

STATEMENT OF WORK (SOW)  
SIERRA NEVADA RED FOX STATUS UPDATE FOR THE MONO LAKE POPULATION  
AT MARINE CORPS MOUNTAIN WARFARE TRAINING CENTER BRIDGEPORT,  
MONO COUNTY, CALIFORNIA  
**N62473-22-2-0012**

August 2022

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## **A. INTRODUCTION**

This Statement of Work (SOW) solicits services for designing and performing biological monitoring surveys at Marine Corps Mountain Warfare Training Center Bridgeport, CA (MCMWTC). To ensure MCMWTC's military training mission and environmental conservation mission are compatible and mutually supportive, multiple MCMWTC organizations have a role or responsibility in managing and supporting the natural resources. On those lands permitted by the USFS for MCMWTC, the United States Marine Corps (USMC) is responsible for ensuring the sustainability of training and complying with permit conditions. The management of natural resources on USFS is ultimately under the jurisdiction of the Forest Supervisor for the Humboldt-Toiyabe National Forest (HTNF). The USMC, however, can implement and support the overall natural resources management on MCMWTC, in cooperation with USFS. Close collaboration and partnering is required between the USMC and USFS in order to be cost effective, provide consistent management across jurisdictions, avoid redundancy, and optimize the use of scarce resources.

Sierra Nevada red fox (SNRF), *Vulpes vulpes necator*, is Federally listed as an Endangered distinct population segment under the Endangered Species Act. The subspecies is considered one of the most endangered mammalian taxa in North America. The subspecies is generally split between the Northern Sierra population and the Southern Sierra population, of which the Northern Sierras generally have the majority of the animals. The Southern Sierra population was rediscovered in the Mono Creek area after trail camera detections in 2019 along Mono Lake. Initial estimates placed the Southern Sierra population at just 3 known adult females in the last species status review. Detections were made in the portions of the Humboldt-Toiyabe National Forest under Special Use Agreement (SUA) with MCMWTC as recently as March 2022.

Due to small population size and remote habitat, this population has been difficult to study and estimate but has potential direct impacts to the military mission on MCMWTC including Limited Operating Period (LOP) standards. A better understanding of range, occupation, and habitat use on MCMWTC will serve to limit potential effects to the species and direct proactive and beneficial management actions.

## **B. PURPOSE**

The purpose of this project is to provide MCMWTC with updated status and range of a small population of SNRF.

## **C. LOCATION**

MCMWTC is located approximately 100 miles south of Reno, Nevada at an elevation of 6,800 feet. MCMWTC has a total permit area (installation area) of 61,938 acres with 46.2 miles of roads. This total installation area consists of 16 training areas, 1 conservation area, 5 training corridors, 53 landing zones, 6 drop zones, 2 expeditionary air fields and landing points throughout.

MCMWTC consists of a complex arrangement of parcels with ownership by various DoN users, other users, other government agencies (i.e., US Forest Service, and California Department Fish and Wildlife), and private land ownership (see attachment Figures 3 and 4). Most of the land comprising MCMWTC is administered by the USFS, with a small area owned by the DoD. Private inholdings and CDFW land are not included as part of the MCMWTC installation, even if the parcel is within the larger overall boundary. The USMC needs to coordinate with CDFW for any military activities they would like to conduct on CDFW land, regardless of where it occurs within MCMWTC. MCMWTC training activities in the Humboldt-Toiyabe National Forest (HTNF) have been authorized under the DoD and US Department of Agriculture Master Agreement of 1988, Public Law 100-693, Public Law 111-84, a 40-year SUP and other temporary or annual SUPs issued by the USFS.

The nearest Cooperator-accessible fuel and accommodations are roughly 30 miles outside MCMWTC. The Contractor shall be prepared to supply their own off-road capable vehicles and additional fuel storage necessary to complete the tasks.

#### **D. DESIGNATED REPRESENTATIVES**

1. The Base Technical Representative (BTR) is Andrew Irvin, Natural/Cultural Resources Manager, Marine Corps Mountain Warfare Training Center (MCMWTC), Bldg. 2001, MCMWTC, Bridgeport, CA 93517; phone (760) 932-1564, email: [andrew.irvin@usmc.mil](mailto:andrew.irvin@usmc.mil).
2. a) The Cooperative Agreement Technical Representative (CATR) is David McNaughton, Natural Resources Specialist, NAVFAC SW, 750 Pacific Highway, 12<sup>th</sup> Floor, San Diego, CA 92132-0001; Phone: (619) 705-5569, [david.k.mcnaughton2.civ@us.navy.mil](mailto:david.k.mcnaughton2.civ@us.navy.mil).  
  
b) The Alternate Cooperative Agreement Technical Representative (CATR) is Karen Mabb, Natural Resources Specialist, NAVFAC SW, 750 Pacific Highway, 12<sup>th</sup> Floor, San Diego, CA 92132-0001; Phone: (619) 705-5552, [karen.t.mabb.civ@us.navy.mil](mailto:karen.t.mabb.civ@us.navy.mil).
3. The Cooperative Agreement Administrator (CAA) is Kevin Magennis, Contract Specialist, NAVFAC SW, 750 Pacific Highway, 12<sup>th</sup> Floor, San Diego, CA 92132-0001; Phone: (619) 705-5566, and email [kevin.e.magennis.civ@us.navy.mil](mailto:kevin.e.magennis.civ@us.navy.mil).

The CATR is responsible for ensuring that all work is performed per the requirements and specifications outlined in this Cooperative Agreement, and that the work performed, including all written reports and professional services are of an acceptable technical quality. For this Cooperative Agreement, the CATR shall be the first and primary point of contact for the Recipient and Base Technical Representative (including their respective representatives or staffs) regarding any inquiries, questions, concerns, and issues related to the implementation of the requirements and specifications of this Cooperative Agreement. The CATR has no authority to make any changes to this Cooperative Agreement, only the CAA may affect any change to this Cooperative Agreement.

Any change in scope of work must be issued to the Recipient, in writing, by the Grants Officer to be binding on the government. No government employee has authority to change this Cooperative Agreement by oral or written directives, instructions, commitments and/or acceptances or any other manner.

The Cooperator will be designated at the time of proposal submission the individual within their organization who is authorized to negotiate with the Cooperative Agreement Administrator. The designation will stipulate the individual's authority to commit the Cooperator.

#### **E. PERIOD OF PERFORMANCE**

The base period of performance covered by this agreement is **36 months upon award**, based on standard academic two (2) year sampling replication and one (1) year for reporting and publications. The end date is the anticipated date that the Government accepts the final report. The parties may extend the term of the Cooperative Agreement by written modification.

A thirty (30) day period, starting on date of award, will be used for the Recipient to provide preliminary documents to the CAA and CATR. Documents include, but are not limited to, Insurance documents/certificates, Accident Prevention Plans/Site Health and Safety Plans (as applicable), etc. Recipient may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

#### **F. MATERIAL AVAILABLE FOR REVIEW**

MCMWTC shall provide maps and/or GIS of the sampling locations and road networks, known SNRF populations, and other datasets relevant to the project. A full list of necessary layers should be prepared and sent to the BTR and COTR prior to the kickoff meeting and may be amended for up to one week after the meeting.

The following documents are available for review upon request:

- a. 2018. Amec Foster Wheeler Environmental & Infrastructure, Inc. Integrated Natural Resources Management Plan, Marine Corps Mountain Warfare Training Center, Bridgeport, CA (MWTC)
- b. 2018. United States Marine Corps, Mountain Warfare Training Center, SUP BRI-682, Appendix B, FY19 Annual Operating Plan
- c. 2018. U.S. Department of Agriculture, Forest Service, Humboldt-Toiyabe National Forest, Bridgeport Ranger District, Special Use Permit, Authorization ID: BRI682
- d. 2009. Marine Corps Order P5090.2A Environmental Compliance and Protection Manual

#### **G. GENERAL REQUIREMENTS**

The Cooperator shall manage the total work effort and assure fully adequate and timely completion of these services. Included in this function shall be a full range of management duties including, but not limited to, planning, scheduling, analysis, quality control, lab work, and for meeting professional industry standards and protocols.

1. **BIOLOGICAL REQUIREMENTS:** The project need stems from the INRMP and SUA/SUP processes under Sikes Act.

2. **SAFETY REQUIREMENTS:** The contractor is required to conform to the most current edition of the U.S. Army Corps of Engineers Safety and Health requirements, EM385-1-1 and all applicable Occupational Health and Safety Administration (OSHA), and National Fire Protection Association (NFPA) standards. Contractor field staff will meet all safety requirements for field access and isolated work in a rugged environment.

3. **CLEAN-UP AND DISPOSAL:** Work areas shall be left in a neat and orderly manner with all debris being picked up at the end of each day. All waste shall be carried out with the Contractor. There is no landfill aboard MCMWTC.

4. **SCHEDULE:** The Contractor is required to commence work within fifteen (15) calendar days after the date of the pre-performance meeting (unless otherwise directed), and shall complete the entire job not later than 31 October 2022.

Within two (2) weeks of the acceptance of the work plan, and prior to starting work, the Contractor shall provide the Contract Surveillance Representative (CSR) at building 2001 (760) 932-1564 with a written work schedule, and shall notify the CSR within twenty-four (24) hours of starting work. The Contractor shall adhere to the submitted schedule unless prior written notification is submitted. The Contractor shall also provide twenty-four (24) hours' notice to arrange for final inspection in the field, unless waived by the BTR and CSR.

5. **DAILY REPORTS:** The contractor shall submit a daily report to the (CSR) before 10:00 A.M. for the work that was performed the previous day. Due to budget constraints this report can be a verbal briefing.

6. **PERMITS:** At no additional cost to the Government, the Recipient shall be in possession of all necessary permits [e.g. 10 (a)(1)(A)] from the state and federal regulatory agencies (i.e., California Department of Fish and Wildlife, U.S. Fish and Wildlife Service (USFWS), National Marine Fisheries, etc.) necessary to conduct the activities stipulated in this Agreement. All required permits shall be submitted to the CAA (via CATR) during the Kick-off Meeting, or prior to the initiation of any fieldwork that requires permitting, whichever comes first. All permits will be submitted as part of the proposal.

7. **VEHICLES:** Due to rugged terrain and field and trail conditions, remote access, and limited available response, the Cooperator shall provide 4x4 trucks or SUVs for all field access. All-wheel drive and 4x4 sedan chassis vehicles are not permitted. The Cooperator and their employees are required to obtain a Privately Owned Vehicle (POV) waiver for all vehicles used on the project. These waivers shall be obtained through the BTR.

If U.S. government vehicles are provided and used (no guarantee), such information is not required. All personnel must carry photographic identification (see Section G13 below), and/or other passes as required and identified by the BTR while on government property. The Cooperator shall contact the BTR to initiate pass procedures and complete any required orientation. Violations of access, communications or other standard operating procedures may result in immediate termination of the treatment and survey effort. The Government will provide Standard Operating Procedures and Cooperator Guidelines to the Cooperator.

## **H. SPECIFIC REQUIREMENTS**

The Agreement includes the following tasks:

### **COOPERATOR INVOLVEMENT**

Task 1: Quantify SNRF population size and habitat occupation within the local region (Southern Sierra Nevadas, Mono Creek subpopulation).

The Cooperator shall gather samples non-intrusively such as but not limited to: scat collection and analysis, detection dogs, wildlife cameras, scent stations, fur samples, or similar. Methods and scheme will be up to the Cooperator team and proposal as set for the record within the work plan.

Task 2: Describe the gene flow characteristics among this population using genetic primers.

The methods in the proposal shall be enacted to identify individual animals and determine their genetic health. Results shall include a population viability analysis (PVA). If specimens can be obtained from Northern Sierra populations or other subpopulations in the Southern Sierras, comparison and analysis shall be made.

Task 3: Describe the effects of human subsidies in SNRF diets and its influence on the population and behavior.

Using physical diet, fecal content, and food items/sources found in the population's occupied proximity, describe how human subsidies influence the SNRF population. This may include direct influence, i.e. dietary inputs, or indirect, i.e. drawing in predators and competition that pressure the population. Methods shall be left up to the technical team but should be noninvasive and should be reproducible at other sites.

Task 4: Describe other predatory/competitor canid communities and how they interact with SNRF to determine range occupation and use.

Human subsidies are feared to attract, concentrate, and educate coyote and other canid populations. Speculation surrounding SNRF selection of remote habitats often at altitude suggests that canid competitors may be a causal factor. As collection of non-fox fecal material is likely considering the difficulty in determining canid species source in the field, mapping and analyzing non-SNRF fecal contributions can lend some evidence as to the contribution of canid-interactions in SNRF ecology. The Cooperator shall provide analysis and conclusions drawn by the field work in the deliverables from this project.

Task 5: (Optional objective) If possible, describe potential military influence on diet separately from recreational user influence.

USMC-generated waste often has distinct markers in the field such as uniform MRE bags, communication wire, and concentrated use and refuse. Though required to remove all trash and sign with them as they depart training, evidence can at times be found around the periphery of training locations. The National Forest of which MCMWTC is an operational part also attracts tourism including day and longer-term camping, climbers, hikers, and drive-by visitors. If the Cooperator has confidently proposed to meet the optional objective for task 5 in their proposal, then they shall confirm sources and preferences for the human subsidies found in SNRF and competitor diets drawn between these two main human influence groups.

Task 6: (Optional objective) If possible, determine individual health from fecal analysis, camera footage, or other techniques.

If, during the course of genetic and dietary analysis, evidence of individual health to include nutrition, disease, and parasite loads shall be noted in progress and final reports. The Cooperator shall be held to the participation described in the proposal.

## CATR INVOLVEMENT

The NAVFAC SW CATR agrees to provide substantial involvement as a cooperator on this agreement. The CATR will function as a project manager, an agency representative, and a research partner. Functional responsibilities include:

1. The NAVFAC SW CATR will be involved in the development of methodology, data gathering, and/or report writing and editing.
2. The NAVFACSW CATR as a Project Manager will actively participate in the project planning and review including the development of the work plan, the execution of that plan, and review of the products and deliverables.
3. The NAVFACSW CATR will look for partnering opportunities and collaborators amongst the DoD community that may benefit the Cooperator's efforts. The CATR will facilitate cooperation between MCMWTC staff, other contractors and cooperators, and the Cooperator.

4. The NAVFACSW CATR will facilitate the dispersal of findings and products from the agreement through suggestion, limited presentation, or limited publication (such as short non-scholarly articles), or aid base or Cooperator personnel in doing so.
5. The NAVFACSW CATR will incur in-kind or direct expenditures in carrying out the activities specified in this statement of work.
6. The NAVFACSW CATR will act to approve project invoices or explain disagreements between the Cooperator and the Government. The CATR will mediate between the base and the Cooperator when necessary.

## BTR INVOLVEMENT

1. The MCMWTC BTR will set Base objectives and priorities and communicate those clearly to the team.
2. The MCMWTC BTR will gather and provide base-specific information to include sensitive areas, endangered species and cultural resource prohibitions, geographical knowledge, reports, and known features of interest.
3. The MCMWTC BTR will provide access and transportation logistics support to include access scheduling, travel routes and landmarks, and local operational support.
4. The MCMWTC BTR as a Project Manager will actively participate in the project planning and review including the development of the work plan, the execution of that plan, and review of the products and deliverables.
5. The MCMWTC BTR will be involved in the development of methodology, data gathering, and/or report writing and editing.
6. The MCMWTC BTR reserves the right to release findings and products from the project including status reports and mid-project deliverables especially to inform command, headquarters, and regulators such as the USFS, USFWS, or indigenous Tribes and Nations.
7. The MCMWTC BTR will communicate with Federal and state partners and regulators such as National Forest Service, California Department of Fish and Wildlife, and US Fish and Wildlife Service as a single point of contact for MCMWTC. All communication in this regard should be directed through the BTR unless directed otherwise or in immediate need.



## **I. MEETINGS/COORDINATION**

The Cooperator shall take notes at all meetings. All minutes are generated as draft by the Cooperator, proceed through review by the Government (base and NAVFAC), before finalizing with incorporated comments.

### **Half-Day Kick-off Meeting.**

A kickoff meeting shall be held at the beginning of the Agreement. The purpose of the kick-off meeting is to discuss any questions the Cooperator may have regarding the contract, explain Base access and security requirements/restrictions, clarify schedules and discuss other pertinent information on the work to be performed. This meeting will also serve to introduce the Cooperator to the site and any unique characteristics or specifics for application of the work plan. This meeting can take place before Field Technicians are hired, but the Project Manager must be present.

The BTR may invite additional agency personnel from USFWS, USFS, associated research institutions, and others that may need to coordinate on field procedures, standardize protocols, or discuss other implementation issues specific to the project.

The Cooperator shall provide meeting minutes to the CATR via e-mail within 15 days after the meeting. Content of meeting minutes shall include, but not necessarily be limited to, a list of attendees with contact information, topics/issues discussed, problems and solutions identified, the "Task List" generated at the meeting with designation of responsible person for each task listed and due dates. The Cooperator shall incorporate any Government comments received on the meeting minutes. Revised meeting minutes shall be submitted via e-mail within five (5) days of receipt of Government comments.

### **On-Site Full-Day Site Visit.**

Unless otherwise specified in the task order, the Cooperator personnel managing the task order are expected to be present in person at on-site meetings. The purpose of this meeting is to visit field collection sites, prepare field personnel with safety briefings and access and radio procedures, and introduce Base and Cooperator personnel. MCMWTC requires roughly a half-day of field briefings for all personnel entering the field. This meeting can be scheduled at convenience, but must take place before or during the start of the field work (prior to gaining field access).

The Cooperator shall provide meeting minutes to the CATR via e-mail within 15 days after the meeting. Content of meeting minutes shall include, but not necessarily be limited to, a list of attendees with contact information, topics/issues discussed, problems and solutions identified, the "Task List" generated at the meeting with designation of responsible person for each task listed and due dates. The Cooperator shall incorporate

any Government comments received on the meeting minutes. Revised meeting minutes shall be submitted via e-mail within five (5) days of receipt of Government comments.

### Annual Progress Meeting

An annual meeting to discuss progress and needs amongst multiple agency personnel (MCMWTC, the Cooperator, USFS, and USFWS as necessary) can be scheduled by the BTR in contact with the CATR and with the agreement of the Cooperator. This meeting can be held in person or virtually at the beginning or the end of the field season. In this meeting, preliminary results and data, wants and needs, and protocols may be shared to benefit multiple approaches to the management and monitoring of the SNRF.

## J. SUBMITTALS and SCHEDULES

Reports and meetings are meant to satisfy all Base and Options exercised. See Below for due dates, number of copies, and delivery formats.

#	Deliverable	BTR	CATR	Due Date
1	Work Plan & APP	Draft Workplan & APP delivered electronically.  Final Workplan & APP delivered electronically.	Draft Workplan & APP <u>delivered</u> electronically.  Final Workplan & APP delivered electronically.	Draft Workplan and APP due within 60 days after the kickoff meeting but at least 15 days prior to any field work.  Final Workplan and APP due within 30 days of receiving Government comments and at least 15 days prior to any field work.
2	Progress Reports	Via email and/or FTP	Via email and/or FTP	Quarterly by the 10 <sup>th</sup> day of every 3 <sup>rd</sup> month through the project. Must precede or accompany invoicing.
3	Draft & Final Report	Electronic copy at all stages, data submitted via DoDSAFE  Draft Final Report via 2 bound copies/2 discs	Draft and Final Report delivered electronically, data submitted via DoDSAFE  Final Report via 1 unbound copy/1 disc submitted to NAVFAC records management (see EWI 4 available from CATR or contact Diane Silva	Draft Final Report due within 90 days of completion of work or within 60 days of the end of the Period of Performance.  Final Report due within 30 days after Gov't comment.

		Final Report (& GIS) via 2 bound copies/2 discs	<a href="mailto:diane.silva@navy.mil">diane.silva@navy.mil</a> for current submission instructions)	
4	Up to Three (3) Half Day Meetings	Electronic Copy of Meeting Minutes	Electronic Copy of Meeting Minutes	<p>Following end of field sampling annually. "Meeting Minutes" due w/in fifteen (15) days after meeting. Cooperator has five (5) calendar days to submit final meeting minutes following Gov't comment.</p> <p>End of Study Conference scheduled w/in 15 calendar days of final analysis to discuss publications and the final report. Phone meetings scheduled as needed. "Meeting Minutes" due w/in fifteen (15) days after meeting. Cooperator has five (5) calendar days to submit final meeting minutes following Gov't comment.</p>
5	One (1) Full Day Meeting	Electronic Copy of Meeting Minutes	Electronic Copy of Meeting Minutes	<p>Pre-performance Conference and Site Visit scheduled w/in 30 calendar days of award. Portions may be held remotely if so agreed to by the BTR, CATR, and Cooperator.</p> <p>"Meeting Minutes" due w/in fifteen (15) days after meeting. Cooperator has five (5) calendar days to submit final meeting minutes following Gov't comment.</p>

## Large and Complex Work Plan,

The Cooperator shall prepare a proposed Work Plan detailing how the Cooperator proposes to accomplish all Performance. The Work Plan shall include, but not be limited to, methodologies for executing each element of the project (both field and analytical treatments), data measurements and requirements, project implementation (including site access, reports and their structures, quality control procedures, and preliminary work schedule), personnel and agency roles and qualifications, technical services and qualifications (if distinct from personnel and agency), references, and the accident prevention plan. Modifications to the work plan may be made at any point in the project so long as they are approved by the Cooperative Agreement Technical Representative (CATR), Base Technical Representative (BTR), and the Cooperator before applying those changes.

The final work plan will be distributed to the CATR and BTR electronically.

## Accident Prevention Plan (APP).

The Recipient shall submit an Accident Prevention Plan/Health and Safety Plan concurrently with the Work Plan, but it shall be printed under a separate cover/separate file from the Work Plan. The APP will detail any anticipated hazards or threats to safety and detail any measures that can or should be taken to avoid or mitigate them. This plan should include Activity Hazard Assessments (AHAs) and any medical or safety certifications held by the project staff such as 40-hour EM 385 1-1 and OSHA training, first aid, and cardiopulmonary resuscitation (all examples given are mandatory).

Final APP will be distributed to the CATR and BTR electronically.

## Quarterly (3-month) Progress Reports.

The Cooperator shall prepare Progress Report(s) detailing incremental accomplishment of all Performance Objectives under task orders. Reports shall be due quarterly by the 10<sup>th</sup> of the first month of the Federal quarter. Progress reports shall be prepared on a quarterly basis on a timeline that matches the timing of the submission of invoices. If no progress has been made or the project is on standby, a brief email will suffice to document that the quarterly report had no significant findings.

Each report shall reference the Project, Document number, and Contract number. The report shall include the dates of the reporting period, a detailed account of work accomplished, a figure/map displaying locations of polygons surveyed, an estimate of percentage of work completed, and an estimate of costs to date [written by email separately from the written report and at the same time]. The report shall include any past

or future potential issues. Progress report structure and information required shall be amended as requested by the CATR.

Progress reports will be distributed to the CATR and BTR electronically.

#### Large Draft and Final Reports and Publications.

The Cooperator shall prepare a Draft (for Government review) and Final (incorporating Government comments) Report detailing the accomplishment of all Performance Objectives under task order during the project. For purposes of the draft report all raw data, data sheets and electronic databases (including GIS data) shall be included with the electronic copy. The Draft Final Report is due within 90 days of completion of field work and within 60 days of the end of the Period of Performance.

The Final Report is due within 30 days of Government comments or by the end of the Period of Performance, whichever is sooner. The final report will be a comprehensive report compiling, summarizing, and describing the information gathered in all years of the task order, satisfying the primary objectives.

The BTR and CATR will review the Draft Report and provide comments and/or modifications to the Cooperator for incorporation into the report. If the Cooperator takes exception to any of the requests for modification made, a meeting or telephone conference will be held to resolve the issue. If there are unresolved differences, the Cooperator will address these in a separate letter submitted to the BTR and the CATR.

Electronic, legible copies of all raw field data collected and any raw laboratory results are to be submitted with the draft report. All electronic photographs are to be labeled with the project name, location of the photo, and date of the photo.

#### Final Report Specifics

1) Photographs/images taken as part of the task order shall remain Government property and are to be provided electronically on disc(s) or via DoDSAFE with submission of the final report. Cooperators may use the photos internally, and for publication with prior approval by BTR and only with appropriate citation.

2) The final report will be submitted with all of the information contained in the draft report as modified by Government comment.

3) GIS Data - The Cooperator shall submit any new GIS data generated during the field surveys following the guidelines of the installation and the US Marine Corps GEOFidelis. GIS data will be reviewed by the BTR and shall not be considered final until all comments have been incorporated and data accepted by the BTR. Any elements that

do not have a usable correlation to the GEOFidelis model can be delivered in a separate geodatabase agreed upon by the Cooperator and the BTR.

The final report will be distributed electronically to the CATR and electronically and in bound hard copy to the BTR. The Cooperator shall provide one complete set of unbound hard and electronic copies of the final report (including all photographs, appendices, copies of all data sheets completed in support of the project, all databases and other supporting information) to the NAVFAC SW regional NCR Records Management. The transmittal cover sheet and mailing instructions can be found in Environmental Work Instruction EWI 4, Revision 6 revised 30 September 2021 (available on request to the CATR). The hard copy sent to NCR Records Management shall be unbound and 3-hole punched without a binder. The digital copy provided should be on the minimum number of DVD's or CD's necessary to hold the required information. Two additional bound hard copies along with an electronic version and any electronic data on CD-ROM or DVD-ROM will be sent to the BTR. All electronic deliverables will also be delivered via DoDSAFE or similar mechanism with a drop-off request initiated by the CATR or BTR upon Cooperator's request.

## **K. DATA AND PUBLICATION**

This Cooperative Agreement is subject to, and Recipient shall comply with, 2 CFR 200.315 concerning "Intangible Property," which includes use of research data. Any information or data protected by federal law will be identified by the Government prior to being provided to Recipient and the Government will notify the Recipient in advance of applicable limitations on such information. Except as to information so identified and limited, there are no restrictions on reporting or publishing reports based upon the fundamental research that is the subject of this Cooperative Agreement.

The Federal Government has the right to obtain, reproduce, publish or otherwise use the data first produced under this Agreement and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

The DoN acknowledges and agrees that the Recipient's fundamental consideration in performing the research under this Agreement shall be Recipient's right to publish the results of such research for academic and scientific purposes. The Recipient shall submit, for review and comment, any proposed professional, scientific or non-scientific report, paper or note published or unpublished or be part of any technical or non-technical presentation or be provided to anyone not a party to this Agreement to the DoN thirty (30) days prior to the submission of the work mentioned above. This includes but is not limited to academic posters and presentations, press and internal articles and emails, and other such media.

The acknowledgements for any paper or presentation resulting from this work shall include the following statement: "This research was funded by the United States Marine Corps through Marine Corps Mountain Warfare Training Center Bridgeport."

Any publications resulting from this work shall be provided at no cost to the Department of the Navy (in the form of a digital copy).

The Recipient shall be responsible for ensuring all personnel participating in activities under this Agreement have read and acknowledged the DATA AND PUBLICATION provisions of this Agreement.

#### **L. RELEASE OF INFORMATION**

The Recipient shall not respond to any inquiries about this Cooperative Agreement from the news media or non-governmental organizations or other persons during the term of this Cooperative Agreement unless it has first consulted with the Government and a determination appropriately made by the cognizant Government representative concerning release of information pursuant to the authority (Federal or State) cited by the requester. All inquiries shall be directed to the Public Affairs Officer at the Base and Public Affairs Officer at NAVFAC SW through the BTR, CATR, and CAA.

#### **M. SAFETY**

The Recipient will be required to develop an Accident Prevention Plan (APP) following the format in Appendix A of the EM 385-1-1, US Army Corps of Engineers Safety & Health Requirements Manual, 30 November 2014 or latest edition. The government CATR will contact the SW EV Safety Office to check if the project may qualify for the Abbreviated APP, prior to directing the recipient to prepare an APP. Additional specific plan or plans is/are required if the project involves work that is potentially hazardous. List of specific plans is located at section (i) of Appendix A of the EM 385-1-1.

Include an Activity Hazard Analysis (AHA) for all tasks reasonably anticipated to be performed as part of this scope of work. Format and instructions for the AHA is in section 1 of the EM 385-1-1. As a minimum, references used to develop the APP and AHA are: EM 385-1-1 (or latest addition), and Local Activity safety plans and standard operating procedures. When developing the APP and AHA, address all sections that are deemed appropriate for performing the work in this CA, while ensuring a safe work environment for all personnel involved. The draft APP and AHA have to be reviewed by the Government Designated Authorities (SW EV Safety Office, CATR, ROICC/FEAD) prior to start of field work activities.

NOTE: AHA is an attachment required by the APP.

The APP and AHA will provide a safe and healthful environment for all personnel involved as well as personnel working near the sites for the DoN. The Recipient shall certify to CATR that the final APP and AHA have been reviewed with each Recipient employee working on this Cooperative Agreement prior to mobilization and start of fieldwork activities.

A Draft and Final APP and AHA will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The final APP and AHA shall be immediately accessible to the Site Safety and Health Officer (SSHO) and Project Manager at all

times during the project, and a copy shall be available in every vehicle utilized for work under this Cooperative Agreement. The SSHO is required to have completed the 40-hour OSHA EM 385-1-1 Safety Training.

Man-hour reporting is also required by the EM 385-1-1 and the Unified Facilities Guide Specifications (UFGS) -01 35 26, (February 2012) change 2, 08/13. The recipient will provide a Monthly Exposure Report (MER) and will attach this report to the quarterly (or other specified interval) billing request. The CATR will submit a copy of the MER to the SW EV Safety Office.

Site Assist Visit (SAV). While the recipient is performing the job on-site, a SW EV Safety representative may perform an SAV. The recipient is required to comply with the contents of the final APP (with the AHA). Any modifications to the APP shall be approved first by the GDA prior to continuing work. Also the recipient has to comply with the requirements of the Section 1, Program Management, of the EM-385 -1-1, while at the job site.

#### **N. HOLD HARMLESS**

The US Government shall not be responsible for the loss of or damage to property of the Recipient and/or his/her representatives, or for personal injuries to the Recipient and/or his/her representatives arising from or incident to the use of government facilities or equipment. Recipient shall indemnify, hold harmless, defend and save Government harmless and shall pay all costs, expenses, and reasonable attorney's fees for all trial and appellate levels and post-judgment proceedings in connection with any fines, suits, actions, damages, liability and causes of action of every nature whatsoever arising or growing out of, or in any manner connected with, the occupation or use of Government Premises by Recipient, its employees, servants, agents, guests, invitees, and Recipients. This includes, but is not limited to, any fines, claims, demands and causes of action of every nature whatsoever that may be made upon, sustained or incurred by the Government by reason of any breach, violation, omission or non-performance of any term, covenant or condition hereof on the part of the Recipient, its employees, servants, agents, guests, invitees, or Recipients. This indemnification also applies to claims arising out of the furnishings of any utilities or services by the Government or any interruption therein or failure thereof, occasioned by the negligence or lack of diligence of Recipient or its respective officers, agents, servants or employees. However, this indemnity shall not extend to damages due to the sole fault of the Government or its employees, agents, servants, guests, invitees or Recipients. This covenant shall survive the termination of this Cooperative Agreement.

In the event of damage, including damage by contamination, to any US Government property by the Recipient, its officers, agents, servants, employees, or invitees, the Recipient, at the election of the US Government, shall promptly repair, replace, or make monetary compensation for the repair or replacement of such property to the satisfaction of the US Government.

#### **O. INSURANCE**

At the commencement of this Cooperative Agreement, the Recipient shall obtain, from a reputable insurance company or companies satisfactory to the Government, comprehensive general liability insurance. The insurance shall provide an amount not less than a minimum



combined single limit of \$1,000,000.00 for any number of persons or claims arising from any one incident with respect to bodily injuries or death resulting therefrom, property damage or both, suffered or alleged to have been suffered by any person or persons resulting from or related to the presence or operations of the Recipient, its employees, agents or contractors under this Cooperative Agreement. The Recipient shall require the insurance company or companies to furnish the Government with a certified copy of the policy or policies, or certificates of insurance evidencing the purchase of such insurance. Each policy of insurance required under this Paragraph shall contain an endorsement reading as follows:

“The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy.”

All insurance required of the Recipient hereunder shall be in such form, for such periods of time and with such insurers as the Government may require or approve. All policies or certificates issued by the respective insurers for public liability and property insurance shall name the United States of America as an additional insured, and shall provide that no cancellation, reduction in amount or any material change in coverage thereof shall be effective until at least 30 calendar days after receipt by the Government of written notice thereof, regardless of any prior act or failure to act or negligence of the Recipient or the Government or any other person concerning such amount or change in coverage.

The Recipient at its sole cost and expense, may insure its activities in connection with this Cooperative Agreement by maintaining a program of self-insurance that complies with the requirements of this Section O, including coverages specified in Attachment A hereof. Recipient shall also provide a copy of the exempting statute cited in support of its claim of self-insurance pursuant to Section 2 of Attachment A to this Cooperative Agreement. (The self-insurance clause is applicable only to appropriate state and local governments and qualifying institutions of higher education who provide evidence of a self-insurance program in accordance with this Section and Attachment A, Section 2.)

During the entire period the Cooperative Agreement shall be in effect, the Recipient shall require its contractors or agents or any contractor performing work at the Recipient’s or agent’s request on the affected Government Premises to carry and maintain the insurance required below:

**“Comprehensive general liability insurance in the amount of 1,000,000.00.”**

The Recipient and any of its contractors or agents shall deliver or cause to be delivered promptly to the Cooperative Agreement Administrator, a certificate of insurance or a certified copy of each renewal policy evidencing the insurance required by this Cooperative Agreement and shall also deliver no later than thirty (30) calendar days prior to expiration of any such policy, a certificate of insurance evidencing each renewal policy covering the same risks.

In the event that any item or part of the premises or facilities shall require repair, rebuilding, or replacement resulting from loss or damage, the risk of which is assumed under this Section O, the Recipient shall promptly give notice thereof to the Government and, to the extent of its liability as provided in this Section O, shall, upon demand, either compensate the Government for such loss or damage, or rebuild, replace or repair the item or items of the premises or

facilities so lost or damaged, as the Government may elect. If the cost of such repair, rebuilding, or replacement exceeds the liability of the Recipient for such loss or damage under this Section O, the Recipient shall affect such repair, rebuilding, or replacement if required so to do by the Government, and such excess of cost shall be reimbursed to the Recipient by the Government. In the event the Recipient shall have effected any repair, rebuilding, or replacement which the Recipient is required to effect pursuant to this Section O, the Government shall direct payment to the Recipient of so much of the proceeds of any insurance carried by the Recipient and made available to the Government on account of loss of or damage to any item or part of the premises or facilities as may be necessary to enable the Recipient to affect such repair, rebuilding or replacement. In the event that the Recipient shall not have been required to affect such repair, rebuilding, or replacement, and the insurance proceeds allocable to the loss or damage which has created the need for such repair, rebuilding or replacement have been paid to the Recipient, the Recipient shall promptly refund to the Government the amount of such proceeds.

## **P. PAYMENTS**

Partial payments equal to the amount of work accomplished may be made quarterly; after submittal of the draft report; and after receipt of the final report.

The final payment of 20 percent of the Cooperative Agreement overall value shall be paid when the final report and all other submittals listed in Section I have been received and accepted by the CATR.

Any requirement for the payment or obligation of funds, under the terms of this Cooperative Agreement, shall be subject to the availability of appropriated funds, and no provision herein shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, 31 USC §1341 et seq. Nothing in this Cooperative Agreement shall be construed as implying that Congress will, at a later time, appropriate funds sufficient to meet deficiencies.

Payments will be made in accordance with Defense Federal Acquisition Regulation (DFAR) 252.232-7006 Wide Area Work Flow Payment Instruction. See Attachment WAWF Instructions for instructions on payment procedures.

## **Q. EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT REPORTING**

Section 2(d) of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub. L. 110-252), requires the Contractor to report information on subcontract awards. The law requires all reported information be made public, therefore, the Contractor is responsible for notifying its subcontractors that the required information will be made public.

Unless otherwise directed by the Contracting Officer, by the end of the month following the month of award of a first-tier subcontract with a value of \$25,000 or more, (and any modifications to these subcontracts that change previously reported data), the Contractor shall report the following information at <http://www.frsr.gov> for each first-tier subcontract:

- (a) Unique identifier (DUNS Number) for the subcontractor receiving the award and for the subcontractor's parent company, if the subcontractor has one.
- (b) Name of the subcontractor.
- (c) Amount of the subcontract award.
- (d) Date of the subcontract award.
- (e) A description of the products or services (including construction) being provided under the subcontract, including the overall purpose and expected outcomes or results of the subcontract.
- (f) Subcontract number (the subcontract number assigned by the Contractor).
- (g) Subcontractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (h) Subcontractor's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (i) The prime contract number, and order number if applicable.
- (j) Awarding agency name and code.
- (k) Funding agency name and code.
- (l) Government contracting office code.
- (m) Treasury account symbol (TAS) as reported in FPDS.
- (n) The applicable North American Industry Classification System (NAICS) code.

By the end of the month following the month of a contract award, and annually thereafter, the Contractor shall report the names and total compensation of each of the five most highly compensated executives for the Contractor's preceding completed fiscal year at <http://www.ccr.gov>, if –

- (a) In the Contractor's preceding fiscal year, the Contractor received –
  - (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
  - (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

(b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

Unless otherwise directed by the Contracting Officer, by the end of the month following the month of a first-tier subcontract with a value of \$25,000 or more, and annually thereafter, the Contractor shall report the names and total compensation of each of the five most highly compensated executives for each first-tier subcontractor for the subcontractor's preceding completed fiscal year at <http://www.fsr.gov>, if

- (a) In the Subcontractor's preceding fiscal year, the Subcontractor received –

- (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

(b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

If the Contractor in the previous tax year had gross income, from all sources, under \$300,000, the Contractor is exempt from the requirement to report subcontractor awards. Likewise, if a subcontractor in the previous tax year had gross income from all sources under \$300,000, the Contractor does not need to report awards to that subcontractor.

## **R. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (2 CFR § 200.216)**

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an

entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See [Public Law 115-232](#), section 889 for additional information.

(d) See also [§ 200.471](#).

**END**

## ATTACHMENT A

### SELF-INSURANCE REQUIREMENTS FORM

**INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY GOVERNMENT PREMISES OR PROPERTY PURSUANT TO THE COOPERATIVE AGREEMENT**

#### 1. PUBLIC LIABILITY AND PROPERTY DAMAGE

a. Required minimum amounts of insurance listed below:

\$	N/A	Fire and Extended Coverage
\$	1,000,000	Third Party Property Damage
\$	1,000,000	Third Party Personal Injury Per Person
\$	1,000,000	Third Party Personal Injury Per Accident

**2. SELF-INSURANCE REQUIREMENTS:** If your organization is self-insured, please provide evidence of self-insurance which meets or exceeds the insurance liability amounts in Item # 1.

The following information, written on your organization's letterhead, is also required:

- A brief description of your organization's self-insurance program, with reference to statutory or regulatory authority establishing the self insurance program.
- The name and telephone number of your organization's self-insurance program administrator.
- Reference the appropriate military facility and CA number.

#### 3. IF YOUR SELF-INSURANCE PROGRAM DOES NOT MEET THE ABOVE MINIMUM REQUIREMENTS:

• Provide evidence of Excess Liability Insurance in the amount necessary to meet or exceed the minimum requirements in Item #1 above.

• The following endorsements are required for Excess Liability insurance policies:

a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."

b. "The Commanding Officer, Naval Facilities Engineering Command San Diego, CA shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the self insurance program."

c. "The United States of America (Department of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States".

d. "This insurance certificate is for use of facilities at Naval Outlying Landing Field San Nicolas Island under the CA, No. N62473-22-2-0012."

**4. NOTICE: "RIGHT TO USE" DOCUMENTS WILL NOT BE FULLY EXECUTED UNTIL CERTIFICATE IS RECEIVED WITH PROPER ENDORSEMENTS.**

**ATTACHMENT A  
NON SELF-INSURED REQUIREMENTS FORM**

**INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY US GOVERNMENT PREMISES OR PROPERTY PURSUANT TO THE COOPERATIVE AGREEMENT**

**1. PUBLIC LIABILITY AND PROPERTY DAMAGE**

- a. Required minimum amounts of insurance listed below:
- |    |           |  |
|----|-----------|--|
| \$ | N/A       | Fire and Extended Coverage               |
| \$ | 1,000,000 | Third Party Property Damage              |
| \$ | 1,000,000 | Third Party Personal Injury Per Person   |
| \$ | 1,000,000 | Third Party Personal Injury Per Accident |

**2. THE CERTIFICATE OF INSURANCE MUST CONTAIN THE FOLLOWING ENDORSEMENTS:**

- a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
- b. "The Commanding Officer, Naval Facilities Engineering Command, Facilities Engineering Command, shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the policy."
- c. "The United States of America (Dept. of the Navy) is added as an additional insured in operations of the policyholder at or from the premises **licensed/leased** from the United States."
- d. "This insurance certificate is for use of facilities at Naval Outlying Landing Field San Nicolas Island under this CA, No. N62473-22-2-0012."
- e. Loss, if any, under this policy shall be adjusted with Recipient and the proceeds, at the direction of the Government, shall be payable to Recipient, and proceeds not paid to Recipient shall be payable to the Treasurer of the United States of America."

**3. NOTICE: "RIGHT TO USE" DOCUMENTS WILL NOT BE FULLY EXECUTED UNTIL CERTIFICATE IS RECEIVED WITH PROPER ENDORSEMENTS.**

**ATTACHMENT B WAWF INSTRUCTIONS**

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

N62473-22-2-0012.

(1) Document type. The Contractor shall use the following document type(s).

**NAVY CONSTRUCTION/FACILITIES MANAGEMENT INVOICE**

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF



Pay Official DoDAAC	N68732
Issue By DoDAAC	N62473/ECOMP
Admin DoDAAC	N62473/ECOMP
Inspect By DoDAAC	N62473/ECOMP
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N62473/ECOMP
Accept at Other DoDAAC	N/A
LPO DoDAAC	N62473/ECOMP
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

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(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

NAVFAC\_SW\_ECOMP\_inspector@navy.mil

[david.k.mcnaughton2.civ@us.navy.mil](mailto:david.k.mcnaughton2.civ@us.navy.mil)

[karen.t.mabb.civ@us.navy.mil](mailto:karen.t.mabb.civ@us.navy.mil)

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

Please visit the link below for specific line item payment.

[https://www.acq.osd.mil/dpap/dars/pgi/pgi\\_htm/current/PGI204\\_71.htm#payment\\_instructions](https://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/current/PGI204_71.htm#payment_instructions)

**ATTACHMENT C**  
**REPORT FORMAT**

The Draft and Final Reports shall follow the formats described by The Ecological Society of America ('Ecology') or Cox et al. 2018 for Journal of Wildlife Management, which is available at <http://wildlife.org/wp-content/uploads/2018/01/TWS-Journal-Guidelines-2018.pdf>. Where the Journal of Wildlife Management Manuscript Guidelines do not provide sufficient direction, please follow the standards provided in Scientific Style and Format; The CSE Manual for Authors, Editors, and Publishers. Seventh Edition, Style Manual Committee Council of Science Editors. All statistical analyses are to be reported after Tacha, Warde, and Burnham (1982).

1. Reports shall be submitted on 8 ½ by 11-inch paper with folded maps or tables, as appropriate. All originals will be reproducible by black and white xerography and hard copies bound. Digital formats will include both MS Word and .PDF files that are compatible with Microsoft Office 2010 and Adobe Acrobat Reader. Draft documents will include line and page numbers. Final documents do not require line numbers. The page numbers should be located in the upper outside corner of each page with a spinal title displaying project title and year(s).
  - a. The final report shall be arranged as follows:
    - i. Cover
      1. Final Report
      2. Title
      3. Marine Corps Air Ground Combat Center, Twentynine Palms
      4. Contract No.
      5. Task Order No.
      6. Contractor Project No.
      7. Date Produced
      8. Photograph of species or effort
      9. Submitted to: Logo, and Marine Corps Air Ground Combat Center, Twentynine Palms, logo, and NAVFAC Southwest
      10. Submitted by: Logo, and Company name
    - ii. Sub-title page showing:
      1. Title
      2. Prepared by listing with affiliations
      3. Prepared for listing
      4. Prepared under listing
      5. Date
      6. Recommended citation
    - iii. Table of contents arranged as follows:
      1. table of contents
      2. list of tables
      3. list of figures (photos are considered figures)
      4. list of appendices
    - iv. Introduction
      1. Summary (include an overview of the project)

2. Objectives (clearly state the project's purpose and objectives)
3. Project Area
4. Environmental Setting
- v. Methodology
  1. All data collection methods must be explained in sufficient detail that another biologist could duplicate the effort. Descriptions should reflect the order of events and identify equipment used (both hardware and software).
  2. All statistical analyses for which results are reported in section vi should be explained here with a discussion detailing the reasons for choosing this set of methods.
- vi. Results
  1. Review all data collected from the various work elements of the study. Data is to be presented using both tables and figures, as appropriate.
  2. Identify and analyze any notable statistical trends resulting from statistical analyses.
  3. Identify in a table all the tasks performed, as well as the total person-hours expended per activity to complete the work, and any other information that would enable the reader to specifically quantify total person-hours required for the entire effort.
  4. Note the statistical significance of any findings including accuracy assessments and statistical strength. All results should refer back to a discussion in section v. Methodology.
- vii. Discussion
  1. Answer the questions provided in Section 2 and the work elements.
  2. Discuss the quality of the data and the methods.
  3. Identify factors which may be important in conducting more effective monitoring efforts in future years.
  4. Discuss any implications that are important for the health and interaction of both species.
  5. Describe the significance of any new findings.
- viii. Management Recommendations
  1. Provide recommendations for changes and/or improvements to monitoring sites and methodologies, including but not limited to the types of data collected and methods that may be novel.
  2. Any recommended management actions, research, or monitoring efforts to promote recovery of the species region wide.
  3. Any lessons learned from this treatment that may improve future treatments.
  4. Additional questions raised during the study by the Contractor or the Government that may lead to follow-up work.
- ix. Conclusions
- x. References

**END**