acquired under the award.
4. The Federal interest must be addressed at the time of property disposition.

PROP Article II. Property Management System. (December 2014)

Section A. Insurance coverage for real property and equipment. You must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved under this award as you provide for real property and equipment that you own.

Section B. Other property management system standards for a State.

1. Equipment. Your property management system for equipment acquired or improved in whole or in part under this award must be in accordance with your State laws and procedures.

2. **Federally owned property.** You may use your own property management system for any federally owned property for which you are accountable, as long as it meets the following minimum standards:

- a. **Records.** Your records must include for each item of federally owned property:
 - i. A description of the item.
 - ii. The location of the item.
 - iii. The serial or other identification number.

- iv. Which Federal agency holds title.
- v. The date you received the item.
- vi. Any data on the ultimate disposition of the item, such as the date of disposal.
- vii. The Federal award identification number of the award under which you are accountable for the item.
- b. **Inventory.** You must take a physical inventory of federally owned property annually.
- c. Control system. You must:
 - i. Maintain an internal property control system with adequate safeguards to prevent loss, damage, or theft of federally owned property.
 - ii. Investigate any loss, damage, or theft of federally owned property and promptly notify the award administration office.
- d. Maintenance. You must maintain the property in good condition.

Section C. Other property management system standards for an institution of higher education, nonprofit organization, local government, or Indian tribe. Your procedures for managing equipment (including replacement equipment) acquired or improved in whole or in part under this award and any federally owned property for which you are accountable under this award must, as a minimum, meet the requirements in this section.

1. **Records.** You must maintain records that include for each item of equipment or federally owned property:

- a. A description of the item.
 - b. The serial or other identification number.
 - c. Who holds title (e.g., you or the Federal Government and, if the latter, which Federal agency).
 - d. The source of funding for the equipment, including the Federal award identification number, or the source of the federally owned property, including the award number of the award under which you are accountable for the property.
 - e. The acquisition date and cost of the equipment (or improvement to the equipment) or the date you received the federally owned property.
 - f. The location, use, and condition of the equipment or federally owned property.
 - g. Information from which one can calculate the amount of the Federal interest in the acquisition or improvement of the item (this amount is zero after you compensate us for the Federal interest in the item or improvement).
 - h. Any data on the ultimate disposition of the item including the date of disposal and sale price.
2. **Labelling.** You must ensure that property owned by the Federal Government is labeled to identify it as federally owned property.
3. **Inventory.**
- a. You must take a physical inventory of equipment in which there is a Federal interest and reconcile the results with your records at least once every 2 years.
 - b. You must take an annual inventory of any federally owned property for which you are accountable under this award.
4. **Control system.** You must:

- a. Maintain an internal property control system with adequate safeguards to prevent loss, damage, or theft of equipment and federally owned property.
 - b. Investigate any loss, damage, or theft and notify the award administration office if it involved equipment in which there is a Federal interest under the award or federally owned property.
5. **Maintenance.** You must maintain equipment acquired or improved in whole or in part under the award and federally owned property in good condition.

PROP Article III. Use and Disposition of Real Property. (December 2014)

Section A. Use of real property.

1. You must use real property acquired or improved under this award for the originally authorized purpose as long as needed for that purpose. During that time, you may not:
 - a. Dispose of the property except, with the approval of the award administration office, to acquire replacement property under this award, in which case you must use the proceeds from the disposition as an offset to the cost of the replacement property; or
 - b. Encumber the title or other interests in the property without the approval of the award administration office identified in this award.
2. During the time that the real property is used for the originally authorized purpose, you may make the property available for use on other projects or programs, but only if that use will not interfere with the property's use as needed for its originally authorized purpose.
 - a. First preference must be given to other projects or programs supported by DoD Components and second preference to those supported by other Federal agencies.
 - b. Third preference is for other projects or programs not currently supported by the Federal Government. You should charge user fees for use of the property in those cases, if it is at all practicable.
3. When the real property is no longer needed for the originally authorized purpose, with the written approval of the award administration office, you may delay final disposition of the property to use it on other federally sponsored projects or programs. A condition for the award administration office's approval is that the other projects or programs have purposes consistent with those authorized for support by the DoD Component that made the award under which the property was acquired or improved.

Section B. Disposition of real property. When you no longer need real property for the originally authorized purpose, you must obtain disposition instructions from the award administration office, except as provided in paragraph A.3 of this article. Those instructions will provide for one of the following three alternatives, which are that you:

1. Retain title after compensating us for the Federal interest in the property, which is to be computed as specified in the definition of "Federal interest."
2. Sell the property and compensate us for the Federal interest in the property, as described in 2 CFR 200.311(c)(2).
3. Transfer title to us or a third party we designate, as described in 2 CFR 200.311(c)(3).

PROP Article IV. Use and Disposition of Equipment and Supplies. (December 2014)

Section A. Property subject to this article. This article specifies requirements for use and disposition of equipment and supplies. If a provision of PROP Article I identifies any type of equipment or supplies as exempt property, requirements of this Article apply to that exempt property only to the extent specified in that provision of PROP Article I or an award-specific term or condition. The types of non-exempt property to which this article applies are:

1. Supplies that you acquire either by purchase or by donation as cost sharing or matching under this award; and
2. Equipment for which title is vested conditionally in you. That includes equipment with a conditional title resulting from your having, either under this award or under a previous award from which you transferred accountability for the equipment to this award:
 - a. Directly charged as project costs, in whole or in part, the acquisition (by purchase, construction or fabrication, or development) of equipment;
 - b. Donated the equipment to the project or program by counting the value of the remaining life of the property recorded in your accounting records or the fair market value toward any cost sharing or matching requirements under the award, rather than charging depreciation (see PROP Article I, Section D); or
 - c. Directly charged as project costs improvements to the equipment that meet the criteria given in paragraph E.1 of PROP Article I.

Section B. Requirements for a State's use and disposition of equipment. You:

1. Must use the equipment for the authorized purposes of the project or program during the period of performance, or until the property is no longer needed for those purposes.
2. May not encumber the property without the prior written approval of the award administration office.
3. Must use and dispose of the equipment in accordance with your State laws and procedures.

Section C. Use of equipment by an institution of higher education, nonprofit organization, local government, or Indian tribe. You:

1. Must use the equipment for the authorized purposes of the project or program under this award until the equipment is no longer needed for those purposes, whether or not the project or program continues to be supported by this award.
2. May not encumber the equipment without the prior written approval of the award administration office.
3. During the time that the equipment is used for the project or program under this award:
 - a. You must make the equipment available for use on other projects or programs but only if that use will not interfere with the equipment's use as needed for the project or program supported by this award.
 - i. First preference must be given to other projects or programs supported or previously supported by DoD Components
 - ii. Second preference to projects or programs supported or previously supported by other Federal agencies.
 - iii. Third preference is for other projects or programs not supported by the Federal Government. You should charge user fees for use of the equipment in those cases, if it is at all practicable.
 - b. You may use the equipment, if you need to acquire replacement equipment,

as a trade-in or sell it (using sales procedures designed to ensure the highest possible return) and use the proceeds from the sale to offset the cost of the replacement equipment.

4. When the equipment is no longer needed for the project or program under this award, you may defer final disposition of the equipment and continue to use it on other federally sponsored projects or programs. You must give first priority to other projects or programs supported by DoD Components.
5. Notwithstanding the encouragement in FMS Article VII to earn program income, you may not use equipment in which there currently is a Federal interest - whether you acquired it under this award or are otherwise accountable for it under this award - to provide services for a fee that is less than private companies charge for equivalent services.

Section D. Disposition of equipment by an institution of higher education, nonprofit organization, local government, or Indian tribe. You must request disposition instructions from the award administration office when either original or replacement equipment acquired under this award with a current fair market value that exceeds \$5,000 is no longer needed for the original project or program or for other federally sponsored activities as described in paragraph C.4 of this article. For each item of equipment with a current fair market value of \$5,000 or less, you may retain, sell, or otherwise dispose of the item with no further obligation to the Federal Government.

1. We may issue disposition instructions that:
 - a. Allow you to retain or sell any item of equipment after compensating us for the Federal interest in the property, which is to be computed as specified in the definition of "Federal interest;" or
 - b. Require you to transfer title to the equipment to a Federal agency or a third party, in which case you are entitled to compensation from us for the non-Federal interest in the equipment, plus any reasonable shipping or interim storage costs incurred.
2. If we fail to provide disposition instructions for any item of equipment within 120 calendar days of receiving your request, you may retain or sell the equipment, but you must compensate us for the amount of the Federal interest in the equipment.
3. If you sell the equipment:
 - a. You must use sales procedures designed to ensure the highest possible return; and
 - b. You may deduct and retain for selling and handling expenses either \$500 or ten percent of the proceeds, whichever is less.

Section E. Use and disposition of supplies acquired under this award.

1. **Use.** As long as we retain a Federal interest in supplies acquired under this award either by purchase or by donation as cost sharing or matching, you may not use the supplies to provide services to other organizations for a fee that is less than private companies charge for equivalent services, notwithstanding the encouragement in FMS Article VII to earn program income.
2. **Disposition.** If you have a residual inventory of unused supplies with aggregate value exceeding \$5,000 at the end of the period of performance under this award, and the supplies are not needed for any other Federal award, you must retain the supplies or sell them but must in either case compensate us for the amount of the Federal interest in the supplies. You may deduct and retain for selling and handling expenses either \$500 or ten percent of the proceeds, whichever is less.

PROP Article V. Use and Disposition of Federally Owned Property. (December 2014)

Section A. Use. During the time that federally owned property for which you are accountable under this award is used for the project or program supported by the award, you:

1. Also may make the property available for use on other federally supported projects or programs, but only if that use will not interfere with the property's use for the project or program supported by this award. You must give first priority to other projects or programs supported by DoD Components.
2. May use the property for purposes other than federally supported projects or programs only with the prior approval of the awarding office or, if you request approval after the award is made, the award administration office.

Section B. Disposition. You must request disposition instructions from the award administration office for any federally owned property under this award, including any property for which a subrecipient is accountable under a subaward you make under this award, either:

1. At any time during the period of performance if the property is no longer needed for the project or program supported by this award; or
2. At the end of the period of performance.

PROP Article VI. Intangible Property. (December 2014)

Section A. Assertion of copyright.

1. You may assert copyright in any work that is eligible for copyright protection if you acquire ownership of it under this award, either by developing it or otherwise.
2. With respect to any work, you developed or otherwise acquired under this award, DoD reserves a royalty-free, nonexclusive and irrevocable license to:
 - a. Reproduce, publish, or otherwise use the work for Federal Government purposes; and
 - b. Authorize others to reproduce, publish, or otherwise use the work for Federal Government purposes.

Section B. Inventions developed under the award.

1. **Applicability of Governmentwide clause for research awards.** You must comply with the Governmentwide patent rights award clause published at 37 CFR 401.14, with the modifications described in paragraph B.2 of this section. DoD adopts that Governmentwide clause for the following entities, thereby broadening the applicability beyond types of entities included in the definition of "contractor" in 37 CFR part 401:

- a. Any governmental or nonprofit entity (the types of entities subject to these general terms and conditions) receiving a DoD award for the performance of experimental, research, or developmental work;
- b. Any governmental, nonprofit, or for-profit entity receiving a subaward to perform experimental, research, or developmental work under an award described in paragraph B.1.a of this section.

2. Modifications to the wording of the Governmentwide clause. DoD adopts the Governmentwide clause at 37 CFR 401.14, as described in paragraph B.1 of this section, with the following modifications:

- a. **Terminology.** Throughout the Governmentwide clause:
 - i. Insert the terms "recipient" and "subrecipient (or contractor to the recipient or to a subrecipient)" to replace the terms "contractor" and "subcontractor," respectively.

- ii. Insert the terms "award" and "subaward (or contract under either the award or a subaward)" to replace the terms "contract" and "subcontract;" respectively.
- b. Final report. Add a new subparagraph (f)(S) to read, 'The recipient must submit a final report listing all subject inventions made under the award or stating that there were none. The final report is due 90 calendar days after the end date of the period of performance unless you request, and we grant, an extension of the due date.'
- c. Broadening applicability to all entities. Delete paragraphs (g)(2) and (3) of the Governmentwide clause, redesignate paragraph (g)(1) as paragraph (g) and delete the phrase "to be performed by a small business firm or domestic nonprofit organization" from paragraph (g) as redesignated.

Section C. Data produced under the award.

- 1. Data in general. The Federal Government has the right to:
 - a. Obtain, reproduce, publish, or otherwise use the data produced under this award; and
 - b. Authorize others to receive, reproduce, publish, or otherwise use the data produced under this award for Federal Government purposes.
- 2. Research data requested under the Freedom of Information Act (FOIA).
 - a. If we receive a request under the FOIA for "research data" that are related to "published research findings" produced under this award and that were "used by the Federal Government in developing an agency action that has the force and effect of law," you must provide the data to us within a reasonable time after we request it from you, so that the data can be made available to the public through procedures established under the FOIA.
 - b. For purposes of the requirement in paragraph C.2.a of this section, 2 CFR 200.31 S(e) provides definitions of the phrases "published research findings," "used by the Federal Government in developing an agency action that has the force and effect of law," and "research data."

Section D. Use and disposition of intangible property acquired, but not developed or produced, under the award.

- 1. Applicability. This section applies to a patent, patent application, copyright, or other intangible property acquired, but not developed or produced, under this award.
- 2. **Use.** You:
 - a. Must use the intangible property for the authorized purpose under this award until the intangible property is no longer needed for that purpose, whether or not that purpose is still being supported by this award.
 - b. May not encumber the intangible property without the prior written approval of the award administration office.
- 3. Disposition. When the intangible property is no longer needed for the originally authorized purpose, you must contact the award administration office to arrange for disposition in accordance with the procedures specified for disposition of equipment in either section B or D of PROP Article IV, as applicable.

Recipient Procurement Procedures (PROC) (2 CFR 1132)

PROC Article I. Procurement Standards for States. (December 2014)

Section A. Use of State procurement system. Subject only to the conditions in Sections B

through D of this article, you must use the same policies and procedures to procure supplies, equipment, real property, and services under this award that you use when you procure those items for State purposes using non-Federal funds.

Section B. Procurement of recovered materials. You must comply with the Resource Conservation and Recovery Act requirements described in OMB guidance in 2 CFR 200.322.

Section C. Debarment and suspension. You must comply with restrictions on awarding procurement transactions to excluded or disqualified parties and other requirements specified by OMB guidelines on nonprocurement debarment and suspension at 2 CFR part 180, as implemented by DoD at 2 CFR part 1125.

Section D. Contract provisions. You must include provisions in your procurement transactions under this award to require the contractors' compliance with the requirements specified in PROC Article III, as applicable.

PROC Article II. Procurement Standards for Institutions of Higher Education, Nonprofit Organizations, Local Governments, and Indian Tribes. (December 2014)

Section A. General procurement standards.

1. For procurement under this award, you must comply with the following paragraphs of OMB guidance in 2 CFR 200.318:
 - a. 200.318(a) concerning documented procurement procedures;
 - b. 200.318(b) concerning oversight of contractors;
 - c. 200.318(c) concerning standards of conduct and conflicts of interest;
 - d. 2 CFR 200.318(d) concerning purchases of unnecessary or duplicative items;
 - e. 200.318(e) concerning intergovernmental or inter-entity agreements;
 - f. 200.318(g) concerning value engineering;
 - g. 200.318(i) concerning procurement records;
 - h. 200.318(j) concerning time and material type contracts; and
 - i. 200.318(k) concerning settlement of issues arising out of procurements.
2. You must do business only with responsible contractors who are able to perform, as described in OMB guidance in 2 CFR 200.318(h). Related to that, you must comply with restrictions on awarding procurement transactions to excluded or disqualified parties and other requirements specified by OMB guidelines on nonprocurement debarment and suspension at 2 CFR part 180, as implemented by DoD at 2 CFR part 1125.

Section B. Competition. You must award procurement transactions under this DoD award in accordance with the competition requirements described in OMB guidance in 2 CFR 200.319.

Section C. Procurement methods. You must award procurement transactions under this award using methods described in OMB guidance in 2 CFR 200.320.

Section D. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. You must take the affirmative steps described in OMB guidance in 2 CFR 200.321 when awarding procurement transactions under this award.

Section E. Contract cost and price. When awarding a contract under this award, you must follow the procedures related to costs and price that are described in OMB guidance in 2 CFR 200.323, using the applicable cost principles specified in FMS Article III.

Section F. Contract provisions. You must include provisions in your procurement transactions under this award to require the contractors' compliance with the requirements of PROC Article 111, as applicable.

Section G. Procurement of recovered materials. If you are a political subdivision of a State, you must comply with the Resource Conservation and Recovery Act requirements described in OMB guidance in 2 CFR 200.322.

Section H. Review of procurement documents. Upon our request, you must make available:

1. Technical specifications on proposed procurements, as described in 2 CFR 200.324(a).
2. Pre-procurement documents for our review, as described in 2 CFR 200.324(b) unless you are exempt from that requirement under 2 CFR 200.324(c).

Section I. Bonding requirements. If you award a construction or facility improvement contract under this award with a value in excess of the simplified acquisition threshold, you must comply with at least the minimum requirements for bidders' bid guarantees and contractors' performance and payment bonds described in 2 CFR 200.325(a) through (c), unless a provision in the award-specific terms and conditions of this award excepts you from the requirement based on our determination that your bonding policy and requirements are adequate to protect Federal interests.

PROC Article III. Contract Provisions for Recipient Procurements. (December 2014)

Section A. Contract provisions for administrative requirements.

1. Remedies. In any contract under this award for an amount in excess of the simplified acquisition threshold, you must provide for administrative, contractual, or legal remedies, including any appropriate sanctions and penalties, when the contractor violates or breaches the contract terms.
2. Termination. In any contract for an amount in excess of \$10,000, you must specify conditions under which you may terminate the contract for cause or convenience; the procedures for termination; and the basis to be used for settlement.
3. Allowable costs under cost-type contracts. In any cost-type contract with an entity, you must include a clause to permit the entity to charge to the contract only costs that are allowable under the cost principles that FMS Article III identifies as applicable to that type of entity, as supplemented by any award-specific terms and conditions related to allowability of costs that are included in this award. Your contract clause may permit the contractor to use its own cost principles in determining the allowability of its costs charged to the contract, as long as its cost principles comply with those Federal cost principles supplemented by any award-specific terms and conditions of this award.
4. Rights in copyright and data. You must include in each contract under this award a provision requiring that the contractor:
 - a. Grant the Federal Government a royalty-free, nonexclusive and irrevocable right to:
 - i. Reproduce, publish, or otherwise use for Federal purposes any work that is subject to copyright and that the contractor develops, or acquires ownership of, under this award;
 - ii. Authorize others to reproduce, publish, or otherwise use such work for Federal purposes; and
 - b. Grant the Federal Government the right to:
 - i. Obtain, reproduce, publish, or otherwise use data produced under this award;
 - ii. Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes; and

- c. Include the Federal Government rights described in subparagraphs 4.a. and 4.b. of this section in any subcontracts.
- 5. Access to records.
 - a. In any negotiated, cost-type or time and materials contract for an amount in excess of the simplified acquisition threshold, you must provide for access to any of the contractor's books, documents, papers, and records that are directly pertinent to that contract to enable and support audits, examinations, excerpts, and transcriptions. The contract provision must provide access to those records for all of the following and their duly authorized representatives:
 - i. You;
 - ii. Us as the Federal awarding agency, including our Inspector General; and
 - iii. The Comptroller General of the United States.
 - b. In any audit services contract for performance of an audit required by the Single Audit Act, as implemented by OMB in Subpart F of 2 CFR part 200, you must provide for the access to audit documentation described in 2 CFR 200.517(b).
- 6. Records retention.
 - a. In any negotiated, cost-type or time and materials contract for an amount in excess of the simplified acquisition threshold, you must provide for retention of all records that are directly pertinent to that contract for 3 years after you make final payment and all pending matters are closed.
 - b. In any audit services contract for performance of an audit required by the Single Audit Act, as implemented by OMB in Subpart F of 2 CFR part 200, you must provide for the retention of audit documentation described in 2 CFR 200.517(a).
- 7. **Reporting.** In any contract awarded under this award, you must include any provision for the contractor's reporting to you that may be needed in order for you to meet your requirements under this award to report to us.

Section B. Contract provisions for national policy requirements.

- 1. Equal employment opportunity. You must include the clause provided in 41 CFR 60-1.4(b) in any "federally assisted construction contract" (as defined in 41 CFR 60-1.3) under this award, unless provisions of 41 CFR part 60-1 exempt the contract from the requirement.
- 2. Wage Rate Requirements (Construction), formerly the Davis-Bacon Act. With respect to each construction contract for more than \$2,000 to be awarded using funding provided under this award, you must:
 - a. Place in the solicitation under which the contract will be awarded a copy of the current prevailing wage determination issued by the Department of Labor;
 - b. Condition the decision to award the contract upon the contractor's acceptance of that prevailing wage determination;
 - c. Include in the contract the clauses specified at 29 CFR 5.5(a) in Department of Labor regulations at 29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction," to require the contractor's compliance with the Wage Rate Requirements (Construction), as amended (40 U.S.C. 3141-44, 3146, and 3147); and
 - d. Report all suspected or reported violations to the award administration office identified in this award.
- 3. Copeland Act prohibition on kickbacks. In each contract under this award that is subject to the Wage Rate requirements in paragraph 2 of these provisions, you must:

- a. Include a provision requiring the contractor to comply with the anti-kickback provisions of the Copeland Act (18 U.S.C. 874 and 40 U.S.C. 3145), as supplemented by Department of Labor regulations at 29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States."
 - b. Report all suspected or reported violations to the award administration office identified in the award notice cover sheet of this award.
4. Contract Work Hours and Safety Standards Act for work involving mechanics or laborers. In each contract for an amount greater than \$100,000 that involves the employment of mechanics or laborers and is not a type of contract excepted under 40 U.S.C. 3701, you must include the clauses specified in Department of Labor (DoL) regulations at 29 CFR 5.5(b) to require use of wage standards that comply with the Contract Work Hours and Safety Standards Act (40 CFR, Subtitle II, Part A, Chapter 37), as implemented by DoL at 29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction."
5. Patents and inventions. If you procure the services of a nonprofit organization, small business firm, or other entity for the performance of experimental, developmental or research work, you must include in the contract the clause prescribed in Section B of PROP Article VI to establish contractual requirements regarding subject inventions resulting from the contract and provide for Federal Government rights in those inventions.
6. Clean air and water requirements. You must:
 - a. In each contract for an amount greater than \$150,000 under this award, include a clause requiring the contractor to comply with applicable provisions of the Clean Air Act (42 U.S.C. 7401-7671 q), Federal Water Pollution Control Act (33 U.S.C. 1251- 1387), and standards, orders, or regulations issued under those acts; and
 - b. Report any violations of the Acts, standards, orders, or regulations to both the award administration office identified in this award and the appropriate regional office of the Environmental Protection Agency.
7. Nonprocurement suspension and debarment. Unless you have an alternate method for requiring the contractor's compliance, you must include a clause in each contract for an amount equal to or greater than \$25,000 for other than federally required audit services and in each contract for federally required audit services regardless of dollar value to require the contractor to comply with
OMB guidance on nonprocurement suspension and debarment in 2 CFR part 180, as implemented by DoD regulations at 2 CFR part 1125.
8. Byrd Amendment anti-lobbying requirements. In each contract for an amount exceeding \$100,000, you must include a clause requiring the contractor to submit to you the certification and any disclosure forms regarding lobbying that are required under 31 U.S.C. 3152, as implemented by the DoD at 32 CFR part 28.
9. Purchase of recovered materials by States or political subdivisions of States. In each contract under which the contractor may purchase items designated in Environmental Protection Agency (EPA) regulations in 40 CFR part 247, subpart B, you must include a clause requiring the contractor to comply with applicable requirements in those EPA regulations, which implement Section 6002 of the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6962).
10. **Fly America requirements.** In each contract under which funds provided under this award might be used for international air travel for the transportation of people or property, you must include a clause requiring the contractor to:
 - a. Comply with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118, also known as the "Fly America" Act), as implemented at 41 CFR 301-10.131 through 301-10.143. The statute and regulations provide that

U.S. Government-financed international air travel of passengers and transportation of personal effects or property must use a U.S.

Flag air carrier or be performed under a cost-sharing arrangement with a U.S. carrier, if such service is available; and

- b. Include the requirements of the Fly America Act in all subcontracts that might involve international air transportation.
11. Cargo preference for United States flag vessels. In each contract under which equipment, material, or commodities may be shipped by oceangoing vessels, you must include the clause specified in Department of Transportation regulations at 46 CFR 381.7(b) to require that at least 50 percent of equipment, materials or commodities purchased or otherwise obtained with Federal funds under this award, and transported by ocean vessel, be transported on privately owned U.S.-flag commercial vessels, if available.

Financial Programmatic and Property Reporting (REP) (2 CFR 1134)

REP Article I. Performance Management, Monitoring, and Reporting. (DECEMBER 2014)

Section A. Required reporting form, format, or data elements for interim and final performance reports. [Reserved]

Section B. Frequency, reporting periods, and due dates for interim performance reports. [Reserved]

Section C. Due date and reporting period for final performance report.

1. Due date. You must submit the final performance report under this award no later than [90 calendar days for non-construction awards other than research or 120 calendar days for research awards] after the end date of the period of performance unless we approve an extension of that due date as described in Section D of this article.

2. Reporting period. [Reserved]

Section D. Extensions of due dates. You may request extensions of the due dates that Sections B and C of this Article specify for interim and final reports, respectively. You must provide the reasons for your request and we will approve extensions that are adequately justified.

Section E. Reporting significant developments. You must report the following information to us as soon as you become aware of it

1. Problems, delays, or adverse conditions that will materially impair your ability to meet the objectives of this award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
2. Favorable developments which will enable you to meet schedules and objectives sooner or at less cost than anticipated or produce more or different beneficial results than originally planned.

Section F. Performance reporting procedures. [Reserved]

Section G. Site visits. We reserve the right to make site visits as warranted to monitor program performance under this award.

REP Article II. Financial Reporting. (DECEMBER 2014)

Section A. Required reporting form, format, or data elements for interim and final financial reports. [Reserved]

Section B. Interim financial reports: Frequency, reporting periods, and due dates. [Reserved]

Section C. Final financial report. You must submit the final financial report under this award no later than 120 calendar days after the end date of the period of performance.

Section D. Extensions of due dates. You may request extensions of the due dates that Sections B and C of this Article specify for interim and final reports, respectively. You must provide the reasons for your request, and we will approve extensions that are adequately justified

Section E. Where and how to submit financial reports. [Reserved]

REP Article III. Reporting on Property {DECEMBER 2014}

Section A. Real property. Paragraphs A.1 through A.4 apply to real property for which you are accountable under this award, for as long as there is a Federal interest in the property {whether that interest is due to you or a subrecipient having acquired or improved the property under this award, or a transfer of the accountability for the property to this award from another award}.

1. Periodic status reports. You must submit periodic status reports, as follows:

- a. Frequency and duration of reporting requirement. [Reserved]
- b. **Due dates.** [Reserved]
- c. **Other submission instructions.** [Reserved]

2. **Notifications of critical changes.** You must notify the award administration office of any critical change in the status of real property as soon as feasible after you become aware of it. A critical change is any event with a significant adverse impact on the condition or value of the property, such as damage due to fire; flood, hurricane, or other severe weather; earthquake; or accident.

3. **Requests for disposition instructions.** You must comply with applicable requirements in PROP Article III to request disposition instructions, either during the period of performance or at closeout.

4. **Closeout accounting.** You must account to the award administration office for real property at the time of closeout of the award, as required by Section D of OAR Article VI.

Section B. Equipment and supplies. Paragraphs B.1 through B.4 apply to equipment or supplies for which you are accountable under this award and in which there is a Federal interest {whether that interest is due to you or a subrecipient having acquired or improved the property under this award, or a transfer of the accountability for the property to this award from another award}.

1. **Periodic status report.** There is no requirement for periodic reporting during the period of performance.

2. **Notifications of loss, damage, or theft.** You must comply with applicable requirements in PROP Article II governing your property management system to promptly notify the award administration office of any loss, damage, or theft of equipment.

3. **Requests for disposition instructions.** You must comply with applicable requirements in PROP Article IV to request disposition instructions for equipment, either during the period of performance or at closeout.

4. Closeout accounting.

- a. **Equipment.** You must account to the award administration office for equipment at the time of closeout of this award, as required by Section D of OAR Article VI.

- b. **Supplies.** If you have a residual inventory of unused supplies that meets the criteria specified in paragraph E.2 of PROP Article IV, you must as part of your closeout accounting arrange with the award administration office for the compensation that paragraph specifies for the Federal interest in the supplies.

Section C. Federally owned property. Paragraphs C.1 through C.3 apply to federally owned property for which you are accountable under this award.

1. Annual inventory. You must submit annually to the award administration office an inventory of federally owned property.
2. **Notifications of loss, damage, or theft.** As provided in PROP Article II governing your property management system, you must promptly notify the award administration office of any loss, damage, or theft of federally owned property.
3. **Requests for disposition instructions.** You must comply with requirements in Section B of PROP Article V to request disposition instructions, either during the period of performance or at closeout.
4. **Closeout accounting.** Your requests for disposition instructions for federally owned property, as described in paragraph C.3 of this section, satisfy the need to account for federally owned property at closeout (see Section D of OAR Article VI).

Section D. Intangible property. Paragraphs D.1 through D.3 apply to intangible property for which you are accountable under this award.

1. **Inventions developed under the award.** You must submit all reports on subject inventions developed under this award that are required by the modified Governmentwide patent rights award provision specified in Section B of PROP Article VI, which include a disclosure of each subject invention and a final report listing all such subject inventions.
2. **Copyrights and data.** You are not required to submit periodic reports about data produced under the award or about works for which you acquired ownership under this award, either by development or otherwise, and in which copyright was asserted. However, because of the DoD/Federal Government's rights in the works and data that Sections A and C of PROP Article VI specify, you must provide information about the works and data if we request it.
3. Intangible property acquired, but not developed or produced, under the **award.** You must comply with requirements in Section D of PROP Article VI to request disposition instructions for intangible property acquired, but not developed or produced, under the award.

REP Article IV. Reporting on Subawards and Executive Compensation (DECEMBER 2014)

You must report information about subawards and executive compensation as specified in the award provision in appendix A to 2 CFR part 170, "Reporting subaward and executive compensation information," modified as follows:

1. To accommodate any future designation of a different Governmentwide website for reporting subaward information, the website "<http://www.fsrcs.gov>" cited in paragraphs a.2.i. and a.3 of the award provision is replaced by the phrase "<http://www.fsrcs.gov> or successor OMS-designated website for reporting subaward information";
2. To accommodate any future designation of a different Governmentwide website for reporting executive compensation information, the website "<http://www.sam.gov>" cited in paragraph b.2.i. of the award provision is replaced by the phrase "<https://www.sam.gov> or successor OMS-designated website for reporting information on total compensation"; and

3. The reference to "Sec. __.210 of the attachment to OMB Circular A-133, 'Audits of States, Local Governments, and Non-Profit

Organizations•' in paragraph e.3.ii of the award provision is replaced by "2 CFR 200.330, as implemented in SUB Article I of this award".

REP Article V. Other Reporting. (Date) [Reserved]

Other Administrative Requirements (OAR) (2 CFR 1136)

OAR Article I. Submitting and Maintaining Recipient Information. (DECEMBER 2014)

Section A. System for Award Management.

1. Unless you are exempted from this requirement in accordance with OMB guidance in 2 CFR 25.110, you must maintain the currency of information about yourself in the system the Federal Government specifies as the repository for information about its business partners (currently the System for Award Management (SAM)).
2. You must maintain the information in that system until you submit the final financial report required under this award or receive the final payment, whichever is later.
3. You must review and update the information at least annually after your initial registration in the system (unless you are subject to the requirements in Section B) and more frequently if required by changes in your information.

Section B. Reporting of Performance and Integrity Information.

1. **General/ reporting requirement.** If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this award, then during that period of time you must maintain in SAM the currency of information required by paragraph 8.2 of this section. Note that:
 - a. This reporting is required under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313).
 - b. As required by section 3010 of Public Law 111-212, all performance and integrity information posted in the designated information system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.
 - c. Recipient information is submitted to the OMS-designated integrity and performance system through the SAM, as described in paragraph 8.3 of this section. The currently designated integrity and performance information system is the Federal Awardee Performance and Integrity Information System (FAPIIS).
2. **Proceedings about which you must report.** Submit the information that the designated information system requires about each proceeding that:
 - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
 - b. Reached its final disposition during the most recent 5-year period; and
 - c. Is one of the following:
 - i. A criminal proceeding that resulted in a conviction, as defined in paragraph B.5. of this section;
 - ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

- iii. An administrative proceeding, as defined in paragraph B.5. of this section, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of \$5,000 or more or a reimbursement, restitution, or damages in excess of \$100,000; or
 - iv. Any other criminal, civil, or administrative proceeding if:
 - (A) It could have led to an outcome described in paragraph B.2.c.i, ii, or iii of this section;
 - (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (C) The requirement in this section to disclose information about the proceeding does not conflict with applicable laws and regulations.
- 3. Reporting procedures. Submit the information required in paragraph B.2 of this section to the Entity Management functional area of the SAM.
 - a. Current procedures are to submit the information as part of the maintenance of your information in the SAM that Section A of this article requires.
 - b. You do not need to submit the information again under this award if you already reported current information to the SAM under another Federal grant, cooperative agreement, or procurement contract.
- 4. Reporting frequency. During any period of time when you are subject to the requirement in paragraph B.1 of this section, you must report to SAM at least semiannually following your initial report of any information required in paragraph B.2 of this section, either to provide new information not reported previously or affirm that there is no new information to report.
- 5. Definitions. For purposes of this section:
 - a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract, grant, or cooperative agreement. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - b. Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
 - i. Only the Federal share of the funding under any Federal agency award with a recipient cost share or match; and
 - ii. The value of all expected funding increments and options, even if not yet exercised, under each Federal agency award.

Section C. Disclosure of evidence of integrity-related issues.

- 1. Disclosure requirement. At any time during the period of performance of this award, if you have evidence that a covered person committed a covered action (see paragraphs C.2 and C.3 of this section) that may affect this award, you must disclose the evidence in writing to the Office of the Inspector General, DoD, with a copy to the grants officer identified in the award cover pages.

2. Covered person. As the term is used in this section, "covered person" means a principal, employee, or agent of either you or a subrecipient under this award, where:
 - a. "Principal" means:
 - i. An officer, director, owner, partner, principal investigator, or other person with management or supervisory responsibilities that relate to this award; or
 - ii. A consultant or other person, whether or not employed by you or a subrecipient or paid with funds under this award, who:
 - (A) Is in a position to handle funds under this award;
 - (B) Is in a position to influence or control the use of those funds; or
 - (C) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the project or program under this award.
 - b. "Agent" means any individual who acts on behalf of, or who is authorized to commit you or the subrecipient, whether or not employed by you or the subrecipient.
3. Covered action. As the term is used in this section, "covered action" means a violation of Federal criminal law in Title 18 of the United States Code involving fraud, bribery, or a gratuity violation.
4. Safeguarding of the information.
 - a. To the extent permitted by law and regulation, we will:
 - i. Safeguard and treat information you disclose to us as confidential if you mark the information as "confidential" or "proprietary."
 - ii. Not release the information to the public in response to a Freedom of Information Act (5 U.S.C. 552) request without notifying you in advance.
 - b. We may transfer documents you provide to us to any other department or agency within the Executive Branch of the Federal Government if the information relates to matters within that organization's jurisdiction.

OAR Article II. Records Retention and Access. (DECEMBER 2014)

Section A. Records retention period. Except as provided in Sections B through D of this article:

1. You must keep records related to any real property and equipment acquired, in whole or in part, using Federal funds under the award for 3 years after final disposition of the property. For any item of exempt property with a current fair market value greater than \$5,000, and for which final disposition was not a condition of the title vesting, you must keep whatever records you need for as long

as necessary to ensure that you can deduct the Federal share if you later use the property in contributions for cost sharing or matching purposes under any Federal award.
2. You must keep records related to rate proposals for indirect or facilities and administrative costs, cost allocation plans, and supporting records such as indirect cost rate computations and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback or composite fringe benefit rates) as follows:
 - a. If you are required to submit a proposal, plan, or other computations to your Federal cognizant agency for indirect costs, as the basis for negotiation of a rate, you must

keep the submissions and all supporting records for 3 years from the date on which you were required to make the submissions.

- b. If you are not required to submit a proposal, plan, or other computation as the basis for negotiation, you must keep the proposal, plan, other computation, and supporting records for 3 years from the end of the fiscal year or other accounting period covered by the proposal, plan, or other computation.
3. You must keep other financial records, supporting documents, statistical records, and other records pertinent to this award for a period of 3 years from the date you submit your final financial report under the award.

Section B. Extensions of retention period due to litigation, claim, or audit.

1. If any litigation, claim, or audit begins before the end of the 3-year retention period specified in Section A of this article and the final action related to the litigation, claim, or audit is not taken before the end of that 3-year period, you must retain all records related to this award that may be involved in the litigation, claim, or audit until all findings involving the records have been resolved and final action taken.
2. We may disallow costs and recover funds under this award based on an audit or other review of records you elected to retain beyond the retention period required by this article, even if the audit or review begins after the end of the 3-year retention period specified in Section A of this article. Thus, the "retention period," as that term is used in OMB guidance in 2 CFR 200.344(a)(1), is extended, as described in 2 CFR 200.333(b), to include the entire period during which we and our authorized representatives continue to have access to those records under paragraph F.2 of this article.

Section C. Records for program income earned after the end of the performance period. In accordance with Section F of FMS Article VII, there are no requirements under this award applicable to program income you earn after the end of the period of performance and therefore no associated records retention requirements.

Section D. Records for joint or long-term use.

1. Joint use. To avoid duplicate recordkeeping for records that you and we both need to use on a continuous basis, we may ask you to make special arrangements with us, by mutual agreement, to make records available for joint and continuous use.
2. Long-term use. If we determine that some records will be needed longer than the 3-year period specified in Section A of this article, we may request that you either:
 - a. Retain the records for a longer period of time; or
 - b. Transfer the records to our custody for long-term retention.
3. Retention requirements for transferred records. For any records transferred to our custody, you are not subject to the records retention requirements in Section A of this article.

Section E. Methods for collecting, transmitting, and storing information .

1. You should, whenever practicable, collect, transmit, and store information related to this award in open and machine-readable formats rather than in closed formats or on paper. However, if you request it, we will:
 - a. Provide award related-information to you on paper; and
 - b. Accept award related-information from you on paper. In that case, we will not require more than an original and two copies.

2. When your original records are in an electronic form that cannot be altered, you do not need to create and retain paper copies of those records.
3. When your original records are on paper, you may substitute electronic versions produced through duplication or using other forms of electronic media, provided that:
 - a. You conduct periodic quality control reviews of the records;
 - b. You provide reasonable safeguards against alteration of the records; and
 - c. The records remain readable.

Section F. Access to records.

1. Scope of Federal Government access rights.
 - a. We as the awarding agency, the Federal Government Inspectors General, the Comptroller General of the United States, and any of our authorized representatives have the right of access to any documents, papers, or other records you have that are pertinent to this award, in order to make audits, examinations, excerpts, and transcripts.
 - b. This right also includes timely and reasonable access to your personnel for the purposes of interview and discussion related to the records.
 - c. As described in OMB guidance at 2 CFR 200.336(b), the access to records described in this section will include access to the true name of a victim of a crime only under extraordinary and rare circumstances.
 - i. You are required to provide that access only in response to a court order or subpoena pursuant to a bona fide confidential investigation, or in response to a request duly authorized by the head of the DoD Component or his or her designee; and
 - ii. You must take appropriate steps to protect this sensitive information.
2. Duration of Federal Government access rights. We have the access rights described in paragraph F.1 of this section as long as you retain the records.
3. Public access.
 - a. You must comply with requirements to protect information that Federal statute, Executive order, or regulation requires to be protected (e.g., personally identifiable or export controlled information), to include both information generated under this award and information provided to you and identified as being subject to protection. Other than those limitations on dissemination of information, we place no restrictions on you that limit public access to your records pertinent to this award.
 - b. We do not place any requirements on you to permit public access to your records separate from any Federal, State, local, or tribal statute that may require you to do so.
 - c. The Freedom of Information Act (FOIA, 5 U.S.C. 552) does not apply to records in your possession but records you provide to us generally will be subject to FOIA, with the applicable exemptions.

OAR Article III. Remedies and Termination is hereby superseded and revised in Section C. Termination (20 August 2025).

Section A. Non-compliance with award terms and conditions . If you fail to comply with a term or condition of this award or an applicable Federal statute or regulation, we may amend this award to impose award-specific conditions, as described in OMB guidance in 2 CFR 200.207. If imposing award-specific conditions, we will notify you before modifying the award and, once you have corrected the non- compliance, promptly remove the award-

specific conditions. If we determine that the imposition of award-specific conditions is insufficient to correct the non-compliance or the non-compliance remains uncorrected despite the use of award-specific conditions, we may consider taking one or more of the remedies specified in Section B of this article.

Section B. Remedies for noncompliance.

1. If you fail to comply with a term or condition of this award or an applicable Federal statute or regulation, we may take one or more of the following actions that we deem appropriate to the circumstances:
 - a. Temporarily withhold cash payments pending:
 - i. Your correction of the deficiency; or
 - ii. Our taking more severe enforcement action.
 - b. Disallow (that is, deny both use of funds and any applicable cost-sharing or matching credit for) all or part of the cost of the activity or action not in compliance;
 - c. Suspend or, in accordance with paragraph C.1.a.i of this article, terminate this award, in whole or in part (suspension of an award is a separate and distinct action from suspension of a person under 2 CFR parts 180 and 1125, as noted in paragraph B.3 of this article);
 - d. Withhold further awards to you for the project or program that is not in compliance;
 - e. Take any other action legally available to us under the circumstances.
2. You may raise an objection to our taking any remedy we take under paragraph B.1 of this section and will be given an opportunity to provide information and documentation challenging the action. The procedures are those specified in OAR Article IV for claims and disputes.
3. Our use of any remedy under paragraph B.1 of this section, including suspension or termination of the award, does not preclude our referring the noncompliance to a suspension and debarment official and asking that official to consider initiating a suspension or debarment action under 2 CFR part 1125, the DoD implementation of OMB guidance at 2 CFR part 180.

Continued on next page

Section C. Termination (20 August 2025)

1. This award may be terminated in whole or in part as follows:

a. Unilaterally by the Federal Government.

We will provide a notice of termination if we unilaterally terminate this award in whole or in part, which we may do for any of the following reasons:

i. Your material failure to comply with the award terms and conditions. If we terminate the award for that reason, we will report the termination to the OMB-designated integrity and performance system (currently SAM.gov). In accordance with 41 U.S.C. 2313, each Federal awarding official must review and consider the information in the OMB designated integrity and performance system with regard to any proposal or offer before awarding a grant, cooperative agreement, or contract.

ii. The program office does not have funding for an upcoming increment if this award is incrementally funded. In that case, the Federal Government's financial obligation does not exceed the amount currently obligated under the award.

iii. At the convenience of the Federal Government at any time, in whole or in part, including if the award no longer advances agency priorities or the national interest.

b. By mutual agreement. With mutual agreement, we may terminate this award, in whole or in part, for any reason. In that case, you and we must agree to:

i. The termination conditions, including the effective date; and

ii. In the case of a partial termination, the portion to be terminated.

c. Unilaterally by the recipient. You may unilaterally terminate this award, in whole or in part, by sending us written notification that states:

- i. The reasons for the termination;
 - ii. The effective date; and
 - iii. In the case of partial termination, the portion to be terminated. In that case, however, we may terminate the award in its entirety if we determine that the remaining portion of the award will not accomplish the purposes for which we made the award.
2. If this award is terminated in its entirety before the end of the performance period, you must complete the closeout actions for which you are responsible under OAR Article VI. The due date for each action is to be measured relative to the date of termination.
3. If this award is only partially terminated before the end of the performance period, with a reduced or modified portion of the award continuing through the end of the performance period, then closeout actions will occur at the end of the performance period as specified in OAR Article VI.
4. You will continue to have all of the post closeout responsibilities that OAR Article VII specifies for you if this award is wholly or partially terminated before the end of the performance period.

Section D. Effects of suspension or termination of the award on allowability of costs. If we suspend or terminate this award prior to the end of the period of performance, costs resulting from obligations that you incurred:

1. Before the effective date of the suspension or termination are allowable if:
 - a. You properly incurred those obligations;
 - b. You did not incur the obligations in anticipation of the suspension or termination;
 - c. In the case of termination, the costs resulted from obligations that were noncancellable after the termination; and
 - d. The costs would have been allowable if we had not suspended or terminated the award and it had expired normally at the end of the period of performance.
2. During the suspension or after the termination are not allowable unless we expressly authorize them, either in the notice of suspension or termination or subsequently.

OAR Article IV. Claims, Disputes, and Appeals. (DECEMBER 2014)

Section A. Definitions.

1. Claim. The definition of the term "claim," as it is used in this article, is in the definitions section of the preamble to these general terms and conditions.
2. Grant Appeal Authority. [Reserved]

Section B. Submission of claims.

1. Your claims. To submit a claim arising out of this award, you must submit it in writing to the grants officer for decision, specify the nature and basis for the relief you are requesting, and include all data that supports your claim.
2. Federal Government claims. You will receive a written grants officer's decision if a DoD claim arises out of this award

Section C. Alternative dispute resolution.

1. We encourage resolution of all issues related to this award by mutual agreement between you and the grants officer.
2. If you and the grants officer are unable to resolve an issue through unassisted negotiations, we encourage use of Alternative Dispute Resolution (ADR) procedures to try to do so. ADR procedures are any voluntary means, such as mini-trials or mediation, used to resolve issues in controversy. ADR procedures may be used prior to submission of a claim or at any other time prior to the Grant Appeal Authority's decision on any appeal you submit.

Section D. Grants officer decisions for claims you submit.

1. Within 60 calendar days of receiving your claim, the grants officer will either:
 - a. Transmit a written decision that
 - i. Identifies data on which the decision is based; and
 - ii. Identifies and provides the mailing address for the Grant Appeal Authority to whom you would submit an appeal of the decision if you elect to do so; or
 - b. If more time is required to render a written decision, notify you of a specific date when he or she will render the decision and inform you of the reason for delaying it.
2. The grants officer's decision will be final unless you decide to appeal, in which case we encourage use of ADR procedures as noted in Section C of this article.

Section E. Formal administrative appeals.

1. Right to appeal. You have the right to appeal a grants officer's decision to the Grant Appeal Authority identified in Section A of this article.
2. Notice of appeal. You may appeal a grants officer's decision within 90 calendar days of receiving the decision by submitting a written notice of appeal to the Grant Appeal Authority and grants officer. If you elect to use ADR procedures, you are allowed an additional 60 calendar days to submit the written notice of appeal.
3. Appeal file. Within 30 calendar days of the grants officer's receipt of your notice of appeal, you should receive the appeal file with copies of all documents relevant to the appeal. You may supplement the file with other documents you deem relevant and with a memorandum in support of your position for the Grant Appeal Authority's consideration. The Grant Appeal Authority may request additional information from you.
4. **Decision.** Unless the Grant Appeal Authority decides to conduct fact-finding procedures or an oral hearing on the appeal, the appeal will be decided solely on the basis of the written record. Any fact-finding or hearing will be conducted using procedures that the Grant Appeal Authority deems appropriate.

Section F. Representation. You may be represented by counsel or any other designated representative in any claim, appeal, or ADR proceeding, as long as the representative is not otherwise prohibited by law or regulation from appearing before the DoD Component concerned.

Section G. Effect of Grant Appeal Authority's decision. The Grant Appeal Authority's decision is the final administrative decision of DoD and cannot be further appealed within DoD.

Section H. Non-exclusivity of remedies. Nothing in this article is intended to limit your right to any remedy under the law.

OAR Article V. Collection of Amounts Due. (DECEMBER 2014)

Section A. Establishing a debt.

1. Any amount paid to you in excess of the amount to which you are determined to be entitled under the terms and conditions of this award constitutes a debt to the Federal Government.
2. A grants officer will attempt to resolve any claim of your indebtedness arising out of this award by mutual agreement.
3. If the grants officer fails to resolve the claim in that manner, you will receive a written notice of the grants officer's decision formally determining the debt, as described in paragraph B.2 of OAR Article IV. The notice will describe the debt, including the amount, name and address of the official who determined the debt, and a copy of that official's determination.

Section B. Debt delinquency and appeals.

1. Within 30 calendar days of the grants officer's decision, you must either pay the amount owed to the address provided in the written notice or inform the grants officer that you intend to appeal the decision. Appeal procedures are described in OAR Article IV.
2. If you elect not to appeal, any amounts not paid within 30 calendar days of the grants officer's decision will be a delinquent debt.
3. If you elect to appeal the grants officer's decision, you will have 90 calendar days after receipt of the grants officer's decision to file your appeal unless Alternative Dispute Resolution (ADR) procedures are used, as described in section C of OAR Article IV, in which case you will have 150 calendar days.

Section C. Demand letter, interest, and debt collection.

1. If within 30 calendar days of the grants officer's decision, you neither pay the amount due nor provide notice of your intent to appeal the grants officer's decision, the grants officer will send you a demand letter identifying a payment office that will be responsible for any further debt collection activity.
2. If you do not pay by the due date specified in the written demand letter, the Federal Government may collect part or all of the debt by:
 - a. Making an administrative offset against your requests for reimbursements under Federal awards;
 - b. Withholding advance payments otherwise due to you; and
 - c. Any other action permitted by Federal statute.
3. The debt will bear interest, and may include penalties and other administrative costs, in accordance with applicable provisions of the DoD Financial Management Regulation (DoD 7000.14-R), which implements the Federal Claims Collection Standards. The date from which interest is computed is not extended by litigation or the filing of any form of appeal.

OAR Article VI. Closeout. (DECEMBER 2014)

Section A. Liquidation of obligations. Unless the award administration office authorizes an extension of the due date, you must liquidate all obligations that you incurred under this award not later than 120 calendar days after the end date of the period of performance.

Section B. Refunds of unobligated balances. You must promptly refund to the award administration office any balances of unobligated cash that we have advanced or paid to you and not authorized you to use on other projects or programs.

Section C. Final reports. You must submit the:

1. Final performance report under this award no later than the date specified in Section C of REP Article I, subject to any extensions granted under Section D of that article;
2. Final financial report under this award no later than the date specified in Section C of REP Article II, subject to any extensions granted under Section D of that article;
3. Final report listing subject inventions made under the award no later than the date specified in Section B of PROP Article VI; and
4. Other final reports that are required under this award no later than 90 calendar days after the end date of the period of performance, unless you request an extension of the due date and the award administration office approves the request.

Section D. Accounting for property. You must account for any real property, equipment, supplies, and intangible property that you and any subrecipients acquired or improved under the award, in accordance with PROP Articles I through IV and VI. Your requests for disposition instructions for any federally owned property, as required by PROP Article V, meet the need described in OMB guidance at 2 CFR 200.343(f) to account for that property at closeout.

OAR Article VII. Post-Closeout Adjustments and Continuing responsibilities. (DECEMBER 2014)

Section A. Adjustments. The closeout of this award does not affect:

1. Our right to disallow costs and recover funds on the basis of a later audit or other review, as long as we make the determination that the costs are disallowed and notify you about that determination within the extended records retention period specified in paragraph B.2 of OAR Article II of these terms and conditions.
2. Your obligation to return any funds due to the Federal Government as a result of later refunds, corrections, or other transactions (to include any adjustments in final indirect cost rates).

Section B. Continuing responsibilities. After closeout of this award, you must continue to comply with terms and conditions of this award that have applicability beyond closeout, including requirements concerning:

1. Audits, as specified in FMS Article V that cover periods of time during which you expended funds under this award.
2. Management, use, and disposition of any real property or equipment acquired or improved under this award in which we continue to have a Federal interest after closeout, as specified in PROP Articles I through IV.
3. Retention of, and access to, records related to this award, as specified in OAR Article II

Subawards (SUB) (2 CFR 1138)

SUB Article I. Distinguishing Subawards and Procurements. (DECEMBER 2014)

Section A. Required recipient determination. For each transaction into which you enter with another entity at the next tier below this award, you must determine whether the transaction is a subaward or a procurement.

Section B. Considerations in making the determination.

1. The primary purpose of the transaction between you and the other entity is the key factor you must use to determine whether the transaction is a subaward or a procurement.
 - a. The transaction is a subaward and the other entity therefore a subrecipient if the transaction's primary purpose is for you to transfer - for performance by the other entity - a portion of the substantive program for which we are providing financial assistance to you through this award. You will continue to be accountable to us for performance of the project or program under the award, including portions performed by any subrecipients.
 - b. The transaction is a procurement and the other entity therefore your contractor if the transaction's primary purpose is for you to purchase goods or services that you need to perform the substantive program supported by this award. The distinction from a subaward is the contractor is not performing a portion of the substantive program as a result of the transaction.
2. What you call the transaction is not a factor in distinguishing a subaward from a procurement. If the transaction meets the criterion in paragraph 8.1.a of this article, it is a subaward for purposes of the requirements of this award even if you call and consider the transaction a "contract."

Section C. Effect of the determination on the next-tier transaction.

1. Process for awarding the transaction. One important consequence of your determining whether a next-tier transaction is a subaward or a procurement is that there are different requirements governing the pre-award and time of award processes that you use to award the transaction.
 - a. SUB Article II of this award specifies pre-award and time of award responsibilities for subawards.
 - b. PROC Articles I and II of this award govern pre-award and time of award processes for awarding procurement transactions.
2. Transaction terms and conditions. A second important consequence of your determining whether a next-tier transaction is a subaward or a procurement is that the terms and conditions you include in a subaward differ from those you include in a procurement transaction.
 - a. Section C of SUB Article II of this award addresses requirements you must include in subaward terms and conditions. Those requirements generally are either identical or directly related to requirements in the general terms and conditions of this award. They include national policy requirements as well as administrative requirements in areas such as financial and programmatic management, property administration, procurement, and reporting.
 - b. PROC Article III of this award lists requirements you must include in a procurement transaction when applicable to the procurement.

SUB Article II. Pre-Award and Time of Award Responsibilities. (DECEMBER 2014)

Section A. Requirements for unique entity identifiers.

1. Definition of "entity." For purposes of the unique entity identifier requirements in paragraphs A.2 and 3 of this section, "entity" has the meaning given in paragraph C.3 of appendix A to OMB guidance in 2 CFR part 25.
2. Pre-notification of potential subrecipients. You must notify potential subrecipients that no entity may receive a subaward from you under this award unless it has provided its unique entity identifier to you.

3. Restriction on making subawards.
 - a. General. You may not make a subaward to an entity unless the entity has provided its unique entity identifier to you.
 - b. Exception. You may make a subaward to an entity that has not provided its unique entity identifier to you in rare cases in which you requested, and we approved, an exemption from the requirement for the entity to provide a unique entity identifier, based on the criteria in OMB guidance in 2 CFR part 25.110(d).

Section B. Pre-award risk assessment.

1. Before making a subaward to an entity, you must perform a risk assessment of the prospective subrecipient, as described in 2 CFR 200.331(b). OMB guidance in 2 CFR 200.205(c) provides examples of factors you may consider in evaluating risk.
2. As part of the risk assessment under paragraph 8.1 of this article, you must:
 - a. Verify that neither the prospective subrecipient nor its principals under the subaward are excluded or disqualified from participating in the transaction, in accordance with requirements in Subpart C of OMB guidance in 2 CFR part 180, as implemented by DoD at 2 CFR part 1125; and
 - b. If warranted by risks you identify, determine whether to impose award-specific terms and conditions in the subaward to mitigate the risks.
 - i. These award-specific terms and conditions may be in addition to, or differ from, the terms and conditions that SUB Articles IV through IX of this award require you to include in subawards.
 - ii. They may include items such as those listed in OMB guidance in 2 CFR 200.207(b)(1) through (6).
 - iii. Your procedures for imposing and removing the additional or different requirements must comply with the procedural guidance in 2 CFR 200.207(c) and (d).

Section C. Subaward content.

1. **Cost-type subawards.**
 - a. SUB Article III of this award specifies informational content that you must include in each cost-type subaward.
 - b. SUB Articles IV through VIII specify administrative requirements that you must include:
 - i. As applicable, in each cost-type subaward to:
 - (A) A domestic U.S. entity (i.e., an entity other than a foreign public entity or a foreign organization); or
 - (B) An organizational unit of a foreign organization if that unit has a place of business in the United States; and
 - ii. To the maximum extent practicable in each cost-type subaward to either a foreign public entity or an organizational unit of a foreign organization that does not have a place of business in the United States (regardless of whether another organizational unit of that foreign organization has one). However, absent our prior approval, you may not allow that foreign entity or organization to acquire real property or equipment under a subaward.

- c. SUB Article IX of this award specifies national policy requirements that you must include, as applicable, in each cost-type subaward.
- 2. Fixed-amount type subawards.
 - a. Sections A through F of SUB Article III of this award specify informational content that you must include in each fixed-amount subaward.
 - b. SUB Article IX of this award specifies national policy requirements that you must include, as applicable, in each fixed-amount subaward.
 - c. Section D of SUB Article XII of this award specifies administrative requirements that you must include, as applicable, in any fixed-amount subaward to:
 - i. A domestic U.S. entity (i.e., an entity other than a foreign public entity or a foreign organization); or
 - ii. An organizational unit of a foreign organization if that unit has a place of business in the United States; and
 - iii. To the maximum extent practicable to either a foreign public entity or an organizational unit of a foreign organization that does not have a place of business in the United States (regardless of whether another organizational unit of that foreign organization has one). However, absent our prior approval, you may not allow that foreign entity or organization to acquire real property or equipment under a subaward.
- 3. Additional subaward terms and conditions. You may include other requirements in your subawards that you need in order to meet your responsibilities under this award for performance of the project or program (including portions performed by subrecipients) and compliance with applicable administrative and national policy requirements.

Section D. Subaward and executive compensation reporting. You must report subaward obligating actions and information on subrecipients' executive compensation as required by REP Article IV of this award.

SUB Article III. Informational Content of Subawards. (DECEMBER 2014)

Section A. Informational content in general. You must include in each subaward (and each subsequent amendment to a subaward that alters the amount of the subaward) the information specified in OMB guidance in 2 CFR 200.331(a)(I), "Federal Award Identification," with the clarifications provided in Sections B through G of this article.

Section B. Federal award identification number and award date. The "Federal Award Identification Number" and "Federal Award Date" described in 2 CFR 200.331(a)(I)(iii) and (iv), respectively, are the award number and award date for this award to you. You must provide the information in a way that makes it clear that the subaward is under this DoD award.

Section C. Amount of Federal funds obligated.

- 1. The "Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient" that is described in 2 CFR 200.331(a)(I)(vi) is either:
 - a. The amount of your obligation to the subrecipient, if the terms and conditions of this award do not require you to provide any cost sharing or matching for the project or program the award supports; or

- b. The amount of the Federal share of your subaward obligation if this award does require cost sharing or matching, which in that case is the product of:
 - i. The Federal share of total project costs under this DoD award to you, as a percentage of those total project costs; and
 - ii. The total amount of project costs obligated for the subaward action.
2. Note that the total project costs of the award and subaward, as used in paragraphs C.1.b.i and ii of this section, include any cost sharing or matching that you or the subrecipient provides if you are counting it toward the cost sharing or matching required under this award.

Section D. Total amount obligated to the subrecipient. The "Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity including the current obligation," as described in 2 CFR 200.331(a)(1)(vii), is the cumulative amount to date of the amounts described in Section C of this article.

Section E. Total Amount of the Federal Award. The "Total Amount of the Federal Award committed to the subrecipient by the pass-through entity," as described in 2 CFR 200.331(a)(1)(viii), is the total amount through the end of the subaward that you and the subrecipient mutually agreed upon, to include: Funding obligated to date, any future anticipated funding increments, and any options you may exercise in the future.

Section F. Federal awarding agency, pass-through entity, and awarding official. The "Name of Federal awarding agency" and "pass-through entity;" as those terms are used in 2 CFR 200.331(a)(1)(x) are the DoD and the business name associated with your registration in SAM. In that same paragraph of 2 CFR part 200, the "awarding official" is the individual in your organization who made the subaward.

Section G. Indirect cost rate. With respect to the requirement in 2 CFR 200.331(a)(1)(xiii) for the subaward to include the "Indirect cost rate for the Federal award:"

1. This requirement applies to cost-type subawards only.
2. The rate the subaward must include is the subrecipient's rate, whether it is a rate set by negotiation with a Federal agency or you or is the de minimis rate described in 2 CFR 200.414(f).
3. You are required to include the indirect cost rate only if the subrecipient is willing to share that information with you and assents that information about its rate is not proprietary. If a subrecipient is not willing to share information about its indirect cost rate with you, consult the grants officer for this award to explore alternative ways to assess the reasonableness of costs of the subaward.

SUB Article IV. Financial and Program Management Requirements for Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies administrative requirements concerning financial and program management that you must include in the terms and conditions of each cost-type subaward that you make under this award to a domestic entity.
2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under FMS Articles I through VII of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Financial management system standards. You must include in any subaward you make under this award the requirements of:

1. Sections A through C of FMS Article I of this award if the subrecipient is a State;
2. Sections B and C of FMS Article I if the subrecipient is an institution of higher education, nonprofit organization, local government, or Indian tribe; or
3. 32 CFR 34.11 if the subrecipient is a for-profit entity.

Section C. Payments.

1. Subawards to States. You must include the provisions of Section A of FMS Article II of this award in each subaward you make to a State;
2. Subawards to institutions of higher education, nonprofit organizations, local governments, and Indian tribes. The following paragraphs specify requirements you must include in subawards to institutions of higher education, nonprofit organizations, local governments, and Indian tribes.

a. Payment method.

- i. If you are authorized to request advance payments under this award, you must authorize a subrecipient to request advance payments unless:
 - (A) The subrecipient does not maintain, or demonstrate the willingness to maintain, written procedures that minimize the time elapsing between its receipt of each payment and its disbursement of the funds for project or program purposes;
 - (B) You impose a requirement for the subrecipient to be paid by reimbursement as a result of your risk evaluation of the subrecipient under SUB Article II of this award.
 - (C) The subaward is for construction.
- ii. If you do not authorize advance payments for one of the reasons given in paragraph C.2.a.i of this article, you must specify either reimbursement or working capital advances as the payment method in accordance with OMB guidance in 2 CFR 200.305(b)(3) and (4).

b. Payment timing and amount.

- i. **Advances.** You must limit advance payments to the minimum amounts needed and time the payments to be in accordance with the subrecipient's actual, immediate cash requirements in carrying out the project or program under the subaward. The timing and amount of your advance payments to the subrecipient must be as close as is administratively feasible to the subrecipient's actual disbursements for direct project costs and the proportionate share of any allowable indirect costs. Your subawards also must include the requirements of paragraphs B.2.b and c of FMS Article II to specify costs subrecipients must exclude from amounts of their advance payment requests.
 - ii. Reimbursements or working capital advances. You must follow OMB guidance in 2 CFR 200.305(b)(3) and (4) concerning timing and amount of reimbursements or working capital advances.
- c. Frequency of requests. You must allow the subrecipient to request advance payments or reimbursements, including those associated with the working capital advance payment method, as often as it wishes if you pay using electronic funds transfers and at least monthly otherwise.

d. Other requirements.

- i. In any subaward that was subject to our consent, you must include the requirements of paragraph B.5 of FMS Article II of this award concerning withholding of payments.
 - ii. You must include the provisions of paragraph B.6 of FMS Article II concerning depositories in each subaward that authorizes the subrecipient to request advance payments.
3. Subawards to for-profit entities. The provision concerning payments in each subaward you make to a for-profit entity must conform to the requirements in 32 CFR 34.12.

Section D. Allowable costs, period of availability of funds, and fee and profit.

1. You must include in each cost-type subaward a requirement that the allowability of costs under the subaward (and any lower-tier subawards or procurement transactions into which the subrecipient enters) must be determined in accordance with the applicable cost principles identified in Section A of FMS Article III of this award, as well as the clarification in Section B of that article if it applies to those cost principles.
2. You must specify in each subaward the period of availability of funds for any project or program purpose so that the period neither begins before nor ends after the period during which you may use funds available to you under this award for that same project or program purpose.
3. You must include in each subaward the provisions concerning fee or profit that are in Section D of FMS Article III of this award.

Section E. Revision of budget and program plans. You must include in each subaward provisions requiring the subrecipient to request your approval for any change in the subaward budget or program that would cause a budget or program change under this award for which Section B of FMS Article IV requires you to first obtain our prior approval. You may not approve any budget or program revision that is inconsistent with the purpose or terms and conditions of this award.

Section F. Non-Federal audits. You must include a provision in each subaward that you make under this award to require the subrecipient entity to comply with the audit requirements applicable to that entity, as specified in either Section A or Section B of FMS Article V.

Section G. Cost sharing or matching requirements. If you make a subaward under which the subrecipient may provide contributions or donations of cash or third-party in-kind contributions to be counted toward any cost sharing or matching that is required under this award, you must include provisions in that subaward to specify:

1. The criteria governing the allowability as cost sharing or matching of the types of cash or third-party in-kind contributions that the subrecipient may contribute or donate. Those criteria are specified in:
 - a. Sections B through D of FMS Article VI of this award if the subaward is to a State, institution of higher education, nonprofit organization, local government, or Indian tribe.
 - b. The provisions of 32 CFR 34.13(a) if the subaward is to a for-profit entity.
2. The methods for determining and documenting the values of those contributions or donations to be counted as cost sharing or matching. Those methods are

specified in:

- a. Sections E and F of FMS Article VI of this award if the subaward is to a State, institution of higher education, nonprofit organization, local government, or Indian tribe.
- b. The provisions of 32 CFR 34.13(b) if the subaward is to a for-profit entity.

Section H. Program income. You must include requirements concerning program income in subawards, as follows:

1. In each subaward to a State, institution of higher education, nonprofit organization, local government, or Indian tribe:
 - a. You must require the subrecipient to account to you when it earns any program income under the subaward or uses it, so that you can prepare reports you are required to submit to us. If the award-specific terms and conditions of this award require you to account for program income earned after the period of performance, you must include a corresponding requirement in your subawards.
 - b. You must include the provisions of Sections A through D of FMS Article VII of this award.
 - c. You may specify the deduction, addition, or cost-sharing or matching alternative - described in 2 CFR 1128.720(b) - or a combination of those alternatives, for the subrecipient's use of any program income it earns. However, you still must comply with the alternative specified in Section E of FMS Article VII and any applicable award-specific terms and conditions for the total amount of program income earned, which includes amounts earned by you and your subrecipients. For example, if we require you to use the deduction alternative, you may authorize a subrecipient to use the addition alternative if you reduce the funding allocated for portions of the project or program that you or other subrecipients perform to make the required reduction in the total award amount.
2. In each subaward to a for-profit entity, you must include the provisions of 32 CFR 34.14, with the appropriate method specified for disposition of program income.

SUB Article V. Property Requirements for Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies administrative requirements concerning property that you must include in the terms and conditions of each cost-type subaward that you make under this award.
2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under PROP Articles I through VI of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Title to property.

1. **Subawards to institutions of higher education, nonprofit organizations, States, local governments, or Indian tribes.**
 - a. **General.** You must include terms and conditions in each subaward to flow down to the subrecipient the provisions of:
 - i. Paragraph A.I of PROP Article I concerning vesting of title to property acquired under the subaward unless paragraph

B.I .b of this section provides otherwise.

- ii. Sections B through E of PROP Article I that are applicable to types of property that the subrecipient may acquire, improve, donate, or for which it may otherwise be accountable under the subaward.

b. **Exceptions.** [Reserved]

2. Subawards to for-profit entities.

- a. Real property and equipment. You must obtain the prior approval of the grants officer before permitting any for-profit subrecipient to acquire or improve real property or equipment under the award.
 - i. If the grants officer does not grant the approval, you must include a subaward provision that prohibits the for-profit entity from acquiring or improving real property or equipment under the subaward.
 - ii. If the approval is granted, you must include a subaward provision specifying that title vesting and Federal interest are governed by provisions of 32 CFR 34.21(b) and (c).
- b. Supplies. You must include a subaward provision specifying that vesting of title to supplies is governed by provisions of 32 CFR 34.24(a), subject to the use and disposition requirements of 32 CFR 34.24(b).
- c. Federally owned property. You must include a provision in any subaward to a for-profit entity under which the entity may be accountable for federally owned property, to state that title to such property will remain vested in the Federal Government.

Section C. Property management system. If you make a subaward under which the subrecipient either may acquire or improve equipment, or may be accountable for federally owned property, you must include in the subaward:

- 1. If the subrecipient is a State, applicable provisions of:
 - a. Section A of PROP Article II concerning insurance for real property and equipment.
 - b. Section B of PROP Article II concerning other property management system standards.
- 2. If the subrecipient is an institution of higher education, nonprofit organization, local government, or Indian tribe, applicable provisions of:
 - a. Section A of PROP Article II concerning insurance for real property and equipment.
 - b. Section C of PROP Article II concerning other property management system standards.
- 3. If the subrecipient is a for-profit entity, applicable provisions of 32 CFR 34.22(a) and 34.23 and:
 - a. The for-profit entity may be accountable under the subaward for federally owned property; or
 - b. You obtained the grants officer's prior approval for the for-profit entity's acquisition of equipment under the subaward.

Section D. Use and disposition of real property. If the subrecipient of a subaward you make under this award may acquire or improve real property, then you must include in the subaward:

- 1. **Use.** The requirements concerning use of real property:

- a. In Section A of PROP Article III if the subaward is to an institution of higher education, nonprofit organization, State, local government, or Indian tribe, unless the award-specific terms and conditions of this award provide otherwise; and
 - b. In 32 CFR 34.21(d) if the subaward is to a for-profit entity and you obtained the grants officer's prior approval for the entity's acquisition of real property under the subaward.
2. Disposition. Provisions to require the subrecipient to request disposition instructions through you when the property is no longer needed for its originally authorized purpose, so that you can meet your responsibilities to us under Section B of PROP Article III to address the Federal interest in the property.

Section E. Use and disposition of equipment and supplies. If you make a subaward under which the subrecipient may acquire or improve equipment, or acquire supplies, you must include in the subaward, as applicable:

1. If the subaward is to a State:
 - a. The requirements in Sections Band E of PROP Article IV concerning use and disposition of equipment and supplies; and
 - b. Provisions such as those in Section A of PROP Article IV that make clear the applicability of those requirements.
2. If the subaward is to an institution of higher education, nonprofit organization, local government, or Indian tribe:
 - a. The requirements in Sections C and E of PROP Article IV concerning use of equipment and use and disposition of supplies;
 - b. Provisions such as those in Section A of PROP Article IV that make clear the applicability of those requirements; and
 - c. Provisions to require the subrecipient to request disposition instructions from you when equipment is no longer needed for its originally authorized purpose, so that you can meet your responsibilities to us under Section D of PROP Article IV to address the Federal interest in the equipment.
3. If the subaward is to a for-profit entity:
 - a. The requirements concerning use and disposition of supplies in 32 CFR 34.24(b);
 - b. And you obtained the grants officer's prior approval for the for-profit entity's acquisition of equipment under the subaward:
 - i. The requirements concerning use of equipment in 32 CFR 34.21(d); and
 - ii. Provisions such as those in Section A of PROP Article IV that make clear the applicability of those requirements; and
 - iii. Provisions to require the subrecipient to request disposition instructions from you when equipment is no longer needed for its originally authorized purpose, so that you can meet your responsibilities to us under Section B or D of PROP Article IV to address the Federal interest in the equipment.

Section F. Use and disposition of federally owned property. If you make a subaward under which the subrecipient may be accountable for federally owned property, you must include subaward provisions specifying that the subrecipient:

1. May use the property for purposes specified in paragraph A.1 of PROP Article V;
2. Must submit requests through you for the award administration office's

approval to use the property for other purposes, as described in paragraph A.2 of PROP Article V;

3. Must request the award administration office's disposition instructions through you when the property is no longer needed for subaward purposes or the subaward ends.

Section G. Intangible property. You must include in a subaward provisions specifying the requirements of:

1. Sections A through D of PROP Article VI if the subaward is to an institution of higher education, nonprofit organization, State, local government, or Indian tribe.
2. Section A of PROP Article VI as it applies to works developed under the subaward, Section B of PROP Article VI, and paragraph C.1 of Section C of PROP Article VI, if the subaward is to a for-profit entity.

SUB Article VI. Procurement Procedures To Include in Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies administrative requirements concerning procurement procedures that you must include in the terms and conditions of each cost-type subaward that you make under this award.
2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under PROC Articles I through III of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Subaward to a State. In any subaward that you make to a State, you must include the requirements of PROC Article I and applicable sections of PROC Article III of this award.

Section C. Subaward to an institution of higher education, nonprofit organization, local government, or Indian tribe. In any subaward that you make to an institution of higher education, nonprofit organization, local government, or Indian tribe:

1. You must include the requirements of Sections A through G of PROC Article II and applicable sections of PROC Article III of this award.
2. You must include the requirement for the subrecipient to make available to you, upon request:
 - a. Technical specifications of proposed procurements, under the conditions described in OMB guidance at 2 CFR 200.324(a); and
 - b. Other procurement documents for pre-procurement review, under the conditions described in OMB guidance at 2 CFR 200.324(b).
3. If it is possible that, under a subaward you make, the subrecipient may award a construction or facility improvement contract with a value in excess of the simplified acquisition threshold, you must include provisions in the subaward to require the subrecipient to comply with at least the minimum requirements for bidders' bid guarantees and contractors' performance and payment bonds described in 2 CFR 200.325(a) through (c), unless you determine that the subrecipient's bonding policy and requirements are adequate to protect Federal interests.

Section D. Subaward to a for-profit entity. In any subaward you make to a for-profit entity, you must include the requirements in 32 CFR 34.31.

SUB Article VII. Financial, Programmatic, and Property Reporting Requirements for Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies administrative requirements concerning reporting that you must include in the terms and conditions of each cost-type subaward that you make under this award.
2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under REP Articles I through III of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Performance reporting.

1. You must include terms and conditions in each subaward to require the subrecipient to provide any performance information you need, by the time you need it, to comply with the performance reporting requirements in REP Article I and other terms and conditions of this award.
2. You may specify a form, format, or data elements for use by the subrecipient to provide the information to you (you need not require the subrecipient to use the same form, format, or data elements that REP Article I specifies for your reporting to us).

Section C. Financial reporting.

1. You must include terms and conditions in each subaward to require the subrecipient to provide any financial information you need, by the time you need it, to comply with the financial reporting requirements in REP Article II and other terms and conditions of this award.
2. You may specify a form, format, or data elements for use by the subrecipient to provide the information to you (you need not require the subrecipient to use the same form, format, or data elements that REP Article II specifies for your reporting to us).

Section D. Reporting on property.

1. Each subaward you make under this award must include provisions concerning property reporting as described in paragraph D.2 of this section if the subrecipient may, under the subaward:
 - a. Acquire or improve real property or equipment;
 - b. Acquire supplies or intangible property; or
 - c. Be accountable for federally owned property.
2. The subaward provisions must require the subrecipient to give you the information you need about the property in order to meet your responsibilities to us under Sections A through D of REP Article III and PROP Articles II through VI.

Section E. Other reporting [Reserved]

SUB Article VIII. Other Administrative Requirements for Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies other administrative requirements that you either must or

should include in the terms and conditions of each cost-type subaward that you make under this award.

2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under OAR Articles I through VII of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Submission and maintenance of subrecipient information. You must include the substance of the provision in Section C of OAR Article I in any subaward you make under this award. The provision must require the subrecipient's disclosure of any evidence directly to the Inspector General, DoD.

Section C. Records retention and access. In each subaward you make under this award:

1. If the subaward is to an institution of higher education, nonprofit organization, State, local government, or Indian tribe:
 - a. You must include the requirements of Section A of OAR Article II with the additional condition that, for any subrecipient under this award that does not have a federally approved rate for indirect or facilities and administrative costs and that does not use the de minimis rate described in 2 CFR 200.414(f), you must:
 - i. Require the subrecipient to keep records that support its indirect or facilities and administrative costs charged to the subaward for 3 years from the end of the fiscal year (or other accounting period) to which the costs apply; and
 - ii. Keep any plan or computation the subrecipient submits to you to serve as a basis for your determining the reasonableness and allowability of indirect or facilities and administrative costs of the subaward, for 3 years from the end of the fiscal year (or other accounting period) to which the proposal, plan, or computation applies.
 - b. You must include the requirements of Sections B, C, and F of OAR Article II.
 - c. You must include provisions that enable you to comply with the requirements of Section D of OAR Article II concerning records for joint or long-term use.
 - d. You must include provisions that establish the same rights and responsibilities for the subrecipient under the subaward that Section E of OAR Article II establishes for you under this award.
 - e. You may not impose any other record retention or access requirements on the subrecipient.
2. If the subaward is to a for-profit entity, you must include the records retention and access provisions of 32 CFR 34.42.

Section D. Remedies and termination. The terms and conditions of each subaward you make under this award should specify your rights and responsibilities and those of the subrecipient if you take a remedial action to address a subrecipient's noncompliance with an applicable Federal statute or regulation or the terms and conditions of your subaward. Each subaward's terms and conditions should:

1. Identify remedial actions you may take to address the subrecipient's noncompliance. Available remedies are described in:
 - a. OMB guidance in 2 CFR 200.338 for a subaward to an institution of higher

education, nonprofit organization, State, local government, or Indian tribe;
and

- b. 32 CFR 34.52 for a subaward to a for-profit entity.
2. With respect to termination specifically:
 - a. Identify conditions under which you, the subrecipient, or both (by mutual agreement) may terminate the subaward, in whole or in part, as described in:
 - i. OMB guidance in 2 CFR 200.339(a) for a subaward to an institution of higher education, nonprofit organization, State, local government, or Indian tribe; and
 - ii. 32 CFR 34.51 for a subaward to a for-profit entity.
 - b. Inform the subrecipient that you will provide it with a notice of termination if you unilaterally terminate the award.
 - c. Specify that you and the subrecipient remain responsible for applicable requirements addressed in Sections G and H of this article concerning closeout, post-closeout adjustments, and continuing responsibilities.
 3. With respect to either suspension or termination of the subaward, inform the subrecipient about the criteria that you will use to either allow or disallow subaward costs, which are in:
 - a. Section D of OAR Article III for a subaward to an institution of higher education, nonprofit organization, State, local government, or Indian tribe; and
 - b. 32 CFR 34.52(c) for a subaward to a for-profit entity.

Section E. Disputes, hearings, and appeals. Each subaward's terms and conditions should specify any rights the subrecipient has to a hearing, appeal, or other administrative proceeding if it disputes a decision you render in administering its subaward. You must comply with any statute or regulation that affords the subrecipient an opportunity for a hearing, appeal, or other administrative proceeding and is applicable to the dispute.

Section F. Collection of amounts due. Although your subaward terms and conditions do not need to include any of the requirements of OAR Article V because those requirements do not flow down to subrecipients, you should consider including provisions to specify what you would need from the subrecipient if you owed a debt to the Federal Government under this award that is related to its subaward.

Section G. Closeout.

1. In each subaward that you make to an institution of higher education, nonprofit organization, State, local government, or Indian tribe, you must include provisions to require the subrecipient to:
 - a. Liquidate all obligations that it incurred under the subaward not later than 90 calendar days after the end date of the period of performance of either the subaward or this award, whichever is earlier, unless you grant an extension.
 - b. Promptly refund to you any balances of unobligated cash that you advanced or paid to the subrecipient, unless you received authorization from the DoD award administration office for the subrecipient's use of those funds on other projects or programs.
 - c. Submit to you:
 - i. Any information you need from the subrecipient to meet your responsibilities to us for an accounting of property, under Section D of

OAR Article VI; and

- ii. Not later than 90 calendar days after the end date of the period of performance of this award, unless you grant the subrecipient an extension, any information you need to meet your responsibilities to us for final reports, under Section C of OAR Article VI.
2. In each subaward that you make to a for-profit entity, you must include the terms and conditions that you deem necessary for you to be able to comply with the requirements in OAR Article VI.

Section H. Post-closeout adjustments and continuing responsibilities.

You must include provisions in each subaward to require the subrecipient to provide what you need in order to comply with the requirements of OAR Article VII.

SUB Article IX. National Policy Requirements for Subawards. (DECEMBER 2014)

Section A. General.

1. You must include provisions in the terms and conditions of each subaward you make, whether cost-type or fixed-amount type, to require the subrecipient entity's compliance with each of the national policy requirements in Sections B through E of this article that you determine is applicable, given the type of entity receiving the subaward and activities it will be carrying out under the subaward.
2. If an entity to which you are about to make a subaward will not accept an award provision requiring its compliance with a national policy requirement that you determine to be applicable, you must alert the award administration office immediately. You may not omit an applicable national policy requirement in order to make the subaward.
3. If at any time during the performance of a subaward, you learn that - or receive a credible allegation that - the subrecipient is not complying with an applicable national policy requirement, you must alert the award administration office immediately.

Section B. Nondiscrimination national policy requirements. You must include provisions in each subaward to require the subrecipient's compliance with the nondiscrimination national policy requirements specified in paragraphs A.1 through A.5 of NP Article I, as applicable.

Section C. Environmental national policy requirements. You must include provisions in each subaward to require that

1. The subrecipient comply with all applicable Federal environmental laws and regulations, including those specified in paragraphs A.2, A.3, A.5, and A.6 of NP Article II, as applicable.
2. Provide any information you need, when you need it, in order to comply with the requirement to immediately notify us of potential environmental impacts specified in paragraphs A.4, A.5, and A.6 of NP Article 11, as applicable, due to activities under the award (which includes subaward activities).

Section D. National policy requirements concerning live organisms. You must include provisions in each subaward to require the subrecipient's compliance with the national policy requirements concerning human subjects and animals that are specified in paragraphs A.1 and A.2 of NP Article 111, as applicable.

Section E. Other national policy requirements. You must include provisions in each subaward to require the subrecipient's compliance with the national policy requirements in the following portions of NP Article IV of this award, as applicable:

1. Paragraph A.1.
2. Paragraphs A.3.a and b.
3. Paragraphs A.4 through A.17.

SUB Article X. Subrecipient Monitoring and Other Post-Award Administration. (DECEMBER 2014)

Section A. General requirement for subrecipient monitoring. You must do the post-award monitoring of the subrecipient's activities under each subaward that is needed in order for you to ensure that:

1. The subrecipient carries out the portion of the substantive project or program under this award.
2. The subrecipient is using funds under the subaward (including any cost sharing or matching the subrecipient provides that is counted as project costs in the approved budget of this award) for authorized purposes.
3. The subrecipient's performance under the subaward is in compliance with applicable Federal statutes and regulations, and the terms and conditions of your subaward.

Section B. Subrecipient monitoring actions.

1. **Required monitoring actions under cost-type subawards.** You must, as part of your post-award monitoring of each subrecipient:
 - a. Review the financial and programmatic information that your subaward terms and conditions require the subrecipient to provide, in accordance with Sections B and C of SUB Article VII of this award.
 - b. Follow up and ensure that the subrecipient takes timely and appropriate action to remedy deficiencies detected through any means, including audits and on-site reviews.
 - c. With respect to audits of subrecipients that are required under FMS Article V of this award:
 - i. Verify that the subrecipient is audited in accordance with those requirements, as applicable (note that Section F of SUB Article IV requires you to include those audit requirements for the subrecipient in the subaward's terms and conditions).
 - ii. Resolve and issue a management decision for audit findings that pertain to your subaward. Doing so is a requirement under either Section A or B of FMS Article V of this award (Section B requires that explicitly and Section A does so by implementing OMB guidance in 2 CFR 200.521, as well as other portions of Subpart F of that part).
 - iii. Consider whether you need to adjust your own records related to this award based on results of audits, on-site reviews or other monitoring of the subrecipient and, as applicable, notify the award administration office.
2. Other monitoring actions. OMB guidance in 2 CFR 200.331(e)(1) through (3) describes other actions that may be useful as part of your subrecipient monitoring program, depending on the outcomes of the pre-award risk assessment you conducted in accordance with Section B of SUB Article II.

Section C. Remedies and subaward suspension or termination. With respect to any subaward under this award, you must:

1. Consider whether you need to take any remedial action if you determine that the subrecipient is noncompliant with an applicable Federal statute or regulation or

the terms and conditions of your subaward, as described in Section D of SUB Article VIII.

2. Provide a notice of termination to the subrecipient if you terminate its subaward unilaterally for any reason prior to the end of the period of performance.
3. In the case of suspension or termination of a subaward prior to the end of the period of performance, allow or disallow subaward costs in accordance with Section D of OAR Article III.

Section D. Subaward closeout.

1. You will close out each subaward when you either:
 - a. Determine that the subrecipient has completed its programmatic performance under the subaward and all applicable administrative actions; or
 - b. Terminate the subaward, if you do so prior to the end of the subaward's period of performance.
2. With respect to the closeout of each subaward:
 - a. You must pay the subrecipient promptly for allowable and reimbursable costs.
 - b. Consistent with the terms and conditions of the subaward, you must make a settlement for any upward or downward adjustments to the Federal share of costs after you receive the information you need from the subrecipient to close out the subaward.
 - c. You should complete the closeout of the subaward no later than one year after you receive and accept the final reports and other information from the subrecipient that you need to close out the subaward.

SUB Article XI. Requirements Concerning Subrecipients' Lower-Tier Subawards. (DECEMBER 2014}

Section A. Purpose. This article specifies requirements you must include in any cost-type subaward under which you determine that the subrecipient of your subaward may make lower-tier cost-type subawards to other entities. Paragraph G.1 of SUB Article XII specifies requirements related to fixed-amount type subawards at lower tiers.

Section B. Requirements for lower-tier subawards. Your cost-type subaward terms and conditions must require your subrecipient, with respect to each lower-tier cost-type subaward that it makes, to:

1. Ensure that the lower-tier transaction is a subaward, rather than a procurement, by making the determination that SUB Article I of this award requires you to make for your subawards.
2. Conduct the pre-award risk assessment of its intended subrecipient that Section B of SUB Article II of this award requires you to make for your subawards.
3. Include in any cost-type subaward it makes at the next tier:
 - a. The informational content that SUB Article III specifies;
 - b. The administrative requirements that SUB Articles IV through VIII of this award specify;
 - c. The national policy requirements that SUB Article IX of this award specifies, as applicable; and
 - d. The requirements of this article if the next-tier subrecipient may make even lower-tier

cost-type subawards to other entities.

4. Carry out the subrecipient monitoring and other post-award administration responsibilities specified in SUB Article X of this award.

SUB Article XII. Fixed-Amount Subawards. (DECEMBER 2014)

Section A. Limitations on use.

1. You may not use a fixed-amount subaward:
 - a. If the total value over the life of the subaward will exceed the simplified acquisition threshold.
 - b. Unless the project or program scope is specific, with definite outcomes, and you are able to establish a reasonable estimate of the actual costs of accomplishing those outcomes.
 - c. If you will predetermine a set amount or percentage of cost sharing or matching that the subrecipient must provide under the subaward.
 - d. If the subrecipient will acquire any real property or equipment under the subaward.
2. For fixed-amount subawards not prohibited by paragraph 1 of this section and except as provided in Section B of this article, you must obtain our prior approval before making a fixed-amount type of subaward.
 - a. If Section B of FMS Article IV requires you to obtain our prior approval before you make any subaward, and you do not identify the subaward as a fixed-amount subaward when you obtain that approval, then you must subsequently request separate approval before awarding it as a fixed-amount type of subaward.
 - b. If a subaward is identified as a fixed-amount type of subaward in the budget you submit for our approval, then our approval of the budget is the required prior approval.

Section B. Fixed-amount subawards that do not require prior approval. You are not required to obtain our prior approval before using a fixed- amount type of subaward if:

1. The subaward is to either:
 - a. A foreign public entity; or
 - b. An organizational unit of a foreign organization, if that unit does not have a place of business in the United States, regardless of whether another organizational unit of that foreign organization has one.
2. You determine that the portion of the project or program under this award which the subrecipient will be carrying out under the subaward has one or more specific outcomes with the following characteristics:
 - a. You can define the outcomes well enough to specify them at the time you make the subaward. Note that:
 - i. Outcomes are distinct from inputs needed to achieve the outcomes, such as amounts or percentages of time that subrecipient employees or other participants will spend on the project or program.
 - ii. The inherently unpredictable nature of basic or applied research makes it rarely, if ever, possible to define specific research outcomes in advance, which makes fixed-amount subawards inappropriate for research. Note that technical performance reports serve to document research outcomes but are not themselves outcomes, notwithstanding the

definition of "performance goals" in OMB guidance at 2 CFR 200.76.

- b. The accomplishment of each outcome will be observable and verifiable by you when it occurs, so that you will not need to rely solely on the subrecipient's assurance of that accomplishment.
- c. The subrecipient associates its estimated costs with outcomes in the proposal it submits to you, and you are confident that the costs of accomplishment of the outcomes will equal or exceed the subaward amount. This requires either that you have a high degree of confidence:
 - i. In your estimate of the costs associated with accomplishing the well-defined and observable outcomes, based on the prospective subrecipient's proposal (and using the applicable cost principles in FMS Article III as a guide); or
 - ii. That those costs will be within a finite range, rather than a specific amount, so that you may provide an amount of funding under the subaward that does not exceed the lower end of the range, with the provision that the subrecipient agrees to provide any balance above that amount that ultimately is needed to accomplish the outcomes. Your subaward then would include a term or condition to reflect the subrecipient's agreement to provide that balance (which would be in an amount to be post-determined, when the outcomes are accomplished). Note that this is distinct from a situation in which you predetermine a set amount or percentage of cost sharing or matching that the subrecipient must provide under its subaward, a situation in which paragraph A.1.c of this article prohibits use of a fixed-amount subaward.

3.

- a. The subaward is based on a fixed rate per unit of outcome (or "unit cost") and you have both the confidence:
 - i. That is described in paragraph B.2.c of this article in the estimated costs associated with each unit of outcome; and
 - ii. In the subrecipient's guarantee that it can accomplish at least the number of units of outcome on which your total subaward amount will be based (i.e., the product of the unit cost and the number of units of outcome the subrecipient guarantees to accomplish).
- b. Note, however, that not every fixed rate subaward is also a fixed-amount subaward. If you have confidence in the unit cost but not also in the subrecipient's ability to guarantee the number of units of outcome that it will accomplish, then you should set a not-to-exceed award amount based on the number of units desired and reduce the subaward amount at the end if the subrecipient accomplishes fewer than that number. Examples of activities for which it may be appropriate to award this type of fixed rate subaward that is not a fixed-amount subaward include:
 - i. A clinical trial for which the unit cost is the cost of treating each participant. The not-to-exceed amount would be based on the number of participants the subrecipient planned to recruit and the final award on the number who actually participated, documentation for which would be subject to audit.
 - ii. Labor costs for performance of a portion of the project or program under this award by a for-profit entity that treats its indirect cost rate as proprietary information. The unit cost in that case may be "loaded" labor rates for the entity's employees that include indirect costs. The final award amount would depend on the number of labor hours the entity's employees

expended under the subaward, documentation for which may be audited without exposing proprietary details associated with the actual costs.

Section C. Informational content of fixed-amount subawards. You must include in each fixed-amount subaward the informational content, other than the indirect cost rate, that is described in SUB Article III of this award.

Section D. Terms and conditions addressing administrative requirements.

1. **General.** This section:
 - a. Specifies the minimum set of terms and conditions (in lieu of the more extensive set specified in SUB Articles IV through X for cost-type subawards) addressing administrative requirements that you must include in each fixed-amount subaward:
 - i. To an entity other than a foreign organization, as applicable; and
 - ii. To the maximum extent practicable, to a foreign organization.
 - b. Does not preclude the inclusion of other requirements that you need in order to meet your responsibilities under this award for performance of the project or program and compliance with applicable administrative and national policy requirements.
2. Financial and program management requirements.
 - a. Financial management system standards. For a subaward to other than a for-profit entity, your subaward must require the subrecipient to include the information specified in paragraph B.1 of FMS Article I in its financial management system, for the purposes of the non-Federal audits required by paragraph 2.d of this section.
 - b. Payments. Your payments must be based on accomplishment of the outcomes and associated costs that you used to establish the award amount, rather than on subrecipient expenditures for project or program purposes. Milestone payments before the end of the subaward's period of performance may be appropriate if there are outcomes that the subrecipient will accomplish at different times during that period.
 - c. Revision of budget and program plans. If our prior approval was required under paragraph A.2 of this article for use of a fixed- amount type of subaward, then you must:
 - i. Request our prior approval for any change in scope or objective of the subaward; and
 - ii. Include a requirement in the subaward for the subrecipient to request that approval through you.
 - d. **Non-Federal audits.** You must include the requirement for non-Federal audits described in Section F of SUB Article IV. The audits are intended to focus on compliance with the performance requirements in the subaward terms and conditions and not to review actual costs as they would for a cost-type subaward.
3. Property requirements.
 - a. Federally owned property. If the subrecipient will be accountable for federally owned property, you must include the property management system, use, and disposition requirements described in Sections C and F of SUB Article V that are applicable to federally owned property.

- b. Intangible property. You must include the applicable intangible property requirements described in Section G of SUB Article V.
- 4. Reporting requirements. You must include requirements for reporting that you need in order to meet your responsibilities under this award for reporting to us.
- 5. Other administrative requirements.
 - a. Integrity-related information. You must include the substance of the provision in Section C of OAR Article I in any subaward you make under this award. The provision must require the subrecipient's disclosure of any evidence directly to the Inspector General, DoD.
 - b. Records retention and access.
 - i. You must include the requirements for records retention and access in paragraph A.3 and Sections B and F of OAR Article 11, as applicable, if the subaward is to an institution of higher education, nonprofit organization, State, local government, or Indian tribe. You may not impose any other records retention or access requirements on the subrecipient.
 - ii. You must include the corresponding requirements of 32 CFR 34.42 if the subaward is to a for-profit entity.
 - c. **Remedies and termination.** You must include:
 - i. The requirements concerning remedies and termination that are described in paragraphs D.1 and 2 of SUB Article VIII;
 - ii. Provisions addressing any hearing and appeal rights the subrecipient has, as described in Section E of SUB Article VIII; and
 - iii. Terms and conditions addressing adjustment of the amount of the subaward if it is terminated before the subrecipient accomplishes all of the specified outcomes.
 - d. Continuing responsibilities. You must include requirements concerning continuing responsibilities for audits and records retention and access that are described in paragraphs B.1 and 3 of OAR Article VII.
 - e. Collection of amounts due. You should consider including requirements concerning collection of amounts due, as described in Section F of SUB Article VIII.

Section E. National policy requirements for fixed-amount subawards. You must include in the terms and conditions of each fixed-amount subaward the national policy requirements that SUB Article IX of this award specifies, as applicable.

Section F. Subrecipient monitoring and other post-award administration. You must carry out the subrecipient monitoring and post-award administration actions specified in SUB Article X, as applicable.

Section G. Fixed-amount subawards at lower tiers.

- 1. **Authority.**
 - a. If Section B of this article authorizes you to use a fixed-amount type of subaward without our prior approval in some situations, a cost-type subaward that you make may authorize the subrecipient to use fixed-amount subawards at the next lower tier in those same situations without our prior approval.
 - b. If you wish to allow a subrecipient of a cost-type subaward to use fixed-amount subawards at the next tier in other situations (i.e., situations in which this

article requires you to obtain our prior approval before using a fixed-amount type of subaward), your subaward terms and conditions must require the subrecipient to submit a request through you to obtain our prior approval for use of that type of subaward.

2. **Subaward requirements.** If your subrecipient is authorized to use lower-tier fixed-amount subawards, as described in paragraphs 1.a and b of this section, your subaward's terms and conditions must:
 - a. Require the subrecipient, before **it** makes any lower-tier fixed-amount subaward, to:
 - i. Ensure that the lower-tier transaction is a subaward, rather than a procurement, by making the determination that SUB Article I of this award requires you to make for your subawards.
 - ii. Conduct the pre-award risk assessment of its intended subrecipient that Section B of SUB Article II of this award requires you to make for your subawards.
 - b. Include the requirements specified in Sections A through F of this article.

National Policy (NP) Terms and Conditions

NP Article I. Nondiscrimination national policy requirements. (December 2014)

Section A. Cross-cutting nondiscrimination requirements. By signing this award or accepting funds under this award, you assure that you will comply with applicable provisions of the national policies prohibiting discrimination:

1. On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as implemented by Department of Defense (DoD) regulations at 32 CFR part 195.
2. On the basis of gender, blindness, or visual impairment, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as implemented by DoD regulations at 32 CFR part 196.
3. On the basis of age, in the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR part 90.
4. On the basis of disability, in the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR part 41 and DoD regulations at 32 CFR part 56.
5. On the basis of disability in the Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.) related to physically handicapped persons' ready access to, and use of, buildings and facilities for which Federal funds are used in design, construction, or alteration.

Section 8. [Reserved]

NP Article II. Environmental national policy requirements. (December 2014)

Section A. Cross-cutting environmental requirements. You must:

1. You must comply with all applicable Federal environmental laws and regulations. The laws and regulations identified in this section are not intended to be a complete list.
2. Comply with applicable provisions of the Clean Air Act (42 U.S.C. 7401, et seq.) and Clean Water Act (33 U.S.C. 1251, et seq.).
3. Comply with applicable provisions of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), as implemented by the Department of Housing and Urban Development at 24 CFR part 35. The requirements concern lead-based paint in buildings owned by the Federal Government or housing receiving Federal assistance.

4. Immediately identify to us, as the Federal awarding agency, any potential impact that you find this award may have on:
 - a. The quality of the "human environment", as defined in 40 CFR 1508.14, including wetlands; and provide any help we may need to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321 et seq.), the regulations at 40 CFR 1500-1508, and E.O. 12114, if applicable; and assist us to prepare Environmental Impact Statements or other environmental documentation. In such cases, you may take no action that will have an environmental impact (e.g., physical disturbance of a site such as breaking of ground) or limit the choice of reasonable alternatives to the proposed action until we provide written notification of Federal compliance with NEPA or E.O. 12114.
 - b. Flood-prone areas and provide any help we may need to comply with the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et seq.), which require flood insurance, when available, for federally assisted construction or acquisition in flood-prone areas.
 - c. A land or water use or natural resource of a coastal zone that is part of a federally approved State coastal zone management plan and provide any help we may need to comply with the Coastal Zone Management Act of 1972 (16 U.S.C. 1451, et seq.) including preparation of a Federal agency Coastal Consistency Determination.
 - d. Coastal barriers along the Atlantic and Gulf coasts and Great Lakes' shores and provide help we may need to comply with the Coastal Barrier Resources Act (16 U.S.C. 3501 et seq.), concerning preservation of barrier resources.
 - e. Any existing or proposed component of the National Wild and Scenic Rivers system and provide any help we may need to comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.).
 - f. Underground sources of drinking water in areas that have an aquifer that is the sole or principal drinking water source and in wellhead protection areas, and provide any help we may need to comply with the Safe Drinking Water Act (42 U.S.C. 300f et seq.).
5. You must comply fully with the Endangered Species Act of 1973, as amended (ESA, at 16 U.S.C. 1531 et seq.), and implementing regulations of the Departments of the Interior (50 CFR parts 10-24) and Commerce (50 CFR parts 217-227). You also must provide any help we may need in complying with the consultation requirements of ESA section 7 (16 U.S.C. 1536) applicable to Federal agencies or any regulatory authorization we may need based on the award of this grant. This is not in lieu of responsibilities you have to comply with provisions of the Act that apply directly to you as a U.S. entity, independent of receiving this award.
6. You must fully comply with the Marine Mammal Protection Act of 1972, as amended (MMPA, at 16 U.S.C. 1361 et seq.) and provide any assistance we may need in obtaining any required MMPA permit based on an award of this grant.

Section B. [Reserved]

NP Article III. National policy requirements concerning live organisms. {December 2014}

Section A. Cross-cutting requirements concerning live organisms.

1. **Human subjects.**
 - a. You must protect the rights and welfare of individuals who participate as human subjects in research under this award and comply with the requirements at 32 CFR

part 219, DoD Instruction (DoDI) 3216.02, 10 U.S.C. 980, and when applicable, Food and Drug Administration (FDA) regulations.

- b. You must not begin performance of research involving human subjects, also known as human subjects research (HSR), that is covered under 32 CFR part 219, or that meets exemption criteria under 32 CFR 219.101(b), until you receive a formal notification of approval from a DoD Human Research Protection Official (HRPO). Approval to perform HSR under this award is

received after the HRPO has performed a review of your documentation of planned HSR activities and has officially furnished a

concurrence with your determination as presented in the documentation.

- c. In order for the HRPO to accomplish this concurrence review, you must provide sufficient documentation to enable his or her assessment as follows:
 - i. If the HSR meets an exemption criterion under 32 CFR 219.101(b), the documentation must include a citation of the exemption category under 32 CFR 219.101(b) and a rationale statement.
 - ii. If your activity is determined as "non-exempt research involving human subjects", the documentation must include:
 - (A) Assurance of Compliance (i.e., Department of Health and Human Services Office for Human Research Protections (OHRP) Federalwide Assurance (FWA)) appropriate for the scope of work or program plan; and
 - (B) Institutional Review Board (IRB) approval, as well as all documentation reviewed by the IRB to make their determination.
- d. The HRPO retains final judgment on what activities constitute HSR, whether an exempt category applies, whether the risk determination is appropriate, and whether the planned HSR activities comply with the requirements in paragraph 1.a of this section.

- e. You must notify the HRPO immediately of any suspensions or terminations of the Assurance of Compliance.
- f. DoD staff, consultants, and advisory groups may independently review and inspect your research and research procedures involving human subjects and, based on such findings, DoD may prohibit research that presents unacceptable hazards or otherwise fails to comply with DoD requirements.
- g. Definitions for terms used in paragraph 1 of this article are found in DoDI 3216.02.

2. Animals.

- a. Prior to initiating any animal work under the award, you must:
 - i. Register your research, development, test, and evaluation or training facility with the Secretary of Agriculture in accordance with 7 U.S.C. 2136 and 9 CFR 2.30, unless otherwise exempt from this requirement by meeting the conditions in 7 U.S.C. 2136 and 9 CFR parts 1-4 for the duration of the activity.
 - ii. Have your proposed animal use approved in accordance with Department of Defense Instruction (DoDI) 3216.01, Use of Animals in DoD Programs by a DoD Component Headquarters Oversight Office.
 - iii. Furnish evidence of such registration and approval to the grants officer.
- b. You must make the animals on which the research is being conducted, and all premises, facilities, vehicles, equipment, and records that support animal care and use available during business hours and at other times mutually agreeable to you, the United States Department of Agriculture Office of Animal and Plant Health Inspection Service (USDA/APHIS) representative,
 personnel representing the DoD component oversight offices, as well as the grants officer, to ascertain that you are compliant
 with 7 U.S.C. 2131 et seq., 9 CFR parts 1-4, and DoDI 3216.01.
- c. Your care and use of animals must conform with the pertinent laws of the United States, regulations of the Department of Agriculture, and regulations, policies, and procedures of the Department of Defense (see 7 U.S.C. 2131 et seq., 9 CFR parts 1-4, and DoDI 3216.01).
- d. You must acquire animals in accordance with DoDI 3216.01.

3. Use of Remedies.

Failure to comply with the applicable requirements in paragraphs 1-2 of this section may result in the DoD Component's use of remedies, e.g., wholly or partially terminating or suspending the award, temporarily withholding payment under the award pending correction of the deficiency or disallowing all or part of the cost of the activity or action (including the federal share and any required cost sharing or matching) that is not in compliance. See OAR Article III.

Section B. [Reserved]

NP Article IV. Other National Policy Requirements. (December 2014)

Section A. Cross-cutting requirements.

1. **Debarment and suspension.** You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR part 180, as adopted by DoD at 2 CFR part 1125. This includes requirements concerning your principals under this award, as well as requirements

concerning your procurement transactions and subawards that are implemented in PROC Articles I through III and SUB Article II.

2. **Drug-free workplace.** You must comply with drug-free workplace requirements in Subpart B of 2 CFR part 26, which is the DoD implementation of 41 U.S.C. chapter 81, "Drug-Free Workplace."

3. **Lobbying.**

- a. You must comply with the restrictions on lobbying in 31 U.S.C. 1352, as implemented by DoD at 32 CFR part 28, and submit all disclosures required by that statute and regulation.
- b. You must comply with the prohibition in 18 U.S.C. 1913 on the use of Federal funds, absent express Congressional authorization, to pay directly or indirectly for any service, advertisement or other written matter, telephone communication, or other device intended to influence at any time a Member of Congress or official of any government concerning any legislation, law, policy, appropriation, or ratification.
- c. If you are a nonprofit organization described in section 501(c)(4) of title 26, United States Code (the Internal Revenue Code of 1968), you may not engage in lobbying activities as defined in the Lobbying Disclosure Act of 1995 (2 U.S.C., chapter 26). If we determine that you have engaged in lobbying activities, we will cease all payments to you under this and other awards and terminate the awards unilaterally for material failure to comply with the award terms and conditions.

4. **Officials not to benefit.** You must comply with the requirement that no member of Congress shall be admitted to any share or part of this award, or to any benefit arising from it, in accordance with 41 U.S.C. 6306.

5. **Hatch Act.** If applicable, you must comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508) concerning political activities of certain State and local government employees, as implemented by the Office of Personnel Management at 5 CFR part 151, which limits political activity of employees or officers of State or local governments whose employment is connected to an activity financed in whole or part with Federal funds.

6. **Native American graves protection and repatriation.** If you control or possess Native American remains and associated funerary objects, you must comply with the requirements of 43 CFR part 10, the Department of the Interior implementation of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C., chapter 32).

7. **Fly America Act.** You must comply with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118), commonly referred to as the "Fly America Act," and implementing regulations at 41 CFR 301-10.131 through 301-10.143. The law and regulations require that U.S. Government financed international air travel of passengers and transportation of personal effects or property must use a U.S. Flag air carrier or be performed under a cost sharing arrangement with a U.S. carrier, if such service is available.

8. **Use of United States-flag vessels.** You must comply with the following requirements of the Department of Transportation at 46 CFR 381.7, in regulations implementing the Cargo Preference Act of 1954:

- a. Pursuant to Public Law 83-664 (46 U.S.C. 55305), at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise obtained with funds under this award, and which may be transported by ocean vessel, must be transported on privately owned United States-flag commercial vessels, if available.
- b. Within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph 8.a of this section must

be furnished to both our award administrator (through you in the case of your contractor's bill-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.

9. **Research misconduct.** You must comply with requirements concerning research misconduct in Enclosure 4 to DoD Instruction 3210.7, "Research Integrity and Misconduct." The Instruction implements the Governmentwide research misconduct policy that the Office of Science and Technology Policy published in the FEDERAL REGISTER (65 FR 76260, December 6, 2000, available through the U.S. Government Printing Office website: <https://www.federalregister.gov/documents/2000/12/06/00-30852/executive-office-of-the-president-federal-policy-on-research-misconduct-preamble-for-research>).

10. Requirements for an Institution of Higher Education Concerning Military Recruiters and Reserve Officers Training Corps (ROTC).

a. As a condition for receiving funds available to the DoD under this award, you agree that you are not an institution of higher education (as defined in 32 CFR part 216) that has a policy or practice that either prohibits, or in effect prevents:

- i. The Secretary of a Military Department from maintaining, establishing, or operating a unit of the Senior Reserve Officers Training Corps (ROTC) - in accordance with 10 U.S.C. 654 and other applicable Federal laws - at that institution (or any subelement of that institution);
- ii. Any student at that institution (or any subelement of that institution) from enrolling in a unit of the Senior ROTC at another institution of higher education.
- iii. The Secretary of a Military Department or Secretary of Homeland Security from gaining access to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of military recruiting in a manner that is at least equal in quality and scope to the access to campuses and to students that is provided to any other employer; or
- iv. Access by military recruiters for purposes of military recruiting to the names of students (who are 17 years of age or older and enrolled at that institution or any subelement of that institution); their addresses, telephone listings, dates and places of birth, levels of education, academic majors, and degrees received; and the most recent educational institutions in which they were enrolled.

b. If you are determined, using the procedures in 32 CFR part 216, to be such an institution of higher education during the period of performance of this award, we:

- i. Will cease all payments to you of DoD funds under this award and all other DoD grants and cooperative agreements; and
- ii. May suspend or terminate those awards unilaterally for material failure to comply with the award terms and conditions.

11. **Historic preservation.** You must identify to us any:

- a. Property listed or eligible for listing on the National Register of Historic Places that will be affected by this award, and provide any help we may need, with respect to this award, to comply with Section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. 306108), as implemented by the Advisory Council on Historic Preservation regulations at 36 CFR part 800 and Executive Order 11593, "Identification and Protection of Historic Properties," [3 CFR, 1971-1975 Comp., p. 559]. Impacts to historical properties are included in the definition of "human environment" that require impact assessment under NEPA (See NP Article 11, Section A).
- b. Potential under this award for irreparable loss or destruction of significant scientific, prehistorical, historical, or archeological data, and provide any help we may need, with

respect to this award, to comply with the Archaeological and Historic Preservation Act of 1974 (54 U.S.C. chapter 3125).

12. **Relocation and real property acquisition.** You must comply with applicable provisions of 49 CFR part 24, which implements the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601, et seq.) and provides for fair and equitable treatment of persons displaced by federally assisted programs or persons whose property is acquired as a result of such programs.
13. **Confidentiality of patient records.** You must keep confidential any records that you maintain of the identity, diagnosis, prognosis, or treatment of any patient in connection with any program or activity relating to substance abuse education, prevention, training, treatment, or rehabilitation that is assisted directly or indirectly under this award, in accordance with 42 U.S.C. 290dd-2.
14. **Pro-Children Act.**
You must comply with applicable restrictions in the Pro-Children Act of 1994 (Title 20, Chapter 68, subchapter X, Part B of the U.S. Code) on smoking in any indoor facility:
 - a. Constructed, operated, or maintained under this award and used for routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18.
 - b. Owned, leased, or contracted for and used under this award for the routine provision of federally funded health care, day care, or early childhood development (Head Start) services to children under the age of 18.
15. **Constitution Day.** You must comply with Public Law 108-447, Div. J, Title I, Sec. 111 (36 U.S.C. 106 note), which requires each educational institution receiving Federal funds in a Federal fiscal year to hold an educational program on the United States Constitution on September 17th during that year for the students served by the educational institution.
16. **Trafficking in persons.** You must comply with requirements concerning trafficking in persons specified in the award term at 2 CFR 175.1S(b), as applicable.
17. **Whistleblower protections.** You must comply with 10 U.S.C. 2409, including the:
 - a. Prohibition on reprisals against employees disclosing certain types of information to specified persons or bodies; and
 - b. Requirement to notify your employees in writing, in the predominant native language of the workforce, of their rights and protections under that statute.

Section B. [Reserved]