



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

25 Feb 2021

REQUEST FOR STATEMENTS OF INTEREST
NUMBER W9126G-21-2-SOI-2409
PROJECT TO BE INITIATED IN 2021

Applicants must be a member in one of the Cooperative Ecosystem Studies Units (CESU):

Great Plains W9126G-10-2-2010
Gulf Coast W9126G-12-2-0019
Great Rivers W9126G-13-2-0015

Project Title: Fort Polk Maneuver Damage Support

Responses to this Request for Statements of Interest will be used to identify potential investigators for a project to be funded by Fort Polk which provides professional and technical support for its Maneuver Damage Program in order to facilitate successful implementation of INRMP components and other regulatory mandates. Approximately \$230,000.00 is expected to be available to support this project. Additional funding may be available for follow on work in subsequent fiscal years to the successful Recipient/Awardee.

Background:

The project area covered under this statement of objectives is within Fort Polk, Louisiana, United States. The Environmental and Natural Resources Management Division (ENRMD) at Fort Polk, Louisiana is responsible for assisting the Installation in complying with a broad range of environmental laws and regulations. Fort Polk is the home of the JRTC which trains and prepares a combat ready, globally responsive Total Force in order to build and sustain readiness to meet Combatant Command requirements. The JRTC accomplishes its mission by providing superior training to the home station tenants and deployable combat units, while supporting up to 12 annual JRTC rotations. JRTC-Fort Polk is comprised of Department of Defense and U.S. Forest Service permitted training lands totaling approximately 243,964 acres (98,125 USFS permitted acres), but may also utilize other federal, state, or private land several hundred miles from the Installation.

Type of Award:

In accordance with section 6305 – *Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), all CESU projects must

carry out a public purpose of support or stimulation, instead of acquiring goods or services for the exclusive direct benefit of the United States Government.

In accordance with section 6305 – *Using cooperative agreements* of the *Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), substantial involvement is expected between the federal partner and the nonfederal partner when carrying out the activities specified in the project agreement. The exact nature of the government's involvement will be defined in the statement of objectives, issued with a request for full proposal.

As a result, it is anticipated that a cooperative agreement through the CESU program will be awarded. Such awards may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

Note: Must be a non-federal partner and belong to one of the following CESU Units to be qualified and considered: Great Plains, Gulf Coast or Great Rivers.

Brief Description of Anticipated Work:

This work requires up to three (3) onsite support personnel located at JRTC and Fort Polk, Louisiana: (Maneuver Damage Coordination Support, Infrastructure Maintenance, Inspection, and Environmental Analysis Support, and Maneuver Damage Database Support). This effort will involve: Implementation of the Sustainable and Environmental Monitoring Program (SEMP) and environmental effects analysis for those resources covered within the Environmental Natural Resources Management Division (ENRMD), Conservation Branch (CB) Programs Integrated Natural Resources Management Plan (INRMP), National Environmental Policy Act (NEPA), Integrated Pest Management Plan (IPMP); Endangered Species Management Component (ESMC), and Integrated Cultural Resources Management Plan (ICRMP). This implementation requires adherence to the SEMP and the subservient Standard Operating Procedures (SOPs) which detail management activities, data collection, storage, and reporting requirements within the plans.

Goals and Objectives

Assisting the Installation with implementation of management plans and supporting SOPs to ensure compliance with environmental laws and regulations; maintenance of quality training lands on Fort Polk to accomplish JRTC and Fort Polk's critical military mission on a sustained basis; and, natural resources conservation measures and Army military mission activities are integrated and consistent with federal stewardship requirements.

Period of Performance. The base period of this agreement will extend 12 months from award. Four option periods extending for 12 months are anticipated to be awarded depending on project conditions.

Materials Requested for Statement of Interest/Qualifications:

Please provide the following via e-mail attachment to:

Sandra.justman@usace.army.mil
and
kathy.s.mitchell@usace.army.mil

(Maximum length: 2 pages, single-spaced 12 pt. font).

1. Name, Organization, Cage Code, Duns number, and Contact Information
2. Brief Statement of Qualifications (including):
 - a. Biographical Sketch,
 - b. Relevant past projects and clients with brief descriptions of these projects,
 - c. Staff, faculty or students available to work on this project and their areas of expertise,
 - d. Any brief description of capabilities to successfully complete the project you may wish to add (e.g. equipment, laboratory facilities, greenhouse facilities, field facilities, etc.).

Note: A full study proposal and proposed budget are NOT requested at this time.

Please find attached the Statement of Objectives to provide complete information.

Review of Statements Received: All statements of interest received will be evaluated by a board comprised of one or more people at the receiving installation or activity, who will determine which statement(s) best meet the program objectives. Based on a review of the Statements of Interest received, an investigator or investigators will be invited to prepare a full study proposal. Statements will be evaluated based on the investigator's specific experience and capabilities in areas related to the study requirements.

Please send responses or direct questions to:

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Timeline for Review of Statements of Interest: The RSOI is required to be posted for at least 30 days prior to the Government making a decision and requesting full proposals. Responses due by **24 MARCH 2021.**

[End of RSOI]

[See below for Statement of Objectives]

STATEMENT OF OBJECTIVES

For

Fort Polk Conservation Program Maneuver Damage Support (2021-2026)

For

**Conservation Branch, Environmental Natural Resources Management Division,
Directorate of Public Works, Joint Readiness Training Center and Fort Polk, Louisiana**

Prefer applicants that are members of one of the following Cooperative Ecostudies Units:

Great Plains W9126G-10-2-2010

Gulf Coast W9126G-12-2-0019

Great Rivers W9126G-13-2-0015

1. PURPOSE

- 1.1. The Joint Readiness Training Center (JRTC) and Fort Polk environmental programs ensure military mission activities are conducted in compliance with all applicable environmental laws, regulations and policies. Article I B of the master agreement states the objectives of the CESU are to: provide research, technical assistance and education to federal land management, environmental and research agencies and their potential partners; develop a program of research, technical assistance and education that involves the biological, physical, social sciences needed to address resource issues and interdisciplinary problem-solving at multiple scales and in an ecosystem context at the local, regional, and national level; and place special emphasis on the working collaboration among federal agencies and universities and their related partner institutions.
- 1.2. This effort is expected to require three (3) full-time or equivalent onsite support personnel located at JRTC and Fort Polk, Louisiana: (Maneuver Damage Coordination Support, Infrastructure Maintenance, Inspection, and Environmental Analysis Support, and Maneuver Damage Database Support).
- 1.3. This effort will involve: Implementation of the Sustainable and Environmental Monitoring Program (SEMP) and environmental effects analysis for those resources covered within the Environmental Natural Resources Management Division (ENRMD), Conservation Branch (CB) Programs Integrated Natural Resources Management Plan (INRMP), National Environmental Policy Act (NEPA), Integrated Pest Management Plan (IPMP); Endangered Species Management Component (ESMC), and Integrated Cultural Resources Management Plan (ICRMP). This implementation requires adherence to the SEMP and the subservient Standard Operating Procedures (SOPs) which detail management activities, data collection, storage, and reporting requirements within the plans.
- 1.4. In agreement with goals stated within the JRTC and Fort Polk SEMP, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to conduct professional and technical support for the Maneuver Damage

program within the JRTC and Fort Polk Directorate of Public Works (DPW), ENRMD, CB located at Fort Polk, Louisiana. The scope of this agreement includes supporting the DPW ENRMD, CB through various program management duties including but, not limited to necessary services required to provide technical support for the JRTC and Fort Polk INRMP, ESMC, NEPA, IPMP, and ICRMP programs.

2. PROJECT LOCATION AND BACKGROUND

- 2.1. The project area covered under this statement of objectives is within Fort Polk, Louisiana, United States. The Environmental and Natural Resources Management Division (ENRMD) at Fort Polk, Louisiana is responsible for assisting the Installation in complying with a broad range of environmental laws and regulations. Fort Polk is the home of the JRTC which trains and prepares a combat ready, globally responsive Total Force in order to build and sustain readiness to meet Combatant Command requirements. The JRTC accomplishes its mission by providing superior training to the home station tenants and deployable combat units, while supporting up to 12 annual JRTC rotations. JRTC-Fort Polk is comprised of Department of Defense and U.S. Forest Service permitted training lands totaling approximately 243,964 acres (98,125 USFS permitted acres), but may also utilize other federal, state, or private land several hundred miles from the Installation.
- 2.2. The National Environmental Policy Act (NEPA) Joint Agency (Army and USFS) document entitled: *Environmental Impact Statement (EIS) for 2nd Armored Cavalry Regiment Transformation and Installation Mission Support, Joint Readiness Training Center (JRTC) and Fort Polk, Louisiana and Long-Term Military Training Use of Kisatchie National Forest Lands, 2004*, identified potentially significant adverse effects to soils, surface water quality and wetlands due to increased training and military construction activities. To offset adverse effects to the natural resources and to sustain training lands for long-term usage and benefit, the Army and USFS developed and included a series of mitigation and monitoring measures to be implemented on both Army and USFS lands used for training. Both the Army and USFS Record of Decisions (RODs) for the EIS as well as the Special Use Permit (SUP) and associated Plan of Operation authorizes continued military use of sections of the Kisatchie National Forest (KNF) for a 20-year term. These documents mandate the implementation of mitigation and monitoring measures as recommended in the Final EIS. Among key mitigation and monitoring measures was the ongoing inspections and repairs to maneuver damages, along with maintenance of a database system to collect, analyze, and report the status and effectiveness of maneuver damage repairs.

The Sustainable and Environmental Monitoring Program (SEMP) was attached to Appendix V of the Final EIS. The SEMP incorporates the mitigation, compliance, and environmental stewardship measures identified in the Final EIS, and it establishes goals and objectives in five areas: Training Area Maintenance; Training Land Resource Allocation (i.e. scheduling of training and non-training activities); Facilities Design and Construction Oversight; Soldier Sustainable Range Awareness; and Environmental Monitoring and Resource Protection. JRTC-Fort Polk and the USFS have established a Joint Army-Forest Oversight Committee for implementation of the SEMP. An annual *SEMP Summary Report* is published each year to disclose results of monitoring and

evaluation. Within the Mitigation and Monitoring Plan, 15 mitigation measures were adopted. Below are several of the measures JRTC-Fort Polk will continue to implement:

- *Maneuver Damage Inspection and Monitoring.* The JRTC and Fort Polk maneuver damage inspection and repair program includes identification, repair, and monitoring of damages from training events and tracks compliance with applicable environmental protocols and restrictions on Army and USFS lands. All training lands will be inspected for maneuver damage to soils, vegetation, streams, and wetlands, sensitive environmental resources, and training infrastructure (standing structures/roads/trails/sediment basins/low water crossings/helipads/drop zones/landing strips) following each training exercise, and corrective actions will be implemented. Corrective actions such as grading, seeding, and fertilizing to re-establish vegetation cover will be monitored and evaluated for effectiveness. This Plan is linked to other mitigation measures involving temporary closure of sites, integration of maneuver damage inspection and repair into the annual training calendar, bog mapping and monitoring, and implementation of effective monitoring.
- *Development and Implementation of Watershed Management Plans.* Within site requiring rehabilitation or maintenance will be prioritized by identification of severity of erosion problem areas.
- *Annual Maintenance of Sediment Basins.* All sediment basins will be inspected to ensure they are operational and functioning properly. Basin Maintenance will be prioritized based on need. Demand Maintenance Orders (DMOs) will be submitted for the removal of excess sediment from the impacted basins
- *Temporary Closure of Sites.* Maneuver damage inspectors will identify sites on the Installation requiring protection to facilitate recovery from maneuver damage to soils, vegetation, streams, wetlands, and sensitive environmental resources. Sites will be marked as temporarily off-limits to digging/driving, and recovery will be monitored. These closed areas will be added on a quarterly or as needed basis to the “No Dig/No Drive” map used to assist military trainers for planning purposes.
- *Integration of Maneuver Damage Inspection and Repair into Annual Training Calendar.* Sufficient time on the Annual Training Calendar will be scheduled for maneuver damage inspection and repair following all training events. Updated protocols for scheduling maneuver damage inspections, repairs, and other resource management needs on Army and USFS land will be incorporated into the JRTC and Fort Polk Regulation 350-10. These protocols will provide opportunities for damage inspections, corrective actions, and monitoring.
- *Scheduling of Non-Training Activities During Green Period-Intensive Use Area (IUA).* Non-training activities such as land rehabilitation and maintenance, forest thinning, forest management activities, and maneuver damage repair will be scheduled at the monthly Resource Allocation Conference (RAC). This will ensure that damage repair and forest management receive top priority during the Green

Period and that restoration and maintenance activities occur according to schedule. Changes to existing Installation protocols for scheduling of non-training activities will be incorporated into the JRTC and Fort Polk Regulation 350-10.

- *Scheduling of Non-Training Activities Outside Green Period-IUA.* Non-training activities such as land rehabilitation and maintenance, forest thinning, forest management activities, and maneuver damage repair that occur outside the Green Period will be scheduled at the monthly RAC. This will ensure that damage repair and forest management will be coordinated with scheduling for training activities and that these opportunities will be maximized. Changes to existing Installation protocols for scheduling of non-training activities will be incorporated into the JRTC and Fort Polk Regulation 350-10.
- *Bog Mapping and Monitoring.* The ENRMD will continue to digitally map and monitor bogs on Army land to complement IUA and Limited Use Area (LUA) maps. Bogs will be inspected for maneuver damage following training exercises and during annual training land inspection events, and corrective action to protect wetlands and rare/sensitive plant species will be implemented as deemed appropriate.
- *Implementation and Effectiveness Monitoring.* A joint Army-USFS committee will continue to evaluate implementation and effectiveness of planned mitigations, range sustainability, compliance with SUP conditions, and Installation environmental policies and regulations.

2.3. The Conservation Branch consists of multiple program areas including Cultural Resources Management, Pest Management, Threatened and Endangered Species Management, NEPA compliance, and Natural Resources Management. The programs are managed in accordance with approved management plans, including the INRMP, the Endangered Species Management Component (ESMC), the ICRMP, and the IPMP. Supporting each of these major program plans are Standard Operating Procedures (SOPs) for carrying out the specific management activities. Implementation of the management plans and supporting SOPs help to ensure compliance with environmental laws and regulations; maintenance of quality training lands on Fort Polk to accomplish JRTC and Fort Polk's critical military mission on a sustained basis; and, natural resources conservation measures and Army military mission activities are integrated and consistent with federal stewardship requirements.

2.4. NEPA compliance is obtained through implementation of the Army's guiding regulation (32 CFR Part 651), while Natural Resources of the Installation are managed in accordance with the Fort Polk's INRMP (mandated through the Sikes Act (16 USC 670 et seq.)). Adherence to NEPA and the INRMP provide a platform to analyze impacts to the environment prior to initiation of Army activities and maintain quality training lands following implementation.

3. AUTHORITY

- 3.1. This agreement will be awarded under the authorities associated with the Sikes Act 670C-1.
- 3.2. In agreement with the above stated goals, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to implement necessary technical activities and tasks in a manner that is conducive to the mandates associated with the Endangered Species Act (16 USC 1531 et seq.); the Sikes Act Improvement Act (16 USC 670 et seq.); the Migratory Bird Treaty Act (16 USC 1361 et seq.); the National Environmental Policy Act of 1969 (40 CFR Parts 1500-1508 and 32 CFR part 651); the National Historic Preservation Act (NHPA) of 1966 (as amended); the Historic and Archeological Data Preservation Act of 1974 (as amended); Executive Order Number 11593; Protection and Enhancement of the Cultural Environment; Army Regulations (AR) 200-4, Cultural Resources Management; AR 200-2, Environmental Effects of Army Action; and Archeological Resources Protection Act (ARPA) of 1979, and any other applicable state or local mandates.

In accordance with section 6305 – *Using cooperative agreements* of the *Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), all CESU projects must carry out a public purpose of support or stimulation, instead of acquiring goods or services for the exclusive direct benefit of the United States Government. Examples of carrying out a public purpose may include, but are not limited to, the following:

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

3.3 In accordance with section 6305– *Using cooperative agreements* of the *Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), substantial involvement is expected between the Department of Defense (DoD) and the recipient when carrying out the activity contemplated by the cooperative agreement. The DoD agrees to participate at a national level in support of the CESU program as accepted in the Master MOU for the establishment and continuation of the CESU program Article II 1-4 and Article VI 1-7.

3.5 The installation further (hence DoD) agrees to provide substantial involvement as directed under Article II (A) Great Plains W9126G-10-2-2010, Gulf Coast W9126G-12-2-0019 and Great Rivers W9126G-13-2-0015 to include but are not limited to, the following:

- INSTALLATION is involved in development of study methodology, data gathering, analysis, and/or report writing

- INSTALLATION actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees
- INSTALLATION incurs in-kind or direct expenditures in carrying out the activities specified in the project agreement. Examples include, but are not limited to, the following:
 - Providing computing services
 - Providing staff time to work on the project

4. KNOWLEDGE OF GOVERNMENT POLICY and REGULATIONS

- 4.1. Cooperator Agrees to have an in-depth knowledge of Department of Defense Instruction (DoDI) 4715.3, Environmental Conservation Program; Army Regulation (AR) 200-1, Environmental Protection and Enhancement as it applies to military missions including those associated with JRTC and Fort Polk. AR 200-1 is a site-specific document to JRTC and Fort Polk that compiles and documents compliance and other environmental performance regulations into one consolidated document. The DPW is the proponent agency for AR 200-1 at JRTC and Fort Polk and provides policies for key environmental programs which are described in this document for JRTC and Fort Polk.
- 4.2. Cooperator Agrees to have an in-depth knowledge of the National Environmental Policy Act of 1969 (NEPA); Council on Environmental Quality's (CEQ) NEPA regulations (40 CFR Parts 1500-1508), AR 200-1; DoD and Department of the Army (DOA) policy, 32 CFR part 651 Environmental Analysis of Army Actions: Final Rule, and IMCOM NEPA Practices and Procedures; Endangered Species Act of 1973 (ESA); Sikes Act Improvement Act (16 USC 670 et seq.), Migratory Bird Treaty Act (16 USC 1361 et seq.), Executive Orders (EO) to include but not limited to EO 13112- Invasive Species, Army Policy Guidance for Management and Control of Invasive Species as well as any applicable state regulations. Meeting our government compliance responsibilities requires assistance from all levels of our agency, including decision makers, program managers, interdisciplinary team members, other agencies, cooperators, and contractors.

5. DESCRIPTION OF OBJECTIVES

As shown in the table below, Task 1 Maneuver Damage Support will be funded as the Basic Task each year. Tasks 2 and 4 will be Optional 12 month tasks and may be funded during each year depending on project conditions and needs. Task 3 is optional and will only be funded for 8 months during the Base Year. Tasks 1, 2, 3 and 4 each have extensive scope elements comprised of multiple objectives, technical tasks, technical subtasks, technical qualifications and required deliverables that are described in detail in this section.

Objective/Task	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Task 1 – Maneuver Damage Support	*	*	*	*	*
Task 2 – Infrastructure Maintenance & Environmental Analysis	**	**	**	**	**
Task 3 – Maneuver Damage Database Management	***	**	**	**	**
Task 4 – Vehicle Support	**	**	**	**	**
<p>* Basic Task to be funded each year</p> <p>** Optional Task - may be funded at any time each year while the agreement is active with the exception of the Base Year Optional Task 3</p> <p>*** Optional Task 3 during the Base Year – If exercised this option will be 8 months starting October 1, 2021.</p>					

5.1. TASK 1: MANEUVER DAMAGE SUPPORT

5.1.1. MANEUVER DAMAGE COORDINATION SUPPORT

5.1.1.1. Level of Effort. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation Branch in implementing management guidelines of Conservation Branch programs through NEPA, Maneuver Damage and Mitigation Monitoring, Integrated Natural Resource Management, and Endangered Species Management Programs. Proper management of program resources is necessary to achieve management goals and is critical for overall program success. Maintain a flexible work schedule to conform to CB SOP projects and special events. Provides oversight and expertise to subordinates to ensure project objectives, approaches, and analysis/interpretation are technically sound and consistent with program objectives and needs. Anticipation for completion of Task 1 is (1) or equivalent CFTE annually.

5.1.1.2. Qualifications. Minimum qualification for SUBTASK 1.1 is a BS in environmental science, natural resources, or related field conducive to managing all aspects of a multi-disciplinary environmental management is required. Ability to perform strenuous fieldwork in rugged terrain and weather extremes and ability to utilize a Global Positioning System (GPS) system. Expertise to map locations utilizing Geographic Information System (GIS) using ArcMap. Ability to obtain a valid Louisiana driver's license and drive 4-wheel drive vehicles, ATVs/UTVs. Ability to pass a background investigation. Background check may include, but not limited to, criminal history, national sex offender search, and motor vehicle history. Ability to obtain and maintain a security clearance. Provide proof of U.S. Citizenship. Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration.

5.1.1.3. Supervision. Cooperator will provide a lead coordinator to directly supervise team of up to two (2) or equivalent Maneuver Damage Cooperative personnel. Lead coordinator will utilize human resources tools/resources such as leave requesting and reporting and hour reporting correctly and consistently. Lead coordinator will ensure new personnel are oriented to Program objectives, purpose, and SOPs and trained in technical and administrative/procedural aspects. Lead coordinator provides performance

planning, regular feedback, and annual performance appraisals. Lead coordinator facilitates training and professional development opportunities for personnel. Lead coordinator tracks performance to ensure personnel performance goals are met and participates in personnel searches as needed. Lead coordinator will consolidate Maneuver Damage Quarterly Progress Report (QPR).

5.1.1.4. Coordination with Installation/Environmental Program Personnel.

Directly coordinates the Conservation Branch Maneuver Damage Program. Ensure maneuver damage inspectors are oriented to Program objectives, purpose, and SOPs and trained in technical and administrative/procedural aspects. Cooperator shall coordinate for appropriate number of maneuver damage inspectors no later than 7 days prior to End of Rotational Exercise (ENDEX). Assist with planning and oversight in coordination with the government NEPA, INRMP, Endangered Species, Cultural Resources, and Pest Management Program Managers (PMs) for maneuver damage and mitigation monitoring efforts. Assist with execution aspects of monitoring and managing Maneuver Damage activities in accordance with (IAW) CB approved Standard Operating Procedure (SOP) time-lines and cooperative agreements. Coordinate and conduct maneuver damage inspection refresher course to maneuver damage inspectors on a semi-annual basis. Coordinate with various government staff and other concerned parties, including but not limited to the Endangered Species Program, Cultural Resources Program, Pest Management Program, INRMP (to include botany, non-game, game) Program, NEPA Program, other ENRMD branches and other JRTC and Fort Polk directorates. Collect and report maneuver damage data as required within the SEMP Objectives and Metrics.

5.1.1.5. Sediment Basin Monitoring and Mapping. Develop, coordinate, and execute schedule of sediment basin inspections to provide information for required maintenance to include cleanout, repair, and general routine maintenance (i.e. mowing). Assist with the location and inspection of all Installation sediment basins on an annual basis. Coordinate the development of a prioritized Sediment Basin Maintenance Report. Provide field data and facilitate working group meetings for government staff to provide a venue and provide sufficient facts needed to determine a prioritized maintenance and repair strategy. Maintain prioritized status of sediment basins, in need of maintenance. Support DPW Engineering and Planning Divisions with development of scopes of work by providing information from previous meetings and fieldwork data worksheets. Inspection data shall include GPS data, photographs, inspection data form, and record of topographical features for calculation of capacity for new sediment basins. Inspection of existing sediment basins will include, GPS data, photographs, and inspection data form. Maintenance needs shall be determined by the training intensity, local ground cover loss of the sediment basin's relative watershed, dam/riser stability, extent of sedimentation in basin, and potential impacts to waterways. Sediment basins within intensive training areas shall be inspected semi-annually. All GPS data (to include metadata) shall be submitted to the CB GIS Analyst.

Maintain updated electronic/digital maps of Installation sediment basins on a bi-annual basis or as needed by DPW Engineering and Planning Divisions, C,CB, and CB Ecologist to support the Installation's Range Regulations. Comply with established Installation SOPs and meet due dates and deliverables for projects as directed by the SOPs. Collect and report sediment basin data as required within the SEMP Objectives and Metrics.

5.1.1.6. Stream Crossing Monitoring and Mapping. Coordinate and assist with inspection of all stream crossings and ensure all data is updated and maintained. Coordinate and assist inspection and identification of maintenance needs and repair priority of Installation approved stream crossing sites. Develop reports of any extensively utilized and any unimproved stream crossings to be submitted to C,CB and CB Ecologist for approval and submitted to DPW for hardening of crossing. Coordinate and assist with the development of an Approved Stream Crossing Monitoring Report of prioritized approved stream crossings in need of maintenance or improvement on an annual basis or as needed by DPW Engineering and Planning Divisions, C,CB, and CB Ecologist. Maintain updated electronic/digital maps of approved low-water stream crossing sites on an annual basis or as needed by DPW, C CB, and CB Ecologist to support the Installation's Range Regulations. Maintain/update of stream crossing SOP. Comply with established Installation SOPs and meet due dates and deliverables for projects as directed by the SOPs. Collect and report data as required within the SEMP Objectives and Metrics.

5.1.1.7. Training Roads/Trails Repairs. Coordinate and assist with the inspection of training roads/trails. Maintain collected GIS data of training roads/trails. Coordinate and assist with the development of a Training Roads/Trails Maintenance Report of prioritized training roads/trails in need of maintenance or improvement on a bi-annual basis or as needed by DPW Engineering, C,CB, and CB Ecologist. Maintain updated electronic/digital maps of prioritized training roads/trails on a bi-annual basis or as needed by DPW Engineering, C,CB, and CB Ecologist to support the Installation's utilization requirements.

5.1.1.8. Intensive Use Area (IUA) and Limited Use Area (LUA) Roads Damage Assessment. Coordinate with personnel to inspect and assess training damages to IUA/LUA roads resulting from Army training and coordinate with DPW Engineering to initiate repair of these damages. Develop Damage Assessment Reports and coordinate with DPW Engineering and Planning Divisions and C,CB IAW due dates and established reporting/mapping format.

5.1.1.9. Maneuver Damage Inspections. IAW with established Standard Operating Procedures (SOPs) serve as a team member and inspector for the Installation's Maneuver Damage Program. Perform maneuver damage inspections after training events and major training rotations to determine the extent, location, and degree of natural resources damages. Coordinate rotational clean-up with engineering entities and Range Operations to implement repairs. Attend Range Allocation (RAC) and E+1 meetings to

coordinate with engineering entities and Range Operations. Compile and report damages with determination of preferred remediation and coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions, and G3 to implement repairs. Provide monthly status report for Maneuver Damage Assessment Inspection and Engineer Repair Work. Furnish reports/maps and accurate Maneuver Damage field data sheets to the DPW Engineering and Planning Divisions, G3, C,CB, and CB Ecologist as applicable. Coordinate, develop, and schedule an inspection roster of adequate numbers of environmental inspectors to support post rotational and end of exercise inspections. Develop an up-to-date bi-annual inspection roster. Roster will comply with all due dates and established reporting/mapping formats.

5.1.1.10. Maneuver Corridor Repairs and Maintenance Assessment.

Coordinate all aspects of the maneuver corridor at Fort Polk. In concert with DPW Engineering and Planning Divisions, G3, and Range Operations coordinate inspections and monitoring of Installation infrastructure within the maneuver areas. Infrastructure to be inspected includes but not limited to sediment basins, stream crossings, training roads/trails, real property, ranges and range facilities, landing zones, forward landing strips, drop zones, maintenance and sustainment of access roads and grounds, and erosion issues. Identify, prioritize, coordinate, and provide reports to DPW Engineering and Planning Divisions with sufficient detail of damage assessed to enable these Divisions to develop work order requests or contract scopes of work for repair. Develop and maintain a list of infrastructure repairs. List is to be provided to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist IAW due dates and established reporting/mapping format. Coordinate and assist in the development of Maneuver Corridor Assessment Reports and coordinate with DPW Engineering and Planning Divisions, C,CB, and CB Ecologist as applicable IAW established installation SOPs and meet due dates and deliverables for projects as directed by the SOPs.

5.1.1.11. Maneuver Damage Tracking and Repair Program. Coordinate and provide assistance and input within the Installation Maneuver Damage Tracking and Repair Program. Input maneuver damage inspection, monitoring, and repair data into MADCATS database in the absence of Maneuver Damage Database support. Coordinate and assist in the development of an Annual Installation Monitoring and Repair Report. Report detailed progress of repairs and the Installation entity responsible for repair of identified damages to the DPW Engineering and Planning Divisions, C,CB, and CB Ecologist as applicable. Comply with all due dates and report/map formats that are established.

5.1.1.12. Maneuver Corridor Coordination and Tracking. Coordinate the initiation of repair of maneuver damages from Rotational and home station exercises with DPW Engineering and Planning Divisions and Range Operations and determine effective repairs by on-site monitoring of work. Attend ENDEX meetings and report identified damages and the Installation entity responsible for repair of damages to DPW, C,CB, and CB Ecologist as

applicable. Coordinate and assist in the development of a Maneuver Corridor Repair Initiation Report of the identified deficiencies and the proposed methods of repair or maintenance of the deficiencies to the DPW Engineering and Planning Divisions C,CB, and CB Ecologist as applicable IAW established installation SOPs and meet due dates and deliverables for projects as directed by the SOPs. Track the status of maneuver corridor work to be completed as per requirements of Army Common Levels of Service (CLS) or current reporting method.

5.1.1.13. Preparation of Environmental Documents. In conjunction with DPW Engineering Plans and Services Division, coordinate and assist with environmental documentation (to include NEPA, permitting, 4283s, and maps) for repair of maneuver/maneuver corridor damages, maneuver training area/maneuver corridor deficiencies, and sediment basin, stream crossing, culvert, training roads/trails, and erosion repairs. Key components of this infrastructure includes low water crossings, unimproved trails, and LUA improved roads. Comply with all due dates and establish reporting/mapping formats.

5.1.1.14. Preparation of Work Orders. Coordinate and provide reports to DPW Engineering and Planning Divisions Division with sufficient details to prepare work orders or contract scopes of work for repair of maneuver damages, maneuver training area deficiencies, maneuver corridor and main rotational supply route deficiencies, sediment basin maintenance and repairs, stream crossing maintenance and repairs, and training infrastructure (standing structures, low water crossings, unimproved trails, helipads, drop zones, landing strips, and LUA improved roads) repairs that are required. Comply with all due dates and established reporting/mapping formats.

5.1.1.15. Reverse Osmosis Water Purification Unit (ROWPU) Sites Mapping. Coordinate inspections of ROWPU sites. Sites will be inspected at least twice a year. Maintain a current list of approved ROWPU sites to support Installation Range Regulations. Develop approved ROWPU sites. Maintain updated electronic/digital maps of current ROWPU sites on a bi-annual basis or as needed by DPW Engineering and Planning Division, C,CB, and CB Ecologist.

5.1.1.16. Equipment/Building Maintenance. Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs.

5.1.1.17. Reviews. The government may provide technical reports and documents for review during the performance period for technical review. Review these documents and report comments and recommendations IAW due dates and established Installation SOPs.

5.1.1.18. Reporting. Track, update, and report Common Levels of Support (CLS) or current reporting method, development and review of Standard Operating Procedures (SOP), annual SOP project reports (IAW approved format and SOP time-lines) and weekly program activities for special events and updates.

5.1.1.19. Meetings/Training. Attend weekly meetings to plan and implement projects. Participate in monthly safety briefings. Coordinate, track, and schedule for planning and implementing projects. Attend meetings and conferences to coordinate, brief and gather information for the Conservation Branch to include NEPA, SEMP, and Maneuver Damage. May additionally attend public meetings in support of public scoping requirements under NEPA and prepare and maintain informative displays. Attend all required meetings as determined by the Alternate Contracting Officer's Representative (ACOR) and provide all pertinent information within one business day or as required. Meetings and conferences to be approved by the Fort Polk ACOR.

5.1.1.20. Deliverables. SUBTASK 1.1 deliverables provided in the table below for *MANEUVER DAMAGE COORDINATION SUPPORT*.

Deliverables Table. TASK 1 MANUEVER DAMAGE SUPPORT		
Objectives	Frequency	Tasks
Supervision	Monthly, Quarterly Annual As Needed	Leave requesting and reporting and hour reporting. Consolidate Maneuver Damage QRPs. Personnel Performance Appraisals.
Coordination with Installation/Environmental Program Personnel Annual SOP reports and associated data IAW SOP time-lines	Daily, Weekly, Monthly, Quarterly, Semi-annual, Annually	<i>DAILY</i> (Assist with execution aspects of monitoring and managing Maneuver Damage activities IAW CB approved SOPs, time-lines, and cooperative agreements) <i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY</i> (Assist with planning and oversight in coordination with the government NEPA, INRMP, Endangered Species, Cultural Resources, and Pest Management PMs for maneuver damage and mitigation monitoring efforts) <i>SEMI-ANNUAL</i> (Assist with coordinating and conducting maneuver damage inspection refresher to maneuver damage inspectors)
Sediment Basin Monitoring and Mapping	Weekly, Monthly, Bi-annual, Annually, As Needed	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY</i> (Coordinate inspection of Installation sediment basins, Maintain prioritized status of sediment basins in need of maintenance, Maintain updated electronic/digital maps of sediment basins) <i>BI-ANNUAL AT A MINIMUM</i> (Facilitate meetings with DPW Engineering and Planning Divisions, C,CB, and CB Ecologist, Develop updated electronic/digital maps for the Sediment Basin Report)

Deliverables Table. TASK 1 MANUEVER DAMAGE SUPPORT		
Objectives	Frequency	Tasks
		<p><i>ANNUALLY</i> (Coordinate and assist in development of prioritized Sediment Basin Report, Report/Provide detailed progress of repairs to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist, Provide Sediment Basin Report to C,CB and CB Ecologist).</p> <p><i>AS NEEDED</i> (Provide field data and facilitate working group meeting for government staff to provide a venue and provide sufficient facts to determine maintenance and repair strategy, progress of repairs to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist, Support DPW Engineering and Planning Divisions with development of scopes of work and funding requirements defenses by providing information from previous meetings and field work data worksheets)</p>
Sediment Basin SEMP Reporting	July/August and October/November	1-3.2A – Report sediment basins inspected and maintained are in a functional condition.
	October/November	1-3.2B – Report percent of major repair/new construction projects for sediment basins that were funded during the fiscal year, based on annual project list.
	April /May and July/August	1-3.5A – Report percent of sediment basins that are at or near sediment capacity, based on annual or semi-annual inspection.
	April/May and July/August	1-3.5B – Report percent of sediment basins with a failed dam, or a dam at high risk of failure, based on annual or semi-annual inspection.
Stream Crossing Monitoring and Mapping	Weekly, Monthly, Bi-annual, Annually, As Needed	<p><i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS)</p> <p><i>MONTHLY</i> (Coordinate Inspection of stream crossings, Coordinate identification of maintenance needs and repair priorities, Maintain an Approved Stream Crossing Monitoring Report)</p> <p><i>BI-ANNUAL</i> (Inspect each stream crossing)</p>

Deliverables Table. TASK 1 MANUEVER DAMAGE SUPPORT		
Objectives	Frequency	Tasks
		<i>ANNUALLY, AS NEEDED</i> (Coordinate and assist in the development of an Approved Stream Crossing Monitoring Report of prioritized approved stream crossings in need of maintenance or improvement to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist, Maintain updated electronic/digital maps of approved low-water stream crossings)
Stream Crossing SEMP Reporting	July/August	1.3-1A – Report percent of required stream/wetland crossing maintenance activities completed on time.
	October/November	1.3-1B – Report percent of major repair/new construction projects for stream and wetland crossing structures that were funded during the fiscal year, based on annual project list.
	July/August	1.3-3 – Report annual review and update of approved stream/wetland crossing location map(s) for use by JRTC rotational units (RTU) and home station units (HSU).
	April/May	1.3-4A – Report number of stream/wetland crossings that show erosion at the approach(es), based on annual inspection.
	April/May	1.3-4B – Report number of stream/wetland crossings that show restricted flow, based on annual inspection.
	April/May	1.3-4C – Report number of stream/wetland crossings that require recurring maintenance (“recurring offenders”) to correct either erosion problems at the approach(es) or flow restrictions, based on the results of an annual inspection and an unscheduled inspection event within the same fiscal year, or the results of two consecutive annual inspection events.
Training Roads/Trails Repairs	Weekly, Monthly, Quarterly, Bi-Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS)

Deliverables Table. TASK 1 MANUEVER DAMAGE SUPPORT		
Objectives	Frequency	Tasks
	Annually As Needed	<i>MONTHLY</i> (Coordinate inspections of training roads/trails, Assist with training roads/trails inspections) <i>BI-ANNUAL, AS NEEDED</i> (Maintain Training Roads/Trails Maintenance Report of prioritized training roads/trails in need of maintenance or improvement, Maintain electronic/digital maps of prioritized training roads/trails)
IUA and LUA Roads Damage Assessment	Monthly, Annually, As Needed	<i>MONTHLY, ANNUALLY, AS NEEDED</i> (Coordinate inspections to assess damages to IUA and LUA roads) <i>ANNUALLY, AS NEEDED</i> (Coordinate and assist in the development of Damage Assessment Reports and coordinate with DPW Engineering and Planning Divisions ,C,CB, and CB Ecologist)
Maneuver Damage Inspections	Weekly, Monthly, Quarterly, Bi-annually, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY</i> (Attend Range Allocation (RAC) and E+1 Meetings to Coordinate with Engineering Entities and Range Control; Compile and report damages with determination of preferred remediation and coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions, and DPTMS to implement repairs, Provide monthly status report for Maneuver Damage Assessment Inspection and Engineer Repair Work, Furnish reports/maps and accurate Maneuver Damage field data sheets) <i>BI-ANNUAL</i> (Coordinate, develop, and schedule an inspection roster of adequate numbers of environmental inspectors to support post rotational and end of exercise inspections)
Maneuver Corridor Repairs and Maintenance Assessment.	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY</i> (Coordinate inspection and monitoring of Installation infrastructure within the maneuver areas, Identify and prioritize repairs and maintenance and coordinate with DPW Engineering and

Deliverables Table. TASK 1 MANUEVER DAMAGE SUPPORT		
Objectives	Frequency	Tasks
		Planning Divisions, C,CB, and CB Ecologist to initiate repairs) <i>ANNUALLY</i> (Coordinate and assist with development and maintenance of Maneuver Corridor Assessment Report IAW Installation SOPs, Comply with due dates and deliverables of projects as established in SOPs)
Maneuver Damage Tracking and Repair Program	Weekly Monthly, Quarterly, Annually As Needed	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY, AS NEEDED</i> (Coordinate and provide assistance and input within the Installation Maneuver Damage Tracking and Repair Program, Report detailed progress of repairs and entity responsible for repairs to the DPW Engineering and Planning Divisions ,C,CB, and CB Ecologist) <i>ANNUALLY</i> (Coordinate and assist in the development of an Annual Installation Monitoring and Repair Report, Comply with all due dates and report/map formats that are established)
Maneuver Corridor Coordination and Tracking.	Weekly, Monthly, Quarterly, Annually, As Needed	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY</i> (Coordinate repairs and maintenance with DPW Engineering and Planning Divisions and DPTMS to determine effective repairs, Track the status of maneuver corridor work to be completed) <i>ANNUALLY, AS NEEDED</i> (Coordinate and assist in the development of the Maneuver Corridor Repair Initiation Report of identified deficiencies and proposed methods of repair or maintenance of the deficiencies to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist)
Preparation of Environmental Documents	Monthly, Annually, As Needed	<i>MONTHLY, AS NEEDED</i> (Coordinate and assist with environmental documentation for repair of maneuver/maneuver corridor damages and maneuver training area/maneuver corridor deficiencies) <i>ANNUALLY</i> (Comply with all due dates and report/map formats that are established)

Deliverables Table. TASK 1 MANUEVER DAMAGE SUPPORT		
Objectives	Frequency	Tasks
Preparation of Work Orders	Weekly, Monthly, Quarterly, Annually, As Needed	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY, AS NEEDED</i> (Coordinate and provide DPW Engineering and Planning Divisions detail to develop work orders or contract scopes of work of repair for maneuver damages, maneuver training area deficiencies, and maneuver corridor and main rotational supply route deficiencies and training infrastructure) <i>MONTHLY, ANNUALLY</i> (Comply with all due dates and report/map formats that are established)
Reverse Osmosis Water Purification Unit (ROWPU) Sites Mapping	Monthly, Bi-annual, As Needed	<i>MONTHLY</i> (Coordinate and assist inspections of ROWPU sites, Maintain current list of approved ROWPU sites, Assist with development of approved ROWPU sites) <i>BI-ANNUAL, AS NEEDED</i> (Assist with development of updated electronic/digital maps for the updated ROWPU sites)
Equipment/Building Maintenance	Monthly	<i>MONTHLY, AS NEEDED</i> (Inspect, Clean, and Maintain Vehicles, Dispatches, Equipment, and Government Provided Office)
Reviews	As Needed	<i>AS NEEDED</i> (Assist with the Review of Technical Reports and Documents)
Reporting	Weekly, Monthly, Quarterly, Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Track, Update, and Report Common Levels of Support (CLS) or current reporting method)
Meetings/Training	Weekly, Monthly, As Needed	<i>WEEKLY, MONTHLY, AS NEEDED</i> (Attend Meetings and Conferences to Coordinate, Brief, and Gather Information for CB to include NEPA, SEMP, Maneuver Damage, and INRMP, Attendance of All Required Meetings (i.e. Branch and Division Safety Meetings...))

5.1.2. TASK 2 (OPTIONAL): INFRASTRUCTURE MAINTENANCE, INSPECTION, AND ENVIRONMENTAL ANALYSIS SUPPORT (MANUEVER DAMAGE TECHNICIAN)

5.1.2.1. Level of Effort. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation

Branch in implementing management guidelines of Conservation Branch programs through NEPA, Maneuver Damage and Mitigation Monitoring, Integrated Natural Resource Management, and Endangered Species Management Programs. Cooperator is to provide technical recommendations and professional facilitation with infrastructure and maneuver damage repair activities such as erosion control, land rehabilitation, habitat protection, or post repair inspections. Cooperator is to provide support with development and implementation of watershed plan and assist with the identification and documentation of erosion areas within each watershed and provided recommendations for corrective actions. In the absence of the Maneuver Damage Coordinator shall collect and report maneuver damage data as required within the SEMP Objectives and Metrics. Proper management of program resources is necessary to achieve management goals and is critical for overall program success. Maintain a flexible work schedule to conform to CB SOP projects and special events. Anticipation for completion of Task 2 is (1) or equivalent CFTE annually.

- 5.1.2.2. Qualifications.** Minimum qualification for Task 2 is a BS in environmental science, biological science, natural resources, or related field conducive to managing all aspects of a multi-disciplinary environmental management is required. Ability to perform strenuous fieldwork in rugged terrain and weather extremes and ability to utilize a Global Positioning System (GPS) system. Expertise to map locations utilizing Geographic Information System (GIS) using ArcMap. Ability to obtain a valid Louisiana driver's license and drive 4-wheel drive vehicles, ATVs/UTVs. Ability to pass a background investigation. Background check may include, but not limited to, criminal history, national sex offender search, and motor vehicle history. Ability to obtain and maintain a security clearance. Provide proof of U.S. Citizenship. Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration.
- 5.1.2.3. Training Infrastructure Monitoring.** In concert with DPW Engineering and Planning Divisions, G3, and Directorate of Plans, Training, Mobilization and Security (DPTMS) inspect and monitor Installation infrastructure (training roads/trails, sediment basins, stream crossings, culverts, maneuver damages, erosion) within the maneuver areas. Provide reports to these entities with sufficient detail of damage assessed to enable them to develop work order requests or contract scopes of work for repair. Develop and maintain a list of infrastructure repairs. Report detailed progress of repairs to the DPW Engineering and Planning Divisions, C,CB, and CB Ecologist. Comply with all due dates and report/map formats that are established.
- 5.1.2.4. Sediment Basin Monitoring and Mapping.** Annually locate and inspect all Installation sediment basins. Collect location, GPS data, photographs, complete inspection form, and record topographical features for calculation of capacity for new sediment basins. Conduct annual inspection of all existing sediment basins and conduct semi-annual inspection of all sediment basins within intensive training areas. Shall determine sediment basin maintenance and repairs by training intensity, local ground cover loss of the sediment

basin's relative watershed, dam/riser stability, extent of sedimentation in basin, and potential impacts to waterways. Data (to include metadata) collected shall be coordinated with the Maneuver Damage Coordinator for submittal to CB GIS Analyst. Maintain current GIS data for sediment basins. Develop a prioritized Sediment Basin Maintenance Report for coordination with Maneuver Damage Coordinator and submittal of report. Provide field inspection data to installation entities (DPW Engineering and Planning) to determine required maintenance activities to include cleanout, repair, and general routine maintenance (i.e. mowing). Attend working group meetings provide sufficient facts needed to determine a prioritized maintenance and repair strategy. Maintain a prioritized status of sediment basins, in need of maintenance. Assist DPW Engineering and Planning Divisions with development of scopes of work by providing information from previous meetings and field inspection data worksheets. Maintain updated electronic/digital maps of Installation sediment basins on a bi-annual basis or as needed by DPW Engineering and Planning Divisions, C,CB, and CB Ecologist to support the Installation's Range Regulations. Comply with established Installation SOPs and meet due dates and deliverables for projects as directed by the SOPs. Assist the Maneuver Damage Coordinator in the collection and reporting sediment basin data as required with the SEMP Objectives and Metrics.

5.1.2.5. Stream Crossing Monitoring and Mapping. Annually locate and inspect all Installation stream crossings by each December. Update and maintain all stream crossing field inspection data. Inspect and identify maintenance needs and repair priority of Installation approved stream crossing sites. Develop and submit reports of any extensively utilized or any unimproved stream crossings to the Maneuver Damage Coordinator and to C,CB for approval and submittal to DPW for hardening. Coordinate and assist with the development of an Approved Stream Crossing Monitoring Report of prioritized approved stream crossings in need of maintenance or improvement on an annual basis or as needed by DPW Engineering and Planning Divisions, C,CB, and CB Ecologist. Maintain updated electronic/digital maps of approved low-water stream crossing sites on an annual basis or as needed by DPW, C,CB, and CB Ecologist to support the Installation's Range Regulations. Development and maintenance of stream crossing SOPs and comply with established Installation SOPs and meet due dates and deliverables for projects as directed by the SOPs. Assist the Maneuver Damage Coordinator in the collection and reporting stream crossing data as required with the SEMP Objectives and Metrics.

5.1.2.6. Training Roads/Trails Repairs. Inspect training roads/trails. Collect and maintain GIS data of training roads/trails. Develop and maintain a Training Roads/Trails Maintenance Report of prioritized training roads/trails in need of maintenance or improvement on a bi-annual basis or as needed by DPW Engineering and Planning Divisions, C,CB, and CB Ecologist. Maintain updated electronic/digital maps of prioritized training roads/trails on

a bi-annual basis or as needed by DPW Engineering and Planning Divisions, C,CB, and CB Ecologist to support the Installation's Range Regulations.

5.1.2.7. Intensive Use Area (IUA) and Limited Use Area (LUA) Roads

Damage Assessment. Inspect and assess damages to IUA/LUA roads resulting from Army training and coordinate with DPW Engineering and Planning Divisions to initiate repair of these damages. Develop Damage Assessment Reports and coordinate with DPW Engineering and Planning Divisions, C,CB, and CB Ecologist IAW due dates and established reporting/mapping format.

5.1.2.8. Maneuver Corridor Repairs and Maintenance Assessment (all aspects of the maneuver corridor at Fort Polk).

Identify and Prioritize repairs and maintenance and coordinate with the DPW Engineering and Planning Divisions, G3, and Directorate of Plans, Training, Mobilization and Security (DPTMS) to initiate repair of these damages. Develop a Maneuver Corridor Assessment Reports and coordinate with DPW Engineering and Planning Divisions, C,CB, and CB Ecologist as applicable IAW established installation SOPs and meet due dates and deliverables for projects as directed by the SOPs.

5.1.2.9. Maneuver Damage Tracking and Repair Program.

Assist with the coordination of repairs with the Installation Maneuver Damage Tracking and Repair Program. Develop Annual Installation Monitoring and Repair Report. Report detailed progress of repairs and the Installation entity responsible for repair of identified damages to the DPW Engineering and Planning Divisions, C,CB, and CB Ecologist as applicable. Comply with all due dates and report/map formats that are established.

5.1.2.10. Maneuver Corridor Coordination and Tracking.

Assist with the coordination of repairs and maintenance with DPW Engineering and Planning Divisions and DPTMS and determine effective repairs by on-site monitoring of work. Track the status of maneuver corridor work to be completed as per requirements of Army Common Levels of Service (CLS) or current reporting method. Develop Maneuver Corridor Repair Initiation Report of the identified deficiencies and the proposed methods of repair or maintenance of the deficiencies to the DPW Engineering and Planning Divisions, C,CB, and CB Ecologist as applicable IAW established installation SOPs and meet due dates and deliverables for projects as directed by the SOPs.

5.1.2.11. Maneuver Damage Inspections.

IAW with established Standard Operating Procedures (SOPs) serve as a team member and inspector for the Installation's Maneuver Damage Program. Perform maneuver damage inspections after training events and major training rotations to determine the extent, location, and degree of natural resources damages. Compile and report damages to the Maneuver Damage Coordinator with determination of preferred remediation and coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions, and DPTMS to implement repairs. Provide monthly status report for Maneuver Damage Assessment Inspection and Engineer Repair Work. Furnish reports/maps and accurate Maneuver Damage field data sheets to the DPW Engineering and Planning Divisions, DPTMS, C,CB, and CB Ecologist as applicable. Attend E+1 meetings to

coordinate with engineering entities, DPW Engineering and Planning Divisions and DPTMS. Comply with all due dates and report/map formats that are established.

5.1.2.12. Other Training Infrastructure Monitoring. In concert with DPW Engineering and Planning Divisions inspect and monitor Installation infrastructure within the maneuver areas. Provide reports to DPW Engineering and Planning Divisions with sufficient detail of damage assessed to enable these Divisions to develop work order requests or contract scopes of work for repair. Develop and maintain a list of infrastructure repairs. Infrastructure to be inspected includes but not limited to real property, ranges and range facilities, landing zones, forward landing strips, drop zones, maintenance and sustainment of access roads and grounds, and erosion issues. List is to be provided to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist IAW due dates and established reporting/mapping format.

5.1.2.13. Preparation of Environmental Documents. In conjunction with DPW Engineering Plans and Services Division, assist with environmental documentation (to include NEPA, permitting, 4283s, and maps) for repair of maneuver/maneuver corridor damages, maneuver training area/maneuver corridor deficiencies, and sediment basin, stream crossing, culvert, training roads/trails, and erosion repairs. The key components of this infrastructure includes low water crossings, unimproved trails, and LUA improved roads. Comply with all due dates and establish reporting/mapping formats.

5.1.2.14. Preparation of Work Orders. Provide reports to DPW Engineering and Planning Divisions Division with sufficient details to develop to prepare work orders or contract scopes of work for repair of maneuver damages, maneuver training area deficiencies, maneuver corridor and main rotational supply route deficiencies, sediment basin maintenance and repairs, stream crossing maintenance and repairs, and training infrastructure (standing structures, low water crossings, unimproved trails, helipads, drop zones, landing strips, and LUA improved roads) repairs that are required. Comply with all due dates and established reporting/mapping formats.

5.1.2.15. Watershed Monitoring Plan and Implementation. Implement watershed monitoring plan for Fort Polk, Peason Ridge, and USFS Intensive Use Area (IUA), Limited Use Area (LUA), and Special Limited Use Area (SLUA), also known as “Horse’s Head”, as part of the erosion control component of the INRMP. Identify and document (GIS data) erosion areas within each watershed. Prioritize projects within and across watersheds to correct problem areas, based on training and environmental considerations and overall watershed erosion rates. Provide reports with sufficient detail of damage assessed to assist with the development of corrective action requirements with DPW Engineering and Planning Divisions and Range Operations to enable work order requests or other contract scopes of work for repairs. Monitor, track, and document corrective actions. Update C,CB and CB Ecologist on status of watershed SEMP objectives on a quarterly basis. Perform annual review of watershed plans and update as required within the INRMP.

- 5.1.2.16. GIS Support and Mapping.** Identify damage to natural resources, monitor and track mitigation/repair efforts, and prepare documentation for additional training activities by providing GIS assistance to track mitigation and repair. GIS support includes infrastructure, maneuver damage, low water crossings, stream crossings, sediment basins, culverts, roads, trails, and unimproved grounds. Attend and participate in monthly meetings with NEPA (Maneuver Damage and SEMP), INRMP, and CB GIS Support to ensure database layers are current and up-to-date and IAW with all plans, projects, and SOPs.
- 5.1.2.17. Equipment/Building Maintenance.** Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs.
- 5.1.2.18. Reviews.** The government may provide technical reports and documents for review during the performance period for technical review. Review these documents and report comments and recommendations IAW due dates and established Installation SOPs.
- 5.1.2.19. Reporting.** Track, update, and report Common Levels of Support (CLS) or current reporting method, development and review of Standard Operating Procedures (SOP), annual SOP project reports (IAW approved format and SOP time-lines) and weekly program activities for special events and updates.
- 5.1.2.20. Meetings/Training.** Attend weekly meetings to plan and implement projects. Participate in monthly safety briefings. Coordinate, track, and schedule for planning and implementing projects. Attend meetings and conferences to coordinate, brief and gather information for the Conservation Branch to include NEPA, SEMP, Maneuver Damage, and INRMP. May additionally attend public meetings in support of public scoping requirements under NEPA and prepare and maintain informative displays. Attend all required meetings as determined by the ACOR and provide all pertinent information within one business day or as required. Meetings and conferences to be approved by the Fort Polk ACOR.
- 5.1.2.21. Deliverables.** OPTION 1.1 deliverables provided in the table below for *INFRASTRUCTURE MAINTENANCE, INSPECTION, AND ENVIRONMENTAL ANALYSIS SUPPORT*.

Deliverables Table. Task 2 (Optional) INFRASTRUCTURE MAINTENANCE, INSPECTION, AND ENVIRONMENTAL ANALYSIS SUPPORT		
Objectives	Frequency	Tasks
Infrastructure Monitoring	Weekly, Monthly, Annually, As Needed	<i>WEEKLY</i> (Inspect and monitor Installation infrastructures within the maneuver area) <i>MONTHLY</i> (Provide reports of sufficient detail of damage assessed to DPW Engineering and Planning Divisions, G3, and DPTMS, Develop and maintain a list of infrastructure repairs, Report detailed progress

Deliverables Table. Task 2 (Optional) INFRASTRUCTURE MAINTENANCE, INSPECTION, AND ENVIRONMENTAL ANALYSIS SUPPORT		
Objectives	Frequency	Tasks
		of repairs to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist) <i>ANNUALLY, AS NEEDED</i> (Provide list and progress of repairs and status to C,CB and CB Ecologist)
Sediment Basin Monitoring	Monthly, Bi-annual, Annual, As Needed	<i>MONTHLY</i> (Inspect Installation sediment basins, Collect and maintain current GIS data for sediment basins, Develop a prioritized Sediment Basin Report, Maintain a prioritized status of sediment basins) <i>BI-ANNUAL AT A MINIMUM</i> (Facilitate meetings with DPW Engineering and Planning Divisions, C,CB, and CB Ecologist) <i>ANNUALLY</i> (Report/Provide detailed progress of repairs to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist, Provide Sediment Basin Report to C,CB and CB Ecologist) <i>AS NEEDED</i> (Provide field data and facilitate working group meeting for government staff to provide a venue and provide sufficient facts to determine maintenance and repair strategy, progress of repairs to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist, Support DPW Engineering and Planning Divisions with development of scopes of work and funding requirements defenses by providing information from previous meetings and field work data worksheets)
Sediment Basin Mapping	Monthly, Bi-annual, As Needed	<i>MONTHLY/AS NEEDED</i> (Maintain updated electronic/digital maps of sediment basins) <i>BI-ANNUAL</i> (Develop updated electronic/digital maps for the Sediment Basin Report)
Sediment Basin SEMP Reporting	July/August and October/ November October/November	1-3.2A – Report sediment basins inspected and maintained are in a functional condition. 1-3.2B – Report percent of major repair/new construction projects for sediment basins that were funded during the fiscal year, based on annual project list.

Deliverables Table. Task 2 (Optional) INFRASTRUCTURE MAINTENANCE, INSPECTION, AND ENVIRONMENTAL ANALYSIS SUPPORT		
Objectives	Frequency	Tasks
	April /May and July/August	1-3.5A – Report percent of sediment basins that are at or near sediment capacity, based on annual or semi-annual inspection.
	April/May and July/August	1-3.5B – Report percent of sediment basins with a failed dam, or a dam at high risk of failure, based on annual or semi-annual inspection.
Stream Crossing Monitoring	Weekly, Monthly, Quarterly, Bi-annual Annually As Needed	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY</i> (Identify maintenance needs and repair priorities, Maintain an Approved Stream Crossing Monitoring Report) <i>BI-ANNUAL</i> (Inspect each stream crossing) <i>ANNUALLY, AS NEEDED</i> (Develop an Approved Stream Crossing Monitoring Report of prioritized approved stream crossings in need of maintenance or improvement to DPW Engineering and Planning, C,CB, and CB Ecologist)
Stream Crossing Mapping	Annually, As Needed	<i>ANNUALLY, AS NEEDED</i> (Maintain updated electronic/digital maps of approved low-water stream crossings)
Stream Crossing SEMP Reporting	July/August	1.3-1A – Report percent of required stream/wetland crossing maintenance activities completed on time.
	October/November	1.3-1B – Report percent of major repair/new construction projects for stream and wetland crossing structures that were funded during the fiscal year, based on annual project list.
	July/August	1.3-3 – Report annual review and update of approved stream/wetland crossing location map(s) for use by JRTC rotational units (RTU) and home station units (HSU).
	April/May	1.3-4A – Report number of stream/wetland crossings that show erosion at the approach(es), based on annual inspection.
	April/May	

Deliverables Table. Task 2 (Optional) INFRASTRUCTURE MAINTENANCE, INSPECTION, AND ENVIRONMENTAL ANALYSIS SUPPORT		
Objectives	Frequency	Tasks
	April/May	<p>1.3-4B – Report number of stream/wetland crossings that show restricted flow, based on annual inspection.</p> <p>1.3-4C – Report number of stream/wetland crossings that require recurring maintenance (“recurring offenders”) to correct either erosion problems at the approach(es) or flow restrictions, based on the results of an annual inspection and an unscheduled inspection event within the same fiscal year, or the results of two consecutive annual inspection events.</p>
Training Roads/Trails Repairs	Weekly, Monthly, Quarterly, Bi-Annual Annually As Needed	<p><i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS)</p> <p><i>MONTHLY</i> (Inspect training roads/trails,)</p> <p><i>BI-ANNUAL, AS NEEDED</i> (Collect and maintain Training Roads/Trails Maintenance Report of prioritized training roads/trails in need of maintenance or improvement)</p>
IUA and LUA Roads Damage Assessment	Monthly, Annually, As Needed	<p><i>MONTHLY, ANNUALLY, AS NEEDED</i> (Inspect and assess damages to IUA and LUA roads)</p> <p><i>ANNUALLY, AS NEEDED</i> (Develop Damage Assessment Reports and coordinate with DPW Engineering and Planning Divisions, C,CB, and CB Ecologist)</p>
Maneuver Corridor Repairs and Maintenance Assessment	Weekly, Monthly, Quarterly, Annually	<p><i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS)</p> <p><i>WEEKLY, MONTHLY</i> (Identify and prioritize repairs and maintenance and coordinate with DPW Engineering and Planning Divisions and C,CB to initiate repairs)</p> <p><i>ANNUALLY</i> (Develop and maintain a Maneuver Corridor Assessment Report IAW Installation SOPs, Comply with due dates and deliverables of projects as established in SOPs)</p>
Maneuver Damage Tracking and Repair Program	Weekly, Monthly, Quarterly, Annually As Needed	<p><i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS)</p> <p><i>MONTHLY, AS NEEDED</i> (Coordinate repairs with Installation Maneuver Damage Tracking and Repair Program, Report detailed progress</p>

Deliverables Table. Task 2 (Optional) INFRASTRUCTURE MAINTENANCE, INSPECTION, AND ENVIRONMENTAL ANALYSIS SUPPORT		
Objectives	Frequency	Tasks
		of repairs and entity responsible for repairs to the DPW Engineering and Planning Divisions, C,CB, and CB Ecologist) <i>ANNUALLY</i> (Develop Annual Installation Monitoring and Repair Report, Comply with all due dates and report/map formats that are established)
Maneuver Corridor Coordination and Tracking	Weekly, Monthly, Quarterly, Annually, As Needed	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY</i> (Coordinate repairs and maintenance with DPW Engineering and Planning Divisions and DPTMS to determine effective repairs, Track the status of maneuver corridor work to be completed) <i>ANNUALLY, AS NEEDED</i> (Develop Maneuver Corridor Repair Initiation Report of identified deficiencies and proposed methods of repair or maintenance of the deficiencies to DPW Engineering and Planning, C,CB, and CB Ecologist)
Maneuver Damage Inspections	Weekly, Monthly, Quarterly, Annually	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY</i> (Perform inspections to determine extent, location, and degree of natural resources damages, Compile and Report Damages to Maneuver Damage Coordinator with determination of preferred remediation, Coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions and DPTMS; Provide status report for Maneuver Damage Assessment Inspection and Engineer Repair Work, Furnish reports/maps and accurate Maneuver Damage field data to DPW Engineering and Planning Divisions, DPTMS, C,CB, and CB Ecologist as applicable, Attend E+1 Meetings to Coordinate with Engineering Entities) <i>ANNUALLY</i> (Comply with all due dates and established reporting/mapping formats)
Other Training Infrastructure Monitoring (includes but not limited	Weekly, Monthly, Annually,	<i>WEEKLY</i> (Inspect and monitor Installation infrastructures within the maneuver area)

Deliverables Table. Task 2 (Optional) INFRASTRUCTURE MAINTENANCE, INSPECTION, AND ENVIRONMENTAL ANALYSIS SUPPORT		
Objectives	Frequency	Tasks
to real property, ranges, range facilities, landing zones, forward landing strips, drop zones, maintenance and sustainment of access roads and grounds, and erosion issues)	As Needed	<i>MONTHLY</i> (Provide reports of sufficient detail of damage assessed to DPW Engineering and Planning Divisions, G3, and DPTMS, Develop and maintain a list of infrastructure repairs, Report detailed progress of repairs to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist) <i>ANNUALLY, AS NEEDED</i> (Provide list and progress of repairs and status to C,CB and CB Ecologist)
Preparation of Environmental Documents	Monthly, Quarterly, Annually, As Needed	<i>MONTHLY, AS NEEDED</i> (Prepare environmental documentation for repair of maneuver/maneuver corridor damages and maneuver training area/maneuver corridor deficiencies) <i>MONTHLY, ANNUALLY</i> (Comply with all due dates and report/map formats that are established)
Preparation of Work Orders	Weekly, Monthly, Quarterly, Annually, As Needed	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY, AS NEEDED</i> (Provide DPW Engineering and Planning Divisions detail to develop work orders or contract scopes of work of repair for maneuver damages, maneuver training area deficiencies, and maneuver corridor and main rotational supply route deficiencies and training infrastructure) <i>MONTHLY, ANNUALLY</i> (Comply with all due dates and report/map formats that are established)
Watershed Plan and Implementation	Monthly, Quarterly, Annually, As Needed	<i>MONTHLY</i> (Develop Fort Polk watershed management plans, Identify and document erosion within each watershed, Develop and prioritize projects within and across watersheds, Develop prioritization of land rehabilitation and maintenance activities, Coordinate corrective action requirements with DPW Engineering and Planning Divisions and DPTMS to enable work order requests or contract scopes of work for repairs, Monitor, track, and document corrective actions)

Deliverables Table. Task 2 (Optional) INFRASTRUCTURE MAINTENANCE, INSPECTION, AND ENVIRONMENTAL ANALYSIS SUPPORT		
Objectives	Frequency	Tasks
		<i>QUARTERLY</i> , AS NEEDED (Update C,CB and CB Ecologist on status of watershed SEMP objectives) <i>ANNUALLY</i> (Assist in annual review of watershed plans and update as required within the INRMP)
GIS Support and Mapping	Monthly As Needed	<i>MONTHLY, AS NEEDED</i> (Identify damages to natural resources, Monitor mitigation/repair efforts, and preparation of additional training activities, Provide GIS assistance to track mitigation and repair, Attend meetings with NEPA (Maneuver Damage and SEMP), INRMP, and CB GIS Support to ensure database layers are up-to-date and IAW with all plans, projects and SOPs)
Equipment/Building Maintenance	Monthly As Needed	<i>MONTHLY, AS NEEDED</i> (Inspect, Clean, and Maintain Vehicles, Dispatches, Equipment, and Government Provided Office)
Reviews	As Needed	<i>AS NEEDED</i> (Review of Technical Reports and Documents)
Reporting	Weekly, Monthly, Quarterly, Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Track, Update, and Report Common Levels of Support (CLS) or current reporting method) <i>ANNUALLY</i> (Develop, Review, and Update SOPs, and Annual SOP project reports)
Meetings/Training	Weekly, Monthly, As Needed	<i>WEEKLY, MONTHLY, AS NEEDED</i> (Attend Meetings and Conferences to Coordinate, Brief, and Gather Information for CB to include NEPA, SEMP, Maneuver Damage, and INRMP, Attendance of All Required Meetings (i.e. Branch and Division Safety Meetings...)

5.1.3. TASK 3 (OPTIONAL): MANEUVER DAMAGE DATABASE MANAGEMENT SUPPORT

5.1.3.1. Level of Effort. As an independent cooperator and not as an agent of the Government, provide support necessary to assist the Fort Polk Conservation Branch in implementing management guidelines of Conservation Branch programs through NEPA, Maneuver Damage and Mitigation Monitoring, Integrated Natural Resource Management, and Endangered Species Management Programs. Cooperator is will collect, transcribe, and enter maneuver damage field data into a database and apply data to generate graphs,

charts, reports, and presentations as necessary to provide information support. Maintain a flexible work schedule to conform to special projects/event requests and to facilitate the collection of maneuver damage data. Anticipation for completion of Task 3 is (1) CFTE annually.

5.1.3.2. Qualifications. Minimum qualification for Task 3 is a high school diploma, equivalent, 4-year professional or military experience in the field of database management, monitoring impacts due to military training, erosion control, and sustainment of training lands is required. Ability to perform strenuous fieldwork in rugged terrain and weather extremes and ability to utilize a Global Positioning System (GPS) system. Expertise to map locations utilizing Geographic Information System (GIS) using ArcMap. Ability to obtain a valid Louisiana driver's license and drive 4-wheel drive vehicles, ATVs/UTVs. Ability to pass a background investigation. Background check may include, but not limited to, criminal history, national sex offender search, and motor vehicle history. Ability to obtain and maintain a security clearance. Provide proof of U.S. Citizenship. Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration.

5.1.3.3. Coordination with Installation/Environmental Program Personnel: Assist with coordination of installation efforts to manage and maintain maneuver damage data through Conservation Branch approved Maneuver Damage SOPs and cooperative agreement in direct coordination with the Maneuver Damage Coordinator. Coordination includes various ENRMD personnel and other concerned parties, including to the Maneuver Damage Program, Cultural Resources Program, Pest Program, Endangered Species Program, NEPA Program, and other ENRMD branches and other JRTC-Fort Polk directorates. Collect and report maneuver damage data as required within the SEMP Objectives and Metrics.

5.1.3.4. Maneuver Damage, Compliance, and Tracking System (MADCATS) Management: Serve as database manager for input of maneuver damage inspection, monitoring, and repair data. Develop monitoring reports in accordance with MADCATS and maneuver damage SOPs and protocol. Provide technical assistance with the maneuver damage database as needed to ensure data is inputted correctly assimilated and modeled to produce accurate reports.

5.1.3.5. Maneuver Inspections: Assist with maneuver damage inspections on both Army and USFS lands after training events and major training rotations and attend associated meetings/briefs following training exercises.

5.1.3.6. Equipment/Building Maintenance. Track and record equipment location and use as appropriate. As appropriate, conduct required inspections and maintenance/cleaning on vehicles, equipment, dispatches, and government provided office space IAW timelines and Installation SOPs.

5.1.3.7. Meetings/Training. Attend meetings and conferences to coordinate, brief, and gather information for the Conservation Branch. Attend all required meetings as determined by the ACOR and provide all pertinent information

within one business day or as required. Meetings and conferences to be approved by the Fort Polk ACOR.

5.1.3.8. Deliverables. OPTION 1.2 deliverables provided in the table below for *MANEUVER DAMAGE DATABASE SUPPORT*.

Deliverables Table. Task 3 (Optional) MANEUVER DAMAGE DATABASE SUPPORT		
Objectives	Frequency	Tasks
Data Entry and Coordination	Weekly, Monthly, Annually, As Needed	<i>WEEKLY</i> (Data entry into MADCATS program) <i>MONTHLY</i> (Provide reports of sufficient detail of damage assessed to DPW Engineering and Planning Divisions, G3, and DPTMS, Develop and maintain a list of infrastructure repairs, Report detailed progress of repairs to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist) <i>ANNUALLY, AS NEEDED</i> (Provide list and progress of repairs and status to C,CB and CB Ecologist)
Maneuver Damage Tracking and Repair Program	Weekly, Monthly, Quarterly, Annually As Needed	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY, AS NEEDED</i> (Coordinate repairs with Installation Maneuver Damage Tracking and Repair Program, Report detailed progress of repairs and entity responsible for repairs to the DPW Engineering and Planning Divisions, C,CB, and CB Ecologist). <i>ANNUALLY</i> (Develop Annual Installation Monitoring and Repair Report, Comply with all due dates and report/map formats that are established)
Maneuver Corridor Coordination and Tracking	Weekly, Monthly, Quarterly, Annually, As Needed	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Assist with reporting CLS) <i>MONTHLY</i> (Coordinate repairs and maintenance with DPW Engineering and Planning Divisions and DPTMS to determine effective repairs, Track the status of maneuver corridor work to be completed) <i>ANNUALLY, AS NEEDED</i> (Develop Maneuver Corridor Repair Initiation Report of identified deficiencies and proposed methods of repair or maintenance of the deficiencies to DPW Engineering and Planning Divisions, C,CB, and CB Ecologist).
Maneuver Damage Inspections	Monthly	<i>MONTHLY</i> (Perform inspections to determine extent, location, and degree of natural resources damages, Compile and Report Damages to Maneuver Damage Coordinator with determination

Deliverables Table. Task 3 (Optional) MANEUVER DAMAGE DATABASE SUPPORT		
Objectives	Frequency	Tasks
		of preferred remediation, Coordinate rotational clean-up with engineering entities, DPW Engineering and Planning Divisions and DPTMS; Provide status report for Maneuver Damage Assessment Inspection and Engineer Repair Work, Furnish reports/maps and accurate Maneuver Damage field data to DPW Engineering and Planning Divisions, DPTMS, C,CB, and CB Ecologist as applicable, Attend E+1 Meetings to Coordinate with Engineering Entities) <i>ANNUALLY</i> (Comply with all due dates and established reporting/mapping formats)
Equipment/Building Maintenance	Monthly As Needed	<i>MONTHLY, AS NEEDED</i> (Inspect, Clean, and Maintain Vehicles, Dispatches, Equipment, and Government Provided Office)
Reviews	As Needed	<i>AS NEEDED</i> (Review of Technical Reports and Documents)
Reporting	Weekly, Monthly, Quarterly, Annual	<i>WEEKLY, MONTHLY, QUARTERLY, ANNUALLY</i> (Track, Update, and Report Common Levels of Support (CLS) or current reporting method) <i>ANNUALLY</i> (Develop, Review, and Update SOPs, and Annual SOP project reports)
Meetings/Training	Weekly, Monthly, As Needed	<i>WEEKLY, MONTHLY, AS NEEDED</i> (Attend Meetings and Conferences to Coordinate, Brief, and Gather Information for CB to include NEPA, SEMP, Maneuver Damage, and INRMP, Attendance of All Required Meetings (i.e. Branch and Division Safety Meetings...)

5.1.4. TASK 4 (OPTIONAL): VEHICLE SUPPORT

5.1.4.1. Level of Effort: Cooperator will provide one (1) 4 X 4 vehicle with winch and necessary support accessories for all-weather terrain.

- 6. GOVERNMENT HOLIDAYS.** Maneuver damage inspection and data input are time sensitive and therefore the Cooperative must have a flexible work schedule to support JRTC-Fort Polk Mission and may be expected to work designated government holidays if a government ACOR is available. Below is the list of designated government holidays.

New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any days granted by the Cooperator other than the listed Government furnished holidays will be at the expense of the Cooperator and the Cooperator will annotate these dates in the Quarterly Progress Report (QPR) to the Contracting Officer Representative (COR). Funding for additional days by the Cooperator is not programmed for the scope of this agreement.

- 7. REQUIREMENTS.** Must be able to attain a Common Access Card (CAC) and Local Access Network (LAN) account to work on a government network. CAC holders must minimally have an initiated National Agency Check with Written Inquiries (NACI) and a favorable completion of a Federal Bureau of Investigation (FBI) fingerprint check, or a DoD-determined equivalent investigation, or a higher level security clearance. With the exception of Affiliated Volunteers requiring network access, employees who are only required to have an initiated National Agency Check (NAC), and a favorable completion of an automated FBI National Criminal History Check (fingerprint check). If the NACI process is completed and employees are not approved, a CAC, will be revoked. Must be able to complete a System Authorization Access Request (SAAR) DD Form 2875 and initial baseline training for operation security and computer security training. If these requirements are not completed a LAN or email account cannot be granted.
- 8. COOPERATOR FURNISHED EQUIPMENT.** Cooperator will furnish necessary equipment and supplies to inspect, identify, and monitor damaged sites and inspect and monitor infrastructure (environmentally sensitive sites, roads, trails, sediment basins, low water crossings, and ROWPUs/TWPS. Four-wheel drive equipment (ATV/UTV) capable of accomplishing inspecting and monitoring activities within a rugged terrain, laptop computers (to include mobile hotspot, Wi-Fi router or compatible device for mobile internet access); Cellular phone and monthly service; Handheld GPS Unit (good to a meter accuracy); Safety Equipment (First Aid Kit, Fire Extinguisher, Jumper Cables, Safety Triangles, Boots, Eye protection, Gloves, Ear protection, Respiratory, Hardhat, and Any other required PPE); GIS Software compatible with Government Operating Systems; pdf or other editing software compatible with Government Operating Systems.
- 9. PURCHASES OF NON-GOVERNMENT FURNISHED PROPERTY.** The Cooperator will be responsible for the purchase of personal safety items, office supplies, field supplies, signage, GPS Trimble handhelds and accessories (Trimble GPS computer software and maintenance), and ArcGIS.
- 10. TRAVEL.** May be required to travel to other locations to attend training, meetings, and /or conferences. The cooperator should coordinate any anticipated travel with Fort Polk in order to determine if it will benefit regional natural resource goals and to assure that travel will not adversely affect project execution that could impact military missions. Funding for travel is included in the scope of this agreement. Additionally, may be required to conduct aerial surveys using installation aviation assets.
- 11. GOVERNMENT FURNISHED INFORMATION AND EQUIPMENT.**
 - 11.1. Two (2) vehicles will be provided to assist with this cooperative agreement. Use of office space and access to Fort Polk network is necessary to complete the work

associated with this agreement; Copies of or access to all data files, maps, aerial photography, satellite imagery, reports, studies, and Army Regulations available at JRTC-Fort Polk that are relevant to the work.

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

12. PERIOD OF PERFORMANCE and OPTIONS. The Base Period of Performance for this agreement must start no later than 12 June 2021. The Base Period of Performance will include the following elements:

- Task 1 Basic Tasks – will be 12 months from date of award
- Task 2 (Optional) – will be 12 months from date of award
- Task 3 (Optional) – will be 8 months starting October 1, 2021
- Task 4 (Optional) – will be 12 months from date of award

13. Option Periods. This agreement will include Four 12-month Optional Periods that will be awarded based on project conditions and needs. Each of the Optional Periods will include the following elements:

- Task 1 Basic Tasks – will be 12 months from date of award
- Task 2 (Optional) – will be 12 months from date of award
- Task 3 (Optional) – will be 12 months from date of award
- Task 4 (Optional) – will be 12 months from date of award

14. COORDINATION

USACE Fort Worth District POC
Environmental Agreements Project Manager
Kathy Mitchell
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JRTC and Fort Polk Conservation Branch POC(s)
Chief, Conservation Branch
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Conservation Branch Ecologist
Allison Cedars

15. DELIVERABLES

- 15.1. Detailed descriptions of any required deliverables (reports, plans, etc.), formats and delivery schedules/ frequency are found within each TASK description as a Deliverables Tables (See section 5.0 above).
- 15.2. Progress Reports - Four (4) Quarterly Status Reports due by the third week of the month following the end of the quarter describing progress on the project. The report shall be due as of the last day of the third month (**quarterly**) and shall be transmitted via electronic mail to SWF-CESU-INVOICE@usace.army.mil, no later than the 10th calendar day following the end of the reporting period. The report must include all information identified in 2 CFR 200.328. In addition, the report must include task/personnel vacancies and the date the task discipline became vacant, must include the percentage of work completed, and the expected completion of future work. Each comment should be associated with a line item on the agreement. All invoices must accompany the progress report. The USACE financial disbursement processes do not allow payment on any invoices lacking a progress report. If there are no expenses incurred during any quarter due to delays or some other circumstance that has delayed progress, the quarterly report must reflect this and also state that no invoice will be submitted for that period of time.
- 15.3. As specified in sections 12 and 13 above, there are specific periods of performance for the required tasks and these timeframes must be observed. It is crucial that the recipient of this agreement remain vigilant and maintain active communication with the installation POC and the USACE PM to relay any significant project issues pertaining to project execution and expenditures. Carry over funds from one period of performance to another is prohibited by federal fiscal law, unless a formal modification is granted. However, should a situation arise that causes significant delays or there will be an excess of funds due to changes in project conditions, the recipient must contact the installation POC and USACE PM immediately and no later than the first week of the quarter in which the issue arises. The installation POC and USACE PM will determine the best way to remedy the situation and the most logical means to allocate the funds and the USACE PM will advise the recipient as to what action is necessary. If additional time is necessary, a one-time extension maybe granted in accordance with 2CFR as a last resort to meet project needs.
- 15.4. Vacant Disciplines – Cooperator must notify USACE – FWD Grants Officer of vacancy within two weeks of departure of employee. Vacant positions will be advertised within two (2) months of departure of the employee and notify the USACE – FWD Grants Officer.
- 15.5. Annual Inventory – Federally owned property - an annual inventory listing Federal property (to include description of the property, a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE – FWD Grants

Officer, and the Conservation Branch Chief and Conservation Branch Primary/Alternate Property Book Officer.

- 15.6. Annual Inventory – Acquired Property purchased with funding from award - property records must be maintained that includes description of the property, serial number or other identification number, source of funding, who holds title, acquisition date, cost of property, percentage of Federal participation in project costs, location, use and condition of property, and ultimate disposition including date of disposal and sale price. A physical inventory must be taken and results reconciled every two years. Copies of the inventory to be sent annually to USACE – FWD Grants and Cooperative Post Award team via email to swf-cesu-invoice@usace.army.mil and to Fort Polk’s Conservation Branch Chief.
 - 15.7. Draft Final Project Report. One (1) paper copy of a draft final report should be submitted no later than one month before end of each period of performance. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. JRTC and Fort Polk POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.
 - 15.8. Final Project Report. One (1) paper copy of the final report, incorporating JRTC and Fort Polk POC review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of the JRTC and Fort Polk POC comments. Additionally, one (1) copy of the final report shall be submitted in an MS Word file(s), on digital media.
 - 15.9. All associated project SOPs and reports shall be maintained, developed and/or reported in the format described in appendix A. Schedules for completion of tasks are within program SOPs and are updated annually to ensure project efficiency and project completion are met.
- 16.** This cooperative agreement may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

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

APPENDIX A.

Report/ Project Title
Submitted by: Name of primary and alternate(s)
Submitted on: Date

Abstract (200-250 words)

- State the principal objectives and scope of project.
- Describe the methods employed and statistics if used.
- Summarize the results for all years of data collection.
- State the principal conclusions for all years.

Introductory

- Description of project (background)
- Purpose of the project
- List the goals of the project
- Project description and location (include map and written description of project location)

Materials and Methods

- Methodology of gathering data
- WHENEVER POSSIBLE include pictures of projects, stages of the project etc...
- WHENEVER POSSIBLE include detailed map of project location(s) on a map (Grids if appropriate)

Results

- Results from Data (to include trend data if applicable)
- Include Data table (trend data if applicable)
- Include a Data Chart for all years
- Discuss data ANALYSIS for all years

Discussion/ Recommendations

- Did the project meet the goals?
- Does the project need more work in order to meet the goals?
- Does the project have future goals that need to be met?
- Do the goals need to be adjusted?
- Discuss the results from the data collected (summary)
- Discuss the accomplishments
- Highlight significant accomplishments/findings
- Primary/Alternates personal thoughts on their project

References

- List of literature cited if Applicable

Appendix

- Tables, Graphs, Charts, Maps, Photos, Forms/applications for federal, state and organization data, etc.