

**STATEMENT OF WORK
for
WILDLIFE TECHNICIAN SUPPORT
FOR
DIRECTORATE OF PUBLIC WORKS, ENVIRONMENTAL AND NATURAL
RESOURCES DIVISION, FORT A.P. HILL, VIRGINIA**

Cooperative Agreement No: W9128F-17-2-0018

In accordance with FAR 7.503(e), projects for execution under this Cooperative Agreement (CA) by USACE do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using Non-Federal Entity (NFE) services or work products.

In accordance with FAR 37.104, this CA shall not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

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

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

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

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

1.1 The Fort A.P. Hill (FAPH) environmental program ensures military mission activities are conducted in compliance with all applicable environmental laws, regulations and policies. Article I B of the master agreement states the objectives of the CESU are to: provide research, technical assistance and education to federal land management, environmental and research agencies and their potential partners; develop a program of research, technical assistance and education that involves the biological, physical, social, and wildlife resource 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 In agreement with the above stated goals, the NFE agrees to provide the necessary personnel, equipment, and materials required to conduct wildlife management, for the Wildlife program within the FAPH Directorate of Public Works (DPW), Environmental and Natural Resources Division (ENRD) located at Fort A.P. Hill, Virginia. The scope of this agreement includes supporting the program manager (PM) through various program management duties including, but not limited to providing technical support for management of the wildlife resources at FAPH in order to provide the desired training setting, maintain ecosystem health, and protect natural resources.

1.3 This work requires onsite support persons located at Fort A.P. Hill, Virginia. This work requires the support of one full-time mid-level biologist for 9 months. The work involves: up to 5% travel, as required, to trainings, workshops, seminars, or other installations throughout the US and its territories; attending meetings, conduct training or briefings. NFE personnel will participate in the layout of fish, wildlife, soil and water conservation projects, recommends improvements of methods and techniques, and is fully responsible for compliance with safety rules and regulations; develop sites, schedules and implements wildlife habitat improvements such as conservation plantings, soil amendments and vegetation management; assist in the execution of projects such as fish stocking, prescribed burning, soil sampling, water level management, maintenance of hunting blinds, clearings, trail maintenance, invasive and nuisance species controls, and signage; operate equipment commonly used in conservation and land management such as boats, chainsaws, weed and brush cutters, agricultural tractors, front-end loader, soil tillage and planting implements, off-road vehicles, and trucks and; assist with routine first echelon maintenance on conservation equipment. NFE personnel will assist in the collection of data on fish and wildlife populations, threatened and endangered species, invasive species, and habitat conditions; recommend appropriate adjustments to both indirect and direct survey methods as directed; conduct surveys in both night-time and daytime conditions. Auditory and visual count methods are used; use GPS and GIS tools, trail cameras, and a variety of methods are used to conduct resource inventories.

1.4 **PERIOD OF PERFORMANCE** - The period of performance is 9 months from date of award. Anticipated start date will be in May 2017 and last into February 2018.

2.0 AUTHORITY

2.1 In agreement with the above stated goals, the NFE agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the US Army Garrison, Fort A.P. Hill's responsibilities pursuant to Title 10 USC 2665, Sale of Certain Interests in Land: Logs; the Sikes Act Improvement Act (16 USC 670 et seq.); DoD Financial Management Regulation (FMR) 7000, 14-R, Vol11A, Chapter 16; Army Regulation (AR) 200-1, Environmental Protection and Enhancement; AR-405-90, Disposal of Real Estate; AR 385-10, The Army Safety Program; the FAPH Integrated Natural Resources Management Plan (INRMP).

2.2 A Cooperative agreement is a legal instrument which, consistent with 31 U.S.C. 6305, is used to enter into the same kind of relationship as a grant, except that substantial involvement is expected between the Department of Defense (DoD) and the NFE when carrying out the activity contemplated by the cooperative agreement. The DoD agrees to participate at a national level in support of the CESU program as accepted in the Master MOU for the establishment and continuation of the CESU program Article II 1-4 and Article VI 1-7.

The installation further (hence DoD) agrees to provide substantial involvement as directed under the Agreement W9128F-17-2-TBD. Specifically, FAPH will provide administrative assistance, as appropriate and necessary to execute this Agreement and subsequent modifications, and will provide further cooperation in the following areas:

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

3.0 DESCRIPTION OF OBJECTIVES

3.1 **Wildlife Technician Support Tasks**

3.1.1 **Task 1: Wildlife Management Support**

Fort A.P. Hill encompasses approximately 76,000 acres of land in Caroline County, Virginia and provides military training in explosives, combat, navigation and orienteering, demolition, engineering, parachuting and equipment drops. In accordance with Army Regulation (AR) 200-1, Natural Resources - Land, Forest, and Wildlife Management, Fort A.P. Hill requires the development and implementation of a wildlife enhancement area management plan, an open areas management plan, review of the Integrated Natural Resources Management Plan (INRMP), biological data collection, GIS support, and support for other fisheries and wildlife projects.

3.1.2 **Task 2: Equipment Operation, Inventory and Maintenance**

FAPH Wildlife and Fisheries Branch maintains a broad variety of equipment and tools required for habitat improvement activities. NFEs are responsible for supporting equipment upkeep, maintenance, and accountability by creating and maintaining logs of maintenance schedules and performing basic equipment maintenance tasks as needed. NFEs communicate when new or lifecycle replacement equipment is needed or would provide benefit to the program. NFEs are responsible for assisting other personnel with proper upkeep of all NFE-leased and government-owned vehicles. NFEs are responsible for becoming familiar with operating a variety of equipment owned or used by the Branch to include ATVs, UTVs, high-mobility multi-wheeled vehicles (HMMWVs), tractors, front-end loaders, vegetation shredders, chainsaws, brush saws, leaf blowers and other equipment/vehicles (and necessary attachments). All NFEs that utilize

program equipment are to be certified at the necessary level to operate the identified vehicles and equipment.

3.1.3 Task 3: Cross-Program Area Support and Outreach Activities

Cross-functional area support creates efficiencies and supports project success within the DPW, ENRD, or other directorates. Related efforts may include assisting the Forestry branch in completing necessary surveys or development of wildlife openings; assisting with management initiatives for identified threatened and endangered species (TES); and pest management or cultural resource program area initiatives or project implementation to attain larger-scale land management goals and objectives. Assists with educational programs both on and off post as requested.

PREFERRED QUALIFICATIONS

NFEs are to attain qualification and certifications outlined within specific tasks in sections 3.1-3.3 of this SOW. Qualifications include a functional knowledge of wildlife management practices, related equipment, ecosystem function, wildlife biology and physiology, disease concepts and knowledge of BMPs for water quality. Desired qualifications also include attaining and maintaining certifications related to task-specific equipment including ATVs, UTVs, HMMWVs, EVOC, chainsaws, and pumps. Only qualified, licensed personnel are to operate government equipment and vehicles. Vehicles are to be insured, operated, and maintain in compliance with AR 385-10.

4.0 SECURITY

NFE personnel must have the appropriate level of security and must maintain the level of security clearance necessary to access the installation and installation information technology (IT) systems. NFE personnel must comply with applicable installation, facility and local security policies and procedures.

5.0 PHYSICAL SECURITY

All government equipment, information and property provided for use will be safeguarded. At the close of each work period, government facilities, equipment, and materials shall be secured.

6.0 GOVERNMENT FURNISHED MATERIALS

6.1 Facilities. The Government will allow the use of facilities (office space), computers, administrative support equipment, and furniture necessary for the tasks specified in this agreement. The facilities, computers, administrative support equipment, and furniture will be retained on Government records for accountability purposes. This will allow the mobility of NFEs to work at a different facility or office location or in the event that the use of a facility or office is required to be occupied by the Government. The NFE is responsible for any loss and/or damage to Government property beyond normal usage wear and tear.

6.2 Utilities. The Government will provide utilities to include lights, water, heat, air conditioning, and a telephone (for official use only). Custodial service is provided under an installation-wide contract. The NFE is responsible for keeping work areas clean and taking out trash when needed prior to the weekly custodial service.

6.3 Office Supplies. The Government will supply what it considers to be reasonable quantities of consumable office supplies in response to requests from the NFE. Such supplies may be limited by the availability of Government funds. Office supplies shall be used by the NFE in support of this SOW for official business only. Office supplies shall include, but not be limited to pens, pencils, paper clips, paper, printer ink, post-it notepads, notebooks, clip boards, thumb tacks, tape dispensers, staplers, and staples. The Government not supplying these materials shall not be a reason for NFE non-performance.

7.0 DELIVERABLES

7.1 Wildlife Technician Support

Task 1: Wildlife Management Support: The NFEs are responsible for land maintenance and plantings. Compile data of fields, openings and acreage maintained or planted. Provide spread sheet and maps to include field names, location, and type of maintenance or seed planted.

Task 2: Equipment Operation, Inventory, and Maintenance: NFEs are responsible for maintaining equipment, supplies and hand-receipt inventories. NFEs are responsible for providing updated inventories by 31 January for budget planning purposes. Completion of the inventory requirements and a summary of equipment status and/or replacement needs shall be reported to the wildlife manager.

NFEs are responsible for preparing and providing (or coordinating) required general maintenance for wildlife equipment prior to and following fall and spring burn seasons. This includes tool sharpening, general chainsaw, leaf blower, ATV, UTV, and fireflow care and maintenance, transport preparation and loading, topping off all fuel, and PPE inspection and replacement requests. NFEs are responsible for communicating when equipment is ready for use or if additional maintenance is required. Any completed equipment maintenance is to be documented in appropriate Wildlife Branch maintenance logs.

Task 3: Nuisance Animal Control: Responsible for trapping nuisance beavers and maintaining numbers and locations of lethal removal of problem beavers. Provide suggestions for long term non-lethal solutions in problem areas. Due 31 January 2018.

Task 4: Trapping Program: Act as lead contact for the Fish and Wildlife Branch's trapping program. Contact interested trappers, conduct meetings and assignment of areas. Coordinate program through the Range Control Office and the Game Check Station. Due 31 December 2017.

Task 5: Biological Data Collection: Produce GIS route map of existing eastern bluebird nest box trail. Maintain nest boxes and replace as needed. Monitor nesting success and provide spreadsheet of nesting success. Due 31 August 2017.

Produce GIS route maps and data results in spreadsheet format for the deer snow track census. Due 31 December 2017.

Produce GIS location maps and data results in spreadsheet format for the 2014 white-tailed deer and eastern wild turkey drop net capture success. Due 31 January 2018.

Task 6: Integrated Natural Resource Management Plan (INRMP): Update non-game species and nuisance animal control sections of INRMP to include current management principles. Due 30 November 2017.

Task 7: GIS Support: Produce Maps of Habitat Improvements and Biological Data Collection as required.

Task 8: Briefing Materials/Data: The NFE will provide the ENRD staff with any necessary project evaluations, briefings, and support documents for command decision-making as necessary.

Task 9: Cross-Program Area Support and Outreach Activities: Attend quarterly ENRD meetings, quarterly Natural Resource meetings, quarterly Environmental Quality Control Committee (EQCC), monthly Range Control coordination meetings, and weekly Wildlife planning meetings as requested to determine, coordinate, or provide a status brief of cooperative initiatives.

8.0 POINTS OF CONTACT:

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