UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

EXHIBIT A

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Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

EXHIBIT B

AMERICAN EMBASSY KABUL
GENERAL POST ORDERS AND POST ORDERS

TO BE PROVIDED TO THE CONTRACTOR AFTER CONTRACT AWARD

UNCLASSIFIED
EB.1 GENERAL ORDERS

United States Department of State
Regional Security Office

General Orders For: U.S Embassy Kabul Security Force Contract
Location: All Embassy Guard Force Personnel

AMERICAN EMBASSY KABUL INSTRUCTIONS

1. PURPOSE

GENERAL ORDERS FOR THE SECURITY GUARD FORCE PROVIDES DIRECTIONS AND INSTRUCTIONS OF GENERAL APPLICATION TO ALL MEMBERS OF THE SECURITY FORCE. EACH MEMBER OF THE SECURITY GUARD FORCE IS RESPONSIBLE FOR BEING FULLY FAMILIAR WITH AND RESPONSIVE TO THE GENERAL ORDERS. THESE ORDERS WILL NOT BE MODIFIED OR REVISED WITHOUT THE WRITTEN AUTHORITY OF THE REGIONAL SECURITY OFFICER (RSO), AMERICAN EMBASSY, KABUL.

2. MISSION

THE PRIMARY MISSION OF THE SECURITY GUARD FORCE IS TO PROVIDE PROTECTION FOR UNITED STATES PERSONNEL AND U.S. GOVERNMENT EMPLOYEES AND TO PROTECT THE U.S. EMBASSY AND DIPLOMATIC FACILITIES AND EQUIPMENT FROM DAMAGE OR LOSS DUE TO VIOLENT ATTACK AND THEFT. THE SECURITY GUARD FORCES ACT AS AN EARLY WARNING SIGNAL TO THE MSG ON DUTY AND THE RSO. THE SECURITY GUARD FORCE ALSO WILL CARRY OUT SPECIFIC ACTIONS AS DESCRIBED IN THESE ORDERS AND INDIVIDUAL GUARD POST ORDERS IN CASE OF EMERGENCIES.

3. MANNER OF PERFORMANCE OF DUTY AND UNIFORM

a. Security guard personnel will be firm yet courteous, efficient, and tactful at all times while in the performance of their duties. They will never engage in arguments with any person, and will refer disagreements and misunderstandings to their Supervisor and the RSO. They must read, fully understand, and comply with all General and Post Guard Orders.

b. Security guard personnel will at all times maintain a neat and clean appearance, and while on duty, be fully dressed in the prescribed guard uniform and equipment. Security guards will be subject to inspection at any time.
EXHIBIT B

c. The security guards must not participate in or support any activities, which would be disruptive to the performance of their duties or would decrease the efficiency of the security force operation.

d. Security guard personnel will perform only those security duties identified by the security guard contractor and the RSO. Security guards will not perform any other non-security related or unauthorized functions during duty hours, i.e., gardening, housekeeping chores, maintenance duties, or any other duty or act which distracts the security guard from his/her intended purpose.

e. Where appropriate, security guards will maintain in a neat, orderly, legible fashion, all logbooks, ledgers, record books, incident reports, or any other written record of duties performed or of any security event.

f. Security guard personnel will not offer or divulge any information about American Embassy operations or personnel to anyone. Report immediately to their Supervisor and the RSO any attempt by individuals to solicit information regarding U.S. Government personnel or facilities.

g. The relief security guard will take complete charge of duties from the guard he/she relieves; including the Post Log Books and all other equipment maintained at the post.

h. Security guards will brief and pass on any special instructions to their relief guard concerning outstanding or significant events that occurred during the previous shift.

i. Security Guards will be alert to their surrounding area and report to the Senior Guard, Shift Commander or Supervisor any vehicles or individuals acting in a suspicious manner.

j. Security guard personnel will control access to U.S. Government facilities and properties, protect life, maintain order, resist criminal attacks against Mission personnel, visitors, dependents and property, and resist any other form of violent attacks against same to include terrorist attacks all in accordance with Departmental and Mission policies.

k. Security guard personnel will intercept, identify, and make the proper log entries for visitors and other appropriate persons to U.S. Government facilities. Further, guards will conduct inspections of persons, property, or vehicles, confisicate unauthorized items, and issue appropriate access control identification badges according to Departmental and Mission policies.

l. Security guards will ensure that only authorized persons displaying a valid form of identification and legitimate visitors enter the area they are assigned to protect. Guards will not hesitate to challenge persons who do not have proper identification or who attempt to avoid specified access control procedures or policies.

m. Security guard personnel will conduct periodic, non-routine inspections of their areas of responsibility and immediately report any unusual incident or circumstances, or emergency situation to the Senior Guard, Supervisor or Guard Force Commander, and the RSO.

n. Security guards will not leave their assigned post until a relief guard properly relieves them.

o. Security guard personnel will maintain a high standard of professionalism while on duty. Security guards will be polite and courteous in the performance of their duties. They will not use abusive language, be late for work, or be inattentive. Security guard personnel will not act in any manner detrimental to the reputation of their company or the United States Government.
EXHIBIT B

p. Security Guard personnel at U.S. Government facilities must be able to demonstrate a working knowledge of Post's emergency action plans (fire, bomb, intruder, etc.). Basic training in emergency action response will be the responsibility of the contractor.

q. Security guard personnel will comply with all orders or instructions given to them by the Senior Guard, Shift Commander, Supervisor, and the RSO.

r. Security guards will not abuse their authority for personal or monetary gain.

s. Security guard personnel will not gamble or engage in any illegal activity while on duty or while in uniform.

t. Security guard personnel will not provide information about U.S. Government personnel or facilities to anyone without the specific approval of the RSO.

u. All guards will get 15-minute break once every 4 hours during the tour of duty to allow for comfort, personal needs, stress, or other required or requested absences from the Exhibit A assigned post. Meal breaks shall be scheduled at an appropriate time during tour of duty and shall be at a minimum 30 minutes in length. The guard on duty is responsible for ensuring a proper post relief takes place including passing all pertinent information and the turn over all post property prior to departing post. Security guards who leave with post property will be responsible for returning it immediately.

4. GUARD CONDUCT


b. Report for Work: Security guard personnel will be punctual in reporting for duty at least 15 minutes prior to the start of each shift. During this time, the guards will participate in Roll Call Training as directed by the Guard Force Commander. The oncoming relief will secure on time to insure their presence at the assigned posts.

c. Honesty: The security guards will not remove any item from an office, room, residence or compound, except under the instructions of his or her Supervisor, or the RSO.

d. Proper Use of Official Time: Security guards will remain alert and vigilant at all times. They will not nap or sleep on post, engage in personal conversations in person or on the telephone, read newspapers, watch TV or attend to any other personal business during duty hours. Engaging in any of these activities may be cause for immediate dismissal. The security guards will report to the Security Guard Supervisor when their assignments are accomplished.

e. Responsibility for Assigned Uniforms and Equipment: The security guards are responsible for the uniforms and equipment assigned to them and for property and real items in their custody. The security guards will wear clean, neat and complete uniforms while on duty.

f. Support of the U.S. and Host Government Relations: The security guards must not become involved in any activities which would prompt public criticism, or cause discredit or interference with U.S. - Host Government Relations.

g. Personal Activity on Post: The security guards will not engage in any unofficial business on post; i.e., soliciting, canvassing, peddling, sales promotion of a commercial item, loan-money for interest and etc.

h. Sexual Harassment: Security personnel will not engage in any conversation or activity that may be interpreted as sexual harassment against members of the opposite sex.
EXHIBIT B

i. Countermanding of Orders: Any countermanding of orders by anyone other than the RSO or his designated representatives, must be reported to the Security Guard Supervisor and to the RSO.

j. Guard Post Bound Logs: To maintain the Post Log upon assuming duty, during the time assigned, and at the time of relief as prescribed in the General Orders.

k. Incident Reports: To prepare immediately an Incident Report after observing a security incident. The Incident Report is given to the Guard Force Commander or Supervisor during post inspection.

l. Report to the RSO: To report immediately to the RSO through the Senior Guard, Guard Force Commander or Supervisor any attempt to elicit information regarding any of the Embassy programs or personnel.

m. Surveillance Detection: Security personnel will be aware of and attempt to detect surveillance directed at U.S. Government facilities and personnel. If surveillance is detected, the information will be entered in the Log Book and an Incident Report will be prepared. The Supervisor and RSO will be notified immediately.

5. ALCOHOLIC BEVERAGES/NARCOTICS AND DANGEROUS DRUGS

a. The drinking of intoxicating beverages on duty, or eight hours prior to assuming duty by security guard personnel, is prohibited. Any guard who is incapacitated, or who has consumed alcoholic beverages during this period, will not be posted on duty. Guards will not drink alcoholic beverages on duty or off duty while in uniform.

b. Relief by an intoxicated person is prohibited. If a guard has reason to believe that their relief is intoxicated, they will not allow themselves to be relieved and will immediately notify the Senior Guard, Guard Force Commander or Supervisor.

c. The use of illegal substances, such as narcotics, dangerous drugs, marijuana, hashish, etc., at any time, by members of the guard force, is strictly prohibited. Any security guard who is observed using, or in possession of, an illegal substance shall be removed from the Embassy Security Force immediately.

d. When a guard is required to take medication on the order of his/her physician, the Guard Supervisor must be notified. Where it is determined that such medication may adversely affect the guard’s ability to perform his/her duties, the security guard will be prohibited from being assigned to post.

6. ROLL CALL TRAINING

ROLL CALL TRAINING WILL BE CONDUCTED FOR TEN TO FIFTEEN MINUTES WHEN THE GUARDS REPORT FOR DUTY. THE TRAINING WILL EMPHASIZE RETENTION OF LEARNED SKILLS. THE GUARD FORCE COMMANDER OR THE SUPERVISOR IS RESPONSIBLE FOR ROLL CALL FOR HIS/HER SHIFT ON A DAILY BASIS. SUBJECTS FOR ROLL CALL TRAINING MAY INCLUDE SURVEILLANCE DETECTION, BOMB SEARCH METHODS, BATON AND HANDCUFFING TRAINING, BODY SEARCH METHODS AND REVIEW OF GENERAL AND POST ORDERS.

7. POST LOGS
EXHIBIT B

EACH GUARD POST IS PROVIDED WITH A POST LOG. POST LOGS PROVIDE SPECIFIC INSTRUCTIONS RELATIVE TO THE GUARD SERVICE TO BE PROVIDED AT THE GUARD POST. IT IS THE RESPONSIBILITY OF EACH SECURITY GUARD ASSIGNED TO MAINTAIN THE POST LOG IN THE FOLLOWING MANNER:

a. Upon assuming the duty, the security guard must enter the time, date, and his/her name.

b. Upon assuming duties at a post, the relief guard will inspect the post to insure that all guard equipment and supplies are present, and that all guard/security equipment is in good working condition. Such equipment may include telephones, radios, flashlights, vehicle inspection mirrors, and hand held metal detectors (HHMDs) and other related Post equipment. Any malfunctioning or broken security equipment will be noted in the Post Log and will immediately be reported to the Guard Force Commander or Supervisor and an Incident Report prepared.

c. During the time assigned, the security guard is required to note the time and make an entry as to the nature of any event considered to be of a security nature. Examples are: an attempt to enter the facility or destroy government property by an outsider; and direct attacks by force on the guard post or security guard personnel.

d. Where any security event occurs, the guard:
   1) Notifies his Supervisor and others as instructed in the Post Orders.
   2) Makes the appropriate entry in the Post Log.
   3) Prepares an Incident Report.
   4) Reports orally to the Guard Force Commander or Supervisor at the time of the next post inspection and provides him/her the Incident Report.

e. During the time assigned, when the Supervisor provides specific instructions for the guard, such instructions are to be entered in the log, with the time indicated when they are received.

f. If, at any time, a security guard is relieved on post for any reason, the security guard assigned in relief must enter the time, his/her name, and the reason for the relief.

g. At the end of the assigned tour of duty, the security guard must initial the log, assuring that all entries have been made properly during his period of assignment.

h. Security guards will not falsify or unlawfully conceal, remove, mutilate or destroy any official document such as Post Logs or Incident Reports.

8. RESPONSIBILITY OF THE ON SITE COMMANDER AND SITE SUPERVISOR

THE ON SITE COMMANDER/SITE SUPERVISOR IS RESPONSIBLE FOR ASSURING THE POST LOGS ARE PROPERLY MAINTAINED AND THAT ALL APPROPRIATE ENTRIES ARE MADE IN ACCORDANCE WITH THE FOREGOING INSTRUCTIONS. AT SUCH TIME THAT THE ON SITE COMMANDER/SITE SUPERVISOR VISITS A GUARD POST HE MUST:

a. Inspect the guard post,

b. Examine the Post Log,
c. Enter the time; and

d. Sign his/her name attesting to the fact that he/she has successfully completed his/her inspection and that there have been no deficiencies.

9. OFFICIAL INCIDENT REPORT

a. An Incident Report will be prepared in all cases where an incident arises which is not of a routine nature. The report will be available to the RSO within 24 hours of the incident.

b. An Incident Report will be prepared as a supplemental report to the required entries in the Post Log. In no case will they be utilized in lieu of an entry in the Post Log.

c. It is important that all available information be recorded. Frequently, this is the sole source of information on which a more complete investigation can be based. Accuracy is of prime importance in all cases.

d. When it appears that immediate action is required concerning any incident, which arises, the Supervisor, the Guard Force Commander, the MSG on duty and the RSO will be notified at once.

10. SALUTE

SECURITY GUARD PERSONNEL ARE NOT TO SALUTE PEDESTRIANS OR VEHICLES.

11. IDENTIFICATION OF PERSONS

ALL STAFF MEMBERS OR EMPLOYEES OF THE EMBASSY ARE REQUIRED TO SHOW PROPER IDENTIFICATION OR AUTHORIZATION BEFORE BEING PERMITTED TO ENTER THE EMBASSY FACILITIES. PROPER IDENTIFICATION TO THE EMBASSY WILL BE ONE OF THE FOLLOWING:

12. IMPROPER IDENTIFICATION CARD OR NO IDENTIFICATION CARD

a. A person without an ID card or a person in possession of a card, which differs from those, listed in Section (11). The guard will direct the visitor the MSG Post 1 our contact MSG on duty or RSO and state the circumstances involved.

b. When notified that a visitor has arrived at the post, the guard will direct the visitor the MSG Post 1 our contact MSG on duty or RSO who will give permission for the visitor to proceed.

13. TELEPHONE AND RADIO COMMUNICATION

a. The guard while on duty and handling official telephone calls or inquiries, will be courteous and polite and assist the caller if possible. All official information calls and inquiries will be referred to the proper person or the Marine Security Guard (MSG) on duty.

b. Requests from Host Government Law Enforcement Agencies concerning personnel will be limited to acknowledging that the person is a member of the Embassy staff only. If persons
other than Embassy employees request telephone numbers, the caller will be referred to the MSG on duty.

c. The telephone located on guard posts and radios issued to the guards or the guard posts, will be used for official business only.

14. REMOVAL OF GOVERNMENT PROPERTY

THE GUARDS WILL BE OBSERVANT OF ALL EMPLOYEES OR VISITORS DEPARTING THE EMBASSY FACILITIES TO PREVENT UNAUTHORIZED REMOVAL OF ANY U.S. GOVERNMENT PROPERTY. A MEMORANDUM SIGNED BY THE AMERICAN SUPERVISOR WILL PROPERLY AUTHORIZE ANY PROPERTY BEING REMOVED FROM THE EMBASSY OR OTHER OFFICIAL FACILITIES BY FOREIGN SERVICE NATIONALS OR THIRD COUNTRY NATIONALS. THE MEMORANDUM WILL BE RETAINED BY THE GUARD AND DELIVERED TO THE GUARD FORCE COMMANDER OR SUPERVISOR AT THE TIME OF HIS/HER NEXT POST INSPECTION. ADDITIONALLY, GUARD MUST DOCUMENT IN THE POST LOGBOOK ENTRY, ANY PROPERTY BEING REMOVED FROM THE EMBASSY OR OTHER OFFICIAL FACILITIES BY FOREIGN SERVICE NATIONALS OR THIRD COUNTRY NATIONALS.

15. SAFEGUARDING OFFICIAL INFORMATION, RECORDS, AND DOCUMENTS

THE SECURITY GUARDS MUST NOT DISCLOSE OFFICIAL INFORMATION, RECORDS, AND DOCUMENTS TO UNAUTHORIZED PERSONNEL. THE SECURITY GUARDS WILL NOT DISCUSS THE NATURE OF THEIR DUTIES, NOR REPEAT TO OTHERS WHAT THEY MAY HAVE SEEN OR HEARD WHILE ON DUTY EXCEPT AS NECESSARY TO CONDUCT THEIR DUTIES. THE SECURITY GUARDS WILL PROVIDE CORRECT AND VALID INFORMATION AND DOCUMENTS REQUIRED IN CONNECTION WITH THEIR DUTIES ONLY TO THE GUARD FORCE COMMANDER AND SUPERVISOR. SHOULD UNAUTHORIZED PERSONNEL QUESTION THE SECURITY GUARDS AS TO THEIR DUTIES, THEY WILL BRING IT TO THE ATTENTION OF THE RSO THROUGH THE SUPERVISOR IMMEDIATELY.

16. THE USE OF FORCE

THE USE OF FORCE IS DEFINED AS THE PHYSICAL APPLICATION OF VIOLENCE UPON OR AGAINST A PERSON IN ANY WAY INCLUDING THE USE OF THE BATON.

THE BATON (NIGHTSTICK) SERVES AS A DEFENSIVE WEAPON FOR THE GUARDS. ITS USE BY THE SECURITY GUARDS IS DEFINED AS FOLLOWS:

a. The baton will only be used after all non-violent efforts are exhausted to quell a disturbance at any post manned by the security guards.

b. It will only be used to protect the guard or persons on the post from actual bodily harm by another person or persons. The oral threat of bodily harm is insufficient justification for the use of the baton.

c. Abusive and/or obscene language directed at the guard or a third party is insufficient justification for the use of the baton.
EXHIBIT B

d. Any person attempting to strike the guard, in the performance of duty or to forcibly detain him, causing a serious disturbance on the post by striking or assaulting the guard or another party, or in any way causing injury, constitutes sufficient justification to use the baton.

e. Only the minimum use of force necessary for the restoration of order is authorized.

17. THE USE OF DEADLY FORCE

See Exhibit L for policy on use of Deadly Force.

18. FIRE PREVENTION AND REPORTING

THE SECURITY GUARDS SHOULD FREQUENTLY REVIEW THE GENERAL AND POST ORDERS IN THE EVENT OF AN EMERGENCY. IT IS IMPORTANT THAT ONLY CORRECT AND PRESCRIBED PROCEDURES ARE FOLLOWED IN ORDER TO MINIMIZE THE EMERGENCY. MORE SPECIFIC INSTRUCTIONS, CONCERNING EMERGENCIES, FOR EACH GUARD POST ARE IN THE POST ORDERS.

a. General: The objectives of fire prevention and reporting, in the orders of their importance are to:

1) If the security guard discovers a fire, he/she should report it immediately and request assistance - inform MSG Post #1 or activate the fire alarm, prior to attempting to extinguish the fire.

2) Prevent the fire from starting.

3) Inform employees in the immediate vicinity of the fire and order them to evacuate the area immediately.

4) Prevent the loss of life and property in case a fire should start.

5) Confine the fire to its place of origin.

6) Secure all elevators, return to ground floor and throw "Emergency Stop" switches within the elevators.

b. Preventive Measures:

1) Proper fire prevention measures, coupled with common sense will prevent most fires from starting. It is imperative that the security guard constantly is on the look out for fire hazards, particularly in waste cans and electrical equipment. Overloaded electrical outlets are among the leading causes of fire. Whenever a fire hazard is discovered, it will be immediately reported to the MSG on Post #1, and the RSO through the Supervisor. Appropriate entries are to be made in the Post Log and an Incident Report will be prepared.

2) Know the various types of fire extinguishers and where they are located, particularly those nearest to the security guard's assigned post. Know which is appropriate for the type of fire being fought.

c. Know Whom to Contact:

THE FOLLOWING CONTACTS WILL BE MADE IN CASE OF FIRE.

1) Fire Department: (telephone number to be provided after contract award.)
EXHIBIT B

2) The MSG on Post #1 and the RSO through the Guard Force Commander or Supervisor.

d. Sounding Alarm: Once a fire is discovered, the first thing the guard(s) must do is to sound the fire alarm. Any person available may be instructed to sound the alarm while the security guards carry out the instructions set forth in the preceding paragraphs. If an alarm system is not available, the security guard(s) must shout “fire.”

e. All security guards will read and must have full knowledge of the Embassy Fire Plan.

FAILURE TO COMPLY WITH ANY GENERAL ORDER WILL RESULT IN THE PERMANENT REMOVAL OF THE DELINQUENT GUARD.
EXHIBIT B

POST GUARD ORDERS
GUARD FORCE COMMANDER (G1)

1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING OVERALL SECURITY CONTROL
TO ALL CONTRACT GUARD ELEMENTS AT THE US EMBASSY IN KABUL,
AFGHANISTAN.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS
THE GUARD FORCE COMMANDER (GFC).

3. SCOPE
A. THE GFC TOUR OF DUTY IS 5 DAYS A WEEK, 12 HOURS A DAY.
B. THE GFC SHALL PROVIDE OVERALL OVERSIGHT OF ALL GUARD
ELEMENTS LISTED IN THE CONTRACT.
C. THE GFC WILL CONCERN HIMSELF WITH OVERALL SUPERVISION AND
OVERSIGHT OF THE GUARD FORCE ELEMENTS.
D. THE GFC MUST BE AVAILABLE AT ALL TIMES TO RECEIVE AND
IMPLEMENT ORDERS FROM THE PROGRAM MANAGER, CONTRACTING
OFFICER OR RSO CONCERNING THE OPERATION, PROTECTION, AND
SECURITY OF ASSIGNED AREAS.

4. GENERAL
a. Equipment.
   (1) Each GFC will carry standard issued equipment — as listed in Schedule A - during
   their tour of duty. No reading material will be authorized while on post. The only reading
   material authorized on post will be guard orders, standard operating procedures, policy letters, or
   memoranda issued by the local guard or embassy staff.
   (2) Each GFC will ensure that their individual equipment is functional prior to
   assuming Post.
   (3) The GFC will conduct a radio check of assigned radio.

5. DUTIES
a. The primary responsibility of GFC at this post is the protection of personnel and
property and overall supervision of all guard operations at the Embassy Facilities. During
business hours the commander is also responsible for directing all shift supervisors. In case of
problems, the supervisor will contact the Program Manager or RSO.
b. Review General and Specific guard orders for all post
c. GFC will inspect all supervisor and post logbooks for accuracy and completeness.
EXHIBIT B

d. Ensure all personnel and post have required equipment including check that vehicles are in good working order.

e. Inform supervisors of special events or activities and instructions.

f. GFC will question On Site Commander, Supervisors and Senior Guards of previous shifts about activities or incidents that may have taken place. Also will review and proof all incident reports for completeness and accuracy and ensure that all reports are completed in a timely manner.

g. GFC will address any problems or situations requiring resolution and ensure that all guard personnel are performing their assigned task.

h. GFC will conduct random radio checks with dispatcher, static post, mobile patrols and Post One. GFC will also randomly inspect all static and mobile guard post for compliance to specific and general guard orders.

i. Guard commander will respond to any and all emergencies within their area or adjacent area if called upon by another post.

j. GFC will instruct all supervisors, static post and mobile patrol personnel to observe for possible surveillance by terrorist and/or criminal activities around the Embassy and residences.

k. GFC will ensure that all serious incidents are reported to the Project manager and RSO personnel as well as report all infractions of the General and Specific Post orders.

l. GFC will direct any person demanding to speak with an American official to be referred to MSG Post One after normal entry procedures are followed.

m. GFC, in the event of an emergency, may issue orders to contain the situation and/or solve the problem until the RSO/ARSO or other appropriate authority takes charge.

n. The GFC will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
POST GUARD ORDERS
SHIFT SUPERVISOR (S-1), EMBASSY

1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY CONTROL TO ALL EMBASSY SECURITY FORCE ELEMENTS AT THE US EMBASSY IN KABUL, AFGHANISTAN.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS THE ON SITE COMMANDER.

3. SCOPE
a. On Site Commander’s tour of duty is 7 days a week, 24 hours a day.

b. On Site Commander shall provide oversight of all guard elements at the Embassy Facilities.

b. The supervisor who works as On Site Commander will concern himself with supervision and oversight of shift supervisors and guard elements.

c. The commander will control all site supervisors and guard operation.

d. The commander will ensure proper radio communication, conducting a check at the beginning of his shift.

e. The commander will implement all orders received from the local guard project manager and RSO office at the beginning of each shift.

4. GENERAL
a. Equipment.

(1) Commander will carry standard issued equipment – as listed in Schedule A – during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by the local guard or embassy staff.

(2) Commander will ensure that their individual equipment is functional prior to assuming Post.

(3) The commander will conduct a radio check of assigned radio.

(4) Commander will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES
a. The primary responsibility of the commander at this post is the protection of personnel and property and overall supervision of all guard operations at the Embassy Facilities.

b. Review General and Specific guard orders for all post
c. Commander will inspect all supervisor and post logbooks for accuracy and completeness.

d. Ensure all personnel and post have required equipment including check that vehicles are in good working order.

e. Inform supervisors of special events or activities and instructions.

f. Commander will question supervisors and senior guards of previous shifts about activities or incidents that may have taken place. Also will review and proof all incident reports for completeness and accuracy and ensure that all reports are completed in a timely manner.

g. Commander will address any problems or situations requiring resolution and ensure that all guard personnel are performing their assigned task.

h. Commander will conduct random radio checks with dispatcher, static post, mobile patrols and Post One. Commander will also randomly inspect all static and mobile guard post for compliance to specific and general guard orders.

i. Commander will respond to any and all emergencies within their area or adjacent area if called upon by another post.

j. Commander will instruct all supervisors, static post and mobile patrol personnel to observe for possible surveillance by terrorist and/or criminal activities around the Embassy and residences.

k. Commander will ensure that all serious incidents are reported to the Project manager and RSO personnel as well as report all infractions of the General and Specific Post orders.

l. Commander will direct any person demanding to speak with an American official to be referred to MSG Post One after normal entry procedures are followed.

m. Commander, in the event of an emergency, may issue orders to contain the situation and/or solve the problem until the, RSO/ARSO or other appropriate authority takes charge.

n. Commander will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager.

o. The commander will ensure the proper investigation of all disturbances, complaints, thefts, vandalism, and accidents within the Embassy Facilities.

p. Commander will advise the guard command center, and/or the project manager of any problems encountered during tour of duty.

q. Commander will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY CONTROL TO ALL CONTRACT GUARD ELEMENTS AT THE US EMBASSY IN KABUL, AFGHANISTAN.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS THE SITE SUPERVISOR.

3. SCOPE
   a. Site Supervisor's tour of duty is 7 days a week, 24 hours a day.
   b. Site Supervisors shall provide oversight of all guard elements at the Embassy Facilities.
   c. The supervisor who works as Site supervisor will concern himself with supervision and oversight of shift supervisors and guard elements.
   d. The supervisor will control all guard schedules and assignments, guard equipment and personnel.
   e. The supervisor will ensure proper radio communication conducting a check at the beginning of his shift.
   f. The supervisor will implement all orders received from the local guard project manager and RSO office at the beginning of each shift.

4. GENERAL
   a. Equipment.
      (1) Each supervisor will carry standard issued equipment – as listed in Schedule A during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by the local guard or embassy staff.
EXHIBIT B

(2) Each supervisor will ensure that their individual equipment is functional prior to assuming Post S-1.

(3) The supervisor will conduct a radio check of assigned radio.

(4) Supervisor will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES

a. The primary responsibility of the supervisor at this post is the protection of personnel and property and overall supervision of all guard operations at the Embassy Facilities. During business hours the supervisor is also responsible for directing official visitors.

b. The supervisor will make random inspections of all post in their responsibility, noting or correcting any irregularities. Supervisor will insure that all equipment is functioning properly and will re-supply or replace items as necessary. Supervisor should be familiar with all post and responsibilities.

c. The supervisor will investigate all disturbances, complaints, thefts, vandalism, and accidents within their responsibility area.

e. Supervisor will advise the guard command center or the project manager of any problems encountered during tour of duty.

f. During walk through of assigned area, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the supervisor will notify the guard command center immediately. Whenever possible, the supervisor will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

g. The supervisor will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

h. If during tour of duty the supervisor encounters a person with an aggressive attitude or disposition, the supervisor will call the guard command center for assistance. At no time will the supervisor enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the supervisor will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING AN EXPLOSIVE ORDINANCE DETECTION DOG TO THE EMBASSY FACILITIES.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING EXPLOSIVE ORDINANCE DETECTION DOG HANDLER DUTIES.

3. SCOPE
a. The Explosive Ordinance Detection Dog Handler's tour of duty is 7 days a week, 24 hours a day to the Embassy Facilities.

b. The guard shall provide explosive screening and detection of any item or location on or as directed by the RSO or guard supervisor.

c. The guard must handle/utilize the canine to conduct searches, screenings, and inspections of suspicious items, or areas deemed compromised or vulnerable to the placing of explosives.

d. The guard must maintain control of the canine at all times.

e. In case of demonstrations or emergency, he must notify the Site Supervisor or the RSO.

f. This post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
a. Equipment.

(1) Each guard will carry standard issued equipment during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memorandums issued by contract guard or embassy staff.

(2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.

(3) The guard will conduct a radio check of his assigned radio.

(4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

4. DUTIES
UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

EXHIBIT B

a. The primarily responsibility of the guard at this post is the protection of personnel and property through proper screening and inspection for explosives of pertinent areas of the Embassy Facilities using an explosives-trained dog. During working hours, the guard is also responsible for directing official visitors and employees, as appropriate. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. The guard will also monitor personnel movement in their assigned area to ensure that personnel are not loitering.

d. Guard will initiate radio check with the radio dispatcher every hour.

e. Guard will advise the supervisor of any problems encountered during tour of duty.

f. During walk through of assigned area, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify his supervisor immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the supervisor.

g. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

h. If, during tour of duty, the guard encounters a person with an aggressive attitude or disposition, the guard will call his supervisor for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the supervisor.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR CONTRACT GUARD PROJECT MANAGER.
POST GUARD ORDERS

1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY BY PERFORMING DUTIES

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS

3. SCOPE
a. The ____________ tour of duty is 7 days a week, 24-hours a day.
b. The ____________ shall provide security functions and relief support for all other guard positions listed in Schedule A, as appropriate.
c. The post duties do not include opening doors for visitors to the Embassy Facilities, carrying packages, or issuing badges. However, all guards will be courteous and offer assistance when appropriate.
d. The post will also monitor personnel movement inside the Embassy Facilities to ensure that visitors are not loitering or unescorted.
e. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.
f. ____________ will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
a. Equipment.
EXHIBIT B

(1) Each guard will carry standard issued equipment — as listed in Schedule A — during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by local guard or embassy staff.

(2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.

(3) The guard will conduct a radio check of assigned radio before beginning their shift.

(4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES

a. The primary responsibility of the guard at this post is the protection of personnel and property. During business hours the guard is also responsible for directing official visitors. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. The guard will also monitor visitors’ movements in their assigned area to ensure that personnel are not loitering or are unescorted.

d. Guard will initiate radio check with the guard command center every hour.

e. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

f. During walk through of assigned area, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

g. The post will also relieve all other guard positions listed in the Schedule A as directed by the supervisor or TOC.

h. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

i. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the TOC for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the TOC.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR ESF PROJECT MANAGER.
1. PURPOSE

TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY BY PERFORMING DUTIES AS AT THE EMBASSY FACILITIES.

2. APPLICABILITY

THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS AT THE EMBASSY FACILITIES.

3. SCOPE

a. The tour of duty is 7 days a week, 24-hours a day.

b. provide security functions and relief support for all other guard positions listed in Schedule A, as appropriate.

c. The post duties do not include opening doors for visitors to the Embassy Facilities, carrying packages, or issuing badges. However, all guards will be courteous and offer assistance when appropriate.

d. The post will also monitor personnel movement inside the Embassy Facilities to ensure that visitors are not loitering or unescorted.

e. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.

f. during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL

a. Equipment.

(1) Each guard will carry standard issued equipment – as listed in Schedule A - during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by local guard or embassy staff.

(2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.

(3) The guard will conduct a radio check of assigned radio before beginning their shift.

(4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES

UNCLASSIFIED
a. The primary responsibility of the guard at this post is the protection of personnel and property. During business hours the guard is also responsible for directing official visitors. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. The guard will also monitor visitors' movements in their assigned area to ensure that personnel are not loitering or are unescorted.

d. Guard will initiate radio check with the guard command center every hour.

e. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

f. During walk-through of assigned area, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

g. The post will also relieve all other guard positions listed in the Schedule A as directed by the supervisor or TOC.

h. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

i. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the TOC for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the TOC.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR ESF PROJECT MANAGER.
1. PURPOSE

2. APPLICABILITY

3. SCOPE

4. GENERAL

a. Equipment.

(1) Each guard will carry standard issued equipment during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memorandums issued by local guard or embassy staff.

(2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming Post.

(3) The guard will conduct a radio check of assigned radio.

(4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.
5. DUTIES

b. All guards will be courteous and offer assistance when appropriate.

e. Guard will advise the supervisor of any problems encountered during tour of duty.

f. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

g. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the supervisor or RSO for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to shift supervisor.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY BY PERFORMING DUTIES AS DELTA BARRIER/GATE OPERATOR AT THE EMBASSY FACILITIES.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS BARRIER/GATE OPERATOR AT THE EMBASSY FACILITIES.

3. SCOPE
a. Delta Barrier/Gate Operator tour of duty is 7 days a week, 24-hours a day.
   b. Operator shall provide Delta Barrier and Gate Operations
   c. The guard who works this post will operate the Delta Barrier and the CAC gate in accordance with the prescribed access procedures of the Embassy Facilities.
   d. The operator’s duties do not include opening doors for visitors to the Embassy Facilities, carrying packages, or issuing badges. However, all guards will be courteous and offer assistance when appropriate.
   e. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.
   f. The post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
   a. Equipment.
      (1) Each guard will carry standard issued equipment – as listed in Schedule A - during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by local guard or embassy staff.
      (2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.
      (3) The guard will conduct a radio check of assigned radio before beginning their shift.
      (4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES
EXHIBIT B

a. The primary responsibility of the guard at this post is the protection of personnel and property through adequate operation of the Delta Barrier and main gate. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. Guard will initiate radio check with the guard command center every hour.

d. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

e. During the performance of his duties, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

f. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

g. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY BY PERFORMING DUTIES AS VEHICLE ACCESS AND INSPECTION GUARD AT THE EMBASSY FACILITIES.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS VEHICLE ACCESS/INSPECTION AT THE EMBASSY FACILITIES.

3. SCOPE
a. Vehicle Access/Inspection tour of duty is 7 days a week, 24-hours a day.

b. Vehicle Access/Inspection shall provide vehicle access and inspection services at the Main CAC building or Service CAC, as appropriate.

c. The guard who works this post will screen vehicles and allow access in accordance with the prescribed access procedures of the ARG compound.

d. The post duties do not include opening doors for visitors to the Embassy Facilities, carrying packages, or issuing badges. However, all guards will be courteous and offer assistance when appropriate.

e. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.

f. The post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
a. Equipment.

(1) Each guard will carry standard issued equipment — as listed in Schedule A - during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by local guard or embassy staff.

(2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.

(3) The guard will conduct a radio check of assigned radio before beginning their shift.

(4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES
EXHIBIT B

a. The primary responsibility of the guard at this post is the protection of personnel and property through adequate vehicle screening and access. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. Guard will initiate radio check with the guard command center every hour.

d. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

e. During the performance of his duties, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

f. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

g. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY BY PERFORMING DUTIES AS AN ITEMIZER/VAPOR TRACE OPERATOR AT THE EMBASSY FACILITIES.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS AN ITEMIZER/VAPOR TRACE OPERATOR AT THE EMBASSY FACILITIES.

3. SCOPE
   a. Itemizer/Vapor Trace operator tour of duty is 7 days a week, 24-hours a day.
   b. This post shall provide screening at the Embassy Facilities, as appropriate.
   c. The guard who works this post will operate the Itemizer/Vapor Tracer in accordance with the prescribed access procedures of the Embassy Facilities.
   d. The post duties do not include opening doors for visitors to the Embassy Facilities, carrying packages, or issuing badges. However, all guards will be courteous and offer assistance when appropriate.
   e. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.
   f. The post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
   a. Equipment.
      (1) Each guard will carry standard issued equipment – as listed in Schedule A - during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by local guard or embassy staff.
      (2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.
      (3) The guard will conduct a radio check of assigned radio before beginning their shift.
      (4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES
EXHIBIT B

a. The primary responsibility of the guard at this post is the protection of personnel and property through adequate operation of the Itemizer/Vapor Tracer to scan for explosive or hazardous material. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. Guard will initiate radio check with the guard command center every hour.

d. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

e. During the performance of his duties, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

f. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

g. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY BY PERFORMING DUTIES AS AN HHMD/WTMD OPERATOR AT THE EMBASSY FACILITIES.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS AN HHMD/WTMD OPERATOR AT THE EMBASSY FACILITIES.

3. SCOPE
a. HHMD & WTMD tour of duty is 7 days a week, 12-hours a day.

b. This Post shall provide HHMD/WTMD screening at the Embassy Facilities, as appropriate.

   c. The guard who works this post will operate the HHMD/WTMD in accordance with the prescribed access procedures of the Embassy Facilities.
   
   d. The post duties do not include opening doors for visitors to the Embassy Facilities, carrying packages, or issuing badges. However, all guards will be courteous and offer assistance when appropriate.

   e. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.

   f. The post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
a. Equipment.
   
   (1) Each guard will carry standard issued equipment – as listed in Schedule A – during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by local guard or embassy staff.

   (2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.

   (3) The guard will conduct a radio check of assigned radio before beginning their shift.

   (4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES
EXHIBIT B

a. The primary responsibility of the guard at this post is the protection of personnel and property through adequate operation of the HHMD/WTMD to scan for explosives, weapons, or hazardous material. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. Guard will initiate radio check with the guard command center every hour.

d. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

e. During the performance of his duties, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

f. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

g. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY BY PERFORMING DUTIES AS VEHICLE ACCESS AND INSPECTION GUARD AT THE EMBASSY FACILITIES.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS VEHICLE ACCESS/INSPECTION AT THE EMBASSY FACILITIES.

3. SCOPE
a. Vehicle Access/Drop Arm tour of duty is 7 days a week, 24-hours a day.
b. This post shall provide vehicle access at the Embassy Facility, as appropriate.
c. The guard who works this post will screen vehicles and allow access in accordance with the prescribed access procedures of the Embassy Facilities.
d. The post duties do not include opening doors for visitors to the Embassy Facilities, carrying packages, or issuing badges. However, all guards will be courteous and offer assistance when appropriate.
e. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.
f. The will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
a. Equipment.
(1) Each guard will carry standard issued equipment – as listed in Schedule A - during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by local guard or embassy staff.
(2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.
(3) The guard will conduct a radio check of assigned radio before beginning their shift.
(4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES
a. The primary responsibility of the guard at this post is the protection of personnel and property through adequate vehicle screening and access. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. Guard will initiate radio check with the guard command center every hour.

d. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

e. During the performance of his duties, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

f. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

g. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY BY PERFORMING DUTIES AS AN INTERPRETER AT THE EMBASSY FACILITIES.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AS AN INTERPRETER AT THE EMBASSY FACILITIES.

3. SCOPE
a. Interpreter/Screener tour of duty is 7 days a week, 24-hours a day.
b. This shall provide interpreter services at the Embassy Facilities, as appropriate.
c. The guard who works this post will provide interpreter services in accordance with the prescribed access procedures of the Embassy Facilities.
d. The post duties do not include opening doors for visitors to the Embassy Facilities, carrying packages, or issuing badges. However, all guards will be courteous and offer assistance when appropriate.
e. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.
f. The post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
a. Equipment.
   (1) Each guard will carry standard issued equipment – as listed in Schedule A - during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by local guard or embassy staff.
   (2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.
   (3) The guard will conduct a radio check of assigned radio before beginning their shift.
   (4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

4. DUTIES
a. The primary responsibility of the guard at this post is the protection of personnel and property through appropriate interpreter services. In case of problems, the guard will contact the Supervisor or radio dispatcher.
b. All guards will be courteous and offer assistance when appropriate.

c. Guard will initiate radio check with the guard command center every hour.

d. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

e. During the performance of his duties, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

f. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

g. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY ACCESS CONTROL SUPERVISION TO THE EMBASSY FACILITIES.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING SUPERVISORY DUTIES AT THE EMBASSY FACILITIES ACCESS CONTROL POINTS.

3. SCOPE
   a. Access Control tour of duty is 7 days a week, 12-hours per day.
   b. Access Control shall provide access control supervision to the Embassy Facilities, as appropriate.
   c. The guard who works this post will concern himself with the overall security procedures and guard performance of the access control policies at the Embassy Facilities.
   d. The guard will supervise and control the entry of persons into the Embassy Facilities.
   e. The guard will ensure the proper screening and processing of visitors to the Embassy. The guard must ensure that all packages that enter the Embassy are searched, including brief cases, purses, packages, and will assure that nothing enters: fire-arms, radios, calculators, beepers, cellular phones, etc. These items will remain at the guard post until the owner leaves, at which time the personal effects will be returned.
   f. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.
   g. The post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
   a. Equipment.
      1. Each guard will carry standard issued equipment - as listed in Schedule A - during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memorandums issued by local guard or embassy staff.
      2. Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.
      3. The guard will conduct a radio check of assigned radio prior to beginning the shift.
      4. Guard will maintain a daily record log book and a supply of Incident Report Forms on post.
5. DUTIES

a. The primary responsibility of the post is the protection of personnel and property. During business hours the post is responsible for ensuring that the guards safely, efficiently, and courteously process all visitors and employees entering the Embassy. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. The guard will also monitor personnel movement in their assigned area to ensure that personnel are not loitering or are unescorted.

d. Guard will initiate radio check with the guard command center every hour.

e. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

f. During walk through of assigned area, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

g. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

h. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING SECURITY ACCESS CONTROL TO THE EMBASSY FACILITIES.

2. APPLICABILITY
THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING GUARD DUTIES AT THE EMBASSY FACILITIES ACCESS CONTROL POINTS.

3. SCOPE
a. Access Control post is 7 days a week, 24-hours per day.

b. Guards at this post shall provide access control to the Embassy Facilities, as appropriate.

c. The guard who works this post will concern himself with the overall security procedures and guard performance of the access control policies at the Embassy Facilities.

d. The guard will control the entry of persons into the Embassy Facilities.

e. The guard will ensure the proper screening and processing of visitors to the Embassy Facility. The guard must ensure that all packages that enter the Embassy are searched, including brief cases, purses, packages, and will assure that nothing enters: radios, calculators, beepers, cellular phones, etc. These items will remain at the guard post until the owner leaves, at which time the personal effects will be returned.

f. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.

g. The post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved. Due to the remote location of the GSO Warehouse and Old EMR facility, in exigent circumstances, with Supervisor, PM or RSO approval if possible, Guards may abandon their post for reasons of personal safety.

4. GENERAL
a. Equipment.

(1) For reasons of personal safety resulting from anonymity, Guards will not carry standard equipment, with no standard uniform, nor weapon, nor any items that would indicate
they are associated with the Embassy — as listed in Schedule A — during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memorandums issued by local guard or embassy staff.

(2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.

(3) The guard will conduct a post status check phone call by use of cell phone prior to beginning the shift.

(4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES

a. The primary responsibility of the post is the protection of personnel and property. During business hours the post is responsible for ensuring that the guards safely, efficiently, and courteously process all visitors and employees entering the Embassy. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. The guard will also monitor personnel movement in their assigned area to ensure that personnel are not loitering or are unescorted.

d. Guard will initiate status check with the guard command center every 2 hours.

e. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

f. During walk through of assigned area, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

g. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

h. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR LOCAL GUARD PROJECT MANAGER.
POST GUARD ORDERS

1. PURPOSE

TO ESTABLISH PROCEDURES FOR PROVIDING PEDESTRIAN, VEHICLE ACCESS CONTROL AND ID MEDIA ISSUANCE

2. APPLICABILITY

THIS GUARD ORDER APPLIES TO ALL PERSONNEL PERFORMING DUTIES AT

3. SCOPE

a. Access Control tour of duty is 7 days a week, 24-hours per day.

b. This post shall provide access control and ID media issuance into the Embassy Facilities, as appropriate.

b. The guard who works the entry control point will concern himself with the security of the offices of the personnel who work in the Embassy Facilities.

c. The guard will control the entry of persons by screening all those who come to his post and issuing appropriate media.

d. The guard must search all packages that enter the building, including brief cases, purses, packages, and will assure himself that nothing enters: fire arms, radios, calculators, beepers, cellular phones, etc. These items will remain at the guard post until the owner leaves, returning the previously issued receipt. Visitors must pass through the metal detector and if there is no alarm, the visitor may enter.

e. In case of demonstrations or emergency, he must notify the Shift Supervisor and Office of Security immediately.

f. The post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL

a. Equipment.

(1) Each guard will carry standard issued equipment – as listed in Schedule A - during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by contract guard or embassy staff.

(2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.

(3) The guard will conduct a radio check of assigned radio.

(4) Guard will maintain a daily record log book and a supply of Incident Report Forms on post.
EXHIBIT B

5. DUTIES

a. The primary responsibility of the guard at this post is the protection of personnel and property. The guard is also responsible for directing service support personnel and screening packages. In case of problems, the guard will contact the Supervisor or radio dispatcher.

b. All guards will be courteous and offer assistance when appropriate.

c. The guard will also monitor personnel movement in their assigned area to ensure that personnel are not loitering or are unescorted.

d. Guard will initiate radio check with the guard command center every hour.

e. Guard will advise the guard command center or the supervisor of any problems encountered during tour of duty.

f. During walk through of assigned area, if they notice any suspicious activities or persons loitering near vehicles of embassy personnel, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

g. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

h. If during tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard command center.

6. ANY QUESTIONS TO THESE GUARD ORDERS SHOULD BE DIRECTED TO THE RSO, OR PROJECT MANAGER.
1. PURPOSE
TO ESTABLISH PROCEDURES FOR PROVIDING PERIMETER SECURITY TO THE EMBASSY FACILITIES.

2. APPLICABILITY
THESE ORDERS APPLY TO ALL PERSONNEL PERFORMING SENIOR GUARD DUTIES OF THE EMBASSY FACILITIES.

3. SCOPE
a. Exterior Perimeter/Tower tour of duty is 7 days per week, 24-hours a day.
   b. Exterior Perimeter/Towers shall provide perimeter security and oversight to the eastern side of the Embassy Facilities.
      The guard who works this post will concern himself with the security of the exterior area of the compound.
   c. The guard will provide visual observation of the areas around the Embassy Facilities.
   d. In case of demonstrations or emergency, he must notify the Site Supervisor and TOC immediately.
   e. The post will be manned during times specified in paragraph 3a. Guards will not leave their post unless properly relieved.

4. GENERAL
a. Equipment.
   (1) Each guard will carry standard issued equipment – as listed in Schedule A - during tour of duty. No reading material will be authorized while on post. The only reading material authorized on post will be guard orders, standard operating procedures, policy letters, or memoranda issued by ESF or the RSO.
   (2) Each guard, with the supervisor, will ensure that their individual equipment is functional prior to assuming post.
   (3) The guard will conduct a radio check of assigned radio prior to commencing his shift.
   (4) The guard will maintain a daily record log book and a supply of Incident Report Forms on post.

5. DUTIES
a. The primary responsibility of the guard at this post is the protection of personnel and property and alerting the Embassy to potential/possible threats. In case of problems, the guard will contact the Supervisor or radio dispatcher.
b. All guards will be courteous and offer assistance when appropriate.
EXHIBIT B

d. Guard will initiate radio check with the guard command center every hour.

e. Guard will advise the Site Supervisor or the TOC of any problems encountered during tour of duty.

f. During walk through of assigned area, if they notice any suspicious activities or persons loitering near the vicinity of the areas immediately outside the eastern wall near the main gate, the guard will notify the guard command center immediately. Whenever possible, the guard will detain any suspicious person and acquire name, cedula number, phone number (if possible), and any other pertinent information that will assist in later identification if needed. This information will be recorded on an Incident Report and turned into the guard command center.

g. The guard will respond to incidents as directed by the RSO, Project Manager, A/RSO, or A/Project Manager/Supervisor.

h. If during his tour of duty the guard encounters a person with an aggressive attitude or disposition, the guard will call the guard command center for assistance. At no time will the guard enter into a verbal confrontation with any visitor. All inquiries concerning his duties that cannot be answered by the guard will be referred to the guard supervisor.

6. ANY QUESTIONS TO THESE GUARD POST ORDERS SHOULD BE DIRECTED TO THE RSO, ESF PROJECT MANAGER.
EXHIBIT C

QUALITY ASSURANCE AND SURVEILLANCE PLAN

Exhibit C.1. General

This plan is designed to provide an effective surveillance method to promote effective contractor performance. The Quality Assurance Plan provides a method for the Contracting Officer's Representative (COR) to monitor contractor performance, advise the contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor contractor performance to ensure that contract standards are achieved.

Exhibit C.1.1. Failure to Provide Services. As with any time-and-materials contract, the Contractor may only bill for hours worked. For an unmanned post, not only is the contractor prohibited from billing for such services, but also the Government may assess a further deduction, as shown in the first category of the matrix displayed below, due to the serious breach of security created by the unmanned post.

Exhibit C.1.2. Deduction for Unacceptable Performance. The deductions described in the matrix below are for billed services not performed in accordance with acceptable quality performance standards, resulting in:

1. the degradation in value of those services, and
2. the anticipated loss of administrative time and cost in dealing with performance deficiencies.

This contract may also contain line items for vehicles and communications equipment. These line items are paid at a fixed monthly rate. The matrix reflects the deductions for unacceptable services under these line items. These deductions reflect a pro rata deduction from the monthly rate.

Exhibit C.2. Computation of Government Deduct Rate

The deduct value is based on the estimated cost for the Government to provide that service in the absence of a contract employee or the additional administrative time for the Government. For certain deficiencies, the specified deduct value is the loaded labor rate paid to the Embassy Regional Security Officer (RSO). This rate may be assessed in as little as quarter hour increments. The Government cost for this purpose is:

For Base Period $89.00 per hour
For Option Year 1: $92.00 per hour  
For Option Year 2: $96.00 per hour  
For Option Year 3: $100.00 per hour  
For Option Year 4: $104.00 per hour 

The Government reserves the unilateral right to modify the contract for the purpose of changing this rate. Changes will occur only to reflect changes in the cost on which the hourly rate is based.

Exhibit C.3. Policy

The acceptable quality and deduct guidelines do not imply that the Contractor may knowingly perform in a defective manner. Defective performance may cause the Government to incur additional expenses with regard to the services, or cause the Government to withhold payment for services not properly or satisfactorily performed. When the Contracting Officer or COR observes deficient performance, as identified in the following items, the Government shall invoke the deduct value for that deficiency.
<table>
<thead>
<tr>
<th>Desired Outcomes</th>
<th>Contract Requirement</th>
<th>Maximum Allowable Deviation from Performance Standard</th>
<th>Negative Incentive for Not Meeting Performance Standards</th>
<th>Monitoring Method/Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>No manned Post</td>
<td>C.1.2., Exhibit A, Section B</td>
<td>0 per month</td>
<td>RSO Deduct hourly rate not to exceed length of guard shift.</td>
<td>Time period is determined from beginning of shift or point of last Supervisor Inspection until time post is manned, not to exceed the end of the shift.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No sleeping on Duty</td>
<td>H.4.5.</td>
<td>0 per month</td>
<td>Hourly rate from Section B for position required by the post where infraction occurred.</td>
<td>As long as post remains unmanned.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor Inspection; no failure to make complete inspection of all posts</td>
<td>C.3.2.</td>
<td>1 per month</td>
<td>Supervisor Hourly rate from Section B. times the hours per shift</td>
<td>Time period is determined from point in time of last Supervisor Inspection to time of infraction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No failure to follow General and/or Post Orders</td>
<td>C.1.3.2.</td>
<td>2 per month</td>
<td>Supervisor Hourly rate from Section B. Deduction per incident at the hourly rate.</td>
<td>Deduction is determined by RSO inspection, observation, or reports.</td>
</tr>
<tr>
<td></td>
<td>Exhibit B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desired Outcomes</td>
<td>Contract Requirement</td>
<td>Maximum Allowable Deviation from Performance Standard</td>
<td>Negative Incentive for Not Meeting Performance Standards</td>
<td>Monitoring Method/Frequency</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------</td>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Completion of required initial, basic or refresher training.</td>
<td>H.5.5</td>
<td>0 per month</td>
<td>RSO deduct hourly rate not to exceed length of guard shift.</td>
<td>Deduction is determined by RSO and/or USG inspection, observation, or reports.</td>
</tr>
<tr>
<td>No failure to maintain Administrative Records</td>
<td>C.1.5.9.2</td>
<td>2 per month</td>
<td>RSO Deduct hourly rate</td>
<td>Deduction per deviation for actual time expended for review.</td>
</tr>
<tr>
<td>No lack of Vehicles including ERT vehicles (See Note #2)</td>
<td>H.13</td>
<td>1 day per month</td>
<td>Monthly Vehicle rate from Section B divided by 30 divided by number of vehicles (see Section C)</td>
<td>Deduction at the deduct value daily rate for each day or fraction of a day.</td>
</tr>
<tr>
<td>No lack of Key Personnel</td>
<td>H.12</td>
<td>2 days per month</td>
<td>RSO Deduct hourly rate times 8.</td>
<td>Deduction is per hour of deficiency.</td>
</tr>
<tr>
<td>No lack of Radio Network Equipment (including individual functioning radios)</td>
<td>Exhibit D, C.1.5.8</td>
<td>2 radios per month</td>
<td>Monthly rate in Section B, divided by 30, times number of hours without equipment per post</td>
<td>Deduction is per hour of deficiency.</td>
</tr>
<tr>
<td>Desired Outcomes</td>
<td>Contract Requirement</td>
<td>Maximum Allowable Deviation from Performance Standard</td>
<td>Negative Incentive for Not Meeting Performance Standards</td>
<td>Monitoring Method/Frequency</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>-------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>No lack of Equipment - items not priced by line in Section B</td>
<td>Exhibit D</td>
<td>2 per month</td>
<td>Supervisor Hourly rate from Section B, times number of hours without equipment</td>
<td>Deduction is per hour of deficiency.</td>
</tr>
<tr>
<td>No Damage to a weapon making it inoperative due to contractor's and/or guard's negligence</td>
<td>Exhibit D</td>
<td>0 per month</td>
<td>Actual cost to repair and/or replace each weapon plus an administrative charge of $150 per weapon</td>
<td>Deduction is determined by RSO after evaluation of weapon by DEAV and other USG inspection, observation, or reports.</td>
</tr>
</tbody>
</table>

Note (1):
Desired Outcome: Supervisor Inspection; no failure to make complete inspection of all posts.
Negative incentive for not meeting performance standard: Deduction is determined as the ratio of the number of unsatisfactory round(s) to the required number of rounds per shift times the deduct value. The deduct determination expressed in formula format: 
(Number of Unsatisfactory Rounds/Number of Required Rounds per Shift) x (Supervisor Hourly Rate) x (Hours per shift)
The supervisor hourly rate is the hourly rate found at B.3.1, B.4.1.1, B.5.1.1, etc.

Note (2):
A deduction for Vehicles only applies when Contractor furnished and listed on Exhibit D.
EXHIBIT D

CONTRACTOR-FURNISHED PROPERTY

All equipment, materials, supplies, and clothing provided under the terms of this contract shall be suitable for their intended use. Equipment with electric or battery operation provided shall have UL(r) and or similar certification specified by host country. Employees shall be trained in safe operation of the equipment, and all equipment shall meet appropriate safety standards and codes. The type and quantity of equipment purchased shall be based on National Institute of Justice (NIJ) standards and approved by the Government. The contractor may make substitutions for specific equipment which is equivalent or better in quality and functionality, but at no increase in cost without the written concurrence of the COR.

The Government reserves the right to have the Contractor immediately replace any unsafe or inoperable equipment and implement deducts as specified in Exhibit C. The Contractor shall maintain sufficient parts and equipment for all Contractor-furnished property to ensure uninterrupted provision of services as required by the contract.

All Contractor-furnished property must meet or exceed Condition Code 4, and all Contractor-furnished vehicles must meet Condition Code 3.

The following list of Contractor-furnished property establishes minimum requirements for the items listed. It is not a comprehensive list and it does not relieve the Contractor from furnishing any other materials required to perform the contract but not listed below.

1. Uniforms and Equipment for Personnel

Refer to Exhibit E. The Contractor will be supplied an initial cache of uniforms and equipment for personnel as outlined in the MS Excel Spreadsheet contained in Exhibit E. The Contractor will be required to use these items during the base performance of period. Should the Contractor elect to use a similar item of clothing in the base period of performance and/or subsequent periods of performance, the Contractor is required to advise the Contracting Officer’s Representative of any changes in supplier, style, and/or color prior to ordering and issuance. The Contractor shall issue a uniform and personal equipment, as detailed below, to each employee. The Contractor shall replace these items as needed during the term of the contract. The Contractor shall ensure that each uniform shirt and jacket have a COR-approved shoulder patch. In addition to the basic uniform, the Contractor shall issue a distinctive uniform to each supervisor, such as a blazer or distinctive shirt or hat.
Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

- Flashlight Pouch
- 1 Utility and 1 Medical gear pouch
- Cold Weather Military Boots (per ERT member)
- Summer Military Boots (per ERT member)
- 6 pairs cold weather socks (per ERT member)
- 6 pairs summer socks (per ERT member)
- 6 pairs Khaki Cargo or BDU pants or equivalent (per ERT member)
- 6 Khaki BDU Blouse/Jacket or equivalent (per ERT member)
- Knee pads (per ERT member)
- Elbow pads (per ERT member)
- Blackhawk CQB/Emergency Rescue Riggers belt or equivalent (per ERT member)
- Hatch SOG - L50 Operator gloves or equivalent (per ERT member)
- Cold weather gloves or equivalent (per ERT member)
- Gortex Cold weather jacket or equivalent (per ERT member)
- Knit caps (per ERT member)
- Safariland 6004 Tactical Drop holster or equivalent. Duty belt and four belt keepers (per ERT member)
- Safariland or equivalent 9mm ammo pouches (4 per ERT member)
- Camel back / water hydration system or equivalent (per ERT member)
- day tactical backpack or equivalent (per ERT member)
- Leatherman tool or equivalent (per ERT member)
- Tactical knife with 5" blade or equivalent (per ERT member)
- Rain Jacket / Rain Pants (per ERT member)
- Mag Light or equivalent 3 cell - (1 per ERT vehicle)
- Batteries and spare bulbs for Mag Lights
- Binoculars 8x30 - (1 per vehicle)
- Medical Trauma Kits for ERT Team:
  - 1 - Diamondback BIRT for each ERT member
- Medical Trauma Kit - Vehicle
  - One per vehicle- ERT and Transports which shall include the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airway Management Kit</td>
<td></td>
</tr>
<tr>
<td>Stethoscope</td>
<td>1</td>
</tr>
<tr>
<td>4 x 4 gauze, dressing, 2's</td>
<td>4</td>
</tr>
<tr>
<td>Bloodstopper</td>
<td>2</td>
</tr>
<tr>
<td>Combine dressing, 5&quot; x 9&quot; ABD pads</td>
<td>2</td>
</tr>
<tr>
<td>Plastic bags, 4 ml, 6&quot; x 6&quot; ziplock</td>
<td>2</td>
</tr>
<tr>
<td>Scissors, EMT trauma, 7 1/4&quot;</td>
<td>1</td>
</tr>
<tr>
<td>Swift wrap elastic, 4&quot; x 5 yds</td>
<td>2</td>
</tr>
<tr>
<td>Laryngoscope set (2 ea. 3,4 Mac &amp; Miller blades)</td>
<td>1</td>
</tr>
<tr>
<td>Laryngoscopes bulbs</td>
<td>6</td>
</tr>
<tr>
<td>Magill forceps 9 ½&quot;</td>
<td>1</td>
</tr>
<tr>
<td>CO2 detector</td>
<td>2</td>
</tr>
<tr>
<td>Trachea tube clamps</td>
<td>2</td>
</tr>
<tr>
<td>ET tubes, 6.5, 7.0, 7.5, 8.0, 2 each</td>
<td>8</td>
</tr>
<tr>
<td>Item</td>
<td>Qty</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>ET tubes stylette</td>
<td>1</td>
</tr>
<tr>
<td>Sugri-lube</td>
<td>6</td>
</tr>
<tr>
<td>Berman Airways, Adult</td>
<td>3</td>
</tr>
<tr>
<td>Cloth tape, 2&quot;</td>
<td>1</td>
</tr>
<tr>
<td>Bite stick</td>
<td>1</td>
</tr>
<tr>
<td>60cc Syringe, aspiration tube</td>
<td>1</td>
</tr>
<tr>
<td>10cc syringe</td>
<td>2</td>
</tr>
<tr>
<td>Nasopharyngeal airway, 26fr, 28fr, 30fr, 32fr</td>
<td>2</td>
</tr>
<tr>
<td>14 gauge angiocaths</td>
<td>2</td>
</tr>
<tr>
<td>Nitrile gloves (pairs)</td>
<td>12</td>
</tr>
<tr>
<td>Asherman Chest Seal</td>
<td>4</td>
</tr>
<tr>
<td>Spray adhesive</td>
<td>1</td>
</tr>
<tr>
<td>Bag Valve Mask</td>
<td>1</td>
</tr>
<tr>
<td>Chest tube with heimlich valve</td>
<td>1</td>
</tr>
</tbody>
</table>

**Circulation/Bleeding Kit**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 x 2 gauze, 4 ply</td>
<td>6</td>
</tr>
<tr>
<td>4 x 4 gauze, sterile not required</td>
<td>8</td>
</tr>
<tr>
<td>antimicrobial wipes</td>
<td>4</td>
</tr>
<tr>
<td>Bloodstopper</td>
<td>3</td>
</tr>
<tr>
<td>Bulkee II, sterile gauze</td>
<td>8</td>
</tr>
<tr>
<td>5.5&quot; curved Kellys</td>
<td>4</td>
</tr>
<tr>
<td>Tongue depressers</td>
<td>10</td>
</tr>
<tr>
<td>Combine dressing 5&quot; x 9&quot;, ABD</td>
<td>6</td>
</tr>
<tr>
<td>Nitrile Gloves, pair</td>
<td>12</td>
</tr>
<tr>
<td>Scissors, trauma, 7 1/4&quot;</td>
<td>2</td>
</tr>
<tr>
<td>Space blanket</td>
<td>4</td>
</tr>
<tr>
<td>Swift wrap elastic, 4&quot; x 5 yd</td>
<td>4</td>
</tr>
<tr>
<td>Swift wrap elastic, 6&quot; x 5 yd</td>
<td>2</td>
</tr>
<tr>
<td>Trauma dressing, 10&quot; x 30&quot;</td>
<td>4</td>
</tr>
<tr>
<td>Tape, adhesive 1&quot;</td>
<td>3</td>
</tr>
<tr>
<td>Tape, adhesive 2&quot;</td>
<td>2</td>
</tr>
<tr>
<td>Tape, adhesive 3&quot;</td>
<td>1</td>
</tr>
<tr>
<td>Triangular bandage, 37&quot;</td>
<td>6</td>
</tr>
<tr>
<td>Burn Gel dressing, 2&quot; x 6&quot;, Water Jel</td>
<td>1</td>
</tr>
<tr>
<td>Burn Gel dressing, 4&quot; x 4&quot;, Water Jel</td>
<td>2</td>
</tr>
<tr>
<td>Burn Gel dressing, 4&quot; x 16&quot;, Water Jel</td>
<td>1</td>
</tr>
<tr>
<td>Burn Gel ointment, 1/8 oz. Packages</td>
<td>6</td>
</tr>
<tr>
<td>Trauma Dex clotting agent, 5 gram packs</td>
<td>2</td>
</tr>
<tr>
<td>Normal saline wound irrigation, 75 ml</td>
<td>2</td>
</tr>
</tbody>
</table>

**Circulation Management Kit**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spec Ops I.V. Start Kit</td>
<td>1</td>
</tr>
<tr>
<td>4 x 4 gauze, sterile not required</td>
<td>3</td>
</tr>
<tr>
<td>1&quot; x 3&quot; elastic bandages</td>
<td>10</td>
</tr>
<tr>
<td>Alcohol Prep Pads</td>
<td>24</td>
</tr>
<tr>
<td>Anti Microbial wipes</td>
<td>24</td>
</tr>
<tr>
<td>Antiseptic towelette</td>
<td>12</td>
</tr>
<tr>
<td>Betadine Ointment, 1/32 oz.</td>
<td>8</td>
</tr>
<tr>
<td>Tape, adhesive 1&quot;</td>
<td>1</td>
</tr>
<tr>
<td>Triple antibiotic ointment .5gm</td>
<td>3</td>
</tr>
<tr>
<td>I.V. Admin set, 72&quot; minimum</td>
<td>4</td>
</tr>
<tr>
<td>Item</td>
<td>Qty</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Angiocath, 14, 16, 18, ga.</td>
<td>9</td>
</tr>
<tr>
<td>Lactated Ringers Injection, 1,000 cc</td>
<td>4</td>
</tr>
<tr>
<td>Penrose drain (tourniquet)</td>
<td>4</td>
</tr>
<tr>
<td>10 cc syringe</td>
<td>2</td>
</tr>
<tr>
<td>Pressure infusor</td>
<td>1</td>
</tr>
<tr>
<td>Sharps shuttle II</td>
<td>2</td>
</tr>
<tr>
<td>Nitrile Gloves, pair</td>
<td>12</td>
</tr>
<tr>
<td>Plastic bag, Biohazard</td>
<td>3</td>
</tr>
<tr>
<td>Bio-hand cleaner wipes</td>
<td>6</td>
</tr>
<tr>
<td>Blood pressure cuff with glow-in dark gauge</td>
<td>1</td>
</tr>
<tr>
<td><strong>First Aid Care</strong></td>
<td></td>
</tr>
<tr>
<td>2&quot; x 2&quot; gauze, 4 ply</td>
<td>4</td>
</tr>
<tr>
<td>4 x 4 gauze, sterile not required</td>
<td>2</td>
</tr>
<tr>
<td>Advil tablets</td>
<td>8</td>
</tr>
<tr>
<td>Alcohol Prep Pads</td>
<td>6</td>
</tr>
<tr>
<td>Antacid tablets</td>
<td>8</td>
</tr>
<tr>
<td>Antiseptic towelette</td>
<td>8</td>
</tr>
<tr>
<td>Bandage, plastic 1&quot;x3&quot;</td>
<td>10</td>
</tr>
<tr>
<td>Bandage, plastic 3/4 x 3&quot;</td>
<td>10</td>
</tr>
<tr>
<td>Benzoine Tincture, swabs</td>
<td>4</td>
</tr>
<tr>
<td>Betadine Ointment, 1/32 oz.</td>
<td>6</td>
</tr>
<tr>
<td>Betadine Sol. 1 oz.</td>
<td>1</td>
</tr>
<tr>
<td>Blistex® lip ointment</td>
<td>3</td>
</tr>
<tr>
<td>Butterfly bandage, medium</td>
<td>10</td>
</tr>
<tr>
<td>Diamode tabs, 1s</td>
<td>6</td>
</tr>
<tr>
<td>Disposable scalpel</td>
<td>2</td>
</tr>
<tr>
<td>Eye drops, (equal to Visine)</td>
<td>1</td>
</tr>
<tr>
<td>Finger tip bandage</td>
<td>2</td>
</tr>
<tr>
<td>Hand wash towelette</td>
<td>6</td>
</tr>
<tr>
<td>Hydrocortizone cream, 1/32</td>
<td>4</td>
</tr>
<tr>
<td>Ice Packs, small disp</td>
<td>2</td>
</tr>
<tr>
<td>Knuckle bandage</td>
<td>2</td>
</tr>
<tr>
<td>medi-lyte, 2s</td>
<td>8</td>
</tr>
<tr>
<td>Moleskin</td>
<td>2</td>
</tr>
<tr>
<td>Nitrile Gloves, pair</td>
<td>3</td>
</tr>
<tr>
<td>Non-adhere pad</td>
<td>2</td>
</tr>
<tr>
<td>Plastic bag, 4 mil, 4&quot;x4&quot; ziplock</td>
<td>2</td>
</tr>
<tr>
<td>Plastic bag, 4 mil, 6&quot;x6&quot; ziplock</td>
<td>4</td>
</tr>
<tr>
<td>Sterile swabs, 2's</td>
<td>6</td>
</tr>
<tr>
<td>Robitussin cough drops</td>
<td>4</td>
</tr>
<tr>
<td>Splinter tweezers</td>
<td>1</td>
</tr>
<tr>
<td>Surgical scissors</td>
<td>1</td>
</tr>
<tr>
<td>Tape, adhesive 1&quot;</td>
<td>1</td>
</tr>
<tr>
<td>Telfa Pads, 2 x 3&quot;</td>
<td>4</td>
</tr>
<tr>
<td>Thermometer, Oral</td>
<td>1</td>
</tr>
<tr>
<td>Triple antibiotic oint./.5g</td>
<td>8</td>
</tr>
<tr>
<td>Tylenol Extra Strength, 2s</td>
<td>8</td>
</tr>
<tr>
<td><strong>Definitive Care Kit(Pocket D-Definitive Care)</strong></td>
<td></td>
</tr>
<tr>
<td>Space blankets</td>
<td>2</td>
</tr>
<tr>
<td>SAMS splint</td>
<td>1</td>
</tr>
</tbody>
</table>
**GUARDS (US/EXPAT)**

- Vest, Body Armor (as described in (b)(i) above)
  - At least one of the following MOLLE Compatible Pouches:
    - Small Radio Pouch
    - Admin/Compass Pouch
    - Flashlight Pouch
    - 1 Utility and 1 Medical gear pouch

- Cold Weather Military Boots (per ESF member)
- Summer Military Boots (per ESF member)
- 6 pairs cold weather socks (per ESF member)
- 6 pairs summer socks (per ESF member)
- 6 pairs Khaki Cargo or BDU pants or equivalent (per ESF member)
- 6 Khaki BDU Blouse/Jacket or equivalent (per ESF member)
- Knee pads (per ESF member)
- Elbow pads (per ESF member)
- Blackhawk CQB/Emergency Rescue Riggers belt or equivalent (per ESF member)
- Riggers gloves or equivalent (per ESF member)
- Cold weather gloves or equivalent (per ESF member)
- Gortex Cold weather jacket or equivalent (per ESF member)
- Knit caps (per ESF member)
- Safariland 6004 Tactical Drop holster or equivalent (to be issued to every ESF member.) With duty belt and four keepers. (as noted on Exhibit A)
- Safariland or equivalent 9mm ammo pouches. (4 per ESF member)
- Rain Jacket / Rain Pants (per ESF member)
- Batteries and spare bulbs for Flash Lights, 3 cell (supplies for all Flash Lights as noted on Exhibit A)

**GUARDS (TCN)**

The following shall be provided for each ESF guard member:

- Vest, Body Armor (as described in (c)(i) above)
- At least one of the following MOLLE Compatible Pouches:
  - Small Radio Pouch
  - Admin/Compass Pouch
  - Flashlight Pouch
  - 1 Utility and 1 Medical gear pouch
• Cold Weather Military Boots
• Summer Military Boots
• 6 pairs cold weather socks
• 6 pairs summer socks
• Riggers belt or equivalent
• 6 pairs Khaki Cargo or BDU pants or equivalent
• 6 Khaki BDU Blouse or equivalent
• Cold weather gloves or equivalent
• Gortex Cold weather jacket or equivalent
• 2 Knit caps
• Safariland 6004 Tactical Drop holster or equivalent
• Safariland or equivalent 9mm ammo pouches (2 per ESF member)
• 2" Nylon duty belt
• Four Belt keepers
• Baton ring holder
• Mag Light, 3 cell (per ESF member as noted on Exhibit A)
• Mag Light ring holder
• Radio pouch
• Nickel-plated Whistles - One per person

GUARDS (LN)

The following shall be provided to each ESF guard member:

• Vest, Body Armor (as described in (d)(i) above)
• Cold Weather Military Boots
• Summer Military Boots
• 6 pairs cold weather socks
• 6 pairs summer socks
• Riggers belt or equivalent
• 6 pairs Khaki Cargo or BDU pants or equivalent
• 6 Khaki BDU Blouse or equivalent
• Cold weather gloves or equivalent
• Gortex Cold weather jacket or equivalent
• Knit caps
• 2" Nylon duty belt
• Four Belt keepers
• Mag Light ring holder
• Radio pouch (per ESF guard member as noted on Exhibit A)
• Nickel-plated Whistles - One per person

2. MISCELLANEOUS CFE

• Nickel-Plated Whistles – One per person
• Binoculars 8x30 – quantity (3)
3. Vehicles

Vehicles necessary for: (a) managing this program, (b) guard posting and relief, (c) supervisor rounds, (d) transportation of personnel to and from the work sites, and (e) support for the operation and maintenance of Camp Sullivan. (See Sections B.2.4, B.2.6, C.1.5.7, C.3.1.3, and H.13).

4. Miscellaneous Supplies and Equipment

Any item(s) of supply or equipment not listed on Exhibit D (Contractor-Furnished Property) or Exhibit E (Government Furnished Property) but required to provide guard services and operate the Residential Camp in an efficient and effective manner.

5. Equipment for GFE armored vehicle

The Contractor shall provide a personal ballistic shield for each GFE armored vehicle.

6. Parts for Armored Vehicles

The Contractor shall provide all replacement parts required to maintain the Lenco BEARCATS armored vehicles. The following is a "Parts List" which indicates a minimum, but does not define or limit the type or quantity of units the Contractor shall have on hand at all times. At the time of Contract Award, the Government will provide the Contractor with a current inventory list of the parts on hand which shall be provided as Government furnished property.

NOTE: See "Deliverables - Section F" The Contractor is required to provide a complete parts lists on what is required to have on hand after discussions with the manufacturer.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Part Number</th>
<th>MFG*</th>
<th>Description</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LT245/70R19.5</td>
<td>FT</td>
<td>SUMOTOMO HIGHWAY THREAD</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>5C3Z18124JA</td>
<td>FOR</td>
<td>FRONT SHOCK ABSORBER</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>5C3Z18125CF</td>
<td>FOR</td>
<td>REAR SHOCK ABSORBER</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>5C3Z2001BA</td>
<td>FOR</td>
<td>FRONT BRAKE SET (Two Wheels)</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>5C3Z2001BA</td>
<td>FOR</td>
<td>REAR BRAKE SET (Two Wheels)</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>5C3Z1125CA</td>
<td>GAB</td>
<td>FRONT BRAKE ROTOR</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>5C3Z2026CA</td>
<td>GAB</td>
<td>REAR BRAKE ROTOR</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>3C3Z9275DA</td>
<td>FOR</td>
<td>FUEL PUMP ASSY. (Front Tank)</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>73C3Z9407AE</td>
<td>FOR</td>
<td>FUEL PUMP ASSY. (Rear Tank)</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>1L3Z11582A</td>
<td>FOR</td>
<td>IGNITION LOCK TUMBER AND KEY</td>
<td>2</td>
</tr>
<tr>
<td>11</td>
<td>WW2023</td>
<td>MOT</td>
<td>WIPER BLADE (Front or Rear)</td>
<td>20</td>
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<tr>
<td>12</td>
<td>4C3Z17525AA</td>
<td>FOR</td>
<td>WIPER ARM ASSY.</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>6E5Z13466AB</td>
<td>FOR</td>
<td>TURN SIGNAL BULB</td>
<td>20</td>
</tr>
<tr>
<td>14</td>
<td>D8BZ13466A</td>
<td>FOR</td>
<td>STOP LIGHT / TAIL LAMP BULB</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---------------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>6C3Z1015D</td>
<td>FOR OEM RIM</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>2C3Z1700CA</td>
<td>FOR TIRE VALVE WITH PRESSURE SENSOR</td>
<td>20</td>
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<tr>
<td>15</td>
<td>2C2Z1012AA</td>
<td>FOR WHEEL NUT(ACCORN STYLE)</td>
<td>20</td>
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<tr>
<td>16</td>
<td>7031620</td>
<td>BK GAS FILLER CAP (Threaded type)</td>
<td>3</td>
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<tr>
<td>17</td>
<td></td>
<td>OIL FILTER</td>
<td>50</td>
<td></td>
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<tr>
<td>18</td>
<td></td>
<td>FUEL FILTER</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>AIR FILTER</td>
<td>50</td>
<td></td>
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<tr>
<td>20</td>
<td></td>
<td>HEADLIGHT</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>TURNSIGNAL LEFT</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>TURNSIGNAL RIGHT</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td>TAIL LIGHT LEFT</td>
<td>2</td>
<td></td>
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<tr>
<td>24</td>
<td></td>
<td>TAIL LIGHT RIGHT</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td>WIPER RELAY</td>
<td>5</td>
<td></td>
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<td>26</td>
<td></td>
<td>WIPER MOTOR Left</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td>WIPER MOTOR Right</td>
<td>2</td>
<td></td>
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<tr>
<td>28</td>
<td></td>
<td>DOOR HANDLES LE FT</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td>DOOR HANDLE RIGHT</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>DOOR HANDLE REAR</td>
<td>5</td>
<td></td>
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<tr>
<td>31</td>
<td></td>
<td>INSIDE LIGHTS W/DIFF COVERS</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td>SIREN</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td>SIREN CONTROL BOX</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td>FLASHING LIGHT FRONT</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td>FLASHING LIGHTS REAR</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td>INTERCOM BOX</td>
<td>2</td>
<td></td>
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<tr>
<td>37</td>
<td></td>
<td>MIRROR LEFT</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td>MIRROR RIGHT</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
<td>INSIDE DOOR HANDLE</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td>BACK UP LIGHT ASSY</td>
<td>2</td>
<td></td>
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<tr>
<td>41</td>
<td></td>
<td>REAR LIGHT ASSY RUNNING</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

6. Training Weapons – The contractor is responsible for providing all weapons, ammunition, and training material for initial weapons qualification.

1. Ammunition and Minimum Storage Level.

A. If the Government exercises the Option for Ammunition (as described in B.4.1.9) the Contractor shall provide all ammunition required under this contract. The contractor shall provide the ammunition for load-out and contingencies to be used for manning posts as identified on Exhibit A.

The Contractor shall provide the following:
Load-out minimums (See Exhibit A for post specific weapon):

<table>
<thead>
<tr>
<th>B2</th>
</tr>
</thead>
</table>

Minimum Stock in storage at all times –

| B2 |

B. Regardless of exercising the Option for Ammunition, the Contractor is required to provide all training ammunition as specified in Section H.5.5 - Section H.5.5.6. Calculations and ammunition for training shall be determined and provided (see Exhibit G) by the Contractor 7 to 10 days prior to the commencement of training.

8. Replacement of Supplies/Equipment/Operating Systems –

UNCLASSIFIED
a. At time of award, the Government will provide the Contractor with Government Furnished Property to include supplies (examples - mattresses, blankets, lamps, desks, etc.), equipment (examples - water heater, refrigerator, computers, generators, etc.), and operating systems (examples - electrical, HVAC, plumbing, mechanical, water treatment, sewage collection, potable water supply, and fire protection) necessary to provide guard and support services.

b. This is not an all inclusive listing of supplies, equipment, and/or operating systems necessary to provide guard and support services. The Contractor is responsible for providing all supplies, equipment, and operating systems necessary for all operational and food services as described in Exhibit N (Operations, Maintenance and Repair Requirements) and Exhibit O (Food Service Operations).

c. The Contractor is responsible for providing any supplies, equipment, or operating systems needed to provide efficient and effective guard and support services but not listed on Exhibit D - Contractor Furnished Property or Exhibit E - Government Furnished Property.

d. The Contractor is responsible for maintaining, repairing, or replacing any unserviceable supply item(s) or equipment listed on Exhibit E - Government Furnished Property under “Sleeping Quarters”, “Classrooms”, “Offices”, “Laundry”, “Gymnasium”, “Dinning Facility”, and “Other Items In The Camp”.

9. Medical Equipment
Contractor shall provide all medical equipment and supplies required to perform this contract.

10. Armorer’s Kit (Quantity - 2 complete kits)
Each Contractor furnished armorer kit shall contain the following items:

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Denomination</th>
<th>Stock Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trigger Weight Set</td>
<td>1</td>
<td>each</td>
<td>747-873-070</td>
</tr>
<tr>
<td>Hand guard removal tool</td>
<td>1</td>
<td>each</td>
<td>100-000-438</td>
</tr>
<tr>
<td>Bolt and Carrier combo</td>
<td>3</td>
<td>each</td>
<td>231-000-177</td>
</tr>
<tr>
<td>Hard Chrome carrier key</td>
<td>1</td>
<td>each</td>
<td>851-111-001</td>
</tr>
<tr>
<td>Carrier carbon scraper</td>
<td>1</td>
<td>each</td>
<td>133-100-018</td>
</tr>
<tr>
<td>Gas tube wrench</td>
<td>1</td>
<td>each</td>
<td>133-100-015</td>
</tr>
<tr>
<td>Combination wrench</td>
<td>1</td>
<td>each</td>
<td>080-216-015</td>
</tr>
<tr>
<td>Rear sight elevation spring tool</td>
<td>3</td>
<td>each</td>
<td>080-000-079</td>
</tr>
<tr>
<td>Magazine feed lip tool</td>
<td>1</td>
<td>each</td>
<td>080-000-314</td>
</tr>
<tr>
<td>Barrel extension wrench</td>
<td>1</td>
<td>each</td>
<td>841-015-001</td>
</tr>
</tbody>
</table>
11. Condition Codes

The Contractor shall notate in its inventory (See Exhibit N) the condition of Contractor-furnished property.

a. Property

1. New or unused property in excellent condition. Ready for use and identical or interchangeable with new items delivered by manufacturer or normal source of supply.

2. New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated, damaged to the extent that utility is slightly impaired.

3. New or used property so badly broken, soiled, rusted, mildewed, deteriorated, damaged, or broken that its condition is poor and its utility seriously impaired.
4 Property that has been slightly or moderately used, no repairs required, and still in excellent condition.

5 Used property which is still in fair condition and usable without repairs; however somewhat deteriorated, with some parts (or portion) worn and should be replaced.

6 Used property that still is usable without repairs in poor condition and undependable or uneconomical in use. Parts badly worn and deteriorated.

7 Used property, still in excellent condition, but minor repairs required. Estimated repair costs would cost no more than 10% of acquisition cost.

8 Used property, in fair condition, but minor repairs required Estimated repair costs would be from 26% to 40% of acquisition cost.

9 Used property, in poor condition, and recurring major repairs. Badly worn, and would still be in doubtful condition of dependability and uneconomical in use of repaired. Estimated repair cost between 41% and 65% of acquisition cost.

b. Vehicle Condition Codes

1 Vehicle in excellent-to-very good operating condition. Only scheduled routine servicing required. Maintenance and replacement of consumable spare parts, such as: batteries, air/fuel/oil filters, spark plugs, tires, Interior, body and mechanical components in excellent condition. Vehicle is economically serviceable, safe and cost-effective to operate. Long-term viability is very good.

2 Vehicle in good-to-fair operating condition. Minor signs of wear and tear. Some non-routine servicing/maintenance, and/or repairs required. Vehicle is still providing economical service. It should remain safe and cost-effective to operate for the foreseeable future.

3 Vehicle in poor-to-unserviceable/inoperable condition. Evident and extensive signs of deterioration on interior, body and mechanical parts/components. Repairs have become increasingly more frequent, substantial and expensive to perform. Vehicle is unreliable and, at times, unsafe to operate. At this point, to maintain it in good operating condition for a great length of time would no longer be cost-effective.
EXHIBIT E

GOVERNMENT-FURNISHED PROPERTY

The Government shall make the following property available to the Contractor as "Government furnished property" for performance under the contract.

1. Weapons:

The Government will furnish the operational weapons required under this contract. If the weapon(s) become unserviceable, the Government shall repair or replacement it. However if the weapon(s) becomes unserviceable and it is determined to be caused by the Contractor's and/or guard's negligence, the cost of the repair and/or replacement shall be the responsibility of the Contractor, as specified in Exhibit C.

Information Current as of December 30, 2005

<table>
<thead>
<tr>
<th>Item</th>
<th>Acquisition Cost (each)</th>
<th>Property Condition Code</th>
<th>Quantity</th>
<th>Date of Acquisition</th>
</tr>
</thead>
</table>

2. Requalification on weapons:

B2
3. **Ammunition:**

Any ammunition remaining from the current contract will be provided to the contractor for use on a one time basis. In addition, the USG will provide all ammunition required under this contract unless the USG exercises the option for ammunition as defined in Section B.

If the Government does not exercise the Option for Ammunition, then the Government will provide ammunition for load-out and contingency operations.

4. **Vehicles:**

The Government will furnish Lenco BEARCAT vehicles. In addition, the breaching tools, and extraction saw shall be provided for each vehicle.

5. **Miscellaneous GFE for Embassy Security Force (ESF):**

The following is a general list of equipment will be provided. The specific list of equipment will be provided after contract award:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR-24 Baton or equivalent</td>
<td>450</td>
</tr>
<tr>
<td>Magazines</td>
<td>1,735</td>
</tr>
<tr>
<td>HHMD</td>
<td>5</td>
</tr>
<tr>
<td>Ammunition pouch</td>
<td>175</td>
</tr>
<tr>
<td>Flexcuffs</td>
<td>450</td>
</tr>
<tr>
<td>Manufacturer Operational Manual for HHMD</td>
<td>1 set per location</td>
</tr>
<tr>
<td>Vehicle Search Mirrors</td>
<td>2</td>
</tr>
<tr>
<td>Radio chargers</td>
<td>9</td>
</tr>
<tr>
<td>Base Station (Motorola types)</td>
<td>8</td>
</tr>
<tr>
<td>Radio Chargers</td>
<td>10</td>
</tr>
<tr>
<td>Hand-held Radio Carry Cases</td>
<td>75</td>
</tr>
<tr>
<td>Hand-held Radios</td>
<td>75</td>
</tr>
<tr>
<td>Hand-held Radios</td>
<td>10</td>
</tr>
<tr>
<td>Hand-held Batteries</td>
<td>150</td>
</tr>
<tr>
<td>Hand-held Batteries</td>
<td>20</td>
</tr>
<tr>
<td>Radio Chargers</td>
<td>1</td>
</tr>
<tr>
<td>Mobile/vehicle mounted radios</td>
<td>5</td>
</tr>
<tr>
<td>Radio Battery De-chargers</td>
<td>9</td>
</tr>
<tr>
<td>Antennas, line, connectors</td>
<td>As required</td>
</tr>
<tr>
<td>Radio Chargers</td>
<td>3</td>
</tr>
<tr>
<td>Radio Chargers</td>
<td>2</td>
</tr>
<tr>
<td>Base Station</td>
<td>2</td>
</tr>
<tr>
<td>Radio bank De-chargers</td>
<td>2</td>
</tr>
<tr>
<td>Repeater</td>
<td>As required</td>
</tr>
<tr>
<td>Mobile Phone with Charger</td>
<td>53</td>
</tr>
<tr>
<td>Mobile Phone with Sim2 and Charger</td>
<td>20</td>
</tr>
<tr>
<td>* 2 Million Candlepower (CP) Rechargeable Spotlight – similar to GALLS SL076</td>
<td>8</td>
</tr>
</tbody>
</table>

UNCLASSIFIED
CAMP SULLIVAN ID MACHINE:

<table>
<thead>
<tr>
<th>Item</th>
<th>Acquisition Cost (each)</th>
<th>Property Condition Code</th>
<th>Quantity</th>
<th>Date of Acquisition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P520I Dual Sided Printer Mag/Part/USB (ALPHA card systems)</td>
<td>$5995.00</td>
<td>1</td>
<td>1</td>
<td>2006</td>
</tr>
<tr>
<td>Printhead for Eltron P310, P420, P520 (ALPHA card systems)</td>
<td>$599.00</td>
<td>1</td>
<td>1</td>
<td>2006</td>
</tr>
<tr>
<td>Alpha Card X2 Pro</td>
<td>$1,000</td>
<td>1</td>
<td>1</td>
<td>2006</td>
</tr>
<tr>
<td>AcerPower S280 – MT – 1 x Celeron 2.8 GH</td>
<td>$800.00</td>
<td>1</td>
<td>1</td>
<td>2006</td>
</tr>
<tr>
<td>Acer 17” Flat Panel Black</td>
<td>$400.00</td>
<td>1</td>
<td>1</td>
<td>2006</td>
</tr>
<tr>
<td>Clicksmart 420 USB Camera, Flash and Stand</td>
<td>$99.00</td>
<td>1</td>
<td>1</td>
<td>2006</td>
</tr>
<tr>
<td>Tripod w/Bubble Level 61”</td>
<td>$69.99</td>
<td>1</td>
<td>1</td>
<td>2006</td>
</tr>
<tr>
<td>Ultracard 30 MitHigh PVC Cards – 500c</td>
<td>$102.00</td>
<td>1</td>
<td>4</td>
<td>2006</td>
</tr>
<tr>
<td>World Globe Hologram Image – 100 Prints</td>
<td>$68.00</td>
<td>1</td>
<td>20</td>
<td>2006</td>
</tr>
<tr>
<td>Color Ribbon 6 Panel YMCKCK P420i – 170P</td>
<td>$78.00</td>
<td>1</td>
<td>12</td>
<td>2006</td>
</tr>
<tr>
<td>Premier Cleaning Kit (25 Swab 50 Card)</td>
<td>$45.00</td>
<td>1</td>
<td>1</td>
<td>2006</td>
</tr>
</tbody>
</table>

Residential Camp (Camp Sullivan) for Embassy Security Force, which will include but not limited to:

- Sleeping Quarters (Approximately 500 – 550 private accommodations for living and sleeping. This is a combination of multiple configurations ranging from 1 to 2 occupants per room. Some rooms have dedicated bathrooms while others utilize shared facilities. Contractor has some flexibility to change the configurations of the sleeping rooms based on Contractor’s requirements.)
- Dining facility
- Office space
- Storage Containers
- Laundry Facilities both general use and personal use
- Utilities (listed below under Other Items in Camp
- Vehicle Maintenance Facility
- Infirmary (listed below under Materials in Offices as Clinic)
- Gymnasium

The Government shall provide the following list of equipment for use in Camp Sullivan:
### Quarters:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Single Bed (RU1)+Bed Stands</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>2 Mattress</td>
<td>168</td>
<td>400</td>
<td>12</td>
</tr>
<tr>
<td>3 Pillow</td>
<td>168</td>
<td>400</td>
<td>12</td>
</tr>
<tr>
<td>4 Quilt</td>
<td>168</td>
<td>400</td>
<td>12</td>
</tr>
<tr>
<td>5 Blanket</td>
<td>168</td>
<td>400</td>
<td>12</td>
</tr>
<tr>
<td>6 Drawer Caisson</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>7 Double-Drawer Caisson</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>8 Clothes Closet</td>
<td>168</td>
<td>400</td>
<td>12</td>
</tr>
<tr>
<td>9 Desk</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>10 Desk Lamp</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>11 Chair</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>12 Tv Stand</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>13 Tv</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>14 A/C</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>15 A/C Remote Control</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>16 Tv Remote Control</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>17 Jaluzi (venetian blind)</td>
<td>84</td>
<td>200</td>
<td>12</td>
</tr>
<tr>
<td>18 Water Heater</td>
<td>84</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>19 Mirror Set</td>
<td>84</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>20 Reservoir+Closet</td>
<td>84</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>21 Wash basin</td>
<td>84</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>22 Shower Set</td>
<td>84</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>23 Refrigerator</td>
<td>12</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Total: RU3 + RU2 + RU1 = 200 + 84 + 12 = 296 rooms.

- These acronyms indicate the names and locations of individual housing buildings.

### Materials in the Classrooms

<table>
<thead>
<tr>
<th>S#</th>
<th>&quot;Materials in the classrooms&quot;</th>
<th>Cls A</th>
<th>Cls B</th>
<th>Cls C</th>
<th>STORAGE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer Case (P4)</td>
<td>6</td>
<td>6</td>
<td>6</td>
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<td>18</td>
</tr>
<tr>
<td>2</td>
<td>Lsd Monitor</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>Keyboard And Mouse</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Computer Table</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>5</td>
<td>Teacher Desk</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Officer Chair</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>7</td>
<td>Student Desk w/Bench</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>8</td>
<td>White Projector Screen w/stand</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>17&quot; TFT LCD Monitor (VESTEL)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>DVD Player (VESTEL)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>Slide Projector (LEICA)</td>
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<td>1</td>
<td>1</td>
<td></td>
<td>3</td>
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<tr>
<td>12</td>
<td>Data Projector (SONY)</td>
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<td>1</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>13</td>
<td>Jaluzi (venetian blind)</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>14</td>
<td>White Board</td>
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<td></td>
<td>3</td>
</tr>
<tr>
<td>15</td>
<td>A/C</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>16</td>
<td>A/C Remote Control</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Materials in the Offices

<table>
<thead>
<tr>
<th>S#</th>
<th>&quot;Materials in the offices&quot;</th>
<th>OFFICE 1</th>
<th>OFFICE 2</th>
<th>OFFICE 3</th>
<th>OFFICE 4</th>
<th>MOTOR POOL</th>
<th>CLINIC</th>
<th>STORAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>4</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</table>

UNCLASSIFIED
### Table 4

#### Local Guard Services Kabul, Afghanistan

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>LAUNDRY</th>
<th>LAUNDRY</th>
<th>STORAGE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer Chair</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk Lamp</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Drawer(metal)</td>
<td>2</td>
<td></td>
<td></td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>File Cabinet(wood)</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Double-Drawer Caisson</td>
<td>4</td>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Jaluzi(venetian blind)</td>
<td>4</td>
<td></td>
<td></td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Wardrobe(metal)</td>
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<td></td>
<td>0</td>
<td>0</td>
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<td>Drawer Caisson</td>
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<td>0</td>
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</tr>
<tr>
<td>A/C</td>
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<td></td>
<td></td>
<td>3</td>
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</tr>
<tr>
<td>A/C Remote Control</td>
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<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Reservoir+Wc Set</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Shower Set</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

#### Materials in the laundry

<table>
<thead>
<tr>
<th>Item</th>
<th>LAUNDRY</th>
<th>LAUNDRY</th>
<th>STORAGE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washing machine - without token</td>
<td>12</td>
<td>6</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Laundry Drier - Electrical</td>
<td>12</td>
<td>6</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Wassing Machine Commercial Type(30 KG)</td>
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<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Drier Machine Commercial Type(30 KG)</td>
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<td></td>
</tr>
<tr>
<td>Electrical Cylindrical Ironing Machine</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Water Heater( 80 fl )</td>
<td>1</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Ironing Table</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Weight Scale</td>
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<td></td>
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<td>1</td>
</tr>
<tr>
<td>Stoving Shelf</td>
<td>3</td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chair</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Desk</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Double-Drawer Caisson</td>
<td>2</td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>File Cabinet(wood)</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A/C</td>
<td>6</td>
<td>4</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>A/C Remote Control</td>
<td>1</td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Reservoir+Closet</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Wash basin</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Clean Laundry Trolley</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
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</table>

#### Materials in the gymnasium

<table>
<thead>
<tr>
<th>Item</th>
<th>Gym Area</th>
<th>Storage</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tread Mill 8300 Sport Art WHTR</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Bicycle Elliptical 803 Sport Art</td>
<td>4</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Bicycle C 51R Horizontal Bicycle Sport Art</td>
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<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Conditioning Row FDR-02B Black</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Weight Stand Ra007 TA2105&amp;TA2106 For Weight Bar</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rubber Flange(2,5 LB)</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Rubber Flange(5 LB)</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Rubber Flange(10 LB)</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Rubber Flange(25 LB)</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Rubber Flange(36 LB)</td>
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<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Rubber Flange(45 LB)</td>
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<td>2</td>
<td>2</td>
</tr>
<tr>
<td>S#</td>
<td>&quot;Equipsments in the dining facility&quot;</td>
<td>DINING HALL</td>
<td>KITCHEN</td>
</tr>
<tr>
<td>----</td>
<td>---------------------------------------------------------------------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>1</td>
<td>A/C Remote Control</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Equipments in the dining facility</strong></td>
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**Total**
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<td>7</td>
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<td>Chimney Hood - Centered Type - w/ Sprinkler</td>
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<td>Chimney Hood - Wall Type - w/ Flame Guard Filter</td>
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<tr>
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<td>41</td>
<td>Jaluzi (venetian blind)</td>
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<td>43</td>
<td>Meat Mincing Machine - Three Phase (ERSOZ GONCA)</td>
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<td>45</td>
<td>Mirror</td>
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<td>46</td>
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<td>47</td>
<td>Planetay Mixer +whisks(2)+Paddle(1)</td>
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<td>Pot Washing Unit</td>
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<td>49</td>
<td>Potato peeler Machine</td>
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<td>50</td>
<td>Range</td>
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<td>51</td>
<td>Refrigerator (Double Door)</td>
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</table>
As the equipment becomes unserviceable or worn, the Contractor shall be responsible for replacing it.
It is the responsibility of the Contractor to replenish the individual parts as indicated on the "Preferred Parts List" for the armored vehicles. Below is a list of the inventory of parts that will be provided to the Contractor at time of contract award:

**Quantities may differ at time of transition due to use and delays in reordering.**

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<tr>
<th>Item #</th>
<th>Part Number</th>
<th>Description</th>
<th>MFG*</th>
<th>Qty</th>
<th>Each</th>
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<td>FRONT BRAKE SET (Two Wheels)</td>
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<td>32.82</td>
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</table>
Security Equipment, miscellaneous team and individual equipment, and Uniform clothing items: The Contractor will be required to use these items during the base performance of period. Should the Contractor elect to use a similar item of clothing in the base period of performance and/or subsequent periods of performance, the Contractor is required to advise the Contracting Officer's Representative of any changes in supplier, style, and/or color prior to ordering and issuance. See attached Microsoft Excel spreadsheet below:

Kabul Inventory

6. GEMS System

The minimum specifications for this system will be 20 readers, 2 base units and 200 checkpoints. The specific details of this system will be provided upon contract award.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>BH-26924</td>
<td>Danner Acadia Tan Cold Weather Boots</td>
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<tr>
<td>BH-6977</td>
<td>Altama Tan Summer Weather Boots</td>
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<td>2112</td>
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<tr>
<td>BH-DEF-82-1562</td>
<td>Cabela's Ultimate Wool Cold Weather Socks (actually WIGWAM)</td>
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<td>BH-59047</td>
<td>5.11 Tactical S Crew Summer Weather Socks</td>
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<tr>
<td>BH-PROP-F520155</td>
<td>Khaki/BDU Pants 100% Cotton Rip Stop PROPPER Int</td>
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<td>434</td>
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<td>BH-PROP-F545255</td>
<td>Khaki/BDU Pants 100% Cotton Rip Stop 2 pocket Exposed Buttons (PROPPER)</td>
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<td>BH-411UB01BK</td>
<td>Gloves - Black</td>
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<tr>
<td>BH-900X</td>
<td>Gloves Nomex Flight type</td>
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<td>140</td>
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<td>MG 100</td>
<td>Hatch Mitten Re-tak Gloves Cold Weather</td>
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<td>434</td>
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<tr>
<td>BH-68051</td>
<td>5.11 Tactical S in 1 Cold Weather Jacket</td>
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<td>BH-46006</td>
<td>5.11 Tactical Rain Pants</td>
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<td>BH-2712</td>
<td>Thermal Bottom, Polypropylene, GI Brown</td>
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<td>BH-4392</td>
<td>Military Style Brown T-Shirt</td>
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<td>BH-PROP-F520155</td>
<td>Boonie Hat PROPPER Int</td>
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**INDIVIDUAL GEAR**

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<th>Item</th>
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<tr>
<td>TE035</td>
<td>Elbow Pads ALTA INDUSTRIES, DESERT</td>
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<tr>
<td>BH-55CP01DE</td>
<td>Blackhawk Chest Pouch In Desert Tan ( Mold )</td>
</tr>
<tr>
<td>BH-6004</td>
<td>Safeguard 6004 Tactical Holster</td>
</tr>
<tr>
<td>BH-41950CB</td>
<td>Blackhawk Radio Holder (Browning)</td>
</tr>
<tr>
<td>BH-960G0-BK</td>
<td>Blackhawk Belt Keepers (Nylon)</td>
</tr>
<tr>
<td>BH-527K42BK</td>
<td>Blackhawk Baton Holder (Nylon)</td>
</tr>
<tr>
<td>BH-52FQ2BK</td>
<td>Blackhawk Flashlight Holder (Ring Style)</td>
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<tr>
<td>BH-1R600BK</td>
<td>Blackhawk Nylon Duty Belt</td>
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<tr>
<td>BH-52MPQ1BK</td>
<td>Blackhawk Triple Mag Holder</td>
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<td>BH-G2-BK</td>
<td>Surefire Tactical Flashlight 6v</td>
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<td>BH-51001A</td>
<td>Meci CS Flashlight &quot;D&quot; 3 Cell</td>
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<td>PST II</td>
<td>Leatherman Tool &quot;Blaze&quot;</td>
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<td>BH-EAG-0111</td>
<td>Carribac-Thermobeak 100oz</td>
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<tr>
<td>BH-6132G03BE</td>
<td>Blackhawk 2-layer Fleece Desert Tan</td>
</tr>
<tr>
<td>BHCS-271TH</td>
<td>Tactical Knife</td>
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<tr>
<td>BHCS-273TH</td>
<td>Nickel Filled Whistle</td>
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**Subtotal Individual Gear**

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<td>Blackhawk 2-layer Fleece Desert Tan</td>
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<tr>
<td>BHCS-271TH</td>
<td>Tactical Knife</td>
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<tr>
<td>BHCS-273TH</td>
<td>Nickel Filled Whistle</td>
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**TOTAL**

- **Cost:** 1
- **Quantity:** 1

**DOS Inventory Count in Kabul**

Contract No. 5-AHMPD-07-C0054
Local Guard Services Kabul Afghanistan
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<td>Subtotal Weapon/Team Hardware</td>
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<td>Complete Red Man Suit</td>
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<td>American Flag patches</td>
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<td>Model 2746E Zebra Bar Code Generator (including all materials to support, software, ink, etc.)</td>
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# Equipment Count by Size

**Contract No. S-AOMPD-07-00054**  
Local Guard Services Kabul Afghanistan

## Danner Cold Weather Boots

<table>
<thead>
<tr>
<th>Size</th>
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## Altama Summer Boots

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## Khaki/BDU Blouses

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<tr>
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## Cold Weather Gloves

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<tr>
<td>XXL</td>
<td>89</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>27283</strong></td>
<td><strong>467</strong></td>
<td><strong>0</strong></td>
<td><strong>2730</strong></td>
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## Cold Weather Jackets

<table>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>48</td>
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<tr>
<td>Small</td>
<td>216</td>
<td>275</td>
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<td>Medium</td>
<td>540</td>
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<tr>
<td>Large</td>
<td>718</td>
<td>166</td>
</tr>
<tr>
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<tr>
<td><strong>TOTAL</strong></td>
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## Rain Pants

<table>
<thead>
<tr>
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<th>Total</th>
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<tr>
<td></td>
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<td>Large</td>
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<td><strong>555</strong></td>
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<td><strong>2719</strong></td>
</tr>
</tbody>
</table>
Although this contract does not provide separate hourly rates for overtime, holiday, or premium pay, the Government recognizes the following holidays for which the Contractor may have to pay its employees premium pay. Those contractor employees who are either United States citizens or hired in the United States may be entitled to premium pay for U.S. holidays only, and contractor employees who are neither United States citizens nor hired in the United States shall be entitled to only those holidays recognized by Afghanistan.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>HOLIDAY</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17</td>
<td>Monday</td>
<td>Martin Luther King's Birthday</td>
<td>U.S.</td>
</tr>
<tr>
<td>February 1-3</td>
<td>Tuesday-Thursday</td>
<td>Eid-ul-Qurban</td>
<td>Afghan</td>
</tr>
<tr>
<td>February 21</td>
<td>Monday</td>
<td>President Day</td>
<td>U.S.</td>
</tr>
<tr>
<td>March 3</td>
<td>Thursday</td>
<td>Tenth of Moharam</td>
<td>Afghan</td>
</tr>
<tr>
<td>March 21</td>
<td>Monday</td>
<td>Nawrooz</td>
<td>Afghan</td>
</tr>
<tr>
<td>May 2</td>
<td>Monday</td>
<td>Prophet Mohammad’s Birthday</td>
<td>Afghan</td>
</tr>
<tr>
<td>May 30</td>
<td>Monday</td>
<td>Memorial Day</td>
<td>U.S.</td>
</tr>
<tr>
<td>July 4</td>
<td>Monday</td>
<td>Independence Day</td>
<td>U.S.</td>
</tr>
<tr>
<td>August 19</td>
<td>Friday</td>
<td>Independence Day</td>
<td>Afghan</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td>Labor Day</td>
<td>U.S.</td>
</tr>
<tr>
<td>October 10</td>
<td>Monday</td>
<td>Columbus Day</td>
<td>U.S.</td>
</tr>
<tr>
<td>November 11</td>
<td>Friday</td>
<td>Veteran’s Day</td>
<td>U.S.</td>
</tr>
<tr>
<td>November 15-17</td>
<td>Tuesday-Thursday</td>
<td>Eid-Al-Fitr</td>
<td>Afghan</td>
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<tr>
<td>November 24</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
<td>U.S.</td>
</tr>
<tr>
<td>December 26</td>
<td>Monday</td>
<td>Christmas Day</td>
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</tr>
<tr>
<td>December 30</td>
<td>Friday</td>
<td>New Year’s Day</td>
<td>U.S.</td>
</tr>
</tbody>
</table>

Note: American Holidays (U.S.)
Afghan Holidays (Afghan)
EXHIBIT H

LANGUAGE SKILL LEVEL DESCRIPTIONS

Unless otherwise specified, the term "native speaker" refers to native speakers of a standard dialect.

1. Speaking Level 0 (No Proficiency)
Unable to function in the spoken language.
Oral production is limited to occasional isolated words
Has essentially no communicative ability

2. Speaking Level 1 (Elementary Proficiency)

2.1 Requirements
Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics.
A native speaker must often use slowed speech, repetition, paraphrase, or a combination of these to be understood by this individual.
Similarly, the native speaker must strain and employ real-world knowledge to understand even simple statements/questions from this individual.
This speaker has a functional, but limited proficiency.
Misunderstandings are frequent, but the individual is able to ask for help and to verify comprehension of native speech in face-to-face interaction.
The individual is unable to produce continuous discourse except with rehearsed material.

2.2 Examples
1. Structural accuracy is likely to be random or severely limited.
2. Time concepts are vague.
3. Vocabulary is inaccurate, and its range is very narrow.
4. The individual often speaks with great difficulty.
5. By repeating, such speakers can make themselves understood to native speakers who are in regular contact with foreigners but there is little precision in the information conveyed.
6. Needs, experience, or training may vary greatly from individual to individual; for example, speakers at this level may have encountered quite different vocabulary areas.
7. However, the individual can typically satisfy predictable, simple, personal and accommodation needs; can generally meet courtesy, introduction, and identification requirements; exchange greetings; elicit and provide, for example, predictable and skeletal biographical information.
8. He/she might give information about business hours, explain routine procedures in a limited way, and state in a simple manner what actions will be taken.
9. He/she is able to formulate some questions even in languages with complicated question constructions.
10. Almost every utterance may be characterized by structural errors and errors in basic grammatical relations.
11. Vocabulary is extremely limited and characteristically does not include modifiers.
12. Pronunciation, stress, and intonation are generally poor, often heavily influenced by another language.
13. Use of structure and vocabulary is highly imprecise.
3. Speaking Level 2 (Limited Working Proficiency)
3.1 Requirements
Able to satisfy routine social demands and limited work requirements.
Can handle routine work-related interactions that are limited in scope.
In more complex and sophisticated work-related tasks, usage generally disturbs the native speaker.
Can handle with confidence, but not with facility, most normal high-frequency social
conversational situations, including extensive but casual conversations about current events, as
well as work, family, and autobiographical information.
The individual can comprehend most everyday conversations, but has some difficulty
understanding native speakers in situations that require specialized or sophisticated knowledge.
The individual's utterances are minimally cohesive to articulate basic concepts.
Linguistic structure is usually not very elaborate and not thoroughly controlled; errors are frequent.
Vocabulary use is appropriate for high-frequency utterances, but unusual or imprecise elsewhere.

3.2 Examples
1. While these interactions will vary widely from individual to individual, the individual can
typically ask and answer predictable questions in the workplace and give straightforward
instructions to subordinates.
2. The individual can participate in personal and accommodation-type interactions with
elaboration and facility; that is, can give and understand complicated, detailed and extensive directions and make non-routine changes in travel and accommodation arrangements.
3. Simple structures and basic grammatical relations are typically controlled; however, there are areas of weakness.
4. In the commonly taught languages, these [areas of weakness] may be simple markings
such as plurals, articles, linking words, and negatives, or more complex structures such as tense/aspect usage, case morphology, passive constructions, word order, and embedding.

4. Speaking Level 3 (General Professional Proficiency)
4.1 Requirements
Able to speak the language with sufficient structural accuracy and vocabulary to participate
effectively in most formal and informal conversations on practical, social, and professional topics.
Nevertheless, the individual's limitations generally restrict the professional contexts of language use to matters of shared knowledge and/or international convention.
Discourse is cohesive.
The individual uses the language acceptably, but with some noticeable imperfections; yet, errors virtually never interfere with understanding and rarely disturb the native speaker.
The individual can effectively combine structure and vocabulary to convey his/her meaning accurately.
The individual speaks readily and fills pauses suitably.
In face-to-face conversation with natives speaking the standard dialect at a normal rate of speech, comprehension is quite complete.
Although cultural references, proverbs, and the implications of nuances and idiom may not be fully understood, the individual can easily repair the conversation.
Pronunciation may be obviously foreign.
Individual sounds are accurate; but stress, intonation, and pitch control may be faulty.

4.2 Examples
1. Can typically discuss particular interests and special fields of competence with reasonable ease.
2. Can use the language as part of normal professional duties such as answering objections, clarifying points, justifying decisions, understanding the essence of challenges, stating and defending policy, conducting meetings, delivering briefings, or other extended and elaborate informative monologues.
3. Can reliably elicit information and informed opinion from native speakers.
4. Structural inaccuracy is rarely the major cause of misunderstanding.
5. Use of structural devices is flexible and elaborate.
6. Without searching for words or phrases, the individual uses the language clearly and relatively naturally to elaborate concepts freely and make ideas easily understandable to native speakers.
7. Errors occur in low frequency and highly complex structures.
BACKGROUND INVESTIGATION REQUIREMENTS FOR U.S. CITIZENS, EXPATRIATES, AND THIRD-COUNTRY NATIONALS

1. Background Investigation Requirements

All U.S. citizens who do not require a Top Secret or Secret security clearance must receive a favorable Moderate-Risk Public Trust (MRPT) determination by the Government before beginning work. In addition, all Expats and Third-Country Nationals must receive a favorable Moderate-Risk Public Trust determination by the Government before beginning work under this contract. (See Sections C.1.2 (Personnel), C.3.4.2 (Vetting of Non Secret Clearance - US, EXPAT AND TCN), and H.5.2.2. (Clearances/Suitability Determinations). Submission should be in accordance with instructions provided in Subsection H.5.2.2.4 Submission of Forms.

To enable the Contractor to swiftly deploy its personnel, the Government will provide interim Moderate-Risk Public Trust determinations, with the understanding that the Contractor bears the risk if its personnel are denied final Moderate-Risk Public Trust certifications. If a Contractor employee is denied a clearance, the Contractor shall pay (at its own expense) for the employee to return to his home country. The Contractor shall be responsible for ensuring that its personnel answer the questions on the required forms thoroughly and accurately. The Government shall give Contractor employees who are denied final Moderate-Risk Public Trust certifications the opportunity to appeal the decision by providing explanations. Applicants shall be given a hearing by telephone from Afghanistan and will be allowed to submit necessary explanations by fax or e-mail. The Contractor shall be responsible for providing interpretation services for non-English speaking employees who wish to appeal their unfavorable Moderate-Risk Public Trust determination.

2. Required Forms

The Contractor shall submit the following forms for each U.S. citizen, Expat, and TCN employee it proposes to the Government. Although the Government should ultimately hand-deliver or send by courier the completed forms, it is highly recommended that the Contractor initially submit these forms electronically in order to expedite processing. In order to complete these forms electronically, the Contractor should use the Electronic Personnel Security Questionnaire (EPSQ) program, which can be downloaded free of charge, from www.dss.mil/epsq. For more information about the requirements, visit http://www.dss.mil/search-dir/epsq/sub.htm.

- Standard Form 85-P (Questionnaire for Public Trust Positions) - This form can be found on the website of the Office of Personnel Management at http://www.opm.gov/Forms/html/sf.asp. It should be completed using the EPSQ program and should be in English.
- Standard Form 85-PS (Supplemental Questionnaire for Selected Positions) - This form can be found on the website of the Office of Personnel Management at http://www.opm.gov/Forms/html/sf.asp. It should be completed using the EPSQ program and should be in English.
- FD-258 (Fingerprint Cards) - The Department of State (DOS) shall provide the Contractor with fingerprint cards upon contract award. The Contractor shall submit two (2) cards per applicant.
- DS Form 4002 (Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act) - The Department of State (DOS) shall provide the Contractor with this form upon contract award.
- DD Form 214 (Certificate of Release or Discharge from Active Duty) - A copy of this form should only be used for proposing former U.S. military personnel. If a similar form is available for Expats or TCNs, it should be provided.
• Foreign Relatives, Friends, and Associates Form - The Department of State (DOS) shall provide the Contractor with this form upon contract award.
• Proof of location and date of birth, including but not limited to certified birth certificate, notarized hospital record, or copy of passport, etc.

The contractor shall send ALL completed forms and supporting documentation by FedEx or DHL to the following address:

U.S. Department of State
Industrial Security Division (DS/IS/IND)
Bureau of Diplomatic Security
Attn: George Ranly/Dennis Siler
SA-20, 1801 North Lynn Street
Rosslyn, Virginia 22209

To expedite processing, it is strongly recommended that the Contractor initially submit the required forms in electronic form. The Contractor should use the Electronic personnel Security Questionnaire program, which can be downloaded free of charge from www.dss.mil/epsq. For more information about the requirements, visit http://www.dss.mil/search-dir/epsq/sub.htm.
EXHIBIT K
BACKGROUND INVESTIGATION REQUIREMENTS FOR
LOCAL NATIONALS

1. Vetting Procedure
Non-U.S. citizens performing on this contract must be investigated and approved by the Agent in Charge/Regional Security Officer at the location where the individual is assigned.

2. Required Forms
The Contractor shall submit a completed OF-612 (attached), together with an appendix containing the information listed below, for each proposed EXPAT and TCN guard force member to the Regional Security Officer at the U.S. Embassy in Kabul for investigation and approval. The OF-612 can be downloaded in PDF format from the Office of Personnel Management website at http://www.opm.gov/forms/html/sf.asp and in TXT format from the USA Jobs website at http://www.usajobs.opm.gov/of612.asp. The Contractor should disregard all blanks on the OF-612 that are used for purely domestic purposes, such as the blanks for announcement number, social security number, state, zip code, veterans preference, and prior federal employment.

3. Information Required for Appendix to OF-612
The appendix to the OF-612 shall contain the information below (listed in the order shown).

3.1 Countries Lived in the Past 10 Years
List the countries and the addresses at which the EXPAT or TCN has lived, as well as the name and number of a non-relative who can corroborate this information.

3.2 Date and Place of Birth

3.3 Passport Numbers of All Countries of Citizenship

3.4 Contact Addresses and Telephone Numbers (if Available) for Confirming Military Service Record

3.5 National Insurance Number, Tax Identification Number, or Other Identification Issued by Country of Citizenship or Birth

3.6 Name, Address, and Telephone Number (if Available) of Relatives

3.7 Countries Visited in the Past 10 Years and Reason for Visit

3.8 Dates and Nature of Work and Contact Information for Work Performed in Countries other than Country of Citizenship or Birth
OPTIONAL APPLICATION FOR EMPLOYMENT
(Modified - OF 612 -- Form Approved: OMB No. 3206-021)

1. JOB TITLE: ___________________________

2. GRADE(S) APPLYING FOR: N/A

3. ANNOUNCEMENT NUMBER: N/A

4. LAST NAME: ___________________________
FIRST, MIDDLE: ___________________________

5. SOCIAL SECURITY NUMBER or OTHER VERIFIABLE NUMBER: ___________________________

6. MAILING ADDRESS: ___________________________
CITY/STATE/ZIP: ___________________________

7. PHONE NUMBERS (include area code) DAYTIME: ___________________________
EVENING: ___________________________

8. WORK EXPERIENCE: Describe your paid and nonpaid work experience related to the job for which you are applying. (Do not attach job descriptions)

1) JOB TITLE: ___________________________
FROM (MM/YY): ___________________________
TO (MM/YY): ___________________________
SALARY: $ ______ per ______ HOURS PER WEEK:
EMPLOYER'S NAME: ___________________________
AND ADDRESS: ___________________________
SUPERVISOR'S NAME: ___________________________
AND PHONE: ___________________________
DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS: ___________________________

2) JOB TITLE: ___________________________
FROM (MM/YY): ___________________________
TO (MM/YY): ___________________________
SALARY: $ ______ per ______ HOURS PER WEEK:
EMPLOYER'S NAME: ___________________________
AND ADDRESS: ___________________________

UNCLASSIFIED
SUPERVISOR'S NAME:

__________________________________________

AND PHONE:

__________________________________________

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS:

9. MAY WE CONTACT YOUR CURRENT SUPERVISOR? (If we need to contact your current supervisor before making an offer, we will contact you first.)
   YES [ ]
   NO [ ]

EDUCATION

Some HS [ ] Bachelor [ ]

10. MARK HIGHEST LEVEL COMPLETED: HS/GED [ ] Master [ ]
    Associate [ ] Doctoral [ ]

11. LAST HIGH SCHOOL or GED SCHOOL:

__________________________________________

CITY/STATE/ZIP(if ZIP known):

__________________________________________

YEAR DIPLOMA or GED RECEIVED:

__________________________________________

12. COLLEGES AND UNIVERSITIES ATTENDED (Do not attach a copy of your transcript unless requested.)

1) NAME:

__________________________________________

CITY/STATE/ZIP:

__________________________________________

SEMESTER CREDITS EARNED: MAJOR(S):

(or)

QUARTER CREDITS EARNED:

__________________________________________

DEGREE (If any): YEAR RECEIVED:

__________________________________________

2) NAME:

__________________________________________

CITY/STATE/ZIP:

__________________________________________

SEMESTER CREDITS EARNED: MAJOR(S):

(or)

QUARTER CREDITS EARNED:

__________________________________________

DEGREE (If any): YEAR RECEIVED:

__________________________________________

3) NAME:

__________________________________________

__________________________________________
CITY/STATE/ZIP:

SEMESTER CREDITS Earned:     MAJOR(S):
(or)                     

QUARTER CREDITS Earned:

DEGREE (if any):     YEAR RECEIVED:

OTHER QUALIFICATIONS
13. Job-related training courses (give title and year). Job-related
    skills (other languages, computer software/hardware, tools,
    machinery, typing speed, etc.). Job-related certificates and
    licenses (current only). Job-related honors, awards, and special
    accomplishments (publications, memberships in professional/honor
    societies, leadership activities, public speaking, and performance
    awards). Give dates, but do not send documents unless requested.

GENERAL:
14. ARE YOU A U.S. CITIZEN?     YES [ ] NO [ ]

If NO, give the country of your citizenship:

15. I certify that, to the best of my knowledge and belief, all of the
    information on and attached to this application is true, correct,
    complete and made in good faith. I understand that false or fraud-
    ulent information on or attached to this application may be grounds
    for not hiring me or for firing me after I begin work. I understand that
    any information I give may be investigated.

SIGNATURE:     DATE SIGNED:

UNCLASSIFIED
EXHIBIT L
Policy Regarding The Use of Deadly Force

1. Definition of “Deadly Force”
“Deadly force” is the use of any force that is likely to cause death or serious physical injury. When an armed guard uses such force, it may only be done consistent with this policy. Force that is not likely to cause death or serious physical injury, but unexpectedly results in such harm or death, is not governed by this policy.

2. Probable Cause for the Use of Deadly Force
Probable cause, reason to believe or a reasonable belief, for purposes of this policy, means facts and circumstances, including the reasonable inferences drawn there from, known to the armed guard at the time of the use of deadly force, that would cause a reasonable armed guard to conclude that the point at issue is probably true. The reasonableness of a belief or decision must be viewed from the perspective of the armed guard on the scene, who may often be forced to make split-second decisions in circumstances that are tense, unpredictable, and rapidly evolving. Reasonableness is not to be viewed from the calm vantage point of hindsight.

3. Principles on Use of Deadly Force
The Contractor adopts the Department of State policy which recognizes and respects the integrity and paramount value of all human life. Consistent with that primary value, but beyond the scope of the principles articulated here, is the full commitment by the Contractor to take all reasonable steps to prevent the need to use deadly force, as reflected in Diplomatic Security (DS) approved training and procedures. Yet even the best prevention policies are on occasion insufficient, as when an armed guard is confronted with a threat to his or her life and/or the life of protectees or other individuals. With respect to these situations and in keeping with the value of protecting all human life, the touchstone of this policy regarding use of deadly force is necessity. Use of deadly force must be objectively reasonable under all the circumstances known to the armed guard at the time.

4. Permissible Uses of Deadly Force
a) The necessity to use deadly force arises when all other available means of preventing imminent and grave danger to armed guard or other persons have failed or would be likely to fail. Thus, employing deadly force is permissible when there is no safe alternative to using such force, and without it the armed guard or others would face imminent and grave danger. An armed guard is not required to place himself or herself, another armed guard, or the public in unreasonable danger of death or serious physical injury before using deadly force. An armed guard will fire at a person only in response to an imminent threat of deadly force or serious physical injury against the armed guard, protectees, or other individuals.
b) Determining whether deadly force is necessary may involve instantaneous decisions that encompass many factors, such as:
   a) The likelihood that the subject will use deadly force on the armed guard or others if such force is not used by the armed guard;
   b) The armed guard’s knowledge that the subject will likely acquiesce if the armed guard uses lesser force or no force at all;
   c) The capabilities of the subject;
   d) The presence of other persons who may be at risk if force is or is not used; and
   e) The nature and the severity of the danger posed.
c) Deadly force should never be used upon mere suspicion that the actions of an individual or group of individuals will result in serious injury or death of an armed guard, protectees(s), or others.
5. Use of Lesser Means Than Deadly Force
a) Intermediate Force
If force less than deadly force could reasonably be expected to accomplish the same end, such as restraining a dangerous subject, without unreasonably increasing the danger to the armed guard or to others, then it must be used. Deadly force is not permissible in such circumstances, although the reasonableness of the armed guard's understanding at the time deadly force was used will be the benchmark for assessing applications of this policy.

b) Verbal Warnings
Prior to using deadly force, if feasible, armed guard will audibly command the subject to submit to their authority. If, however, giving such a command would itself pose a risk of death or serious physical injury to the armed guard or others, it need not be given.

1. Warning Shots and Shooting to Disable
a) Warning shots are not authorized. Discharge of a firearm is usually considered to be permissible only under the same circumstances when deadly force may be used—that is, only when necessary to prevent loss of life or serious physical injury. Warning shots themselves may pose dangers to the armed guard or others.

b) Attempts to shoot to wound or to injure are unrealistic and, because of high miss rates and poor stopping effectiveness, can prove dangerous for the armed guard and others. Therefore, shooting merely to disable is strongly discouraged.

7. Motor Vehicles and Their Occupants
Shooting to disable a moving motor vehicle is forbidden. An armed guard who has reason to believe that a driver or occupant poses an imminent danger of death or serious physical injury to the armed guard or others may fire at the driver or an occupant only when such shots are necessary to avoid death or serious physical injury to the armed guard or another, and only if the public safety benefits of using such force reasonably appear to outweigh any risks to the armed guard or the public, such as from a crash, ricocheting bullets, or return fire from the subject or another person in the vehicle.

8. Vicious Animals
Deadly force may be directed against vicious animals when necessary in self-defense or the defense of others.

9. Investigation of Incidents of Deadly Force
a) Investigative Jurisdiction
The Regional Security Officer and local law enforcement authority having jurisdiction will conduct the investigation of the incident of deadly force. Armed guards will cooperate fully with the investigating authority.

b) Diplomatic Security Service Investigation
The Chairman, DS Firearms Policy Review Board, shall establish procedures for internal review and investigations.

c) Administrative Leave/Duty
An armed guard who make use of deadly force will be placed, as circumstances dictate, on administrative leave or assigned to duties not requiring the carrying of a firearm until the internal review and investigation are completed and the armed guard is authorized to return to duty.
10. Firearms
No armed guard shall carry a firearm unless:
- The armed guard has qualified with assigned weapon(s) in accordance with contract terms and conditions;
- The armed guard is not disqualified by any law of the United States including 18 USC 922(g) relating to convictions for misdemeanor crimes of violence; and
- The armed guard has been authorized by the Regional Security Officer and any applicable host country authority to carry and use firearms in the performance of their duties with respect to maintaining the security and safety of persons designated in the contract.

11. Responsibility
An armed guard is responsible for having a complete understanding of his or her authority and its limitations, and applicable guidelines and procedures.

12. Issues Requiring Clarification
All issues relating to this policy which require clarification shall be directed to the Chief of the High Threat Protection Division, Bureau of Diplomatic Security, Overseas Protective Operations.

13. Authorized Firearms and Related Equipment
An armed guard may carry only handguns, holsters, support weapons, and ammunition that the Department of State has issued or approved. Under no circumstances is an armed guard to modify any support weapon or ammunition that the Department of State has issued.

14. Qualification
To be authorized to carry a Department-issued or approved firearm, an armed guard shall qualify by meeting or exceeding a specified score with a Department-issued or approved firearm in accordance with the contract. Under no circumstance shall an armed guard carry a firearm if he or she has not successfully completed the required firearms qualification procedures.

15. Firing Range Procedures
The firing range instructor shall ensure that all training is conducted safely in accordance with DS approved guidelines, lesson plans, and manuals.

16. Prescription Medication
An armed guard who is taking prescription medication, except for short-term antibiotics, anti-malarial prophylaxis, or oral contraceptives, which are not already a matter of record with the Contractor, shall notify his or her supervisor and submit a medical certificate or other administratively acceptable documentation of the prescription and its effect(s) to the Regional Security Officer and DS/OPO/HTP. The Regional Security Officer with the assistance of DS/OPO/HTP shall determine whether such armed guard shall be allowed to continue to carry a firearm while taking the medication. Pending written approval the armed guard shall not perform armed guard duties.

17. Standards of Conduct for Armed Guards
a) Armed guards shall remember at all times the serious responsibility and potential dangers attendant to their authority to carry firearms and conduct themselves accordingly;
b) Armed guards are accountable for their actions and shall conduct themselves in a manner, which shall not bring discredit to the Department of State or to themselves;
c) An armed guard shall treat a firearm at all times as if it were loaded; and
d) All incidents involving misconduct with a firearm shall be reported immediately to the Regional Security Officer and DS/OPO/HTP. Any such incidents shall be considered serious, and the armed guard involved may be subject to criminal, civil penalties and disciplinary action.

18. Activities Specifically Prohibited
The following activities are specifically prohibited for armed guards while armed:
a) Careless or irresponsible behavior;
b) Careless or unnecessary display of a firearm in public;
c) Dry-firing or practicing quick draws other than during training or qualification practice;
d) Threatening a person, or making an unwarranted allusion to being armed, in any situation not directly related to an official purpose;
e) Consumption of any alcoholic beverage while armed, or six hours prior to being armed, or at any time prior to being armed sufficient to impair the armed guard’s judgment or ability to perform his or her duties;
f) Use of medications or drugs that may impair judgment or ability while on duty;
g) Carrying or using any firearm, ammunition, or related equipment not specifically issued or approved by the Department of State; and
h) Carrying or using a modified firearm not previously approved by the DS armorer.

19. Availability of Firearms
Armed guards may carry their firearms in the United States and abroad as long as they comply with applicable procedures, guidelines, contract and/or task order requirements, and consistent with applicable authority.

20. Securing Firearms
a) An armed guard is responsible for maintaining the safety and security of his or her firearm. An armed guard shall secure his or her firearm in accordance with established Post policy and company policy.
b) If an armed guard loses his or her firearm, or if the firearm is stolen, the armed guard shall immediately notify the Regional Security Officer.
c) The armed guard shall immediately report any loss or theft to his or her supervisor who shall promptly notify DS/OPO/HTP. On the next business day, the armed guard shall prepare a memorandum, through his or her immediate supervisor, to the Regional Security Officer, thoroughly explaining the circumstances of the loss.

21. Drawing Firearms
An armed guard will not draw his or her firearm unless confronted with the threat of deadly force or serious physical injury.

22. Discharges
a) Reporting – An armed guard who has discharged a firearm shall orally report such discharge immediately to his or her direct supervisor and shall prepare a written report delineating the circumstances of the discharge within 24 hours.
b) Investigation - Internal investigations of all discharges of firearms shall be under the direction of the Regional Security Officer and DS/OPO/HTP. Pending the results of the investigation, the armed guard who has discharged his or her firearm may be placed on administrative leave or may be assigned duties that do not require the carrying of a firearm.
c) Media Inquiries – Armed guards shall make no comment to the media regarding a discharge. Armed guards shall refer inquiries from the press regarding a discharge to the Regional Security Officer.
d) Discharge Involving Injury or Death - After meeting the exigencies of a shooting situation and securing the area as required, the first concern of armed guards shall be the physical and mental well being of all armed guards.
e) Notification of Appropriate Law Enforcement Authorities - The responsible Supervisor of the armed guards shall notify the Regional Security Officer immediately of the discharge.
f) Investigation – Armed guards on the scene at the time of the discharge shall not investigate the discharge. The firearm that was discharged shall be secured, preserved as evidence, and relinquished to the Regional Security Officer.

23. Disciplinary and Other Actions
a) The Regional Security Officer, Contracting Officer, and/or Contracting Officer’s Representative shall be kept fully informed of any discharge of a firearm by an armed guard, or of any incident, which results in an allegation of misconduct with a firearm by an armed guard.
b) The Regional Security Officer, Contracting Officer, and/or Contracting Officer’s Representative may ask the Contractor to reassign an armed guard to duties that do not require the carrying of a firearm, require the armed guard to undergo remedial training, or ask the Contractor to reassign the armed guard to another contract other than this contract with the Department of State.

c) The Regional Security Officer or the Chief of the High Threat Protection Division may refer matters to relevant law enforcement authorities, when appropriate.

24 Applicability of Policy and Regulation

Nothing contained in this policy shall be construed to limit or impair the authority or responsibility of any other Federal law enforcement agency of the United States or host country with respect to investigative, protective, or intelligence activities. This policy will be used in conjunction with an Embassy’s firearm policy written by the Regional Security Officer and approved by the Chief of Mission. If any provision of this policy conflicts with the Embassy’s firearm policy, the Embassy’s firearm policy is controlling.
EXHIBIT M

RESUME FORMAT

SEE NEXT PAGES
EXHIBIT M - RESUME FORMAT
PROJECT MANAGER (US Citizen ONLY)
(PER H.5.1.4.1)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________________________
Formed filled in by: __________________________

1. Personnel Information:
   - Check here if Incumbent □
   - Last Name: (EX. SMITH)
   - First Name: (EX. JOHN)
   - Social Security Number (If Available): XXX-XX-XXXX
   - Gender: Male □ Female □
   - Citizenship: (EX. ENGLAND)
   - DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   - POE: (Ex. City/State/Country)
   - Passport Information: (Country, Passport Number, Expiration Date)
   - Currently possess a U.S Government security clearance (SECRET, TOP-SECRET)?
     Yes □ No □
     If Yes, please explain: (Date, Clearance Level, Issuing Agency)

   NOTE: This individual must have an interim TOP SECRET security clearance prior to performing his/her duties.

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   - Spoken:
     Level 3 (general professional proficiency) English
     Yes □ No □
   - Written:
     Level 3 (general professional proficiency) English
     Yes □ No □

   - A Bachelor’s degree (four (4) years of directly related experience may be substituted for degree:
     Yes □ No □ Explain: Enter Details Here
   - 15 years total experience to include program support (of which 10 years are specialized experience and physical/personal security related programs and a minimum of (5) years law enforcement, military experience, or guard force management.)
     Yes □ No □ Explain: Enter Details Here
c. Professional and/or managerial experience in planning, evaluating, analyzing, and implementing government security programs?
   Yes ☐ No ☐ Explain: Enter Details Here

d. Demonstrated experience in development of plans, policies and procedures, and interpretation of government regulations?
   Yes ☐ No ☐ Explain: Enter Details Here

e. Excellent written and verbal communication skills
   Yes ☐ No ☐ Explain: Enter Details Here

f. Capable of solving complex problems?
   Yes ☐ No ☐ Explain: Enter Details Here

f. Ability to communicate solutions effectively to both technical and non-technical audiences
   Yes ☐ No ☐ Explain: Enter Details Here

g. Ability to function effectively in adverse environments
   Yes ☐ No ☐ Explain: Enter Details Here

h. NOT adverse to overseas travel to countries that are considered dangerous or unhealthy
   Yes ☐ No ☐ Explain: Enter Details Here

Note: General experience in program support includes experience, in a professional or managerial capacity, in planning, evaluating, analyzing, or implementing governmental security type programs. Specialized experience is defined as progressively responsible professional or managerial experience administering security related program in the Government or public sector environment

4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? Yes ☐ No ☐
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? Yes ☐ No ☐
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes ☐ No ☐
   d. Are you colorblind? Yes ☐ No ☐
   e. Can you hear ordinary conversation? Yes ☐ No ☐
   f. Up-to-date inoculations for international travel? Yes ☐ No ☐
   g. Free of communicable diseases? Yes ☐ No ☐

5. Suitability
   a. Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes ☐ No ☐

6. Additional information/comment: Enter Details Here
UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name: 

Approved: Disapproved: 

COMMENTS: Enter Details Here
EXHIBIT M - RESUME FORMAT
DEPUTY PROJECT MANAGER (US Citizen ONLY)
(PER H.5.1.4.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________
Formed filled in by: ____________________

1. Personnel Information: Check here if Incumbent □
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: □ Male □ Female
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month-XX/Day-XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)
   i. Currently possess a U.S Government security clearance (SECRET, TOP-SECRET)? Yes □ No □
      If Yes, please explain: (Date, Clearance Level, Issuing Agency)

   NOTE: This individual must have an interim TOP SECRET security clearance prior to performing his/her duties.

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)

   Spoken: English
   Level 3 (general professional proficiency) Yes □ No □

   Written:
   Level 3 (general professional proficiency) Yes □ No □

   a. A Bachelor’s degree (four (4) years of directly related experience may be substituted for degree:
      Yes □ No □ Explain: Enter Details Here
   b. 13 years total experience to include program support (of which 10 years are specialized experience and physical/personal security related programs and a minimum of (5) years law enforcement, military experience, or guard force management.)
      Yes □ No □ Explain: Enter Details Here
c. Professional and/or managerial experience in planning, evaluating, analyzing, and implementing government security programs?
   Yes ☐  No ☐  Explain: Enter Details Here

d. Demonstrated experience in development of plans, policies and procedures, and interpretation of government regulations?
   Yes ☐  No ☐  Explain: Enter Details Here

e. Excellent written and verbal-communication skills
   Yes ☐  No ☐  Explain: Enter Details Here

f. Capable of solving complex problems?
   Yes ☐  No ☐  Explain: Enter Details Here

f. Ability to communicate solutions effectively to both technical and non-technical audiences
   Yes ☐  No ☐  Explain: Enter Details Here

g. Ability to function effectively in adverse environments
   Yes ☐  No ☐  Explain: Enter Details Here

h. NOT adverse to overseas travel to countries that are considered dangerous or unhealthy
   Yes ☐  No ☐  Explain: Enter Details Here

Note: General experience in program support includes experience in a professional or managerial capacity, in planning, evaluating, analyzing, or implementing governmental security type programs. Specialized experience is defined as progressively responsible professional or managerial experience administering security related program in the Government or public sector environment.

4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight?  Yes ☐  No ☐
   d. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time?  Yes ☐  No ☐
   e. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30?  Yes ☐  No ☐
   d. Are you colorblind?  Yes ☐  No ☐
   e. Can you hear ordinary conversation?  Yes ☐  No ☐
   f. Up-to-date inoculations for international travel?  Yes ☐  No ☐
   g. Free of communicable diseases?  Yes ☐  No ☐

5. Suitability
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal?  Yes ☐  No ☐

6. Additional information/comment: Enter Details Here
EXHIBIT M - RESUME FORMAT
GUARD FORCE COMMANDER (US CITIZEN ONLY*)
(PER H.5.1.4.3)

*Incumbent Exps are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages)

Date: 
Formed filled in by: 

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)
   i. Currently possess a U.S Government security clearance (SECRET, TOP-SECRET)? Yes □ No □
      If Yes, please explain: (Date, Clearance Level, Issuing Agency)

NOTE: This individual must have an interim SECRET security clearance prior to performing his/her duties.

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken: English
      Level 3 (general professional proficiency) Yes □ No □
   Written: Level 3 (general professional proficiency) Yes □ No □

   a. A Bachelor’s degree (four (4) years of directly related experience may be substituted for degree) or Officer or Senior Non-Commissioned Officer (NCO), or Military or Mid Grade Police service: Yes □ No □ Explain: Enter Details Here
   b. Prior military experience such as obtained by an Officer or Senior NCO in the U.S. Armed Forces:
Yes □ No □ Explain: Enter Details Here
c. 10 years total experience to include program support and military, similar law
enforcement/police, or local guard force supervisory experience
Yes □ No □ Explain: Enter Details Here
d. Expert in Force Protection, : Yes □ No □ Explain: Enter Details Here
e. Expert in physical security and access control matters: Yes □ No □ Explain:
Enter Details Here

Note: General experience in program support includes experience in a professional or managerial
capacity, in planning, evaluating, analyzing, or implementing governmental security type programs.
Specialized experience is defined as progressively responsible professional or managerial experience
administering security related program in the Government or public sector environment

4. Physical Fitness. Please certify the following:
a. Are you well proportioned in height and weight? Yes □ No □
b. Do you have physical disabilities that
would interfere with performance of your duties,
such as standing for prolonged periods of time? Yes □ No □
c. Do you possess vision correctable (i.e. with
glasses or contacts) to 20/30? Yes □ No □
d. Are you colorblind? Yes □ No □
e. Can you hear ordinary conversation? Yes □ No □
f. Up-to-date inoculations for international travel? Yes □ No □
g. Free of communicable diseases? Yes □ No □

5. Suitability
Convicted of any felony or misdemeanor involving moral circumstances during the 5-
year period preceding the date of this proposal? Yes □ No □

6. Additional information/comment: Enter Details Here

DS/OPO/FPD
Office Use Only
DS/OPO/FPD Reviewer: Name:
Approved: Disapproved:
COMMENTS: Enter Details Here
EXHIBIT M - RESUME FORMAT
ERT COMMANDER (US CITIZEN ONLY*)
(PER H.5.1.4.4)

* Incumbent Expats are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages

Date: 
Formed filled in by: 

1. Personnel Information:
   - Last Name: (EX. SMITH)
   - First Name: (EX. JOHN)
   - Social Security Number (If Available): XXX-XX-XXXX
   - Gender: Male Female
   - Citizenship: (EX. ENGLAND)
   - DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   - POB: (Ex. City/State/Country)
   - Passport Information: (Country, Passport Number, Expiration Date)
   - Currently possess a U.S Government security clearance (SECRET, TOP-SECRET)? Yes No
     If Yes, please explain: (Date, Clearance Level, Issuing Agency)

   NOTE: This individual must have an interim SECRET security clearance prior to performing his/her duties.

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H of the contract for details of each proficiency level.)
   Spoken: English
     Level 3 (general professional proficiency) Yes No
   Written:
     Level 3 (general professional proficiency) Yes No

   a. Completion of University, Officer or Senior Non-Commissioned Officer (NCO, or Military or Senior/Mid Grade Police Service:
     Yes No Explain: Enter Details Here
   b. Prior military experience such as obtained by an Officer or Senior NCO in the U.S. Armed Forces
     Yes No Explain: Enter Details Here
c. Minimum of 10 years of military, similar law enforcement/police, or local guard force supervisory experience.

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<th>Yes</th>
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<th>Explain: Enter Details Here</th>
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Note: General experience in program support includes experience, in a professional or managerial capacity, in planning, evaluating, analyzing, or implementing governmental security type programs. Specialized experience is defined as progressively responsible professional or managerial experience administering security related program in the Government or public sector environment.

4. Physical Fitness. Please certify the following:

<table>
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<th>Yes</th>
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<tbody>
<tr>
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<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

5. Suitability

Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes | No

6. Additional information/comment: Enter Details Here

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<th>DS/OPO/FPD Reviewer: Name:</th>
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UNCLASSIFIED
EXHIBIT M - RESUME FORMAT
SITE SUPERVISOR (U.S. CITIZEN ONLY*)
(PER H.5.1.4.6)

* Incumbent Expats are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages

Date: __________________________
Formed filled in by: __________________________

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male ☐  Female ☐
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)
   i. Currently possess a U.S Government security clearance (SECRET, TOP-SECRET)?
      Yes ☐  No ☐
      If Yes, please explain: (Date, Clearance Level, Issuing Agency)

NOTE: This individual must have an interim SECRET security clearance prior to performing his/her duties.

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H of the contract for details of each proficiency level.)
   Spoken:
      Level 3 (general professional proficiency) ☐
   Written:
      Level 3 (general professional proficiency) ☐

   a. Completion of University, Senior NCO, or Military or Senior/Mid-Grade Police service
      Yes ☐  No ☐ Enter Details Here
   b. Prior military experience such as obtained by a Senior NCO in the U.S. Armed Forces:
      Yes ☐  No ☐ Enter Details Here
c. Minimum of 7 years of military, similar police, or local guard force supervisory experience
   Yes ☐ No ☐ Enter Details Here

d. Experienced in physical security and access control matters:
   Yes ☐ No ☐ Enter Details Here

e. Qualified to provide instruction in weapons safety/rules of engagement, non-lethal
   weapons, pressure
   point control techniques, close protection procedures, and static/patrol guard
   procedures:
   Yes ☐ No ☐ Enter Details Here

4. **Physical Fitness.** Please certify the following:
   a. Are you well proportioned in height and weight? Yes ☐ No ☐
   b. Do you have physical disabilities that
      would interfere with performance of your duties,
      such as standing for prolonged periods of time? Yes ☐ No ☐
   c. Do you possess vision correctable (i.e. with
      glasses or contacts) to 20/30? Yes ☐ No ☐
   d. Are you colorblind? Yes ☐ No ☐
   e. Can you hear ordinary conversation? Yes ☐ No ☐
   f. Up-to-date inoculations for international travel? Yes ☐ No ☐
   g. Free of communicable diseases? Yes ☐ No ☐

5. **Suitability**
   a. Convicted of any felony or misdemeanor involving moral circumstances during the 5-
      year period preceding the date of this proposal? Yes ☐ No ☐

6. **Additional information/comment:** Enter Details Here

---

**DS/OPO/FPD**  
*Office Use Only*

**DS/OPO/FPD Reviewer:** Name: __________

Approved: __________  Disapproved: __________

**COMMENTS:** Enter Details Here

---

UNCLASSIFIED
EXHIBIT M - RESUME FORMAT
SHIFT SUPERVISOR (US CITIZEN ONLY*)
(PER H.5.1.4.5)

* Incumbent Expats are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages

Date: __________________________
Formed filled in by: __________________________

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male ☐ Female ☐
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)
   i. Currently possess a U.S Government security clearance (SECRET, TOP-SECRET)?
      Yes ☐ No ☐
      If Yes, please explain: (Date, Clearance Level, Issuing Agency)

   NOTE: This individual must have an interim SECRET security clearance prior to performing his/her duties.

2. Proficiency in English. Please rate your proficiency in both spoken and written English. (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken: English
      Level 3 (general professional proficiency) Yes ☐ No ☐
   Written:
      Level 3 (general professional proficiency) Yes ☐ No ☐

7. Security/Military Experience.
   a. Completion of University, Senior NCO, or Military or Senior/Mid-Grade Police service:
      Yes ☐ No ☐ Enter Details Here
   b. Prior military experience such as obtained by a Senior NCO in the U.S. Armed Forces:
      Yes ☐ No ☐ Enter Details Here
   c. Minimum of 7 years of military, similar police, or local guard force supervisory experience:
Yes ☐ No ☐ Enter Details Here

d. Experienced in physical security and access control matters
   Yes ☐ No ☐ Enter Details Here

e. Qualified to provide instruction in weapons safety/rules of engagement, non-lethal
   weapons, pressure point control techniques, close protection procedures, and
   static/patrol guard procedures:
   Yes ☐ No ☐ Enter Details Here

4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? Yes ☐ No ☐
   b. Do you have physical disabilities that
      would interfere with performance of your duties,
      such as standing for prolonged periods of time? Yes ☐ No ☐
   c. Do you possess vision correctable (i.e. with
      glasses or contacts) to 20/30? Yes ☐ No ☐
   d. Are you colorblind? Yes ☐ No ☐
   e. Can you hear ordinary conversation? Yes ☐ No ☐
   f. Up-to-date inoculations for international travel? Yes ☐ No ☐
   g. Free of communicable diseases? Yes ☐ No ☐

5. Suitability
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-
   year period preceding the date of this proposal? Yes ☐ No ☐

6. Additional information/comment: Enter Details Here

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DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name: __________________

Approved: _________________ Disapproved: _________________

COMMENTS: Enter Details Here

UNCLASSIFIED
EXHIBIT M - RESUME FORMAT
ERT SUPERVISOR (US CITIZEN ONLY*)
(PER H.5.1.4.7)

* Incumbent Expats are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format.
Please do not exceed more than five (5) pages

Date: ___________________________
Formed filled in by: ___________________________

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   a. First Name: (EX. JOHN)
   b. Social Security Number (If Available): XXX-XX-XXXX
   c. Gender: Male ☐ Female ☐
   d. Citizenship: (EX. ENGLAND)
   e. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   f. POB: (Ex. City/State/Country)
   g. Passport Information: (Country, Passport Number, Expiration Date)
   h. Currently possess a U.S Government security clearance (SECRET, TOP-SECRET)?
      Yes ☐ No ☐
      If Yes, please explain: (Date, Clearance Level, Issuing Agency)

   NOTE: This individual must have an interim SECRET security clearance prior to performing his/her duties.

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken: English
      Level 3 (general professional proficiency) ☐ No ☐
   Written: English
      Level 3 (general professional proficiency) ☐ No ☐

   a. Completion of University, Senior NCO, or Military or Senior/Mid-Grade Police service:
      Yes ☐ No ☐ Enter Details Here
   b. Prior military experience such as obtained by a Senior NCO in the U.S. Armed Forces:
      Yes ☐ No ☐ Enter Details Here
   c. Minimum of 7 years of military, similar police, or local guard force supervisory experience:
UNCLASSIFIED
Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

Yes □ No □ Enter Details Here
d. Familiarity with physical security and access control matters:
   Yes □ No □ Enter Details Here

e. Qualified to provide instruction in weapons safety/rules of engagement, non-lethal
   weapons, pressure point control techniques, close protection procedures, and static/patrol guard
   procedures.
   Yes □ No □ Enter Details Here

Yes □ No □ Enter Details Here

4. Physical Fitness. Please certify the following:
a. Are you well proportioned in height and weight?  Yes □ No □
b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time?  Yes □ No □
c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30?  Yes □ No □
d. Are you colorblind?  Yes □ No □
e. Can you hear ordinary conversation?  Yes □ No □
f. Up-to-date inoculations for international travel?  Yes □ No □
g. Free of communicable diseases?  Yes □ No □

5. Suitability
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal?  Yes □ No □

6. Additional information/comment: Enter Details Here

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer:  Name:____________________
Approved:____________________  Disapproved:____________________

COMMENTS: Enter Details Here

UNCLASSIFIED
EXHIBIT M - RESUME FORMAT
SENIOR GUARD (U.S. OR EXPAT)
(PER H.5.1.4.8)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: ______________
Formed filled in by: __________________________

1. Personnel Information: Check here if Incumbent □
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English. (Note: Refer to Exhibit H of the contract for details of each proficiency level.)
   Spoken: English
   Level 3 (general professional proficiency) Yes □ No □
   Written: Level 3 (general professional proficiency) Yes □ No □

   a. Minimum of 5 years of mid-level military, similar police, or local guard force supervisory experience of which 3 years were at the NCO or equivalent level.
      Yes □ No □ Enter Details Here
   b. Proficient in access control procedures of vehicles and pedestrians?
      Yes □ No □ Explain: Enter Details Here
   c. Knowledgeable of proper patrol procedures?
      Yes □ No □ Explain: Enter Details Here
   d. Skilled in operating two-way communication devices?
      Yes □ No □ Explain: Enter Details Here
   e. Experienced in physical security and access control matters?
      Yes □ No □ Explain: Enter Details Here

UNCLASSIFIED
4. **Physical Fitness.** Please certify the following:
   a. Are you well proportioned in height and weight?  
      Yes ☐ No ☐
   b. Do you have physical disabilities that 
      would interfere with performance of your duties, 
      such as standing for prolonged periods of time?  
      Yes ☐ No ☐
   b. Do you possess vision correctable (i.e. with 
      glasses or contacts) to 20/30?  
      Yes ☐ No ☐
   d. Are you colorblind?  
      Yes ☐ No ☐
   e. Can you hear ordinary conversation?  
      Yes ☐ No ☐
   f. Up-to-date inoculations for international travel?  
      Yes ☐ No ☐
   g. Free of communicable diseases?  
      Yes ☐ No ☐

5. **Suitability**
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-
   year period preceding the date of this proposal?  
   Yes ☐ No ☐

6. **Additional information/comment:** Enter Details Here

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**DS/OPO/FPD**

*Office Use Only*

**DS/OPO/FPD Reviewer:** Name:________________

Approved:_______________ Disapproved:_______________

**COMMENTS:** Enter Details Here
**EXHIBIT M - RESUME FORMAT**

**SENIOR GUARD (TCN)**

(PER H.5.1.4.8)

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**NOTICE:** The contractor, by submitting this document, certifies that the information listed is true and correct.

**Instructions:** Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

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<td>Formed filled in by:</td>
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### 1. Personnel Information:

- **Last Name:** (EX. SMITH)
- **First Name:** (EX. JOHN)
- **Social Security Number (If Available):** XXX-XX-XXXX
- **Gender:** Male [ ] Female [ ]
- **Citizenship:** (EX. ENGLAND)
- **DOB (Must be at least 21):** (EX. Month- XX/Day- XX/Year-XXXX)
- **POB:** (Ex. City/State/Country)
- **Passport Information:** (Country, Passport Number, Expiration Date)

---

### 2. Proficiency in English.

- Spoken: Level 3 (general professional proficiency) [ ]
  - English [ ]
  - Written [ ]

### 2. Security/Military Experience.

- Minimum of 5 years of mid-level military, similar police, or local guard force supervisory experience of which 3 years were at the NCO or equivalent level.
  - Yes [ ]
  - No [ ]
- Proficient in access control procedures of vehicles and pedestrians?
  - Yes [ ]
  - No [ ]
- Knowledgeable of proper patrol procedures?
  - Yes [ ]
  - No [ ]
- Skilled in operating two-way communication devices?
  - Yes [ ]
  - No [ ]
- Experienced in physical security and access control matters?
  - Yes [ ]
  - No [ ]

---

**UNCLASSIFIED**
4. **Physical Fitness.** Please certify the following:
   a. Are you well proportioned in height and weight? [ ] Yes [ ] No
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? [ ] Yes [ ] No
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? [ ] Yes [ ] No
   d. Are you colorblind? [ ] Yes [ ] No
   e. Can you hear ordinary conversation? [ ] Yes [ ] No
   f. Up-to-date inoculations for international travel? [ ] Yes [ ] No
   g. Free of communicable diseases? [ ] Yes [ ] No

5. **Suitability**
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? [ ] Yes [ ] No

6. **Additional information/comment:** Enter Details Here

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**DS/OPO/FPD**
**Office Use Only**

**DS/OPO/FPD Reviewer:** Name: 

Approved: Disapproved: 

**COMMENTS:** Enter Details Here
EXHIBIT M - RESUME FORMAT
DISPATCHER/SENIOR GUARD (U.S. CITIZEN ONLY*)
(PER H.5.1.4.9)

* Incumbent Expats are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.I.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________ FORMED FILLED IN BY: __________________________

1. Personnel Information: Check here if Incumbent □
   a. Last Name: (EX. SMITH) □
   b. First Name: (EX. JOHN) □
   c. Social Security Number (If Available): XXX-XX-XXXX □
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND) □
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX) □
   g. POB: (Ex. City/State/Country) □
   h. Passport Information: (Country, Passport Number, Expiration Date) □
   i. Currently possess a U.S Government security clearance (SECRET, TOP-SECRET)?
      Yes □ No □
      If Yes, please explain: (Date, Clearance Level, Issuing Agency) □

NOTE: This individual must have an interim SECRET security clearance prior to performing his/her duties.

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken:
      English
      Level 3 (general professional proficiency) Yes □ No □
   Written:
      Level 3 (general professional proficiency) Yes □ No □

   a. Minimum of 3 years of military, similar police, or local guard force experience
      Yes □ No □ Explain: Enter Details Here
   b. Proficient in operating and monitoring of communications equipment?
      Yes □ No □ Explain: Enter Details Here
   c. Minimum of 1 year experience in military, police, or local guard force communications/dispatching:
      Yes □ No □ Explain: Enter Details Here
   d. Familiar with physical security and access control matters?
UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

Yes ☐ No ☐ Explain: Enter Details Here

4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? ☐ Yes ☐ No
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? ☐ Yes ☐ No
   d. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? ☐ Yes ☐ No
   d. Are you colorblind? ☐ Yes ☐ No
   e. Can you hear ordinary conversation? ☐ Yes ☐ No
   f. Up-to-date inoculations for international travel? ☐ Yes ☐ No
   g. Free of communicable diseases? ☐ Yes ☐ No

5. Suitability
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? ☐ Yes ☐ No

6. Additional information/comment: Enter Details Here

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name:

Approved: ______________ Disapproved: ______________

COMMENTS: Enter Details Here

UNCLASSIFIED
EXHIBIT M - RESUME FORMAT
ERT MEMBER (US CITIZEN ONLY*)
(PER H.5.1.4.10)

* Incumbent Expats are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages

Date: ____________________________
Formed filled in by: ____________________________

1. Personnel Information:  
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male ☐ Female ☐
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English. (Note: Refer to Exhibit H of the contract for details of each proficiency level.)
   Spoken: English
   Level 3 (general professional proficiency) ☐ Yes ☐ No ☐
   Written: Level 3 (general professional proficiency) ☐ Yes ☐ No ☐

   a. Possess minimum of 4 years military, similar police, or local guard force experience ☐ Yes ☐ No ☐  
      Explain: Enter Details Here

   B2

   b. ☐ Yes ☐ No ☐ Explain: Enter Details Here

   B2

   c. Familiar with physical security and access control matters
      ☐ Yes ☐ No ☐  
      Explain: Enter Details Here

   d. Skilled in operating two-way communication devices
      ☐ Yes ☐ No ☐  
      Explain: Enter Details Here

   UNCLASSIFIED
4. **Physical Fitness.** Please certify the following:

   a. Are you well proportioned in height and weight? Yes [ ] No [ ]
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? Yes [ ] No [ ]
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes [ ] No [ ]
   d. Are you colorblind? Yes [ ] No [ ]
   e. Can you hear ordinary conversation? Yes [ ] No [ ]
   f. Up-to-date inoculations for international travel? Yes [ ] No [ ]
   g. Free of communicable diseases? Yes [ ] No [ ]

5. **Suitability**
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes [ ] No [ ]

6. **Additional information/comment:** Enter Details Here

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**DS/OPO/FPD**  
*Office Use Only*

**DS/OPO/FPD Reviewer:** Name:________

Approved:__________ Disapproved:__________

**COMMENTS:** Enter Details Here
EXHIBIT M - RESUME FORMAT
ERT GUARD DRIVER (US CITIZEN ONLY*)
(PER H.5.1.4.10.1)

* Incumbent Expats are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages

Date: ___________
Formed, filled in by: ____________________________

1. Personnel Information: Check here if Incumbent □
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)
   i. Currently possess or able to obtain driver’s license in Afghanistan for all vehicles required under this contract? Yes □ No □

2. Proficiency in English. Please rate your proficiency in both spoken and written English. (Note: Refer to Exhibit H of the contract for details of each proficiency level.)
   Spoken: English
   Level 3 (general professional proficiency) Yes □ No □
   Written: English
   Level 3 (general professional proficiency) Yes □ No □

   a. Possess minimum of 4 years military, similar police, or local guard force experience of which shall be with
      Yes □ No □ Explain: Enter Details Here
      B2
   b. 
      Yes □ No □ Explain: Enter Details Here
      B2
   c. An operating record without significant traffic violations or accidents during the preceding 5 years and during the period of performance of this contract?
      Yes □ No □ Explain: Enter Details Here
d. Exhibits advanced knowledge of vehicle operator functions and safe driving techniques?
   Yes [ ] No [ ] Explain: Enter Details Here

e. Proficient in defensive driving techniques?
   Yes [ ] No [ ] Explain: Enter Details Here

4. **Physical Fitness.** Please certify the following:
   a. Are you well proportioned in height and weight?
      Yes [ ] No [ ]
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time?
      Yes [ ] No [ ]
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30?
      Yes [ ] No [ ]
   d. Are you colorblind?
      Yes [ ] No [ ]
   e. Can you hear ordinary conversation?
      Yes [ ] No [ ]
   f. Up-to-date inoculations for international travel?
      Yes [ ] No [ ]
   g. Free of communicable diseases?
      Yes [ ] No [ ]

5. **Suitability**
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal?
   Yes [ ] No [ ]

6. **Additional information/comment:** Enter Details Here

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**DS/OPO/FPD**

*Office Use Only*

**DS/OPO/FPD Reviewer:** Name: _______________

Approved: _______________ Disapproved: _______________

**COMMENTS:** Enter Details Here

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UNCLASSIFIED
EXHIBIT M - RESUME FORMAT
ERT GUARD/EMERGENCY MEDICAL TECHNICIAN (US CITIZEN ONLY*)
(PER H.5.1.4.10.2)

* Incumbent Expats are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.I.2).

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________________________
Formed filled in by: __________________________

1. Personnel Information: Check here if Incumbent □
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken: English
   Level 3 (general professional proficiency) Yes □ No □
   Written: Level 3 (general professional proficiency) Yes □ No □

   a. Possess minimum of 4 years military, similar police, or local guard force experience of which shall be:
      Yes □ No □ Explain: Enter Details Here
4. **Physical Fitness.** Please certify the following:
   a. Are you well proportioned in height and weight?  
      - Yes [ ]  
      - No [ ]
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time?  
      - Yes [ ]  
      - No [ ]
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30?  
      - Yes [ ]  
      - No [ ]
   d. Are you colorblind?  
      - Yes [ ]  
      - No [ ]
   e. Can you hear ordinary conversation?  
      - Yes [ ]  
      - No [ ]
   f. Up-to-date inoculations for international travel?  
      - Yes [ ]  
      - No [ ]
   g. Free of communicable diseases?  
      - Yes [ ]  
      - No [ ]

5. **Suitability**
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal?  
   - Yes [ ]  
   - No [ ]

6. **Additional information/comment:** Enter Details Here

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**DS/OPO/FPD**

*Office Use Only*

**DS/OPO/FPD Reviewer:** Name:________

Approved: ___________  Disapproved: ___________

**COMMENTS:** Enter Details Here
EXHIBIT M - RESUME FORMAT
ERT GUARD - MARKSMAN (US CITIZEN ONLY*)
(PER H.5.1.4.10.3)

*Incumbent Expat is exempt from the US Citizenship requirement, with approval from RSO/OPO (see section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________
Filled in by: __________________________

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male ☐ Female ☐
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H of the contract for details of each proficiency level.)
   Spoken:
   Level 3 (general professional proficiency) English
   Yes ☐ No ☐
   Written:
   Level 3 (general professional proficiency) English
   Yes ☐ No ☐

   a. Possess minimum of 4 years military, similar police, or local guard force experience
4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? Yes □ No □
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? Yes □ No □
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes □ No □
   d. Are you colorblind? Yes □ No □
   e. Can you hear ordinary conversation? Yes □ No □
   f. Up-to-date inoculations for international travel? Yes □ No □
   g. Free of communicable diseases? Yes □ No □

5. Suitability
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes □ No □

6. Additional information/comment: Enter Details Here
EXHIBIT M - RESUME FORMAT
ERT GUARD (US CITIZEN ONLY*)
(Per H.5.1.4.10.4)

*Incumbent Expats are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (See
section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information
listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format.
Please do not exceed more than five (5) pages.

Date: __________________________
Formed filled in by: __________________________

1. Personnel Information:
   Check here if Incumbent [ ]
   a. Last Name: (Ex. SMITH)
   b. First Name: (Ex. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male [ ] Female [ ]
   e. Citizenship: (Ex. ENGLAND)
   f. DOB (Must be at least 21): (Ex. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken: English
   Level 3 (general professional proficiency) [ ] Yes [ ] No [ ]
   Written: Level 3 (general professional proficiency) [ ] Yes [ ] No [ ]

   a. Possess minimum of 4 years military, similar police, or local guard force experience [ ]
      Yes [ ] No [ ] Explain: Enter Details Here
   c. Familiar with physical security and access control matters [ ]
      Yes [ ] No [ ] Explain: Enter Details Here

UNCLASSIFIED
4. **Physical Fitness.** Please certify the following:
   a. Are you well proportioned in height and weight?  
      Yes [□]  
      No [□]  
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time?  
      Yes [□]  
      No [□]  
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30?  
      Yes [□]  
      No [□]  
   d. Are you colorblind?  
      Yes [□]  
      No [□]  
   e. Can you hear ordinary conversation?  
      Yes [□]  
      No [□]  
   f. Up-to-date inoculations for international travel?  
      Yes [□]  
      No [□]  
   g. Free of communicable diseases?  
      Yes [□]  
      No [□]  

5. **Suitability**
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal?  
   Yes [□]  
   No [□]  

6. **Additional information/comment:** Enter Details Here

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*DS/OPO/FPD*

*Office Use Only*

**DS/OPO/FPD Reviewer:** Name:________

**Approved:** __________  **Disapproved:** __________

**COMMENTS:** Enter Details Here
Exhibit M - Resume Format
ERT SENIOR GUARD (US CITIZEN ONLY*)
(PEH.5.1.4.10.5)

* Incumbent Expat are exempt from the U.S. Citizenship requirement, with approval from RSO/OPO (see section C.1.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________________________ Formed filled in by: __________________________

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male ☐ Female ☐
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)
   i. Currently possess a U.S Government security clearance (SECRET, TOP-SECRET)?
      Yes ☐ No ☐
      If Yes, please explain: (Date, Clearance Level, Issuing Agency)

   NOTE: This individual must have an interim SECRET security clearance prior to performing his/her duties.

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken: English
      Level 3 (general professional proficiency) Yes ☐ No ☐
   Written: English
      Level 3 (general professional proficiency) Yes ☐ No ☐

   a. Minimum of 5 years of mid-level military, similar police, or local guard force supervisory experience 3 years of which were at the NCO or equivalent level

   b. Explain: Enter Details Here
      Yes ☐ No ☐
c. Yes □ No □ Explain: Enter Details Here

d. Proficient in access control procedures of vehicles and pedestrians?
   Yes □ No □ Explain: Enter Details Here

e. Knowledgeable of proper patrol procedures
   Yes □ No □ Explain: Enter Details Here

f. Skilled in operating two-way communication devices?
   Yes □ No □ Explain: Enter Details Here

4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? Yes □ No □
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? Yes □ No □

6. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes □ No □
   d. Are you colorblind? Yes □ No □
   e. Can you hear ordinary conversation? Yes □ No □
   f. Up-to-date inoculations for international travel? Yes □ No □
   g. Free of communicable diseases? Yes □ No □

5. Suitability
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes □ No □

6. Additional information/comment: Enter Details Here

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name:__________________________

Approved:__________________________ Disapproved:__________________________

COMMENTS: Enter Details Here

UNCLASSIFIED
EXHIBIT M - Resume Format

GUARD (TCN)
(PER H.5.1.4.11)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________________________
Formed filled in by: __________________________

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male ☐ Female ☐
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month-XX/Day-XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken: English
   Level 2 (limited working proficiency) Yes ☐ No ☐
   Written: Level 2 (limited working proficiency) Yes ☐ No ☐

   a. Minimum of 3 years of military, similar police, or local guard force experience
      Yes ☐ No ☐ Explain: Enter Details Here
   b. Demonstrated proficiency with military grade weapons?
      Yes ☐ No ☐ Explain: Enter Details Here
   c. Able to obtain a valid current local or international driver’s license?
      Yes ☐ No ☐ Explain: Enter Details Here
   d. Possess acceptable personal, and military record?
      Yes ☐ No ☐ Explain: Enter Details Here
   e. Meet professional conduct, health, and appearance requirements?
      Yes ☐ No ☐ Explain: Enter Details Here

4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? Yes ☐ No ☐
   b. Do you have physical disabilities that would interfere with performance of your duties, Yes ☐ No ☐
such as standing for prolonged periods of time? Yes □ No □
c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes □ No □
d. Are you colorblind? Yes □ No □
e. Can you hear ordinary conversation? Yes □ No □
f. Up-to-date inoculations for international travel? Yes □ No □
g. Free of communicable diseases? Yes □ No □

5. Suitability
Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes □ No □

6. Additional information/comment: Enter Details Here

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name: __________________
Approved: ____________ Disapproved: ____________

COMMENTS: Enter Details Here

UNCLASSIFIED
EXHIBIT M - RESUME FORMAT
SCREENER (INTERPRETER) (LN - LOCAL NATIONAL)
(PER H.5.1.4.12)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

| Date: ___________________________ | Formed filled in by: ___________________________ |

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male ☐ Female ☐
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month-XX/Day-XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Language Proficiency
   Please rate your written and spoken proficiency in at least one of the following languages: Dari, Pashto, or Urdu
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)

   **Spoken:**
   - **Dari** Level 3 (general professional proficiency)  Yes ☐ No ☐
   - **Pashto** Level 3 (general professional proficiency)  Yes ☐ No ☐
   - **Urdu** Level 3 (general professional proficiency) Yes ☐ No ☐

   **Written:**
   - **Dari** Level 3 (general professional proficiency) Yes ☐ No ☐
   - **Pashto** Level 3 (general professional proficiency) Yes ☐ No ☐
   - **Urdu** Level 3 (general professional proficiency) Yes ☐ No ☐

   a. Acceptable personal and if appropriate military record?
      Yes ☐ No ☐ Explain: Enter Details Here
b. Familiarity with physical security and access control matters?  
   Yes ☐  No ☐  Explain: Enter Details Here

c. Familiarity with local customs?  
   Yes ☐  No ☐  Explain: Enter Details Here

4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight?  Yes ☐  No ☐
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time?  Yes ☐  No ☐
   c. Do you possess vision correctable (i.e., with glasses or contacts) to 20/30?  Yes ☐  No ☐
   d. Are you colorblind?  Yes ☐  No ☐
   e. Can you hear ordinary conversation?  Yes ☐  No ☐
   f. Up-to-date inoculations for international travel?  Yes ☐  No ☐
   g. Free of communicable diseases?  Yes ☐  No ☐

5. Suitability
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal?  Yes ☐  No ☐

6. Additional information/comment: Enter Details Here

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name: __________________________

Approved: __________________________ Disapproved: __________________________

COMMENTS: Enter Details Here
EXHIBIT M - RESUME FORMAT

GUARD (LN)
(PER H.5.1.4.13)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________
Formed filled in by: __________________________

1. Personnel Information: Check here if Incumbent □
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

   a. Possess acceptable personal, and if appropriate, military record? Yes □ No □ Explain: Enter Details Here
   b. Familiar with physical security and access control matters? Yes □ No □ Explain: Enter Details Here
   c. Familiar with local customs? Yes □ No □ Explain: Enter Details Here

3. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? Yes □ No □
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? Yes □ No □
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes □ No □
   d. Are you colorblind? Yes □ No □
   e. Can you hear ordinary conversation? Yes □ No □
   f. Up-to-date inoculations for international travel? Yes □ No □
   g. Free of communicable diseases? Yes □ No □
4. Suitability
Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal?  
Yes ☐  No ☐

5. Additional information/comment: Enter Details Here

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name: _______________

Approved: _______________  Disapproved: _______________

COMMENTS: Enter Details Here
EXHIBIT M - RESUME FORMAT
EXPLOSIVE ORDINANCE DETECTION (EOD) DOG HANDLER (US/EXPAT)
(PER 5.1.4.14)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: ______
Formed filled in by: ______

1. Personal Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male [ ] Female [ ]
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English. (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken:
   Level 3 (general professional proficiency) ☐ Yes ☐ No ☐
   Written:
   Level 3 (general professional proficiency) ☐ Yes ☐ No ☐

   a. Minimum of 3 years of military, similar police, or local guard force experience in explosive ordinance detection dog handling
      Yes ☐ No ☐ Explain: Enter Details Here
   b. Competent dog handling skills
      Yes ☐ No ☐ Explain: Enter Details Here
   c. Familiar with physical security and access control matters
      Yes ☐ No ☐ Explain: Enter Details Here

4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? Yes ☐ No ☐
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? Yes ☐ No ☐
   c. Do you possess vision correctable (i.e. with
glasses or contacts) to 20/30?  Yes ☐ No ☐
d. Are you colorblind? Yes ☐ No ☐
e. Can you hear ordinary conversation? Yes ☐ No ☐
f. Up-to-date inoculations for international travel? Yes ☐ No ☐
g. Free of communicable diseases? Yes ☐ No ☐

5. Suitability
Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes ☐ No ☐

6. Additional information/comment: Enter Details Here

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name: ______

Approved: ☐ Disapproved: ☐

COMMENTS: Enter Details Here
EXHIBIT M - RESUME FORMAT
RADIO MAINTENANCE TECHNICIAN (US/EXPAT)
(PER H.5.1.4.16.1)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages

Date: __________
Formed filled in by: ____________________________

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H.3.2 of the contract for details of each proficiency level.)
   Spoken: English
   Level 3 (general professional proficiency) Yes □ No □
   Written: Level 3 (general professional proficiency) Yes □ No □

   a. A minimum of 3 (three) years of experience maintaining similar radios
      Yes □ No □ Explain: Enter Details Here
   b. Experienced with, and capable of, maintaining all assigned ESF communication equipment
      Yes □ No □ Explain: Enter Details Here
   c. Attended and completed a Motorola training certification course on the type of radio used by post prior to performing his/her duties.
      Yes □ No □ Explain: Enter Details Here

UNCLASSIFIED
4. **Physical Fitness. Please certify the following:**
   a. Are you well proportioned in height and weight?  
      - Yes □  
      - No □
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time?  
      - Yes □  
      - No □
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30?  
      - Yes □  
      - No □
   d. Are you colorblind?  
      - Yes □  
      - No □
   e. Can you hear ordinary conversation?  
      - Yes □  
      - No □
   f. Up-to-date inoculations for international travel?  
      - Yes □  
      - No □
   g. Free of communicable diseases?  
      - Yes □  
      - No □

5. **Suitability**
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal?  
   - Yes □  
   - No □

6. **Additional information/comment:** Enter Details Here

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**DS/OPO/FPD**  
*Office Use Only*

**DS/OPO/FPD Reviewer:** Name: □□□□□□□□□

Approved: __________  
Disapproved: __________

**COMMENTS:** Enter Details Here

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UNCLASSIFIED
UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

EXHIBIT M - RESUME FORMAT
VEHICLE MAINTENANCE TECHNICIAN (US/EXPAT)
(PER H.5.1.4.16.2)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________________________
Formed filled in by: _______________________

1. Personnel Information: Check here if Incumbent □
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ : Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English. (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken: English
      Level 3 (general professional proficiency) Yes □ No □
   Written: Level 3 (general professional proficiency) Yes □ No □

   a. A minimum of 3 (three) years of experience maintaining similar motor vehicles
      Yes □ No □ Explain: Enter Details Here
   b. Experienced with, and capable of, maintaining all assigned ESF motor vehicles
      Yes □ No □ Explain: Enter Details Here
   c. Meet requirements outlined in H.13
      Yes □ No □ Explain: Enter Details Here
   d. Attended and completed a Lenco training certification course on the maintenance and repair of Bearcat vehicles
      Yes □ No □ Explain: Enter Details Here
   e. Completed DEAVFAV/BEARCAT orientation
      Yes □ No □ Explain: Enter Details Here

UNCLASSIFIED
4. **Physical Fitness.** Please certify the following:
   a. Are you well proportioned in height and weight? Yes ☐ No ☐
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? Yes ☐ No ☐
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes ☐ No ☐
   d. Are you colorblind? Yes ☐ No ☐
   e. Can you hear ordinary conversation? Yes ☐ No ☐
   f. Up-to-date inoculations for international travel? Yes ☐ No ☐
   g. Free of communicable diseases? Yes ☐ No ☐

5. **Suitability**
   a. Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes ☐ No ☐

6. **Driving:**
   a. List driver license information: (Country/State/City, number): Enter Details Here
   b. Any traffic violation or accidents within the last 5 years? Yes ☐ No ☐
   c. Drivers License or ability to obtain driver’s license in Iraq, if required by law, for all vehicles required under this contract? Yes ☐ No ☐
   d. Exhibit basic knowledge of vehicle operator functions and safe driving techniques? Yes ☐ No ☐
   e. Familiar with physical security and access control matters? Yes ☐ No ☐
   f. Skilled in operating two-way radio communication devices? Yes ☐ No ☐

6. **Additional information/comment:** Enter Details Here
EXHIBIT M - RESUME FORMAT
ARMORER – WEAPON MAINTENANCE TECHNICIAN (US/EXPAT)
(PER H.5.1.4.16.3)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date
Formed filled in by: ____

1. Personnel Information: Check here if Incumbent □
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in spoken and English.
(Note: Refer to Exhibit H of the contract for details of each proficiency level.)
   Spoken: English
       Level 3 (General Professional Proficiency) Yes □ No □
   Written: English
       Level 3 (General Professional Proficiency) Yes □ No □

4. Armorer Experience
   a. A minimum of 3 (three) years experience with maintenance of weapons to Original Equipment Manufacturers (OEM) standards for all ESF assigned weapons
       Yes □ No □ Explain: Enter Details Here
   b. Factory certified on all weapons for which he/she is responsible (see Exhibits A and E), within the last five years.
       Yes □ No □ Explain: Enter Details Here
   c. Attended and completed training at DEAV prior to performing his/her duties
       Yes □ No □ Explain: Enter Details Here
   d. Capable of maintaining on-going inventory data base of all assigned weapons and ammunition
       Yes □ No □ Explain: Enter Details Here
4. **Physical Fitness.** Please certify the following:
   a. Are you well proportioned in height and weight?  Yes □ No □
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? Yes □ No □
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes □ No □
   d. Are you colorblind? Yes □ No □
   e. Can you hear ordinary conversation? Yes □ No □
   f. Up-to-date inoculations for international travel? Yes □ No □
   g. Free of communicable diseases? Yes □ No □

5. **Suitability**
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes □ No □

6. **Additional information/comment:**
EXHIBIT M - RESUME FORMAT
PHYSICIAN ASSISTANT (US/EXPAT)
(PER H.5.1.4.17)

NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date
Formed filled in by: __________

1. Personnel Information: Check here if Incumbent □
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in spoken and English.
   (Note: Refer to Exhibit H of the contract for details of each proficiency level.)
   Spoken: English
      Level 3 (General Professional Proficiency) Yes □ No □
   Written: English
      Level 3 (General Professional Proficiency) Yes □ No □

3. Proficiency in the native language of the majority of the guard force
   Spoken: Language:
      Level 3 (General Professional Proficiency) Yes □ No □
   Written: Language:
      Level 3 (General Professional Proficiency) Yes □ No □

5. Experience
   a. At least 3 years of experience as a Physician Assistant or a higher level, preferably with the military or in combat zone.
      Yes □ No □ Explain: Enter Details Here
   b. Certification by a recognized entity
      Yes □ No □ Explain: Enter Details Here
   c. Ability to work additional hours, as needed
      Yes □ No □ Explain: Enter Details Here
   d. Capable of meeting health requirements (See Section H.2.3)
4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? Yes ☐ No ☐
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? Yes ☐ No ☐
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes ☐ No ☐
   d. Are you colorblind? Yes ☐ No ☐
   e. Can you hear ordinary conversation? Yes ☐ No ☐
   f. Up-to-date inoculations for international travel? Yes ☐ No ☐
   g. Free of communicable diseases? Yes ☐ No ☐

5. Suitability
   Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes ☐ No ☐

7. Additional information/comment:

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name:

Approved: ☐ Disapproved: ☐

COMMENTS: Enter Details Here
NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: __________________________
Formed filled in by: __________________________

1. **Personnel Information:**
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month- XX/Day- XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. **Proficiency in English.** Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   - **Spoken:** English
     - Level 3 (general professional proficiency) □ Yes □ No □
   - **Written:**
     - Level 3 (general professional proficiency) □ Yes □ No □

3. **Provide verifiable evidence of successful training and work experience.**
   a. Qualified at the level necessary to provide firearms instruction for the weapons described in Exhibit E.
      □ Yes □ No □ Explain: Enter Details Here
   c. Possess verifiable certification of successful training and work experience as an instructor.
      □ Yes □ No □ Explain: Enter Details Here

4. **Physical Fitness.** Please certify the following:
   a. Are you well proportioned in height and weight? □ Yes □ No □
   b. Do you have physical disabilities that would interfere with performance of your duties, such as standing for prolonged periods of time? □ Yes □ No □
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? □ Yes □ No □
   d. Are you colorblind? □ Yes □ No □
   e. Can you hear ordinary conversation? □ Yes □ No □
   f. Up-to-date inoculations for international travel? □ Yes □ No □
g. Free of communicable diseases?  

|   | Yes ☐   | No ☐   |

5. **Suitability**
Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal?  

|   | Yes ☐   | No ☐   |

6. **Additional information/comment:** Enter Details Here

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**DS/OPO/FPD**  
**Office Use Only**

**DS/OPO/FPD Reviewer:** Name:  
Approved:  
Disapproved:

**COMMENTS:** Enter Details Here
NOTICE: The contractor, by submitting this document, certifies that the information listed is true and correct.

Instructions: Please provide the requested information. Save and return in MS Word Document (.doc) Format. Please do not exceed more than five (5) pages.

Date: 
Formed filled in by: 

1. Personnel Information:
   a. Last Name: (EX. SMITH)
   b. First Name: (EX. JOHN)
   c. Social Security Number (If Available): XXX-XX-XXXX
   d. Gender: Male □ Female □
   e. Citizenship: (EX. ENGLAND)
   f. DOB (Must be at least 21): (EX. Month-XX/Day-XX/Year-XXXX)
   g. POB: (Ex. City/State/Country)
   h. Passport Information: (Country, Passport Number, Expiration Date)

2. Proficiency in English. Please rate your proficiency in both spoken and written English.
   (Note: Refer to Exhibit H. of the contract for details of each proficiency level.)
   Spoken: English
      Level 3 (general professional proficiency) Yes □ No □
   Written: Level 3 (general professional proficiency) Yes □ No □

3. Experience/Certification.
   a. Possess Documentation of past teaching experiences or successfully completed an 
      "instructor training course" by a recognized accreditation-training program.
      Yes □ No □ Explain: Enter Details Here
   b. Possess verifiable certification of at least eight (8) years of successful training and 
      work experience as an instructor, typically as an instructor at a U.S. federal, state, 
      local government or military training facility
      Yes □ No □ Explain: Enter Details Here

4. Physical Fitness. Please certify the following:
   a. Are you well proportioned in height and weight? Yes □ No □
   b. Do you have physical disabilities that would interfere with performance of your duties, 
      such as standing for prolonged periods of time? Yes □ No □
   c. Do you possess vision correctable (i.e. with glasses or contacts) to 20/30? Yes □ No □
d. Are you colorblind?
Yes □ No □

e. Can you hear ordinary conversation?
Yes □ No □

f. Up-to-date inoculations for international travel?
Yes □ No □

g. Free of communicable diseases?
Yes □ No □

5. Suitability
Convicted of any felony or misdemeanor involving moral circumstances during the 5-year period preceding the date of this proposal? Yes □ No □

6. Additional information/comment: Enter Details Here

DS/OPO/FPD
Office Use Only

DS/OPO/FPD Reviewer: Name: __________

Approved: __________ Disapproved: __________

COMMENTS: Enter Details Here
EXHIBIT N
Operations, Maintenance and Repair Requirements

SCOPE OF WORK - The Contractor shall provide maintenance and repair of all facilities; structures; roads; walkways; utility and mechanical systems (i.e., electrical, HVAC, plumbing, sewage collection, water supply, fire protection, etc); and phone/internet/cable television support systems. Operational services include by are not limited to laundry services, full maintenance and repair of equipment throughout the camp, operation of a sundry shop, refuse/trash disposal, sewage disposal, pest control, cleaning of facilities, and grounds maintenance and landscaping. The Contractor shall provide all management and supervisory personnel necessary to perform these services at Camp Sullivan.

CONTRACTOR PROVIDED SERVICES - The fixed prices proposed in Section B shall include any additional equipment, supplies, etc., required for a 24 hours per day, 7 day per week operation.

The weapons identified on Exhibit E shall be the responsibility of the Government unless the weapon(s) becomes inoperative due to the contractor's and/or guard's negligence as indicated under Exhibit C.

The Contractor shall ensure that all supply items and equipment are in place to ensure no loss of operational capabilities and the camp is clean and well maintained at all times. Repairs shall be accomplished in a timely manner and not have a negative impact of operations and/or the well being of the guards and support personnel.

The Contractor shall provide all necessary consumable supplies required to sustain the services throughout the term of this contract. Examples of consumable supplies include, but are not limited to cleaning supplies, anti-bacterial soap, dish soap, paper products, and any other materials and supplies necessary to provide this service. The Contractor is reminded this list is not comprehensive.

The gymnasium and recreational areas shall be open twenty-four (24) hours, seven (7) days per week. The Contractor shall establish hours of operation for the other facilities in coordination with the COR. The schedules shall be current and posted in a common place.

GOVERNMENT FURNISHED EQUIPMENT AND PROPERTY - The equipment provided by the Government will be limited to existing equipment currently installed at Camp Sullivan. The Contractor shall be responsible for maintaining all existing equipment.

Damages - When directed by the Contracting Officer and in accordance with Section B.2.12, the Contractor shall repair or replace all facilities and/or equipment on Camp Sullivan resulting from any cause with additional reimbursement from the Government.

Inventory - A current list of all equipment provided by the USG has been included in Exhibit E of this document. Any revisions to this equipment list will be included in an amendment to the solicitation or as a modification to the contract. All equipment provided will be tagged and marked as GFE. After contract award, the Contractor should follow the requirements for Government Furnished Property as required under FAR Part 45.

RESPONSIBILITIES OF THE CONTRACTOR
General - The Contractor shall secure and maintain insurance; maintain records, submit reports, and observe any Contract requirements, all as specifically set forth herein.

The Contractor shall exercise care when using the space and equipment provided by the Government. Upon termination of the Contract, the Contractor shall return such space and equipment in as good condition as when received, except for ordinary wear and tear.

Personnel - The Contractor shall employ sufficient personnel to allow for reasonable work hours each day and one day off per week, and employ a qualified work force capable of providing high-quality services under this Contract.

Supervision - The Contractor shall employ sufficient management personnel for the supervision and management of the Contractor’s and/or Subcontractor’s workforce.

Other Personnel - The Contractor shall provide trained O&M personnel with a Level I language capability.

SPECIFIC REQUIREMENTS

Description - At Camp Sullivan, operational services shall be provided for the entire workforce as required under this solicitation/contract. Additionally, the COR may inform the Contractor of a special event that may require additional items.

Hours Of Operation - The Contractor shall provide sufficient staffing, materials, supplies, and equipment as needed to support the operational services of the facilities. The schedule will be determined by the Contractor, the CO and COR. The Contractor may request to modify hours or days of services. Should the Contractor request a change, the request shall be submitted to the Contracting Officer for approval at least five (5) working days before required modification; however, it is understood by the Contractor that this request is not necessarily automatic. Additionally, the COR or CO can at anytime request the hours of operational services be changed at no additional cost to the Government.

Quality Assurance - The Contractor shall institute an appropriate Quality Assurance Plan (QAP) including log sheets and checklists of duties to be carried out, ensuring the supervisory staff and senior employees carry out their duties, and carry out weekly inspections to determine whether the various services are being performed according to the contract requirements. Copies of the weekly inspection reports shall be provided to the COR.

LAUNDRY FACILITIES - A large laundry room containing fifteen (15) industrial-size washers and fifteen (15) industrial-size dryers is located in the center of the camp. The Contractor shall wash and press uniforms and linens, etc., used for maintaining and operating the residential camp. In addition, the Contractor shall wash and press the personal laundry of the ESF Force.

The Contractor shall develop and implement procedures for collecting dirty linens and clothes and distributing replacement linens and clean clothes to the ESF Force and visitors to the camp. These procedures should address, at a minimum, the following items: (a) what day(s) soiled linens are collected, (b) location and schedule of where individuals place dirty linens, (c) location and schedule of how individuals receive clean linens, and (d) how individuals can request and receive clean linens between these days, if necessary.
SUNDRY SHOP - The Contractor shall operate a small sundry shop in a corner of the dining room in coordination with the COR. This sundry shop shall be stocked with snacks, toiletries, prepaid phone cards for cellular phones, international calling cards, and over-the-counter medicine, but shall not sell alcoholic beverages. The Contractor is encouraged to request input from the COR and take into consideration the items of interest to the guards. The sundry operation shall be revenue neutral and items should be sold at cost. The Contractor shall monitor the shop operation closely and avoid any improprieties or mishandling of funds. The contractor shall develop a monthly accounting report that shows the shop’s cash flow, sales, receipts, and expenses. COR may audit the operation at any time. The Contractor shall provide all necessary consumable supplies required for operations of the Sundry Shop throughout the term of this contract.

MAINTENANCE, REPAIR, REPLACEMENT SERVICES

The Contractor shall provide maintenance, repair and replacement of all facilities; structures; roads; walkways; utility and mechanical systems (i.e., electrical, HVAC, plumbing, sewage collection, water supply, fire protection, etc); and phone/internet/cable television support systems. This shall include preventive maintenance, routine maintenance, and repair as well as scheduled maintenance services, which may have been identified under the warranty of each piece of equipment. The Contractor shall be reimbursed for costs as indicated in B.2.12.

OPERATIONAL SUPPORT SERVICES - The Contractor shall be responsible for all operational services including damage or situations requiring major or specialized remedial services. The Contractor shall promptly advise the Contracting Officer’s Representative (COR) and Contracting Officer of any damage or situations requiring major or specialized remedial services and keep them informed as the issue is addressed and resolved. Except for immediate life and safety issues, Contracting Officer approval is required prior to the Contractor ordering items which are covered under Section B.2.12. The Contractor is expected to resolve the matter in a timely, efficient and effective manner.

As a matter of course, the Contractor shall maintain a clean work area free of any clutter, dirt, or material that would attract rodents and insects. This includes the daily removal of disposal items/trash.

Operational services include but are not limited to laundry services, full maintenance, repair and replacement of equipment throughout the camp, operation of a sundry shop, refuse/trash disposal, sewage disposal, pest control, cleaning of facilities, and grounds maintenance and landscaping.

Specific maintenance and operation tasks include, but are not limited to, the following:

Repairing And Replacing Equipment and Appliances Where Warranties No Longer Apply - The camp was completed in September 2005. Consequently, many of the electrical appliances and equipment that were purchased for the camp may still carry warranties. As part of this contract, the Contractor will be provided information on the warranty next to the item as it appears on the GFE list provided in Exhibit E. The Contractor shall exhaust all warranties before replacing any appliances or equipment.

Electrical, HVAC, Plumbing and Other Mechanical Services - The Contractor shall perform all: (a) electrical, (b) heating, ventilation, and air conditioning (HVAC), (c) plumbing, and (d) other mechanical services required to operate Camp Sullivan. To this end, the Contractor shall use personnel who are knowledgeable, experienced, and certified in the particular kind of repair.
The Contractor shall promptly advise the Contracting Officer's Representative (COR) of any damage or situations requiring major or specialized remedial services that could possibly have a negative impact on operations and/or morale and welfare of the guards and support staff.

Verbal notification shall be within 2 hours of incident with written report submitted within 24 hours. (See Section F.6 — Deliverables). Written report shall describe damage and/or situation requiring major or specialized remedial services as well as address corrective action planned. The Contractor shall minimize such trouble or damage until proper corrective action can be taken.

Services to be performed as part of scheduled maintenance include:

Electrical — (a) Monitor the operating condition of all systems and equipment in the central station, substations and machine rooms on a 24-hour basis; (b) Supply and Replace circuit breakers and/or fuses, material; and, (c) Take all possible measures to prevent additional hazards, ensure safety and maintain property.

HVAC - (a) Operate the HVAC systems according to the pertinent seasonal cooling/heating requirements as prescribed by the COR; (b) Provide seasonal (i.e. off-, pre-, and post-season) servicing on the heating and air-conditioning plant equipment; (c) Make insulation tests, adjusting relays, resetting circuit breakers, cleaning contact surfaces; (d) Make repairs to the systems and their associated equipment in accordance with scheduled and unscheduled work orders; (e) Keep records on power consumption and operation/maintenance/repair of major equipment, on a daily basis, in a continuous calendar-day series. These records shall remain the property of the Government and be available for inspection by the COR or his staff at any time; (f) Inspect pumps for abnormal temperature, vibration, noise, and other trouble symptoms, and adjusting as necessary; (g) Inspect valves for restriction, leaks and other trouble symptoms, and adjusting on routine basis; (h) Inspect cooling towers, checking condition of cooling water, if dirty replacing with clean water. Clean strainers when replacing cooling water. Insuring that the water treatment equipment is properly working and that the water is being treated in accordance with manufacturer's recommendations; (i) Supply replacement filters and perform periodic cleaning, washing and/or replacing of all air filters for air handling and fan coil units at all properties. The terms "cleaning" means "dusting" where unwashable filters are used, "washing", where washable filters are used and "replacing" where unwashable/throwaway filters are used; and, (j) Inspect all HVAC work including pipes, ducts, valves, dampers, fittings, waste water and sewer lines, traps, catch basins, and gutters for clogging and loose joints, restrictions, leaks, and other faulty conditions; providing routine servicing such as retightening, caulking, lubricating, and performing first echelon maintenance. (k) Replace all nonrepairable components, end items, and equipment necessary for HVAC operations.

Plumbing — (a) Inspect all plumbing work including pipes, valves, fittings, waste water and sewer lines, traps, catch basins, toilet fixtures, restrictions, leaks, and other faulty conditions; providing routine servicing such as retightening, caulking, lubricating, and performing first echelon maintenance; (b) Inspect sprinklers, domestic hot water heaters, drinking fountains and servicing to maintain in good and proper working order; and, (c) Maintain continuous records of water consumption for inspection by the COR or his staff at any time; such records to remain the property of the Government. (d) Replace all nonrepairable components, end items, and equipment necessary for plumbing system to be operable.

Other Items / Equipment / Systems - (a) Inspect all fire extinguishers and fire extinguishing systems (including halon gas), smoke and heat detectors in all communal areas once a month for proper operation and reporting the results to the COR. The date of each inspection shall be stamped on the tag attached to each piece of equipment; (b) Generators -
Inspecting and maintaining generators, starter panel, DC source equipment and Diesel engine, including operation sequence and safety devices in accordance with the Comprehensive Maintenance Plan.; and (c) Miscellaneous Maintenance and Repair Services - The Contractor shall provide day-to-day maintenance and repair services for all Government-owned/long term leased properties, systems, equipment as directed by the COR. Replace all nonrepairable components, end items, and equipment associated with fire protection, power, generation and safety devices.

The Contractor is responsible for all work performed by its employees and the work performed by its subcontractors. There shall be no employer-employee relationship between the Government and these personnel.

Refuse/Trash Disposal - The Contractor shall provide and install trash receptacles throughout Camp Sullivan, with particular attention to high-traffic areas. The Contractor shall collect the trash from these receptacles regularly. Trash shall not be burned or buried on-site. The Contractor shall ensure that all refuse is taken from Camp Sullivan for disposal.

Sewage Collection and Disposal - The camp has two septic tanks—a 140,000 liter gray water tank and an 85,000 liter black water tank. The Contractor shall empty these tanks regularly, disposing of the waste in compliance with local law. The Contractor shall attempt to have wastewater treated at a facility (e.g., with the U.S. military, such as is the practice at Camp Watan) and shall document those attempts. The Government shall not be responsible for any claims from Afghan Government authorities or from private individuals arising from the unlawful disposal of waste. The Contractor is responsible for maintenance, repair and/or replacement of these storage tanks.

Extermination (PEST CONTROL) - In conjunction with an effective waste disposal program, the Contractor shall implement an aggressive pest control program to ensure that the camp is free of disease-causing insects and rodents. The Contractor shall exterminate the premises as needed, but not less than quarterly. As a matter of course, the Contractor shall maintain a clean work area free of any clutter, dirt, or material that would attract pests and rodents.

Ensuring Continuous Supply Of Water And Testing Water Quality - There are two water sources of potable water for the camp—a well and a 30,000-gallon tank. The Contractor shall periodically test the quality of this potable water according to Department of State standards for drinking water. The Contractor is responsible for maintenance, repair and/or replacement of the storage tank and well.

Fire Protection - The camp has a 20,000-gallon tank of firewater to be used to extinguish fires. The Contractor shall ensure that the tank always has sufficient water and shall use it, as well as fire extinguishers, in order to respond to fires. The Contractor is responsible for maintenance, repair and/or replacement of the storage tank and distribution system.

Operation of Generators - Two large generators provide power for the residential camp. Another two are available on stand-by and one more is available as a spare. The Contractor shall purchase sufficient fuel for the continuous operation of the generators and shall repair them as needed. The Contractor is responsible for maintenance, repair and/or replacement of all generators.

Cleaning of Facilities - The Contractor shall clean all facilities (i.e., public areas and private sleeping quarters alike).
The Contractor shall schedule routine cleaning to ensure that it is performed in an order that is most efficient and interferes the least with activities at the camp. The Contractor shall submit a proposed cleaning schedule to the COR for review and approval, prior to implementation of the schedule.

Specific cleaning tasks include, but are not limited to, the following:

1. **Daily Cleaning**
   - Sweep all floor areas including damp mopping of areas such as tile, linoleum, and public areas. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. The frequency may be higher than once per day when it is rainy or snowy. When completed, the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
   - Dust and clean all furniture including desks, chairs, credenzas, computer tables, telephone tables, bookshelves, pictures, maps, telephones, computers and monitors, lamps and other common things found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces and areas.
   - Thorough clean of toilets, bathrooms, mirrors, and shower facilities, using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges.
   - The Contractor shall replace paper towels, toilet paper, and soap in all bathrooms. The Contractor shall check those areas used by personnel visiting the dining hall several times daily to ensure that the facilities are always clean and neat.
   - Empty all wastepaper baskets, ashtrays and washing or wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.
   - Remove trash and keep trash area in reasonably clean condition.
   - Sweep debris from walkways and driveways and hose cleaning them during appropriate seasons (taking into consideration environmental restrictions on water if necessary).

2. **Periodic Cleaning**
   - Spot clean baseboards and walls.
   - Spot wax and polish floors as needed.
   - Dust windowsills and blinds.
   - Clean shutters, as required.

3. **Quarterly Cleaning**
   - Clean major appliances inside and out including vacuuming dust from around motor areas.
   - Wash the outsides of the windows. When completed the windows shall be free of smudges, lint, or streaks from the surfaces.
   - Remove and wash window blinds.
   - Clean and sanitize the trash holding area.
   - Dust and wipe light fixtures. When completed, the light fixtures shall be free from bugs, dirt, grime, dust, and marks.

4. **Immediate Cleaning**
   - Immediately upon departure or notification by the ESF Project Manager that an individual is no longer employed at the company, the Contractor shall prepare the sleeping quarters for a new guard. This preparation shall include but is not limited to removing linens currently on the bed and putting on clean linens including mattress pad, blankets, spread and pillows, providing new towels to the individual, dusting the furniture and cleaning the floor.

**Provision of Phone, Internet, and Cable Television Service** - The Contractor shall obtain/maintain Voice over Internet Provider (VOIP) service and shall subscribe to cable television.
service for all rooms. In addition, the Contractor shall obtain Internet access for computers in the recreation area, the classrooms, and the offices. The minimum specifications for this service are:

1) At a minimum, the contractor shall provide internet functionality of two megabytes download and one megabytes upload at all times.
2) At a minimum, the contractor shall provide telephone service at a capacity which allows 20% of the workforce to access fully functioning telephone service at all times.
3) At a minimum, the contractor shall provide cable television service with the largest number of stations available to Kabul Afghanistan.

The Contractor is responsible for maintenance, repair and/or replacement of equipment necessary for 24/7 phone, internet, and television service.

**Grounds Maintenance and Landscaping** - The Contractor shall sweep and clear all walkways, replace light bulbs from lampposts, and perform other grounds maintenance duties necessary to ensure that the camp keeps its tidy appearance. The Contractor shall also water, re-seed, fertilize, prune, and generally maintain grassy areas. Included in this document is a copy of the current Grounds Maintenance Plan that reflects how the grounds maintenance is currently being handled. The Contractor shall revise the Grounds Maintenance Plan and submit it to the COR for approval within 30 days of executive date of the contract. This plan may discuss the following, but is not limited to lawn care, pruning, watering, fertilize ring, pest and disease control. (See F.6 Deliverables)

**Maintenance of Bunkers** – Six (6) bunkers are located at Camp Sullivan. The Contractor shall ensure that the bunkers are clean and are stocked with water bottles, flashlights, batteries, and other necessary items needed in an emergency. Without exception, bunkers shall not be used as storage space or overflow office space. The Contractor is responsible for maintenance, and repair and replacement (if necessary) of bunkers. If replacement is necessary, Contractor shall be reimbursed as stated in B.2.12.

**Provision of Linens** - The Contractor will be provided linens as reflected in Exhibit E – Government Furnished Property. It is the responsibility of the Contractor to ensure at all times there are at least two sets of sheets and towels for 580 full-time residents at all times. One set comprises: two (2) sheets, one (1) pillow case, one (1) mattress cover, one (1) blanket, one (1) bath towel, and one (1) washcloth.

**Occupancy Control** - The Contractor shall maintain an inventory of the rooms or blocks of rooms that are occupied and those that are available for assignment. The management of the ESF staff shall make the room assignments and notify the management of Camp Sullivan.

**Comprehensive Maintenance Plan and Execution Plan for the Operation, Maintenance and Repair** - The Contractor shall be provided a copy (see Exhibit U) of the current Comprehensive Maintenance Plan and Execution Plan for the operation, maintenance and repair of this compound. The Comprehensive Maintenance Plan and Execution Plan, the Contractor addresses all of the above areas in detail from the perspective of operating, maintaining and repairing this compound. Some areas may not be been addressed at the time it was written because, but not limited to (1) this country lacks the type of infrastructure required and therefore cannot support it, (2) it is not a customary practice in this country or location, (3) this task is not required in order to operate, maintain or repair the camp, (4) this requirement shall have to be phased into this statement of work at a later time, or (5) for any other reason.
The Contractor shall update this plan and provide it to the COR, as required under Section F of this document. In addition, the Contractor shall be responsible for quality control. The Contractor shall provide Quality Assurance Plan [see attachment 1 as provided as an example of the QA plan] and perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract.
ATTACHMENT 1

SAMPLE OPERATIONS AND MAINTENANCE SERVICE
STANDARD OPERATING PROCEDURES (SOP)

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1. Purpose
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5. Garbage and Trash
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7. Restrooms
8. Care and Custody of Government Property / Facilities
9. Administrative Requirements
10. Hygiene, Cleanliness
11. Fire Prevention Program
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2. **Scope** - DS, as well as the COR, shall provide oversight to include quality assurance and quality control of Operations and maintenance services.

3. **Responsibilities** - Ensure quality assurance and control for the operation and coordination services.

4. **Cleaning** - All equipment shall be cleaned. In addition, cleaning supplies are to be stored away from any food preparation areas.

5. **Garbage and Trash** - On a daily basis, disposal containers shall be removed to the proper storage area for pickup. The area around the trash dumpsters should be kept clean at all times. Immediately after garbage and trash is emptied, the soiled containers and covers shall be thoroughly cleaned. The container washing area shall also be cleaned following each use. Plastic can liners are to be used in all containers. Covers must be cleaned whenever soiled. Outside storage of unprotected plastic or paper bags containing garbage or refuse is prohibited. The perimeter of the food facility should also be clean and maintained free of debris.

6. **Linen and Uniform Storage** - Clean linens and other articles shall be stored in a clean place. If not protected from contamination by the physical confines of the storage facility, plastic or other appropriate coverings shall be used. Soiled articles shall be stored in non-absorbent containers or washable laundry bags. Employees shall store personal items in lockers. Lockers shall be maintained and the responsibility of the user.

7. **Restrooms** - Food handling personnel shall not clean restrooms. The restroom must remain unlocked at all times. If the restroom is part of the food service facility, the cleaning of urinals, commodes, wash basins, slop sinks, and partitions shall be accomplished using cloths, sponges, and disinfectant solutions used for no other purpose. Cleaning shall remove all deposits and foreign matter under fixture edges, lips, and on all exposed surfaces. Mops, brooms, and brushes used in cleaning of restrooms shall not be used for cleaning in any other areas and shall be labeled as such. All mops, brooms, and other janitorial items shall be stored in the janitorial room when not in use. If the restroom is part of the food service facility, all paper towels, toilet paper, and hand soap dispensers shall be adequately supplied at all times. All dispensers shall be damp wiped and cleaned prior to refilling. Field hand wash stations shall be supplied with soap/sanitizer and paper towels at all times. The contractor shall conduct operations in a sanitary manner to prevent attractions of insects and rodents. All floor drains throughout the FOOD FACILITY shall be kept properly covered at all times.

8. **Care and Custody of Government Property/Facilities** - Each Supervisor or designated lead of subcontractor shall implement key control and security procedures to secure operated facilities, and take all appropriate measures to prevent the loss of property, to include food inventory and equipment.

9. **Administrative Requirements** - All reports and documents shall be prepared as required. QA/QC or sub-contractor shall check any required forms for completeness. Controlled forms shall be safeguarded for historical and audit purposes. Manager shall originate necessary correspondence and promptly reply to all correspondence and complaints relating to maintenance.
functions. A training schedule shall be posted for non-skilled employees; management shall employ properly trained and skilled professionals.

The QA/QC Department shall conduct inspections and provide their findings to assist in the corrections of the evaluation discrepancies. Signs approved by QA/QC shall be posted as required to inform employees and others of sanitation procedures. Signs shall be translated into Arabic and English.

10. Hygiene, Cleanliness, and Safety - All employees shall wear clean uniforms. The staff shall be attired in proper uniform and use proper sanitary procedures. Personnel shall be courteous and present a helpful attitude toward patrons. Employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods.

The management shall maintain a register for all safety and maintenance. The employees shall have access to protective equipment and shall use it when working with chemicals or other toxic materials. All chemicals shall be stored in designated cabinets. The transfer of chemicals from original packaging shall require clear and concise labeling. Furthermore, a Material Safety Data Sheets (MSDS) binder shall be kept current, available for chemicals and other toxic materials stored and used within the facility. All equipment, appliances and attachments shall be operated and maintained according to the manufactures recommendation and specification.

11. Fire Prevention Program - All fire extinguishers of proper type and size shall be mounted, easily accessible in a marked location. However, fire extinguishers shall not be located near ranges or ovens. In addition, all fire extinguishers shall be checked monthly, documented and reported with proper tags indicating their serviceability. Automatic fire suppression systems shall be serviced every six (6) months, unless previously used which shall then need immediate servicing. The aforementioned instructions apply to all other fire prevention systems.
Exhibit O

Food Services Requirements

This exhibit describes the requirement to provide food services for life support for the Embassy Security Force (ESF) at Camp Sullivan.

1. SCOPE OF WORK The Contractor shall be required to provide food services as part of providing life support for the ESF on the Camp Sullivan Compound. This may include the following meals: Breakfast, lunch, dinner, midnight meal, and carry-out meals.

2. FOOD SERVICE FACILITIES The food service facilities consist of a kitchen and dining hall and are located on the Camp Sullivan compound.

3. GOVERNMENT FURNISHED EQUIPMENT AND PROPERTY The equipment provided by the Government will be limited to existing equipment currently installed at Camp Sullivan. Please see Exhibit E for a list of Government furnished equipment. The Contractor is responsible for the maintenance, repair, and replacement of this equipment.

3.1 Inventory and Equipment Replacement Program The COR and Contractor shall conduct these physical inventories quarterly during the contract, and at the completion or termination of the contract, as directed by the COR. Unless approved in advance by the Contracting Officer, personnel other than those who maintain the property records, or who have custody of the property shall conduct the inventory. The Contractor shall maintain current equipment replacement records for the dining facility and indicate changes on the required inventory records. Replacement of Government-furnished equipment will be in writing and will be issued under the “Government Property” clause of FAR Part 45.

3.2 Damages. Damages to the facilities or equipment resulting from Contractor abuse or neglect shall be the responsibility of the Contractor to repair or replace without reimbursement. The COR shall determine whether damages are a result of abuse or neglect. Normal wear and tear of the facilities and equipment is expected, and is not the responsibility of the Contractor.

3.3 Control and Security The Contractor shall implement key control and security procedures to prevent the loss of property.

3.4 Equipment Maintenance, Repair, and Replacement - The Contractor shall be responsible for maintenance, repair, and replacement of all equipment necessary to operate the dining facility in an efficient and orderly manner. However, the Contractor will be reimbursed for the replacement of equipment as stated in Section B.2.12.

4. CONTRACTOR FURNISHED EQUIPMENT

4.1 Equipment, Property, Material and Supplies The Contractor shall provide all necessary consumable supplies required to sustain food service operations throughout the term of this contract. Examples of consumable supplies include: food, condiments, cleaning supplies, anti-bacterial soap, dish soap, plastic eating utensils, paper products, food containers, beverage cups, pots, pans, paper bags, napkins, disposable plates and dining utensils, and any other materials and supplies necessary to provide this service. The Contractor is reminded this list is not comprehensive. Additionally, the Contractor shall purchase trays, as necessary, to ensure
an adequate supply of trays remains available to serve all meals with a reasonable reserve number of trays.

5. SANITATION REQUIREMENT
Each employee, visitor, guard, etc., shall be provided an alcohol wipe or hand sanitizer before entering the dining facility to maintain an environment free of disease.

6. RESPONSIBILITIES OF THE CONTRACTOR

6.1 Personnel The Contractor shall employ sufficient personnel to allow for reasonable work hours each day and one day off per week, and employ a qualified work force capable of providing high-quality services under this Contract.

6.2 Supervision The Contractor shall employ sufficient personnel responsible for the supervision and management of the Contractor's workforce.

6.3 Other Personnel The Contractor shall provide trained food-service personnel with a Level 1 language capability.

7. SPECIFIC REQUIREMENTS

7.1 Description At Camp Sullivan, Food Services shall be provided for all ESF staff. In addition, the Contractor may choose to provide meals for employee/subcontractor personnel providing services under the Site Support Services. Currently approximately 1,650 meals are served daily for the ESF. Camp Sullivan will be operated to include breakfast, lunch, dinner and midnight meals. The Contractor shall provide International as well as local style cuisine seven (7) days per week. Contractor shall determine estimated types of meals and the distribution during the various shifts.

It is the responsibility of the Contractor to ensure sufficient quantities of food and drinks are available to satisfy all persons and staff. The contractor shall plan for and allow customers to have additional portions, "seconds".

All dining facility meals shall meet performance standards including, but not limited to quality, quantity, and nutritional standards. Management and Staffing shall be required to comply with hygiene and cleanliness standards and have the experience and capability to perform.

7.2 Performance Measures The Contractor shall comply with the requirements specified in the Standard Operating Procedure (SOP) for Food Services. See Attachment 1 (One) to this exhibit.

7.3 Hours Of Operation The dining facility shall be open 7 days per week. The Contractor shall determine the hours of operation and provide this information to the COR.

In addition to routine service, the Contractor may be asked by employees of Camp Sullivan to cater evening meals, weekend events, luncheons, and special events. All events must be approved by the COR. In general, food products ordered for use in the cafeteria should not be used for such catering.

7.4 Menu Selection The Contractor is expected to adhere to the following menu profile. If demand does not support this suggested profile, the Contractor may adjust menu offerings with the written permission of the COR.
Service shall be cafeteria-style and shall include both self-service stations and stations served by Contractor staff.

The Contractor shall prepare menus that provide nutritionally balanced, appetizing and healthy meals to include non-alcoholic beverages at the prices specified in the Contractor's proposal for the duration of this contract. The Contractor shall utilize a qualified Nutritionist to plan menus.

The Contractor shall plan meals in 21-day menu cycles. All menus shall incorporate seasonal product availability. The Contractor shall provide in advance to the COR a proposed menu for approval on Thursday for start-up on Sunday. Each meal shall include various selections of the following:

- Fresh fruit
- Main course - meat, poultry, fish
- Starch - rice, potato, and/or pasta
- Vegetable - fresh, canned, frozen
- Dessert - cake, cookies, puddings, pies
- Arabic and International style bread and/or rolls
- A variety of non-alcoholic beverages appropriate for each meal

Notes: (a) Midnight meal should be a limited menu.
(b) Contractor should consider multiple cultural backgrounds (e.g. Peruvian, Chilean, Nepalese, American, Canadian)

7.5 Other Food And Beverage Requirements

7.5.1 Carry-out Meals. Carry-out meals may be a requirement of the ESF management staff. As such, the contractor shall consider what is required in order to meet this requirement. It may include but shall not be limited to providing disposable 3-sectional Styrofoam boxes to be used to package the meals in as well as a beverage, utensils, condiments, alcohol wipe or hand sanitizer, and napkin. These meals shall comply with the individual cuisine requirements and provide a nutritious, appetizing and varied diet. The Contractor is reminded that the times and numbers are subject to change with no additional charge to the government and therefore if this is a requirement of the ESF management, the price of this requirement shall be included in the overall cost to provide food service.

7.5.2 Special Menus. Although rarely required, special dietary meals shall be provided upon written request from the COR, and shall include, but are not limited to, the following: Vegetarian diets; Low-calorie diets; Diabetic diets; High blood pressure diets; and any other diets as required.

7.5.3 Potable Water. Bottled water shall be made available, as well as water cooler dispensers shall be located throughout Camp Sullivan. The coolers shall be serviced and replenished to ensure continuous availability.

7.5.4 Food Sources. The purchase of local (Afghan) meat, grains, and non-peel able produce is strictly prohibited under this Contract. The Contractor may, however, purchase fruits and
vegetables that can be peeled, such as watermelon and oranges. The Contractor should advise with each weekly menu where the fruits and vegetables are procured.

The Contractor may procure food, beverages, and operating supplies for the food service operation described herein from Jordan, United Arab Emirates (UAE), Turkey, Europe, and the United States. All meats, meat products, poultry, poultry products, and fish must be the highest quality. Beef, lamb, and veal shall be USDA Grade Choice or better. Pork shall be US No. 1 or US No. 2 or its equivalent. Fresh fish and seafood shall be top grade. Frozen fish and seafood must be a national distributed brand. These items shall be refrigerated or frozen at the appropriate temperatures during transportation and storage.

The Contractor shall use distilled, filtered, purified, or bottled water for food preparation.

7.6 FOOD SAFETY AND SANITATION. The Contractor shall employ sufficient personnel to maintain sanitary conditions. The Contractor shall also provide all supplies, materials, equipment, and supervision necessary to maintain the food service facilities, consisting of the kitchen and dining hall, under clean and sanitary conditions at all times.

The Contractor shall meet the highest standards of sanitation and food safety. All equipment, appliances, attachments and preparation areas shall be cleaned and sanitized before and after each use. In addition, cleaning supplies are to be stored away from food preparation areas. Fruits, vegetables and eggs shall be cleaned and sanitized before processing. The sinks must be stocked with proper sanitizer at all times. All food shall be stored to preclude cross contamination. Moreover, thawed meats/poultry shall be cooked immediately after thawing.

For the safe handling and storage of meat, poultry, and egg products, the Contractor shall comply with USDA Hazard Control Analysis and Critical Control Point (HACCP) standards.

Failure to keep any of the facilities in a clean condition satisfactory to the COR may result in the COR having the food service facilities cleaned by another means and charging the cost to the Contractor. Food handling personnel shall not clean restrooms.

7.7 QUALITY ASSURANCE. The Contractor shall institute an appropriate Quality Assurance Plan including log sheets and checklists of duties to be carried out, ensuring the supervisory staff and senior employees carry out these duties, and carrying out weekly inspections to determine whether the various services are being performed according to the contract requirements. Copies of the weekly inspection reports shall be provided to the COR.

7.8 SPECIAL EVENTS On occasion, the COR may task the Contractor, with advance written notice, to provide additional meal sittings or catering services for special events. The written notice shall include the full price for the particular event. The Contractor shall support such services upon request. Billing for special services shall be a separate line item on the monthly invoice. The Contractor shall include in its next regular invoice details of the special event. The Contractor shall also include a copy of the COR's written confirmation to provide such services.
8. MAINTENANCE AND OPERATION SERVICES

8.1 General Equipment Maintenance  The contractor shall develop a maintenance plan for the Government-Furnished Equipment as well as for the Contractor-Furnished Equipment. This plan shall address routine and preventative maintenance of installed equipments. If damage or situations requiring major or specialized remedial services occur, the Contractor shall follow FAR Part 45 (See Section 3.2 of this exhibit.) as it applies to Government Furnished Equipment.

8.2 Refuse/Trash Disposal  The Contractor shall ensure all disposal items/trash are placed in appropriate trash receptacles to ensure trash removal each day.

8.3 Daily Cleaning of Kitchen and Dining Areas  The Contractor shall schedule routine daily cleaning to ensure that it is performed in an order that is most efficient and interferes the least with the Food Services. The Contractor shall submit a proposed cleaning schedule to the COR for review and approval, prior to implementation of the schedule.

As a matter of course, the Contractor shall maintain a clean work area free of any clutter, dirt, or material that would attract rodents and insects. Should any rodents or insects (cockroaches, etc.) appear this shall be reported to the manager of the Maintenance, operations and repair services for Camp Sullivan for handling.

Specific cleaning tasks include, but are not limited to, the following:

(a) Daily Cleaning
Sweep all floor areas including damp mopping. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. The frequency may be higher than once per day when it is rainy or snowy. When completed, the floors shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
Dust and clean all furniture. All furniture shall be free of dust, dirt, and sticky surfaces and areas.
Check those areas used by personnel visiting the dining hall several times daily to ensure that the facilities are always clean and neat.
Empty all wastepaper baskets, ashtrays and washing or wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.
Remove trash and keep trash area in reasonably clean condition.

(b) Periodic Cleaning
Spot clean baseboards and walls.
Spot wax and polish floors as needed.
Dust windowsills and blinds.
(c) **Quarterly Cleaning**

Clean major appliances inside and out including vacuuming dust from around motor areas.

Clean and sanitize the trash holding area.

Dust and wipe light fixtures. When completed, the light fixtures shall be free from bugs, dirt, grime, dust, and marks.
ATTACHMENT 1

FOOD SERVICE STANDARD OPERATING PROCEDURES

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PURPOSE
Establish procedures for the Food Service Operation at Camp Sullivan, Kabul, Afghanistan.

2. Scope The Contractor shall provide quality assurance and quality control of Food Service Operations. The COR shall provide oversight to include quality assurance and quality control of Food Services Operations.

3. Responsibilities Ensure quality assurance and control for the operation and coordination of Food Services.

4. Menu Planning Preparation of menus shall be provided on a weekly basis. Prior to serving the evening meal, the Contractor shall post daily menus for the next day in a conspicuous location at the entrance(s) to the dining facility. A daily cook’s worksheet shall be prepared to provide the following minimum information and instructions:
   a. Menu of items to be prepared on a specific day.
   b. Recipe card number for preparation of each item, i.e., calories, sugar, Carbohydrates, etc.
   c. Disposition of leftovers and discards within 24 hours.
   d. Name and signature of food service manager/supervisor per meal.
   e. Special cooking instructions.
   f. Number of Meals served.

5. Food Preparation T-Rations and Meals-Ready-to-Eat can be provided as a back-up in case there is an emergency. All food preparation activity shall be recorded on a cook’s worksheet. To enhance the menu, leftover foods that have been properly protected and stored may be re-offered once for service if properly reheated or chilled, as applicable. For proper cooking temperature during each cooking period, thermostat temperatures on equipment shall be set as prescribed in the recipe for the item being cooked. Pocket thermometers shall be used in all cooking, roasting and baking processes to periodically check product temperature during cooking.

6. Sanitation All equipment, appliances, attachments and preparation areas shall be cleaned and sanitized before and after each use. In addition, cleaning supplies are to be stored away from food preparation areas. Fruits, vegetables and eggs shall be cleaned before being processed. All food shall be properly stored to ensure there is no cross contamination. Moreover, thawed meats/poultry shall be cooked immediately after thawing.

7. Food Handling, Storage and Re-Use All food, including ice, shall be protected against contamination from dust, insects, rodents, un-sanitized utensils/work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, overhead leakage and other sources of contamination. All food shall be marked with date of receipt to ensure proper rotation using the “first-in, first-out” principal (FIFO). This applies while food is being stored, prepared, displayed, transported or served. Potentially Hazardous Food (PHF) shall be protected against conditions conducive to the growth of micro-organisms. Food (raw or prepared) when removed from its original container or package and not immediately prepared or served, shall be placed and stored in a clean, covered and labeled (item name, time, date) container. Container and cover must be impervious to moisture and odors. Containers of food shall be stored a minimum of six inches above the floor on clean racks or shelves. Food and containers of food shall not be stored under refrigerator cooling elements; or exposed to unprotected sewer lines/water lines; except for automatic fire protection sprinkler-heads. Non-foods, such as cleaning supplies, insecticides and like items, shall not be stored in food preparation or food storage areas. All food, that is not subject to further washing or cooking before serving, shall be prepared and stored in a way that protects it against cross contamination. Frozen food shall be held at a temperature of 0 degrees F.
(-18 degrees C) or below during storage. Frozen food may be stored at a maximum temperature of 10 degrees F (-12 degrees C) for no longer than seven days prior to preparation. Refrigerated/Hot Storage of PHFs shall be maintained at 40 degrees F (5 degrees C) or below, or 140 degrees F (60 degrees C) or above (except during preparation). Temperature charts shall be utilized on all reefers. The charts must be maintained and kept up-to-date with proper temperatures. In the event the reefers are not holding proper temperature, appropriate action should be provided to ensure compliance and recorded in the maintenance log. PHFs, which have reached unsafe temperatures, shall be discarded as waste. In the event of fire, flood, power outage, equipment failure or similar event that might result in the contamination of food, supervisors shall immediately contact the COR for instructions. Thawing/tempering of PHF shall be done in refrigeration that is operated at an air temperature of 40 degrees F (5 degrees C) or below; or as a part of the conventional cooking process; or under potable running water at a water temperature of 70 degrees F or below. Water velocity shall be sufficient to agitate and float off loose food particles into the overflow. When poultry or other meat is tempered in this manner, all surfaces of sink, equipment, and utensils shall be sanitized immediately afterward, to minimize cross-contamination. Place frozen foods in a sanitized pot or other container and let the water overflow into the sink.

8. Food Preparation and Surfaces  Food shall be prepared on surfaces that have been cleaned, rinsed and sanitized. Fixed surfaces shall be sanitized using a clean cloth that has been rinsed in a sanitizing solution. Ice used for cooling stored food and food containers shall not be used for human consumption. Ice intended for human consumption shall be potable and shall be covered or otherwise effectively protected from contamination. Personnel dispensing ice from machines must wear sanitary gloves.

Poultry, poultry stuffing, stuffed meat, and stuffing containing meat shall be cooked throughout to a minimum internal temperature of at least 165 degrees F (74 degrees C) for 15 seconds with no interruption of cooking process. Poultry shall not be stuffed. Stuffing should be cooked separately. All precooked, potentially hazardous, refrigerated, or frozen food shall be heated rapidly to a temperature above 165 degrees F (74 degrees C) for 15 seconds. All prepared food shall not be held for more than 4 hours.

When using eggs and egg products:
- Shell eggs shall be refrigerated as soon as they are delivered and remain refrigerated until used.
- All shell eggs shall be thoroughly cooked to a minimum of 145 F (63 degrees C) for 15 seconds before serving.
- The serving of food containing raw eggs (homemade ice cream and hollandaise sauce) is prohibited.
- Scrambled eggs shall be cooked in small batches no larger than 3 quarts until there is no visible liquid egg.
- Pasteurized liquid, frozen, or dry eggs and raw egg product can be substituted with shell eggs in the preparation when substituting; only one egg at a time can be added to the product being prepared. Bulk scrambled eggs, eggs for French toast and other dishes where fresh shell eggs are broken and combined, but not cooked shall not be held longer than 2 hours prior to serving.

9. Food Service and Storage  Cold food shall be chilled to a temperature of 40 degrees F (5 degrees C) before being placed on the serving line. Chilled milk and milk products for drinking purposes shall be provided to the patron in unopened containers or approved dispensers. Ultra High Temperatures (UHT) milk shall be maintained at a temperature between 32 degrees F (0 degrees C) and 45 degrees F (7 degrees C), when possible. Once UHT milk has been refrigerated
it must remain under refrigeration. Suitable dispensing utensils shall be used by employees or provided to patrons who serve themselves. Ice for self-serve patrons shall be served with tongs or slotted spoons. The dispensing utensils shall be kept either on a clean dry surface or in an approved sanitizing solution between uses. Ice dispensing utensils shall be left inside ice machine in an appropriate holder. Packaged food that has passed the expiration date on the package shall be discarded properly. Roasts and turkeys, which have been prepared in excess of meal requirement, and not placed on the serving line, shall be refrigerated immediately. Such roasts and turkeys are considered leftovers and must be used within 24 hours. Condiments such as salt, pepper, sugar, etc. should be available during all meal periods. They shall be in proper serving containers covered labeled as such. Single use packets are the preferred method.

10. Cleaning and Sanitation: Kitchen Equipment and Utensils Sanitation solution is defined as a chlorine based solution, that is a minimum of 100 parts per million (PPM). These cloths shall be rinsed frequently in a sanitizing solution mixed according to the manufacturers' recommendations using test strips to assure a safe and effective solution of 100 PPM. The cloths shall be stored in a sanitizing solution between uses. Where equipment and utensils are used for the preparation of PHFs on a continuous or production line basis, food preparation surfaces and utensils shall be washed, rinsed, and sanitized at the start of the operation and every 3 hours during use and at the end of the operation. No utensils shall be stored in bins containing food product. Equipment and food preparation surfaces shall be washed, rinsed, and sanitized after each food preparation task has been completed. The food contact surfaces of grills, griddles and similar cooking devices such as the cavities and door seals of microwave ovens shall be cleaned as required. This requirement does not apply to equipment protected from contamination and not used or otherwise soiled. The food contact surfaces of all cooking equipment to include cutting boards shall be kept free from stains, encrusted grease, food debris and other foreign matter. Deep fat fryers shall be drained and cleaned at the end of each day the fryer is used. Reusable grease or oil shall be strained, placed in an airtight container, and refrigerated; unusable grease or oil shall be stored in covered containers and retained for pickup and disposal by an authorized agent. Exhaust hood filters shall be cleaned as required. Nonfood contact surfaces of equipment shall be cleaned as often as necessary to keep the equipment free of accumulation of dust, dirt, food, particles and other debris. The walk-in reefers and freezer floors shall be kept clean, free of debris and ice. All food storage areas must always be kept clean, neat and organized. Single use paper towels or disposable cloths are preferred to re-usable wiping cloths. If re-usable wiping cloths are used, the following procedures are required: moist clean cloths shall be used for wiping food spills on the kitchenware and food contact surfaces.

11. Manual and Mechanical (Auto) Cleaning, Sanitizing, and Storage For manual washing, rinsing, and sanitizing of utensils and equipment, a sink shall be used. In new construction or renovation, each compartment of the sink shall be individually supplied with adequate hot and cold potable running water. Fixed equipment and equipment too large to be cleaned in the sink compartments shall be washed with hot detergent solution, rinsed and sanitized. Racks or easily movable dish tables of adequate size shall be provided for proper handling of soiled utensils prior to washing. The storage of utensils following sanitizing should be done in such a manner not to interfere with the proper use of the dishwashing facilities. Except for fixed equipment and utensils too large to be cleaned in sink compartments, manual washing, rinsing, and sanitizing shall be conducted in the following sequence:

a. Sinks shall be cleaned prior to use.
b. Equipment and utensils shall be pre-flushed or pre-scrubbed and, when necessary, presoaked to remove large food particles. The pre-flush water temperature should not exceed 80 degrees F (27 degrees C).
c. Equipment and utensils shall be thoroughly washed in the first compartment with detergent solution that is kept clean and has a water temperature between 110-120 degrees F (43-49 degrees C).

d. Equipment and utensils shall be rinsed free of detergent and abrasives with hot 120-140 degrees F (49-60 degrees C) clean water in the second compartment.

e. The food contact surfaces of all equipment and utensils shall be sanitized by immersion for at least 15 seconds in a cleaning solution containing approximately 100 PPM of available chlorine based sanitizer, in water temperatures of at least 75 degrees F (24 degrees C), but not greater than 120 Degrees F (49 degrees C). When chlorine bleach is used to sanitize equipment and utensils, the concentration of available chlorine shall be checked frequently with a test paper to ensure proper PPM is met.

f. Dishwashing machines shall be operated per manufactures instructions including: incoming water temperature, chemical detergents, and volume, pressure and booster heaters if required. Utensils, trays and equipment placed in the machine shall be exposed to all dishwashing cycles. Automatic detergent dispensers, wetting agent dispensers and liquid sanitizing injectors shall be properly installed and maintained. The numerically scaled thermometers as provided with the machine indicate the temperature of the water in each tank. Cups, glasses, bowls, trays, plates and similar items shall be handled without skin contact with inside surfaces that contact the user's mouth.

g. Cleaned and sanitized utensils and equipment shall be stored at least 6" (15 cm) above the floor in a clean, dry location in a way that protects them from splashes, dust, and other possible sources of contamination. All utensils and equipment shall require another sanitation cleaning before use. The food contact surfaces of fixed equipment shall also be protected from contamination. Equipment and utensils shall not be placed under exposed sewer lines or water lines, except for automatic fire protection sprinkler heads. Utensils shall be air dried while being stored or shall be stored in a self-draining position. Stored utensils, plates, trays, bowls and cups, shall be covered or inverted to protect them from recontamination. Facilities for the proper storage of knives, forks, and spoons shall be done in the manner that allows handle side to the user.

12. Single-Service Articles

The following methods should be used for single-service articles:

a. Single-service articles shall be stored at least 6” (15cm) above the floor in closed cartons or containers that protect them from contamination.

b. Single-service articles shall be handled and dispensed in a manner that prevents contamination from surfaces that may come in contact with food.

c. Single-service knives, forks, and spoons packaged in bulk shall be inserted into holders or wrapped by employees who have washed their hands immediately prior to sorting or wrapping the utensils. Unless single-service knives, forks, and spoons are prepared or prepackaged, holders shall be provided to protect these items from contamination. They must be presented to the customer handle first.

d. Single-service articles shall not be reused.

The storage of food service equipment or single service articles in toilet rooms, vestibules, or utility rooms is prohibited.

13. Food Serving Line Cleaning and Sanitizing

Serving and steam line equipment, utensils, and all other equipment in the serving or dining area in which food is prepared, held or dispensed, shall be cleaned during and after each meal with a sanitizing detergent solution.

14. Dining Area Equipment Cleaning

Dining table tops and sides shall be cleaned after each meal or as spillage occurs. The base and legs shall be cleaned weekly. Dining room chairs shall be wiped to remove all foreign objects, smudges, food particles and liquids from the seat and
back after each meal. The entire chair shall be cleaned as required. The floors shall be cleaned as spills occur and between meals. The walls, windows, window ledges, and doors throughout the food facility shall be cleaned daily.

15. Garbage and Trash Containers shall be kept covered except for those being actively used in food preparation areas. When full, the containers shall be removed to the proper storage area for pickup. The area around the trash dumpsters should be kept clean at all times. Immediately after garbage and trash is emptied, the soiled containers and covers shall be thoroughly cleaned. The container washing area shall also be cleaned following each use. Plastic can liners are to be used in all containers. Covers must be cleaned whenever soiled. Outside storage of unprotected plastic or paper bags containing garbage or refuse is prohibited. The perimeter of the food facility should also be clean and maintained free of debris.

16. Linen and Uniform Storage Clean linens and other articles shall be stored in a clean place. If not protected from contamination by the physical confines of the storage facility, plastic or other appropriate coverings shall be used. Soiled articles shall be stored in non-absorbent containers or washable laundry bags. Employees shall store personal items in lockers. Lockers shall be maintained and the responsibility of the user.

17. Restrooms Food handling personnel shall not clean restrooms. The restroom must remain unlocked at all times. If the restroom is part of the food service facility, the cleaning of urinals, commodes, wash basins, slop sinks, and partitions shall be accomplished using cloths, sponges, and disinfectant solutions used for no other purpose. Cleaning shall remove all deposits and foreign matter under fixture edges, lips, and on all exposed surfaces. Mops, brooms, and brushes used in cleaning of restrooms shall not be used for cleaning in any other areas and shall be labeled as such. All mops, brooms, and other janitorial items shall be stored in the janitorial room when not in use. If the restroom is part of the food service facility, all paper towels, toilet paper, and hand soap dispensers shall be adequately supplied at all times. All dispensers shall be damp wiped and cleaned prior to refilling. Field hand wash stations shall be supplied with soap/sanitizer and paper towels at all times or hand-sanitizers. The Contractor shall conduct operations in a sanitary manner to prevent attractions of insects and rodents. All floor drains throughout the food facility shall be kept properly covered at all times.

18. Care and Custody of Government Property/Facilities Each food facility Supervisor or designated lead of shall implement key control and security procedures to secure operated facilities, and take all appropriate measures to prevent the loss of property, to include food inventory and equipment.

19. Administrative Requirements All reports and documents shall be prepared as required. The Contractor shall check any required forms for completeness. Forms shall be safeguarded for historical and audit purposes. Food Service Manager shall originate necessary correspondence and promptly reply to all correspondence and complaints relating to the food service functions. Management shall employ properly trained and skilled professionals.

20. Hygiene, Cleanliness and Food Safety All employees shall wear clean uniforms. The staff shall be attired in proper uniform and use proper sanitary procedures while serving patrons. Personnel serving food shall be courteous and present a helpful attitude toward patrons. Employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods in the food service facility. All food service personnel shall wash their hands and exposed parts of their arms upon reporting for work and immediately after each visit to a restroom. Additionally, hands shall be washed after smoking, taking a break, before putting on disposable gloves, before handling clean utensils/equipment.
before starting food preparations, between handling raw and cooked or other ready to eat foods and after handling raw meat, poultry or garbage. Supervisors shall post signs providing instructions for hand washing in conspicuous places. These signs shall provide instructions for language to ensure all food-service personnel understand. Wearing of jewelry with the exception of plain wedding bands and one post earring in each ear is acceptable. However, all food service personnel handling food shall not wear jewelry such as bracelets or similar in items while preparing or handling food. All food service personnel shall have fingernails that are clean and cut short. Fingernails shall be no longer than the fleshly tip of the finger. Wearing fingernail polish, artificial nails, or other fingernail decorations is prohibited.

All food service personnel shall be clean-shaven, except for those neatly trimmed mustaches, which are permissible. All food service personnel shall wear effective hair restraints, caps, hats or hairnets. Personnel with hair that cannot be adequately restrained shall not be permitted to work. All food service personnel shall be trained in the principals and practices of food borne illness prevention and first aid for choking. Educational programs, signs, and other instructional or directive material shall be developed in the native language of the food service personnel.

The management shall maintain a register for all safety and maintenance. The employees shall have access to protective equipment and shall use it when working with chemicals or other toxic materials. All chemicals shall be stored in designated cabinets. The transfer of chemicals from original packaging shall require clear and concise labeling. Furthermore, a Material Safety Data Sheets (MSDS) binder shall be kept current, available for chemicals and other toxic materials stored and used within the facility. All equipment, appliances and attachments shall be operated and maintained according to the manufactures recommendation and specification.

21. Food Safety Fire Prevention Program All fire extinguishers of proper type and size shall be mounted, easily accessible and the location marked. However, fire extinguishers shall not be located near ranges or ovens. In addition, all fire extinguishers shall be checked monthly, documented and reported with proper tags indicating their serviceability. Automatic fire suppression systems shall be serviced every six (6) months, unless previously used which shall then need immediate servicing. The aforementioned instructions apply to all other fire prevention systems.

22. Health Supervisor or designated lead shall inspect food service personnel at the start of each day for any infected wounds, open sores or acute respiratory infection. Personnel with evidence of any health problem shall not be permitted to work in any capacity where there is likelihood of food-contact surface contamination with pathogenic organism or transmitting disease agents to others.
INSPECTION OF DINING AND KITCHEN FACILITIES CHECKLIST

PART A

FOOD SERVICE EVALUATION INSPECTION CHECKLIST
INSPECTION DATE: __________________________
INSPECTED BY: ____________________________

OVERALL RATING ASSIGNED (UNDERLINE applicable word)
EXCELLENT (95-100)
OUTSTANDING (89-94)
ABOVE AVERAGE (83-88)
BELOW AVERAGE (77-82)
AVERAGE (71-76)
UNSATISFACTORY (70 and Below)

Evaluation is based on the following functional area and subsequent scoring in the category outlined in Part B of this report:

A. Functional Area  
   Percentage Possible  
   Percentage Received  

Dining Facility  
100%

Remarks: (A concise recapitulation of the results of the evaluation/inspection to include comments on whether the food service section is accomplishing its mission and meeting its goals and objectives.)

A. Inspection Evaluation:
   Provided To: ____________________________
   Provided By: ____________________________

B. Areas to be Improved (if applicable):

C. Head, Food Service Section/Signature: ____________________________
Part B

Dining Facility Inspection Checklist
(Announced or Unannounced Inspection)

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<thead>
<tr>
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<tr>
<td>Cleanliness</td>
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<td>Maintenance and Equipment</td>
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<tr>
<td>Food Safety</td>
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</tbody>
</table>

Total Percentage: %

1. **Cleanliness:**
   1. Is the dishwashing area clean and neat?
   2. Is the storeroom clean, neat and organized?
   3. Is the trash being removed?
   4. Is the floor of the dining areas thoroughly cleaned between meal periods?
   5. Are dining room walls, windows, ledges and doors cleaned?
   6. Are any hot holding areas clean?
   7. Is the fry cooking area and grill area clean and neat?
   8. Is the oven area clean?
   9. Is the sandwich prep area clean?
   10. Is the perimeter of the area clean and free of debris?
   11. Is the receiving area clean?
   12. Are ALL the hand sinks in the kitchen well supplied with soap, towels, and clean?
   13. Are the walk-in coolers clean, neat and organized?
   14. Is the freezer clean, neat, organized and free of ice on the floor?

2. **Sanitation:**
   1. Are chemical detergents connected to dish washing machines properly?
   2. Are pots and pans being properly washed and air-dried?
   3. Are trays being washed properly?
   4. Are the clean trays being stored correctly after washing?
   5. Are ALL cooks washing their hands periodically?
   6. Are ALL cooks using disposable gloves properly?
   7. Are ALL servers washing their hands periodically?
   8. Are ALL servers using disposable gloves properly?
   9. Are ALL cooks in clean uniforms?
   10. Are ALL servers in clean uniforms?
   11. Is the “clean as you go” principle being followed?
   12. Are ALL utensils (including knives) being sanitized before each use?
   13. Are ALL attachments for appliances sanitized before each use?
   14. Are ALL towels stored in a proper sanitation container between use?
   15. Is ALL equipment sanitized before use?
   16. Is the ice scoop stored properly?
   17. Is a hand sanitizing area(s) available or is hand sanitizing materials being provided at the entry to the dining facility?
   18. Are all employees wearing hair restraints such as hats or hairnets?
19. Are ALL food service employees clean-shaven?
20. Are cutting boards free of stains, properly washed, and sanitized?

3. STAFFING, TRAINING AND SUPERVISION:
   1. Are progressive cooking techniques followed?
   2. Do all food service personnel have up-to-date medical examination records and health cards on file?
   3. Does the supervision in the kitchen appear sufficient enough to accomplish the task?
   4. Does the supervision in the dining area appear sufficient enough to accomplish the task?
   5. Are there an adequate amount of cooks on hand?
   6. Is there a training schedule posted in the dining facility for non-skilled employees?
   7. Are there an adequate amount of food servers on hand?
   8. Does the individual cook demonstrate the ability to perform the cooking task?
   9. Does the individual server demonstrate the ability to perform the serving task?
  10. Are managers ensuring the hiring of properly trained and skilled professionals?

4. STORAGE:
   1. Is ALL subsistence stored at least 6 inches off the floor?
   2. Is ALL subsistence stored in clean and proper containers?
   3. Is ALL subsistence being properly rotated (FIFO)?
   4. Is subsistence stored in holding cabinets at proper temperature?
   5. Is the dry storeroom clean and neat?
   6. Are ALL foods used prior to the expiration date?
   7. Are ALL food products under refrigeration being labeled and dated?
   8. Is there NO food or containers of food, stored under refrigerator cooling elements?
   9. Are ALL food items covered properly?
  10. Are mops and mop buckets kept out of dining rooms except ones in actual use?
  11. Are mops for bathrooms distinguishable from other mops?
  12. Are eggs being stored properly?
  13. Are windows in the Arabic bakery closed?
  14. Are there no scoops left in storage bins?
  15. Are open bags of product emptied into proper storage containers?
  16. Is subsistence stored on hot lines at proper temperature?
  17. Is subsistence stored on cold lines at proper temperature?
  18. Are ALL cooked foods being stored at correct temperature after cooking?
  19. Are employee storage lockers utilized properly and in good state of repair?
  20. Is ALL un-refrigerated food dated?

5. FOOD PREPARATION:
   1. Is the vegetable preparation area stocked with sanitizer?
   2. Is ALL equipment cleaned and sanitized after each use?
   3. Are ALL prepared foods being held for less than 4 hours?
   4. Are cleaning supplies stored away from food preparation areas?
   5. Is all food stored in such a way to not allow for cross contamination?
   6. Are fruits / vegetables cleaned before being processed?
   7. Are fruits / vegetables being processed in a timely manner?
   8. Are frozen meats/poultry thawed properly?
   9. Are thawed meats/poultry cooked immediately after thawing?
  10. Are eggs being washed before use?

6. FOOD SERVICE:
   1. Are condiments (salt, pepper, sugar, napkins, etc.) available during the meal period?
2. Are ALL condiments in proper serving containers or single use only?
3. Are there master menus posted on a weekly basis for all meals?
4. Are foods properly arranged on the serving line?
5. Are serving lines being replenished in a timely manner?
6. Are serving lines being garnished prior to meal periods?
7. Are cold wells cleaned between meals?
8. Are servers using proper serving utensils when serving food?
9. Are dining areas properly maintained during meal periods?
10. Are serving lines properly cleaned and maintained during meal periods?
11. Is food on serving line kept covered when not being used?
12. Are serving lines set-up within 30 minutes of meal periods (not before)?
13. Are hot wells cleaned between meals?
14. Are hot and cold beverage dispensers cleaned thoroughly between meals?
15. Are dining room tables properly cleaned and sanitized after each meal?
16. Are dining room chairs cleaned when needed?
17. Are ALL dining room doors, windows and screens in proper working order?
18. Are ALL refrigerators on serving lines cleaned between meals?
19. Are all chaffing dishes cleaned after meal period?

7. MAINTENANCE AND EQUIPMENT:
1. Is the dish machine maintaining proper temperature?
2. Are temperature charts posted on all reefers and up-to-date with proper temperatures?
3. Are the can openers clean?
4. Is a maintenance log available and in use?
5. Are ALL holding cabinets in proper working order?
6. Are ALL stand-up coolers in proper working condition and calibrated?
7. Are ALL stand-up freezers in proper working condition and calibrated?
8. Are ALL ovens in proper working condition, maintained and calibrated?
9. Are ALL kettles in proper working condition, maintained and calibrated?
10. Are ALL tilt pans in proper working order, maintained and calibrated?
11. Are ALL deep fryers in proper working condition, maintained and calibrated?
12. Are ALL ventilation hoods clean?
13. Are ALL hood vents clean, in place, and maintained?
14. Are ALL hot wells on serving lines maintained and calibrated?
15. Are ALL cold wells on serving lines maintained and calibrated?
16. Are ALL appliances in proper working condition, maintained and clean?
17. Are ALL floor drains covered properly and free of debris?
18. Are ALL dumpsters clean, maintained and lids closed?
19. Are ALL grills in proper working order, maintained and calibrated?
20. Is ALL material handling equipment (i.e. carts, dollies) in serviceable condition?

8. FOOD SAFETY:
1. Is there documentation to support proper training of staff to administer first aid/choking procedures etc?
2. Is the first aid kit available and properly stocked?
3. Is the Material Safety Data Sheets (MSDS) or a relevant equivalent current and available for all chemicals?
4. Is the MSDS or a relevant equivalent placed in alphabetical order, common names are highlighted and are they in an identifiable binder?
5. Are fire extinguishers easily accessible, mounted and location marked?
6. Are stand-up refrigeration condenser and coils free of grease build-up and debris?
7. Are all power cords in good condition?
8. Are appliances locking fasteners for attachments in working condition and used?
9. Are all slicing machines properly guarded and maintained?
10. Are walk-in coolers and freezer equipped with an inside release latch and in working condition?
11. Do the employees have access and use personal protective equipment when working with chemicals?
12. Is there a safety briefing log available and in use?
13. Is the automatic fire suppression system been serviced within the past 6 months?
14. Are ALL fire extinguishers checked monthly, documented and reported?
15. Are detergents properly marked if not in original containers?
16. Are there any signs of rodents?
17. Are there any signs of pest control services?

Employees of the Contractor shall be fully capable of performing the type of work for which they are employed.

The Contractor shall provide adequately trained relief personnel to substitute for the regular employees when they are absent in order that a high quality operation will be maintained at all times.
UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

EXHIBIT Q
GUIDELINES FOR THE INVENTORY
OF GOVERNMENT PROPERTY

1. Application of FAM Standards

Volume 6, Section 220, et. seq. of the Department of State (DOS) Foreign Affairs Manual (6 FAM 220) regulates the manner in which personal property (as opposed to real property) controlled by the Department of State (DOS) abroad is managed, accounted, and stored. Since this is the standard the Government uses, the Government shall hold the Contractor accountable to this standard.

2. Definition of Government Property

For purposes of this contract, Government Property refers to all property either furnished by the Government or acquired by the Contractor with contract funds.

3. Definition of Accountable Property

6 FAM 221.4 defines accountable property as “property that must be kept on accountable property records, including capitalized property, and inventoried, as required.” This includes: (a) nonexpendable personal property in use with an acquisition cost of $5,000 or more per item, (b) serialized property with an acquisition cost of $500 or more per item, (c) property that is sensitive in nature and attractive to others for their personal use (e.g., laptop computers, cellular telephones, cameras, lenses), and (d) vehicle repair and maintenance parts and supplies.

4. FAM Provisions

The following are the relevant provisions of the FAM that the Contractor is required to follow:

14 FAH-1 H-316.1 Labeling

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

All nonexpendable property shall be marked to indicate ownership, which is the agency that funded the purchase, as soon as possible after receipt. Such labeling should be accomplished by the receiving clerk, before the property is delivered to the user office or moved to a storage location in the warehouse. Bar-code labeling and preparation of worksheets (for State, see 14 FAH-1 Exhibit H-316.2) for automated property systems should also be done by the receiving clerk. This will ensure that any accountable property received, which will be held in the warehouse as stock, will be reflected on the property records.

14 FAH-1 H-316.1-1 Agency Identification

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)
a. Incoming nonexpendable property may belong to different agencies. Therefore, property must be easily identified. To prevent commingling and to facilitate identification, the property should be marked to show agency ownership. This can be done with tags or labels bearing the agency name. When marking the property, care should be taken to not ruin the appearance of the item. The mark should be inconspicuous but easily located. Avoid putting the identification on removable parts such as drawers.

b. Leased property should not be labeled with agency identification.

c. Property received in a damaged or otherwise unusable condition should not be labeled immediately, because it might be returned to the supplier. It should be set aside until instructions are received from the accountable property officer (APO).

14 FAH-1 H-316.2 State Nonexpendable Property Application (NEPA) Worksheet Preparation

(ct:ppm-1; 08-11-2004)
(State Only)

a. As each bar code label is affixed to the property item, a Form DS-1955, Receiving Worksheet for Nonexpendable Property (14 FAH-1 Exhibit H-316.2), should be prepared. Although preparation of the worksheet is recommended, receiving clerks may, alternatively, include the necessary information for data entry on the receiving report.

b. The exhibit shows those worksheet fields that could be completed at the receiving area.

c. Upon completion of Form DS-1955, the receiving clerk should attach it to the original of the receiving report and send it to the general services office for entry into the property records.

d. So that the data entry person is provided with all the necessary information, the accountable property officer (APO) should ensure that the worksheet is reviewed and that as many of the remaining required data fields as possible be completed before data entry. This is especially true when the APO reviews information for capitalized property to ensure the accuracy of the fund, cost, and other pertinent data.

e. Form DS-1955 should not be immediately prepared for property received in a damaged or otherwise unusable condition. Such property might be returned to the supplier. It should be set aside until disposition instructions are received from the APO.
**RECEIVING WORKSHEET FOR NONEXPENDABLE PROPERTY**

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## FOR CAPITALIZED PROPERTY ONLY

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<th>ALLOTMENT</th>
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*(Not Exempt for Group Property)*

**UNCLASSIFIED**
Data Field Preparation Instructions for Form DS-1955

The data field numbers below correspond to the circled numbers on the form.

Data Field

[1] Data Entered by
Enter the name of the individual who prepares the worksheet.

[2] Date Entered
Enter the date that the worksheet is prepared.

[3] Property Number
Enter the six digit property number shown on the bar code label that was affixed to the property (not entered for Group Property).

[4] Item Code
Enter the item code here. If the receiving clerk is to complete this field, the accountable property officer (APO) should provide the receiving clerk with a listing of the item codes contained in nonexpendable property application (NEPA) along with written instructions for preparing the NEPA worksheet. The APO should ensure that the receiving clerk understands the appropriate terminology applied to residence property and other nonexpendable property, and can assign the correct item code to property. It is suggested that photographs of property items bearing appropriate item code numbers be made part of the written instructions. Written receiving procedures should also include instructions to be followed when an item cannot be matched with an item code. For example, instructions might advise, if a particular kind of residence property chair cannot be matched, to use a code that represents more of a miscellaneous category (e.g., "15215" for "chair, household, other"), or to use a code that represents the first and broadest category (e.g., "61200" for "glassware, crested").
Continuation—14 FAH-1 Exhibit H-316.2

Enter the abbreviation for the agency that funded the purchase of the property. Normally standard abbreviations such as STATE, USAID, etc. are used. The code used here, however, must have been previously entered in the "AG" table of the FLEXTAB, otherwise the system will not take the entry. Identification of the funding agency can be obtained from the acquisition document. If desired, this field can be used to designate different parts of an agency. For example, if a post wishes to have a separate listing for property in one part of the agency because that part has its own budget and its own inventory, it can be done by adding a numeric code (e.g., STATE1, STATE2). The APO should ensure that the receiving clerk is aware of the codes available for use in this field.

[6] Serial Number
If the item has a serial number, enter that number.

[7] Model/Part Number
Preferably, the model number should be entered. If the model number is not available but the part number is, enter the part number.

[8] Procurement Number
Enter the number of the acquisition document.

[9] Manufacturer
This can be obtained from the acquisition document.

[10] Date Received
Enter the date that the property arrived at post.

[16] Condition (not for Group Property)
Enter the condition code. The condition code describes the current condition of the property. Two sets of condition codes are available for use in NEPA. One set is listed in the NEPA User Manual and the other set is contained in 14 FAH-1 Exhibit H-621.3. The APO should instruct the receiving clerk on which set to use and provide him or her with the appropriate listing.

14 FAH-1 H-315.5 Automated System

(CT: PPM-1: 08-11-2004)

(Uniform State/USAID)
In an automated receiving environment, a system generated receiving report may be used in lieu of Form DS-127, Receiving and Inspection Report. At a minimum, the data included on such a report must include:

1. Consignor and/or contractor;
2. Purchase order/contract/transfer document number;
3. Ordering document funds data (when appropriate);
4. Stock number (when appropriate);
5. Description;
6. Quantity received by line;
7. Unit of issue;
8. Unit cost;
9. Total cost by line;
10. Serial numbers of items, if applicable;
11. Certification of receipt;
12. Signature of receiving clerk; and
13. Date of receipt.

14 FAH-1 H-315.6 Receiving Reports

14 FAH-1 H-315.6-1 General

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

a. Any deviations from the acquisition document copy in the receiving file and what was actually received must be noted on the receiving report. All property received in a damaged condition must also be noted on the report.

b. In addition to the description, all identifying numbers (stock numbers, model numbers, serial numbers, and nonexpendable property application (NEPA) numbers, etc.) should be included on the report.

c. When they can be identified, transportation charges must be included on the receiving report. If possible, they should be broken down by line, and listed as a separate item under each line.

d. Data fields are identified in 14 FAH-1 Exhibit H-315.6-1, an example of Form DS-127, Receiving and Inspection Report, for the receipt of nonexpendable property. Form DS-127 replaces Form OF-127 of the same title.
14 FAH-1 EXHIBIT H-315.6-1
FORM DS-127
RECEIVING AND INSPECTION REPORT
(CT: PPM-1; 08-11-2004)
## RECEIVING AND INSPECTION REPORT

**U.S. Department of State**

### OFFICE OR FOREIGN SERVICE POST
- **AGENCY:**
- **METHOD OF ACQUISITION:**
  - Purchased
  - Minted
  - Constructed
  - Loaned
  - Donated
  - Mined
  - Other
- **REPORT NO.:**
- **DOCUMENT NO.:**

### COMPANY NAME
- **ADDRESS:**
  - Appropriation
  - Transfer Document No.

### POINT OF SHIPMENT
- **ALLOTMENT:**
- **CONTRACT NO.:**
- **JOB NO.:**

### ITEM NO.
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### CERTIFICATION OF RECEIPT
- **NAME:**
- **ADDRESS:**
- **SIGNATURE:**
- **DATE:**

### PROPERTY RECORDS
- **ACCOUNTABLE OFFICER:**
- **IPS POSTS ONLY:**

### ORDER DELIVERY STATUS
- **DATE DELIVERED:**
- **COMPLETE:**
- **DEFECTIVE:**
- **OVER:**
- **PARTIAL:**
- **SHORT:**
- **FINAL:**

---

**UNCLASSIFIED**
Continuation—14 FAH-1 Exhibit H-315.6-1

Data Field Preparation Instructions for Form DS-127

Data Field

[1] Page
Enter the number of the page of the report and the total number of pages in the report. For example, the first page of a three page report would be entered page 1 of 3 pages.

[2] Office or Foreign Service Post
Enter the name of the post preparing the report and the name of the agency for which the report was prepared.

[3] Name and Address
Enter the name and address of the supplier from which the property was acquired. This can generally be obtained from the acquisition document.

[4] Point of Shipment
Enter the name of the place from which the shipment originated. This can generally be obtained from the bill of lading or other transportation document.

[5] GBL Number
Enter the U.S. Government and/or commercial bill of lading covering the shipment.

Place an "X" in the appropriate box to indicate how the property was acquired. If "other" is used, the method should be explained.

[7] Appropriation
Enter the appropriation symbol. This can be obtained from the funds data indicated on the acquisition document.

[8] Allotment
Enter the allotment. This can be obtained from the funds data indicated on the acquisition document.
Continuation—14 FAH-1 Exhibit H-315.6-1

[9] Object Class
Enter the object class code. This can be obtained from the funds data indicated on the acquisition document.

[10] Report Number
Enter the receiving report number here. Receiving reports must be numbered by fiscal year. For example, the thirty-first number in fiscal year 2002 would be 02-31. So that all numbers assigned will remain consecutive, reports prepared for other agencies should be assigned numbers within the State numbering sequence and the agency identification included as part of the number (e.g., 00-32/AID).

Enter the purchase order number here.

[12] Requisition Number
If a requisition is the acquisition document (e.g., General Services Administration (GSA) requisition 19ZX23-0144), enter the number here.

If the property acquisition is a transfer from another post or agency, enter the transfer document number here.

[14] Contract Number
If a contract is the acquisition document, enter the contract number here.

[15] Job Number
If a job number is associated with the item(s) delivered, enter the job number here. For example, incoming material might have been ordered for a construction or maintenance project, to which a job number was assigned. Another use for this field is to record the USDA reference number on shipments that were handled by the despatch agency.

[16] Item Number
The item number is simply the number of each line item on the report. Line items should be sequential beginning with the number 1.
Description

Enter the item description. Since the report will be a working document for posting to the property records, it is important that the item be clearly identified. The item description on the property records is arranged with the main descriptive noun in the first position followed by qualifying adjectives, e.g., desk, metal, double pedestal, 66in X 40in, etc. The receiving report should be completed in the same way. Refer to the acquisition document to assist in formulating a description. However, the description should not be routinely copied from the acquisition document without first verifying that the item received is the exact item listed on the acquisition document. If a stock number is associated with the item, the stock number should also be entered as part of the description. For USAID: Enter the Control Number preceding the description and use only the standard descriptions developed by AID/W, which are listed in the Nonexpendable Guide.

Quantity

Enter the quantity of each unit of issue received. Since all property received must be accounted for, even damaged or otherwise unusable property should be included in the reported quantity received. Damaged property must become a matter of record. Therefore, the extent of damage must be included in comments immediately beneath the appropriate line item entry or at the end of the report. If an overage is received (more items received than ordered), only the quantity ordered should be entered. A separate line entry, indicating the amount of the overage, should be made at the end of the report. If a shortage exists, (a lesser quantity received than what was indicated on the packing list), a comment should be made at the end of the report indicating the line item and quantity short.

Unit

Enter the unit of issue for each item ordered. Generally, the unit of issue indicated on the acquisition document may be used.

Unit Price

Enter the unit price of each item. Because price changes sometimes occur, the price of an item delivered may differ from the price listed on the acquisition document. Generally, the current price can be found on the packing list.

Amount

Enter the total dollar amount (quantity times unit price) of the line item here.

Certification of Receipt (Name and Title)

Print or type the name of the person who inspected and tallied the shipment and that person’s title and phone number.

Certification of Receipt (Signature and Date)

The person whose name appears in field [22] signs and dates here.

Certification of Receipt (Mailing Address)

The business address of the person whose name appears in field [22] is entered here.
[25] Order Delivery Status

Date delivered is the date on which the shipment was delivered. This may not necessarily be the same date that the property was inspected and accepted.

Complete indicates that all property ordered on the acquisition document has been received. If the total quantity of a line item has been received, even though some of the material has been damaged or otherwise unusable, the order must be treated as complete. The vendor will make no further deliveries. When additional shipments are made as a result of a damage claim, additional documentation is normally generated.

Partial indicates that the order is not complete and further shipments are expected.

Defective indicates that some of the material indicated on the report was received in a damaged or otherwise unusable condition. An explanation should be included in the report.

Short indicates that, although the packing list or other documentation states that all material was shipped, not all was received.

Over indicates that more material was received than was ordered.

Final indicates that a previous partial delivery(s) was received and this is the final delivery.
Continuation—14 FAH-1 Exhibit H-315.6-1

[26] Property Records

The person who enters the property in the property records initials here.

[27] Accountable Property Officer

The accountable property officer initials here, indicating that he or she accepts accountability for the property.

14 FAH-1 H-318.2-16 Material Control

(CT: PPM-1; 08-11-2004)

(Uniform State/USAID)

(A) Policy

Written procedures must ensure proper control over the care, storage, and movement of all property in the facility. Such procedures must also ensure that damaged or missing property be reported in accordance with regulation; that stock issues and changes in stock location are documented and pre-approved; and that stock locator records are appropriately updated. Carrier loading of all material leaving the facility, such as material being sent to a commercial packer, must be checked to ensure that correct items and/or pieces are loaded and a facility copy of the controlling document should be initialed by the supervisor responsible for loading activities. The carrier representative should also sign a facility copy of the document.

(B) Stock Location System
a. For small bulk storage areas a formal stock location system usually is not necessary. Items may be organized in any order that makes it easy to locate them. In facilities with large bulk areas, a manual or automated central stock locator system to pinpoint an exact storage location should be established and properly maintained. A specific individual should be designated, in writing, the responsibility to serve as stock locator clerk and be responsible for maintaining the location records.

b. The location record should be kept in the facility in which the stock is located. In an automated environment, the record should be part of the inventory manager's data base.

c. Manual stock locator records or location data on automated systems should be secured against unauthorized access at all times.

d. Site identification:

(1) In order to establish a locator system for bulk storage areas, the area should be subdivided and individual locations assigned a location code. Numbers or letters are assigned for each row, and stack or stack level. In 14 FAH-1 Exhibit H-318.2-16(B), for example, the location number of a given item might be "1-1-3" (located in row 1, stack 1, level 3);

(2) A good locator system is necessary for a bin storage area, and the above system can be used for bin areas also. Assign a number or letter to each row, column/unit, level, and bin. The marking can then be consecutive throughout the bin area, such as 1 through 205, or consecutive on each row level. For example, in 14 FAH-1 Exhibit H-318.2-16 (B), the six bins on level D would be assigned numbers 1 through 6. The location number for a given item in this instance might be "12-40-D-3" (located in row 12, column/unit 40, level D, and bin 3);

(3) Depending upon the size of the operation and the supply distribution volume, it is sometimes expedient to number pallet rack and bins in stock number sequence.

e. Stock location: To facilitate recording stock locations in large facilities, a stock locator record should be used and its use addressed in written internal procedures (14 FAH-1 Exhibit H-318.2-16 (B) is an example of a stock location form).

f. Receiving: If a stock location system is being used, written receiving procedures should ensure that, upon acceptance and storage of incoming stock, the stock locator clerk receives a document indicating the stock placement location(s). The stock location form can be utilized, or the location code can be noted on the receiving report and a copy forwarded to the stock locator clerk.

g. Location changes: When re-warehousing or making other stock location changes, it is necessary that new stock location changes be reported, in writing, to the stock locator clerk within 24 hours.

h. Stock issue: When filling orders, where the selection of stock unexpectedly exhausts the supply in a designated location, or when it is determined that stock is not stored in the location shown on the locator records, a stock location form should be prepared by appropriate personnel and forwarded to the locator clerk.

i. Verification: To obtain maximum accuracy, all stock locator records should be reconciled periodically. The frequency and manner of such a total reconciliation will be at the discretion of the facility manager. At larger facilities, an interim at random or "spot reconciliation" should also be performed.
(C) Material Release

a. The release of material from the facility must be controlled by documentation and written authorization. Material released will generally be either stock (material stored to meet future requests and replenished as quantities are depleted) or storage (material held in storage temporarily at the ordering activities request and not routinely replenished).

b. Stock issue: Written warehouse operating procedures should ensure that:

(1) No stock is issued unless a stock issue document, properly approved, is in hand; and

(2) The general services office is notified in writing by annotating the stock issue document in instances where a stock shortage will not permit filling the amount requested.

c. Storage: Release of material stored for another agency should be requested in writing by the owning agency. At the discretion of the accountable property officer (APO), emergency requests for such material may be made by phone. However, in that event, the facility staff should prepare documentation to be signed by the ordering activity upon delivery of material.

d. Shipments: Carrier loading of all outgoing shipments must be checked to ensure that correct items and number of pieces are loaded. A facility copy of the bill of lading or other control document should be initialed by the supervisor responsible for loading activities.

(D) Tracking

a. Warehouse operating procedures should include a system for controlling and tracking property in various stages of change and movement such as:

(1) In transit property (i.e., property that will not be kept in the facility but will be forwarded to other locations);

(2) Property that has temporarily left the facility but is still the responsibility of the facility (e.g., property sent to a commercial packing facility);

(3) Stock issue orders being assembled; and

(4) Property being held for shipment.

b. Such a tracking system should indicate location, time in place at that location, estimated time final action is to be completed, and procedures for follow-up if action is not completed by that time.
Continuation—14 FAH-1 Exhibit H-318.2-16(B)

Stock Location Format

**STOCK LOCATION FORM**

<table>
<thead>
<tr>
<th>Description</th>
<th>Old Location</th>
<th>New Location</th>
<th>Action Authorized By</th>
<th>Action Taken By</th>
<th>Posted to Location Record By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Quantity</td>
<td>Stock/Part No.</td>
<td>U/I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UNCLASSIFIED
EXHIBIT R

CHECKLIST FOR COR APPROVAL PACKETS

The Contractor shall use this checklist as the cover page of each packet submitted by the Contractor for each of its employees or subcontractors who staff positions listed in Exhibit A (i.e., not overhead positions). The packet shall contain supporting documentation showing that the employee has met all of the contract requirements.

Name: _____________________________
Position: _____________________________

<table>
<thead>
<tr>
<th>SECTION</th>
<th>REQUIREMENT</th>
<th>SUPPORTING DOC</th>
<th>DATE MET</th>
<th>Mark with a ✓ or an ✗</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH</td>
<td>Physical exam conducted by Contractor, attesting to employee’s physical fitness, lack of communicable disease, and binocular vision (correctable to 20/30)</td>
<td>physician’s certificate &amp; immunization record</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drug screening performed by Contractor</td>
<td>letter confirming negative test results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BACKGROUND CHECKS</td>
<td>Police check conducted by Contractor*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit check conducted by Contractor*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Successful employment during past three years</td>
<td>list of employers and/or DD214</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendations from supervisors</td>
<td>letters or record of reference checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Driving record showing no significant traffic violations or accidents over the past five years (if driving required for position)*</td>
<td>DMV or ministry record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VETTING, CLEARANCES, &amp; MODERATE-RISK PUBLIC TRUST DETERMINATIONS</td>
<td>Approval of resume received from DS/IP/OPO by Contractor</td>
<td>approval e-mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Application forms submitted by Contractor to DS/IS/IND</td>
<td>e-mail confirmation of receipt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAINING</td>
<td>Eighty (80) hours of basic training provided by Contractor</td>
<td>basic course certificate, class roster, CPR certificate,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UNCLASSIFIED
<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forty (40) hours of firearm training provided</td>
<td>dog training records</td>
</tr>
<tr>
<td>Exhibit G</td>
<td>certificate or firing table with score</td>
</tr>
<tr>
<td>GEMS training provided by Contractor</td>
<td>certificate</td>
</tr>
<tr>
<td>Forty (40) hours of supervisory training (if position is supervisory)</td>
<td>certificate</td>
</tr>
<tr>
<td>Training certification card issued by Contractor</td>
<td>copy of card</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>General and Post Orders provided by Contractor in both English and the</td>
<td>exam score</td>
</tr>
<tr>
<td>guard’s native language</td>
<td></td>
</tr>
<tr>
<td>English language proficiency at the level specified in Exhibit A</td>
<td>test results</td>
</tr>
<tr>
<td>Bachelor’s Degree (for positions with this requirement)</td>
<td>copy of college diploma or certified transcript</td>
</tr>
<tr>
<td>Uniforms and personal security equipment issued by Contractor</td>
<td></td>
</tr>
<tr>
<td>DBA insurance provided by Contractor</td>
<td></td>
</tr>
</tbody>
</table>

*Exhibit R is an example of the requirements for a guard. The USG will provide a similar coversheet for each labor category at the post award conference. (See Section F.6)*

**This requirement should be met to the extent permitted by the law of the requirement for employee/subcontractor’s country of origin or residence. If the requirement cannot be met due to legal constraints, the Contractor shall certify it in a letter.**

***Exhibit R with support documents shall be provided in electronic format to DS/IP/OPO as well as hardcopy and support documents provided to the Regional Security Officer in accordance with the schedule in Section F.6 Deliverables.*
EXHIBIT S

RESTRICTED DISTRIBUTION APPLIES TO THIS EXHIBIT

ERT MANUAL

AS ADDITIONAL INFORMATION, THE FOLLOWING PAGES CONTAIN EXAMPLES OF THE ERT TRAINING COURSE CALENDAR.

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### TRAINING COURSE CALENDAR*

<table>
<thead>
<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
<th>DAY 4</th>
<th>DAY 5</th>
<th>DAY 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Firearms intro</td>
<td>Firearms</td>
<td>Firearms</td>
<td>Firearms</td>
<td>Firearms</td>
</tr>
<tr>
<td>Mission Brief</td>
<td>Safety</td>
<td>PHYSICAL TRAINING</td>
<td>asm(i)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Force</td>
<td>Use of Deadly Force</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapon Fam equip issue(4)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>DAY 7</th>
<th>DAY 8</th>
<th>DAY 9</th>
<th>DAY 10</th>
<th>DAY 11</th>
<th>DAY 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firearms</td>
<td>Firearms</td>
<td>Common</td>
<td>Med</td>
<td>Med mask training</td>
<td>basic Tac Indiv &amp; Team</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DAY 13</th>
<th>DAY 14</th>
<th>DAY 15</th>
<th>DAY 16</th>
<th>DAY 17</th>
<th>DAY 18</th>
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</thead>
<tbody>
<tr>
<td>basic Tac Indiv &amp; Team</td>
<td>basic Tac Indiv &amp; Team</td>
<td>basic Tac Indiv &amp; Team</td>
<td>basic Tac Indiv &amp; Team</td>
<td>Adv Tac urban enviro</td>
<td>Adv Tac urban enviro</td>
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<table>
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<tr>
<th>DAY 19</th>
<th>DAY 20</th>
<th>DAY 21</th>
<th>DAY 22</th>
<th>DAY 23</th>
<th>DAY 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adv Tac urban enviro</td>
<td>Adv Tac urban enviro</td>
<td>Adv Tac urban enviro</td>
<td>Adv Tac urban enviro</td>
<td>Evaluation Scenarios</td>
<td>Travel DAY to ConGen</td>
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<table>
<thead>
<tr>
<th>DAY 25</th>
<th>DAY 26</th>
<th>DAY 27</th>
<th>DAY 28</th>
<th>DAY 29</th>
<th>DAY 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>site specific train</td>
<td>site specific train</td>
<td>site specific train</td>
<td>site specific train</td>
<td>site specific train</td>
<td>site specific train</td>
</tr>
<tr>
<td>react plan devlop</td>
<td>react plan devlop</td>
<td>react plan devlop</td>
<td>react plan devlop</td>
<td>react plan devlop</td>
<td>react plan devlop</td>
</tr>
</tbody>
</table>

* Sample to be tailored by Contractor
DAILY TRAINING SCHEDULE*
(*) Sample to be tailored by Contractor

DAY 1:
0700-0830 Introduction, Mission Brief, and Course Expectations and Standards
0830-1000 Photographs and In-processing
1000-1100 Issuance of Equipment
1100-1200 Lunch
1200-1300 Use of Force
1300-1315 Firearms Safety Rules
1315-1630 Special Protective Equipment (SPE) Familiarization –
  - Safe Weapon
  - Nomenclature
  - Disassembly / Care & Cleaning / Assembly / Function Check
  - Practical Application
1630-1700 Vest Set Up & Holster/Duty Belt Set Up

DAY 2:
0600-0800 Physical Training, Introduction, and Assessment
0800-0830 Review Firearms Safety Rules
0830-1145 SPE Familiarization –
  - Safe Weapon
  - Nomenclature
  - Disassembly / Care & Cleaning / Assembly / Function Check
  - Practical Application
1145-1245 Lunch
1245-1300 Vest Set Up
1300-1330 Firearms Safety Brief
1330-1700 Equipment Adjustment and Familiarization

DAY 3:
0600-0700 Physical Training/Recovery
0700-1100 Weapons Training (Classroom / Dummy Ammo)
  - Review Firearms Safety Rules
  - Weapon Handling
  - Handgun Marksmanship
1100-1200 Lunch
1200-1230 Movement to the Range
1230-1300 Review Weapon Handling
1300-1600 Grouping & Live Fire Drills
1600-1630 Movement from the Range
1630-1700 Weapon Cleaning
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UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

DAY 4:
0600-0700 Physical Training/Recovery
0700-0730 Review Safety & Handgun
0730-0800 Movement to the Range
0800-1130 Live Fire Drills
1130-1230 Lunch
1230-1600 Live Fire Drills
1600-1630 Movement from the Range
1630-1700 Weapon Cleaning

DAY 5:
0600-0700 Physical Training/Recovery
0700-0730 Review Safety & Handgun
0730-0800 Movement to the Range
0800-1130 Live Fire Drills
1130-1230 Lunch
1230-1500 Live Fire Drills
1500-1600 Qualification Courses (For Record)
1600-1630 Movement from the Range
1630-1700 Weapon Cleaning

DAY 6:
0600-0700 Physical Training/Recovery
0700-1100 Weapons Training (Classroom / Dummy Ammo)
- Review Firearms Safety Rules
- Weapon Handling
- Handgun Marksmanship
1100-1200 Lunch
1200-1230 Movement to the Range
1230-1300 Review Weapon Handling
1300-1600 Zero & Live Fire Drills
1600-1630 Movement from the Range
1630-1700 Weapon Cleaning

DAY 7:
0600-0700 Physical Training/Recovery
0700-0730 Review Safety of Weapon
0730-0800 Movement to the Range
0800-1130 Live Fire Drills
1130-1230 Lunch
1230-1600 Live Fire Drills
1600-1630 Movement from the Range
1630-1700 Weapon Cleaning

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DAY 8:
0600-0700  Physical Training/Recovery
0700-0730  Review Safety of Weapon
0730-0800  Movement to the Range
0800-1130  Live Fire Drills
1130-1230  Lunch
1230-1500  Live Fire Drills
1500-1600  Qualification Courses (For Record)
1600-1630  Movement from the Range
1630-1700  Weapon Cleaning

DAY 9:
0600-0700  Physical Training/Recovery
0700-0730  Intro to Radio Communications
0730-1130  Radio Functions
1130-1230  Lunch
1230-1430  Radio Operations
1430-1530  OPSEC
1530-1700  Radio/ Equipment Care and Operator Level Maintenance

DAY 10:  MEDICAL
0600-0700  Physical Training/Recovery
0700-1130  Tactical/ Safe Haven Medicine (TBD)
1130-1200  Lunch
1200-1700  Tactical/ Safe Haven Medicine (TBD)

DAY 11:  Medical/FPM
0600-0700  Physical Training/ Recovery
0700-1200  Tactical/ Safe Haven Medicine
1200-1300  Lunch
1300-1400  Equipment Issue and Familiarization

Protective Masks
1400-1445  Mask Fitting
1445-1615  Wearing and Clearing of Protective Mask
1615-1700  Removal and Storage of Protective Mask

DAY 12:  Basic Tactical Techniques
0600-0700  Physical Training/ Recovery
0700-0730  Movement to the Range
0730-0800  Reviews
0800-1130  Full Tactical Gear – Weapon Live Fire (LF) Drills / Qual
1130-1230  Lunch
1230-1600  Full Tactical Gear – Weapon Drills / Qual
1600-1630  Movement from the Range
1630-Comp  Weapon Cleaning

UNCLASSIFIED
DAY OFF
DAY 13:
0600-0700 Basic Tactical Techniques
0700-0730 Physical Training/Recovery
0730-0800 Movement to the Range
0800-1130 Reviews
0800-1130 Full Tactical Gear — weapons LF Drills
1130-1230 Lunch
1230-1600 Full Tactical Gear — weapons LF Drills (Quals)
1600-1630 Movement from the Range
1630-Comp Weapon Cleaning

DAY 14:
0600-0700 Basic Tactical Techniques
0700-0730 Physical Training/Recovery
0730-0800 Movement to the Range
0730-0800 Reviews
0800-1130 Full Tactical Gear — weapons LF Drills
1130-1230 Lunch
1230-1600 Individual & Team Movement / Dry then Live Drills
1600-1630 Movement from the Range
1630-Comp Weapon Cleaning

DAY 15:
0600-0700 Basic Tactical Techniques
0700-0730 Physical Training/Recovery
0730-0800 Movement to the Range
0730-0800 Reviews
0800-1130 Individual & Team Movement / Dry then Live Drills
1130-1230 Lunch
1230-1600 Deploy & Recover from/to Vehicles / Dry then Live Drills
1600-1630 Movement from the Range
1630-Comp Weapon Cleaning

DAY 16:
0600-0700 Basic Tactical Techniques
0700-0730 Physical Training/Recovery
0730-0800 Movement to the Range
0730-0800 Reviews
0800-1130 Deploy and Recover from/to vehicles/team drills/ dry then live drills
1130-1230 Lunch
1230-1600 Live fire drills & Scenarios
1600-1630 Movement from the Range
1630-Comp Weapon Cleaning

DAY 17:
0700-0800 Advanced Tactics
0700-0800 Physical Training/Recovery
0800-1100  Flex cuffing
1100-1200  Prisoner Control
1200-1300  Lunch
1300-1500  Prisoner Control-Search
1500-1700  Weapons Retention
1700-1730  Hot wash, Equip. maintenance, etc.

DAY 18: Advanced Tactics

0700-0800  Physical Training/Recovery
0800-0815  Introduction to Course
• Basic fundamentals-Close Quarters Battle
• Survival Conce
0815-0900  Physical Training
• Stacking
• Control signals
• Security
(instructor led-walk through PE)
0900-0910  Break
0910-1100  Room Clearing procedures
• Clearing the doorway
• Domination points
• Controlling and Securing the room
• Movement to next entry point
(instructor Led-walk through PE)
1100-1110  Break
1110-1200  Danger Areas (Marked Ground Training)
• Stairs
• Hallways
• Corners/open areas
• Closets (small confined areas)
(instructor Led-walk through PE)
1200-1300  Lunch
1300-1400  Danger Areas: (Marked Ground Training)
• Hallways (deliberate clearing)
• Large Objects (big cabinets, sofa, etc.)
1400-1410  Break
1410-1500  Multiple rooms-single and multiple teams
(instructor led-walk through PE)
1500-1510  Break
1510-1600  Single and Multiple teams
(instructor led-walk through PE)
1600-1610  Break
1610-1830.1.1 Team training (Single team tactics-multiple rooms, hallways, stairs, etc)—Low light
1830-1900  Clean up/ equipment accountability
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0700-0800</td>
<td>Physical Training/Recovery</td>
</tr>
<tr>
<td>0800-0900</td>
<td>Team Training (single team tactics—multiple rooms, hallways, stairs, etc.)—Low light</td>
</tr>
<tr>
<td>0900-0910</td>
<td>Break</td>
</tr>
<tr>
<td>0910-1000</td>
<td>Team Training (single team tactics—multiple rooms, hallways, stairs, etc.)—Low light</td>
</tr>
<tr>
<td>1000-1010</td>
<td>Break</td>
</tr>
<tr>
<td>1010-1100</td>
<td>Clearing on the move</td>
</tr>
<tr>
<td></td>
<td>Clear and Hold</td>
</tr>
<tr>
<td></td>
<td>• Hallways</td>
</tr>
<tr>
<td></td>
<td>• Corners</td>
</tr>
<tr>
<td></td>
<td>(Instructor led—walk through PE)</td>
</tr>
<tr>
<td>1100-1110</td>
<td>Break</td>
</tr>
<tr>
<td>1110-1200</td>
<td>Downed agent procedures</td>
</tr>
<tr>
<td></td>
<td>• One-person-emergency transport</td>
</tr>
<tr>
<td></td>
<td>• Two-person-emergency transport</td>
</tr>
<tr>
<td></td>
<td>• Setting Up temp defensive positions</td>
</tr>
<tr>
<td>1200-1300</td>
<td>Lunch</td>
</tr>
<tr>
<td>1300-1400</td>
<td>Lane Training (paper and 3-dimensional targets)</td>
</tr>
<tr>
<td></td>
<td>• Target discrimination</td>
</tr>
<tr>
<td></td>
<td>• Verbal commands</td>
</tr>
<tr>
<td></td>
<td>• Room domination</td>
</tr>
<tr>
<td></td>
<td>• Sectors of fire</td>
</tr>
<tr>
<td></td>
<td>• Control of Occupants</td>
</tr>
<tr>
<td></td>
<td>• Marking room, etc.</td>
</tr>
<tr>
<td>1400-1410</td>
<td>Break</td>
</tr>
<tr>
<td>1410-1900</td>
<td>Team training—single and multiple teams</td>
</tr>
<tr>
<td></td>
<td>• Low light conditions</td>
</tr>
<tr>
<td></td>
<td>(Breaks included)</td>
</tr>
<tr>
<td>1900-1910</td>
<td>HOTWASH</td>
</tr>
<tr>
<td>1900-U/C</td>
<td>Clean-up/ weapons equipment accountability</td>
</tr>
</tbody>
</table>

**DAY 20**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0700-0800</td>
<td>Physical Training/Recovery</td>
</tr>
<tr>
<td>0800-1200</td>
<td>Mechanical Breaching employment</td>
</tr>
<tr>
<td>1200-1300</td>
<td>Lunch</td>
</tr>
<tr>
<td>1300-1600</td>
<td>Tactical Breaching</td>
</tr>
<tr>
<td>1600-1610</td>
<td>Break</td>
</tr>
<tr>
<td>1610-U/C</td>
<td>Tactical Readiness Exercises</td>
</tr>
<tr>
<td></td>
<td>(movement to building using paper targets)</td>
</tr>
<tr>
<td></td>
<td>• Dry run</td>
</tr>
<tr>
<td></td>
<td>• Hot run</td>
</tr>
<tr>
<td></td>
<td>HOTWASH</td>
</tr>
</tbody>
</table>
Advanced Tactics

DAY 21

0700-0800  Physical Training/Recovery
0800-1000  Tactical Readiness Exercise- Tactical Vehicle Dismounts (TVD)
  • Securing weapons and tactical equipment
  • Responsibilities/positioning in vehicles
  • Actions in the vehicle
  • Actions upon approach (commands, time warning, etc.)
  • Actions at dismount point
  • Actions on contact (IAD)
  • Actions at initial and secondary entry points
    (Instructor led-walk through PE)(Breaks included)
1000-1015  Break
1015-1200  Tactical vehicle dismount (TVD)-student practical
  • Team training-(vehicle dismount) (breaks included)
1200-1300  Lunch
1300-1400  Tactical Readiness Exercises-Urban operations-(paper targets)
  (vehicle to building using paper targets)
  • Dry run
  • Hot run
  HOTWASH
1400-1430  Safety Brief-Equipment prep
1430-U/C   Tactical Readiness Exercises-Urban operations
  • Daylight scenarios
  • Low light scenarios
  HOTWASH
Clean-up/ weapons accountability

DAY 22  Advanced Tactics-Urban Operations

0700-0800  Physical Training/ Recovery
0800-1200  Offensive operations
1200-1300  Lunch
1300-1700  Hasty defense operations

DAY 23  Evaluation Scenarios

0700-0800  Physical Training/Recovery
0800-U/C   Evaluation-Scenario based

DAY 24-29  Site Specific training/ React plan development
EXHIBIT T

RESTRICTED DISTRIBUTION APPLIES TO THIS EXHIBIT

DEFENSIVE MARKSMAN TRAINING COURSE
EXHIBIT U

CURRENT COMPREHENSIVE MAINTENANCE AND OPERATION PLAN FOR CAMP SULLIVAN

1. Troubleshooting and Estimating:

- Facility Management Company makes ready a Troubleshooter as POC, who is responsible for taking care of any kind of problem arises, on site during the working hours. Troubleshooter will be a technical local personnel, who can speak English,
- During the night hours and weekends, Technical Manager or Assistant Project Manager will be POC for problems,
- Troubleshooter will be warned about problem by telephone and authorized persons of the ESF (Embassy Security Forces),
- ESF is requested to inform Camp Sullivan Project Manager, about authorized personnel at the beginning of the contract,
- Troubleshooter shall immediately go to the problematic area and see the problem,
- If the problem is in the content of contract, he (or she) will deploy necessary technicians to the area and report to Senior Facility Manager (SFM) and ESF authorities about the result,

2. Painting and Carpentry Services:

- Since the camp is a new camp and most of the modules, equipment and materials are under warranty for a while, there will not be so much painting and carpentry work on site,
- Facility Management Company will employ a local painter/plasterer and a carpenter at the site,
- These two workers shall be available at the site during the day times and 6 days a week,
- If they have not any work to do, they will be deployed for other works, such as cleaning and Trash collection

3. Mechanical Services:

- Facility Management Company will employ one local chief mechanical and 2 plumbers for maintain and repair of water well, water distribution system, pumps, valves, taps and other sanitary devices,
- They will also responsible for equipment, available in kitchen and laundry,
- Water consumption will be controlled every day (if a water meter is installed on main water supply pipe) and related area of Yearly Water Consumption Report (FORM-WA-01) will be recorded,
- Water well will be controlled every day, and FORM-WA-02, showing the situation of the water well will be filled,
- Any abnormal situation of Water Well shall be informed to Site Management and the situation shall be explained to SFM immediately,
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Local Guard Services Kabul, Afghanistan

• All pumps, related manholes, public toilets, bathrooms, and kitchen will be controlled periodically according to Weekly Water System Control Form (FORM-WA-03)
• Water Tank and Fire Water Tank will be controlled every day,
• Gray Water Tank and Black Water Tank will be controlled every day and shall be disposed when necessary,
• Disposal of the Gray and Black water tanks will be under the responsibility of Facility Management Company,
• Any problem in the sleeping rooms and special areas, such as infirmary and kennel will be informed to Troubleshooter through FORM-WO-01,
• The problem will be solved and used materials will be invoiced to SFM, but invoice will not include any workmanship for provided services,
• Monthly controls of Fire Extinguishers shall be executed according to Yearly Fire Extinguisher Control Form (FORM-FIRE-01) and labels of every fire extinguisher shall be filled by plumbers,
• Smoke and heat detectors shall be controlled depending on Fire Extinguisher Control Program too.

4. Electrical Services:

• Facility Management Company will employ experienced Electrical and Generator Technician for Electrical Services. This Technician will take a special training regarding to Generators installed on site.
• Chief electrician will be available on site for 24 hours,
• local Electrician will be employed and trained on generators,
• Three of local electrician will be available on site during the working hours; one will be available for night shift and on Sundays.
• Generators will be checked every day according to Generator Daily Check List (FORM-ELC-01),
• Generators will be checked after every 250 hours working period according to 250 Hour Check List (FORM-ELC-02)
• Necessary filters and spare parts shall be changed; some parts calibrated and oiled depending on Manufacturer’s recommendation,
• First maintenance to generators should be applied after 50 hours. During this maintenance oil of the generators and all filters should be renewed,
• Oil filters should be renewed in every 250-hour working time, and air filter should be changed after 500-hour working period,
• Manufacturer recommends us to keep some spares in the stock, in order to provide continuous operation of the generators. Procurement of these spares is subject to SFM approval,

5. HVAC and Air-Condition Services:

• Facility Management Company will employ one (Turkish or local) experienced HVAC Technician and three Local HVAC and air-condition technicians,
• All technicians will be available on site during the working hours and 6 days a week, and one of the technician shall be on duty on Sundays,
• All HVAC and Air-conditioning devices shall be periodically controlled according to FORM-HVAC-01,
• Periodically controls will include complete maintenance of HVAC terminals, ducts, dampers, split devices,
• During these controls, filters of split devices will be cleaned or if necessary changed,
• Technicians shall also apply every day quick controls on HVAC terminals,
• Any problems shall be informed to Troubleshooter during the day times and Troubleshooter shall send necessary team to solve the problem, by filling HVAC Maintenance and Repair Report (FORM-HVAC-03)
• If the problem is not in the content of the contract, used material will be invoiced to SFM, but invoice will not include any workmanship,

6. Laundry Services:

• Housekeeping Laundry and Personal Laundry will be operated by Facility Management Company,
• For this operation sufficient number of local workers (woman workers shall be encouraged) shall be employed,
• Operation of Housekeeping laundry:
  • Sheets and pillow cases shall be changed on weekly bases,
  • Bed spreads will be changed on monthly bases,
  • Blankets and mattress pad shall not be changed during the O&M Contract,
  • Facility Management Company Housekeeping personnel will make ready clean sets on the public laundry and ESF personnel will take them an give back dirty ones, according to below given program:

<table>
<thead>
<tr>
<th>Residential Unit</th>
<th>Cleans ready</th>
<th>Dirty Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>RU Type-01</td>
<td>Monday</td>
<td>Monday</td>
</tr>
<tr>
<td>RU Type-03/1</td>
<td>Tuesday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>RU Type-03/2</td>
<td>Monday</td>
<td>Monday</td>
</tr>
<tr>
<td>RU Type-02B/F1</td>
<td>Wednesday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>RU Type-02B/F2</td>
<td>Thursday</td>
<td>Thursday</td>
</tr>
<tr>
<td>RU Type-02A/F1</td>
<td>Friday</td>
<td>Friday</td>
</tr>
<tr>
<td>RU Type-02A/F2</td>
<td>Saturday</td>
<td>Saturday</td>
</tr>
</tbody>
</table>

• Changing the sets in the sleeping rooms will not be responsibility of Facility Management Company,
• Dirty sets will be washed in housekeeping laundry, ironed and stored for future use,
• Individuals can request clean linens from ESF authorities,

Operation of Personal Laundry:
String bags, with identical label for persons, shall be provided for each person of ESF,
Personnel of ESF will put dirty clothes in these bags and put them in to the bag of related trailers,
Towels and bathroom clothes will be considered as personal clothes,
Dirty ones will be collected, washed in personal laundry and ironed, and given back in three days according to below given program:

<table>
<thead>
<tr>
<th>Residential Unit</th>
<th>Dirty Collection</th>
<th>Cleans back</th>
</tr>
</thead>
<tbody>
<tr>
<td>RU Type-01</td>
<td>Tuesday</td>
<td>Friday</td>
</tr>
<tr>
<td>RU Type-03/1</td>
<td>Wednesday</td>
<td>Saturday</td>
</tr>
<tr>
<td>RU Type-03/2</td>
<td>Tuesday</td>
<td>Sunday</td>
</tr>
<tr>
<td>RU Type-02B/F1</td>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>RU Type-02B/F2</td>
<td>Friday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>RU Type-02A/F1</td>
<td>Saturday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>RU Type-02A/F2</td>
<td>Sunday</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

7. Housekeeping Services:

- Facility Management Company shall employ 20 or more Housekeeping workers for cleaning residential units, infirmary and vehicle maintenance,
- These workers will be organized as 10 or more teams, cleaning responsibilities and monthly cleaning program is attached as FORM-CL-01,
- Monthly cleaning of the residential unit will be concluded according to this schedule, but not limited to,
- Depending on outside weather condition, additional cleaning at corridors may be applied,
- All cleaning activities will be done requested in article 5.3.9. Of Bidding Document,
- Facility Management Company will provide cleaning in the sleeping rooms and bathrooms of the residential units, but SFM is requested to provide an observer for every RU during this type of cleaning, in order to share responsibility,
- Dirty linen and personal clothes collection will also be executed by housekeeping workers,
- Emptying wastepaper baskets and replacing wastepaper basket linens shall be done by housekeepers and all trash will be disposed to outside trash cans,
- Supplying toilet paper and soap shall also be executed by housekeepers,
- For every individual one toilet paper a week and a soap in every 2 weeks are estimated,

8. Landscaping, Gardening and Trash Collection Services:

- Two gardeners shall be employed for landscaping activities,
- The gardeners will take care of flowers and grass, water them, prune the grass depending on FORM-LS-01 and 02,
• Sweeping debris from walkways and driveways and hose cleaning shall also be done by the gardeners,
• Two trash collectors shall be employed,
• Motor Poll will establish a truck for collection and collectors will load the trucks from outside trash cans,
• Trash will be disposed on daily bases,
• Cleaning of bunkers shall be done by these workers too,

9. Provision of Phone, Internet and Cable TV services:

• Internet access shall be provided for RU1 and RU3 Units, Classrooms and Offices,
• Maintaining of internet services and able TV system shall be provided by Facility Management Company,
• Responsibilities of Facility Management Company will not include repair and maintenance of desktop PCs and Notebooks,

10. Pest Prevention

a. General

• One person shall be trained for pest prevention of the camp.
• The kind and the population of the rodent/insect shall be determined. According to the results the type of chemical and application period shall be selected.
• Two days prior to start application, the date, type and place of application is announced.
• All the chemicals are kept in a separate locked room and shall only be used by respective person.

b. Rodent Prevention

• There are two type of rodent prevention; physically and chemically.
• Improved traps are used to catch rodent.
• In chemical prevention, type and approximate number of rodent is determined by means of special checkpoint boxes.

c. Flying Insect Prevention

• Depending on environment, climate, vegetation etc. fight against flying insect is made by means of equipment(s) and using proper chemicals listed in Annex 5. Especially fight against larva between the months March and June shall decrease the population of insects.

d. Bug Prevention
This type of prevention shall be made with periodical pesticide application and with permanent chemical barriers around the place to be protected.
Armorer's Maintenance Responsibilities

The armorer shall meet the qualification requirements specified in the contract. The armorer's experience is generally derived from being a military armorer or having successfully completed manufacturer training courses. The armorer must attend training provided by DS/PSP/DEAV.
The armorer is authorized to replace only parts that are authorized by DS/PSP/DEAV.
The armorer shall not modify weapon systems unless authorized in writing by the
DS/PSP/DEAV.
The armorer shall use approved tools and gages to perform the repairs.
The armorer shall use proper reference publications.
All guns will be test fired.