

Performance Work Statement

for

Commercial-Off-the-Shelf (COTS), Volatile Organic Compounds (VOCs) and Hazardous Air Pollutants (HAPs)-Free, non-chromate low temperature powder coating (LTPC) system for United States Air Force use

PHASE II

PR Number: FD2060-17-30718

12 Sep 2017

1.0 Description of Services. This project seeks to modify Hentzen (Crosslink) Powder Coatings No. 6191-61003 to support Aerospace Ground Equipment (AGE) at Pacific Air Force (PACAF) locations.

Hentzen (Crosslink) Powder Coatings No. 6191-61003 is a commercial-off-the-shelf (COTS) low temperature powder coating (LTPC), which shall be referred to as COTS LTPC herein. The Contractor shall work towards tailoring the COTS LTPC formulation to include: i) addition of suitable Ultraviolet (UV) stabilizers to improve weathering performance, ii) addition of relevant biocides to mitigate against microbial influenced corrosion (MIC) and, iii) obtain empirical confirmation of improved additive performance through additional laboratory and beachfront testing.

The Contractor shall be responsible for the planning and execution of all aspects required to support and successfully complete this effort.

1.1 Objective(s). The Contractor shall be required to demonstrate a non-chromate, Volatile Organic Compound (VOC) and Hazardous Air Pollutant (HAP)-free, COTS LTPC (at 250-300°F oven bake) compatibility and use on coupons machined from aluminum and steel alloys commonly used on AGE and in aviation.

1.2 Benefit to United States Air Force (USAF). If successful, the COTS LTPC would offer the Department of Defense (DoD) a VOC and HAP free material coating system capable of supporting PACAF AGE.

1.3 Background. This is a follow-on engineering effort, consequential of Phase I data received per contract W911NF-11-D-0001. Phase I of this effort was issued by US Army ACC-APG-RPT W911NF, 4300 S Miami Blvd, Durham, NC, and administered by DCM Dayton Area C, Building 30, Wright-Patterson AFB, OH.

2.0 Services Summary

Performance Objective	PWS Reference	Performance Threshold
Quality of Contract Data Requirements List (CDRL) deliverable	4.2 - 4.7, 4.8d - 4.8e 4.10, 4.12 & 4.13	There shall be no more than one rejection of each deliverable. There shall be no more than three total rejections of deliverables per contract year. The Government will reject a deliverable if one or more technical errors or two or more minor errors are found within the deliverable. A technical error is defined as the format not being in accordance with the CDRL or the content not being accurate and complete in accordance with the CDRL, PWS or contract. A minor error is defined as a typographical or grammatical error. The rejected deliverable shall be corrected and resubmitted per the CDRL instructions.
Receipt of CDRL deliverable	4.2 - 4.7, 4.8d - 4.8e 4.10, 4.12 & 4.13	There shall be no more than one late submission of deliverables per quarter. The Contractor shall notify the Government if the delivery of any data/document will not meet the scheduled delivery date and negotiate a revised delivery date. The data/document shall be delivered by the revised delivery date acceptable to the Government.
Contractor Manpower Reporting	5.7	Within 30 calendar days of contract/order award, the Contractor shall establish a record for the contract/order in eCMRA including Order Data, Contact Data and Location Data. The Contractor shall provide an annual count of contractor/subcontractor personnel performing services and report all contractor/subcontractor labor hours required for performance of services for each fiscal year. All data shall be reported no later than October 31 of the following fiscal year.

3.0 Government Property and Services

3.1 Government property. Government property will not be provided.

3.2 Government-Furnished Information. The Government will provide Technical Orders (T.O.s) and publications associated with this effort. A list of applicable TO(s) and publications is provided in Appendix A, Section 6.1 of this PWS.

4.0 Technical Requirements

4.1 Period and place of performance.

4.1.1 Contract/Order period of performance. The draft final report is due 930 days after contract award. The Government will then have 30 calendar days to review the final report and return

comments to the Contractor. The Contractor shall then have 30 calendar days after receipt of the Government's comments to make any necessary corrections, additions, etc. The overall period of performance is 930 days from the date of contract award.

4.1.2 Place of Performance. These services shall be performed primarily at the Contractor's facility or at a location, or locations, that shall be approved by AFLCMC/WNZE. Analysis of the coupon samples and writing of the final report may be conducted at a third party lab or the Contractor's main facility.

4.2 Evaluation of the COTS LTFC. The Contractor shall submit a technical report that identifies and details limitations and/or deficiencies related to the existing COTS LTFC formulation in regards to antimicrobial action and UV light decomposition. The Contractor shall provide known practices or standards, as applicable, inhibitors in use that may improve similar COTS LTFC chemical-based deficiencies. (A001, DI-MISC-80508B, Technical Report-Study/Services)

4.3 PACAF AGE on-site evaluations and technical study.

4.3.1 Direct inspection of PACAF AGE. The Contractor shall directly inspect, review and document AGE conditions and environmental conditions at the following PACAF installations:

- Kadena AB, Japan
 - o AGE POC: SMSgt Scott Thibodeau, 18 EMS/MXMG, scott.thibodeau.1@us.af.mil
 - o Corrosion Control POC: SMSgt Johnny Barton, 18 EMS/MXMF, johnny.barton@us.af.mil
- Andersen AFB, Guam
 - o AGE POC: MSgt David Vick, 36 MXS/MXMG, david.vick@us.af.mil
 - o Corrosion Control POC: MSgt Robert Madsen, 36 MXS/MXMF, robert.madsen@us.af.mil
- Kunsan AB, Korea
 - o AGE POC: MSgt Marcus Haralson, 8 MXS/MXMG, marcus.haralson@us.af.mil
 - o Corrosion Control POC: SMSgt Brian Leonard, 8 MXS/MXMF, brian.leonard.2@us.af.mil

At each identified installation, the Contractor shall inspect five (minimum) MIC degraded and UV damaged AGE units. The Contractor shall also inspect local and surrounding environments, as applicable, to support this study. Based on the inspections, the Contractor shall accomplish and document the following:

- a. Identification, characterization and classification of field-prevalent microorganisms and MIC-types specific to PACAF AGE units; the Contractor shall compare microbial species found and detail/determine consistencies and/or differences as related to populations recovered at the various sites.
- b. Provide detailed overview and quantify various PACAF AGE material damage(s) due to MIC/microbial activities and UV damage.
- c. Identification of industry-available antimicrobial agents and UV stabilizer additive packages (five each, minimum) compatible with the COTS LTFC formulation; additives shall be compatible with environmental regulations and laws within California, United States.
- d. Assess equipment discoloration and wear and any other signs of weatherability concerns, due to UV exposure, and premature degradation by inhibiting initiation of the degrading process via UV radiation absorption.

The Contractor shall provide copies of relevant digital AGE-specific photographs and scientific literature used to validate reported conclusions and findings; recommendations shall be provided by the Contractor to support results. Further, the Contractor shall provide written and signed statement(s) from the LTPC OEM that indicates that the additive and inhibitor (to be identified) proposals presented to AFLCMC/WNZE, for testing considerations, are compatible with the LTPC system, and appropriate for PACAF AGE environmental applications. The Government has the right to require the Contractor to conduct follow-on inspections, and report findings, if insufficient information is presented. (A002, DI-MISC-80508B, Technical Report-Study/Services)

4.3.2 Technical Order 35-1-3 review and recommendations. The Contractor shall review T.O. 35-1-3, and document military processes and corrosion maintenance employed as related to weatherability and MIC control locally. At minimum, the Contractor shall review methods required by T.O. 35-1-3 and evaluate the local effectiveness, and in some cases, perceived effectiveness, to include and as related to the following:

- a. equipment storage and preventative cleaning cycles and requirement measures;
- b. corrosion preventative regulation and guidance as a function of equipment age and material type;
- c. corrosion guidance within prescribed tolerable limitations, whereby associated guidance allows the following:
 - i. cleaning and returning to service
 - ii. corrosion repair methods, once damage is determined to be outside of prescribed tolerable limits;
 - iii. subcomponents replacement or unit condemnation guidance, once deemed too expensive to repair corrosion damage;
- d. miscellaneous shortfalls and improvements

Post review and on-site evaluations, the Contractor shall theorize how to improve local work practices and processes to combat weathering and MIC damage to PACAF AGE units. The Contractor shall provide various alternatives and propose new corrosion preventative methods, and associated guidance/literature, for USAF consideration and inclusion into TO 35-1-3, specific to LTPC application. (A003, DI- MISC-80508B, Technical Report-Study/Services)

4.4 Laboratory test plan and procedures. The Contractor shall draft and develop a test plan and procedures, which shall address all requirements, identified herein, and shall include relevant data record sheets, charts, graphs, identification of test instruments by manufacturer, model number, and serial number. Further, the Contractor's test plan and procedures shall emulate identical substrate size, material and laboratory testing/analysis and requirements detailed per the following:

- a. *Experimental Test Plan for Demonstration and Qualification of Low Temperature Powder Coatings for Use on Aerospace and Ground Support Equipment*, DO 0251, TCN 14-022, Dated 26 Aug 2014 (contract number W911NF-11-D-0001)
- b. *Qualification Testing of Low Temperature, Commercial-off-the-Shelf (COTS) Powder Coatings for Aerospace Applications*, DO 0125, TCN 14-022, Dated 29 Feb 2016 (contract number W911NF-11-D-0001)

In addition, the test plan and procedures shall incorporate accelerated MIC (for example, ASTM-E-2180, ASTM-D-5590-00, ASTM-D-3274, etc., as applicable) and weatherability testing to assess COTS LTPCs and the proposed COTS LTPC formulation modification coatings required herein. Control coatings to assess biocidal effectiveness and performance shall be hexavalent chromium based, and approved by AFLCMC/WNZE. For all testing, the wet control coating systems identified in Phase I shall be tested for direct comparison performance purposes. The Contractor shall identify material, inhibitor, additives and known formulation variations that exist between each coating system and test coupon, which can be easily tracked throughout the project timeline (markings of coupons). The test plan and procedures are subject to AFLCMC/WNZE review and approval. (A004, DI-NDTI-80603A, Test Procedure)

4.5 Laboratory testing and USAF evaluation. After Government approval of the test plan and procedures, the Contractor shall schedule the testing to be conducted. The Contractor shall provide a test report post execution of the laboratory test plan. If shipping is required to move the item(s) to and from a test site away from the Contractor's facility, the Contractor shall be responsible for all costs associated with the shipment. The Contractor shall notify the Government of the date, time, and location of testing 30 calendar days prior to the start of testing. The Government has the option to witness the test by one or more representatives.

The final laboratory test report shall cover the engineering and technical development of the coating systems and subsystems as well as recommendations, if any, for future efforts related to the work that has been completed. The report shall document tasks, issues, actions, and deliverables, as applicable. Problem areas shall be identified with proposed solutions and outcomes. Within the laboratory test report, and based on test results, the Contractor shall down-select and recommend three modified COTS LTPC formulations (with UV and MIC additives) for beachfront exposure testing. Visual, microscopic and spectrographic methods shall be used to characterize any degradation (i.e., loss of color and gloss, delamination, cracking, blistering and chalking, etc.) at various inspection intervals. Additionally, AFLCMC/WNZE requires that the Contractor remove the existing paint systems of three (max) USAF equipment items/subsystems in order to coat each with the appropriate/modified LTPC paint system--equipment shall be selected by USAF, post LTPC lab testing, and utilized for USAF field review. Equipment utilized for LTPC application shall be a maintenance stand (B-1, B-4, etc.) and/or a towbar (C-17, KC-135, MD-1, etc.) or of a similar size and type structure utilized with AGE equipment. **The Contractor has the option to purchase this equipment new and uncoated vice using USAF provided equipment requiring refurbishment prior to coating.** All costs and efforts associated with completing this task (to include equipment/paint prep work, shipment of equipment to and from bases, etc.) shall be coordinated/accomplished and funded via the Contractor. The Government will work with the Contractor to ensure component size limitations, if any, are not exceeded. (A005, DI NDTI 80809B NOT 1, Test/Inspection Report) (A005, DI-NDTI-80809B NOT 1, Test/Inspection Report)

4.6 Beachfront test plan and procedures. The Contractor shall draft a beachfront exposure test plan and procedures that shall emulate substrate size and material and atmospheric and location testing and analysis as detailed per the following:

- a. *Experimental Test Plan for Demonstration and Qualification of Low Temperature Powder Coatings for Use on Aerospace and Ground Support Equipment*, DO 0251, TCN 14-022, Dated 26 Aug 2014 (contract number W911NF-11-D-0001)
- b. *Qualification Testing of Low Temperature, Commercial-off-the-Shelf (COTS) Powder Coatings for Aerospace Applications*, DO 0125, TCN 14-022, Dated 29 Feb 2016 (contract number W911NF-11-D-0001)

The Contractor shall test the control COTS LTPC and the three modified COTS LTPC down-selected formulations (see 4.5) for this effort. However, beachfront testing shall occur over an 18 month (minimum) period instead of 12 months. Location of testing shall be at up to two locations identified in 4.3.1, and determined by the Government. The beachfront test plan is subject to AFLCMC/WNZE review and approval; the contractor shall ensure that environmental conditions (excess wind, snow, etc.) does not compromise (become detached from the coupon rack, etc.) the test coupons. (A006, DI-NDTI-80603A, Test Procedure)

4.7 Beachfront testing and final report. The Contractor shall submit a test report post execution of the beachfront test plan and procedures. The final report shall cover the engineering and technical development of the coating system and subsystems as well recommendations, if any, for future efforts related to the work that has been completed. The report shall document tasks, issues, actions, engineering data acquired/produced/resulting due to this effort, and deliverables. Problem areas shall be identified with proposed solutions and outcomes. Testing period of performance shall be 18 months minimum. Visual, microscopic and spectrographic methods shall be used to characterize any degradation (i.e., loss of color and gloss, delamination, cracking, blistering and chalking) at various inspection intervals (not to exceed 3 months) shall be employed to justify final down-selection of the final and recommended LTPC product formulation.

T.O. 35-1-3 changes, and associated rationale for such changes, required to implement use of the final product shall be detailed within the final report and included as part of the report appendix. Such changes shall include field-level repair inspections, instructions, applicability, processes and other requirements to allow sustained use of the LTPC. Finally, the report shall include a Cost/Benefit Analysis (CBA) or Return of Investment (ROI) to estimate a timeline as to when the Air Force will recoup the cost of LTPC coating implementation for AGE. Methodology shall be based in part on the anticipated savings of corrosion maintenance and expedited loss of assets due to corrosion, assuming the current Air Force paint and primers are determined to be an inferior product. (A007, DI-NDTI-80809B NOT 1, Technical/Inspection Report)

4.8 Program management.

- a. Program manager. The Contractor shall identify to the Government and maintain a single point of contact (Program Manager) for all matters under this contract. The Contractor shall also ensure that all program management personnel assigned to the program shall be available, as required, to meet program objectives.
- b. Plant access. The Contractor shall arrange for full access to applicable Contractor facilities and offices by Government representatives conducting any business, making observations, or performing inspections required by public law or by this contract.

- c. Conference room. The Contractor shall provide a conference room suitable for meetings of up to eight Government representatives, plus Contractor personnel, in support of scheduled meetings at the Contractor's facility.
- d. Meeting agendas. The Contractor shall publish an agenda for all meetings and conferences specified in 4.9. The Contractor shall request from the Government any items or issues to be discussed or presented at the meetings, and shall include such items in the agenda. Agendas shall be submitted not less than five business days prior to any meeting. (A008, DI-ADMN-81249A, Conference Agenda)
- e. Meeting minutes. The Contractor shall provide a written record of the discussions, decisions, and action items identified at each meeting. Minutes shall include presentation material. (A009, DI-ADMN-81250A, Conference Minutes)

4.9 Program status reviews and Technical Interchange Meetings. The Contractor shall arrange and participate in regular (bi-monthly) program status reviews (by phone), as approved by the Government Program Manager. The purpose of these meetings shall be to brief the progress of each assigned task, and to solicit input and concurrence of work performed. The Contractor shall generate presentation materials as required to aid in the discussion of technical issues and shall support Technical Interchange Meetings/Reviews. The Contractor shall provide conference agendas (see paragraph 4.8d), meeting minutes (see paragraph 4.8e), and track Action Items associate with the aforementioned meetings/reviews.

4.10 Monthly status report. The Contractor shall track program progress and document such via monthly status reports. The Contractor shall submit a monthly status report that shall cover the engineering and technical development of the system and subsystems as well as a projection of planned work for the remaining effort. Reports shall document tasks, issues, actions, and deliverables. Problem areas shall be identified with proposed solutions and outcomes. The current program integrated master schedule (IMS) (see 4.12) shall be provided as attachments to the monthly status report. (A010, DI-MGMT-80227, Contractor's Progress, Status and Management Report)

4.11 Conferences, program, and technical reviews.

4.11.1 Postaward conference. If the Government determines that a postaward conference is necessary, the Government will convene the conference with the Contractor at a location that is mutually agreeable to both parties, or via teleconference, within 60 calendar days after contract award. The Procuring Contracting Officer (PCO) will coordinate the actual date, time, and location of the conference with the Contractor.

4.11.2 Program Management Reviews (PMRs). The Contractor shall participate in and support all reviews, audits, and meetings as requested by the PCO. Program Management Reviews shall be conducted quarterly or as required at a mutually agreeable location or via teleconferences.

4.12 Integrated master schedule (IMS). A baseline IMS shall be developed at the start of the contract in accordance with DI-MGMT-81861A, Format 6. The Contractor shall implement and maintain the IMS using the original baseline schedule as an unchanging reference. The IMS shall be provided in both Microsoft Project and PDF formats as an attachment to the monthly status report (see 4.10). (A011, DI-MGMT-81861A, Integrated Program Management Report (IPMR))

4.13 Government inspection and acceptance of deliverables. AFLCMC/WNZE will have the right to reject or require correction of any deficiencies found in deliverables. In the event of rejection of any deliverable, AFLCMC/WNZE will notify the Contractor in writing of the specific reasons why the deliverable was rejected. The Contractor shall have 30 calendar days, or as outlined in the CDRLs (whichever is shorter), to correct the rejected deliverable and resubmit to AFLCMC/WNZE for re-inspection. If no comments are provided within 30 calendar days of deliverable receipt, the deliverable will be deemed to have been accepted by the Government.

TABLE II. Summary of required CDRLs with delivery schedules.

Paragraph	Description	CDRL	Due Date
4.2	DI-MISC-80508B, Technical Report-Study/Services (<i>Evaluation of the COTS LTTC</i>)	A001	75 DAC
4.3.1	DI-MISC-80508B, Technical Report-Study/Services (<i>Direct inspection of PACAF AGE</i>)	A002	140 DAC
4.3.2	DI-MISC-80508B, Technical Report-Study/Services (<i>Technical Order (TO) 35-1-3 review and recommendations</i>)	A003	180 DAC
4.4	DI-NDTI-80603A, Test Procedure (<i>Laboratory test plan and procedures</i>)	A004	250 DAC
4.5	DI-NDTI-80809B NOT 1, Test/Inspection Report (<i>Laboratory testing</i>)	A005	270 DAC
4.6	DI-NDTI-80603A, Test Procedure (<i>Beachfront test plan and procedures</i>)	A006	300 DAC
4.7	DI-NDTI-80809B NOT 1, Technical/Inspection Report (<i>Beachfront testing</i>)	A007	930 DAC
4.8d	DI-ADMN-81249A, Meeting agendas (<i>Conference Agenda</i>)	A008	ASREQ
4.8e	DI-ADMN-81250A, Meeting minutes (<i>Conference Minutes</i>)	A009	ASREQ
4.10	DI-MGMT-80227, Contractor's Progress, Status and Management Report (<i>Monthly status report</i>)	A010	Monthly
4.12	DI-MGMT-81861A, Integrated Program Management Report (IPMR) - (<i>Integrated master schedule (IMS)</i>).	A011	Monthly

NOTE: If a discrepancy exists between the CDRL form and this document, the language within this document will take precedence.

4.14 Travel. Travel requests for Contractor personnel shall be submitted for approval to the PCO prior to costs being incurred and a minimum of 15 calendar days in advance of departure. Travel by Contractor personnel shall be conducted in accordance with Federal Acquisition Regulation (FAR) 31.205-46, Travel Costs.

5.0 General Information

5.1 Continuation of Mission-Essential Services During a Crisis. The Functional Commander (FC) or civilian equivalent has determined these services are not mission-essential and services will not continue in the event of a crisis.

5.2 Security Requirements

5.2.1 Security Regulations. The Contractor shall ensure personnel, information, systems, property, facility and international security requirements are met. The Contractor shall comply with all applicable security regulations.

5.2.2 Operations Security (OPSEC). The purpose of OPSEC is to reduce the vulnerability of USAF missions to adversary collection and exploitation of critical information. The Contractor shall ensure compliance with DoDD 5205.02E, DoD Directive for Operations Security (OPSEC), and DoD Manual 5205.02-M, DoD Operations Security (OPSEC) Program Manual, to protect United States (U.S.) Government interests.

5.2.3 Security Clearance. It is not expected Contractor personnel will require security clearances for proper accomplishment of contract/order requirements. Contractor personnel shall not be authorized access to classified information and/or CUI and classified items or be permitted to work on classified projects and/or programs without an appropriate security clearance and a need-to-know. If security clearances become necessary after contract/order award, the Contractor shall ensure applicable Contractor personnel obtain security clearances appropriate to the access required for proper accomplishment of contract/order requirements.

5.2.4 Security Incident or Violation. The Contractor shall immediately notify the Government Security Office of any potential or actual security incident or violation.

5.2.5 Security of Contractor System(s). The Contractor shall ensure the security of Automated Information System(s) (AIS) at the Contractor's facility to preclude potential security incidents or violations.

5.2.6 Access to Government System(s). Access to Government system(s) will not be required to perform tasks under the contract order.

5.2.7 Access to Government Facility or Military Installation. The Contractor shall ensure Contractor personnel who require access to a Government facility or military installation comply with the security requirements of the facility or installation.

5.3 Environmental Management System (EMS). These services shall be performed primarily at the Contractor's facilities; therefore, the EMS requirement does not apply.

5.4 Agency Affirmative Procurement Programs

5.4.1 In accordance with FAR 23.404, Agency Affirmative Procurement Programs, 100% of purchases of Environmental Protection Agency (EPA)-designated products included in the Comprehensive Procurement Guidelines (CPG) list [<http://www.epa.gov/cpg/products.htm>] and/or United States Department of Agriculture (USDA)-designated products included in the biobased product listings [<http://www.biopreferred.gov>] shall, at a minimum, meet the EPA or USDA standards for recovered materials or biobased content, respectively, unless an item cannot be acquired competitively within a realistic timeframe, meet appropriate performance standards, and/or be acquired at a reasonable price.

5.4.2 In accordance with FAR 23.404(a)(iii), the Contractor shall provide estimates and verification of recovered material for EPA-designated CPG products and certification for both EPA-designated CPG products and USDA-designated biobased products. In accordance with the Robins Air Force Base, Georgia / Green Procurement Program (GPP) Plan, the Contractor shall provide estimates and certifications to the Government for completion of the applicable attachment(s) to be included in the Purchase Request (PR) package.

5.4 Safety Requirements

5.5.1 Contractor Compliance. The Contractor shall comply with Government Safety and Health regulations including, but not limited to, Public Law 91-596, Occupational Safety and Health Act (OSHA), and DoDD 4715.1E, Environment, Safety, and Occupational Health (ESOH). OSHA and ESOH requirements shall be incorporated into the Contractor's safety program.

5.4.1 Mishap Notification/Investigation

5.4.1.1 In accordance with AFI 91-204, Safety Investigations and Reports, paragraph 2.4.6.1.1, the Contractor shall report mishaps involving damage or injury to USAF interests. In accordance with AFI 91-204, paragraph 1.3.1.1, damage or injury includes: damage to DoD property; occupational illness to DoD military or civilian personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; and damage to public or private property or injury or illness to non-DoD personnel caused by USAF operations.

5.4.1.2 In accordance with AFI 91-204, paragraph 2.4.6.1.1, the Contractor shall ensure the USAF [Safety Office] and the applicable contract management authority are notified of mishaps. The Contractor shall contact the MFT [Contracting Officer's Representative (COR), if available, or another MFT member] by telephone within 16 business hours.

5.4.1.3 In accordance with AFI 91-204, paragraph 2.4.6.1.2, the Contractor shall cooperate with USAF safety investigations.

5.5 Inspection of Services. In accordance with the Inspection of Supply/Services clause(s) identified in the contract, the Government reserves the right to inspect Contractor performance.

5.6 Trafficking in Persons. The Contractor shall comply with FAR 52.222-50, Combating Trafficking in Persons. Additional information about Trafficking in Persons is available at the site for the Department of State's Office to Monitor and Combat Trafficking in Persons below.

<http://www.state.gov/j/tip>

5.7 Contractor Manpower Reporting

5.7.1 In accordance with the Contractor Manpower Reporting / Contractor Quick Reference Guide, the Contractor shall establish a record for the contract/order in the Enterprise-wide Contractor Manpower Reporting Application (eCMRA) no later than 30 calendar days after contract/order award. In accordance with the Contractor Manpower Reporting / Contractor User Guide, the Contractor shall enter Order Data, Contact Data and Location Data.

5.7.2 In accordance with the Secretary of the Air Force for Acquisition (SAF/AQ) Memorandum, Implementation of FY11 NDAA [National Defense Authorization Act] Section 8108 [of Public Law 112-10 of the Department of Defense and Full-Year Continuing Appropriations Act, 2011], Contractor Inventory, dated Nov 13 2012, the Contractor shall provide an annual count of contractor/subcontractor personnel performing work if the DoD is the requiring activity, if the acquisition is using U.S. Government appropriated funds, and if the acquisition is equal to or greater than the Simplified Acquisition Threshold (SAT) [currently \$150,000.00].

5.7.3 In accordance with the Office of the Secretary of Defense (OSD) Memorandum, Enterprise-wide Contractor Manpower Reporting Application, dated Nov 28, 2012, the Contractor shall report all Contractor labor hours, including subcontractor labor hours, required for performance of the services provided under the contract at the eCMRA site below. Reporting shall be conducted for each fiscal year, which extends October 1 through September 30. While inputs may be made any time during the fiscal year, all data shall be reported no later than October 31 of the following fiscal. The Contractor may direct questions to the help desk at the eCMRA site below.

<http://www.ecmra.mil>

5.8 Invoicing/Payment and Receipt/Acceptance. In accordance with DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports, the Contractor shall submit/process payment requests and receipt/acceptance documents via Wide Area WorkFlow e-Business Suite / Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT).

6.0 Appendices

6.1 Appendix A: References

Publication	Title of Publication	Date of Publication	Section(s) that Apply
T.O. 35-1-3	<i>CORROSION PREVENTION AND CONTROL, CLEANING, PAINTING, AND MARKING OF USAF SUPPORT EQUIPMENT (SE)</i>	26 Apr 2014	Entirety

DO 0125, TCN 14-022, Dated 29 Feb 2016 (contract number W911NF-11-D-0001	<i>Qualification Testing of Low Temperature, Commercial-off-the-Shelf (COTS) Powder Coatings for Aerospace Applications</i>	29 Feb 2016	Entirety
DO 0251, TCN 14-022 (contract number W911NF-11-D-0001	<i>Experimental Test Plan for Demonstration and Qualification of Low Temperature Powder Coatings for Use on Aerospace and Ground Support Equipment,</i>	26 Aug 2014	Entirety