ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

REFERENCES:

a. AMC Statement of Work (SOW)
b. Joint Pub 3-07, Doctrine for Operations Other Than War
c. Joint Pub 4-0, Doctrine for Logistics of Joint Operations
d. FM 100-10, Combat Service Support
e. FM 101-10-1/2, Staff Officers' Field Manual

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION. See ANNEX A.

1. **SITUATION.**

   a. **Enemy Forces.** See ANNEX B and current INTSUM.

   b. **Friendly Forces.** See Base PLAN and ANNEX B.

   c. **Attachments and Detachments.** None at this time. See Base PLAN.

   d. **Assumptions.**

      (1) Most all supplies will be not be GFE/GFM, and may not be available in enough quantities to support this mission, particularly during the early stages.

      (2) No facilities, equipment, or services are locally available for local lease or subcontracting.

      (3) Every effort will be made to identify and utilize such resources if proven adequate to reduce mission costs.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Concept of Support Operations.** The logistics portion of the Contingency Support Plan will be implemented in four phases: Phase 1-Continuous Planning, Phase 2- Deployment, Phase 3 - Assessment/Initial Restoration; 3B Phase -Maturation, Phase 3C - Planning for Derivative Natural Gas and Refined Petroleum Products, and Phase IV-Hand-off/Redeployment (See Base PLAN).

      (1) Phase I-Continuous Planning. BRS planners will conduct logistics staff estimates to support the engineering/restoration/production effort in the EVENT area. These estimates will be the basis for the Rough Order of Magnitude, which, if approved, will authorize the staff and logistics to support the LOGCAP effort. Phase I has two sub-phases:

(a) Key Milestones:

1. Initial Contingency Support Plan is complete.
2. LOGCAP database updated.
3. Subsequent planning completed.
4. BRS Advance Team identified/prepared for deployment.
5. Notice to Proceed.

(2) Phase II-Deployment (NTP to N+72 hours). BRS elements will deploy an Advance Team at NTP to establish operations before the Assessment Teams/ Main Body arrives. Command and Control elements, initial Assessment Teams, Logistics, Communications and Materials personnel will establish initial operations.

(a) Phase II begins at receipt of Notice to Proceed by the PCO. Phase II ends at N+72 hours or when LOGCAP capabilities are established.

(b) Key Milestones:

1. Receive NTP.
2. ROM Briefing presented = NTP + 1 (24 hours).
3. Advance Team deploys no later than NTP + 72 hours.
4. LOGCAP capability in EVENT area established.

(3) Phase III-Assessment/Initial Restoration Activities

(a) Phase III begins upon entry of the Advance team into the EVENT location. Phase III ends when required capabilities are established.

(b) Key Milestones:

1. Advance Team arrive in-country.
2. Main body arrive in-country.
3. Assessments are conducted.
4. Engineering/design work completed
5. Construction to restore capabilities completed
6. Well head fires under control
7. LOGCAP support capability in EVENT area established.
8. Key subcontracts for required support are let.

(4) Phase 3B - Maturation. Iraqi oil infrastructure producing at the 2.4MMBD. Upgrade/replacement of equipment and facilities on going tom bring production levels up to 3.1MMBD. Logistics sites and base camps will be enhanced using a three-tier approach; Tier I - Basic Facilities, Tier 2 - Improved Facilities and Tier 3 - Enhanced Facilities. Supply stockage levels will be carefully monitored to preclude deficiencies and excesses. Maintenance capability will be available to sustain a high equipment readiness rate. Quality of life will be upgraded within the intent of the Force Commander and contract parameters.

(a) Phase 3B begins when production levels as specified in SOW have been reached.

(b) Key Milestones:

1. Initial base line production schedule as specified in SOW is reached
2. Order to increase production.
3. Upgrade all facilities to reach higher production levels.

(5) Phase 3C - Planning for Derivative Natural Gas and Refined Petroleum Products Restoration of both crude oil facilities and refineries are underway that will initially equal and then exceed pre-hostilities levels, as specified in SOW.

(a) Phase 3C begins on order of PCO.

(b) Key Milestones:

1. Decision to repair Gas Plants and Refineries is reached
4. Order to increase production.
5. Upgrade all facilities to reach higher production levels.

(4) Phase 4 - Hand-Off/Redeployment. Service support operations will focus on the rapid retrograde of the Force and salvageable equipment and materials based on the Force disposition and shipping instructions provided by the Army.

(a) Phase 4 begins when the Force redeployment order is issued. Phase 4 ends when BRS workforce depats EVENT area.

(b) Key Milestones:

1. Force begins redeployment.
2. Force redeployment complete.
3. Retrograde of materiel complete.
4. BRS redeployment complete.
5. BRS demobilizes the LOGCAP EVENT organization.

b. Priorities of work. Priorities will center on transportation operations, establishing base camp support, personnel services, materials management, health services and maintenance. As the AOR operations are able to sustain itself with the establishment of these initial priorities, and then the focus can shift to building up other supplies and other logistics services.

4. MATERIAL AND SERVICES.

a. Material and Services. See Appendices 1 through 7 of this ANNEX.

(1) Personnel services. See Appendix 1.

(2) Transportation. See Appendix 2. BRS will furnish the equipment, supplies, personnel, and administrative management required to provide Movement Control, Cargo Transfer, Motor Pool, Port/Ocean terminal, Line Haul, Intratheater Movement, Installation Transportation, and Arrival/Departure Control Group (A/DACG) operations.

(3) Procurement/Material Management. See Appendix 3.

(4) Base Camp. See Appendix 4. BRS will establish base camps to support BRS efforts in Iraq.

(5) Maintenance. See Appendix 5. BRS will furnish the equipment, supplies, personnel, and administrative management required to provide unit, direct support, and general support maintenance on BRS equipment.

(6) Medical services. See Appendix 6. BRS will furnish the equipment, supplies, personnel, and administrative management required to provide the following medical support services:

(7) Supply. See Appendix 7. Supply operations will include the requisition/procurement, receipt, storage, accounting, issue, rotation and/or temperature control, and quality control of all the classes of supply below, except as noted

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

APPENDIX 1 (PERSONNEL SERVICES) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

REFERENCES: See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN and ANNEX B.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Concept of Support Operations.** BRS operations will support the following personnel services at the forward and rear area base camps:

      (1) Administrative strength/casualty reporting. BRS staff planning and systems integration will coordinate with deploying Force S-1/G-1 on requirements for support of strength reporting and casualty reporting throughout all phases of the operation, from pre-deployment to redeployment.

      (2) Banking services. BRS will operate a limited banking facility and will work with local banking institutions, if available, to provide this service.

      (3) Postal services. BRS will support the Government operation of an APO by providing all required resources. BRS will be prepared to provide additional services that may not be available within the APO or military staffing levels.

      (4) Morale, welfare, and recreational (MWR) services. BRS will provide labor, material, facilities, supplies and equipment to establish and maintain an MWR program at each Base Camp. BRS will provide overall management and supply functions associated with this program.

   b. **Specified tasks.** See the respective Tabs for further details.

   c. **Implied Tasks.** See the respective Tabs for further details.

4. **SERVICE SUPPORT.** Equipment and material required to provide the variety of Personnel Services include GFE/M, STAMIS, and commercially procured items. See the respective Tabs for further details.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PM

TAB A (Administrative strength/casualty reporting)
TAB B (Banking services)
TAB C (Postal services)
TAB D (Morale, welfare, and recreation services)

TAB A (ADMINISTRATIVE SUPPORT) to APPENDIX 1 (PERSONNEL SERVICES) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **GENERAL.** BRS, on order of the Procuring Contract Officer (PCO) or designated representative, provides Personnel Accounting and Strength Reporting and Casualty Reporting Support for BRS personnel supporting operations in the EVENT location.

2. **SPECIFIC.**

   a. **Concept of Support Operations.** BRS staff planning and systems integration will start by coordinating with deploying Force S-1/G-1 on requirements for early support (i.e., pre-deployment) of strength reporting and casualty reporting. BRS support will verify and process changes in BRS strength and Witness Statement/Casualty Feeder Reports 1155/1156 in compliance with Army standards. BRS Administrative Support Service Managers will establish communication and electronic interface between the Theater Army Medical Management Information System (TAMMIS) and SIDPERS to ensure the most responsive flow of casualty information. BRS will also establish interface between SIDPERS and mortuary affairs, provost marshal, and logistics systems such as the Mass Fatality Field Information Management System (MFFIS). These information sources will allow the rapid flow of information to the supported Force Personnel Management Centers (PMC).

   b. **Specified tasks:**

      (1) Establish BRS networks with military unit, personnel, provost marshal, medical, mortuary affairs activities.

      (2) Establish communication networks with military unit, personnel, provost marshal, medical, mortuary affairs activities.

      (3) Establish communication with SIDPERS, TAMMIS, and MFFIS as available.

      (4) Verify casualty information forwarded in DA Forms 1155/1156.

      (5) Complete verification and preparation of Casualty Report for approval so that it will arrive at USTA PERSCOM within 24 hours from the time of incident.

   c. **Implied Tasks.**

      (1) Maintain 24 hour a day, seven days a week connectivity for all communication nets associated with Casualty reporting.

      (2) Assign highly qualified, responsive, responsible and motivated personnel to positions in support of the Administrative Support Services.

      (3) Coordinate availability of software with PERSCOM, Medical Command and Mortuary Affairs Office in PERSCOM.

d. **Tasks to BRS Elements.**

(1) Communications and Information Management Section:

- Communication Management Team designs the communication and automation support plan for processing Casualty Reports.
- BRS Communication Team installs necessary cable, wire and antennas to support communications and information systems plans.

(2) Contracts and Procurement Section. Ensure that all procurements of equipment and supplies comply with Army Non Tactical Hardware specifications and protocols.

e. **Supply.** Equipment required providing Administrative Support Services include Contractor purchased or GFE computer hardware and software, to include, dedicated LAN /WANNING, facsimile with compatible STE Secure Voice telephone, printer and copier. The quantity of workstations will be determined by actual EVENT requirements.

Enclosure 1 (Strength Management)
Enclosure 2 (Casualty Reporting)

ENCLOSURE 1 (STRENGTH MANAGEMENT) to TAB A (ADMINISTRATIVE SUPPORT) APPENDIX 1 (PERSONNEL SERVICES) to ANNEX I (LOGISTICS) to LOGCAP CONTINGECY SUPPORT PLAN

1. **GENERAL.** BRS, on order of the Procuring Contract Officer (PCO) or designated activity, provides Personnel Accounting and Strength Reporting (PASR) for BRS personnel operating in the EVENT area.

2. **SPECIFIC.**

   a. **Concept of Support Operations.** BRS planning and systems integration will start by coordinating with military units and AMC to determine if there is a requirement for early support (i.e., pre-deployment) of strength reporting; and, the availability and readiness of GFE software, hardware and supporting communications. Strength related transactions will begin on a coordinated schedule. Following Army Personnel Doctrine, the strength reports will be processed and provided to AMC.

      (1) Personnel summary.

      (2) Personnel requirements report.

   b. **Specified Tasks.**

      (1) Submit daily Strength Reports (SR) and Personnel Status Report (PSR).

      (2) Cross-check PSRs for accuracy with tactical reports, medical clearing station, mortuary affairs, site locator, etc.

   c. **Implied Tasks.**

      (1) Successful information systems integration and interface with SIDPERS and the Command and Control Strength Reporting System (C2SRS).

      (2) Coordinate availability of software with PERSCOM to facilitate the extraction of reports from SIDPERS.

   d. **Tasks to BRS Elements.**

      (1) Communications and Information Management Section:

      - Communication Management Team designs the communication and automation support for processing C2SRS and SIDPERS data.

      - Communications Team installs necessary cable, wire and antennas to support communications and information systems plans.

      (2) Contracts and Procurement Section. Ensure that all procurements of equipment and supplies comply with Army Non Tactical Hardware specifications and protocols.

      (3) Advance Team. Develop initial EVENT Unit Strength Report spreadsheet.

(4) Resource Management Team. Maintain current personnel strength reports, on a daily basis, throughout the contingency.

(5) Specific Information Requirements. Under SIDPERS 2.75, units must activate the battle roster before the system can produce any of the C2SRS reports. The process requires submitting a SIDPERS transaction on each soldier to establish a position on the battle roster. Therefore, deploying units must activate and maintain their battle rosters before deployment.

ENCLOSURE 2 (CASUALTY REPORTING) to TAB A (ADMINISTRATIVE SUPPORT) to APPENDIX 1 (PERSONNEL SERVICES) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **GENERAL.** BRS, on order of the Purchasing Contract Officer (PCO) or designated activity, provides Casualty Reporting Support for BRS personnel supporting operations in the EVENT area.

2. **SPECIFIC.**

   a. **Concept of Support Operations.** BRS planning and systems integration will start by coordinating with AMC for strength reporting and casualty reporting. BRS Casualty Managers will establish communication and electronic interface between the Theater Army Medical Management Information System (TAMMIS) and BRS to ensure the most responsive flow of casualty information. BRS will also establish interface between mortuary affairs and the provost marshal.

   b. **Specified Tasks.**

      (1) Establish communication networks with military unit, personnel, provost marshal, medical, and mortuary affairs activities.

      (2) Establish communication with AMC as available.

      (3) Verify casualty information forwarded in DA Forms 1155/1156.

      (4) Complete verification and preparation of Casualty Report for approval so that it will arrive at USTA PERSCOM within 24 hours from the time of incident.

   c. **Implied Tasks.**

      (1) Maintain 24-hour a day, seven days a week connectivity for all communication nets associated with casualty reporting.

      (2) Assign highly qualified, responsive, responsible and motivated personnel to positions in support of the casualty reporting task.

   d. **Tasks to BRS Elements.**

      (1) Communications and Information Management Section:

         (a) Communication Management Team designs the communication and automation support plan for processing Casualty Reports, and

         (b) Communications Team installs necessary cable, wire and antennas to support communications and information systems plans.

      (2) Contracts and Procurement Section. Ensure that all procurements of equipment and supplies comply with Army nontactical hardware specifications and protocols.

e. **Specific Information Requirements.** Casualty operations management requires information from the following sources.

(1) Witness Statement/Casualty Feeder Reports (DA Forms 1155/1156).

(2) Patient accountability status from medical facilities.

(3) Individual diagnosis and prognosis from medical facilities.

(4) Evacuation reports from medical facilities.

(5) Status of remains from Mortuary Affairs Collection Points and mortuary sites.

(6) Straggler information from Task Force Provost Marshal channels.

TAB B (BANKING) to APPENDIX 1 (PERSONNEL SERVICES) ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **GENERAL.** BRS, on order of Procuring Contract Officer (PCO) or designated representative, provides banking support services for BRS personnel supporting operations in the EVENT area.

2. **SPECIFIC.**

   a. **Concept of Support Operations.**

      (1) BRS will operate a limited banking facility and will work with local banking institutions, if available, to provide this service. The BRS Resource Manager (RM) will work with national financial institutions to arrange commercial financial and banking services. The RM will arrange for in-country banking services and will obtain safes to secure funds at the Rear Support Area and each Forward Support Area if security conditions allow. Planned services include the following:

         (a) Currency storage.

         (b) Currency exchange.

         (c) Limited check cashing.

         (d) Cashier's checks.

      (2) BRS will operate and manage banking facilities at all support base camps and other locations specified by the PCO/ACO and AMC Team LOGCAP. We will secure, coordinate and oversee any subcontractor-provided banking services. BRS banking employees will be certified and bonded.

      (3) If the situation permits, BRS will establish and maintain Electronic Data Interchange (EDI) services provided by Value Added Networks (VANs) such as that available through local banking services and internationally through Reuters.

   b. **Specified Tasks.**

      (1) BRS will be responsible for pay and other banking support for all TCN and LN employees. BRS will establish a procedure to pay U.S. employees via direct deposit to the financial institutions of their choice.

      (2) Banking support for all people in the EVENT Country or region will require dealing in both U.S. and local currency.

      (3) At a minimum, banking support services will include:

         (a) Periodic partial pay/wage payments for BRS employees in both U.S. and local currencies.

         (b) Processing of money orders and cashier's checks for all U.S. personnel in the EVENT country or region.

(c) Limited check cashing (limited by dollar limits).

(d) Contract support for the payment of commercial accounts for goods and services obtained through formal contracting procedures.

(e) Commercial vendor services support to make payments for the immediate needs of the supported force that Army CSS elements cannot reasonably or economically satisfy.

(f) Financial accounting consistent with standard international banking practices including audit trails for all fund disbursements.

(4) BRS will be prepared to accomplish banking service support in a totally manual mode because of power outages, lack of ADPE support, and lack of communications support.

(5) BRS will preposition and maintain any required U.S. or foreign currency checking accounts necessary to support LOGCAP locations.

(6) There will be no replenishment of U.S. coin to EVENT locations.

c. **Tasks to BRS Elements.** Specific tasks to BRS elements will commence when the Notice to Proceed (NTP) is received from the PCO/ACO. See Paragraph 4 of this Appendix.

d. **Planning Factors.**

(1) Types of services available.

(2) Designation and location of activity providing the service.

(3) Number of customers to be supported.

(4) Schedule for services.

3. **SERVICE SUPPORT.**

a. **Services provided to BRS.**

(1) BRS will provide banking support services consisting of currency exchange, limited check cashing and cashier's checks at each Base Camp on a daily basis. Facilities will be co-located with postal operations.

(2) First priority will be to obtain the services of a qualified subcontractor to provide all required services. That failing, BRS will employ certified and bonded employees under U.S. supervision to provide the required services.

(3) Microsoft Excel/Access will be used in conjunction with BRS MIS as the financial accounting tool.

(4) In coordination with the PCO/ACO, an initial operating fund will be established support anticipated banking requirements. Daily balances, along with transaction reports and receipts, can be transmitted to BRS' home offices in Houston, TX. Receipts plus cash on

hand must equal daily opening balances. The home office will wire or courier funds, as required, to maintain the operating fund at its operational level.

(5) Three BRS employees will be authorized to sign for disbursements from the centrally controlled operating fund to decentralized banking support teams: the Disbursements Supervisor, the RM, or the Personnel Support Section Chief.

d. Miscellaneous.

(1) **Reports.** BRS will prepare and submit to the Government through the AMC Team LOGCAP all records and reports required by contract and the efficient and proper management of resources.

(2) **Security.** BRS will provide security for all banking services. BRS' guard services will be limited to peacetime, non-hostile scenarios. Hostile scenarios will require security assets from the supported military force. A dedicated security team consisting of either U.S. or Third Country National (TCN) BRS employees will be assigned to each decentralized banking support team. Continuous security will be provided for funds in safes or enroute from one location to another while in BRS' custody. U.S. military escort support will be requested from the Force when the amount of cash involved and the threat require more security than that provided by BRS' security team.

TAB C (POSTAL) to APPENDIX 1 (PERSONNEL SERVICES) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **GENERAL.** BRS, on order of the Procuring Contract Officer (PCO) or designated representative, provides postal service and Official Mail support for BRS personnel supporting operations in the EVENT area.

2. **SPECIFIC.**

   a. **Concept of Support Operations.** Initial Postal Service Operations will follow the requirements for the Government's Army Post Office (APO) in accordance with DOD Manual 4525.6. BRS will support the Government operation of an APO by providing all required resources. BRS will establish procedures and schedules to provide transportation support for mail services. Central Mail Room support provides the following services:

      (1) Receive, sort and distribute mail received by the APO.

      (2) Collect mail and deliver it to the APO.

      (3) Process accountable mail in accordance with postal regulations.

      (4) Provide other mail services as required or requested such as providing stamps, postal money orders, certified mail, etc.

   b. **Specified Tasks.**

      (1) General Tasks:

         (a) Designation of mailrooms, appointment of unit mail personnel, training, and conduct of inspections.

         (b) Control and maintenance of DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly).

         (c) Report postal offenses.

         (d) Handling catastrophes (i.e., destruction or damage of a unit postal facility).

         (e) Assignment/withdrawal of receptacles.

         (f) Maintenance of receptacles and receptacle record forms.

         (g) Delivering mail through receptacles.

         (h) Maintenance of keys and combinations for receptacles.

         (i) Checking assigned receptacles.

      (2) Mail Processing Tasks:

(a) Receive the mail.

(b) Process incoming mail.

(c) Deliver the mail.

(d) Process dangerous mail.

(3) Mail Directory Service: BRS personnel reports provide information on individuals.

(4) Mail Redirect Service:

(a) Disposition of undeliverable mail.

(b) Redirect mail.

(c) Process mail for casualties.

(5) Postal Finance Services: Purchase of money orders and stamps by Task Force Unit Mail Clerks.

c. Implied Tasks.

(1) Consider the location of APO mail drops within the design of Forward Support Area and Rear Support Area Base Camps to simplify APO access to pick up and deliver mail.

(2) Include postal services in orientation briefings.

(3) Develop procedures for providing APO service to members of the supported Force not living on the EVENT supported living areas.

d. Tasks to BRS Elements.

(1) Engineering Services:

(a) Coordinate facility requirements and seek assistance designing efficient use of material handling equipment to load/unload mail containers.

(b) Ensure facility designs for postal facilities include security requirements.

(2) Transportation Services: Coordinate transportation schedules for pick up and delivery schedules to minimize the accumulation of out going and in coming mail.

3. SERVICE SUPPORT.

a. Equipment required to support Postal Services is in ROM document.

b. Postal operations platoons require x-ray equipment to satisfy increased Federal Aviation Administration (FAA) requirement for postal units to x-ray packages prior to loading retrograde mail onto commercial aircraft.

TAB D (MORALE, WELFARE, AND RECREATION (MWR) to APPENDIX 1 (PERSONNEL SERVICES) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **GENERAL.** BRS, on order of the Procuring Contract Officer (PCO) or designated representative, will provide MWR support to BRS personnel supporting operations in the EVENT area.

2. **SPECIFIC.**

   a. **Concept of Support Operations.**

      (1) BRS will plan for and, on order, provide labor, material, facilities, supplies and equipment to establish and maintain an MWR program at each Base Camp. BRS will provide overall management and supply functions associated with this program, to include issue/return, inventory and maintenance of equipment. Additionally, BRS will provide MWR facilities for its Contractor employees.

      (2) An MWR Coordinator will deploy with BRS' Main Body element to coordinate MWR operations and support.

      (3) The BRS Main Body MWR Coordinator(s) will immediately deploy to designated sites to initiate MWR infrastructure development, activate MWR sections, and integrate MWR functions and resources, and

   b. **Specified Tasks.**

      (1) BRS will be prepared to provide the following MWR services:

      - Cable television.
      - Television sets and VCRs.
      - Videotape library.
      - Recreational programs.
      - Sports activities.
      - Reading materials and library.
      - Telephone and fax service.
      - Computers and email.
      - Tours.
      - Theaters.

      (2) BRS will be prepared to help establish Army and Air Force Exchange System (AAFES) retail outlets in the base camps.

   c. **Implied Tasks.**

      (1) MWR Management Tasks:

         (a) Establish an MWR management program that includes the overall management, oversight, and control of MWR activities for BRS operations.

(b) Plan and coordinate an MWR marketing and advertising program.

(c) Establish and maintain an MWR supply management program.

(d) Establish and maintain an MWR maintenance program.

(e) Establish and maintain liaison with AAFES when established.

(f) Report inventory discrepancies to the Government.

(2) MWR Sections Tasks:

(a) Be prepared to establish and maintain a Base Camp theater.

(b) Establish and maintain a MWR videotape library and issue and receive tapes to authorized customers.

(c) Establish and maintain an Armed Forces Professional Entertainment Program Overseas.

(d) Establish and maintain an athletic and sports training program.

(e) Establish and maintain a physical fitness center/gymnasium.

(f) Issue and receive outdoor recreation equipment.

(g) Plan and coordinate day tours and recreational events.

(h) Provide barber/beautician services.

(3) Upon Government approval, BRS may:

(a) Transport entertainers and equipment to and from living quarters and the performance site.

(b) Perform movement of stages and other support equipment.

(c) Arrange and organize the actual performance and publicity thereof.

d. Planning Factors:

(1) Type and quantity of MWR equipment requirements.

(2) Number of personnel to be supported.

(3) Size, type, and location of MWR facilities at each Base camp.

(4) Time and distance factors between locations.

(5) Availability of local MWR resources/facilities.

e. **Miscellaneous.**

(1) Reports. BRS will prepare and submit to the AMC Team LOGCAP all pertinent MWR records and reports.

(2) Safety. BRS will ensure all employees are thoroughly familiar with existing Safety Program Plan and the operating procedures and safety precautions required at each MWR operational site.

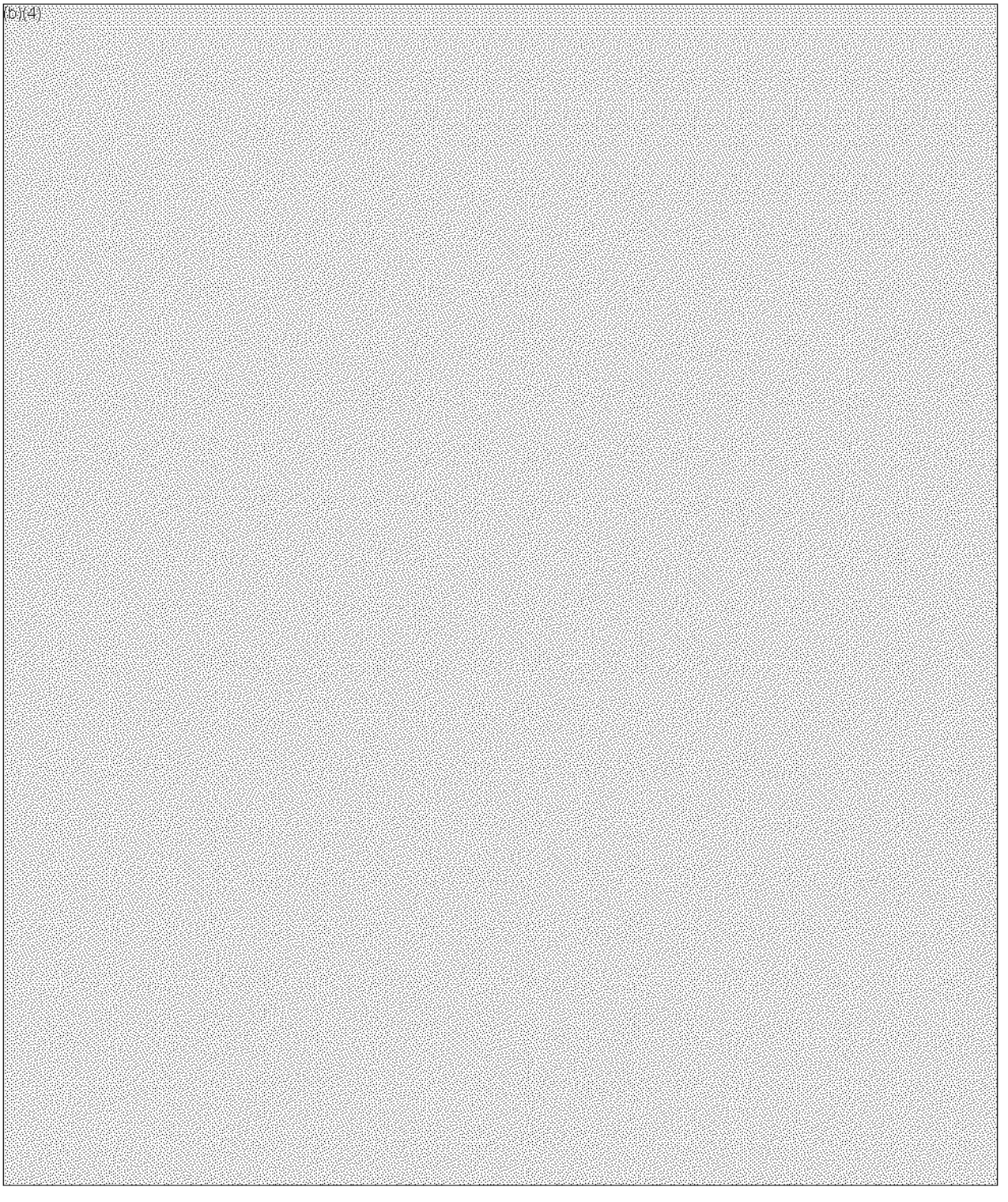
4. **SERVICE SUPPORT.** See Enclosure 1 to this Tab for a list of MWR equipment and materials.

Enclosure 1 (MWR EQUIPMENT)

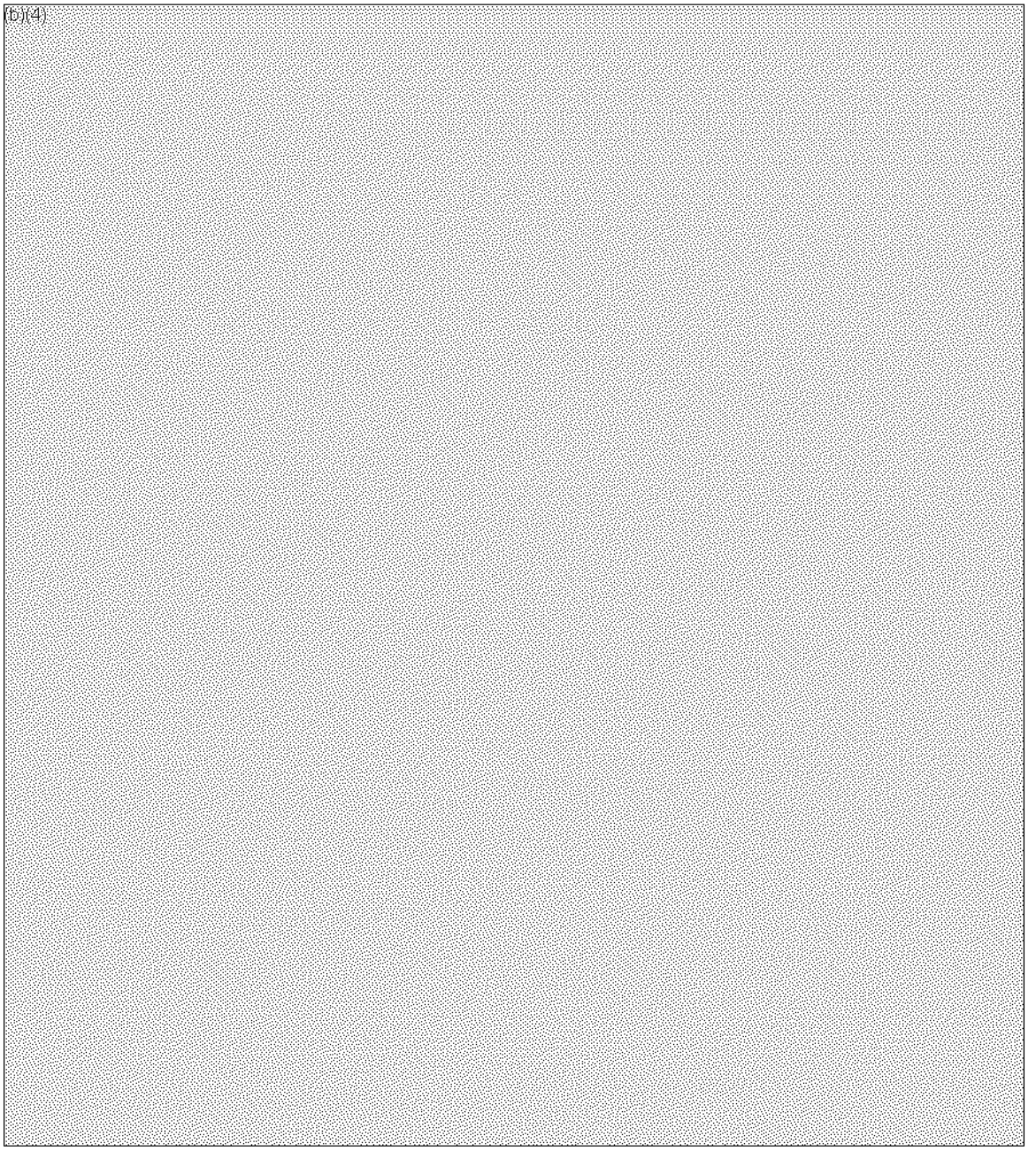
ENCLOSURE 1 (MWR EQUIPMENT) to TAB D (MORALE, WELFARE, AND RECREATION (MWR) to APPENDIX 1 (PERSONNEL SERVICES) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGECY SUPPORT PLAN

(This list of equipment is in four parts. This basic package supports 600 personnel.)

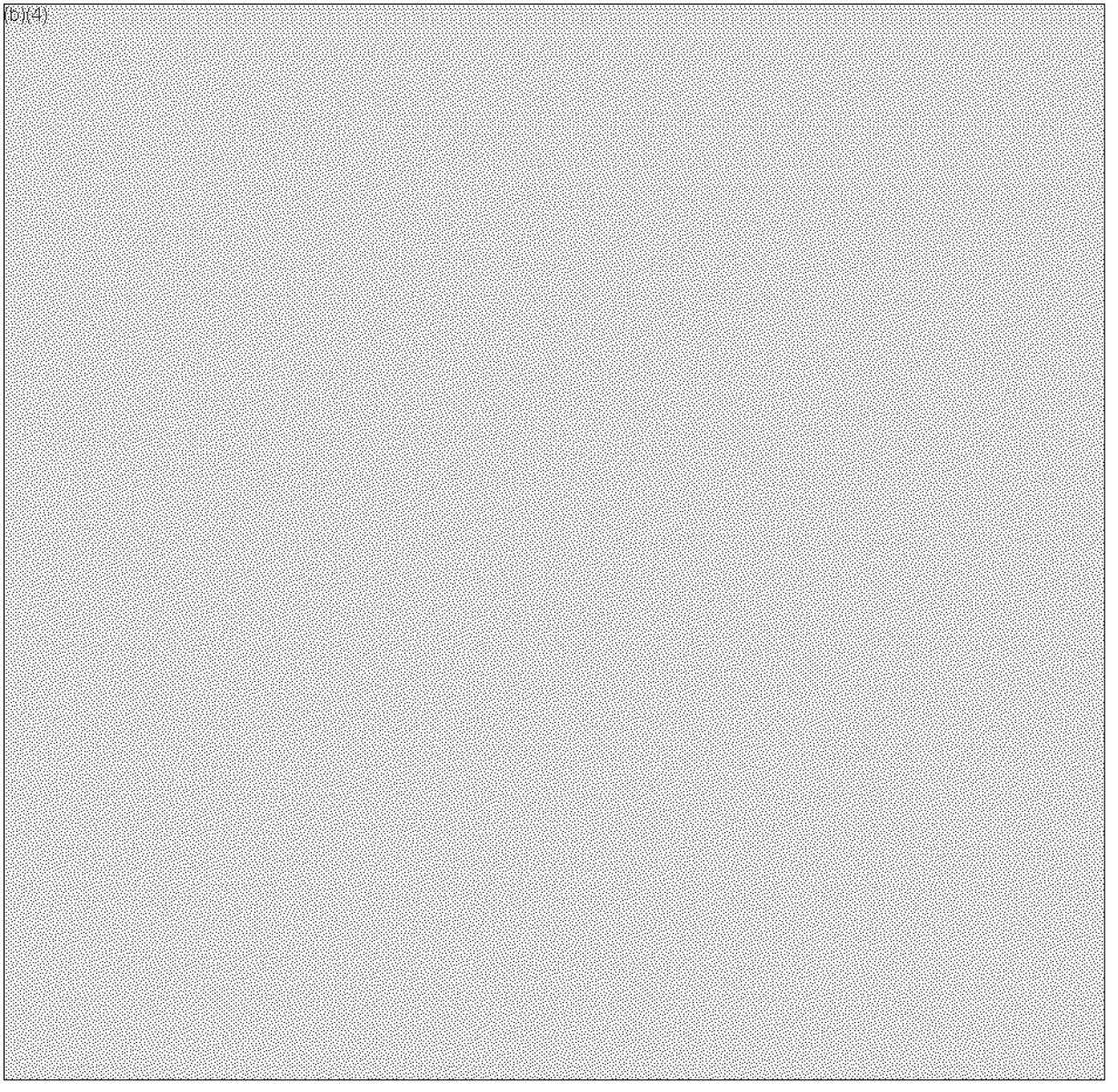
(b)(4)



(b)(4)



(b)(4)



APPENDIX 2 (TRANSPORTATION) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

REFERENCES: See ANNEX N (Internal Operating Procedures), Appendix 4 (References).

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A (Task Organization).

1. **SITUATION.** See Base PLAN and ANNEX B.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Concept of Support Operations.**

      (1) General. BRS will provide, on order, the equipment, supplies, personnel, administration, and management required to plan, organize, facilitate, direct, control, and perform transportation operations to support the LOGCAP EVENT, as directed. The key to success in providing LOGCAP transportation support to BRS is based on the following principles:

         (a) BRS completely understands the LOGCAP mission as defined in the Notice to Proceed (NTP) and the support environment in the EVENT Country or region.

         (b) A strong relationship including participation in early EVENT planning must be developed with the U.S. Army before an actual EVENT occurs.

         (c) Upon NTP, BRS will capitalize on the availability of resources in the local and contiguous area of an EVENT by exercising its LOGCAP Worldwide Potential Supplier's Database.

      (2) Movement Control Operations. The BRS LOGCAP EVENT Movement Control Center (MCC) will monitor transportation usage, forecast transportation needs, and coordinate transportation support activities within the LOGCAP EVENT Area of Operations (AOR).

      (3) Arrival/Departure Air Control Group (A/DACG) Operations. The BRS A/DACG Section, will coordinate the clearance of personnel and/or cargo transiting, through designated primary and secondary (if activated) Aerial Ports of Debarkation/Embarkation (APOD/E), in the EVENT locations; as well as providing Reception, Staging, Onward Movement and Integration (RSO&I) functions, for all EVENT personnel and/or cargo transiting through the designated APOD/Es.

      (4) Port/Ocean Terminal Operations. The BRS Port/Ocean Terminal Operations Section, will staff and operate; as required; designated Sea Ports of Debarkation/Embarkation (SPOD/E) in the EVENT location, and will perform such functions as integrating seaport operations, managing real estate in the port and adjacent areas, discharging U.S. and/or foreign-flagged vessels transporting LOGCAP EVENT cargo, and providing RSO&I functions, for all EVENT personnel and equipment, transiting through the designated SPOD/Es.

(5) **Surface Operations.** As required, the BRS Movement Control Center and the EVENT Transportation and Movements Branch will coordinate and provide mode transportation support (motor, rail, water) in the EVENT location, to include cargo transfer and line haul surface transportation operations.

(a) **Cargo Transfer Operations.** These include operating a break bulk or container operation at air, rail, motor, or water terminals in the theater of operations as well as providing download, upload, and transload services to include container handling services, temporary staging services, and assembly/packing services.

(b) **Line Haul Operations**. Line haul transportation operations include providing intra-theater cargo and personnel movement via water, rail, and/or motor transport modes.

(6) **Aviation Support Operations.** BRS will provide aviation support, including fuel services, ground handling equipment, and air traffic control (ATC) at EVENT location APODs, as required. Such support will include all required planning, management, supervision, labor, equipment, and supplies for ATC operations.

(7) **Installation Transportation Operations**. The BRS Transportation and Movements Branch will coordinate and provide ITO services at each Support Base for the movement of personnel and cargo via air, sea, rail, or ground modes of transportation.

(a) **Motor Pool Operations.** BRS will operate a Transportation Motor Pool at each Rear and Forward Support Base Camp to provide such services as vehicle dispatch, shuttle bus service, recovery operations, vehicle washing, and required maintenance.

4. MATERIAL AND SERVICES.

a. **Personnel.**

(1) BRS will provide fully trained and qualified personnel to ensure effective transportation and movements operations. All employees will be given the following instructions:

(a) **Local Customs, Laws, and Regulations.** All employees will be informed and briefed on applicable local rules and regulations by the designated supervisor.

(b) **HSE.** All BRS employees will be instructed in security, safety, preventive maintenance, conservation of energy and utilities, care and operation of Government owned facilities and equipment, and any other areas deemed necessary by the on-site LOGCAP EVENT Project Manager.

(c) **Training Records.** The designated supervisor at each operational site will maintain all training records and make records available at all times for Government inspection.

(2) **Medical Requirements.** All personnel will have a current medical certificate prior to working for BRS.

(3) **Required Transportation Experience.** First line supervisors and above will have the necessary training and experience to provide quality services in the area of each person`s

expertise and assignment. All TCN and HNS personnel will receive formal training, as required, on-site by qualified BRS employees.

b. Miscellaneous.

(1) Reports. BRS will prepare and submit to the Government through the AMC Team LOGCAP all Transportation records and reports required by contract.

(2) Security.

(a) BRS will coordinate for and ensure security is provided at APODs, SPODs, and staging/storage locations.

(b) Additionally, BRS will provide internal and perimeter security at Base Camps.

(3) Safety.

(a) All employees must be thoroughly familiar with existing Safety Program Plan and the operating procedures and safety precautions required at each transportation operational site.

(b) Accident Reporting. A BRS Record of Injury will be prepared immediately upon occurrence of a job-connected injury and forwarded to the BRS Safety Officer.

(c) Safety Inspections. The PCO/ACO or a designated representative may conduct an unannounced safety inspection at any time on Government furnished equipment and facilities in the Rear and Forward Support Areas. These inspections will be in addition to BRS' unannounced safety inspections.

(4) Quality Control. The designated Transportation Manager at each operational site will ensure their functional area or site has appropriate quality control (QC) checklists in consonance with BRS' Quality Control Plan to help ensure continuous quality service to supported troops. Transportation Supervisors will use the checklists to measure the quality of support at each Base Camp.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:

(b)(6) BRS D/PGM

TAB A (Movement Control)
TAB B (Installation Transportation Operations)

TAB A (MOVEMENT CONTROL) to APPENDIX 2 (TRANSPORTATION) to ANNEX I (SERVICE SUPPORT) to CONTINGENCY SUPPORT PLAN

1. **PURPOSE.** To provide information on Movement Control operations in support of a LOGCAP EVENT.

2. **GENERAL.** BRS, on order of the Procuring Contract Officer (PCO) or designated representative, will provide movement control support to a contractor force of 4,000 personnel deployed to an event area for a period of 365 days.

3. **SPECIFIC.**

   a. **Concept of Support Operations.**

      (1) **General.** BRS will provide, on order, the equipment, supplies, personnel, administration, and management required to plan, organize, facilitate, direct, control, and perform movement control operations to support LOGCAP EVENTS, as directed.

      (2) The BRS Movement Control Center will manage and coordinate following:

         (a) **Movement Control Operations:**

            1. Monitor transportation usage, forecast transportation needs, and coordinate transportation support activities within the EVENT Area of Operations.

            2. Maintain an availability chart of transportation assets, including military, internal, and commercial (airlines, railway, bus lines, trucking companies, and shipping companies) in the theater.

            3. Coordinate Host Nation transportation if available and as required.

            4. Task transportation requirements against these capabilities and ensure customer requirements are met in accordance with the Contract in the most cost-effective manner.

            5. Maintain a suspense record of all MCC required reports as well as ensure that all required data for reports is collected, analyzed, and entered into the proper report format.

         (b) **Arrival/Departure Air Control Group (A/DACG) Operations.** The BRS A/DACG Section will coordinate the clearance of personnel and/or cargo transiting through designated Aerial Ports of Debarkation/ Embarkation (APOD/E) in the EVENT locations as well as coordinating Reception, Staging, Onward Movement and Integration (RSO&I) functions for said personnel and/or cargo.

         (c) **Port/Ocean Terminal Operations.** The BRS Port/Ocean Terminal Operations Section will man and operate, as required, designated Sea Ports of Debarkation/Embarkation (SPOD/E) in the EVENT location and will perform such functions as integrating seaport operations, managing real estate in the port and adjacent areas, discharging U.S. and/or foreign-flagged vessels, and providing RSO&I functions for all personnel and equipment

processing through the designated SPOD/Es.

(d) **Surface Operations.** As required, the BRS Movement Control Center and the Transportation and Movements Branch will coordinate and provide mode transportation support (motor, rail, water) in the EVENT location, to include cargo transfer and line haul operations.

1. **Cargo Transfer Operations.** These include operating a break bulk or container operation at air, rail, motor, or water terminals in the theater of operations as well as providing download, upload, and transload services to include container handling services, temporary staging services, and assembly/packing services.

2. **Local/Line Haul Operations.** These operations include providing intra-theater cargo and personnel movement via water, rail, and/or motor transport modes.

(3) MCC operations will be fully integrated into all operational Phases of the LOGCAP EVENT process.

(a) **Phase I** - Continuous Planning:

1. During this phase, BRS MCC planners will continuously analyze, refine, and update mission requirements and available capabilities for conducting movement control operations, identifying potential sources, and determining possible shortfalls.

2. MCC Planners will regularly conduct capability assessments to assure planned resources are still available and to determine whether they deteriorated or improved.

3. MCC Planners will ensure coordination channels with appropriate agencies remain functional to ensure full and immediate integration of effort upon implementation.

4. Coordination is premised on the need for total asset visibility, in-transit visibility, force tracking and the need to seamlessly integrate BRS/military procedures and capabilities in the execution of Reception, Staging, Onward Movement and Integration (RSO&I) operations. Key players in predeployment coordination of Movement Control operations include:

   a. U.S. Army Materiel Command (USAMC).

   b. U.S. Transportation Command (TRANSCOM).

   c. U.S. Military Sealift Command (MSC).

   d. U.S. Air Mobility Command (AMC).

   e. U.S. Military Traffic Management Command (MTMC).

   f. Designated ASCC/MACOM, as required.

(b) **Phase II** - Deployment:

1. Upon notification to proceed (NTP), contracts will be executed with planned subcontractors to provide required assets. Based on the situation and needs of the U.S. military commander, subcontracts may be executed in whole or in parts.

2. A BRS Transportation Coordinator will deploy in-country with BRS' Advance Team element to coordinate Movement Control operations and support requirements with the U.S. military commander, the U.S. Country Team, Host Nation organizations and subcontractors.

3. A BRS MCC element will deploy to the EVENT location as soon as possible to establish a Movement Control infrastructure, activate MCC sections, integrate RSO&I capabilities in the theater of operations, and identify availability of resources required to accomplish the mission.

4. During buildup, and after arrival of BRS' Main Body, additional personnel may be deployed/hired to assist in administration, management and execution of Movement Control functions and operations.

5. Movement Control procedures will be refined, expanded and/or modified through coordination among the MCC sections, other elements of the BRS Team, appropriate U.S. military activities, subcontractors, and Host Nation organizations involved in theater Movement Control operations.

(c) **Phase III** - Maturation (Sustainment):

1. Movement Control operations will have achieved full operational tempo during this phase. Infrastructure, functions, and procedures will be fully mature.

2. Continuous assessments will be conducted to ensure compliance with Statement of Work, consistence in meeting U.S. Task Force Commander's needs in the theater Area of Operations, and in ensuring mission accomplishment.

(d) **Phase IV** - Redeployment:

1. Procedures used to attain the sustainment phase will be executed in reverse during retrograde operations.

2. Any modifications to movement control operations will be previously coordinated and approved by the appropriate BRS Team elements and U.S. military agencies.

3. The MCC element will make provisions to ensure a retrograde capability at all transportation-related sites and by all related activities from site activation until final stage of contractor demobilization.

b. **Specified Tasks**.

(1) Monitor transportation usage.

(2) Forecast transportation needs.

(3) Coordinate transportation support activities within the theater of operations.

c. **Implied Tasks.**

(1) MCC Tasks.

(a) Plan, route, schedule, and control in-theater common-user assets.

(b) Maintain in-transit visibility.

(c) Ensure continuity of planning upon NTP.

(d) Allocate apportioned assets to operational requirements.

(e) Identify and deconflict transportation movement priorities.

(f) Validate shipments/movements requirements.

(g) Provide an A/DACG capability at all APODs in the EVENT location.

(h) Coordinate ship/aircraft arrival schedules; number of personnel, amount of cargo and equipment to be unloaded and staged, and final destinations.

(i) Coordinate availability of Government Furnished Equipment (GFE) and Materiel (GFM), material handling equipment, and modal transportation resources, as required.

(j) Coordinate availability of adequate operational sites/areas required to perform movement control operations.

(k) Coordinate U.S. and foreign customs and immigration clearance requirements.

(l) Develop a Clearing Plan for personnel and equipment.

(2) Plans and Programs Section Tasks.

(a) Develop, coordinate, publish, and distribute movement plan that apportions available intra-theater common-user transportation assets according to theater commander's priorities.

(b) Recommend joint transportation policy and procedures for request and use of common-user transportation resources.

(c) Provide transportation support requirements, including Government and Contractor MHE, to supporting U.S. and Host Nation agencies.

(d) Analyze requirements, capabilities, shortfalls, alternatives, and enhancements to the theater transportation system. Develop options and recommend solutions.

(e) Develop standards and procedures for the collection and presentation of statistical data necessary to perform movement control, including forecasts of long-term movement requirements.

(f) Prepare augmentation plans to facilitate expansion of MCC activities, as required.

(g) Coordinate movement control policies and procedures with U.S. Forces, in-country U.S. Government agencies, and Host Nation involved in Movement Control operations.

(3) Air Operations Section Tasks.

(a) Receive, generate, and validate airlift requests, as directed by the MCC.

(b) Coordinate theater airlift schedule or coordinate routes to other modes of transportation if theater common-user airlift cannot meet the requirement.

(c) Monitor theater airlift requirements and capabilities.

(d) Coordinate and manage aerial port operations in the EVENT location. Staff the BRS Arrival/Departure Airfield Control Group Team(s) and operate designated Aerial Ports of Debarkation/ Embarkation (APOD/E) in the EVENT location, as required.

(e) Monitor air deployment of the U.S. Forces into the theater. Respond to changes in airlift movement requirements and priorities.

(f) Coordinate aeromedical evacuation missions.

(g) Collect and maintain pertinent data, submit reports, and process documentation concerning airlift operations.

(h) Coordinate APOD functions and operations with pertinent U.S. and Host Nation organizations to ensure full integration of effort and seamless RSO&I implementation.

(4) Port/Ocean Terminal Operations Section Tasks.

(a) Receive, generate, and validate sealift requests.

(b) Coordinate inter-theater sealift schedule with MTMC and MSC.

(c) Coordinate and manage marine terminal operations in the EVENT location. Man the BRS Port/Ocean Terminal Operations Section and operate designated Sea Port(s) of Debarkation/Embarkation (SPOD/E) in the EVENT location, as required.

(d) Monitor sea deployment of the U.S. Force into the theater. Respond to changes in sealift movement requirements and priorities, and coordinate modification of support requirements to meet said changes.

(e) Collect and maintain pertinent data, submit reports, and process documentation concerning sealift operations.

(f) Coordinate SPOD functions and operations with pertinent U.S. and Host Nation organizations to ensure full integration of effort and seamless RSO&I implementation.

(g) Coordinate transportation needs and requirements for RSO&I of personnel and cargo transiting through designated SPOD/Es.

(h) Monitor and manage container control activities within sea ports.

(5) Surface Transportation Section Tasks.

(a) Arbitrate conflicting surface movement requirements that cannot be resolved at lower levels in the movement control system.

(b) Determine intra-theater surface transportation requirements and manage and coordinate availability of surface transportation resources (rail, highway, inland waterways) to conduct intra-theater transportation operations.

(c) Monitor the intra-theater movement of Forces using rail, highway, or inland waterway assets.

(d) Coordinate clearance requirements and validate movement requests for inland surface movement operations.

(e) Maintain and disseminate information on U.S. and Host Nation surface transportation network and capabilities, to include data on obstructions, detours, capacities, critical choke points, surface conditions, and possible hostile activities affecting highway, inland waterway, and rail transportation nets.

(f) Develop policy and procedures for theater surface movement operations.

(g) Collect and maintain pertinent data, submit reports, and process documentation concerning surface movement operations.

(h) Coordinate surface movement operations with all pertinent U.S. and Host Nation organizations to ensure full integration of effort and seamless RSO&I implementation.

(6) Movement Control Teams (MCTs) Tasks.

(a) Assist in developing procedures, processing documentation, and performing transportation functions in support of movement control operations.

(b) Act as a tactical-level common point of contact for mode operators and users of transportation. Monitor traffic moving through the theater transportation system.

(c) As directed by the MCC, participate in shipment/movement planning for supported activities.

(d) Process movement requests, and coordinate transport for movement of personnel and materiel.

(e) Identify mode (air, rail, inland waterway, or highway) for moves not programmed.

(f) As directed by the MCC, maintain communication with the transport services, shippers, receivers, and if applicable, Host Nation movement control agencies.

(g) Keep a status of and advise the MCC on location of units and terminals, transportation requirements, availability of modes of transport, capabilities of installations to ship and receive, and the general transportation movements situation in their respective sites/areas.

(h) Recommend selection of sites for transportation activities such as port, and truck terminals, transfer points, railheads, and air heads and staging areas.

(i) Assist unit commanders and BRS Rear and Forward Support Base Camp Managers on transportation matters.

(j) Assist in implementing the movement program and transportation directives from higher headquarters.

(k) Ensure compliance with movement priorities.

(l) Investigate delays in the movement of personnel and/or cargo.

(m) Receive, process, and forward requests and replies to requests for movement over controlled routes or for other movement clearance.

(n) Monitor and report on use and disposition of controlled vehicles, pallets, and/or containers for which the Transportation and Movements Branch has responsibility.

(o) Monitor use and visibility of accountable containers and chassis for other services and assist in keeping such equipment in the established transport system.

d. Planning Factors.

(1) Maximum number of personnel in/out-processing daily through designated APOD/Es and SPOD/Es.

(2) Throughput capabilities of APOD/Es and SPOD/Es.

(3) Availability and capability of operational/staging areas and sites.

(4) Trafficability of primary and secondary roads.

(5) Availability of transportation/MHE resources.

(6) Time-phased Force deployment data.

e. **Personnel.**

(1) BRS will provide fully trained and qualified personnel for movement control operations. All drivers and operators will be licensed in compliance with Host Nation requirements. All employees will be given the following instruction to assure competent performance to meet the requirements of this Plan:

(a) **Local Customs, Laws, and Regulations.** All employees will be informed and briefed on applicable local rules and regulations by the designated supervisor.

(b) **HSE.** All BRS employees will be instructed in security, safety, preventive maintenance, conservation of energy and utilities, care and operation of Government owned facilities and equipment, and any other areas deemed necessary by the on-site LOGCAP EVENT Project Manager.

(c) **Training Records.** The designated supervisor at each operational site will maintain all training records and make them available at all times for Government inspection.

(2) **Medical Requirements.** All personnel will have a current medical certificate prior to working for BRS.

(3) **Required Movement Control Experience.** First line supervisors and above will have the necessary training and experience to provide quality services in the area of each person's expertise and assignment. All TCN and HN personnel will receive formal training, as required, on-site by qualified BRS employees.

(4) **Uniforms.** BRS employees will wear furnished uniform items when on duty.

f. **Miscellaneous.**

(1) **Reports.** BRS will prepare and submit to the Government through the AMC Team LOGCAP all pertinent records and reports required by contract to ensure management of resources.

(2) **Security.**

(a) BRS will coordinate for and ensure security is provided at U.S. controlled sites, APODs, SPODs, and staging/storage locations.

(b) Additionally, BRS will provide internal and perimeter security at Base Camps and U.S. controlled operational sites.

(3) **Safety.**

(a) BRS will ensure all employees are thoroughly familiar with the existing Safety Program Plan and the operating procedures and safety precautions required at each transportation site.

(b) **Accident Reporting.** A BRS Record of Injury will be prepared immediately upon occurrence of a job-connected injury and forwarded to the BRS Safety Officer.

(c) **Safety Inspections**. The ACO or a designated representative may conduct an unannounced safety inspection at any time. These inspections will be in addition to BRS' unannounced safety inspections.

(4) **Quality Control**. The designated Transportation Manager at each operational site will ensure their respective site has appropriate quality control checklists in consonance with BRS's Quality Control Plan to ensure continuous quality service to supported Force. Transportation Supervisors will use the checklists to measure the quality of support at each Base Camp or LOGCAP site.

g. **Command.**

(1) The EVENT Transportation Manager, or transportation planner(s), will deploy with the BRS Advance Party within 72 hours following Notice to Proceed (NTP). The transportation representative will advise the Advance Team Leader (interim Project Manager) of those actions, schedules and resources necessary to establish and provide Movement Control operations in accordance with specific instructions contained in the NTP.

(2) As soon as possible pertinent Movement Control procedures will be coordinated by BRS' Transportation Manager and the designated LSE counterpart responsible for Movement Control operations.

b. **Signal**. The transportation communications network will provide digital cellular phones for each manager, operational site, ITO, and TMP. Communications with supported troop units will be established depending on the EVENT situation.

ENCLOSURE 1 (Arrival/Departure Airfield Control Group (A/DACG) Operations)
ENCLOSURE 2 (Port/Ocean Terminal Operations)
ENCLOSURE 3 (Surface Operations)

ENCLOSURE 1 (ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP – A/DACG OPERATIONS) to TAB A (MOVEMENT CONTROL) to APPENDIX 2 (TRANSPORTATION) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **PURPOSE.** To provide information pertaining to Arrival/Departure Airfield Control Group (A/DACG) operations in support of a LOGCAP EVENT.

2. **GENERAL.** BRS will provide, on order, the equipment, supplies, personnel, administration, and management required to plan, organize, facilitate, direct, control, and perform A/DACG operations in support of LOGCAP EVENTS, as directed. The BRS A/DACG capability will be tailored to meet EVENT requirements to deploy, sustain, and redeploy a Force of up to 4,000 personnel in an EVENT area for a period of 365 days commencing at S-Day

3. **SPECIFIC.**

   a. **General**. BRS will provide an A/DACG capability at all APODs in the EVENT location. The A/DACG will coordinate with the U.S Air Force Airlift Control Element (ALCE) and, as required, with U.S. Air Mobility Command to determine aircraft arrival schedules; number of personnel; amount of cargo and equipment to be unloaded and staged; and final destinations. The reverse process will take place for departures. BRS A/DACG functions will be integrated into all phases of the EVENT cycle. See TAB A (Movement Control) for details. Once the appropriate information is gathered, the A/DACG will:

      (1) Determine A/DACG personnel and equipment requirements, including cargo handlers, K-loaders, 463L pallet quantities, trucks and buses.

      (2) Confirm arrival schedules, departure schedules, type and number of aircraft; size and type of units; and operate holding and staging areas for personnel and equipment.

      (3) Coordinate use of airfield facilities and U.S. and foreign customs and immigration clearance requirements.

      (4) Develop a Clearing Plan for personnel and equipment in coordination with the appropriate transportation sections/activities.

      (5) Ensure that transportation is programmed to clear passengers and cargo transiting through APODs.

      (6) Establish a 463L pallet cleaning capability to support retrograde of pallets for reuse.

   b. **Air Operations Specified Tasks.**

      (1) Coordinate clearance of personnel and cargo arriving/departing at APOD/Es.

      (2) Provide RSO&I functions for all personnel and cargo transiting through the APODs.

c. **Air Operations Implied Tasks.**

(1) MCC Tasks:

(a) Provide an A/DACG capability at all APOD/Es in the EVENT location.

(b) Coordinate with U.S. Air Force ALCE.

(c) Determine aircraft arrival schedules, number of personnel, amount of cargo and equipment to be unloaded and staged, and final destinations.

(d) Determine A/DACG personnel and equipment requirements, including cargo handlers, K-Loaders, 463L pallet quantities, and trucks and buses.

(e) Confirm arrival schedules, departure schedules, type and number of aircraft, size and types of units, and holding and staging areas for personnel and cargo.

(f) Coordinate use of airfield facilities and U.S. customs clearance requirements.

(g) Develop a Clearing Plan for personnel and cargo.

(2) A/DACG Tasks:

(a) The MCC A/DACG element will be prepared to operate on a 24-hour basis, and will be responsible for performing the following tasks at designated APOD/Es, as required.

(b) Coordinate availability of transportation support (trucks/buses/vans) for onward movement.

(c) Coordinate availability and manage use of required MHE.

(d) Coordinate availability and manage use of organic vehicles.

(e) Coordinate availability and use of facilities and equipment required for A/DACG operations, to include:

1. Water
2. POL
3. Fueling/Defueling capability
4. Electricity
5. Lighting
6. Sewage/Porta-Potties
7. Office space
8. Office equipment
9. Cargo Holding Area(s)
10. Bus/Truck Staging Area(s)
11. MHE
12. Hazmat/Ammunition
13. Helicopter Staging Area/Helipad

14. Comfort Station/Pax Staging/Holding:
- **a.** Short-term (immediate processing)
- **b.** Long-term (delays/RON)

15. Secure/sterile areas (frustrated cargo, sensitive items)
16. Medical emergencies (accidents/injuries)
17. Security
18. Safety/Fire
19. Internal communications
- **a.** Hand-held radios

20. External communications
- **a.** Telephone
- **b.** Fax
- **c.** Laptop/printer

21. Emergency repairs (unit vehicles)
22. Vehicle evacuation
23. Organic operational equipment
- **a.** First aid kit
- **b.** Flashlights/safety cones
- **c.** Reflector vests
- **d.** Tool kit/bolt cutters
- **e.** Engineer tape
- **f.** Bullhorns
- **g.** Fire extinguishers
- **h.** Generator
- **i.** High pressure water blaster (to clean air cargo pallets)

(f) Establish direct coordination with on-site ALCE element.

(g) Establish direct liaison with on-site local national authorities (air traffic control, customs, airfield operations) to coordinate RSO&I functions, safety, and security.

(h) Manage and operate an on-site A/DACG Operations Center.

(i) Conduct welcome/orientation briefings for arriving personnel.

(j) Escort arriving personnel off the aircraft and through processing areas, as required.

(k) Manage and supervise pax/cargo offloading from aircraft.

(l) Verify and process flight manifests.

(m) Coordinate availability and manage use of APOD operational areas.

(n) Store, clean, and maintain 463L pallets, ancillary equipment and dunnage.

(o) Prepare, process, and maintain all necessary documentation pertaining to A/DACG operations.

(p) Ensure compliance with appropriate USAF and HN regulations.

(q) Coordinate onward movement with MCC and Support Base Camps.

d. Planning Factors:

(1) Force deployment sequence and timeline.

(2) APOD throughput capability.

(3) Availability of processing/staging areas at APODs.

(4) Availability of MHE, to include K-loaders, at APOD.

(5) Availability of life support and administrative office facilities at APOD.

(6) Trafficability of primary and secondary roads.

(7) Time and distance factors between APODs, SPODs and Rear and Forward Support Areas and base camps.

(8) Availability of local transportation and equipment resources.

(9) Availability of labor force (Host Country Nationals/Third Country Nationals).

(10) Availability of water and high pressure water cleaning machines to clean returning pallets (backloading cargo) at APOD.

ENCLOSURE 2 (PORT/OCEAN TERMINAL OPERATIONS) to TAB A (MOVEMENT CONTROL) to APPENDIX 2 (TRANSPORTATION) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **PURPOSE.** To provide information pertaining to Port/Ocean Terminal Operations at the designated Sea Port of Debarkation (SPOD) in support of a LOGCAP EVENT.

2. **GENERAL.** BRS will provide, on order, the equipment, supplies, personnel, administration, and management required to plan, organize, facilitate, direct, control, and perform Port/Ocean Terminal Operations at designated Sea Ports Of Debarkation/Embarkation (SPOD/E) to support the deployment, sustainment, and redeployment of a force of up to 4,000 personnel in an EVENT area for a period of 365 days commencing at S-Day.

3. **SPECIFIC.**

   a. The Sea Port/Ocean Terminal Operations Section will conduct port and terminal operations at designated Sea Ports of Debarkation (SPOD) in the EVENT location. This support may include providing scheduling services. The scope of port and terminal operations will be influenced by the presence of a viable Host Nation port authority as well as the adequacy and availability of the following factors:

      (1) Harborcraft and lighterage.

      (2) Stevedores.

      (3) Pier and dock space and water depth alongside.

      (4) Container, vehicle, and break bulk staging areas.

      (5) Cargo transfer equipment and storage areas.

      (6) Personnel reception and staging areas.

      (7) Security.

      (8) Communications.

      (9) Fire protection.

      (10) Accessibility to road and rail networks.

   b. SPOD operations will be integrated into all Phases of the EVENT cycle.

      (1) The following actions will be conducted, as required, in order to activate and operate designated SPODs:

         (a) Upon notification to proceed (NTP), contracts will be executed with planned subcontractors to provide assets as required. Based on the situation and needs of the U.S. Force Commander, the subcontracts may be executed in whole or in parts.

         (b) A BRS Port and Terminal Operations Team will deploy on order to the designated SPOD at the EVENT location to establish an operational infrastructure and to activate the Port/Terminal Operations Section (PTOS). In order to achieve full operational status, the PTOS will perform the following:

            1. Identify port facilities, areas, and equipment.

2. Determine actual port throughput capabilities.

3. Coordinate port services and support contracting and operations. Coordination will include Host Nation port authorities, customs, and U.S. and Host Nation military/commercial activities involved in SPOD Reception, Staging, Onward Movement and Integration (RSO&I) operations.

(c) Upon arrival of the Port/Terminal Operations Supervisor and the PTOS main body, the SPOD will be opened for operations.

(d) EVENT cargo, totaling approximately (TBD – EVENT Specific) pieces of equipment, will deploy from the port(s) of (Name of EVENT port(s). Ship type and names to be announced at a later date. Port operations and discharge operations will be conducted from (Date) to (Date). The stevedore subcontractor (Name) will execute discharge activities at (Name and location of SPOD).

(e) In-stow damage assessment will be conducted concurrent with stevedore unlashing of cargo prior to rolling stock discharge.

(f) Rolling stock will be discharged by deploying unit drivers OPCON to the Port/Terminal Operations Section. Contractor will also be available to provide drivers as required. Contractor will lift off equipment as required by the vessel stow.

(g) All equipment will be documented by the PTOS using LOGMARS and/or RF Tag Technology.

(h) Vehicles designated for highway movement will be driven to an SPOD staging location designated by the PTOS.

(i) When required, equipment will be loaded on railcars by deploying force drivers and secured by contracted stevedores. Equipment will be documented by LOGMARS and/or RF Tag technology prior to release. Contractor will perform all lift-on/lift-off rail operations.

(j) Helicopters will be moved to a helicopter staging area within the SPOD where they will be reconfigured by deploying unit personnel into flyaway status. Flyaway operations will be controlled by the PTOS. Helicopters will be documented utilizing LOGMARS and/or RF Tag Technology prior to flyaway. Helicopters blade boxes and bags will be repositioned and stored for redeployment.

(k) Disposition instructions for inoperable/frustrated cargo will be coordinated through the BRS Movement Control Center (MCC).

(l) The PTOS will prepare customs clearance forms, freight warrants, and other documentation, as necessary.

c. Port/Ocean Terminal Operations Specified Tasks.

(1) Integrate seaport operations.

(2) Manage real estate in the port and adjacent areas.

(3) Discharge U.S., multi-national, and/or civilian vessels.

(4) Provide Reception, Staging, Onward Movement and Integration (RSO&I) functions for all personnel and equipment processing through the port.

d. Port/Ocean Terminal Section Implied Tasks.

(1) Coordinate with local port authorities, shipping agents, customs, Military Traffic Management Command (MTMC), Ocean Cargo Clearance Authority (OCCA), Military Sealift Command (MSC), deploying Force units and CINC/ASCC/MACOM transportation organizations in the EVENT location.

(2) Coordinate and supervise offloading, staging, and onward movement of cargo and personnel, to include helicopter assembly and flyaway operations.

(3) Plan for and conduct port terminal/warehouse operations.

(4) Coordinate availability and use of facilities and equipment in support of port terminal operations, to include:

(a) Communications.

(b) Electricity.

(c) Lighting.

(d) Water.

(e) POL.

(f) Fueling capability.

(g) Sewage/porta-potties.

(h) Fire-fighting equipment.

(i) Medical emergencies.

(j) Maintenance (emergency repairs).

(k) Evacuation of unit vehicles.

(l) MHE.

(m) Vehicle recovery.

(n) Wash racks/hardstand.

(o) High-pressure washers.

(p) Steam jennies.

(q) Short and long-term processing/staging (open/covered) areas:

1. Comfort Station.

2. Cargo:

a. Containers.

b. Vehicles.

c. Break-bulk.

d. Hazmat/Ammunition.

e. Cargo transfer.

f. Secure/sterile areas (frustrated cargo/sensitive items).

3. Office space.

4. Office equipment.
5. Office Supplies.
6. Internal communications (handheld radios)
7. External communications:
   a. Telephone
   b. Fax
   c. Laptop/Printer
8. Operational equipment:
   a. LOGMARS/RF Tag equipment, spares, and supplies.
   b. First aid kit.
   c. Hearing protection.
   d. Flashlights/safety cones.
   e. Reflector vests.
   f. Tool kit/bolt cutters.
   g. Stencil kit.
   h. Engineer/reflector tape.
   i. Bullhorns.
   j. Traffic cones/signs.
   k. Fire extinguishers.
   l. Generator.

(5) Coordinate safety and security procedures with appropriate Host Nation authorities and organizations involved in SPOD operations.

(6) As required, plan for and conduct rail and truck loading, unloading, and staging operations at the port terminal.

(7) As required, plan for and conduct container freight station operations at the port terminal.

(8) Prepare and process all necessary cargo documentation.

(9) Process hazardous cargo for onward movement or holding.

(10) Maintain and/or process required manning records, scheduling, flow charts, and administrative documentation.

(11) Manage and supervise discharging/loading (pier operations) at the port terminal.

(12) Coordinate transportation support (trucks/buses/railcars) for onward movement.

(13) Coordinate availability/manage use of required MHE.

(14) Brief arriving personnel.

(15) Coordinate operation of personnel comfort stations.

(16) Coordinate security and customs procedures with Host Nation authorities.

(17) Identify physical security requirements and establish and implement physical security standards and procedures.

(18) Establish and implement safety/accident prevention standards and procedures.

e. Unless otherwise specified, Military Sealift Command (MSC) and Military Traffic Management Command (MTMC) will have responsibility for the following in support of port/terminal operations. The BRS Team will be prepared to perform these tasks/assume these responsibilities, as directed:

(1) Military Sealift Command (MSC).

(a) Provide utilities and other services (such as waste removal) required by the ship.

(b) Provide pilotage.

(c) Provide tug hire.

(d) Prepare ship for cargo operations to include:

1. Ready ship for stevedoring in all respects prior to time of initial presentation on berth.

2. Sheath to protect heating coils or other installed ship equipment.

3. Repair or replace hatch boards, reefer plugs or grating damaged or missing prior to the commencement of cargo operations.

4. Provide stevedores, as directed.

(e) Tally mail and/or security cargo by ship's personnel during loading and discharging of cargo.

(f) Determine financial charges for overtime of Customs, Immigration Inspectors, and Public Health Officers incurred incident to embarking/debarking LOGCAP passengers and crews.

(g) Provide and coordinate dockage and berth assignments at commercial facilities.

(h) Manage harbor and quay dues chargeable to LOGCAP ship at commercial facilities.

(i) Verify maintenance of winches, ship's booms, and cargo running gear in operable condition to ensure safe cargo operations.

(j) Manage and crew overtime incident to initial breakout/rigging of heavy-lift ship's gear.

(k) Manage and control crew overtime incident to initial breakout/rigging of heavy-lift ship's gear.

(l) Manage and control crew costs in connection with breasting out.

(m) Provide rig spark arrestors and ventilator screening when required.

(n) Manage and control crew costs in connection with shifting alongside or between piers.

(o) Provide ballast, including handling costs.

(p) Provide for all ship's crew overtime and penalty wages except for members of the crew actually performing stevedoring.

(q) Ensure crew overtime in connection with security watch to include time during cargo operations.

(r) Secure vessel or barge for sea including battening hatches.

(s) Manage and control costs incident to the loading and discharging of nucleus ship's stores.

(t) Provide for non-cargo related services ordered by and for the benefit of MSC on time and voyage charter ships.

(u) Manage port handling costs, positioning, local drayage, and stevedoring of loaded MSC controlled containers.

(v) Procure, maintain, and inventory lashing gear, slings, and special fittings.

(w) Manage overtime differential costs in stevedore and terminal services when performed at the request of MSC for non-cargo related services.

(x) Provide for line handling.

(y) Obtain fireboats, tugs, and pilots when required on a standby basis during ammunition, explosives, or other hazardous cargo handling operations.

(z) Ensure that cargo holds/spaces from which cargo has been removed have been cleaned when cargo is discharged at other than MTMC controlled port.

(aa) Obtain funds for cleaning under these circumstances is an MSC responsibility.

(2) Military Traffic Management Command (MTMC) – (MSC Vessels).

(a) Provide for overtime differential costs in stevedore and terminal operations when

performed for the consideration of the MTMC Terminal.

(b) Manage straight-time costs of stevedoring and terminal services including trimming, checking securing, etc

(c) Obtain additional labor required in connection with the operation of ship's heavy lift gear.

(d) Perform spotting and trimming of booms.

(e) Coordinate the driving of vessel winches.

(f) Direct opening and closing of vessel hatches.

(g) Manage and report all costs in connection with removal of pontoons, hatch covers and beams from ship to place of rest on the dock and return due to occupancy of deck space by previously loaded military cargo.

(h) Obtain dunnage, blocking and bracing materials as required.

(i) Perform the dunnaging, blocking and bracing of cargo as required.

(j) Ensure stowing and securing of cargo to the satisfaction of the ship's master (including catwalks, if required).

(k) Manage restowing and resecuring previously accepted cargo which has broken loose due to adverse operating conditions such as heavy seas and accidents.

(l) Determine sheathing requirements, when not required by the terms of the contract, to be furnished by the carrier.

(m) Coordinate the rerigging of ship's cargo handling gear during operation.

(n) Obtain heavy-lift equipment other than ship's gear when ordered by the U.S. Government for its own convenience.

(o) Determine shore gear required to load or discharge; i.e., slings, nets, special bridles, conveyors, clam shells, dozers, scoops, etc.

(p) Provide for coopering when ship not responsible for damage.

(q) Provide rigging of hatch tents; blocks to be furnished and installed by the ship.

(r) Provide vapor proof lights required to load or discharge special cargo.

(s) Manage and coordinate overtime for Host Nations Customs, Agriculture, or Public Health Officers provided for the convenience of the cargo.

(t) Provide for the fumigation required solely because of contaminated cargo.

(u) Manage miscellaneous dues, fees, and charges for account of cargo services:

1. Drayage, storage, and warehousing.

2. Terminal tariff-handling charges according to custom of the port.

3. Cargo surveyor fees.

4. Customs and other fees, dues and/or taxes chargeable to cargo.

5. Harbor and quay dues chargeable to cargo based on local tariffs.

6. Top wharfage assessable on cargo.

7. Transportation and travel time of stevedore personnel.

8. Documentation of cargo.

(v) Provide for repair or replacement of hatch boards, reefer plugs or grating damaged or missing as a result of cargo operations.

(w) Provide for standby for ship's crew to rig heavy lift equipment.

(x) Provide for cleaning cargo holds/spaces from which cargo has been removed at MTMC-serviced ports.

(y) Manage cleaning and removal of ammunition sheathing upon redelivery of a ship to the owner.

f. Planning Factors. The lesser of three factors will determine a port/terminal throughput capacity: reception capacity, discharge capacity, and clearance capacity. A port-specific operations plan will ensure that these three capacities are synchronized. BRS' discharge approach will ensure the availability of a properly sized and qualified workforce and will fully account for the specific requirements to discharge vessels containing containers, break-bulk cargo RO/RO (wheeled and tracked vehicles), bulk liquids, and passengers. Port operations will be 24 hours per day whenever vessel discharge/upload operations are underway. Additional planning factors include:

(1) Break-bulk berth - Assume a 75 percent availability of cargo handling equipment and a discharge rate of 1,000 STONs per day.

(2) Lighters berth-Assume one crane per lighter and a discharge rate of 300 STONs of break-bulk, or 450 STONs of ammunition, or 200 containers per day.

(3) RO/RO-Assume a discharge factor of 600 measurement tons or 3,898 square feet per hour.

(4) Underdeveloped container berth-Assume a discharge rate of 300 containers per day when employing a floating heavy- lift crane.

(5) Developed container facility - Assume a simultaneous loading and discharge rate of 700/800 containers per day with the rate varying depending on the type of cranes available, the type of ship being worked, and the capabilities of equipment operators.

(6) Lighter aboard ship (LASH) - Assume a discharge rate of one lighter every 15 minutes and one container every three minutes.

(7) Sea Barge- Assume a discharge rate of four barges per hour.

(8) Additional specific planning considerations should include:

(a) Roll-On/Roll-Off, pier cranes, and container handling capabilities of SPOD.

(b) SPOD facilities and MHE capabilities.

(c) Local workforce availability.

(d) Marshalling/staging areas at SPOD.

(e) Harborcraft availability.

(f) Pier space and water depth.

(g) Trafficability of roads.

(h) Time and distance factors between SPOD and onward destinations.

(i) Availability of transportation resources.

(j) Marine radio communications frequencies.

(k) Identification of port shipping agents and contact information.

(l) Availability of life support and administrative space facilities at or in the vicinity of SPOD.

ENCLOSURE 3 (SURFACE OPERATIONS) to TAB A (MOVEMENT CONTROL) to APPENDIX 2 (TRANSPORTATION) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **PURPOSE.** To provide information pertaining to surface movement operations in an EVENT location.

2. **GENERAL.** BRS will provide, on order, the equipment, supplies, personnel, administration, and management required to plan, organize, facilitate, direct, control, and perform surface operations (motor/rail/inland waterways) in support of LOGCAP EVENTS, as directed. The BRS surface operations capability will be tailored to meet EVENT requirements to deploy, sustain, and redeploy a Force of up to 4,000 personnel in an EVENT area for a period of 365 days commencing at S-Day.

3. **SPECIFIC.**

   a. BRS will provide a surface movement operations capability to support EVENT activities in the Rear Support Area and the Forward Support Areas of the EVENT location.

      (1) The Surface Operations Section will have the ability to plan for and support the line haul movement of personnel and cargo via all modes of surface transportation, e.g., highway, rail, and water. For highway line haul operations, BRS plans to subcontract for buses for personnel and trucks for cargo in the event adequate Government resources are not available. Should contracting prove impossible or unfeasible, BRS will lease the vehicles (with drivers) required to meet the requirement. The third course of action is, in coordination with the PCO/ACO, to purchase the required assets and hire additional operators. In the case of air and water, the subcontract/lease/purchase options, in that order, will be pursued should Government air/water transportation not be available.

      (2) BRS will conduct inter-modal cargo transfer (terminal transfer) operations at the EVENT location. This operation will include break bulk and container operations at air, rail, motor, and marine terminals at the EVENT location. This service will include up- and down-loading of all modes of transportation; stuffing and stripping of containers; operating secure break-bulk and container staging areas; container handling; and shipment consolidation and packing services. These operations will support in-bound and retrograde operations as well as inter- and intra-theater movements.

      (3) The Surface Operations Section will coordinate through the MCC to identify deployment schedules; number of personnel; amount of cargo and equipment to be unloaded and staged; and final destinations. The reverse process will take place for departures. Once the appropriate information is gathered, the Surface Operations Section will:

         (a) Determine personnel and equipment requirements for surface operations, including forklifts, cargo handlers, container handlers, and trucks and buses.

         (b) Confirm arrival schedules; departure schedules; size and type of units; and operate holding and staging areas for personnel and equipment.

         (c) Develop a LOGCAP EVENT Surface Movement Plan for personnel and equipment in coordination with the appropriate transportation sections/activities.

(d) Ensure that transportation is programmed to support APOD/SPOD passenger and cargo flow throughput.

b. BRS surface operations functions will be integrated into all operational Phases of the EVENT cycle. See TAB A (Movement Control) to this Appendix.

c. Surface Operations Specified Tasks.

(1) Provide intra-theater cargo and passenger movement via sea, rail, or ground modes.

(2) Operate a break bulk or container operation at air, rail, motor, or water terminals in the theater of operations.

(3) Provide download and transload services to include container handling services, temporary staging services, and assembly/packing services.

d. Surface Operations Implied Tasks.

(1) Cargo Movement.

(a) The Surface Operations Section will coordinate with Military Traffic Management Command and commercial agencies, as required, to ship or receive inbound and outbound cargo.

(b) The Surface Operations Section will plan and coordinate line haul and local haul of cargo in the EVENT location, as required.

(c) The Section will implement and monitor a cargo movement system that provides:

1. Movement authority.

2. Cargo documentation controls.

3. Shipment in-transit visibility using LOGMARS and an RF Tag monitoring system as available.

4. Receipt of in-bound cargo.

5. Review of shipping documents against actual receipts, and accounting for overages, shortages, and lost or damaged shipments.

6. Consolidation of cargo shipments.

7. Temporary storage of in-transit cargo.

8. Diversion or re-consignment of cargo, as required.

9. Transfer of cargo from one mode to another.

10. Tracing and expediting of cargo shipments.

(2) Passenger Movement Services:

(a) The Surface Operations Section will coordinate inter- and intra-theater passenger transport requirements via all modes of surface transportation available at the EVENT location. These modes may include bus, rail, ship, and truck.

(b) The Surface Operations Section will also coordinate provisions for EVENT location immigration, and customs clearance for authorized passenger traffic. Availability of specific modes will depend on the infrastructure of the EVENT location.

(3) Cargo Transfer Operations:

(a) The Section will plan for conducting inter-modal cargo transfer (terminal transfer) operations at the EVENT location.

(b) These operations will include break bulk and container operations at air, rail, motor, and marine terminals at the EVENT location.

(c) Operations will include up- and down-loading of all modes of transportation, stuffing and stripping of containers, operating secure break bulk and container staging areas, container handling, and shipment consolidation and packing services.

(d) These operations will support in-bound and retrograde operations as well as inter- and intra-theater movements.

(4) Surface Movement Coordination. The Surface Operations Section will:

(a) Arbitrate conflicting land transportation requirements that cannot be resolved at lower levels in the movement control system.

(b) Monitor the movement of forces using rail, highway, or inland waterway assets.

(c) Monitor port clearance, rail, highway, and inland waterway activities.

(d) Maintain and disseminate information on military and Host Nation surface transportation network. This information includes data on obstructions, detours, capacities, critical choke points, surface conditions, and enemy activities affecting highway, inland waterway, and rail nets.

(e) Develop short and long-range transportation plans pertaining to repair priorities of the surface transportation network.

(f) Coordinate with Host Nation activities on inland transportation matters.

(g) Notify the Chief, MCC, when forecasted land transportation requirements exceed the land capabilities.

(h) Monitor inland container management program.

(i) Monitor effectiveness of negotiation and award of tenders to commercial carriers.

(j) Develop policy and procedures of theater commercial surface transportation.

(k) Monitor border crossings, port clearance, and inland waterway activities.

(l) Validate and/or coordinate requests for Host Nation inland surface movement support.

e. **Planning Factors:**

(1) Force deployment sequence and timeline.

(2) APOD/SPOD throughput capability.

(3) Availability of processing/staging areas at APOD(s), SPOD, and Rear and Forward Support Area Base Camps.

(4) Availability of MHE, including container handlers, at operational sites (APOD, SPOD, RSA, and FSA).

(5) Trafficability of Main Supply Route (MSR) primary and secondary roads.

(6) Time and distance factors between APODs, SPODs and all Support Base Camps.

(7) Availability of local transportation and equipment resources.

(8) Availability of labor force (Host Country Nationals and Third Country Nationals).

TAB B (INSTALLATION TRANSPORTATION OPERATIONS) to (MOVEMENT CONTROL) to APPENDIX 2 (TRANSPORTATION) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **PURPOSE.** To provide information pertaining to Installation Transportation Operations (ITO) in support of a LOGCAP EVENT.

2. **GENERAL.** BRS, on order of the AMC Procuring Contract Officer (PCO) or designated representative, will provide installation transportation support to a Force of 4,000 personnel deployed to an event area for 365 days

3. **SPECIFIC.**

   a. **Concept of Support Operations.**

      (1) Phase I - Continuous Planning:

         (a) During this Phase, BRS ITO Planners will analyze, refine, and update mission requirements and available capabilities for conducting installation transportation operations, identify potential souces, and determine possible shortfalls.

         (b) ITO Planners will regularly conduct capability assessments to assure planned resources are still available or have not deteriorated or improved.

         (c) ITO Planners will ensure coordination channels with appropriate agencies remain functional to ensure full and immediate integration of effort upon implementation.

         (d) Coordination is premised on the need for total asset visibility, optimized management of transportation assets and the need to seamlessly integrate BRS/military procedures and capabilities in the execution of reception, staging, onward movement, and integration (RSOI), sustainment, and retrograde operations. Key players in predeployment coordination of ITO operations include:

            1. U.S. Army Materiel Command (USAMC).

            2. Designated ASCC/MACOM, as required.

      (2) Phase II - Deployment:

         (a) Upon Notice to Proceed (NTP), contracts will be executed with designated subcontractors to procure required assets needed to perform ITO functions. Based on the actual situation and needs subcontracts may be executed in whole or in parts.

         (b) A Logistics Coordinator will deploy with BRS' Advance Team to coordinate ITO operations and support requirements with regional authorities, and designated subcontractors.

         (c) A BRS ITO element will deploy as soon as feasible to designated sites in order to establish an ITO infrastructure, activate ITO Sections at each support base, and integrate ITO functions and resources in the transportation network at the EVENT location. ITO

elements on the ground will coordinate with U.S. agencies involved in ITO operations, pertinent Host Nation organizations, and subcontractors, as required.

(d) During buildup, additional personnel may be deployed/hired to assist in management of ITO resources and execution of ITO operations.

(e) ITO procedures will be refined, expanded and/or modified through coordination with the MCC sections, other elements of the BRS Team, appropriate U.S. military activities, subcontractors, and regional agencies/organizations involved in theater ITO operations.

(3) Phase III - Maturation (Sustainment):

(a) ITO operations will have achieved full operational tempo during this Phase. Infrastructure, functions, and procedures will be fully mature.

(b) Continual assessments will be conducted to ensure compliance with Statement of Work and subcontract requirements as well as consistence in meeting U.S. Force Commander's needs in the theater Area of Operations and in ensuring mission accomplishment.

(4) Phase IV - Redeployment:

(a) Any modifications to ITO operational procedures will be previously coordinated and approved by the appropriate BRS Team elements and Force elements, and

(b) The ITO elements will make provisions to ensure a retrograde capability at each base camp, and to ensure continuing ITO services until final stage of Contractor workforce demobilization.

b. Specified Task. BRS will conduct ITO operations in the EVENT location, including intra-theater movement of personnel and cargo via air, sea, rail, and road.

c. Implied Tasks.

(1) Supervise development and execution of all operating plans for the performance of the mission assigned to the ITO.

(2) Consolidate, review, verify, and insure timely submission of special and recurring reports.

(3) Collect and maintain data and statistics pertaining to ITO workload, production, manpower, cost, and performance.

(4) Plan, coordinate, and supervise movement services for each base camp.

(5) Monitor and supervise EVENT-related individual, unit, and group movements to and from each base camp.

(6) As required, submit unit movement data and plans to the MCC.

(7) Prepare and coordinate plans for convoy movements to/from Rear and Forward Support Area base camps.

(8) Coordinate and/or supervise movement of freight, personal property, and designated individuals (VIPs, dependents, Force participants, Contractor personnel).

(9) Supervise inspections of inbound and outbound shipments and commercial carrier facilities, equipment, and services.

(10) Coordinate actions on overages, shortages, and damages on inbound shipments with the Transportation and Movements Branch.

(11) Prepare and submit documentation for shipment and receipt of inbound and outbound freight.

(12) Initiate tracer actions and discrepancy in shipment reports, as required.

(13) Issue, review, and obtain bills of lading, and convert commercial bills of lading to Government Bills of Lading (GBL), as required.

(14) Prepare and issue transportation requests, local payment of airlines, port call requests, and meal tickets.

(15) Issue receipts for and cancel unused transportation requests, meal tickets, and commercial carrier tickets.

(16) Arrange vehicle rental for authorized personnel.

d. Planning Factors:

(1) Availability of operational/staging areas at Rear and Forward Support Base Camps.

(2) Trafficability of primary and secondary roads.

(3) Time and distance factors between APODs, SPOD and all support bases.

(4) Availability of local transportation and equipment resources.

(5) Availability of Host Country National (HCN) and Third Country National (TCN) labor force.

e. Personnel.

(1) BRS will provide fully trained and qualified personnel for ITO operations. All employees will be given the following instruction to assure competent performance to meet the requirements of this contract:

(a) Local Customs, Laws, and Regulations. All employees will be informed and briefed on applicable local rules and regulations by the designated supervisor.

(b) HSE. All BRS employees will be instructed in security, safety, preventive maintenance, conservation of energy and utilities, care and operation of U.S. Government-owned

facilities and equipment, and any other areas deemed necessary by the on-site LOGCAP EVENT Project Manager.

(c) **Training Records.** The designated supervisor at each operational site will maintain all training records and make them available at all times for U.S. Government inspection.

(2) **Medical Requirements.** All personnel will have a current medical certificate prior to working for BRS.

(3) **Required ITO Experience.** First line supervisors and above will have the necessary training and experience to provide quality services in the area of each person's expertise and assignment. All HCN and TCN personnel will receive formal training, as required, on-site by qualified BRS employees.

(4) **Uniforms.** BRS employees will wear furnished uniform items when on duty.

f. **Miscellaneous.**

(1) **Reports.** BRS will prepare and submit to the U.S. Government through the AMC Team LOGCAP all ITO records and reports required by contract and efficient and proper management of resources.

(2) **Security.**

(a) BRS will coordinate for and ensure security is provided at U.S. LOGCAP controlled sites, TMPs, and transportation staging/storage locations. Supervisors will ensure that all official reports are approved and signed by the U.S. Government.

(b) Additionally, BRS will provide internal and perimeter security at base camps and/or U.S. controlled operational sites.

(3) **Safety.**

(a) BRS will ensure all employees are thoroughly familiar with our Safety Program Plan and the operating procedures and safety precautions required at each ITO operational site.

(b) Accident Reporting. A BRS Record of Injury will be prepared immediately upon occurrence of a job-connected injury and forwarded to the BRS Safety Officer.

(c) Safety Inspections. The ACO or a designated representative may conduct an unannounced safety inspection at any time on U.S. Government furnished equipment and facilities in the AOR. These inspections will be in addition to BRS' unannounced safety inspections.

(4) **Quality Control.** The designated ITO at each operational site will ensure their respective site has appropriate quality control checklists in consonance with BRS' Quality Control Plan to help ensure continuous quality service to supported troops. ITO Supervisors will use the checklists to measure the quality of support at each of their sites.

g. **Command.**

(1) Transportation policies and procedures and management oversight are the responsibility of the Transportation Manager, who reports directly to the Logistics Operations Division Chief on the Project Manager's staff. An ITO Supervisor will be located at the Rear Support Area Base Camp and each Forward Support Area Base Camp. These supervisors are under the operational control of the Transportation and Movements Branch Manager, but report to their respective base camp managers for administration and logistics.

(2) In the EVENT Country or region, no BRS employee will take actions involving the expenditure of funds without the approval of the PCO/ACO through the BRS Project Manager. All customer orders, directives, and requests for unplanned transportation operations will be directed to the ACO through the BRS chain of command.

h. Signal. The transportation communications network will provide digital cellular phones for each manager, operational site, ITO, and AMC Team LOGCAP. Communications with supported troop units will be established depending on the EVENT situation.

ENCLOSURE 1 (Transportation Motor Pool Operations)

ENCLOSURE 1 (TRANSPORTATION MOTOR POOL OPERATIONS) to TAB B (INSTALLATION TRANSPORTATION OPERATIONS) to APPENDIX 2 (TRANSPORTATION) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **PURPOSE.** To provide information pertaining to Transportation Motor Pool (TMP) operations in support of a LOGCAP EVENT.

2. **GENERAL.** BRS will provide, on order, the equipment, supplies, personnel, administration, and management required to plan, organize, facilitate, direct, control, and perform TMP operations in support of LOGCAP EVENTS, as directed. The BRS TMP capability will be tailored to meet EVENT requirements to deploy, sustain, and redeploy a Force of up to 4,000 personnel in an EVENT area for a period of 365 days commencing at S-Day.

3. **SPECIFIC.**

   a. BRS will operate a Transportation Motor Pool (TMP) at each Rear and Forward Support Base for the puupose of providing administrative vehicle and transportation support to the supported Force, as well as BRS and Government LOGCAP teams. The TMP will provide the following services:

      (1) Vehicle dispatch services seven days per week on a 24 hours per day basis.

      (2) Shuttle bus service within and between base camps and other sites as required.

      (3) Routine courier service between base camps and other sites as required.

      (4) Vehicle recovery services 24 hours per day, seven days per week.

   b. BRS will provide and maintain a fenced parking lot or holding area for vehicles when they are not on dispatch. TMP personnel will develop and implement procedures to ensure the security of vehicles and equipment within the motor pool, to include controlled access and exit to and form the base camp TMP premises.

   c. The TMP Supervisor will ensure vehicle/equipment operators have a valid operator's license meeting Host Nation requirements. As required, operators will be tested, and licenses issued, to ensure compliance with EVENT standards and requirements for vehicle/equipment operation.

   d. **TMP Operations Specified Tasks.**

      (1) Operate a motor pool at each Rear and Forward Support Base Camp.

      (2) Provide vehicle dispatch services.

      (3) Provide shuttle bus services.

      (4) Perform vehicle recovery operations.

      (5) Provide vehicle-washing capability.

   e. **TMP Operations Implied Tasks.**

(1) Transportation Motor Pool Supervisor Tasks:

(a) Maintain LOGCAP Contractor operated fleet inventory records.

(b) Assign LOGCAP vehicles to customers on a semi-permanent basis.

(c) Maintain dispatch records.

(d) Report over-age and over-mileage vehicles.

(e) Prepare operating budgets.

(f) Justify fleet addition requests.

(g) Ensure security of the LOGCAP TMP.

(h) Maintain a vehicle key control program.

(i) Manage, plan, direct, and supervise motor pool operations.

(j) Manage and supervise the assignment, cross-training, and proper licensing of motor pool personnel and drivers/operators.

(k) Establish and implement procedures for maintenance and care of individual and organizational equipment and material.

(l) Prepare and submit budget estimates for supplies, fuel, oil, and lubrication products based on the most recent consumption data factored by projected activity and other information received from the PCO/ACO.

(m) Establish motor pool policies, procedures and SOPs.

(n) Establish and maintain the highest degree of operational security.

(o) Initiate and insure adherence to established safety program.

(p) Insure operational readiness is maintained to its fullest.

(q) Plan and supervise training, as required.

(r) Perform frequent inspections to insure compliance with policies and procedures.

(s) Instruct and cross-train subordinates, as required.

(t) Delegate authority to subordinates, as required.

(2) Truckmaster Tasks:

(a) Assist Supervisor in coordinating, supervising, and controlling TMP mission operations.

(b) Organize and supervise driver training.

(c) Train personnel in driver's preventive maintenance, documentation, and loading and securing cargo.

(d) Select tactical motor pool sites.

(e) Reconnoiter routes.

(f) Assist in preparing the motor pool SOPs.

(g) Coordinate with managers, supervisors, and dispatcher to assure full knowledge of personnel status and vehicle availability.

(h) Organize and supervise the motor pool, including assistance in coordinating vehicle maintenance and operational SOPs.

(i) Supervise and check vehicle operations.

(j) Assist, when required, in conducting inspections.

(k) Conduct training, testing, and licensing of drivers.

(l) Report evidence of vehicle neglect, abuse, or operator carelessness.

(m) Supervise, through the dispatcher, all dispatching and routing of vehicles to insure that dispatching procedures conform to contract requirements and specifications.

(n) Coordinate with maintenance section on all maintenance matters such as vehicle due for scheduled maintenance, vehicles being repaired, and vehicles dead lined awaiting repair.

(o) Coordinate with drivers' supervisors on personnel available for dispatch.

(p) Supervise the dispatcher in keeping records necessary for the operation of motor vehicles to include operational data and fuel consumption.

(q) Assist the Motor Pool Supervisor in preparing operational reports.

(r) Request road clearances for convoys and movement of oversize loads to the Transportation and Movements Branch.

(s) Enforce safety rules and procedures.

(t) Become familiar with pertinent laws and regulations governing the operation of motor vehicles in the EVENT Country.

(u) Become familiar with existing standardization agreements affecting motor vehicle operations.

(v) Maintain custody of DA Form 348 (Equipment Operator's Qualification Record) or equivalent documents for Contractor personnel.

(w) Record safe-driving mileage accumulated by Contractor drivers and advise the Motor Pool Supervisor of personnel eligible for safe driving awards.

(x) Maintain a file of vehicle accident reports.

(3) Dispatcher Tasks:

(a) Receive and fill requests from authorized persons for motor transport support.

(b) Check the time of departure and return of each vehicle.

(c) Issue and collect trip records, DA Form 2408 (Equipment Daily or Monthly Log) or equivalent document ensuring they are properly signed by the person for whom transportation was authorized and properly completed by the driver.

(d) Report discrepancies in trip records to supervisors.

(e) Report mechanical failures which require corrective action to the Maintenance Division.

(f) Maintain records of vehicle miles traveled, gasoline and oil consumed, trip frequency and elapsed time, type cargo and tons moved, and such other records as may be directed by the Motor Pool Supervisor.

(g) Receive operational trip records and transportation control and movement documents (TCMD) from drivers on their return, recording necessary data on DA Form 2401 (Organization Control Record for Equipment) or equivalent document.

(h) Examine trip record to assure completeness of action by all concerned.

(i) Initial operational trip records in the space provided and file these records in accordance with existing procedures.

(j) Process validated requests for transportation:

1. Note who is making request.

2. Type and quantity of cargo to be moved.

3. Number of vehicles required.

4. Length of time vehicles will be required.

5. When, where, and to whom drivers report.

(k) Execute requests for transportation by:

1. Selecting vehicles and drivers and completing initial entries on DA Form 2400, or DA Form 2408-1 or equivalent documentation.

2. Posting all operational records at the time of issue to the DA Form 2401 or equivalent document.

3. Ensuring drivers are familiar with route, destination, and mission.

4. Maintaining a motor pool vehicle dispatch board.

(4) Drivers Tasks:

(a) Operate vehicles in the movement of cargo or personnel between designated points, following the routes and instructions of the dispatcher and designated supervisor.

(b) Supervise, load, secure, and tarp cargo to prevent loss due to shifting, inclement weather, and pilferage.

(c) Complete individual driver trip records, listing such information as mileage, trips, times, oil and gasoline added, and malfunctions noted.

(d) In case of accident, gather information for, and complete, Standard Form 91 (Operator Report on Motor Vehicle Accidents) or equivalent form.

(e) Perform preventive maintenance on the vehicle by visual, manual, or auditory examination of the vehicle before, during, and after operation.

(f) Service vehicle with oil, gas, water, and other lubricants and coolants as may be prescribed, as well as maintaining the proper tire pressure.

(g) Keep the vehicle clean.

(h) Assure all on-vehicle equipment (spare tire, jack, etc.) is in place prior to starting mission.

f. Planning Factors:

(1) Availability of operational/staging areas at base camps.

(2) Supported Force size, composition, and requirements.

(3) Trafficability of primary and secondary roads.

(4) Time and distance factors between APODs, SPODs and Rear and Forward Support Areas/base camps.

(5) Availability of local transportation and equipment resources.

(6) Availability of labor force (Host Country Nationals and Third Country Nationals).

APPENDIX 3 (PROCUREMENT/MATERIALS MANAGEMENT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

REFERENCES. See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION. See ANNEX A.

1. SITUATION. See Base PLAN.

2. MISSION. See Base PLAN.

3. EXECUTION.

a. Concept of Operations.

The BRS Procurement, Materials, & Property Department consists of Subcontracts, Purchasing, Expediting, Traffic, Document Control, Material Control, Material Managers, Client-Owned Equipment Managers and Specialist. These BRS persons shall be delegated the appropriate authority to perform their activities with little or no supervision in order to execute the work at the project level which would require little support.

Procurement and Materials function shall manage commercial suppliers and subcontractors to support the mission to restore facilities to meet objective flow rate. The project will be staffed in all functional areas to ensure work is accomplished in accordance with BRS government approved procurement & property procedures, public law, the applicable statutes and the prime contract requirements and in accordance with listed assumptions. BRS will seek to purchase goods and services to the greatest practicable extent on a competitive basis and with best business practices from responsive, responsible providers whose offer will be the most advantageous to BRS and the Client.

1) **Property & Materials:** BRS will execute this task in accordance with our Government approved Procurement & Property Systems to control, protect, preserve, and maintain contract Government property IAW the Government Property Clause 52.245-5, 52.245-2, FAR 45.5, and the terms of the Prime Contract. This system is a company wide procedure last approved 15 March 2002 by the DCMA Government Property Administrator in Houston.

2) **Traffic:** BRS will provide transportation services from worldwide locations to final destination utilizing safe economical and efficient methods of transport. Provide visibility of material in transit while meeting client and jobsite delivery requirements.

b. Advance Party.

Upon Notice to Proceed (NTP), the Advance Party will deploy to the area of operations. The Advance Party will locate and procure adequate resources for the Assessment Teams. A Procurement Team will deploy to arrange for life support services, vehicles, hotels, housing etc., for the Advance Team and the follow-on Assessment Teams, coordinating with operations to determine the Bill of Materials required to insure that the assessment team members are properly

supported. Upon arrival of the Assessment Teams, the Procurement Team will continue its assessments and to provide operational support services.

c. Traffic Management Team:

This team consists of two Traffic Specialists located at each region (North and South) to assess the port and airport facilities to determine if the existing infrastructure can support BRS operations. BRS shall ensure the most cost effective and efficient means of transportation is utilized to get goods, services, and resources deployed to the Northern & Southern regions of operations. A project support cell in Houston will provide CONUS support to the in-country field operations for procurement sourcing of materials and services for items not available within the country in which work is being executed. The Houston office shall also provide logistical/transportation support services for the movement of cargo to the work sites located in the northern & southern regions. Each field office located in the North & South shall be a stand alone office to provide dedicated support to their assigned region of operation, and that the Houston support office shall provide support to both northern & southern regions. See Tab A to this Appendix for the Traffic Execution Plan. Tasks for the Traffic Management Team include the following:

1) Determine port capabilities including condition of docks, cranes, and types of MHE available.

2) Investigate condition of airport including runways to determine type and size cargo and personnel aircraft that can be utilized.

3) Meet with local suppliers of trucking services to determine number size and condition of trailers including heavy and oversize trailer capabilities.

4) Perform route surveys to determine conditions and restrictions of routes to perspective site locations.

5) Meet tug and barge operators in the area to obtain availability of equipment which will be used during the operation. If main port is congested, we will have to lighter equipment and material from ship to barge to meet delivery requirements.

6) Material arriving in country may be subject to local customs clearance procedures, a Traffic Q/A person will be assigned to work with customs broker and port authorities to assure project equipment is cleared expeditiously for delivery to the job sites. This person will also work with authorities at the airport for clearance of cargo and personnel when they arrive. Contracts for all transportation requirements will be executed through the subcontracts group.

d. Procurement & Materials Team:

The team will consist of the Procurement & Materials Manager (P&M), four Subcontract Administrators, four buyers and two Warehouse Managers will be deployed to each region. Host Country National (HCN) translators will assist in operations. The P&M Team shall conduct market assessments for the availability of materials/services required to support the functional areas and execute the construction/rebuilding efforts. The team shall gather information pertaining to the basic life support needs for the initial flow of personnel such as existing (hotels, housing, vehicles, translators, water, and warehouse & office spaces availability of land to construct a base camp and whatever else requested by operations. If locally available resources are inadequate, the P&M Team will deploy to surrounding countries to procure appropriate

materials and services. Agreements will be set up with suppliers and subcontractors for support operations in the deployed country.

1) The Procurement, Materials and Property Department will purchase material goods and services to the greatest extend practicable on a competitive basis from responsive, responsible suppliers and subcontractors within the country and or within the surrounding countries that make the most cost effective offer as well as availability of materials.

2) Immediately upon execution of Notice to Proceed, the Procurement, Materials and Property Teams shall be mobilized to the location to conduct an initial site assessment of the current economic situation to determine the availability of subcontractors and suppliers as well as the availability of materials/equipment in order to execute work. In addition to making a determination of material availability, the advanced team will also identify life support facilities and materials such as hotels, warehouses, offices, potable water, and existing communications.

3) The Procurement, Materials and Property Department will ensure that all government property is properly procured, received, stored, consumed, safeguarded and maintained to fulfill the needs of the project.

e. Policies & Procedures:

Our procurement system is designed to manage the sourcing and acquisition of goods and services from time of receipt of a request until final delivery and or acceptance of goods and services.

1) After receipt of an approved Materials Requisition (MR) or a Request for Subcontract (RFS) procurement shall make small purchases of materials, equipment, general services and construction awards representing directly from a source known to sell or provide required services at competitive prices. To confirm this information, we initially obtain quotations from several sources, and then update this information at regular intervals to sustain a realistic appraisal of current market price levels. Our procurement staff shall make all attempts to have all bidders confirm oral bids in writing. Upon receipt of proposals a bid tabulation sheet shall be developed and all offers shall be evaluated for cost and technical quality, delivery schedule upon completion of bid tab and technical review a recommendation will be made to the Project Manager(s) for final approval and award. BRS procurement staff shall ensure total dedication to the support of operations.

2) BRS intends to procure the majority of materials within the area of operations and surrounding countries to support BRS operations and our prime subcontractors. If materials and services aren't available within the region or surrounding countries the requirements will then be forwarded to the Houston office for sourcing and award. We participate significantly in the procurement of project materials through the Government supply system, and local and regional purchases/subcontractors.

3) Procurement shall work closely with the Subcontractors and Operations (Requestor) to immediately identify long lead time items as well as other items which are determined mission essential. Once these items are identified they will be placed on a "critical path" schedule to begin immediate procurement actions.

4) For all items which are determined "Routine" or "Non Critical" these items shall be processed as described herein.

5) Keeping subcontractors, requisitioners and suppliers fully informed on the status of materials ordered for them as well as maintaining and storing those materials from the time they are received until they are used on the project.

6) The Procurement & Materials Manager as well as the deployed Subcontract Administrators and Buyers deployed to the Northern & Southern Regions as well as the Houston Support Cell Office shall be provided sufficient purchasing authority to accomplish all expected requirements of this contract.

7) BRS is always pursing/implementing ways to streamline the procurement process and reduce procurement lead-time. Each material requisition received is logged in and tracked from award, and material receipt, warehousing and issuance at the project site.BRS is able to track the location of material en-route from the vendor to the final destination. BRS maintains a list of preferred freight forwarders who have implemented processes/systems to track material from the time the item is released through delivery and storage at the site.

8) Our Procurement Manager, supported by the BRS Procurement Department, implements the following activities to procure and manage materials & services from qualified suppliers & subcontractors:

a) Receive Material Requisition (MR) or Request for Subcontract (RFS) Material, supplies and equipment are initiated on a MR. The Project Manager, will approve and submit these forms after the MR has been sent through the appropriate Material Controls sections to ensure non availability through the Federal Supply System or existing Warehouses. The Procurement Manager reviews each MR or RFS to ensure it contains a complete item description or statement of work and is directly linked to a work breakdown structure (WBS) cost element. They also work with the originator to complete missing data.

b) Logging Material Requisitions. The pertinent information from each MR or RFS (i.e. requisition number, date requisition was received, buyer name, item description, etc) is entered into an electronic log maintained by procurement. This enables the tracking of the procurement process from start to finish. The process begins with the receipt of the MR, continues with the delivery of the materials or services in the on-site warehouse and is completed with the issuance of the material on the project site.

c) Sourcing. Our Procurement & Materials Manager, with the help of local sources continually perform a regional market analysis compiling a preliminary list of approved sources. Prior to soliciting our request for quotes, we also access the Internet and check the Excluded Parties Listing System for debarred, suspended and ineligible contractors. If supplies or services are not available in the immediate area of operations the surrounding region(s) shall be sourced as to the availability of goods and services required. If the goods and services are not available within the region and the only available source of supply or services is from the U.S., the requirement is then forwarded to the Houston Support Office for action.

d) Solicitation and Quotes – In order to fully support design and construction, all requirements are solicited in an expeditious manner after receipt of an approved MR. The Procurement & Materials Manager works closely with the suppliers to ensure suppliers provide quotes within the required time frames identified in the detailed project schedule. If any difficulties arise in securing a price quote, the Procurement Manager brings the problem to the attention of the Project Manager. The solicitation phase includes all required terms and conditions and flow-down clauses. We have the capability to access our global procurement organization and leverage the marketplace for improved delivery and costs. Our buying power benefits Client as we often obtain better pricing and more favorable terms.

e) Evaluations – In most cases, award is made to the offeror with the overall lowest price. Under some circumstances, we perform a best value analysis to factor in considerations other than price (i.e. technical superiority, delivery, quality, and past performance) when making a final selection.

f) Award – Once the successful vendor is selected, the Procurement & Materials Manager prepares a written PO and or Subcontract and completes the procurement file in accordance with our Procurement Procedures.

9) After procurement award the file is immediately distributed to the appropriate functional areas and the expeditors immediately begin the expediting of the materials to ensure timely delivery and ensure the delivery date is fulfilled. As for the post award administration of subcontracts the Procurement & Materials Managers, designated Buyers or Subcontract Administrators perform hands-on management administration working closely with Operations to minimize any schedule slippage, rework, or faulty products. The superintendents will work closely with the on-site Quality staff to spot problems early and, in most cases, offer alternative techniques and methods to our subcontractors & suppliers which will result in high quality results and minimized costs. Procurement works closely with safety to ensure that work is being performed in a safe environment to eliminate any mishaps.

10) The detailed administrative functions as to how BRS administers the subcontracts and purchase orders are described in more detail in our Approved Procurement Manual.

f. Policies & Procedures:

1) Our Government-approved Property Control System control, protect, preserve, and maintain contract government property in accordance with the Government property clause 52.245-5, 52.245-2, FAR 45.5 and the terms of the prime contract. This company-wide system was last approved on 15 March 2002, by Government Property Administrators (GPA) in Houston, TX.

a) To manage our property system we employee former U.S. Army Property Book officers as the manager, client-owned equipment, and as the project client-owned equipment administrators. The client-owned equipment administrators will be located at each BRS location in the AOR and work directly with the local Government Property Administrators. Depending upon the volume of equipment assigned within a country, the site client owned equipment administrators are assisted by a Client-Owned Equipment Specialist and an Inventory Control Team, comprised of expatriate and Host Country National (HCN) or Third Country National (TCN) employees.

g. Acquisition:

1) Our property control personnel review every requisition to determine if the item is equipment. If the item is classified as equipment, a determination is further made to see if the item warrant`s the assignment of a Government Property (GP) number. BRS follows the guidelines set forth in FAR 45.5. Although FAR 45.505-5 (c) only requires GP numbers to be assigned to "plant equipment" valued at $5,000.00, we assign GP numbers to "plant equipment" we consider as non-expendable or pilferable, with a value greater than $450.00. These GP numbers are used to track the equipment in our property system from receipt through final disposition.

2) GP tag numbers are securely affixed to the property, legible and conspicuous. Markings most widely utilized on our contracts are constructed of a self-adhesive plastic that will withstand adverse weather conditions. These plastic identification tags are stamped "Property of the United States Government" and contain the serialized GP number.

3) The Department of the Army frequently uses war reserve stocks and furnishes us with GFE from the Combat Equipment Group – Europe (CEG-E). This equipment is classified as "Agency Peculiar" and is appropriately reported on our annual DD Form 1662 report (Property in the custody of contractors). CEG-E equipment utilized in support of Brown & Root operations is clearly identified on our property records as having come from CEG-E. We also mark each piece of the equipment with a CEG-E paint marking. This extra care ensures that war reserve stocks are ultimately returned to the appropriate storage site, and do not enter the excess property system when no longer required for contract performance.

h. Records: The Client-Owned Equipment Administrator who reports directly to the Client-Owned Equipment Manager maintains the BRS LOGCAP Property Book. The property book is sorted by country location and electronically distributed to each of the Site Client-Owned Equipment Administrator weekly. The Site Client-Owned Equipment Administrators are responsible for ensuring that all equipment located in their area of responsibility is properly annotated on the property book and locations are kept current. The LOGCAP Property Book is maintained on a Dbase derived program and records all the required elements for equipment as required by FAR 45.505-1 and 45-505-5 including:

1) GP Number

2) Description

3) Stock Number

4) Quantity

5) Unit Price

6) Contract Number

7) Location

8) Disposition

9) Date of Transaction

10) Federal Supply Code

11) Make

12) Model

13) Serial number

14) Acquisition and Disposition Document references and dates

a) The Site Client-Owned Equipment Administrators provide weekly uploads of their database to the Houston Support Office (HSO) Client-Owned Equipment Administrator for reconcilliation. The HSO Client-Owned Equipment Administrator compares the Site records with the property book to account for 100 percent of Government assets. The HSO Client-Owned Equipment Administrator electronically compares the property book against the POLOG database to ensure that all new items were properly received and added to the property book, any discrepancies are immediately researched and corrected. Our property book can easily locate any item of equipment instantly and is well within the "reasonable" time allotted in FAR 45.505-1 (b).

b) Client-Owned Equipment Administrators also use the property book to produce automated hand receipts to the Site Managers or Department Managers by sorting on the location filed. Due to continual cross-leveling between LOGCAP projects, these hand receipts are updated quarterly or monthly if required. The hand receipt holder is directly responsible and accountable for the physical control of government property in their possession.

c) Equipment not issued to a hand receipt holder is issued to custodial accounts such as a tool room. The tool room maintains the on hand inventory and records issues of equipment with the aid of the BRS accountability system called Stock-N-Roll. The "Stock-N-Roll program" is an automated system that records the issue/receipt of all material and equipment to the individual for use in their work.

d) BRS utilizes an automed Inventory Control System (ICS) to manage warehouse stocks. ICS has the capability to record receipts, issues, on-hand stockage and reorder points. Material Control Managers in one location can view on-hand stockage at alternate locations to determine availability and cross leveling as needed. Stocks will be entered into ICS at the Central Receiving point and tracked to the final destination. Once at the final destination, the inventory will be accounted for by the Area Material Control section until consumption. The central receiving point will forward materials to the satalite GOSP warehouse locations at which time the GOSP will show receipt of the materials through ICS. The inventory will then be adjusted to show receipt and current location and levels. The warehouse manager at the GOSP will retain accountability of all inventory until issued for consumption or installation. Issue from the warehouse shall be documented in accordance the ICS procedures and our approved Government Property Control plan as described herein.

e) Special Tools and Special Test Equipment are not currently being utilized in support of the LOGCAP contract, however, if required our property system accommodates these specialized categories of equipment

i. Physical Inventories:

1) In a contingency operation, inventorying equipment once a year is not enough, our inventory control teams conduct physically inventories of all GP numbered items located on the base camps on a quarterly basis or more often if necessary. The inventory teams are composed of expatriates and Host Country National/Third Country National (HCN/TCN) employees that report to the Client-Owned Equipment Administrator. These inventory teams also ensure that the hand receipts are updated at the completion of the inventory. Results of physical inventories, including discrepancies, if any, are reported to the Client-Owned Equipment Administrator who thoroughly researches the discrepancies and if need be submit a Lost, Damaged or Destroyed report to the Government Property Administrator. By looking at our equipment routinely we are also able to verify that maintenance is being performed and the equipment is properly being utilized.

2) The Material Control section conducts quarterly wall-to-wall inventories of on hand warehouse stocks and non-GP numbered items.

3) We find that the use of our inventory system has enabled us to minimize Loss, Damaged or Destruction (LDD) to government property. BRS currently controls in excess of 70,000 GP items valued at more than $500 million. Our total LDD rate is less than 0.03 percent. We attribute our success to maintaining accurate up to date accountability records and routine inventories.

j. Reports:

1) In accordance with FAR 45.505-14, we prepare and submit to the Government Property Administrator DD Form 1662 (DoD) Property in the Custody of Contractors) annually. Under LOGCAP, BRS provides a consolidated report to the Government Property Administrator in Houston, TX as of 30 September of each calendar year.

2) Upon determination of Loss, Damage or Destruction (LDD) of government property, the activity having custody of the property immediately reports the information to the Client-Owned Equipment Administrator. In the event of loss or damage resulting from theft or malicious action, the project Security Department is notified and an investigation is initiated. Results of the investigation are provided to the Client-Owned Equipment Administrator. Incidents of damage or destruction are also supported with written estimates of repair or liability costs provided by project technical representatives. Upon receipt of instructions from the Government Property Administrator, the Site Client-Owned Equipment Administrator ensures they are carried out and the records are updated accordingly.

3) The Site Client-Owned Equipment Administrator prepares a LDD report and forwards it to the Government Property Administrator along with all supporting documentation as soon as all facts are known. At a minimum the LDD report lists the following information:

a) Date of incident

b) Description of property including NSN, applicable part number or identification tag number

c) Contract number

d) Acquisition cost

e) Full narrative of the incident, location, etc.

f) Cause and corrective action taken or to be taken to prevent recurrence

g) Estimated scrap proceeds (when applicable)

h) Repair direct labor and material costs

i) Estimated cost to replace (when applicable)

j) Copies of supporting documentation

k) The contract provision under which relief of responsibility is sought

l) Date of report

m) Statement that no insurance costs or other means of covering LDD of Government property were charged to the contract

n) Statement that, in the event BRS was or will be reimbursed or compensated for LDD of government property; e.g. reimbursement by a subcontractor, the Government shall receive equitable reimbursement

k. Utilization:

1) Equipment or material that is in excess to the needs of one site is often relocated to another project location as part of our screening process. Equipment relocated is recorded on a shipping record by material control personnel and forwarded to the property control office to ensure that the property book is updated with current location. Material stockage transferred from location to another is accomplished with the Inventory Control System. ICS will produce a record of the issue, shipment and receipt at final destination.

2) The BRS Project Manager has overall responsibility for government property and ensures that all property is properly utilized for the performance of the contract for which it was acquired. Any deviations will have prior approval of the Contracting Officer.

3) The Materials Manager establishes and maintains an effective program to ensure proper use, maintenance, and accountability of government property in storage. Camp Managers and supervisors ensure government property under their control is used only for its intended purpose and are responsible for the care, protection, preventive maintenance and accountability.

l. Maintenance: See ANNEX I, Appendix 5.

m. Disposition:

1) When Government property becomes excess (either by completion of the contract or it is no longer required for contract performance), the Site Client-Owned Equipment Administrator promptly reports that equipment to the HSO Client-Owned Equipment Administrator. The

HSO Client-Owned Equipment Administrator notifies other contract locations of excess government property for possible cross-levelling.

2) When it is determined that property is not needed at other locations and is excess to the needs of the contract, we submit inventory schedules to the Plant Clearance Officer (PLCO), requesting disposition instructions. The Inventory Schedules are prepared in accordance with directive of the PLCO and FAR 45.606-5.

3) Disposition action is only taken in accordance with the instructions received from the Contracting Officer, ACO or PLCO. Based on guidance received, we transfer equipment to Army Property Book Officers, Retrograde to storage facilities in the United States such as Fort Polk, turn in to local DRMO or conduct sales operations. Regardless of the directive, we are prepared and experienced in disposal operations.

4. SERVICE SUPPORT. See Basic Plan, Annex I

5. COMMAND AND SIGNAL. See the Base Plan and Annex H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

Tab A – Traffic Execution Plan

TAB A (TRAFFIC EXECUTION PLAN) to APPENDIX 3 (PROCUREMENT/MATERIALS MANAGEMENT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

REFERENCES. See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION. See ANNEX A.

1. **SITUATION.** See Base PLAN.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.** See Base PLAN.

   a. **Assessment.** Immediately upon task order award, traffic specialists will deploy to site to investigate Port and Airport facilities to determine existing infrastructure. Determine port capabilities including condition of docks, cranes, and types of MHE available. Investigate condition of airport including runways to determine type and size cargo and personnel aircraft that can be utilized. Meet with local suppliers of trucking services to determine number size and condition of trailers including heavy and oversize trailer capabilities. Meet with local Customs officials and obtain customs procedures in effect if any. Perform route surveys to determine conditions and restrictions of routes to perspective site locations. Meet tug and barge operators in the area to obtain availability of equipment which will be used during the operation. If main port is congested, we will have to lighter equipment and material from ship to barge to meet delivery requirements.

   b. **Freight Forwarding.** Freight Forwarding services will be contracted on a competitive basis. Scope of work will include item checking, issuing MRR, export packaging, marshaling of material and all export documentation. A traffic coordinator will be stationed at the Freight Forwarder to act as a QA person to supervise Freight Forwarders activities in handling project material as well as expediting shipments, OS&D closure and keep project team current on material received and packed. It is imperative that all equipment and material received by the forwarder be documented and all exceptions and exclusions are documented prior to shipping to the job site. The responsible forwarder will have offices located in worldwide locations which are capable of providing service which will be outlined in a Scope of Work. The satellite offices will be under the control of the Freight Forwarders main project office most likely located in Houston Texas. Based on the volume of material purchased on a worldwide basis, a Traffic QA person may be stationed in the forwarders satellite office to be determined at a later time.

   c. **U.S. Flag Requirements.** We plan on using U.S. Flag carriers to move all project cargo when they are available, however the number of U.S. Flag ships has diminished and availability is very limited. Based on the above we have to ask for a waiver from this requirement to meet project required delivery dates.

   d. **Current Shipping Service Availability.** Currently we do not have regular scheduled commercial ship services into the jobsite location from the U.S. From Antwerp, there is a scheduled liner ocean carrier service available to the port of Basrah sailing every thre weeks. We will charter ships on a worldwide basis as required; we will utilize FO/FO, RO/RO, Breakbulk, Crane Ship,

Lash Barges, and Barge in the 180' X 54' range with Tug to move project material in and around the Arabia/Persian Gulf. Aircraft to transport personnel and material will be utilized during our Mobilization. Commercial 767 or equivalent will be chartered to transport personnel, and based on volume and weight of material available at our marshalling areas we will use AN124 the largest to C130 type aircraft will transport project material from worldwide locations to the country of destination.

e. **Seaports of Debarkation.** Ports of debarkation will be strategically located in the U.S., Europe, and Middle East to take advantage of charter rates and volume of material purchased from geographically located sources of supply. Those ports of debarkation include:

1) Houston Texas for Ocean and Air shipments purchased in the United States

2) Antwerp Belgium for Ocean material purchased in Europe

3) Ostend Belguim for Air Freight shipment purchased in Europe

4) Dubai U.A.E. for Ocean material purchased in the Middle East

5) Sharjah U.A.E. for Air Freight material purchased in the Middle East

We will use other ports of Debarkation on an as required basis based on volume of equipment and material available.

Oversize and Heavy Lift modules weights and dimensions will be provided several months in advance of material readiness. Based on time frames of material readiness we will obtain pricing from qualified Heavy Lift ocean carriers on a competitive basis, and award contract to carrier who provides best price and availability to meet delivery schedule requirements of equipment. Carriers will load heavy and oversize equipment with general cargo's that are available for a particular voyage.

Oversize and Heavy Lift modules will be transported from Vendors shop to seaport by SPMT, Gold hoffer trailers, lowboys or other specialized equipment, the number of axels will be determined by size and weight of modules. To avoid additional handling of oversize equipment we will load from trailer to ship direct without unloading at the port when possible.

General cargo will be moved from seaports either on U.S. Flag vessels if available or on foreign flag charter ships. Currently the only commercial service available is from Antwerp to the country of destination and it loads container cargo. We plan on chartering only ships which have the proper cranes to be self sustaining and capable of loading and unloading cargo without use of shore cranes.

f. **Airports of Debarkation.** Unless we have access to Military airlift capability we plan on chartering aircraft to move equipment and material. We will charter the size of aircraft required based on the weight and volume of equipment we have on hand, and frequency of flites will depend on availability of equipment and material delivered to marshalling yard. Type and size of aircraft have been outlined in our current shipping service section above.

We will issue sub contract to Freight Forwarder to use forwarders facilities to marshal cargo at the airports of debarkation. All equipment and material will be checked and verified prior to loading on aircraft to assure visibility of material in transit.

Aircraft will be chartered through Sub Contract to carry personnel during mobilization and demobilization. No passenger service is available commercially to transport personnel. We plan on having aircraft fly directly to main air port in country, and not to an intermediate destination other than for re fueling.

If destination airport is under Military jurisdiction charter aircraft pilot and crew will have to be briefed by the Military prior to take off of routes and communication channels required to land at the main airport in Iraq. If we are unable to land directly at the main airport we will have to bring personnel to the nearest commercial airport in Kuwait, and transport by bus into the country.

g. **Port of Embarkation.** We have to access the main ports which are outlined in our proposals; in the meantime we plan on using the commercial port of Basrah for Heavy Lift Oversize and general cargo arriving via Ocean Vessels or Barges. We plan on using the main commercial airport in Iraq for incoming equipment, material, and personnel arrivals.

h. **Movement of Equipment and Material from POE.** Subcontracts will be issued for moving Heavy and Oversize equipment from port of entry to various jobsites. We will utilize sub contractors who will have complete responsibility to supply the necessary heavy haul equipment including personnel to operate same. Part of the scope of work will be supply lifting beams, stools, matting , tie down and proper hydraulic equipment to facilitate moving large modules.

Movement of general cargo including piping by flat bed, closed van or container will be sub contracted with qualified companies located in the Middle East area. All equipment and material will be moved from port/airport area by pre qualified trucking companies with as much local experience as we can find.

We can provide a definitive plan on routes we will use only after we complete road surveys to determine physical conditions of roads. We must check length, width and height restrictions on routes to proposed jobsite locations. Bridges and overpasses must be examined to make sure Heavy and Oversize equipment will be able to transit over and under restrictions safely

4. **MATERIAL AND SERVICES.** See Base PLAN and ANNEX I.

5. **COMMAND AND SIGNAL:** See Base PLAN and ANNEX H.

ACKNOWLEDGE:

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PM

APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) LOGCAP CSP

REFERENCES: See ANNEX N (Internal Operating Procedures), Appendix 4 (References).

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN.

   a. **Assumptions.**

      1) BRS will subcontract a majority of the services detailed in this Appendix. If suitable subcontractors are not available, BRS is prepared to self-perform these missions. As the mission and Area of Responsibility (AOR) mature, BRS will conduct a cost benefit analysis to evaluate the cost of self-performance versus subcontracted services.

      2) Rear base camp is located in vicinity of international airport.

      3) Camps are located on flat terrain, with only limited grass vegetation.

      4) Camps are located to make maximum use of existing roads and facilities. Internal vehicle routes and parking do not require extensive additional preparation.

      5) Camps will take advantage of a modular design concept. However, where efficiencies outweigh conveniences, some camp facilities and/or functions may be consolidated to improve economies of scale and cost efficiency.

      6) Force protection measures and requirements, as dictated by the Force commander, may necessitate less efficient and/or less convenient facilities, functions, etc., to be constructed, repaired, serviced, operated, etc.

      7) Climate control for GP medium tents may be required.

      8) It is anticipated that regional acquisition of materials and equipment will be accomplished in the vicinities of Kuwait, Saudi Arabia, Jordan, and Qatar. Shortfalls in material/equipment availability in the region will be met by worldwide acquisition using the most economically feasible alternatives available.

      9) As the operation matures it is assumed that BRS will take full advantage of local procurement opportunities within the AOR.

      10) BRS will be granted access to items available on the Federal Supply System (FSS) or provide with Government Furnished Equipment (GFE) where required.

      11) Requirements for base camp space are based on initial standards for billeting in the Army Facilities Component System and/or the Contingency Support Plan (CSP) statement of work (SOW).

(a) Billeting: Troop-type billeting, while marginally acceptable for short-term projects, it is inadequate for a long-term project such as the CSP. In the early stages of the EVENT, tentage facilities will be used only if no other facilities are available. As the AOR and project mature, BRS will procure modular prefabricated facilities.

(1) Initial Housing and Billeting: During the initial stages of the project there Housing required at 38 SF/person. Each GP medium tent at 512 SF will accommodate 12 persons (512/12 = 42.67). Total requirement for 4,000 personnel of 38 SF/person (38 x 4,000 = 152,000 SF). Rear Base Camp of 1000 personnel will need 84 GP medium tents with 38,000 SF, while each Forward Base Camp of 1000 personnel could require 84 GP medium tents. (Rear 38,000 SF + Fwd 152,000 SF = 190,000 SF).

(2) Long-Term Housing and Billeting: As the project matures and work at the oil infrastructure sites begins to normalize, modular housing units will be procured and fielded. BRS will house its personnel in camps built with prefabricated facilities. (Subcontractors will be responsible for life support of their personnel.) It is anticipated that BRS personnel will remain on the project for a period of years and will require upgraded facilities comparable with other oilfield projects. Square footage, latrine, shower, dining, and other life support standards will similarly be raised to this level.

(b) Office and personnel services: Unit headquarters estimated at 12 SF/person (12 x 4,000 = 48,000 SF). 93 GP medium tents at 512 SF each = 47,616SF. Rear Base Camp of 1000 personnel could need 23 GP medium tents with 11,776 SF, while each Forward Base Camp of 1000 personnel could require 23 GP medium tents. No specific requirement for provision of office space in the current Statement of Work. Be prepared to augment Force with additional tent space. Climate controlled Fest Tents could be used for office, administrative and operating space in lieu of GP Mediums

(c) Sanitary facilities:

- Latrines: One per 15 personnel.
- Urinals: One per 20 personnel.
- Showers: One per 20 personnel.
- Shave stands/sinks: One per 20 personnel.

(d) Chapel. Provide as required.

(e) Medical facilities. See Medical Annex.

(f) MWR facilities. Provided as required.

12) Sewage/Waste Planning Factors. Existing sanitary sewer is not available adjacent to camp. Expect:

(a) Solid wastes: Rear camp 4 tons/day; forward camps 3 tons/day per camp.

(b) Medical waste: 0.2 tons/day (per camp).

(c) Waste water: Gray water 40 gallons/person/day; black water 10 gals/person/day.

(d) Raw Waste Strength – Planning for treatment of raw waste must take into account BOD_5 and PH level as well as base camp population to ensure adequately sized facility for treatment – if acceptable local treatment facility is not available.

13) Force flow/billeting space required. Daily build-up is 1,500 personnel from NTP+15 to NTP+30; prepare to increase support for a Force up to 50,000 personnel beyond 180 days.

2. MISSION. See Base PLAN.

3. EXECUTION. BRS will develop, operate and maintain life support facilities including, but not limited to, base camps, rear support areas, and convoy support centers in support of this CSP in the "area of operations". Support includes but is not limited to:

- Base camp planning, development, construction, and decommissioning
- Operations & maintenance of base camps, facilities, and equipment
- Food Service
- Water Production
- Waste Management
- Facilities management & billeting

a. **Scheme of Engineering Operations.** BRS will provide engineering, construction and installation services for all EVENT personnel. This will include, but is not limited to, engineering planning, construction, camp and utilities operations and maintenance, fire protection services and environmental services. BRS will provide all services rapidly and professionally, consistent with fiscal guidance provided by the AMC LOGCAP Contracting Officer.

b. **Priorities of work.** Priorities will focus on site preparation and establishing initial, rudimentary billeting facilities and latrines, then the preparation and installation of utilities (water, electric, sewage); once this is accomplished, then dining facilities and shower and ablution units can be installed. Following this, at the discretion of the EVENT priorities, additional camp force protection measures, roads and road repairs, improved billeting, administrative, and warehouse facilities, etc., will be implemented.

1) **Engineering Services.**

a) **Preliminary Site Survey.** As soon as possible, the BRS Advance Team will move into the Event area to accomplish a preliminary site survey. The objective of this survey is to gather as much information as possible to efficiently plan for an Event response. Information required includes, but is not limited to, availability of utilities, site drainage, access routes, soil conditions, terrain, vegetation, existing structures, existing contamination, orientation and proximity to APOD and SPOD.

b) **Site Preparation Surveying.** Establish vertical and horizontal control for all facilities, roadways, parking, walkways, drainage, fencing, and utilities.

2) **Real Estate Acquisition.** Acquisition of real estate shall be at the direction of the PCO/ACO.

3) **Construction Services.**

a) The BRS Team will provide construction and support for the Base Camps as directed, including components for the BRS Team's support. This shall include:

(1) Clearing and Grubbing the Site
(2) Earthwork and Grading to include access roads, berms and drainage
(3) Excavation and Backfill for septic systems (as required)
(4) Construction of Building pads (as required)
(5) Installation of Force Protection measures (as required)
(6) Erection of tent and other facilities for billeting, dining, administration, recreation, food preparation, showers, and latrines
(7) Installation of power generation equipment and lighting
(8) Installation of water supply systems
(9) Installation of waste water systems

The overall concept for engineering and architectural services support includes generic facility designs and site plans, adaptation of the LOGCAP Generic Plans based on site conditions, construction management to control quality, cost and schedule, facility renovation/enhancement during the maturation phase, and facility or Base Camp maintenance. Environmental surveys can be conducted, as directed by the PCA/ACO.

b) The concept of operations for camp construction includes the construction of billets for 5,000 personnel (1,000 at each base camp) by NTP+30. These facilities are expected to be rudimentary and austere at first but will improve over the following weeks, to include latrines, showers, and dining facilities. Additional requirements will be at the direction of the EVENT Project Manager or as directed by the PCO/ACO. Facilities may be a combination of containerized, prefabricated, tents, or constructed on site. All will meet the mission-stipulated personnel requirements. Construction will provide the following:

(1) General Purpose (GP) medium (or Fest Tent Equivalent) tents with wood floor for billeting, administration, dining, warehousing.
(2) Latrines: 1 seat per 20 persons.
(3) Shower facilities: 1 shower head per 30 persons.

c) If directed and or available, Force Provider Module support will be an incremental operation consisting of mobilization, receipt, staging, movement, site preparation, set-up, and operation/ maintenance of the Camp. Force Provider modules can provide support 550 personnel per module.

d) BRS will employ Host Country Nationals (HCNs) to the maximum extent possible. If HCN employees are not available in sufficient numbers, BRS will employ Third Country Nationals (TCNs) and subcontractors to provide construction services and functions.

e) BRS can provide construction and/or repair services for road, bridge, rail, runway, port, and pipeline facilities as directed. The overall concept for construction and/or repair services includes sending a team of experts to review applicable facilities and brief a Construction Repair Action Plan that recommends solutions to problems. The Action Plan will consider local knowledge, original designs, expert opinions, possible construction/repair solutions, interim field expedient construction, design and

construction schedules and cost relationships. Upon approval of the Action Plan, the BRS Team will expeditiously move the design and construction to completion.

4) **Camp Operations and Maintenance.** BRS will provide facilities maintenance for horizontal and vertical facilities used by the project. The overall concept for maintenance includes implementing a field expedient design, construction, and maintenance plan utilizing generic plans and drawings, implementing an Emergency Repair Action Plan, a Minor Construction/Renovation Action Plan, and providing an organization that is quick and adaptive to maintenance and minor construction needs.

   a) BRS will provide operations, maintenance, and repair of the utilities used by the Force. The overall concept for operation, maintenance, and repair of the utilities includes utilizing standard operating procedures and providing an organization that provides consistently high quality utility operations.

   b) BRS will provide sewage and waste disposal for the Force. The overall concept for sewage and waste disposal includes design, construction, operations and maintenance of the waste collection and treatment systems, solid waste and trash disposal, gray water disposal, and grease trap service. It also includes developing standard operating procedures, spares kit and re-supply capability, and providing consistently high quality sewage and waste disposal.

   c) BRS will provide power generation and distribution for the sites as directed. The overall concept for power generation and distribution includes facility designs and site plans based on site conditions, in-house generator and distribution system installation, power generation and distribution renovation/enhancement during the maturation phase, and power generation and distribution maintenance.

   d) The BRS Team will provide repair and/or upgrade of utilities such as power, water, sewage, storm sewer, natural gas or other utilities of the Host Nation's fixed facilities as directed by the COR. The overall concept for repair and/or upgrade of utilities of the Host Nation's fixed facilities is similar in concept to the repair of road, bridge, rail, runway, port, and pipeline facilities.

5) **Environmental Services.** BRS will have a technical expert available on site to provide over-site for environmental issues and other technical concerns.

   BRS will use the comprehensive Hazardous Materials/Waste Management Plan to build a site specific Environmental and Hazardous Material Plan. On order, BRS will establish and execute the Hazard Materials/Waste Management Program at the Event sites using TM 38-410 as a guide.

c. **Specified Tasks**. BRS will provide on-site engineering/construction and installation services expertise for up to 4,000 Force personnel in an Event area for a period of 365 days commencing at NTP+3. This includes the following tasks:

1) **Engineering and Design.** BRS will provide limited engineering expertise to allow Generic designs and drawings to be site adapted, as approved by the COR.

2) **Site Preparation.**

3) **Facilities Construction/Renovation and Repair.**

4) **Utilities Construction/Renovation and Repair.**

5) **Installation Services.** Operations and maintenance to include utilities and facilities management; repair/upgrade of utilities for fixed facilities; electrical power generation and distribution; and waste management.

6) **Hazardous Materials/Waste Services.** IAW TM 38-410, the LOGCAP Contractor will plan for and, on order from the COR, establish and execute a comprehensive hazardous materials/ waste management program to identify; package; receipt; store; provide Spill Prevention and Contingency Plans; provide safety and health program; train; handle; and dispose of hazardous materials and wastes. Detailed management and spill response procedures and checklists for Hazardous Waste Management are found in Annex N, Appendix 7, TAB A.

7) **Other Construction/Engineering Services.** The Contractor will plan for and on order from the COR provide equipment, supplies, personnel, administration, and management required to construct and/or repair roads, bridges, rail line, runways, ports, pipelines and walkways.

d. **Implied Tasks.**

1) BRS will provide the following:
   a) Field engineering services similar to the Director of Public Works at an established military installation.
   b) Construction materials to complete camp maintenance, repair, and minor, construction service order requests.
   c) In-house or subcontracted shops for facility maintenance.
   d) Maintenance, repair, and minor construction services for all camp facilities.

2) **Facilities Requirements.** The planned facilities are notional using established guidelines. The actual types and quantities of structures to be furnished at each camp site shall be directed by the COR and determined by availability of Host Nation facilities, materials, and construction factors as noted at the time of authorization to proceed. Structure types also may vary from site to site and within the site, as dictated by the requirements.

3) In the Statement of Work, no facilities are specified for the BRS Team to furnish at the SPOD/APOD locations. BRS shall provide facilities at these locations, if required, and directed by the COR.

4) **Equipment Parking.** A parking plan will be developed and adequate parking areas constructed at all supported sites to accommodate EVENT equipment. BRS will make maximum use of existing hard stand areas and develop parking areas using crushed gravel where required.

5) BRS can prepare a generic Environmental and Hazardous Material Plan. BRS will modify the generic Environmental and Hazardous Material Plan to make it a site specific Environmental and Hazardous Material Plan. Based on the Environmental and Hazardous Material Plan, BRS can establish an Environmental and Hazardous Material Program. BRS can provide the

trained personnel, materials and equipment for the Environmental and Hazardous Material Program.

6) **Redeployment/Demobilization.** BRS can provide the personnel, equipment, supplies, administration, and management required to perform retrograde/demobilization services at each Forward Base camp, at the Rear Support Area base camp, and at the SPOE, and APOEs.

7) Camp tear-down is also considered a likely service requirement. BRS is prepared to return the camp sites to as close to original condition as possible.

4. **SERVICE SUPPORT.**

a. **Supply.** Class IV (Construction Materials); appropriate field gear; computers; communications equipment; and surveying equipment.

b. **Personnel.**

1) BRS will provide fully trained and qualified personnel for all EVENT operations. All employees will be instructed on:

a) **Fire prevention.** Use of fire extinguishers, and smoke detectors.
b) **Local Customs, Laws, and Regulations.** All employees will be sensitive and instructed in applicable local customs and regulations by their appropriate Project Manager or Supervisor.
c) Security, preventative maintenance, conservation of energy and utilities, care and operation of EVENT facilities and equipment.
d) Other topics, as required by the EVENT Force Commander.

2) **Medical Requirements.** Employees having open lesions will not perform duties where they may contaminate people, equipment, or supplies. Employees found medically unfit to perform their duties will be removed and replaced by a medically fit person.

3) **Required Experience.** Supervisors will have the necessary training and experience to provide quality services in their area of assignment. All HCN and TCN personnel will receive training on-site by qualified BRS Team employees.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

Enclosure 1 (Engineering Support)

ENCLOSURE 1 (ENGINEERING SUPPORT) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES: See ANNEX N (Internal Operating Procedures), Appendix 4 (References).

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A (Task Organization).

1. **SITUATION.** See Base PLAN and ANNEX B (Intelligence).

   a. **Planning Assumptions.**

   BRS will utilize subcontractors to perform a majority of the services detailed in Appendix 4 (Base Camp & Life Support) to ANNEX I (Service Support). The subcontracted services will adhere closely to Planning Assumptions, Mission Statement, and Execution Scheme contained within this Annex and its subsequent Tabs and Enclosures. If suitable subcontractors are not available BRS is prepared to self-perform these missions. As the mission and AOR mature BRS will conduct a cost benefit analysis to evaluate the cost of self-performance versus subcontracted services.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Scheme of the Engineering Operation.** BRS will provide facilities and support for the site as directed. The overall concept for engineering and architectual services support includes facility site plans, adaptation of the site plans based on site conditions, construction management to control quality, cost and schedule, facility renovation and enhancement during the maturation phase, and facility maintenance.

   (1) Facility and Base Camp site plans.

   (a) Generic Base Camp site layouts will be adapted as site specific information becomes available.

   (b) The modified site layouts will be used to generate a refined Rough Order of Magnitude (ROM). The ROM will be adapted as soon as the site-specific information becomes available.

   (c) The equipment density lists for horizontal construction will be generated when hardstand requirements are defined for specific sites.

   (d) Our designs and site plans will require site adaptation based on actual conditions encountered, specific requirements of the Event mission and the directives of the Force commander, as relayed by the PCO/ACO.

   (e) The designs and site plans have been developed to make them able to adapt to actual site conditions. The standards are configured to enable flexible and expeditious final design.

(f) Site plans are based on 5,000 personnel plus their specialized equipment requirements, the site plans will be adjusted for variations required by country-specific requirements and differences in configuration of the deployed work force, which might be specified by an execution directive.

(g) Because delivery by suppliers will be a function of the time available, designs to accommodate tents and on-site temporary modular facilities are used. It is anticipated that actual site conditions may influence the Site Project Manager to choose a combination of both options.

(h) Pre-engineered structures (or "instant' buildings) include those temporary buildings which are prefabricated, or pre-assembled units available commercially. Generally, these structures will be used for initial construction crew housing and later for transient billeting or supply warehouses.

(i) In addition to the site-specific mission and terrain constraints existing under normal conditions, some of the potential scenarios will result in additional supply, material, and equipment in the final design and camp construction process.

(j) BRS will provide facilities for self-support. BRS plans to use subcontracts where beneficial; however, it is anticipated that qualified firms will not always be available for all required trades. The site designs provide facilities on-site for BRS management personnel. It is anticipated that local national employees will not require housing within the base camp.

(2) Adaptation of site plans.

(a) During directed execution, BRS Engineering personnel will be immediately mobilized and deployed, both to the BRS Headquarters, as well as to the Event location. If there is an alert period available for design, a portion of the site adaptation designs will be performed in BRS Headquarters prior to the initial site visit.

(b) When possible, a site visit to the Event Area of Operations will be made with an engineering team prior to NTP so that deployment planning can include adaptation of designs and site plans.

(c) While the field engineering team deploys, the BRS Headquarters team will review the requirements to validate the Generic plan as it relates to the PCO/ACO's direction, and to make appropriate changes to the site plans. The revised site plans will be provided to the field engineering team for further adaptation to actual site conditions.

(d) The BRS Team will continue engineering adaptation of designs when site specific information is available.

(e) Based on the initial site survey, field engineering will determine the suitability of any available utilities, roads, buildings, etc., to enable reduction in the level of facilities development effort required to expeditiously set up the base camp site.

(f) Should existing facilities/infrastructure be available, field engineering will adjust the design and layouts to take advantage of those that are appropriate for use by BRS. Standard site design revisions can be made to accommodate this situation.

(g) The initial cadre will include engineering personnel with equipment to adapt site plans to local conditions and the ability to send and receive designs to and from the BRS Headquarters Office expeditiously.

(3) Construction Management.

(a) Engineering will manage construction to ensure quality, cost control and schedule control.

(b) Construction crews will follow the adapted, approved designs.

(c) During construction on-site engineering expertise will quickly modify, adapt, or redesign portions of the utility systems and structures.

(d) Should new designs be needed which are beyond the capability of the Base Camp Site Engineer to produce in a timely fashion, the BRS LOGCAP PM`s Staff Engineers will provide the production capability. The AMC LOGCAP Office will be notified of these new requirements

(e) Should new designs require additional expertise, BRS LOGCAP PM`s Office will subcontract for the additional services. The AMC LOGCAP office will be notified of these new requirements.

(f) The Contractor`s Event Site Engineer may also recommend to the Event Project Manager to subcontract for engineering and survey services when the services are locally available.

(g) Contractor-furnished communications equipment will allow daily feedback between the Site Engineer and the Headquarters Office Engineer to maximize potential for resource adjustments.

(h) The Site Engineer and the Headquarters Office Engineer will keep their respective chains of command informed of schedules, cost and changes.

(i) Facilities development labor workforces will be relatively unskilled, thus all design allows for simple, "low-tech" installation methods where appropriate.

(j) Engineering Division will propose procurement variances necessary due to supply shortfall/time of delivery problems.

(k) Engineering Division will provide designs to accommodate hidden/unforeseen conditions encountered during site facilities development.

(l) Engineering Division will provide designs to accommodate changes/extras ordered by the PCO/ACO.

(m) Facility Engineering will provide support to the maintenance superintendents in all disciplines including electrical generation and distribution; air conditioning and heating; water purification and distribution; sewage transportation and treatment; and hardstand repair.

4. **SERVICE SUPPORT.** The nomenclature and quantities of material can be included in the Rough Order of Magnitude (ROM) when site specific conditions are known.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

TAB A through W

TAB A (CAMP PLANNING) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

1. **GENERAL.** This enclosure contains the day by day schematics of a typical Forward Camp Site layout and a typical Rear Camp Site layout showing graphically and listing verbally what occurs over time. At the end of the layouts are typical standard drawings.

2. **SPECIFIC.** KBR has designed the camp construction sequence to bed down 5,000 personnel in four forward camps and one rear base camp by S+16 (NTP+30). Assuming it takes a week to mobilize and deploy, approximately three weeks are left to develop the eight camps. All camps will be constructed simultaneously in order to meet this schedule.

   The camp master plans have been designed on AutoCad LT. The facilities are comprised of stand-alone components that allow camps to be constructed to the size required. Regional and site specific plans may be tailored quickly by using AutoCad LT and the Theater Construction Management System (TCMS) software. The Force to be supported will determine the number of life support facilities. The type and number of mission equipment will determine the size and number of hardstands, maintenance and supply facilities. Security considerations will determine offset distances, fences, and other survivability facilities.

   MILESTONES. The following are planning schedule milestones for the camp construction:

NTP	Notice to Proceed – The day the Procuring Contract Officer (PCO) gives KBR the formal directive to execute an event.
S day	Day Contractor support begins (i.e. 15 calendar days after the PCO directive to execute an approved plan).
S + 1	Day first daily maximum increment of 1,500 people begin in-processing through the SPOD/APODs. Forward Support Areas' base camps will be developed such that 7 Forward Base Camps, each capable of accommodating up to 1,500 personnel, will be available on Day S+1 or Day 16.
S +16	Day by which 5,000 troops have arrived.

   Day-by-day schematics are found on the following pages and show construction build up activities for each day. The schematics use the notation of Day 7 to Day 30. Start day is Day 7/(NTP+7). Day 15/(NTP+15) is S day. Day 30/(NTP+30) is S +15. The four Forward Support Area Base Camps are each sized for supporting 1,000 personnel and the rear camp is sized for 1,000. The forward camps have identical development plans, one schematic represents each of the seven forward support area base camps.

FEET	Latrine	Food Service	Gray-water	Potable Water	Mogas	Diesel	60 KW TOGs	750 KW Generator	Billets
Roads	15	15	15	15	15	15	15	15	15
Billets	200	200	200	200	300	300	50	300	--
60 kW TOGs	50	50	200	50	250	200	300	--	
750 kW Generator	200	300	200	300	200	200			
Diesel	300	300	200	300	250				
Mogas	300	300	200	300					
Potable Water	50	20	200						
Graywater	200	200							
Food Service	300								

Table 1. Minimum Spacing Between Subsystems

Drainage: For tent-based subsystems, drainage is of utmost concern. Ensure subsystems are positioned to allow proper drainage of site, and avoid drainage of nearby areas onto the site. **Table 1** illustrates the minimum spacing required between subsystems.

The natual elevation of the terrain, the amount, mix, and positioning of requisite subsystems, and the type(s) of soil will all play a part in the subsystem elevation positioning. No one way is perfect for all situations. **Table 2** demonstrates the concept of positioning subsystems, not for utilizing as the "preferred method".

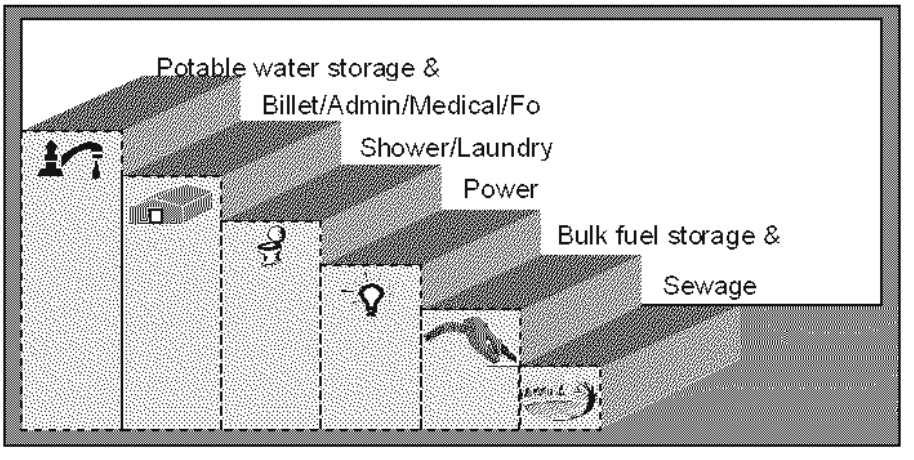


Table 2. Concept Subsystem Positioning

Table 3 summarizes the standards of construction identified in FM 101-10-1/2 (Staff Officer's Field Manual, Organizational, Technical, and Logistical Data Planning Factors). For design of both the Rear Area and Forward Area Base Camps, the Temperate Climatic Zone was used (Categories 5 and 6). This is the U.S. Army baseline standard for TCMS planning and design. These standards are amplified by Joint Pub 4-04, Chapter II, Figure II-3.

Climatic Zone	Category	Temperature Range	Remarks
Tropical	1	40^0F – 75^0F	Wet, warm
Tropical	2	40^0F – 95^0F	Wet, hot
Desert	3	80^0F – 100^0F	Humid hot coastal desert
Desert	4	90^0F – 125^0F	Hot dry
Temperate	5	70^0F – 110^0F	Intermediate hot dry
Temperate	6	-25^0F – -05^0F	Intermediate cold
Frigid	7	-50^0F – - 30^0F	Cold

Table 3 Planning Factors (Standards of Construction)

Standards of construction also are identified in FM 101-10-1/2. They are:

- Initial: 0 - 6 months of duration for the contingency operation.
- Temporary: 6 - 24 months of duration for the contingency operation.

Table 4 illustrates the development of the Rear Base Camp. The construction sequence is offered as a guide for the reader. Actual construction of a specific camp may deviate from that depicted because of operational needs and priorities, and terrain and the availability of materials (both Government furnished and contractor provided).

Camp Type	Sequence Date	Potential Population	Remarks
Rear	Day 7 (NTP+7)	0	Contractor construction force
Rear	Day 8 (NTP+8)	0	
Rear	Day 9 (NTP+9)	0	
Rear	Day 10 (NTP+10)	0	
Rear	Day 11 (NTP+11)	0	
Rear	Day 12 (NTP+12)	670	First troops able to be supported
Rear	Day 13 (NTP+13)	670	
Rear	Day 14 (NTP+14)	670	
Rear	Day 15 (NTP+15)	670	
Rear	Day 16 (NTP+16)	1300	
Rear	Day 17 (NTP+17)	1300	
Rear	Day 18 (NTP+18)	1300	
Rear	Day 19 (NTP+19)	2000	
Rear	Day 20 (NTP+20)	2000	
Rear	Day 21 (NTP+21)	2000	
Rear	Day 22 (NTP+22)	2000	
Rear	Day 22 (NTP+22)	2000	
Rear	Day 23 (NTP+23)	2000	

Table 4 Camp Development

Rear	Day 24 (NTP+24)	2600	
Rear	Day 25 (NTP+25)	2600	
Rear	Day 26 (NTP+26)	2600	
Rear	Day 27 (NTP+27)	3100	
Rear	Day 28 (NTP+28)	3100	
Rear	Day 29 (NTP+29)	3100	
Rear	Day 30 (NTP+30)	4000	At end of day.
Forward	Day 7 (NTP+7)	0	
Forward	Day 8 (NTP+8)	0	
Forward	Day 9 (NTP+9)	0	
Forward	Day 10 (NTP+10)	0	
Forward	Day 11 (NTP+11)	0	
Forward	Day 12 (NTP+12)	600	
Forward	Day 13 (NTP+13)	600	
Forward	Day 14 (NTP+14)	600	
Forward	Day 15 (NTP+15)	1200	
Forward	Day 16 (NTP+16)	1200	
Forward	Day 17 (NTP+17)	1200	
Forward	Day 18 (NTP+18)	1200	
Forward	Day 19 (NTP+19)	1200	
Forward	Day 20 (NTP+20)	1200	
Forward	Day 21 (NTP+21)	1200	
Forward	Day 22 (NTP+22)	1200	
Forward	Day 22 (NTP+22)	1200	
Forward	Day 23 (NTP+23)	1200	
Forward	Day 24 (NTP+24)	1800	
Forward	Day 25 (NTP+25)	1800	
Forward	Day 26 (NTP+26)	1800	
Forward	Day 27 (NTP+27)	2400	
Forward	Day 28 (NTP+28)	2400	
Forward	Day 29 (NTP+29)	2400	
Forward	Day 30 (NTP+30)	3000	At end of day.

Table 4. Camp Development Continued

TAB B (FACILITIES CONSTRUCTION) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES. See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION. See ANNEX A.

1. **SITUATION.** See Base PLAN, ANNEX B, and current INTSUM.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.** See Base PLAN.

   a. **Scheme of Engineering Operations.** The concept of operations is to construct billeting for 5,000 personnel by S+16, including latrines, showers, and dining facilities. As per the SOW, each of the Forward Base Camps and the Rear Base Camp must be able to accommodate up to 1,500 personnel by S+1, building to maximum anticipated strength by S+16. Construction will provide the following:

      (1) GP medium tents or equivalent with wood floor. GP medium tents accommodate 12 personnel per tent. If available, Force Provider, fully equipped modules, can support up to 550 personnel.

      (2) Latrine and shower facilities.

      (3) Dining facilities.

      (4) Construction will include electrical power, water and sewage utility layouts to support base camp billeting, dining facilities, latrines and showers.

   b. **Initial EVENT engineering activity.**

      (1) Engineer preplanning will occur prior to NTP and will involve the following:

         (a) Evaluating (if possible) selected sites to determine the availability of water and gravel to build austere base camp, and/or the availability of commercial utilities such as sewer, power, gas, water, and communications that might be supplied to the base camp.

         (b) Making assessments of existing buildings to determine their access, if they are structurally sound, the condition of their mechanical systems such as plumbing, gas and electricity, and estimate the cost to occupy the buildings.

         (c) Checking availability of transportation lines of communication such as roads, bridges, tunnels, drainage, airfields, ports, and support facilities.

         (d) Considering solid waste disposal alternatives, such as haul distances, landfill options, and other local environmental requirements.

(e) Checking the flood plain of the sites, the slopes of the sites, prevailing wind direction, and suitability of soils to handle leach field sewage systems and estimating how much earth moving an austere camp would require.

c. **Force Provider.**

(1) BRS will build Force Provider Base Camps "from the ground up," using the Army's Force Provider modules as GFE.

(2) BRS understands the requirement to arrange acquisition from CONOPS when applicable and perform field installation of Force Provider modules supporting up to 550 personnel (and possibly combined to support brigade-size Forces up to 3,300 personnel).

(3) As directed by the PCO/ACO, BRS will install Force Provider modules to form all or part of any mix of Rear or Forward Support Area Base Camps. BRS will accomplish the following engineering in support of Force Provider equipment:

- TEMPER tent installation.
- Electrical power generation.
- Water distribution.
- Waste disposal.
- Fuel Storage.

d. **Base Camp Site Preparation.**

(1) After the base camp site has been identified and selected, it will be occupied and made available for construction.

(2) A site with existing buildings, which may be inhabited with low cost, is preferred.

(3) Access to potable water and sanitary sewage facilities will reduce cost. Pavement, commercial electricity and good roads also will reduce site preparation costs.

(4) When the sites have been selected and approved, the Engineer Advance Team will survey the site. Observations of prevalent wind directions are mandatory to site sewage systems and fuel points downwind from housing. Accurate elevations and dimensions are required to layout the site with the degree of confidence appropriate for a 365-day (plus) base camp site.

(5) Using the generic diagrams provided in this Appendix, the site layout can proceed. Using elevations, proper spacing between facilities, terrain constraints and the prevailing wind, the site engineer will design a camp layout.

(6) Roads, drainage, and berms for the Water Supply Point and POL Supply Point sites will be constructed, as required.

(7) Earth-moving equipment will selectively clear, grub and strip portions of the site. (Land clearing is the removal and disposal of vegetation, rubbish and boulders.

Grubbing is the uprooting and removal of roots and stumps. Stripping is the removal of unwanted topsoil).

(8) BRS will verify the acreage to be cleared; the terrain's effect on the operation of the equipment, the availability of equipment and operators, the schedule and the combination of methods to prepare the site.

(9) Earthwork will continue with berms for fuel points, water points, latrines, generators, and site drainage. Earthwork for roads, parking and the helipad also will be required.

(10) Vegetation, grass or ground cover will be left when feasible, for dust and mud control.

(11) Horizontal construction will be coordinated with the initial vertical construction schedules.

e. **Roads and Drainage.**

(1) Drainage plans will consider unusual storm events. Drainage will be away from tents, latrines and showers. Grey water lagoons and sewage lagoons will be constructed at lower elevations when such facilities are required.

(2) Gravel and crushed rock will be procured for road, helipad and hardstand construction.

f. **Establish Initial Base Camp Billets, Dining Facilities, and Security Structures.**

(1) When approved, the initial base camp construction will be instant (pre-fabricated/pre-assembled) shelters, dining facilities, latrines and showers for the construction crews.

(2) Instant shelters will be converted to other uses (storage warehouses, maintenance, or administrative facilities, or MWR shelters) after initial standard camp facilities have been built.

(3) Tents with wooden floors will be erected as rapidly as possible.

(4) Security gates, guard towers, walls, fences, and other barriers and physical security measures will be emplaced, constructed, etc.

g. **Camp Upgrades and Improvements.** BRS will build additional facilities after the construction is completed for billeting, latrines, showers and dining facilities, and security structures:

(1) Administrative and supply facilities.

(2) Camp headquarters.

(3) MWR facilities.

(4) Postal facilities.

(5) Information management facility with controlled temperature and humidity.

(6) Banking facility.

(7) Post exchange facility.

(8) Transportation facilities.

(9) Hazardous waste facilities.

(10) Helipad.

(11) Extra fences and gates.

(12) Extra security checkpoint shelters.

(13) Walkways.

(14) Other facilities requested by the PCO/ACO.

4. SERVICE SUPPORT. See ANNEX I.

a. The nomenclature and quantities of material can be included in the Rough Order of Magnitude (ROM) when site specific conditions are known.

b. Class IV Material.

(1) BRS will make maximum use of locally available construction materials. As required, projects will be augmented with materials from the closest country having suitable materials.

(2) Bills of Material will be prepared for the Base Camp, based on standard facility configurations. Bills of Material will be consolidated by type of item into draft contracts and purchase orders. When award to subcontractors is made, vendors will punctually deliver material to the Event location.

(3) BRS will control the Class IV yard and indoor storage.

(4) BRS will order, accept, sort, repackage and prepare for dispatch Class IV construction material. They will provide quick identification of improper vendor shipments. Expediters will move the material quickly to the job sites to avoid construction delays.

(5) BRS will size the Class IV yard to provide a large area for truck receiving and marshalling.

(6) BRS will ensure security for Class IV construction material to prevent pilfering.

c. Class VII Equipment.

(1) When possible, the BRS Team will perform initial site preparation with locally acquired equipment (for example, backhoes, bulldozers, graders, excavators, trenchers and cranes).

(2) Longer-term work will be accomplished using GFE equipment, equipment leased locally or requisitioned from BRS' nearest worldwide equipment pool or other source of supply based on the approved Rough Order of Magnitude (ROM) document for the Event.

(3) At the site, BRS will provide control of the construction equipment and vehicle yard, make assignments, ensure operator maintenance, expedite repairs and provide equipment control and security.

d. Safety. Before commencement of work under this CSP, BRS will establish a safety program for employees performing work under the contract.

(1) Accident Reporting. BRS will prepare a Record of Injury immediately upon occurrence of a job-connected injury and forward the original copy to the COR. If an injured employee is incapacitated and unable to report to work for his next regularly assigned shift, the Section Manager will prepare an Accident Report and forward the original and one copy to the Project Safety Manager within seven workdays after the accident occurs.

(2) Safety Inspections. BRS' Event Project Manager (PM) or designated representative will conduct unannounced safety inspections of equipment, facilities, and operations at anytime.

(3) BRS' Safety Program Plan will be thoroughly briefed to each employee and all subcontractors before they start work. Periodic, unannounced inspections will be held by the Construction Manager at the Base Camp to ensure compliance with the safety program. Employees who consistently violate established safety procedures will be terminated.

e. Quality Control. BRS' Quality Control includes an inspection covering the vital phases of facility construction at the Base Camp(s). The Construction Manager at will conduct weekly inspections of areas in accordance with all contract duties. Results of these inspections along with corrective actions taken or planned will be provided the Base Camp Site Manager at their periodic staff meetings.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

TAB C (FORCE PROVIDER) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Force Provider

1. **GENERAL.** If furnished, BRS will deploy, set up, operate, maintain, and redeploy Force Provider (FP) modules, or similar Government Furnished Equipment (GFE) modules, simultaneously in any mix of the Rear Logistics Support Base Camp in the Rear Support Area or seven Forward Support Area Base Camps.

2. **SPECIFIC.** Force Provider is an air-transportable, modular collective support system. It is containerized for easy air-land-sea transport, modular for operating in various tactical environments, mobile to follow troop movements, and offers a variety of services to improve soldier quality of life. Force units can be rotated into Force Provider rest and refit, including hot meals and showers, laundry service, environmentally controlled tents, and a variety of morale, welfare and recreation activities. This concept supports a myriad of mission profiles, including soldier rest and refit, convoy support, theater reception, and intermediate staging base operations. Force Provider can also be used to support humanitarian aid and disaster relief missions and peacekeeping operations.

   a. Force Provider modules includes organic power generation, water/waste distribution systems and fuel storage. BRS will provide transportation in addition to water and engineer support to set up and operate Force Provider. Force Provider uses modern environmentally controlled U.S. Army TEMPER tents as its basic building block.

   b. BRS will conduct site development consisting of site preparation and camp set-up as prescribed in the Force Provider manual, FM 42-424.

   c. As required by the mission BRS will add incremental improvements to the Force Provider base camps.

   d. Force Provider support will be a sequential operation consisting of mobilizing, receiving, staging, moving, site preparation, set-up, operating and maintaining of the Camp. BRS will manage all Base Camp development activities to accomplish timely camp set up. It will then operate and maintain the encampment to provide the Force Provider function designated by the PCO/ACO. BRS will selectively employ Host Country National (HCN) or Third Country National (TCN) subcontractors to provide services and functions when effectiveness is expected and economies can be achieved.

   e. BRS will provide rapid deployment and construction of the base camps with basic facilities. BRS personnel will mobilize at NTP to locations to be determined and will depart by either commercial or charter aircraft to the EVENT site.

3. **Site Preparation.** BRS will use horizontal construction teams or obtain local sources to prepare the ground for installation of the FP modules. Earth moving equipment will address leveling, parking area, roadway development, drainage, and berm construction.

4. **Base Camp Set-up.** Concurrently, BRS supply personnel will begin receiving convoyed containers, equipment and vehicles on site. These items will be sited, unpacked, and organized for set-up. Once portions of the site are prepared, the FP living, administration, laundry, hygiene, and food service modules will be set up, initially to accommodate the BRS workforce.

5. **Set-up Schedule.** If the PCO/ACO directs the deployment and use of the Force Provider modules, the contractor will erect the Force Provider modules within the same time period prescribed for the Forward Support Area and the Rear Support Area Base Camps.

   a. BRS will set up the base camps using a work week of 24 hours per day, seven days a week. Host Country National personnel will supplement these efforts as necessary. The work includes site survey, lay out, staking, and set-up of the various camp components.

   b. BRS will operate and maintain all camp components, to include billeting, administration, terrain, showers, latrines, laundries, food service, power, water, internal fuels management, sewage, and refuse disposal.

6. **Redeployment.** BRS will provide rapid redeployment of the Force, salvage, and clearance of the Force Provider base camps. BRS will maintain base camp operations until no longer needed by the Force. The camps will then be disbanded. Salvageable items will be maintained and shipped per disposition of the Government. Base camp sites will be cleared with Force representative to ensure release of liability to BRS. BRS personnel will then be released or redeployed upon direction of the BRS LOGCAP EVENT Project Manager.

7. **Force Provider Related Tasks.**

   a. Receive Force Provider at an OCONUS APOD/SPOD.

   b. Transport packaged camp components by road, rail, water, or air to its site up to 250 kilometers from the SPOD.

   c. Conduct site preparation activities including leveling, selected vegetation and sharp object removal, drainage, berming, roadways, etc., prior to camp setup.

   d. Set-up the base camp consisting of 550 person modules.

   e. Provide gray and black wastewater disposal.

   f. Provide refuse disposal, including hazardous waste.

   g. Provide adequate parking areas, including motor pool space for the vehicles and equipment of the guest unit.

   h. Perform BRS logistic, engineering, and support functions consistent with missions of the supported units and as directed by the PCO/ACO.

   i. Provide and purify raw water for camp requirements.

   j. Provide electric power, preferably from a commercial grid, or from a BRS power station with distribution system to electrify each Base Camp.

   k. Install Base Camp and LOGCAP facility perimeter fences or build perimeter berms.

   l. Provide for pest and vector management.

m. Operate and maintain the base camp for 365 days or longer as directed.

n. Strike, repack, and relocate Force Provider modules and other facilities, as directed.

TAB D (FACILITES MAINTENANCE) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES: See ANNEX N (Internal Operating Procedures, Appendix 4 (References).

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN and ANNEX B.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Scheme of Engineering Operations.** BRS will provide facilities maintenance for horizontal and vertical facilities used by the Contractor. The maintenance concept includes:

      (1) Emergency Repair Plan. An Emergency Repair Plan will be developed for the EVENT Camp. The Emergency Repair Plan will provide technicians who are trained and equipped to perform emergency repairs to HVAC, camp dining facilities, electrical and carpentry portions of facilities.

         (a) The Planning and Scheduling Office will schedule the maintenance technicians for recurring maintenance or minor construction tasks when emergency work is not being performed.

         (b) When required, BRS will provide a 24-hour standby response capability for emergency repair of facilities.

      (2) Recurring Maintenance Plan. A Recurring Maintenance Plan will be developed for all facility components, which normally require periodic maintenance. Facilities will include fixed facilities of the Host Nation occupied by the Force, tents, HVAC and electrical equipment, interim shelters, roads, fences, hardstands, instant shelters, containers, reefers, kitchen equipment and other facilities.

         (a) The Recurring Maintenance Plans will include an inspection checklist for each type of facility and a maintenance checklist containing a recurring maintenance checklist for each facility.

         (b) The Planning and Scheduling Office will provide maintenance schedules from an automated Personal Computer (PC) based system. Feedback inputs will assure rescheduling and material ordering.

      (3) Minor Construction and Renovation Plan. The Planning and Scheduling Office will establish a Minor Construction and Renovation Plan. BRS will manage requests for facility modification through this plan. An example of projects/work orders that fall under this Plan is the construction and/or repair of walkways.

         (a) Requests will be entered into a PC database, prioritized, and planned with cost estimates.

(b) When desired, the Planning and Scheduling Office will host a weekly facilities review board.

(4) Equipment list with spares kit and re-supply capability.

(a) The Rough Order of Magnitude (ROM) estimate will be used to develop a spares kit and to initially identify periodic re-supply items.

(b) BRS will order technical manuals and/or technical instruction, as needed when the equipment is ordered.

(c) BRS engineers can establish contact with equipment suppliers' technical representatives so questions can be answered quickly.

(d) BRS will establish a spares kit based on site specific information.

(e) The spares kit will be based on the time required to order, ship, and receive replacement parts.

(f) On-site Camp Engineers will have the computer and communication equipment to consult on equipment repair questions with the BRS Project Manager (PM) located in the Houston office.

(g) When new designs are needed to overcome maintenance problems that are beyond the capability of the site engineer, the BRS PM's engineers will provide the production capability.

(h) When new designs require additional expertise, the BRS PM's engineers will subcontract for the additional required services.

(i) The Site Engineer and the BRS PM engineer will keep their respective chains of command informed of schedules, costs and changes.

(j) Site Engineers will propose procurement variances necessary due to supply shortfall/time of delivery problems

(5) BRS will also perform the following:

(a) Portable latrine maintenance and sewage collection/disposal.

(b) Space management and master planning.

(c) Road and hardstand maintenance, repair, drainage, and dust control.

(d) Insect, pest and rodent control – vector control (see Annex I, Appendix 3).

(e) HVAC maintenance and repair.

b. **Specified Tasks.** BRS will provide base/logistics camp operations and field services. Augmentation may include, but is not limited to supply Class IV (Construction Materials), field services, sanitation, hazardous waste/materials management, and facilities management.

c. **Implied Tasks.**

(1) BRS will provide EVENT field-engineering services.

(2) BRS will provide in-house or subcontracted shops for facility maintenance.

(3) BRS will provide maintenance, repair, and minor construction services for all Camp facilities.

(4) BRS will provide the Class IV (Construction Materials) to complete maintenance repair and minor construction.

4. **SERVICE SUPPORT.**

a. The nomenclature and quantities of material can be included in the Rough Order of Magnitude (ROM) when site specific conditions are known.

b. **Class II & IV Material.** BRS will make maximum use of locally available construction materials. As required, projects will be augmented with materials from the closest country having suitable materials.

c. **Class VII Equipment.**

(1) When possible, the BRS team will perform longer-term work using GFE equipment, equipment leased locally or requisitioned from BRS' nearest worldwide equipment pool or other source of supply based on the approved Rough Order of Magnitude (ROM) document for the Event.

(2) At the site, BRS will provide control of the equipment and vehicle yard, make assignments, ensure operator maintenance, expedite repairs and provide equipment control and security.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

TAB E (FACILITIES LISTING and REQUIREMENTS) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

FACILITIES LISTING AND REQUIREMENTS			
TYPE FACILITY	**DESCRIPTION**	**REQUIREMENT**	**REMARKS**
Tents	GP Medium GP Large	Patch, Repair and Replace as Required	Carpentry and Wood Framing as Camp Matures
Latrines	Wooden Frame	Service & Maintain Structure	Subcontractor for Daily Servicing
Cesspools	Ponds Collecting Bath Runoff	Maintain Runoff, Percolation and Evaporation	
Showers & Sinks	Units with Water Bladder and Ponds	Maintain Wooden Structure Plumbing, Water Supply, and Drainage	Refill Tanks as Necessary
Kitchens & Laundry	Subcontract	Emergency Repair	If Not Provided as GFE or CFE
Portable Buildings	Various Uses	Maintain, Repair as Required	May Be GFE or CFE
Earthwork & Grounds	Roads, Parking Areas, Drainage, Berms, & Grounds	Maintain Shape, Surface and Drainage	
Power Production & Distribution	Service Generators, Lines and Electrical Drops to Each Facility as Required	Emergency Repair of Production & Distribution Facilities	If available commercial power will be used to the maximum extent
"Instant Buildings"	Larger Structures for Transient Units, Warehousing, etc.	Maintain/Repair	
All Facilities Once Installed	Maintain Facilities so as to Remain Complete and Useable	All Base Camp Facilities	
Water Production & Storage	225,000 gal/day Supply Point Distribution	Emergency Maintenance & Repair	
Fire Protection	As Required	Provide & Maintain Fire Extinguishers	
Environmental Management	Including Landfill, Waste Water & Bio-Med Wastes	Provide Management of Waste, Refuse, & Landfill Services	

TAB F (TENTS) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Tents

1. **Dimensions:** 16 X 32'8" 512 SQ FT (GP medium); ridge height: 10'; side wall height: 5'6"; No. accommodated: 12.

   Description: This hipped-roof tent is designed to satisfy general purpose requirements such as storage, personnel housing, fire direction centers, and mess tents. Each end is provided with a 4 - ft wide door, formed by two curtains which are opened and closed by sliding along a double wire at the eave line. Screened vinyl plastic windows equipped with blackout flaps are located on each side. The tent deck has ventilators at each end and insulated stovepipe openings near the ridge. The guy stress is carried by a webbing frame sewed in the tent. The tent is equipped with a liner with side walls made of both fabric and screen. The liner provides additional insulation in cold climates and ventilation and insect protection when tent and fabric liner side walls are rolled up in hot climates.

2. **Dimensions:** 18' X 52', 936 SQ FT (GP large); ridge height: 12' 3"; side wall height: 5'6"; No. accommodated: 24.

   Description: This tent has a hipped roof and square ends, and is rectangular. It is used when a large tent is needed for storage or shelter. Also, it may be used as a small bakery or hospital ward. The tent has two entrances, one at each end. Two curtains; attached to each end at the door entrances slide along the eave to open or shut the door. Four screened plastic windows equipped with blackout flaps are located on each side of the tent below the eave. The tent deck has ventilators at each end. Further ventilation can be obtained by leaving the door curtains open. The canvas is suspended on a webbing framework, which carries the stress and supports the canvas. The tent is pitched with the center pole placed 2 ft off center to create an unobstructed aisle extending the length of the tent, which carries the stress and supports the canvas. The tent is equipped with a liner with side walls made of both fabric and screen. The liner provides additional insulation in cold climates and ventilation and insect protection when the tent liner and side walls are rolled up in hot climates.

3. **TEMPER Tents.** TEMPER tents provide climate-controlled billeting and support facilities for customer/tenant functions. When part of a Force Provider Module, the TEMPER is typically equipped with Bruce lights, convenience outlets, fabric flooring, heating and air-conditioning, as well as vestibules and bump-through doors. TEMPERs are constructed in 8-foot sections. A 32-foot TEMPER has four 8-foot sections, and requires 11 personnel to erect (leader and two personnel per arch).

4. **Tent Floors.** The TCMS describes a raised plank or sheet plywood floor for the tent when the camp progresses from the initial to the temporary construction standard. This structure consists of a wooden platform standing about 12 -18" above the ground on a wood joist pier and footing assembly. KBR will maintain this or other floor plan arrangements once installed.

5. **Maintenance and Repair.** As listed in the previous Tab, canvas will be patched and repaired as needed. The canvas repair capability is found in the Material Maintenance Branch of the Maintenance organization at each Base Camp. Likewise, lumber and plywood components will be repaired or replaced as needed.

TAB G (LATRINES) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Latrines

1. **Latrines.**

   a. **Latrine Design.** Latrine plans reflect four-seat, bucket type latrines constructed of studs and plywood. BRS will maintain latrine structures and arrange initially for daily burning of collected waste and custodial servicing.

   b. **Sewage Treatment.** Sewage treatment and disposal system will be constructed as rapidly as possible.

   c. If latrines or portable toilet units are available from local contractors, BRS will investigate subcontracting for the latrines and their servicing if directed by the PCO. BRS will be responsible for timely pumping as well as insuring that soap, paper towels, and toilet paper are available.

2. **Custodial Services.** BRS will provide custodial services for latrines. BRS will schedule and perform cleaning, removal of trash and debris, sweeping, mopping, dusting, spot cleaning, disinfecting, replenishment of supplies, and other services required to maintain all areas to the standards listed below. A germicidal agent will be used on a regular basis to clean and disinfect all fixtures, bowls, urinals, commodes, etc. All orifices and drains will be free from scum, urine deposits, and debris. Walls and surfaces will be maintained, cleaned, washed, rinsed, and dried regularly. All dispensers will be refilled.

3. **Standards.**

   a. **Trash.** All trash receptacles will be emptied. Wastebaskets will have a plastic liner, which will be replaced when soiled or torn.

   b. **Mopping.** Wood floors will not be mopped. All mopped areas will have a uniform clean surface free of mop strands, litter, dust, streaks, swirl marks, detergent residue, or evidence of soil, stains, film, water and no splash marks on furniture, walls, including baseboards, or other equipment or items.

   c. **Sweeping.** All floors cleaned by sweeping will be free of litter, dust, and foreign debris.

   d. **Spot Cleaning.** All washable surfaces will be free of smudges, dirt, etc. Window frames, sills, casings, and transparent surfaces will be free of film, dirt, smudges, or any foreign matter.

   e. **Light Fixtures.** All light fixtures, including side panels louvers, plastic or glass covers, frames, lamps, florescent tubes, globes, etc., will be free of bugs, dirt, grease, or other foreign matter.

   f. **Disposal of Waste.** BRS will arrange for waste removal if bucket type latrines are used. Subsequently, the buckets will be removed from the latrines, and hauled to a designated location. There the contents will be thoroughly mixed and then burned. The residue remaining will be disposed of in an environmentally sound manner.

TAB H (SEWAGE and CESSPOOLS) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Sewage and Cesspools

1. **Sewage System.** TCMS uses cesspools to collect runoff from the bathing facilities. Two cesspools are specified per 250-person camp. We will employ run-off areas for the shower units. The initial standard for TCMS doesn't specify a sewage collection system for latrines. BRS will initially provide burn barrels and replace them as quickly as possible with a sewage collection and disposal system.

2. **Operation, Maintenance, and Repair of Sewage Systems.** BRS will inspect, maintain and repair sewage and wastewater collection and distribution systems in accordance with OSHA and local laws and regulations.

   a. BRS will maintain the wastewater collection system in an operational status at all times. The system includes all mains and service lines leading to cesspools/drainage lagoons. BRS' work will include all system components.

   b. Should collection facilities, such as cesspools or lagoons fill to capacity, BRS will remove excess sewage waste from the installations and ensure its disposal is in accordance with all laws and regulations.

TAB I (SHOWERS) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Showers

1. **Design.** BRS will either fabricate/utilize shower facilities on site, or purchase pre-fabricated shower facilities. Wash basins will be emptied into floor drains and, with shower runoff, will drain down slope into wastewater collection ponds. If rental shower units are locally available and satisfactory BRS will investigate obtaining them from suppliers. Design will vary with the contractor providing it. The unit will approximate an eight-head portable unit. Heated water needs will be assessed on region/country specific basis.

2. **Operation.** BRS will arrange to have the water tanks refilled.

3. **Maintenance.** BRS will inspect periodically to service, repair, and replace shower components such as plastic wash basins, and shower valves and heads. Grey water disposal will be handled based on the infrastructure available at the specific site. A preferable method will be by runoff into evaporation/percolation ponds. Drainage to these ponds will be monitored and maintained in an operational condition.

4. **Custodial Service.** BRS will provide for cleaning and servicing.

TAB J (KITCHENS and LAUNDRY) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Kitchens and Laundry

1. **Design.** BRS will design the food preparation and laundry facilities.

2. **Maintenance and Repair of Mechanical Kitchen Equipment.**

   a. BRS will subcontract a Food Service Provider. The Food Service Provider will be expected to provide their own equipment, however, if not possible or if lead times will have adverse mission impact BRS will provide the facilities for the subcontractor to operate from. If a Food Service Provider is not available BRS will elect to self-perform this mission.

   b. BRS will provide all work and services required to maintain, install, remove, and repair all required food service and food service-related equipment. The term "food service-related equipment" includes all items supporting the preparation, processing, serving, and disposal of foods such as garbage disposal, washing, and ventilation equipment and hoods. BRS' work and responsibility include inspection, scheduling of work, installing, maintaining, and repairing food service equipment, establishing and conducting user training, and all related services as necessary to the equipment maintenance and repair functions. BRS will provide a preventive maintenance program designed to preclude any deterioration of food operations caused by inoperable food service equipment.

   c. BRS will conduct regular inspections to determine the general condition of the equipment, effectiveness of preventive maintenance, and need for additional instruction or training of users and maintenance personnel.

   d. BRS will schedule and perform preventative maintenance services such as checking thermostats, tightening nuts and bolts, removing dirt and grease from switches and contacts, checking doors for proper fit, lubricating moving parts, checking for leaks, and checking to see if equipment is level. Contractor will comply with maintenance instructions provided by the equipment manufacturer or the Government's food service directives/manuals and establish a schedule for monthly performance of preventive maintenance and maintain records of work accomplished.

   e. BRS will repair or replace all damaged and defective parts. Repair includes electrical and plumbing work pertaining to the equipment. BRS will recommend appropriate disposition of equipment to the Government.

   f. BRS will inspect, clean, and fireproof ventilation hoods and ductwork once every quarter and check correct operation of other associated items to include alarms, smoke/fire dampers and fire suppressive devices.

   g. BRS will install and remove equipment in accordance with all applicable Army Technical Manuals or manufacturer's Operations Maintenance manuals.

3. **Refrigeration Equipment and Ice Plant.** BRS will inspect refrigeration plants in accordance with Manufacturer's Operation and Maintenance Manuals, and applicable TMs.

a. All equipment maintenance and repair will meet or exceed the overall reliability rates established by the command. The quality of work accomplished will meet or exceed manufacturer's specifications. Repairs to all critical systems will be an emergency priority.

b. BRS will inspect, test, operate, and provide preventive maintenance and repair on all components to refrigeration equipment.

4. Laundry. BRS plans to subcontract for laundry services. As with food service the Laundry Provider will be expected to provide their own equipment, however, if not possible or if lead times will have adverse mission impact BRS will provide the facilities for the subcontractor to operate from. If loose laundry services are not available, BRS will self-perform this service for the Force.

TAB K (PORTABLE BUILDINGS) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Portable Buildings

1. **Design**. Our intent is to select cost-effective portable structures requiring minimal maintenance. Selection will be based on specific LOGCAP EVENT requirements.

2. **Contractor work.** BRS will provide all work necessary to maintain all portable buildings, structures, and facilities. Our work will be planned and accomplished to offer maximum resistance to fungus, mildew, termites, water absorption, and all other harmful effects caused by the environment. All work performed will be consistent with the construction and appearance of the existing facility or structure. BRS will include all necessary work to maintain all facilities, such as the following, as needed:

   a. Structural framing.

   b. Fabricating steps.

   c. Ramps, approaches, footings, docks, etc.

   d. Structural sidings; stairs and floor coverings.

   e. Broken steps, chipped tile, inlay units and damaged underlayment.

   f. Maintaining and repairing carpets.

   g. Windows, interior and exterior screens.

   h. Caulking, weather-stripping, and glazing.

   i. Installing window shades.

   j. Maintaining and repairing doors.

   k. Door frames, sills, trim, and casings.

   l. Repairing or replacing broken doors.

   m. Lock-sets, hardware, fillings.

   n. Kitchen cabinets.

   o. Bathroom cabinets, bathroom vanities.

   p. Built-in shelving, medicine cabinets, and similar items.

TAB L (EARTHWORK, ROADS, PARKING AREAS and GROUNDS) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Earthwork, Roads, Parking Areas, and Grounds

1. **Minor Construction, Maintenance, and Repair of Surfaced Areas:** BRS will inspect, schedule, maintain, repair, and perform minor construction on all areas to include roads, streets, parking lots, sidewalks, curbs, erosion control, drainage systems, sewage treatment ponds, and related areas.

2. **Grounds Maintenance:** BRS will ensure the performance of all work necessary to maintain grounds to acceptable standards at each camp.

   a. BRS will cut grass to a manageable length on all grassed areas. All sidewalks, roads, and curbs will be kept trimmed.

   b. BRS will repair areas damaged by vehicular traffic, utility system repairs, building repairs, pollution spills, removal of trees, or normal wear and tear will be filled in, leveled, seeded, and maintained to conform to adjacent areas.

   c. BRS will control soil erosion by stabilizing those areas subject to erosion.

TAB M (INSTANT BUILDINGS) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

A. Instant Buildings:

1. **Dimensions:** Varied by manufacturer, country and location.

2. **Description:** Instant shelter facilities have a design life of at least five years and very little maintenance/repair is anticipated. BRS personnel will monitor continuously and ensure buildings remain in acceptable condition. This building is designed to satisfy general purpose requirements such as storage, personnel housing, fire direction centers, and mess facilities. These facilities vary by manufacturer to manufacturer and from country to country.

B. Prefabricated Housing :

1. **Container Based:**

   a. **Dimensions:** 10' X 20' X 8' constructed from a standard shipping container.

   b. **Description:** This prefabricated housing unit is constructed from a standard shipping container. It contains living quarters for one or two personnel and includes bed, bath and storage for long term accommodations. Several different varieties are available on the open market. This type of housing would be procured if the project were to be projected to last longer than 90 days and there were no other suitable facilities available.

2. "Modular Home" Based:

   a. **Dimensions:** Varied depending upon manufacturer and purpose.

   b. **Description:** These housing units are commonly found on long-term construction and oilfield sites. They can be as simple as an empty shell for use as office space, to as elaborate as a modular home. They can be moved from site to site as well as being placed on a permanent foundation for long term use. Their life span, on a permanent foundation, can be as long as 20 or more years. If moved from site to site life span decreases dramatically. This type of housing would be used if the project were projected to last beyond the one-year mark and would be procured with the approval of the PCO.

TAB N (FIRE PROTECTION) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Fire Protection

1. **Application of Fire Extinguishers.** BRS will place fire extinguishers of the proper type throughout each of the Camps and train personnel to employ them.

2. **A-B-C-D Classification of Fires.**

CLASS OF FIRE	DESCRIPTION	METHOD OF EXTINGUISHMENT
A	Ordinary combustibles such as wood, cloth, paper rubber, plastics	Water
B	Flammable or combustible liquids, gases greases, etc.	Blanketing or smothering agent such as foam, dry chemical or water fog
C	Energized electrical equipment circuit	De-energize the electrical circuit. Use a non-conductive extinguisher such as dry chemical
D	Combustible metals such as magnesium, sodium, potassium	Dry chemical (smothering or coating agent)

3. **Maintenance of Fire Extinguishers.** BRS will schedule and conduct tests and inspections of all fire extinguishers. Test and inspection procedures and frequencies will include the following:

   a. Inspect all extinguishers monthly.

   b. Conduct maintenance on all fire extinguishers where indicated by inspection or as manufacturer recommends.

   c. Replace defective and refill discharged extinguisher at time of discovery or as the manufacturer recommends.

4. **Building and Area Inspections.**

   a. BRS will schedule and conduct inspections of all tents, shelters, buildings and areas. BRS will maintain a file of all reports and corrective action taken.

   b. Follow-up inspections will be conducted within 30 days to insure all corrective actions have been completed. Inspections will include inspecting and testing of fire alarm systems.

5. **Training.** BRS will provide fire prevention and fighting training to designated personnel assigned and working at each camp including BRS personnel. BRS will conduct periodic training at each camp, which will include the following:

   a. Identification and elimination of fire hazards.

   b. Fire evacuation procedures.

c. Identification of type of fire and fire fighting technique.

d. Proper use and operation of fire extinguishers.

e. Fire safety programs such as National Fire Prevention Week.

f. Investigation and preparation of required reports on any fires.

TAB O (PEST MANAGEMENT) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Pest Management

1. **Pest Management**: BRS will provide total pest management services in accordance with applicable regulations and directives.

2. **Pesticide Management**: BRS will control the application of all pesticides used for pest management. Pesticide applications will be conducted in accordance with applicable regulations and directives and will be coordinated with senior occupant of any tent, facility, or structure requiring the application of pesticides.

3. **See Annex I (Service Support), Appendix 6 (Health Services).**

TAB P (BILLETING OPERATIONS) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES: See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN and ANNEX B (Intelligence).

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Scheme of Engineering Operations.**

      (1) BRS will provide billeting for up to 5,000 supported contractors in accordance with the contingency mission requirements specified.

      (2) Billeting operations are restricted to custodial services, grounds maintenance and the necessary administration to properly acquire, maintain, control and account for all property. The objective of our billeting program is to provide quality service to the maximum extent possible consistent with the operational environment.

      (3) Deployment. A Logistics or Engineering Manager will accompany the BRS Event Advance Team deploying to an EVENT country or region by NTP+3. The Manager's tasks are:

         (a) Assist designing the base camp structure(s) needed to properly support the number and type of billeting required.

         (b) Hire and train the necessary local workforce, or subcontract, to provide the required custodial and ground maintenance services, beginning at day S+1

      (4) Sustainment.

         (a) BRS will design, construct and operate billeting facilities consisting of GP medium tents or equivalent with wood flooring, with a minimum floor area of 38 square feet per person. Tent sizes and occupancy will vary depending on availability. When Force Provider is available, we will deploy, set up, operate, maintain, and redeploy Force Provider modules, or similar type of Government Furnished Equipment modules. FM 42-424 (current draft) will be used as the criteria for installation of Force Provider modules. When required, "Instant Structures" will be made available at the APODs and SPOD.

         (b) If available, BRS will consider leasing local facilities for housing. BRS will begin providing minimum essential support at day NTP+5. This support level will be enhanced during the maturation phase to improve quality of life, commensurate with the mission, expected duration of the EVENT, and budgetary considerations.

(5) Redeployment.

(a) Facilities will be broken down and custodial employees released as supported persons depart the EVENT country.

(b) A BRS "stay behind" crew will disassemble and dismantle all billeting facilities and superstructure, retrograding or discarding all material and supplies, as required.

b. Specified Tasks.

(1) Where possible and most cost effective, GFE/M, will be used to contain costs.
(2) Subcontractors familiar with the specific requirements and with experience working in the Event area will be employed.

(3) Billeting accommodations will be required in the base camps for BRS U.S. employees and Third Country Nationals (TCNs). The Host Country National (HCN) workforce will not require temporary billeting.

c. Implied Tasks. Transient billeting will be established as necessary to meet the specific requirements of the location.

d. Tasks to BRS Elements. Potable water supply will be provided from the water distribution system. Portable toilets will be provided and maintained on a regular basis. Shower facilities will be provided. Laundry service will be provided.

4. SERVICE SUPPORT. The nomenclature and quantities of material can be included in the Rough Order of Magnitude (ROM) when site specific conditions are known.

a. Class II & IV Material. BRS will make maximum use of locally available construction materials. As required, projects will be augmented with materials from the closest country having suitable materials.

b. Class VII Equipment.

(1) When possible, the BRS Team will perform longer-term work using GFE equipment, equipment leased locally or requisitioned from BRS' nearest worldwide equipment pool or other source of supply based on the approved Rough Order of Magnitude (ROM) document for the EVENT.

(2) At the site, BRS will provide control of the equipment and vehicle yard, make assignments, ensure operator maintenance, expedite repairs and provide equipment control and security.

c. Supply support to the customer Task Force. Billeting supplies will be furnished to all supported troops. Supplies include, but are not limited to, linens, furnishings, and living accommodations.

d. Services.

(1) Services provided to the Force.

(a) **Custodial Services.** BRS will perform all custodial and janitorial services in support of contractor occupied facilities within the base camp at the frequency stated in each subparagraph below. BRS will perform all cleaning tasks, to include removal of trash or debris, mopping, sweeping, dusting, spot cleaning, provision of supplies, damp cleaning, policing, and disinfecting all surfaces in accordance with the following:

1. **General Housekeeping.** BRS will provide general housekeeping services to include:

- Sweeping floors of living quarters, office areas, and MWR activities so that floors are free of litter, dust and foreign debris.
- Removing trash from all areas.
- Providing light dusting of all furniture and equipment.
- Spot cleaning.

2. **Trash.** BRS will remove trash as described below from all permanent and temporary facilities:

- Empty all facility waste containers.
- Replace plastic garbage bags in containers.
- Transport trash to waste collection points.
- Wash and disinfect waste containers as required.

3. **Showers.** BRS will provide custodial and janitorial services for all permanent and temporary showers. BRS will:

- Sweep, mop and disinfect floors.
- Scrub, wash and disinfect stalls, doors and curtains.
- Clean soap dispensers and dishes.
- Empty and clean waste receptacles.
- Replenish all customer use supplies.

4. **Latrines and Outhouses.** BRS will:

- Sweep, mop and disinfect floors with a germicidal agent.
- Scrub, wash and disinfect basins, bowls, urinals, and toilet seats.
- Clean soap dispensers and dishes.

- Clean surfaces to be free of streaks, stains, scale, scum, urine deposits, and rust stains.

- Empty and clean waste receptacles. Depending on the system in place, this could entail use of burn barrels, SSTs, shake and rake (composting toilets), or water borne salvage.

- Replenish all customer use supplies.

5. **Bedding.** Normal bedding will be cot and sleeping bag. A stockage level will be authorized by the COR and maintained to initially support the exchange. As sleeping bags are dry cleaned, they will be placed in storage until exchanged with dirty sleeping bags turned in by the supported troops. When the situation permits, bed linen will be provided. Clean bed linen will be exchanged periodically.

6. **Medical Support Service Area Housekeeping.** On an as required basis BRS will:

- Perform housekeeping services.

- Comply with applicable regulations and directives relative to medical activities housekeeping services.

- Disinfect and sanitize selected areas or rooms

(b) Grounds Police. BRS will pick up and dispose of trash and litter on improved grounds and semi-improved grounds outside of those areas of unit responsibilities.

e. **Maintenance.**

(1) Maintenance services for billeting facilities support. Custodians and Groundskeepers, along with technicians and repairmen from the Base Camp Engineers, will perform PMCS on the units. Base Camp Engineer Technicians will perform minor and major maintenance on all billeting equipment in accordance with manufacturer's instructions.

(a) BRS will initiate all work requests on a BRS developed standard work request for required repairs/replacements.

(b) A work request log will be maintained in the Base Camp billeting facility. The log will include the request action, the time and date requested, the person making the request, a control number, and the date the work was satisfactorily completed.

f. **Personnel.** BRS will provide fully trained and qualified personnel for billeting operations, ensuring competent performance.

g. **Miscellaneous.**

(1) Reports.

(a) BRS will prepare all reports and documents necessary to verify performance of services.
(b) BRS will conduct safety and fire inspections

(2) Billet Area Security.

(a) BRS employees will not allow anyone the use of any lock, key or combination in BRS possession. They will not open locked rooms or areas to permit entrance by persons other than BRS subcontract employees performing custodial duties. All rooms/areas required to be locked will not be left unattended during the cleaning process and will be locked by BRS personnel after completion of custodial duties.

(b) BRS employees will turn off all lights in unoccupied areas in accordance with energy conservation procedures. They will check and ensure that all windows are closed before leaving an area.

(3) Safety. BRS will establish a safety program for employees performing work under the contract.

(a) Accident Reporting. BRS will prepare a Record of Injury immediately upon occurrence of a job-connected injury. If an injured employee is incapacitated and unable to report to work for his next regularly assigned shift, the Section Manager will prepare an Accident Report and forward to the Project Safety Manager after the accident occurs.

(b) Safety Inspections. BRS' Event Project Manager (PM) or designated representative will conduct unannounced safety inspections of equipment, facilities, and operations at anytime.

(c) BRS' Safety Program Plan will be thoroughly briefed to each employee and all subcontractors before they start work. Periodic, unannounced inspections will be held by the Billeting Manager to ensure compliance with the safety program. Employees who consistently violate established safety procedures will be terminated.

(4) Quality Control. BRS' Quality Control includes inspections covering the vital facility services provided. The Billeting and Facilities Manager at will conduct weekly samplings of all rooms and areas. Results of these inspections along with corrective actions taken or planned will be provided the Base Camp Site Manager at their periodic staff meetings.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

TAB Q (UTILITIES OPERATIONS & MAINTENANCE) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES: See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN and ANNEX B.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Scheme of Engineering Operations.** BRS will provide operations, maintenance, and repair of the utilities The overall concept for operation, maintenance, and repair of the utilities includes developing standard operating procedures, recurring maintenance action plans, an emergency repair action plan, a spares kit and re-supply capability, and providing an organization that provides consistently high quality utility operations and quick and adaptive to maintenance needs. Power generation is included in Tab A (Power Generation and Distribution) of this Appendix.

      (1) Developing Standard Operating Procedures (SOPs).

         (a) BRS will procure vendor's operations and maintenance manuals when buying equipment to support utilities operations.

         (b) BRS engineers and superintendents will develop operations checklists.

         (c) When possible, checklists will be translated into LN or TCN languages to ensure checklists are available to LN and TCN workers.

         (d) Local operations modifications will be made under the direction of the site engineer.

         (e) The Planning and Scheduling Office will provide operations and maintenance schedules from an automated PC system. Feedback inputs for rescheduling and material ordering will be integrated.

         (f) BRS Utilities Operations and Maintenance personnel will provide technical support to the appropriate construction teams to do the following:

            - Identify potable water sources.
            - Establish wells (if necessary).
            - Install piping and pumping systems for raw and finished water.
            - Apply measures to assist in delivery during climatic extremes.
            - Be prepared to assume the lead for production and distribution in mature camp situations.

(2) Developing a Recurring Maintenance Plan.

(a) The Recurring Maintenance Plans will include an inspection and maintenance checklist for each utility.

(3) Developing an Emergency Repair Plan.

(a) An Emergency Repair Plan will be developed for the Base Camp. The Plan will provide quick response technicians who are trained and equipped to perform emergency repairs to utilities.

(b) When required, BRS will provide a 24-hour standby response capability for emergency repair of Base Camp facilities.

(4) Equipment list with spares kit and re-supply capability.

(a) BRS will develop the list based on site specific information. The equipment list may be used to purchase a basic equipment order if the PCO orders BRS to proceed prior to making a site visit to the Base Camp.

(b) BRS will order technical manuals and/or technical instruction, as needed and approved, when the equipment is ordered.

(c) BRS engineers will establish contact with equipment suppliers' technical representatives so questions can be answered quickly.

(d) The spares kit will be based on the time required to order, ship, and receive replacement parts.

(e) On-site engineers will consult on equipment repair questions with BRS Headquarters.

(f) Engineering will propose any procurement variances caused by supply shortfall/time of delivery problems.

(5) Other utilities operations and maintenance activities. BRS will perform those tasks normally associated with the Director of Public Works at a permanent installation. These tasks include the following:

(a) Portable latrine maintenance and sewage collection/disposal.

(b) Space management and master planning.

b. Specified Tasks. BRS will provide base/logistics camp operations and field services. Augmentation may include construction materials, field services, sanitation, and facilities management.

c. **Implied Tasks.**

(1) BRS will provide utility operations and maintenance services similar to the Director of Public Works at an established installation.

(2) BRS will provide in-house or subcontracted shops for utility operation and maintenance.

(3) BRS will provide the construction materials to complete the operation and maintenance of utilities.

4. **SERVICE SUPPORT.**

a. The nomenclature and quantities of material can be included in the Rough Order of Magnitude (ROM) when site specific conditions are known.

b. Otherwise, the Equipment spares list will be developed at the EVENT site, as stated above.

c. **Safety.** Before commencement of work under this Plan, BRS will establish a safety program for employees performing work under the contract.

(1) Accident Reporting. BRS will prepare a Record of Injury immediately upon occurrence of a job-connected injury and forward the original copy to the COR. If an injured employee is incapacitated and unable to report to work for his next regularly assigned shift, the Section Manager will prepare an Accident Report and forward the original and one copy to the Project Safety Manager within seven workdays after the accident occurs.

(2) Safety Inspections. BRS' Event Project Manager (PM) or designated representative will conduct unannounced safety inspections of equipment, facilities, and operations at anytime.

(3) BRS' Safety Program Plan will be thoroughly briefed to each employee and all subcontractors before they start work. Periodic, unannounced inspections will be held by the Utilities Manager at the Base Camp to ensure compliance with the safety program. Employees who consistently violate established safety procedures will be terminated.

d. **Quality Control.** BRS' Quality Control includes an inspection covering the vital phases of utilities maintenance at the Base Camp(s). The Utilities Manager at will conduct weekly inspections of areas in accordance with all contract duties. Results of these inspections along with corrective actions taken or planned will be provided the Base Camp Site Manager at their periodic staff meetings.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)

BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM
TAB A (Power Generation & Distribution)
Enclosure 1 (Power Generation Operations & Maintenance)
TAB B (Other Utilities)
Enclosure 1 (Repair & Upgrade of Utilities for Fixed Facilities)

TAB R (POWER GENERATION) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

1. **GENERAL.** BRS will provide power generation and distribution for Rear and Forward Support Area base camp facilities for a period of 365 days commencing at S-Day.

2. **SPECIFIC.**

   a. **Scheme of Engineering Operations.** BRS will provide power generation and distribution for the sites as directed, including components for BRS support purposes. The overall concept for power generation and distribution includes generic facility designs and site plans, adaptation of the EVENT Generic Plans based on site conditions, in-house generator and distribution system installation, power generation and distribution renovation/enhancement during the maturation phase, and power generation and distribution maintenance.

      (1) Facility designs and site plans.

      (a) Generic designs and site plans for base camp construction will be used for base camp facilities. These designs, and site plans will be adapted as site specific information becomes available.

      (b) Generic designs and site plans will be used to generate Bills of Material (BOM). The BOM will be adapted as soon as the site-specific information becomes available, and becomes part of the Rough Order of Magnitude (ROM) estimates.

      (c) The Generic site plans will be modified as required to incorporate necessary BRS support functions and accommodations for BRS personnel.

      (d) The designs and site plans will require site adaptation based on actual conditions encountered, specific requirements of the event mission and the directives of the COR.

      (e) The designs and site plans have been developed to make them flexible to adapt to actual site conditions. The standards are configured to enable flexible and expeditious final design.

      (f) The site plans will be adjusted for variations required by country-specific requirements and differences in Force structures, which might be specified by an execution directive.

      (g) Because delivery by suppliers will be a function of the time available, designs accommodate tents, on-site constructed temporary facilities and pre-engineered facilities (SPRUNG, K-Span, Port-a-camp or others). It is anticipated that actual conditions will influence the Force Commander to choose a combination of the options.

      (h) Pre-engineered structures include temporary buildings which are pre-fabricated or pre-assembled units available commercially. Generally, these structures will be used for initial construction crew housing and later for transient billeting or supply warehouses.

      (i) Each EVENT will have unique requirements and will require review and evaluation. As an example, under some scenarios, security requirements will be more substantial, and

the site layouts may need to be altered to provide more effective perimeter fire zones and guardhouses at the base camps and other site entrances.

(j) In addition to the site-specific mission and terrain constraints existing under normal conditions, some of the potential scenarios will result in additional supply, material, and equipment that will be needed in the final design and camp construction process.

(k) BRS will provide facilities for self-support. The site designs provide facilities on-site for BRS management personnel and for anticipated expatriate and Third Country Nationals.

(2) Adaptation of Site Plans.

(a) During directed execution, BRS engineering personnel will be immediately mobilized and deployed, both to the BRS Home Office in Houston, Texas, as well as to the subject location. If there is an alert period available for design, a portion of the site adaptation designs will be performed in BRS Home Office prior to the initial site visit.

(b) When possible, a site visit will be made with an engineering team prior to NTP so that focused planning for the deployment can include adaptation of designs and site plans.

(c) While the field engineering team is deploying, the BRS Home Office team will review the Force`s requirements to validate the Generic Plan as it relates to the directive, and to make any appropriate changes to the designs. The revised plans will be provided to the field engineering team for further adaptation to actual site conditions.

(d) The BRS EVENT Office will continue engineering adaptation of design when site specific information is available.

(e) Based on the initial site survey, field engineering will determine the suitability of any available utilities, roads, buildings, etc., to enable reduction in the level of facilities development effort required to set up the sites as expeditiously as possible.

(f) Should existing facilities/infrastructure be available, field engineering will adjust the design and layouts to take advantage of those that are appropriate for use. Standard site design revisions will be made to accommodate this situation.

(g) The initial cadre will include engineering personnel with equipment to adapt site designs to local conditions and the ability to send and receive designs to and from the EVENT Project Manager`s office.

(h) Power designs will determine how much power is needed and where it will come from, and consider upgrading service after initial installation.

(i) BRS will use commercial power when it is available and usually reliable as in developed countries. Power generation workers can make connections to commercial distribution networks. Once connected, the system can provide continuous power service, virtually maintenance free.

(j) BRS will assess and recommend the best way to provide power generation and distribution. A load survey will help determine how much power is required and where it

is required, then an electrical engineer can design the systems to provide power based on the survey. The survey will also recommend the best power source based on the level of reliability required.

(k) The power source will be matched to the load requirements.

(l) Load increases will be anticipated and arrangements made to provide adequate power. The distribution system will be initially built to handle possible upgrades. This can be done either by overbuilding the system initially or by building it so that it can be readily expanded as needed. Systems that are not anticipating growth will be designed and built to accommodate 150 percent of the estimated load demand.

(m) Backup power to critical loads will be included. Some critical facilities such as communication sites may require backup power. Critical facilities and activities should have a standby power source even when connected to commercial power.

(n) Climatic conditions, in some locations, affect prime power operations. The low temperatures and short periods of daylight encountered during winter in cold regions will adversely affect manpower efficiency, but will not degrade equipment performance. Under these conditions, expect significant work-rate slowdowns.

(o) Operations in tropical and coastal regions require additional equipment maintenance to combat corrosion from humidity and salt spray. Under extreme conditions, power-plant output may have to be de-rated as much as 25 percent to compensate for this degradation.

(p) Operations in desert regions require intense and frequent maintenance because of heat and dust. Grounding problems are often encountered in these arid climates due to extremely high soil resistivity. BRS will construct grounding grids and use soil additives and water to overcome grounding problems.

(q) In mountainous regions above 5,000 feet, the thin air degrades the performance of power-generation equipment. It also reduces manpower efficiency. To compensate, BRS will de-rate generators and anticipate slower work rates with frequent rest breaks.

(r) Rugged terrain and dense vegetation may affect plant siting and power distribution system routing. Each generator and control van in a power plant requires a prepared level surface. Plant sites may need to be cleared and leveled before preparing generator-unit pads.

(s) Rugged terrain and dense vegetation may restrict construction of distribution lines to cleared areas such as roadways. These restrictions can result in longer lengths of distribution line, increased conductor sizes, and additional manpower requirements.

(3) Construction of power generation and distribution systems.

(a) BRS will manage subcontracted construction to ensure quality, cost control and schedule control.

(b) Subcontract construction crews will follow the adapted, approved designs.

(c) During construction on-site engineering expertise will quickly modify, adapt, or redesign portions of the utility systems and structures.

(d) On-site engineers will have the computer and communication equipment to consult with the BRS Home Office.

(e) On-site engineers will manage camp modification and upgrades during construction to quickly achieve the best solution to the facility upgrade problem.

(f) Should new designs be needed which are beyond the capability of the site engineer to produce in a timely fashion, the EVENT Project Manager`s staff engineers will provide the production capability.

(g) Should new designs require additional expertise; the EVENT Project Manager`s Office Engineers will subcontract for the additional services as required.

(h) The Contractor`s Event Site Engineer may recommend to the EVENT Project Manager to subcontract for engineering and survey services when those services are locally available.

(i) The Site Engineer and Home Office engineer will keep their respective chains of command informed of schedules, cost and changes.

(j) Public works functions will include operations and maintenance (O&M) functions. These functions will require on-site engineering expertise.

(k) The majority of workers will be relatively unskilled; therefore, designs will be, for the most part, simple and using "low-tech" installation methods where appropriate.

(l) Improvement of facilities with more permanent provisions may be directed by the COR as time allows.

(m) Engineering will propose procurement variances necessary due to supply shortfall/time of delivery problems.

(n) Engineering will provide designs to accommodate hidden/unforeseen conditions encountered during site development/facilities development.

(o) Engineering will provide designs to accommodate changes/extras ordered by the COR.

(p) BRS will use artificial lighting as necessary when constructing or repairing electrical distribution systems at night.

(q) Plant relocation and installation and distribution system construction are subject to factors such as availability of distribution materials and the level of reliability required. Expanding an existing prime power plant and its distribution network is usually more practical than relocating it.

(r) BRS will consider the availability and reliability of potential sources for power-related service and performance contracts. Materials and services not locally available will be imported.

(s) BRS will consider distribution voltage and frequency especially when using commercial power. When voltage and frequency are not compatible with intended use, they will be altered or power obtained from an alternate, compatible source.

(t) BRS will provide power generation specialists who can supervise and manage power-related projects using unskilled and semiskilled indigenous workers.

(u) Site preparation in a bare base theater includes distribution system installation that may require ditch construction and/or pole erection.

(v) BRS will provide the material required in the construction of distribution systems. BRS will provide daily re-supply of diesel and the Class III packaged products required for generator services.

(w) BRS will provide all equipment, including generators, cable, control vans, and transformers, so they can be transported on flatbed or lowboy trailers. Mobile substations will be trailer mounted and only require tractor support to move.

(x) BRS will provide material handling equipment (MHE) to upload and download equipment.

(y) BRS will practice safety and quality control in all work. Power personnel will not work on energized circuits. They will de-energize these circuits before performing work and keep them de-energized using caution and clearance (lockout/tagout) procedures. They will also perform a safety inspection of circuits before energizing them. The current National Electric Code (NEC) will be used as a quality standard where applicable. The National Electrical Safety Code (NESC), DA safety regulations, and Occupational Safety and Health Administration (OSHA) regulations will also be followed as applicable.

(4) Public Works Engineering. BRS will provide maintenance for electrical generation and distribution systems within the camp site.

b. Specified Tasks.

(1) BRS will provide power generation and distribution systems to the base camps.

c. Implied Tasks.

(1) Provide generic power generation and distribution plans that can be site adapted.

(2) Site-adapt the generic designs.

(3) Provide power generation and distribution system equipment to the EVENT sites and install the system.

(4) Operate and maintain the power generation and distribution

(5) Modify the power generation and distribution systems as the EVENT site matures and more or different power is required by the EVENT Commander.

3. **SERVICE SUPPORT.**

a. The nomenclature and quantities of material can be included in the Rough Order of Magnitude (ROM) when site specific conditions are known.

b. **Class IV Material.**

(1) BRS will make maximum use of locally available materials. As required, projects will be augmented with materials from the closest country having suitable materials.

(2) Bills of Material will be prepared for the base camp, based on standard facility configurations. Bills of Material will be consolidated by type of item into draft contracts and purchase orders. When award to subcontractors is made, vendors will punctually deliver material to the Event location.

(3) BRS will control the storage of material.

(4) BRS will order, accept, sort, repackage and prepare for dispatch the material. They will provide quick identification of improper vendor shipments. Expediters will move the material quickly to the job sites to avoid construction delays.

(5) BRS will size the area to provide enough space for truck receiving and marshalling.

(6) BRS will ensure security for material to prevent pilfering.

c. **Class VII Equipment.**

(1) When possible, the BRS Team will perform initial site preparation with locally acquired equipment (for example, backhoes, bulldozers, graders, excavators, trenchers and cranes).

(2) Longer-term work will be accomplished using GFE equipment, equipment leased locally or requisitioned from BRS' nearest worldwide equipment pool or other source of supply based on the approved Rough Order of Magnitude (ROM) document for the Event.

(3) At the site, BRS will provide control of the equipment and vehicle yard, make assignments, ensure operator maintenance, expedite repairs and provide equipment control and security.

d. **Safety.** Before commencement of work under this Plan, BRS will establish a safety program for employees performing work under the contract.

(1) Accident Reporting. BRS will prepare a Record of Injury immediately upon occurrence of a job-connected injury. If an injured employee is incapacitated and unable to report to work for his next regularly assigned shift, the Section Manager will prepare an Accident Report and forward the original and one copy to the Project Safety Manager within seven workdays after the accident occurs.

(2) Safety Inspections. BRS' Event Project Manager (PM) or designated representative will conduct unannounced safety inspections of equipment, facilities, and operations at anytime.

(3) BRS' Safety Program Plan will be thoroughly briefed to each employee and all subcontractors before they start work. Periodic, unannounced inspections will be held by the Utilities Manager at the base camp to ensure compliance with the safety program. Employees who consistently violate established safety procedures will be terminated.

e. **Quality Control.** BRS' Quality Control includes an inspection covering the vital phases of power generation construction at the Base Camp(s). The Utilities Manager at will conduct weekly inspections of areas in accordance with all contract duties. Results of these inspections along with corrective actions taken or planned will be provided the Base Camp Site Manager at their periodic staff meetings.

Enclosure 1 (Power Generation Operations & Maintenance)

ENCLOSURE 1 (POWER GENERATION OPERATION & MAINTENANCE) to TAB R (POWER GENERATION OPERATION & MAINTENANCE) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Operation, Maintenance, and Repair of Electrical Plants and Systems

1. BRS will inspect, service, operate, and maintain all electrical power generation and distribution systems, and standby systems, in accordance with all applicable technical manuals, and manufacturer's operations and maintenance manuals. Specifically, BRS will:

   a. Perform all maintenance requirements, scheduled and unscheduled, up to and including intermediate level maintenance.

   b. Test and inspect generator/engine safety shut circuits and record the result in the generator/engine historical records.

   c. Ensure all meters on switchgear and engine panels are operational. Inspect and maintain electrical switchgear and distribution systems.

   d. Ensure all piping for water, fuel and oil is free from leaks and is in good repair in accordance with applicable technical manuals.

   e. Coordinate all major inspections/repairs and overhauls.

   f. Develop and perform a realistic corrosion control program on the generators cooling system and exterior engine surfaces.

2. When a manufacturer's guarantee/warranty covers an equipment item or portion of an equipment item, BRS will comply with all conditions specified by the manufacturer. For equipment under seal, only the firms entitled to seal such equipment may break the seal. BRS will break the seal, dismantle, or modify sealed equipment only if authorized in writing by the manufacturer or with the specific approval of the Government. BRS will:

   a. Assure adequate supply support management for the power generator operation and maintenance function.

   b. Establish and maintain a bench stock, special level program and forward supply point of spare parts to ensure maintenance of the power reliability rate.

   c. Assure tools and test equipment are on hand to perform required maintenance on assigned generators in accordance with applicable technical manuals.

   d. Order required materials and parts far enough in advance to assure availability prior to major equipment inspections and repair.

   e. Maintain and manage required documentation of the power generator operation and maintenance function in accordance with applicable technical manuals.

   f. Maintain equipment records on all generators and distribution systems.

g. Maintain a record of station ground test in accordance with applicable manuals.

h. Maintain current and update as required as-built drawings for the station grounding system and the electrical distribution system in accordance with applicable manuals.

i. Develop and maintain current one-line diagrams of the electrical distribution system and fuel system in accordance with applicable technical manuals.

j. Develop and maintain bilingual checklists including single-unit operating procedures, starting procedures, stopping procedures, initial start-up after a partial or complete outage, load shedding, safety circuit checking procedures and shift change procedures in accordance with applicable technical manuals.

k. Develop and maintain bilingual operating checklists for load transfer between generators.

l. Prepare a daily checklist in both English and the local language listing before, during and after operations procedures. Such checklists will be posted on or near the generator.

m. Maintain a power plant log in accordance with applicable manuals. BRS will record time of event, nature of abnormality, equipment failures, adjustments of equipment, oil changes, maintenance actions and weather data. Note changes in equipment status in accordance with applicable manuals.

n. Develop and operate a training program to assure all Contractor personnel assigned power production operation and maintenance duties are qualified in all aspects of the assigned equipment.

o. Assure that "NO SMOKING" and "DANGER HIGH VOLTAGE" signs are posted where required. If required, bilingual signage will be posted.

p. Maintain the power plant and all facilities in a state of good repair, housekeeping and cleanliness.

q. Monitor fuel delivery, check tanker seals at time of delivery, annotate fuel delivery documents and report any discrepancies to the managing supervisor.

r. Operate and maintain electrical power generators, switch gear, transfer panels, and associated equipment in order to maintain a power reliability rate of 95.0 percent at all prime plants and a power availability rate of 90.0 percent at all backup/emergency plants.

s. Provide emergency on-call maintenance for the standby power plants.

TAB S (OTHER UTILITIES) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

1. **GENERAL.** BRS, will organize, staff, equip, and operate all utilities associated with the operations, maintenance and management of site facilities. Management will include operation, maintenance, and repair of utilities for a Contractor Force of 5,000 personnel in executing a LOGCAP EVENT in the EVENT area for a period of 365 days commencing at S-Day

2. **SPECIFIC.**

   a. **Scheme of Engineering Operations.** BRS will provide utilities. To accomplish this BRS will evaluate the availability and quality of local utilities, construction of temporary facilities, operations, maintenance, and repair of the utilities. The overall concept includes confirming support requirements, local capabilities, design and construction, standard operating procedures, recurring maintenance plans, an emergency repair plan, a spares kit and re-supply capability, and providing an organization that provides consistently high quality utility operations that is quick and adaptive to maintenance needs. Power generation is included in TAB A (Power Generation).

   (1) Establishing the support requirements. The contractor will establish the necessary information on utilities required. The type and quantity of utility needed will be furnished with the location and required period of support. Any special needs (such as high purity water) will also be identified.

   (2) Confirming Local Capabilities. Local utilities will be surveyed. This survey will determine the availability, and quantity, and cost.

   (3) Design and Construction. The BRS Team will develop the necessary designs and specifications and execute construction. If required to repair or renovate local utilities, Appendix 7(Repair and Upgrade of Utilities for Fixed Facilities) will apply.

   (4) Developing Standard Operating Procedures (SOPs).

   (a) BRS will procure vendors operations and maintenance manuals when buying equipment to support utilities operations.

   (b) BRS engineers and superintendents will develop operations checklists.

   (c) BRS will attempt to translate checklists into Host Country National or Third Country National languages to ensure checklists are available to all workers.

   (d) Local operations modifications will be made under the direction of the site engineer.

   (e) The Planning and Scheduling Office will provide operations and maintenance schedules. Feedback inputs for rescheduling and material ordering will be integrated.

   (f) BRS utilities operations and maintenance personnel will provide technical support to the appropriate construction teams to do the following:

   - Identify potable water sources.
   - Establish wells (if necessary).

- Install piping and pumping systems for raw and finished water.
- Apply measures to assist in delivery during climatic extremes.
- Be prepared to assume the lead for production and distribution in mature camp situations.

(5) Developing an Emergency Repair Plan.

(a) An Emergency Repair Plan will be developed for the base camp. The plan will provide quick response technicians who are trained and equipped to perform emergency repairs to utilities.

(b) When required, BRS will provide a 24-hour standby response capability for emergency repair of Base Camp facilities.

(c) The emergency repair plan will be submitted to the COR.

(6) Equipment list with spares kit and re-supply capability.

(a) BRS will develop the list based on site specific information. The equipment list may be used to purchase a basic equipment order.
(b) BRS will order technical manuals and/or technical instruction, as needed, when the equipment is ordered.

(c) BRS engineers will establish contact with equipment suppliers' technical representatives so questions can be answered quickly.

(d) The spares kit will be based on the time required to order, ship, and receive replacement parts.

(e) On-site engineers will consult on equipment repair questions with BRS Home Office in Houston, Texas.

(f) Engineering will identify any procurement variances caused by supply shortfall/time of delivery problems.

(7) Other utilities operations and maintenance activities. BRS will perform those tasks normally associated with the Director of Public Works at a permanent installation. These tasks include the following:

(a) Portable latrine maintenance and sewage collection/disposal.

(b) Space management and master planning.

b. Specified Tasks. BRS will provide base/logistics camp operations and field services. Augmentation may include construction materials, field services, sanitation, and facilities management.

c. Implied Tasks.

(1) BRS can provide utility operations and maintenance services.

(2) BRS can provide in-house or subcontracted shops for utility operation and maintenance.

(3) BRS can provide the construction materials to complete the operation and maintenance of utilities.

3. SERVICE SUPPORT.

a. The nomenclature and quantities of material can be included in the Rough Order of Magnitude (ROM) when site specific conditions are known.

b. Class IV Material.

(1) BRS will make maximum use of locally available materials. As required, projects will be augmented with materials from the closest country having suitable materials.

(2) Bills of Material will be prepared for the base camp, based on standard facility configurations. Bills of Material will be consolidated by type of item into draft contracts and purchase orders. When award to subcontractors is made, vendors will punctually deliver material to the EVENT location.

(3) BRS will control the storage of material.

(4) BRS will order, accept, sort, repackage and prepare for dispatch the material. They will provide quick identification of improper vendor shipments. Expediters will move the material quickly to the job sites to avoid construction delays.

(5) BRS will size the area to provide enough space for truck receiving and marshalling.

(6) BRS will ensure security for material to prevent pilfering.

c. Class VII Equipment.

(1) When possible, the BRS Team will perform initial site preparation with locally acquired equipment (for example, backhoes, bulldozers, graders, excavators, trenchers and cranes).

(2) Longer-term work will be accomplished using GFE equipment, equipment leased locally or requisitioned from BRS' nearest worldwide equipment pool or other source of supply based on the approved Rough Order of Magnitude (ROM) document for the EVENT.

(3) At the site, BRS will provide control of the equipment and vehicle yard, make assignments, ensure operator maintenance, expedite repairs and provide equipment control and security.

d. Safety. Before commencement of work under this Plan, BRS will establish a safety program for employees performing work under the contract.

(1) Accident Reporting. BRS will prepare a Record of Injury immediately upon occurrence of a job-connected injury. If an injured employee is incapacitated and unable to report to work for his next regularly assigned shift, the Section Manager will prepare an Accident Report and forward to the Project Safety Manager after the accident occurs.

(2) Safety Inspections. BRS' Event Project Manager (PM) or designated representative will conduct unannounced safety inspections of equipment, facilities, and operations at anytime.

(3) BRS' Safety Program Plan will be thoroughly briefed to each employee and all subcontractors before they start work. Periodic, unannounced inspections will be held by the Utilities Manager at the base camp to ensure compliance with the safety program. Employees who consistently violate established safety procedures will be terminated.

e. **Quality Control.** BRS' Quality Control includes an inspection covering the vital phases of power generation construction at the base camps. The Utilities Manager at will conduct inspections of areas in accordance with all contract duties. Results of these inspections along with corrective actions taken or planned will be provided the Base Camp Site Manager at their periodic staff meetings.

Enclosure 1 (Repair & Upgrade of Utilities for Fixed Facilities)

ENCLOSURE 1 (REPAIR & UPGRADE of UTILITIES for FIXED FACILITES) to TAB S (OTHER UTILITIES) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

GENERAL. BRS, if required by the mission, will provide repair and/or upgrade of utilities such as power, water, sewage, storm sewer, natural gas or other utilities of the Host Nation's fixed facilities.

1. SPECIFIC.

a. Scheme of Engineering Operations. BRS will provide repair and/or upgrade of utilities such as power, water, sewage, storm sewer, natural gas or other utilities of the Host Country fixed facilities as required. The overall concept for repair and/or upgrade of utilities of the Host Country's fixed facilities includes sending a team of experts to review the applicable facilities and prepare and brief an Action Plan that recommends solutions to problems. The Repair/Upgrade Plan will consider local knowledge, original designs, expert opinions, possible construction/repair solutions, interim field expedient construction, design schedules and construction schedule and cost relationships.

(1) Review the applicable facilities.

(a) BRS will review the applicable facilities. These may be Host Country power plants, water plants, sewage plants, or other utility plants or distribution systems.

(b) A team of experts will be mobilized to the site. The team will consist of a BRS Site Engineer, subject matter expert engineers, subject matter expert operations and maintenance technicians, and construction superintendents.

(c) The original construction as built drawings will be found, if possible, and reviewed with interpreters. Local subject matter experts will be consulted. Every aspect of the facility will be inspected.

(d) The team will propose possible solutions while on site and re-inspect the facilities to determine the feasibility of the proposed solutions.

(e) The team will prepare a Bill of Material (BOM) that lists the major items to be procured. BRS procurement will use the BOM to research for the most cost-effective sources of supply. The team will review the sources of supply for maintainability.

(2) Prepare and brief the Repair/Upgrade Plan.

(a) The LOGCAP EVENT Project Manager's Engineers will prepare a Rough Order of Magnitude (ROM) cost estimate.

(b) The team of experts, which visited the site, will prepare a Plan and brief the PCO/ACO. The Plan will consider possible repair and/or upgrade solutions, interim field expedient construction, design schedules and construction schedule and cost relationships.

(c) Based on the PCO/ACO's decision, the Plan will be implemented as ordered.

(3) Design Management.

(a) The LOGCAP EVENT Project Manager's engineering personnel will manage engineering design to ensure schedule and quality compliance.

(b) Design reviews will be scheduled at the 35 percent, 60 percent and 95 percent completion points when directed by the PCO/ACO. If directed, the design reviews will be made on site, or at the design offices. Corrections and comments will be incorporated quickly. Value engineering, constructability reviews, and peer reviews will be incorporated at the PCO/ACO's direction.

(4) Construction Management.

(a) BRS engineering will manage field expedient construction to ensure it is done expeditiously, and safely.

(b) BRS engineering will manage construction to ensure quality, cost control and schedule control.

(c) Construction crews will follow the approved designs.

(d) During construction on-site BRS engineers will quickly identify and solve construction problems.

(e) On-site engineers will have the computer and communication equipment to consult with BRS Headquarters.

(f) Should new designs be needed which are beyond the capability of the site engineer to produce in a timely fashion, the LOGCAP EVENT Project Manager's staff engineers will provide the production capability.

(g) Should new designs require additional expertise, the Project Manager's staff engineers will subcontract for the additional services as required.

(h) The Site Engineer and the Home Office engineer will keep their respective chains of command informed of schedules, cost and changes.

(i) Engineering will propose procurement variances necessary due to supply shortfall/time of delivery problems.

(j) Engineering will provide design modifications to accommodate hidden/unforeseen conditions encountered during construction.

(k) Engineering will hold monthly construction progress reviews.

b. Specified Tasks. BRS will provide repair and/or upgrade of utilities such as power, water, sewage, storm sewer, natural gas or other utilities of the Host Country's fixed facilities as directed.

c. Implied Tasks.

(1) BRS will provide project scoping and project planning.

(2) BRS will provide design and design management using in-house or subcontract professional engineers and architects.

(3) BRS will provide construction or construction management using in-house or subcontracted construction labor, materials and equipment.

(4) BRS will provide the Class IV construction materials to complete the construction and/or repair.

TAB T (SEWAGE & WASTE DISPOSAL) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES: See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN and ANNEX B.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Scheme of Engineering Operations.** BRS will provide sewage and waste disposal. The overall concept for sewage and waste disposal includes design, construction, operations and maintenance of the waste collection and treatment systems, solid waste and trash disposal, gray water disposal, and grease trap service. BRS will also develop Standing Operating Procedures, recurring maintenance action plans, a spares kit and re-supply capability, and will provide consistently high quality sewage and waste disposal. It is anticipated that the construction and operation of sewage and waste disposal will be accomplished through subcontracts.

      (1) BRS will provide design, construction operations and maintenance of sewage collection and treatment systems for two purposes:

         (a) Safeguarding health by eliminating, to the extent possible, disease-producing organisms. The treatment will not purify sewage.

         (b) Stabilizing sewage so it will not overload the disposal media.

      (2) Sewage treatment will be of two types, primary and secondary.

         (a) Primary treatment will be the separation of the settleable and floating solids from the liquid and the stabilization of these solids.

         (b) Secondary treatment will be the stabilization of the finely divided sewage solids, which remain in the liquid after primary treatment. Specific design criteria for secondary treatment should be used where TCMS designs are not adequate. Use of TCMS designs should be possible in most theater of operation situations.

         (c) Sewage, the used water together with the solids that are mixed with it, will be one of four types. These four types of sewage are:

            1. **Sanitary sewage.** The sewage which originates in the sanitary conveniences of billeting, latrines, showers, and other living areas.

            2. **Industrial sewage.** The waste from an industrial process such as a chemical processing plant.

3. **Storm sewage.** The water (runoff) from rain and snow and the particles carried within the mixture.

4. **Infiltration.** The ground water and the particles carried with it, which leak into a sewer through joints or breaks.

(d) In theater of operations construction, generally only infiltration and sanitary sewage are allowed in the sewerage system. Wastes from gasoline dispensing systems, wash racks, garages, and shop floor drains must be excluded from sanitary sewers because such wastes deter the natural biological processes, which occur during the stabilization of sewage.

(e) The waste from a laundry may be discharged into the AO/HN sewer system.

(f) Storm water runoff from ground surface, pavements, and roofs will not be permitted to enter sanitary sewers.

(3) Gray Water. Gray water or wash water from showers, laundries, and kitchens not contaminated with human waste will be discharged to cesspools. BRS will size, position and furnish systems to accommodate the percolation rate of the site's soils and the facility loads served. If cesspools are not adequate or feasible due to site conditions, perforated pipe drain fields, or lagoons will be provided. Where dictated by FORCE Commander, waste storage tanks will be provided, with collection and truck transport to an on-site or off-site treatment plant. The level of treatment will be such that the effluent can be discharged into existing surface runoff (stream, river, lake or ditch) in accordance with appropriate environmental standards.

(4) Grease Traps. BRS will provide grease traps at any facilities where grease is discharged into a sewage system. Where sewage is discharged into a stream without treatment, grease film on the surface of the water retards re-oxygenation. Therefore, as much as possible, grease will be removed to prevent deposits of grease on the walls of the sewer and the formation of film on the surface of the water. Grease will be removed at the source, since grease loses its salvage value after mixing with sanitary sewage. Grease traps will be installed as required.

(5) Solid Waste Disposal. BRS will provide containers and a regularly scheduled and on-call collection service for solid waste throughout the Base Camp. See Tab A (SOLID WASTE).

(a) Small trash containers shall be placed in all facilities.

(b) Dumpsters shall be placed throughout the camp.

(c) Solid waste shall be removed from the camp on a regular basis and transported off-site to a designated Host Nation solid waste facility.

(6) Developing Standing Operating Procedures (SOPs).

(a) BRS will procure vendors operations and maintenance manuals when buying equipment to support utilities operations.

(b) BRS engineers and superintendents will write operations checklists.

(c) When possible, checklists will be translated into LN or TCN languages to assure checklists are available to LN and TCN workers.

(d) Local operations modifications will be made under the direction of the site engineer.

(e) The Planning and Scheduling Office will provide operations and maintenance schedules from an automated system.

(7) Recurring Maintenance Plan.

(a) The Recurring Maintenance Plans will include an inspection and maintenance checklist for each utility.

(8) Equipment list with spares kit and re-supply capability.

(a) BRS will prepare an equipment list based on site-specific information and the Rough Order of Magnitude estimate. The equipment list may be used to purchase a basic equipment order if the PCO orders BRS to proceed prior to making a site visit.

(b) BRS will order technical manuals and/or technical instruction, as needed, when the equipment is ordered.

(c) BRS engineers will establish contact with equipment suppliers' technical representatives so questions can be answered quickly.

(d) BRS will establish a spares kit based on site specific information.

(e) The spares kit will be based on the time required to order, ship, and receive replacement parts.

(f) On-site engineers will consult on equipment repair questions with the EVENT Project Manager's staff and BRS Headquarters as appropriate.

(g) Engineering will propose procurement variances caused by supply shortfall/time of delivery problems.

(9) Other utilities operations and maintenance activities include performing those tasks normally associated with the Directorate of Public Works at a permanent instillation. These tasks include portable latrine maintenance and sewage collection/disposal.

b. Specified Tasks: BRS will provide base camp sewage and waste disposal.

c. Implied Tasks.

(1) BRS will provide sewage and waste disposal services similar to the Director of Public Works (DPW) at a permanent installation.

(2) BRS will provide in-house or subcontracted shops for sewage and waste disposal.

(3) BRS will provide the Class IV (Construction Materials) for sewage and waste disposal operations and maintenance.

4. **SERVICE SUPPORT.**

a. The nomenclature and quantities of material can be included in the Rough Order of Magnitude (ROM) when site specific conditions are known.

b. Otherwise, the Equipment spares list will be developed at the EVENT site, as stated above.

c. **Safety.** Before commencement of work under this Plan, BRS will establish a safety program for employees performing work under the contract.

(1) Accident Reporting. BRS will prepare a Record of Injury immediately upon occurrence of a job-connected injury and forward the original copy to the COR. If an injured employee is incapacitated and unable to report to work for his next regularly assigned shift, the Section Manager will prepare an Accident Report and forward the original and one copy to the Project Safety Manager within seven workdays after the accident occurs.

(2) Safety Inspections. BRS' Event Project Manager (PM) or designated representative will conduct unannounced safety inspections of equipment, facilities, and operations at anytime.

(3) BRS' Safety Program Plan will be thoroughly briefed to each employee and all subcontractors before they start work. Periodic, unannounced inspections will be held by the Utilities Supervisor at the Base Camp to ensure compliance with the safety program. Employees who consistently violate established safety procedures will be terminated.

d. **Quality Control.** BRS' Quality Control includes an inspection covering the vital phases of utilities maintenance at the Base Camp(s). The Utilities Supervisor at will conduct weekly inspections of areas in accordance with all contract duties. Results of these inspections along with corrective actions taken or planned will be provided the Base Camp Site Manager at their periodic staff meetings.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H .

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

TAB U (SOLID WASTE) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

Solid Waste

1. **GENERAL.** BRS will provide for the collection and disposal of solid waste at the Forward Support Area Base Camps and Rear Support Area Base Camp. Proven sanitary engineering and administrative techniques will be utilized using Technical Manual 5-634 and Army PAM 420-47 as guidelines.

2. **SPECIFIC.** Garbage and other refuse will be collected and disposed of regularly. Pickup stations will be established, materials segregated properly, and a high standard of sanitation maintained whether the work is done by local national subcontractors or by BRS employees. BRS will provide efficient collection equipment, maintenance of high sanitation standards and maintenance of a good safety program.

3. Operations will be efficiently provided using vehicles especially designed for refuse collection, trained personnel, adequate supervision, and a program of continual quality improvement. The following factors will be provided for an efficient solid waste collection system:

   a. **Supervision.** Competent supervisors will make continuous surveys of conditions, as they exist, to modify the system to meet the frequently varying conditions.

   b. **Personnel.** Competent truck drivers and loaders will be assigned regularly to refuse collection.

   c. **Pickup Stations.** Pickup stations with adequate can stands will be readily accessible to collection personnel and convenient to using personnel. Pickup stations will be established for each dining facility, and adequately spaced in the tent living facilities. Solid waste pickup stations at supply and maintenance facilities will be segregated for economical salvage sales of shipping container wastes and scrap metal.

   d. **Segregation of Materials.** BRS will provide minimum separation of refuse from salvage, consistent with the method of disposal and an economical salvage program.

   e. **Containers.** Suitable and sufficient receptacles will be provided.

   f. **Frequency of Collection.** BRS will provide adequate frequency of collection based on the kinds of refuse material, the methods of disposal (sanitary fill, burning pit, contract disposal, and salvage collection and disposal).

   g. Subcontracted operations to Host Country collection firms who haul to local sanitary landfills will be provided if available. Security, local customs, and environmental laws will be considered when establishing a local national subcontract.

When necessary, BRS will provide collection and disposal with employee-operated collection. When no local disposal is available, BRS will construct a landfill or a burning pit. When field expedient burning pits are required, BRS will provide field engineering, fire protection, construction, and operations of the burning pit.

TAB V (HAZARDOUS MATERIALS/WASTE SERVICES) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES: See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN and ANNEX B.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Concept of HAZMAT Operations.** BRS will write a comprehensive site-specific Hazardous Materials/Waste Management Plan to: identify, package, receive, store, provide spill prevention and contingency plans; provide a safety and health program; train; handle; and dispose of hazardous materials and hazardous wastes. The Plan will become the hazardous materials/waste management operational order to be executed. BRS will establish and execute the hazardous materials/waste management program at the EVENT site in accordance with the approved Hazardous Materials/Waste Management Plan and using TM 38-410 as a guideline.

   b. **Hazardous Materials/Waste Management Program.** BRS will ensure that all hazardous materials and hazardous wastes are properly handled, stored, transported, and disposed of. BRS will control hazardous materials and hazardous wastes moving to and from customers and will properly handle, containerize, label, store, and dispose of the hazardous materials and hazardous wastes.

   c. **Handling and Disposal of Hazardous Materials and Wastes.** Hazardous materials and wastes will be accompanied with accurate and complete paperwork, including a Material Safety Data Sheet (MSDS) and Hazardous Waste Profile Sheet. BRS will hold all managers and supervisors accountable for following established procedures in handling hazardous materials and hazardous wastes. As applicable, personnel tasked to handle hazardous materials and hazardous wastes will be properly trained and licensed. A HAZMAT pharmacy will be established and operated by the Supply Manager as a portion of Class II Supply Point operations.

   d. BRS will segregate hazardous materials and hazardous wastes to minimize delay and cost of disposal. Segregation will begin at the generation point. BRS will establish in-shop accumulation points for each function that generates hazardous materials and hazardous wastes to prevent mixing of different types. BRS hazardous materials and hazardous wastes collection personnel will make frequent collections and will clearly label hazardous materials and hazardous wastes as to type.

   e. BRS will properly store hazardous material by doing the following tasks:

      (1) Hazardous material items will be stored in an outside covered area.

      (2) All products will be placed on pallets or storage racks.

(3) Oils and greases will be segregated from highly combustible supplies.

(4) Only approved Department of Transportation (DOT) containers will be used to store POL products.

(5) "No Smoking" and "Flammable" signs will be prominently placed around the storage area.

(6) Packaged products will be segregated by date, batch, lot number, and issue using a First-In, First-Out (FIFO) rule.

(7) Any leaking containers will be removed immediately from use.

(8) Container markings will be inspected for legibility and remark as required.

(9) Any discrepancy noted in the hazardous material storage area will be immediately corrected.

(10) BRS employees handling hazardous materials and hazardous wastes will wear proper protective clothing to include face shields, goggles, safety glasses, gloves, aprons, and respirator as appropriate to the type of material being handled. All hazardous waste will be stored in the proper container.

(11) BRS will dispose of used fuels, engine oil, and hydraulic fluid at the Used Oil Storage Area. Lead acid, nickel cadmium, and lithium batteries will be disposed of in accordance with ACO/COR instructions. When disposing of hazardous materials and hazardous wastes, BRS will package, crate, and certify hazardous materials using TM 38-250, AR 55-355, and other applicable regulations as guidelines. Appropriate OSHA warning labels, placards, and material safety data sheets will be attached to the package or crate.

(12) BRS will comply with all local and Government regulations when packing and shipping hazardous material. BRS will prepare, certify, and deliver all air shipments of hazardous waste to the air terminal. BRS will prepare and load surface shipments of hazardous waste on appropriate mode of transportation. Packing specialists will maintain appropriate levels of training and currency as required for packaging and transporting hazardous materials.

(13) Supervisory operators will be fully qualified for hazardous materials and hazardous wastes receipt, handling, storage, disposal, and safety precautions provided in the EPA "Hazard Waste Operator" training and certification program, with all operators given specific training applicable to assigned duties.

(14) BRS will prepare, certify, and deliver air shipments of hazardous waste to the APOD or SPOD. BRS will have a minimum of two employees trained to prepare and certify air or sea shipment of hazardous materials and hazardous waste in accordance with U.S. Department of Transportation requirements. All pallets for shipment will be labeled with applicable Transportation Priority (TP) in accordance with DOD 4500 FAR Military Standard Transportation and Movement Procedures.

(15) BRS will research U.S. Environmental Protective Agency regulations to determine if shipments are allowed and the correct procedures to ship hazardous waste generated overseas to a CONUS location.

f. **Hazardous Spill Prevention.** BRS employees will take every precaution to prevent spills of hazardous material and waste. BRS will develop an inspection schedule for the inspection of hazardous materials and hazardous wastes storage areas and containers. Containers will be inspected for corrosion, leakage, abnormal rust, and other signs of possible deterioration of the container. Leaking containers will be reported and immediate corrective action will be taken.

g. **Hazardous Waste Emergency Response Force.** Upon approval of the COR, BRS will equip, man and certify a hazardous waste emergency response Force to respond immediately to spills of hazardous material. In keeping with normal CONUS practice, BRS's fire protection Force will normally be trained and equipped to respond to hazardous material spills.

h. All hazardous waste will be disposed in proper hazardous waste containers. Used lubrication and engine oil, hydraulic fluid and other POL products will be stored in the Used Oil Storage Area. All hazardous waste turned in will contain proper labels and markings.

i. Any BRS employee encountering a hazardous spill situation will immediately initiate local emergency action procedures and warn others in the immediate area. Employees will notify their supervisors and take immediate action to contain the spill. Appropriate measures will be taken to absorb any liquid material, prevent fiuther spreading, to collect the hazardous wastes in proper containers, and to take it to the hazardous wastes accumulation area. The affected area will be cleaned to the satisfaction of the COR.

j. **Health and Safety Program.** Each BRS employee will comply with the BRS Health and Safety Plan (HASP). The HASP will require compliance with U. S. CFR 1910.120. All applicable workers will receive hazardous materials health and safety training as required in CFR 1910.120, will undergo initial and periodic medical examinations as per the regulation, and will use protective clothing and protective equipment in accordance with applicable regulations about the hazardous materials being used.

4. **SERVICE SUPPORT.**

a. The nomenclature and quantities of material can be included in the Rough Order of Magnitude (ROM) when site specific conditions are known.

b. Equipment lists will be developed at the EVENT site.

c. **Safety.** Before commencement of work under this Plan, BRS will establish a safety program for employees performing work under the contract.

(1) **Accident Reporting.** BRS will prepare a Record of Injury immediately upon occurrence of a job-connected injury. If an injured employee is incapacitated and unable to report to work for his next regularly assigned shift, the Section Manager will prepare an Accident Report and forward the original and one copy to the Project Safety Manager within seven workdays after the accident occurs.

(2) **Safety Inspections.** BRS' Event Project Manager (PM) or designated representative will conduct unannounced safety inspections of equipment, facilities, and operations at anytime.

(3) BRS' Safety Program Plan will be thoroughly briefed to each employee and all subcontractors before they start work. Periodic, unannounced inspections will be held by the

HAZMAT Supervisor at the base camp to ensure compliance with the safety program. Employees who consistently violate established safety procedures will be terminated.

d. **Quality Control.** BRS' Quality Control includes an inspection covering the vital phases of utilities maintenance at the base camps. The HAZMAT Supervisor at will conduct weekly inspections of areas in accordance with all contract duties. Results of these inspections along with corrective actions taken or planned will be provided the Base Camp Site Manager at their periodic staff meetings.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

TAB W (Food Service Support) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES: See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN and ANNEX B.

   a. Assumptions:

   1. Physical examinations in country to ensure that all food service workers and kitchen police meet U.S. Military Preventative Medicine or US Health Department requirements for food handlers.

   2. BRS will utilize subcontractor this service. If suitable subcontractors are not available BRS is prepared to self-perform these missions. As the mission and AOR mature BRS will conduct a cost benefit analysis to evaluate the cost of self-performance versus subcontracted services

2. **MISSION.** See Base PLAN.

3. **EXECUTION**

   a. General: The Food Service organization will be a "Full Food Service" Operation and will Source, Procure, Receive, Inventory, Prepare, and Serve all Class I. BRS or its subcontractors will prepare four meals per day.

   1. BRS will prepare and containerize mermite meals as required. BRS accomplishes the Food Services mission with a staff of highly qualified expatriates, Host Country Nationals, and Third Country Nationals including a Food Service Supervisor, cooks, and food service workers (including kitchen police).

   2. In compliance with BRS Quality Control standards, and in recognition of the health and welfare of our soldiers, every Dining Facility (DFAC) managed by us in the AO will be operated using Department of the Army Technical Bulletin Number MED 530 (TB MED 530) as revised 28 November 1991 as a guideline.

   3. BRS will develop, coordinate and publish food service standard operating procedures (SOP) for food service personnel, including instructions for headcounts.

   b. Organization. The BRS Food Service Supervisor is responsible for overall management and co-ordination of the food service operation. Camp Site Supervisor provides facility maintenance support to DFAC Supervisors and Maintenance Department personnel perform maintenance on kitchen equipment.

   1. Staffing. BRS Food Service personnel must meet standards for their positions and must comply with health and hygiene rules.

   2. Qualifications. All food service management employees possess the following qualifications:
   - knowledge of menu planning, cooking, baking, and principles of dietetics
   - experience in subsistence monetary management.

- thorough familiarity with the operation of kitchen equipment, storing and inventorying of supplies
- familiarity with maintenance of accounts and records. Each individual must possess a current copy of a physical examination performed by a BRS, military, or contract physician.

3. Hiring & Training. BRS is committed to training, developing, and promoting Host Country National and Third Country National employees. We will advance our HCNs/TCNs to positions with higher levels of responsibility as their training allows them.

- BRS will developed a strong mentoring/team environment for all employees.
- Hygiene and Cleanliness.
- Washing Hands: All food service personnel must wash their hands upon reporting for work, immediately after each visit to a lavatory, after smoking, taking a break, and after handling raw meat, poultry, or garbage.
- Wearing Jewelry: With the exception of plain wedding bands, engagement rings, and post earrings, food handlers do not wear jewelry such as bracelets or similar items while preparing or handling food.
- Fingernails: All food service personnel must have fingernails that are clean and cut short.
- Facial Hair: All food service personnel are clean-shaven except that neatly trimmed mustaches are permissible.
- Hair Restraints: All food service personnel wear effective hair restraints, caps, hats, or hairnets. Personnel with hair that cannot be adequately restrained are not permitted to work in the DFAC.
- Uniforms: Food Services Employees will wear the BRS furnished uniform only when on duty. Uniforms are freshly laundered, well-fitting, and changed daily by each employee. Uniforms have long trousers and shirts with long/short sleeves.

4. Health. DFAC Supervisors inspect food service personnel at the start of each day for any infected wounds, open sores or acute respiratory infection. Personnel with evidence of any health problem are not permitted to work in any capacity where there is likelihood of food-contact surface contamination with pathogenic organism or transmitting disease agents to others. This inspection includes the following:

- employees holding out their hands, palms up and then palms down to ensure hands and fingernails are clean;
- inspection of facial hair and/or hair restraints; and
- uniform is clean and presents a professional image.

5. Physical Examination Documentation: A copy of the current physical examination document(s) for all Food Services personnel is filed with the BRS Project Office Medical Clinic. Physical examination documentation is considered confidential and access is limited to BRS and client personnel with a need to know.

c. Food Preparation and Service. The BRS Food Service Supervisor is responsible for overall management and co-ordination of the food service operation. Camp Site Supervisor provides facility maintenance support to DFAC Supervisors and Maintenance Department personnel perform maintenance on kitchen equipment.

1. Preparation Planning. All food preparation activity is recorded on a daily Cook's Worksheet which provides the following minimum information and instructions: menu of items to be prepared on a specific day, quantity of items to be prepared/cooked, amount of food issued,

special cooking instructions, recipe for preparation of each item, preparation/cooking start times, disposition of leftovers/discards, food temperature, and name of author and signature

2. Proper Cooking Temperature. During each cooking period, thermostats are set as prescribed in the recipe for the item being cooked. Pocket thermometers are used in all cooking, roasting and baking processes as stated in the recipe. Temperatures are checked periodically during cooking.

3. Serving Line. To ensure optimum freshness of food, serving lines are set up no earlier than 15 minutes prior to a scheduled meal period. Food is prepared progressively to ensure soldiers receive the freshest food possible throughout the entire meal period. The dining facility supervisor and/or representative supervise the serving of each meal. Food on the serving line is replenished promptly, thereby ensuring continuous availability to all patrons throughout the serving period. When requiring replenishment, serving line pans are removed and replaced with full pans. Sufficient personnel work on the serving line to ensure patrons are served at the following rates:

- Regular Cafeteria Line: Five patrons per minute
- Short Order Line: Three patrons per minute

a. Serving Temperatures. Food items are kept at specified serving temperatures as required in TB MED 530.

d. Food Handling, Storage, Reuse, and Disposal: Food, raw or prepared, which is removed from its original container/package and not immediately being prepared or served, is placed and stored in a clean, covered and labeled (item name, time, date) container. Containers and covers are required to be impervious to moisture and odors.

1. **Proper Storage and Exposure of Food:** Containers of food are stored a minimum of six inches above the floor on clean dunnage or shelves. Food and containers of food are not allowed to be stored under exposed or unprotected sewer lines or water lines, except for automatic fire protection sprinkler heads. Non-foods such as cleaning supplies, insecticides and like items are not allowed to be stored in food preparation or food storage areas.

2. **Protection of Prepared Food:** Food not subject to further washing or cooking before serving is prepared and stored in a way that protects it against cross contamination.

- **Chilled Foods:** Chilled foods are stored in refrigerators with an ambient temperature maintained between 34°F (1°C) and 45°F (7°C) depending on optimum temperature of the item.

- **Frozen Foods:** Frozen foods are held at a temperature of 0°F (-18°C) or below during storage, or at 20°F (-7°C) maximum for no longer than 72 hours prior to preparation.

- **Refrigerated Storage of Potentially Hazardous Foods:** Potentially hazardous foods, or any perishable food which consists in whole or in part of milk, milk products, eggs, meat, poultry, fish, shellfish, or other ingredients (including synthetic) capable of supporting growth of infectious or toxigenic microorganisms of public health significance, are prepared as close to the serving time as practical. Such food may be

maintained for a maximum of 36 hours at a product temperature not to exceed 45°F (7°C).

- **Hot Storage of Potentially Hazardous Food:** The internal temperature of potentially hazardous foods requiring hot storage is maintained at 140°F (60°C) or above, except during necessary periods of preparation.

- **Disposal of Potentially Hazardous Foods:** Food which has been maintained at unsafe temperatures (see above) for greater than 4 hours, cumulative time, is considered potentially hazardous and discarded as waste.

- **Procedures for Potentially Hazardous or Contaminated Food:** In the event of fire, flood, power outage, equipment failure or other similar events that might result in the contamination of food, or that might prevent potentially hazardous food from being held at required temperatures, DFAC Managers are required to immediately contact the Theater Food Services Manager for instructions.

- **Food Preparation Surfaces:** Food is prepared on surfaces that have been cleaned, rinsed, and sanitized. Fixed surfaces are sanitized using a clean cloth that has been rinsed in a sanitizing solution.

- **Washing Fruits and Vegetables:** Raw fruits and vegetables are thoroughly washed with potable water before being cooked or served.

- **Dispensing Ice:** When dispensing ice for customer use, the scoop is maintained in a sanitized solution. Once ice has been used for cooling stored food and/or food containers it is not then used for human consumption.

- **Cooking and Handling procedures:** Detailed procedures for cooking temperatures and handling procedures are followed for: Cooking Poultry and Stuffing, Cooking Pork and any Food Containing Pork, Re-heating Precooked Potentially Hazardous Refrigerated or Frozen Food, and Use of Eggs and Egg Products.

e. Garbage and Trash: Containers are kept covered except for those being actively used in food preparation areas. When full, the containers are removed to the proper storage area for pickup. DFAC personnel keep the area around the dedicated DFAC trash dumpster clean at all times. Immediately after garbage and trash is emptied, the soiled containers and covers are thoroughly cleaned. The container washing area is also cleaned following each use. If plastic can liners are used, containers and covers are cleaned whenever soiled. Unprotected plastic or paper bags and/or baled units containing garbage or refuse are prohibited from outside storage.

- Linens and other articles are stored in designated clean areas. Changing rooms, separate from the lavatories, are provided for our workers. Soiled articles are stored in non-absorbent containers or washable laundry bags. The food contact surfaces of grills, griddles, and similar cooking devices, and the cavities and door seals of microwave ovens are cleaned as required. This requirement does not apply to equipment protected from contamination and not used, or otherwise soiled. The food

contact surfaces of all cooking equipment is kept free of encrusted grease, food debris, and other foreign matter.

- Deep fat fryers are drained and cleaned at the end of each day the fryer is used. Reusable grease or oil is strained, placed in an airtight container, and refrigerated. Unusable grease or oil is stored in containers and retained for pickup and disposal by an authorized agent. Exhaust hood filters are cleaned as required. Nonfood contact surfaces of equipment are cleaned as often as necessary to keep the equipment free of accumulation of dust, dirt, food particles, and other debris.

- Wiping Cloths: Single use paper towels or disposable cloths are preferred to reusable wiping cloths. If reusable wiping cloths are used, the following measures are required: Moist clean cloths are used for wiping food spills on kitchenware and food contact surfaces. These cloths are rinsed frequently in a sanitizing solution, and are stored in a sanitizing solution between use.

- Cloths used for cleaning nonfood contact surfaces of equipment such as counters, dining table tops, and shelves are kept clean and rinsed and used for no other purpose.

f. Equipment and Utensils Cleaning and Storage: Where equipment and utensils are used for the preparation of Potentially Hazardous Foods on a continuous or production line basis, utensils and food preparation surfaces are washed, rinsed, and sanitized at intervals throughout the work period.

- Equipment and food preparation surfaces are washed, rinsed and sanitized after each food preparation task has been completed.

- Manual Cleaning and Sanitizing. For manual washing, rinsing, and sanitizing of utensils and equipment, a sink with not fewer than three compartments is used. Sink compartments are large enough to permit the accommodation of all equipment and utensils.

- Fixed equipment and equipment too large to be cleaned in sink compartments are washed with hot detergent solution, rinsed, and sanitized.

- Drain boards or easily movable dish tables of adequate size are provided for proper handling of soiled utensils prior to washing and for storing utensils following sanitizing, and located so they do not interfere with the proper use of dishwashing facilities.

- Except for fixed equipment and utensils too large to be cleaned in sink compartments, manual washing, rinsing, and sanitizing is conducted in the following sequence:

- Sinks are cleaned prior to use. Equipment and utensils are pre-flushed or pre-scrubbed and, when necessary, presoaked to remove food particles and soil. The pre-flush water temperature should not exceed 80 °F (27 °C).Equipment and utensils are thoroughly washed in the first compartment with a detergent solution that is kept clean and has a water temperature between 110-120 °F (43-49 ° C).

- Equipment and utensils are rinsed free of detergent and abrasives with hot 120-140°F (49- 60°C) clean water in the second compartment.The food contact surfaces of all equipment and utensils are sanitized by immersion for at least 1 minute in a clean solution containing at least 50 ppm of available chlorine based sanitizer at a temperature of at least 75°F (24°C), but not more than 110°F (43°C). Alternately one tbs. (0.5 oz) of household type chlorine bleach in 4 gallons of water providing a starting solution of approximately 50-ppm available chlorine is used. When chlorine bleach is used to sanitize equipment and utensils the concentration of available chlorine is checked frequently with a test kit or chlorine test paper.

- Storage. Cleaned and sanitized utensils and equipment are stored at least 6" (15 cm) above the floor in a clean, dry location in a manner that protects them from splashes, dust, and other possible sources of contamination. The food contact surfaces of fixed equipment are protected from contamination. Equipment and utensils are not placed under exposed sewer lines or water lines (except for automatic fire protection sprinkler heads).

- Utensils are air-dried before being stored or they are stored in a self-draining position.

- Stored utensils, plates, saucers, bowls and cups, are covered or inverted to protect them from recontamination. Facilities for the storage of knives, forks, and spoons were designed and used to present the handle to the employee or consumer.

- Single-Service Articles

  - Single-service articles are stored at least 6" (15cm) above the floor in closed cartons or containers that protect them from contamination.
  - Single-service articles are handled and dispensed in a manner that prevents contamination from surfaces that may come in contact with food.
  - Single-service knives, forks, and spoons packaged in bulk are inserted into holders or wrapped by employees who have washed their hands immediately prior to sorting or wrapping the utensils. Unless single-service knives, forks, and spoons are prepared or prepackaged, holders are provided to protect these items from contamination and presented to the customer handle first.
  - Single-service articles are not reused.

- Food service equipment, utensils, or single-service articles are stored in designated clean rooms only. The storage of food service equipment, utensils, or single-service articles in toilet rooms, vestibules, or utility rooms is prohibited.

g. Food Serving Line Cleaning and Sanitizing. Serving/steam line equipment, utensils, and all other equipment in the serving or dining area in or on which food is prepared, held or dispensed, is cleaned after each meal with a sanitizing detergent solution.

h. Sanitation: The BRS QA/QC Department conducts Periodic Inspections at each DFAC. Government Preventive Medicine Personnel (PMP) assess our performance based upon established criteria (i.e. microbiological tests) and provide their findings to the Food

Services Manager, DFAC supervisor and the Military Food Service representative to assist in the evaluation and acceptance of BRS performance. The Government PMP provide a rating of satisfactory, marginal or failed. Corrective action is taken immediately in response to any less than satisfactory rating. The majority of corrective actions are resolved on the spot. The shift supervisor monitors and visually inspects each employee at the beginning of each shift and again before each meal period to ensure proper sanitation is maintained.

i. Dining Area Equipment Cleaning and Sanitation. Dining tables tops and sides are cleaned and sanitized as required with the proper sanitizing solution. When tablecloths are used, table tops and sides are cleaned daily or as spillage occurs. High and low cleaning is performed weekly. Dining chairs are wiped to remove all foreign objects, smudges, food particles and liquids from the seat and back after each meal. The entire chair is cleaned weekly.

j. Posting Sanitation Procedures. BRS approved signage is posted throughout each DFAC informing employees and others of proper sanitation procedures. Areas where signage is displayed include, but are not limited to, pot and pan wash areas, rest rooms, and kitchens. All Signs are in English and the Host Country language.

k. Facilities Hygiene:

- **Insect and Rodent Control.** BRS conducts operations in a sanitary manner to prevent attractions of insects, vermin and rodents in accordance with Vector Control Standard Operating Procedures.

- **Drains.** All drains are kept closed and properly covered at all times.

- **Non-expendable Equipment.** Non-expendable equipment is Government-owned equipment in our custody that is normally accounted for on a BRS Warehouse requisition/property file document. At startup of each DFAC or change over of DFAC management, the Food Services Manager conducts an inventory after which the DFAC supervisor signs receipts for all non-expendable equipment. Items of equipment not in working order and any discrepancies beyond fair wear and tear are noted. Additional items of non-expendable equipment provided during the work is duly received and inventoried by BRS.

l. Repair and Replacement of Equipment:

- The DFAC Manager notifies either the Camp Site Supervisor or the designated repair section from the appropriate area support group responsible for repair of US Government owned equipment. Repair of equipment or a utility service repair needed in a DFAC located in existing facilities is coordinated by the Camp Site Supervisor.

- BRS inspects and records equipment shortages and malfunctions and maintains a logbook of completed inspections. The Logbook is available to the government for review.

- BRS inspects and performs PMCS on refrigerators, freezers, and food service equipment for cleanliness, serviceability and proper temperatures.

m. Security of Government Property/ Facilities. Each Kitchen Manager follows all BRS Key Control and Security procedures to secure Government-owned company-operated facilities, and prevent the loss of government property, to include foodstuffs. Detailed key control custody procedures are practiced and include the use of lock boxes for key storage. As an additional control, the Security Department conducts unannounced Security Checks and Inspections.

n. Kitchen Police.

1. **General.**
That the Kitchen Police provided by BRS will perform following functions:

- wash, rinse sanitize and air-dry all cooking equipment utensils and appliances
- clean the dining area tables and floors before, during and after all meals
- remove refuse from vestibules and trash receptacles during and after all meals
- replenish hand washing stations with hand towels, soap and warm water
- perform headcount duties
- serve meals to diners/assist with download and storing of rations
- clean and sanitize dining facility floors, walls, tables, benches and outside areas, assist in preparation of Mermite containers.

2. **Hand wash stations**. Warm water, paper towels, hand soap dispensers/soap will be adequately supplied at all times. All dispensers will be damp wiped and cleaned prior to refilling.

3. **Headcount.**

- The headcounter will ensure all personnel signing to consume a meal, are authorized to subsist in the DFAC. The US Army is responsible for providing a Food Matrix of categories of personnel authorized to subsist in the DFAC (Reference AR 30-1). The headcounter will ensure that all diners sign the correct headcount sheet.

- All one-line entries will be recorded on the DA Form 3032 by the headcounter and include:

  a. How many personnel subsisted.
  b. The unit or contractor name to whom the meals were provided.
  c. Signature of the person that picked up the meals.

o. Download and storage of rations. BRS employees will assist in download of rations and placement in proper storage or preparation areas upon receipt. U.S military will receipt for rations and maintain inventory control records of subsistence.

p. Preparation of Mermite meals. When required, BRS employees shall assist in cleaning, filling, and staging Mermite containers for unit pick up in accordance with established schedules.

TAB X (KITCHENS and LAUNDRY) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES. See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION. See ANNEX A.

1. **SITUATION.** See Base PLAN.

   a. **Assumption:** BRS will utilize subcontractors to perform this service. If suitable subcontractors are not available BRS is prepared to self-perform these missions. As the mission and AOR mature BRS will conduct a cost benefit analysis to evaluate the cost of self-performance versus subcontracted services.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.** See Base PLAN. BRS provides laundry services to include; medical laundry, personal laundry (military or work uniforms), Organizational Clothing and Individual Equipment (OCIE), sleeping bags utilizing the LADS systems from Force Provider Modules. Military clothing, OCIE and civilian clothing repair and sewing services are accomplished by utilizing commercial sewing machines.

   a. The Laundry operating hours will be from 0730-1930 Saturday –Thursday. BRS will provide laundry service with a two-day (48 hours) turn around. Personnel are authorized one 20 piece bundle two times per week. Laundry service includes washing, drying and folding of uniforms and clothing items.

      1. **Medical Laundry.** BRS will ensure medical laundry services are processed separately from other laundry.
         • BRS will pickup dirty laundry from medical facility(s) and deliver the laundry to the laundry facility and return it to the medical facility of origin.

         • The BRS laundry will maintain records of all medical laundry deliveries, to include the date, time, quantity and point of origin. The medical unit submitting the laundry will supply an inventory list.
         • The medical unit (in the presence of a BRS representative) will complete a physical inventory of the items being picked up. BRS drivers will not inventory the laundry bags due to the potential health hazards.

         • All medical laundry for cleaning is to be placed in hospital laundry bags and sealed by medical facility representative after inventory prior to collection. Medical laundry will be transported in a vehicle that provides separation from cargo and driver compartment.

         • Upon arrival at the laundry facility, medical laundry will be inventoried and weighed by the laundry staff and both parties will identify discrepancies and note them on the signed hospital form.

• The medical laundry facility will ensure that the laundry is washed at a temperature of not less than (80 degrees C / 176 degrees F). The laundry will be dried on low heat setting, folded and inventoried.

• BRS will inventory clean laundry prior to the delivery to the medical facility.

• Upon arrival at the medical facility the laundry staff in the presence of the BRS representative will inventory the laundry. Any discrepancies will be noted by both parties and reported to the BRS laundry facility.

- **Sleeping Bags**

1. Sleeping bags will be laundered and dried in industrial washers and dryers.

2. All personal items found in sleeping bags shall be turned in to the laundry supervisor for return camp representative as appropriate.

3. BRS will inspect sleeping bags for serviceability to include; rips tears, holes, burns, dry rot, oil, grease, grease, loss of filling material and zipper/snap damage. Unserviceable sleeping bags will be transported to the repair facility.

4. If a sleeping bag is known to be infected, the sleeping bag will be placed in a plastic bag and sealed. The medical officer must identify the type of infection and the type of corrective action stated by the medical officer (wash, disinfect and/or destroy). If a sleeping bag requires destruction authorization will be requested from the government.

5. REPAIR. BRS will make repairs with GFE heavy-duty sewing .

- **OCIE**

1. Adequate facilities are available on site for storage, repair and cleaning of OCIE and individual clothing; and clothing repair.

2. Standards and Accountability

   a. BRS will maintain accountability of all items. All OCIE will be inventoried by BRS, as a minimum, upon receipt and prior to issue.

   b. BRS will inspect items to determine serviceability, type, and size.

   c. BRS will wash all items after items pass inspection and/or repaired as required.

   d. All repair procedures will utilize the applicable reference unless otherwise directed by the client.

   e. Repairs will be performed using Government Furnished Materials (GFM) or (where not readily available) limited commercially acquired materials.

- **Military Wool Blanket**

a. Cleaning. Wash Army wool blankets in cold water in designated washers and dry in designated dryers on the lowest heat.

b. Inspection. Inspect the wool blankets for rips, tears, holes, burns, oil, grease or other contaminants.

c. Repair. Repair the wool blankets with heavy-duty sewing machines, reusing fabric from irreparable wool blankets as required.

- **GORE-TEX (Parka & Trousers)**

a. Cleaning. Wash GORE-TEX Parka & Trousers in washing machines using delicate cycle, cold water and powdered detergent. Rinse in clean, cold water. Hang them to air dry.

b. Inspection. Inspect GORE-TEX Parka & Trousers for rips, tears, holes, burns, oil, grease, or dry rot. Check snaps and zippers for serviceability.

c. Repair. Repair GORE-TEX Parka & Trousers on heavy-duty sewing machines using GFM, Rip Kit Patches or cannibalized parts.

- **BODY ARMOR (Body Armor, Fragmentation (BAF),Ranger Body Armor (RBA))**

a. Cleaning.

1. Clean BAF utilizing high-pressure water, and then hang to air dry.

2. RBA may be machine-washed. REMOVE THE BALLISTIC INSERTS AND PLATE FIRST. Hang the shell to dry. Clean the inserts with a soft cloth or brush.

b. Inspection. Inspect BAF and RBA for rips, tears, holes, burns, oil, or grease. Check the velcro for damage. Check the snaps and elastics for serviceability.

c. Repair. Repair the BAF and RBA with heavy-duty sewing machines using GFM or cannibalized parts.

- **Extended Cold Weather Clothing System (ECWCS), (Drawers, Cold Weather, Polypropylene/Undershirt, cold weather, Polypropylene)**

a. Cleaning. Wash the undershirt and drawers in washing machine using delicate cycle and cold water. Rinse in clean, cold water. Dry all components of the ECWCS at the lowest heat setting of the dryer.

b. Inspection. Inspect drawers and undershirts for rips, tears, damaged or missing zipper, stains and cleanliness.

c. Repair. Repair drawers and undershirt with heavy-duty sewing machine using GFM.

TAB Y (DEMOBILIZATION) to APPENDIX 4 (BASE CAMP & LIFE SUPPORT) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

REFERENCES: See ANNEX N, Appendix 4.

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN and ANNEX B.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Scheme of Engineering Operations.** Camp Closeout Plans will include provisions for beginning the disassembly and cleaning of selected base camp facilities when the remaining occupants no longer require them. Thus, base camps will be vacated in sections, allowing disassembly and cleaning tasks to be performed without interfering with the remaining camp occupants prior to the final actions to close out a base camp.

      (1) Initial demobilization actions will take place in unoccupied portions of the case camps and include such activities as striking tents, closing showers and ablution facilities, shutting down camp dining facilities, and detailed cleaning of food preparation equipment.

      (2) The size of the base camp workforce will be reduced in proportion to the camp's populations. Individual service workers will either join the ongoing disassembly and cleaning workforce or be dismissed, as appropriate. Subcontracts will contain provisions that allow BRS to reduce the contracted amount of goods and services commensurate with declining camp populations.

      (3) The composition and size of the base camp workforce will be appropriate for completing reduction tasks within the required time frame. The size and skill content of the workforce assigned to the base camp will be adjusted in response to changing priorities and conditions.

      (4) Unique vehicles and MHE required to support base camp closeouts will be leased when available. BRS and TCN managers, supervisors, and technicians may occupy the last tents scheduled to be struck down. This could reduce travel time between billeting and work sites. Local labor will continue to reside elsewhere.

      (5) Coordinated Closeout Effort. Whenever possible, different tasks will be conducted simultaneously. For example, the framed tent portions of a camp will be reduced as grounds no longer in use are being groomed. Quality control and safety will be emphasized and constantly checked by specialists to make sure that all work is of the highest quality and completed safely.

      (6) Force Provider Inventories. Wherever a Force Provider System module was erected, it will be "the long pole in the tent" during the base camp closeout phase. Each system will be inventoried; any items missing or needing repair will be noted; all items will be cleaned to

departure standards; all agriculture and other inspections passed; and all components prepared and packed in their pre-use configuration. The inspected, containerized, and sealed Force Provider systems will be transported to the SPOE for back loading.

(7) **Waste Site Cleanup**. All removable components from the sewage disposal systems will be appropriately disposed of. Leach fields, ground seepage urinals, and any other ground area used for waste absorption and solid waste burial will be closed, covered, and posted IAW applicable regulations. Any disturbed ground areas will be returned to their natural state with the exception of hardstands, which will remain. Hazardous materials collected during base camp operations will be handled, transported, stored, and disposed of IAW all applicable regulations and standards.

(8) **Contractual Records**. All of the above activities and equipment and material dispositions will be concluded from the Rear Base Camp, APOE, or SPOE as appropriate.

(9) **Equipment Maintenance.** Vehicles and equipment that will depart via the SPOE will also receive a final cleaning and inspection. All loads will be inspected for compliance with customs and safety requirements. BRS will use qualified technicians to perform preventive or corrective maintenance on vehicles and equipment being retrograded. It is anticipated that a number of vehicles may not be able to move under their own power. When required to move vehicles in this condition, BRS will arrange for the required number and types of MHE, and tow and transport trucks; and conduct transport vehicle and tie-down safety checks.

(10) **Container Loads.** Items to be placed in containers will receive a final cleaning and inspection. As a money saving option, clean wood salvaged from tent frames may be authorized for blocking and bracing. The containers will be loaded in conformance with industry standards. Container loads will be inventoried and packing lists will be placed inside and outside each container; the containers will be marked and sealed. The loaded containers will then be transported to the SPOE.

(11) **Equipment and Material Disposal.** As a supported operation draws to a conclusion, BRS will plan, organize, facilitate, direct, control, and perform the necessary supply, maintenance, and transportation functions required for the provision of retrograde services. These functions may include retrograde of personnel, equipment, supplies, scrap, and hazardous materials to final locations worldwide.

(12) **Customs and Agricultural Clearance.** All equipment will be cleaned to the applicable agricultural standards. The accuracy of all completed documentation and the thoroughness of vehicle and equipment preparations will be verified prior to scheduled back-loading and departure. Timing will be such that needed corrective actions can be completed without adversely impacting retrograde schedules.

(13) **Final Closeout.** Final Closeout activities will commence in earnest once a Base Camp has been totally vacated. The end result will be a return of the sites to their condition prior to occupation unless negotiations with appropriate authorities differ.

(14) Closeout Workforce. A closeout workforce will be assembled for each Base Camp. The composition, skill, and size of each Base Camp workforce will be appropriate for completing the remaining Base Camp reduction tasks within required time frames, and will be adjusted in response to changing priorities.

(15) Base Camp Leadership Departure. BRS and TCN Managers, supervisors, and technicians will occupy the last tents scheduled to be struck within a Base Camp in order to reduce travel time between billeting and work sites. Local labor will continue to reside elsewhere.

(16) Key Demobilization milestones will include the following:

- Contractor begins demobilization.
- Equipment demobilized to Rear Support Area, APOE, or SPOD, as required.
- Base Camp cleaning and packing.
- Initiate demobilization movements.
- Base Camp and APOD/SPOD ongoing actions (equipment receipt, transport, and inspections).
- Base Camp final close-out actions commence: tents struck, tents cleaned, waste disposal areas closed, covered and posted.
- Grounds groomed, last equipment departs.
- Base Camps closed out; workforce released.
- Base Camp closed out.

(17) BRS will provide demobilization services at the base camp, SPOD, and APOD(s). During the demobilization BRS will:

- Coordinate schedule and provide transportation for all personnel to the APOD and/or SPOD.
- Prepare and transport designated vehicles to the APOD or SPOD.
- Prepare equipment and vehicles for movement to APOD or SPOD.
- Ensure availability of high-pressure washers, steam cleaners, and vehicle wash racks.
- Properly clean, box/crate, and/or palletize equipment, as required.
- Inspect each vacated facility and area for material and equipment
- Inventory each vacated facility and complete all required administrative actions.

(18) Planning Factors:

- Availability of operational areas at the base camp.
- Trafficability of primary and secondary roads for demobilization.
- Time and distance factors between APODs, SPOD and the base camp.
- Availability of transportation resources (equipment and operators).
- Availability of labor force personnel (Host Country Nationals/Third Country Nationals).

B. Implied Tasks. Determine and uniquely identify what items stay for the Host Nation and/or other government agencies vice what equipment and material leaves, especially items that are

contractor and subcontractor owned or leased, not government owned or leased, vice those items that are US government/coalition force owned or leased.

4. **SERVICE SUPPORT.**

a. BRS will utilize the equipment on hand to facilitate demobilization unless heavy or like equipment must be leased locally due to its necessity and non-availability.

b. BRS will consume, and if possible, control the consumption rates of, material on hand in order to avoid purchasing extra and leaving behind unused, wasted material.

c. **Safety.** Before commencement of work under this Plan, BRS will establish a safety program for employees performing work under the contract.

(1) Accident Reporting. BRS will prepare a Record of Injury immediately upon occurrence of a job-connected injury. If an injured employee is incapacitated and unable to report to work for his next regularly assigned shift, the Section Manager will prepare an Accident Report and forward to the Project Safety Manager.

(2) Safety Inspections. BRS' Event Project Manager (PM) or designated representative will conduct unannounced safety inspections of equipment, facilities, and operations at anytime.

(3) BRS' Safety Program Plan will be thoroughly briefed to each employee and all subcontractors before they start work. Periodic, unannounced inspections will be held by the Base Camp Manager to ensure compliance with the safety program. Employees who consistently violate established safety procedures will be terminated.

d. **Quality Control.** BRS' Quality Control includes an inspection covering the vital phases of demobilization at the base camp(s). The Base Camp Manager at will conduct weekly inspections of areas in accordance with all contract duties. Results of these inspections along with corrective actions taken or planned will be provided the EVENT Site Manager at their periodic staff meetings.

5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H (SIGNAL).

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

APPENDIX 5 (MAINTENANCE) TO ANNEX I (SERVICE SUPPORT) TO LOGCAP CSP

REFERENCES: See Annex N (Internal Operating Procedures), Appendix 4 (References).

TIME ZONE USED THROUGHOUT THE PLAN: TBD

TASK ORGANIZATION: See ANNEX A (Task Organization).

1. **SITUATION.** See Base PLAN and ANNEX B. Units will deploy with MTOE equipment and personnel.

2. **MISSION.** BRS, on order of the Procuring Contracting Officer (PCO) or designated representative, provides Unit Level and Direct Support/General Support (DS/GS) commercial equipment employed by up to 4,000 for a period of 365 days commencing at S-Day.

3. **EXECUTION.**

   a. **Concept of Support Operations.** Maintenance support for the LOGCAP EVENT will be built incrementally to the level required by the PCO/ACO or designated representative. Initial maintenance capabilities will be established not later than NTP+5 to provide limited vehicle and engineer equipment support to Contractor. The Contractor's maintenance support system will be established first, to facilitate the preparation of the LOGCAP EVENT site. Contractor maintenance sections with the mission of supporting Force equipment will be deployed to build the required capability prior to the arrival of the supported Force. If requested by the PCO/ACO or designated representative, Contractor provided Unit Level Maintenance assets will be deployed first, followed by DS/ GS level maintenance capabilities. These capabilities will be located in the Rear Support Area. The Forward Support Base Camps will be capable of performing up to Unit Maintenance, and will have a DS Level Technical Inspection Element. If equipment cannot be repaired at the Unit level, the technical inspectors will determine the problem, have the Base Section open a work order and forward it to the Production Control Section of the Material Maintenance Branch. A decision will be made as to whether or not the equipment will be evacuated from a Forward Support Area to the Rear Support Area for repair or a Maintenance Support Team (MST) sent forward to repair the equipment on site. The reporting Base Camp Maintenance Section will be notified of the decision and initiate action to evacuate the equipment, if required, with the respective Installation Transportation Office ITO). Equipment evacuated for repair will be returned to the respective Forward Support Base Camp upon repair.

      (1) Deployment.

         (a) Priority for deployment and support is based on LOGCAP EVENT missions and flow of personnel and equipment into the LOGCAP EVENT country of operations.

         (b) Priority for maintenance support from Notice to Proceed (NTP) to NTP+15 is to Contractor missions as directed by the BRS LOGCAP PM and LOGCAP EVENT Project Manager.

         (c) Priority of support from S Day to the completion of the LOGCAP EVENT will be to the supported Force.

(d) Initial Unit level maintenance capability will be established not later then NTP+5.

(e) By S-Day, the Materiel Maintenance Branch will organize and deploy Maintenance Support Teams (MST) to the APOD, APOD-S (if activated), and SPOD to provide maintenance support to equipment arriving in the LOGCAP EVENT Area of Operations (AO).

(2) Redeployment.

(a) Priority of support will be to the BRS workforce..

(b) The Materiel Maintenance Branch will organize and deploy Maintenance Support Teams to the APOE, APOE-S (if activated), and SPOE to provide maintenance support to equipment departing theater.

(c) MSTs will be organized and deployed, as required, to support the retrograde of GFE and CFE being turned over to Government control.

(d) Redeployment will be phased to decrease capabilities as the requirements for those capabilities decrease. Contractor maintenance personnel will deploy back to the United States or their home country as the teams they support depart the LOGCAP EVENT site and there is no further need of their skills.

b. Specified Tasks.

(1) Provide Unit Level (10 and 20 level) maintenance support for commercial equipment.

(2) Provide Direct Support/General Support (DS/GS) level (30/40 level) maintenance support for commercial equipment.

(3) Provide Automated Data Processing Equipment (ADPE) Maintenance support for commercial and tactical equipment.

(4) Ensure all maintenance personnel are technically qualified prior to selection to support the LOGCAP EVENT.

(5) Provide all required support using US Army maintenance policy and doctrine for maintenance of GFE and as a guideline for commercial equipment. Best business practices and manufactures recommendations and publications will be used for maintenance of commercial equipment.

c. Implied Tasks.

(1) Manage maintenance assets to provide required level of support to the BRS contractor force.

(2) Ensure sufficient manuals, tools, and test equipment are available to support commercial, and ADPE used.

(3) Ensure sufficient repair parts and other supplies are available to accomplish all levels of maintenance support operations.

(4) Comply with all HAZMAT disposal procedures.

(5) Comply with all maintenance Shop Safety and Fire Prevention programs and procedures.

(6) Participate in LOGCAP EVENT Supported Force Materiel Management Reviews (MMRs) as required.

(7) Prepare and submit all Government and Contractor required reports.

d. Tasks to BRS elements.

(1) BRS Human Resources. Ensure that fully qualified and trained technical personnel are hired and deployed to meet LOGCAP EVENT time lines.

(2) BRS Contracting.

(a) Lease Agreements. Each lease agreement must specify who maintains leased equipment. Additionally, when BRS is responsible for maintenance of the leased equipment, the leasing activity must provide all technical service manuals, forms, and initial issue of repair parts required to support leased equipment for up to 365 days with option for additional support.

(b) Contracted Maintenance Support. Aggressively explore the possibility of contracting maintenance support locally. The key factors are the verifiable skills, capabilities, and equipment that each potential contractor has on hand. Security and protection of equipment are major risk factors influencing the decision to contract maintenance support. If the required capability cannot be verified, it must be assumed not to exist. Also, consider including equipment maintenance as an element of lease agreements, where possible and cost effective.

(c) Repair Parts Support. Identify and contract for, where possible, commercial repair parts sources in or near the LOGCAP EVENT site. Key factors include on hand stocks and lead times to receive items ordered from the supplier/manufacturer. Additionally, determine if organizations leasing equipment to BRS can provide repair parts support, if required, and the amount of time required getting the parts to BRS and the LOGCAP EVENT site to accomplish repair actions.

(3) LOGCAP EVENT Supply Branch. Provide Class IX (Repair Parts) and other maintenance supplies required to accomplish maintenance operations in support of the LOGCAP EVENT.

(4) LOGCAP EVENT Transportation and Movements Branch.

(a) Transportation Motor Pools. Will ensure the proper completion of Preventive Maintenance Checks and Services (PMCS), dispatch of equipment, maintenance of equipment records, and coordination for the turn-in of equipment for services. Additionally, provide recovery

support for disabled equipment, as required, in support of the LOGCAP Event.

(b) **Base Camp Installation Transportation Offices.** Coordinate for and provide the transportation of equipment requiring evacuation for repair to and from the Material Maintenance Branch at the Rear Support Area Base Camp. This includes the movement of Army Oil Analysis Program (AOAP) oil samples and equipment requiring calibration.

(5) **LOGCAP EVENT Engineering and Construction Services.** Construct and prepare LOGCAP Event Maintenance Facilities, to include electrical and ventilation systems, to be ready for initial occupation and use not later than S+1; complete maintenance facilities by S+16.

(6) **LOGCAP Services Branch.** Provide HAZMAT disposal and clean-up support, as required, in support of maintenance operations.

e. **Planning Factors.**

(1) Contractor maintenance capabilities/options.

(2) Size and composition of the supported Force and density of equipment supported, by type.

(3) Composition of the Contractor's support organization and density of equipment by type.

(4) Maintenance responsibilities for leased equipment.

(5) Subcontractors providing selected maintenance capabilities (calibration, battery charging, etc.).

(6) Subcontractors providing local repair parts.

(7) Procedures and response/turnaround times.

(8) Geographic conditions/location of the LOGCAP EVENT.

(9) Special maintenance considerations or support requirements not already provided for in the LOGCAP Contingency Support Plan.

4. MATERIAL AND SERVICES.

a. **Supply.** Supply support will be provided to the Material Maintenance Branch and all base camp Maintenance Sections by the Supply Branch of the Logistics Operations Division.

b. **Transportation and Movements.** Transportation and movements support will be provided to the Material Maintenance Branch and all base camp Maintenance Sections by the Transportation and Movements Branch of the Logistics Operations.

c. **Services.** Service support will be provided to the Material Maintenance Branch and all Base Maintenance Sections by the Services Branch of the Logistics Operations Division.

d. **Miscellaneous.**

(1) **Quality Control.** To ensure the correct repair and return of fully functioning, safe equipment, a quality control system will be established in support of maintenance operations. Specifics are as follows:

(a) **Maintenance Section Supervisor.** The functional Maintenance Section Supervisors are responsible for the repairs completed by their sections. Performs in process maintenance repair spot checks as required to ensure proper repairs of all equipment.

(b) **Forward Support Base Maintenance Section Inspection Element.** Conducts initial and final inspections of all equipment repaired by the FSB Base Maintenance Branch. Diagnoses and transmits failure data on equipment that is beyond the capability of the FSB to the Rear Support Base, which is used to decide whether to evacuate the equipment or send an MST forward to effect repairs. Inspects equipment repaired by MSTs or evacuated to the Material Maintenance Branch for repair upon its return to the Forward Support Base.

(c) **Quality Control Section, Material Maintenance Branch.** Conducts initial and final inspection of all equipment repaired by the Material Maintenance Branch. Provides technical assistance visits to supported units and contractor activities to identify, troubleshoot, and solve systemic maintenance problems, as required.

(d) **Customer Service Section, Material Maintenance Branch.** Organizes and schedules briefings and orientation visits for all supported units and contractor activities to educate them on the capabilities of the Material Maintenance Branch. Additionally, the Customer Service Section will conduct surveys of all customer units and activities to ensure the best possible support is provided to all customers and to identify and correct any real or perceived problems.

5. COMMAND AND SIGNAL. See the base SSPLAN and Annex H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PGM

TAB A - Unit Level Maintenance
TAB B - Direct Support/General Support (DS/GS) Level Maintenance
TAB C - ADPE Maintenance

TAB A (UNIT LEVEL MAINTENANCE) to APPENDIX 5 (MAINTENANCE) to ANNEX I (SERVICE SUPPORT) to LOGCAP CSP

1. **PURPOSE.** To provide information pertaining to Unit Level Maintenance operations in support of a LOGCAP EVENT.

2. **GENERAL.** BRS, on order of the Procuring Contract Officer (PCO) or designated representative, provides Unit Level (10 and 20 Level) maintenance on commercial equipment or components thereof belonging to the BRS Contractor.

3. **SPECIFIC.**

   a. **Concept of Support Operations.** BRS will plan for and ensure that Unit Level Maintenance is accomplished for all Government Furnished Equipment (GFE), Contractor Furnished Equipment (CFE), and all equipment purchased to support the LOGCAP EVENT. Contractor operators will perform Operator (10 Level) Level Maintenance on assigned equipment. Unit (20 Level) Level Maintenance for Contractor equipment will be accomplished by the Base Camp Maintenance Sections at each base camp. The Rear Support Area Base Camp Maintenance Section will be a subordinate element of the Material Maintenance Branch.

      (1) Deployment.

         (a) Priority for deployment and support is based on LOGCAP EVENT missions and flow of personnel and equipment into the LOGCAP EVENT Country of operations.

         (b) Initial Unit level maintenance capability will by established not later then NTP+5.

         (c) If directed by the PCO/ACO or designated representative to provide Unit level maintenance to the LOGCAP EVENT supported Force, Unit level Maintenance Teams will be deployed to arrive five (5) days before the battalion or battalion equivalent they are to support. Three Unit Maintenance Teams will arrive each day from NTP+11 to NTP+15.

         (d) Priority for support is to Contractor missions.

      (2) LOGCAP EVENT Unit Level Maintenance Support.

         (a) Leased Equipment. The Contractor will maintain all leased equipment in accordance with the provisions of the equipment lease agreements. Each lease agreement is the governing document regarding the maintenance of all individual leased equipment. As such, the company providing the leased equipment to BRS must provide the forms and documentation required to accomplish maintenance on the leased equipment and a clause to that effect should be included in the lease agreement between BRS and the equipment provider.

         (b) Operator Level (10 Level) Maintenance - Government Furnished Equipment/Contractor Furnished Equipment Purchased for the LOGCAP EVENT. All GFE and CFE purchased by BRS for the LOGCAP EVENT will be maintained in accordance with AR 750-1, DA PAM 738-750, and related Army maintenance

publications. Qualified and licensed operators will be assigned to the equipment. Operator maintenance will be completed in accordance with the appropriate manuals, and the equipment will be dispatched prior to use. Extended dispatch is authorized, but Preventive Maintenance Checks and Services will be accomplished daily by the assigned equipment operator. BRS will establish and maintain logbooks on all GFE and CFE in accordance with Appendix E, DA PAM 738-750.

(c) **Unit (20 Level) Maintenance - Contractor Equipment.** BRS will perform Unit level maintenance on all GFE and CFE purchased by the Contractor for the LOGCAP EVENT. The required maintenance actions will be accomplished in accordance with all applicable Army Regulations and technical publications, including the commercial equipment manufacturer's service manual(s) by the appropriate Base Camp Maintenance Section. Additionally, we will provide Unit level maintenance support, as required by lease or subcontract, for equipment leased or rented in support of the LOGCAP EVENT. All maintenance records for GFE and CFE equipment procured for the LOGCAP EVENT will be maintained in accordance with AR 750-1 and DA PAM 738-750. The maintenance records for leased or rented equipment will be maintained, as required, in accordance with the lease agreement. Unit maintenance will be provided to all Contractor activities in accordance with the BRS Organizational Maintenance SOPs.

(d) **Equipment Dispatch Procedures - Contractor Equipment.** All GFE, Leased Equipment, or CFE purchased for the LOGCAP EVENT will be dispatched in accordance with DA PAM 738-750 and DA PAM 750-35.

(e) **Vehicle Recovery.** Vehicle recovery will be provided on a geographic area basis from each base camp.

(f) **Equipment Records/Log Books.** Equipment Records/ Log Books will be created and maintained on all GFE and CFE purchased for the LOGCAP EVENT in accordance with DA PAM 738-750. The log books will be issued with the equipment by the Class VII (Major End Item) Supply Point.

(g) **Maintenance Manuals.** Unit Level (10/20 Level) Maintenance manuals will be required for all military, GFE, and CFE purchased by BRS. Additionally, manuals will be required for all leased equipment for which the Contractor is responsible for providing maintenance support. Commercial equipment provided by the Government, leased or purchased must come with complete sets of maintenance and service manuals in order to be properly maintained.

(h) **The Army Oil Analysis Program.** The AOAP Program will be accomplished in accordance with AR 750-22, The Army Oil Analysis Program (AOAP), and DA PAM 738-750.

(i) **AOAP - Contractor Equipment.** The AOAP Program will be implemented for all GFE and CFE purchased for the LOGCAP EVENT. AOAP will not be used in support of leased equipment. BRS equipment enrolled in the AOAP Program will have required AOAP samples scheduled using the ULLS Computer System located at each TMP. When an AOAP sample is scheduled to be pulled, the TMP will contact the Base Camp Maintenance Section to draw the AOAP sample. If the equipment is engaged in a

support mission, the TMP Supervisor will schedule a time for the sample to be drawn and notify the Supervisor, Base Maintenance Section accordingly.

(j) Calibration – Contractor Equipment. The LOGCAP EVENT Calibration Program will be implemented for all GFE and CFE purchased for the LOGCAP EVENT. Calibration will not be required in support of leased equipment, except in the case of load testing lifting equipment or as directed by the LOGCAP EVENT Safety Manager. BRS equipment in the Calibration Program will have calibration scheduled using the ULLS Computer System. When the equipment is due for calibration, the supporting TMP will notify the Contractor activity to work order the equipment for calibration. The Contractor activity will come to the TMP to start the work order, then take the equipment and work order request to the Base Camp Maintenance Section. If failure to immediately submit the equipment for calibration creates a safety hazard for the personnel using the equipment, the respective TMP Supervisor will notify the Camp Manager.

(3) Redeployment.

(a) Priority of support will be to the supported Force and then to Contractor equipment after the supported Force equipment departs the LOGCAP EVENT site.

(b) Upon notification of redeployment, the Supervisor, Production Control Section, Materiel Maintenance Branch, will review all open work orders and parts status to determine if any jobs will not be completed prior to redeployment. Any work orders that cannot be repaired prior to redeployment will be returned to the owning unit. All remaining work orders will be prioritized for repair in accordance with the owning unit's scheduled date of departure.

(c) Redeployment will be phased to decrease capabilities as the requirements for those capabilities decrease. Contractor maintenance personnel will deploy back to the United States or their home country as the organizations they support depart the LOGCAP EVENT site and there is no further need of their skills.

b. Specified Tasks.

(1) Provide Unit Level (10 and 20 Level) Maintenance support for Contractor commercial and tactical equipment directed by the PCO/ACO or designated representative.

(2) Provide calibration support for all Contractor commercial and tactical equipment as directed by the PCO/ACO or designated representative.

(3) Provide Army Oil Analysis Program support to Contractor as directed by the PCO/ACO.

(4) Ensure all maintenance personnel are technically qualified prior to selection to support the LOGCAP EVENT.

(5) Provide support in accordance with Army maintenance policy and doctrine.

c. **Implied Tasks.**

(1) Manage Unit level maintenance operations for all Contractor and supported Force TDA, MTOE, and commercial equipment.

(2) Establish and maintain equipment records for all Contractor and supported Force TDA, MTOE, and commercial equipment IAW the Army Maintenance Management System (TAMMS).

(3) Determine and develop GFE and CFE equipment logbook requirements and procedures.

(4) Determine equipment dispatch standards, equipment usage records, and where the dispatch/equipment records maintenance functions will be accomplished (Transportation Motor Pool (TMP)).

(5) Establish and maintain a Prescribed Load List (PLL) to support all Contractor and supported Force TDA, MTOE, and commercial equipment IAW AR 710-2 and DA PAM 710-2-1/2.

(6) Provide sufficient tools and test equipment to provide effective Unit level maintenance support to all Contractor and supported Force TDA, MTOE, and commercial equipment.

(7) Provide sufficient POL products and other maintenance related supplies required to operate the Unit level maintenance program.

(8) Maintain, secure, and account for all Government and Contractor provided property.

(9) Establish and operate automated maintenance management and supply requisitioning systems to support Unit level maintenance operations.

(10) Perform Preventive Maintenance Checks and Services (PMCS) on all designated Contractor and supported Force TDA, MTOE, and commercial equipment.

(11) Perform scheduled services on all designated Contractor and supported Force TDA, MTOE, and commercial equipment.

(12) Perform required Unit (10 and 20 level) maintenance repairs on all Contractor and supported Force TDA, MTOE, and commercial equipment.

(13) Provide recovery support, as required, for all Contractor equipment.

(14) Manage and execute the Army Oil Analysis Program for all supported Contractor equipment.

(15) Comply with and ensure the calibration of all Test, Measurement, and Diagnostic Equipment required to provide Unit level maintenance support.

(16) Maintain a publications library with all publications required to support all Contractor equipment.

(17) Ensure sufficient repair parts and other supplies are available to accomplish all levels of maintenance support operations.

(18) Establish, publish, and implement Unit level maintenance Standing Operating Procedures.

(19) Comply with all HAZMAT disposal procedures.

(20) Comply with all Shop Safety and Fire Prevention programs and procedures.

(21) Prepare and submit all Government and Contractor required reports.

d. Tasks to BRS elements.

(1) BRS Human Resources. Ensure that fully qualified and trained technical personnel are hired and deployed to meet LOGCAP EVENT time lines.

(2) BRS Contracting.

(a) Lease Agreements. Each lease agreement must specify who maintains leased equipment.

(b) Contracted Maintenance Support. Explore the possibility of contracting maintenance support locally when possible. The key factors are the verifiable skills, capabilities, site security, and equipment of each potential subcontractor. Security and protection of equipment is a major risk factor influencing the decision to contract maintenance support. If the required capability cannot be verified, it must be assumed not to exist. Also, consider including equipment maintenance as an element of lease agreements, where possible and cost effective.

(c) Repair Parts Support. Identify and contract for, where possible, repair parts sources in or near the LOGCAP EVENT site. Key factors include on hand stocks, repair parts, and lead times to receive items from the supplier/manufacturer. Additionally, determine if organizations leasing equipment to BRS can provide repair parts support, if required, and the amount of time required to get the repair parts.

(3) LOGCAP EVENT Supply Branch. Provide Class IX (Repair Parts) and other maintenance supplies required to accomplish maintenance operations in support of the LOGCAP EVENT.

(4) LOGCAP EVENT Transportation and Movements Branch.

(a) Transportation Motor Pools. Will ensure the proper completion of Preventive Maintenance Checks and Services, dispatch of equipment, maintenance of equipment records, and coordination for the turn-in of equipment for services. Additionally, provide recovery support for disabled equipment, as required, in support of the LOGCAP EVENT.

(b) Base Camp Installation Transportation Offices. Coordinate for and provide the transportation of equipment requiring evacuation for repair to and from the Material Maintenance Branch at the Rear Support Base. This includes the movement of Army Oil Analysis Program oil samples and equipment requiring calibration.

(5) **LOGCAP EVENT Engineering and Construction Services.** Construct and prepare LOGCAP EVENT Maintenance Facilities, to include electrical and ventilation systems, to be ready for initial occupation and use not later than S+1.

(6) **LOGCAP Services Branch.** Provide HAZMAT disposal and clean-up support, as required, in support of maintenance operations.

(7) **LOGCAP Material Maintenance Branch.** Provide Direct Support/General Support(DS/GS) level maintenance to effect the repair of all Contractor and supported Force equipment that cannot be repaired by operator or Unit maintenance personnel.

TAB B (DIRECT/GENERAL SUPPORT (DS/GS) LEVEL MAINTENANCE) to APPENDIX 5 (MAINTENANCE) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **PURPOSE.** To provide information pertaining to Direct Support/General Support (DS/GS) maintenance operations in support of a LOGCAP EVENT.

2. **GENERAL.** BRS, on order of the Procuring Contract Officer (PCO/ACO) or designated representative, provides Direct Support/General Support (DS/GS) level maintenance support for all commercial equipment, to include Automated Data Processing Equipment (ADPE), to a BRS contractor force of 4,000 personnel in executing a LOGCAP EVENT in the EVENT area for a period of 365 days commencing at S-Day. In support of this event, Direct and General Support maintenance will be combined into one level of maintenance.

3. **SPECIFIC.**

   a. **Concept of Support Operations.** Direct Support/General Support level maintenance support for the LOGCAP EVENT will be built incrementally to the level required by the PCO/ACO or designated representative using a modular (building block) approach. Initial maintenance capabilities will be established not later than NTP+10 to provide limited vehicle and engineer equipment support to Contractor activities. The Contractor's maintenance support system will be established first, to facilitate the preparation of the LOGCAP EVENT site. Contractor maintenance sections with the mission of supporting LOGCAP EVENT Force equipment will be deployed to build the required capability prior to the arrival of the main body of BRS contractors and teams. The maintenance capability will be developed after baseline Unit level maintenance assets are in place. Maintenance Support Teams (MSTs) will be established to support APOD, APOD-S (if activated) and SPOD operations during deployment and redeployment. During the LOGCAP EVENT, the maintenance capabilities will be located in the Rear Support Area. The only DS/GS capabilities organic to the Forward Support Areas will be the Technical Inspection Element. If equipment cannot be repaired at the Unit level, the LOGCAP Technical Inspectors will determine the problem, have the Base Camp Maintenance Section open a work order and transmit it to the Production Control Section of the Material Maintenance Branch. A decision will be made as to whether or not the equipment will be evacuated to the RSA for repair or a Maintenance Support Team sent forward to repair the equipment. The reporting Base Camp Maintenance Section will be notified of the decision and initiate action to evacuate the equipment, if required, with the respective Base Camp Installation Transportation Office. Equipment evacuated for repair will be returned to the respective Forward Support Area upon repair.

      (1) Deployment.

         (a) Priority for deployment and support is based on LOGCAP EVENT missions and flow of personnel and equipment into the LOGCAP EVENT Country of operations.

         (b) Priority for DS maintenance support from NTP+10 to NTP+15 is to contractor missions as directed by the BRS LOGCAP PM and LOGCAP EVENT Program Manager, unless otherwise directed by the PCO/ACO/ACO.

         (c) Priority of DS maintenance support from S Day to the completion of the LOGCAP EVENT will be to the main body of the BRS contractor force.

(d) Initial maintenance capability will be established not later then NTP+10/S-5.

(e) By S-Day, the Materiel Maintenance Branch will organize and deploy Maintenance Support Teams (MST) to the APOD, APOD-S (if activated), and SPOD to provide maintenance support to equipment arriving in theater.

(2) LOGCAP EVENT Support. BRS will perform maintenance for the BRS contract teams. The Contractor's Inspection Element, Maintenance Branch of the appropriate Forward Support Area or Rear Support Area will inspect equipment that is not repairable by the Unit Maintenance Team. The inspection will determine what is wrong with the equipment, what parts are required, what skills are required, and what tools are required to complete the repair. The Forward Support Base Camp Maintenance Section will open a work order will be immediately transmitted to the Rear Support Base Camp Material Maintenance Branch. The Production Control Section will review the work order and determine whether to repair the equipment or evacuate it to the Rear Support Area. The composition of the Material Maintenance Branch will be determined by the requirements to provide maintenance support to all contractor equipment. The number of functional modules required to support the LOGCAP EVENT will be determined by the maintenance support requested by the PCO/ACO or designated representative and the number of personnel comprising the LOGCAP EVENT supported Force.

(a) Deploy MST Team. When the Forward Support Area maintenance team determines that equipment can be repaired forward, a contact team will be sent to repair the equipment. The Production Control Section will acquire the required repair parts, assign the work order to the appropriate repair section, brief the MST on the mission or missions it has, and dispatch them to the repair site(s). Each MST will deploy in a radio-equipped vehicle with the tools, test equipment, repair parts, manuals, and any other equipment required to complete the repair(s). After completion of the repair(s), the MST will return to the Rear Support Area, where the Supervisor, Production Control Section will debrief them, and the work order will be closed.

(b) Evacuate to the Rear Support Area. The Production Control Section will notify the Forward Support Base Camp Maintenance Section to evacuate the equipment. The Base Camp Maintenance Section will coordinate with the respective Installation Transportation Office (ITO) to evacuate the equipment. If possible, the Production Control Section will also notify the Materiel Control Section, Material Maintenance Branch to order the parts required to repair the equipment. The Customer Service Section is also notified of the evacuation action and is charged with monitoring the equipment until it arrives at the Material Maintenance Branch.

(c) Direct Support Operations. Direct Support maintenance will be accomplished in accordance with all applicable Army Regulations and technical publications. Each customer unit will be provided with copies of the BRS Maintenance Standing Operating Procedure (SOP), which will depict the procedures for obtaining Direct Support maintenance support from the Contractor.

(d) Maintenance - Contractor Equipment. BRS will perform maintenance on all GFE and CFE purchased by the Contractor for the LOGCAP EVENT. The required maintenance actions will be accomplished in accordance with all applicable Army Regulations and

technical publications, including the commercial equipment manufacturer's service manual(s). Additionally, BRS will provide maintenance support, as required by lease or subcontract, for equipment leased or rented in support of the LOGCAP EVENT. All maintenance records for GFE and CFE equipment procured for the LOGCAP EVENT will be maintained in accordance with AR 750-1 and DA PAM 738-750. The maintenance records for leased or rented equipment will be maintained, as required, in accordance with the lease agreement. Maintenance will be provided to all Contractor activities in accordance with the BRS Maintenance Standing Operating Procedures.

(e) Vehicle Recovery. Vehicle recovery will be provided on a geographic area basis from each base camp TMP.

(f) Maintenance Manuals. Manuals will be acquired for all leased equipment for which the Contractor is responsible for providing maintenance support. Commercial equipment provided by the Government, leased or purchased for the LOGCAP EVENT must come with complete sets of maintenance and service manuals in order to be properly maintained.

(g) AOAP - Contractor Equipment. The AOAP Program will be implemented for all GFE and CFE purchased for the LOGCAP EVENT. AOAP will not be used in support of leased equipment. BRS equipment enrolled in the AOAP Program will follow the same procedures as supported military units, except that the samples will be drawn and batched by the Forward Support Base Camp Maintenance Section or Rear Support Base Camp Maintenance Section.

(h) Calibration. The Calibration Program will be implemented for all GFE and CFE purchased for the LOGCAP EVENT. Calibration will not be required in support of leased equipment, unless a requirement of the lease agreement. BRS equipment enrolled in the Calibration Program will have required calibration scheduled using the ULLS computer system residing at the respective Base ITO. Calibration requirements for all contractor equipment enrolled in the Calibration program will have all required calibration actions scheduled within the ULLS system located with each Base ITO.

(3) Redeployment.

(a) Priority of support will be the Contractor LOGCAP.

(b) The Materiel Maintenance Branch will organize and deploy Maintenance Support Teams to the APOE, APOE-S (if activated), and SPOE to provide maintenance support to equipment departing theater.

(c) MSTs will be organized and deployed, as required, to support the retrograde of GFE and CFE that is being turned over to Government control.

(d) Upon notification of the redeployment of the LOGCAP EVENT supported Force, the Supervisor, Production Control Section, Materiel Maintenance Branch, will review all open work orders and parts status to determine if any jobs will not be completed prior to redeployment. Any work orders that cannot be completed prior to the scheduled redeployment will be prioritized for repair in accordance with the owning unit's scheduled date of departure.

(e) Redeployment will be phased to decrease capabilities as the requirements for those capabilities decrease. Contractor maintenance personnel will deploy back to the United States or their home country as the organizations they support depart the LOGCAP EVENT site and there is no further need of their skills.

b. Specified Tasks.

(1) Provide maintenance support for commercial equipment to all BRS Contractor activities.

(2) Provide Medical Maintenance support for commercial equipment to all BRS activities.

(3) Provide Automated Data Processing Equipment (ADPE) Maintenance support for commercial equipment to all BRS activities.

(4) Provide Calibration support for commercial equipment to all BRS Contractor activities.

(5) Provide Army Oil Analysis Program to all Contractor activities.

(6) Ensure all maintenance personnel are technically qualified prior to selection to support the LOGCAP EVENT.

(7) Provide all required support in accordance with Army maintenance policy and doctrine.

c. Implied Tasks.

(1) Manage maintenance assets to provide required level of support to BRS Contractor activities.

(2) Ensure sufficient manuals, tools, and test equipment are available to support all commercial, and ADPE equipment used the BRS Contractor activities.

(3) Ensure sufficient repair parts and other supplies are available to accomplish all levels of maintenance support operations.

(4) Comply with all HAZMAT disposal procedures.

(5) Comply with all maintenance Shop Safety and Fire Prevention programs and procedures.

(6) Participate in LOGCAP EVENT supported Force Materiel Management Reviews (MMRs) as required.

(7) Prepare and submit all Government and Contractor required reports.

d. Tasks to BRS Elements.

(1) BRS Human Resources. Ensure that fully qualified and trained technical personnel are hired and deployed to meet LOGCAP EVENT time lines.

(2) BRS Contracting.

(a) **Lease Agreements.** Each lease Agreement must specify who maintains leased equipment. Additionally, when BRS is responsible for maintenance of the leased equipment, the leasing organization must provide all technical service manuals, forms, and initial issue of repair parts required to support leased equipment for up to 365 days with options for additional support.

(b) **Contracted Maintenance Support.** Explore the possibility of contracting maintenance support locally when possible. The key factors are the verifiable skills, capabilities, and equipment that each potential contractor has on hand. Security and protection of equipment are major risk factors influencing the decision to contract maintenance support. If the required capability cannot be verified, it must be assumed not to exist. Also, consider including equipment maintenance as an element of lease agreements, where possible and cost effective.

(c) **Repair Parts Support.** Identify and contract for, where possible, commercial repair parts sources in or near the LOGCAP EVENT site. Key factors include on hand stocks and lead times to receive items ordered from the supplier/manufacturer. Additionally, determine if organizations leasing equipment to BRS can provide repair parts support, if required, and the amount of time required getting the parts to BRS and the LOGCAP EVENT site to accomplish repair actions.

(3) **LOGCAP EVENT Supply Branch.** Provide Class IX (Repair Parts) and other maintenance supplies required to accomplish maintenance operations in support of the LOGCAP EVENT.

(4) **LOGCAP EVENT Transportation and Movements Branch.**

(a) **Transportation Motor Pools.** Will ensure the proper completion of Preventive Maintenance Checks and Services, dispatch of equipment, maintenance of equipment records, and coordination for the turn-in of equipment for services. Additionally, provide recovery support for disabled equipment, as required, in support of the LOGCAP EVENT.

(b) **Base Camp Installation Transportation Offices.** Coordinate for and provide the transportation of equipment requiring evacuation for repair to and from the Material Maintenance Branch at the Rear Support Area. This includes the movement of Army Oil Analysis Program oil samples and equipment requiring calibration.

(5) **LOGCAP EVENT Engineering and Construction Services.** Construct and prepare LOGCAP EVENT Maintenance Facilities, to include electrical and ventilation systems, to be ready for initial occupation and use not later than S+1.

(6) **LOGCAP Services Branch.** Provide HAZMAT disposal and clean-up support, as required, in support of maintenance operations.

TAB C (AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE) MAINTENANCE) to APPENDIX 5 (MAINTENANCE) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

1. **PURPOSE.** To provide information pertaining to ADPE maintenance operations in support of a LOGCAP EVENT.

2. **GENERAL.** BRS, on order of the Procuring Contract Officer (PCO/ACO) or designated representative, provides Automated Data Processing Equipment (ADPE) maintenance support for all commercial ADPE equipment to a BRS contractor Force of 4,000 personnel in executing a LOGCAP EVENT in the EVENT area for a period of 365 days.

3. **SPECIFIC.**

   a. **Concept of Support Operations.** Automated Data Processing Equipment (ADPE) maintenance support for the LOGCAP EVENT will be provided by the ADPE Maintenance Shop, Material Maintenance Branch, located at the Rear Support Area to the level required by the PCO/ACO or designated representative. Initial ADPE maintenance capabilities will be established not later than S Day to provide limited ADPE equipment support to Contractor activities. The Contractor's maintenance support system will be established first, to facilitate the preparation of the LOGCAP EVENT site. Contractor maintenance capability to support LOGCAP contractor equipment will be deployed to build the required capability prior to the arrival of the supported Force. There is no ADPE repair capability organic to the Forward Support Areas. If ADPE equipment requires repair, the equipment will be brought to the appropriate Base Camp Maintenance Section, where a work order will be opened and the Information Management Help Desk Representative will look at the equipment. If the Help Desk Representative can solve the problem, the work order will be closed out as being completed. In the event the problem can not be solved, the work order will be transmitted by satellite, to the Production Control Section of the Material Maintenance Branch. The reporting Base Camp Maintenance Section will then notify the respective Base Installation Transportation Office. Equipment evacuated for repair will be returned to the respective Forward Support Area upon repair. In the event that one Base is experiencing a large number of similar or identical ADPE problems, the Manager, Production Control Section, may direct the ADPE Maintenance Shop deploy a Maintenance Support Team to solve the problem on site or to apply software upgrades to all LOGCAP ADPE equipment.

      (1) Deployment.

         (a) Priority for deployment and support is based on LOGCAP EVENT missions and flow of personnel and equipment into the LOGCAP EVENT Country of operations.

         (b) Priority for DS maintenance support from NTP to NTP+15 is to Contractor missions as directed by the BRS LOGCAP PM and LOGCAP EVENT Project Manager, unless otherwise directed by the PCO/ACO.

         (c) Priority of DS maintenance support from S Day to the completion of the LOGCAP EVENT will be to the supported Force.

         (d) Initial ADPE maintenance capability will by established not later then S-Day and requires the transportation of ADPE software and hardware maintenance personnel, along with

required tool boxes and personal protective equipment (PPE) to the LOGCAP EVENT site.

(2) **LOGCAP EVENT Support.** BRS will perform ADPE maintenance on all Contractor ADPE equipment. The Contractor's ADPE repair capability will be located in the Material Maintenance Branch of the Logistics Division. All ADPE items requiring maintenance support of either hardware or software will be evacuated to the Material Maintenance Branch for repair. A work order will be opened with the supporting Base Camp Maintenance Section and transmitted to the Production Control Section, Material Maintenance Branch via satellite. The Production Control Section will prioritize the repair, order any parts required, and forward the equipment to the ADPE Maintenance Shop. Should the work load justify it or all automation equipment require a software upgrade, an ADPE MST may be formed and sent to one or more Forward Support Areas to accomplish the specific repair mission. The extent of the ADPE repair capability will be replacing circuit cards/boards and troubleshooting software problems. There is no circuit card/board repair capability in the ADPE Shop.

(a) **Deploy MST.** When justified by a trend of ADPE repairs at a given Forward Support Area or a software upgrade is required for all ADPE equipment, a MST may be sent to accomplish these specific missions at the Forward Support Area(s). The Production Control Section will acquire the required repair parts, assign the work order to the ADPE Shop, brief the MST on the mission or missions it has, and dispatch them to the repair site(s). Each MST will deploy in a radio-equipped vehicle with the tools, test equipment, repair parts, manuals, and any other equipment required to complete the repair(s).

(b) **Evacuate to the Rear Support Area.** In the event that ADPE equipment requires repair, the Forward Support Base Camp Maintenance Section will transmit the work order to the Production Control Section, Material Maintenance Branch and arrange to evacuate the equipment to the Rear Support Area. The Production Control Section will use the work order to track the status of the equipment as it is transported to the Rear Support Area. If possible, the Production Control Section will also notify the Materiel Control Section to order the parts required to repair the equipment. The Customer Service Section is also notified of the evacuation action and is charged with monitoring the equipment until it arrives at the Material Maintenance Branch.

(c) **ADPE Operations Support.** ADPE maintenance support will be accomplished in accordance with the BRS Direct Support Level Maintenance Standing Operating Procedure (SOP), which will depict the procedures for obtaining ADPE maintenance support from the Contractor at each camp location.

(d) **Contractor Equipment.** BRS will perform ADPE maintenance support on all GFE and CFE purchased by the Contractor for the LOGCAP EVENT. The required maintenance actions will be accomplished in accordance with all applicable Army regulations and technical publications, including the commercial equipment manufacturer's service manual(s). Additionally, we will provide ADPE maintenance support, as required by lease or subcontract, equipment leased or rented in support of the LOGCAP EVENT. All maintenance records for GFE and CFE equipment procured for the LOGCAP EVENT will be maintained in accordance the BRS Direct Support Level Maintenance SOP.

(e) **Maintenance Manuals.** ADPE maintenance support manuals will be required for GFE, and CFE ADPE purchased by BRS for the LOGCAP EVENT. Additionally, manuals

will be required for all leased equipment for which the Contractor is responsible for providing maintenance support, as well as all software used during the LOGCAP EVENT. Commercial equipment provided by the Government, leased or purchased for the LOGCAP EVENT must come with complete sets of software and hardware service manuals in order to be properly maintained. A minimum of three sets of maintenance manuals is required to meet Material Maintenance Branch requirements. Commercial equipment maintenance equipment manuals should be either provided by the Government, purchased by the Contractor if the Government cannot provide the manuals, or provided by the manufacturer/leasor as part of the purchase or lease agreement.

(f) Calibration of Contractor Equipment. The Calibration Program will be implemented for all GFE and CFE purchased for the LOGCAP EVENT. Calibration will not be required in support of leased equipment. Calibration requirements for all contractor equipment enrolled in the Calibration program will have all required calibration actions scheduled.

(3) Redeployment.

(a) Priority of support will be to the Contractor LOGCAP equipment.

(b) Redeployment will be phased to decrease capabilities as the requirements for those capabilities decrease. Contractor maintenance personnel will deploy back to the United States or their home country as the organizations they support depart the LOGCAP EVENT site and there is no further need of their skills.

b. Specified Tasks.

(1) Provide Automated Data Processing Equipment (ADPE) maintenance support for commercial and tactical equipment to all Contractors and, as directed by the PCO/ACO or designated representative, supported Force activities.

(2) Ensure all maintenance personnel are technically qualified prior to selection to support the LOGCAP EVENT.

(3) Provide all required support in accordance with Army maintenance policy and doctrine.

c. Implied Tasks.

(1) Manage ADPE maintenance assets to provide required level of support to the supported Force.

(2) Ensure sufficient manuals, tools, and test equipment are available to support all tactical, commercial, and ADPE equipment used by both Contractor activities and supported Force equipment.

(3) Ensure sufficient repair parts and other supplies are available to accomplish all levels of maintenance support operations.

(4) Keep current on all software upgrades to all Government software programs used in support of the LOGCAP EVENT.

(5) Comply with all HAZMAT disposal procedures.

(6) Comply with all maintenance Shop Safety and Fire Prevention programs and procedures.

(7) Participate in LOGCAP EVENT supported Force Materiel Management Reviews (MMRs) as required.

(8) Prepare and submit all Government and Contractor required reports.

d. Tasks to BRS Elements.

(1) BRS Human Resources. Ensure that fully qualified and trained technical personnel are hired and deployed to meet LOGCAP EVENT time lines.

(2) BRS Contracting.

(a) Lease Agreements. Must specify who maintains leased equipment. Additionally, when BRS is responsible for maintenance of the leased equipment, the leasing organization must provide all technical service manuals, forms, and initial issue of repair parts required to support leased equipment.

(b) Contracted Maintenance Support. Explore the possibility of contracting maintenance support locally when possible. The key factors are the verifiable skills, capabilities, and equipment that each potential contractor has on hand. Security and protection of equipment are major risk factors influencing the decision to contract maintenance support. If the required capability cannot be verified, it must be assumed not to exist. Also, consider including equipment maintenance as an element of lease agreements, where possible and cost effective.

(c) Repair Parts Support. Identify and contract for, where possible, commercial repair parts sources in or near the LOGCAP EVENT site. Key factors include on hand stocks and lead times to receive items ordered from the supplier/manufacturer. Additionally, determine if organizations leasing equipment to BRS can provide repair parts support, if required, and the amount of time required getting the parts to BRS and the LOGCAP EVENT site to accomplish repair actions.

(3) LOGCAP EVENT Supply Branch. Provide Class IX (Repair Parts) and other maintenance supplies required to accomplish maintenance operations in support of the LOGCAP EVENT.

(4) LOGCAP EVENT Transportation and Movements Branch.

(a) Transportation Motor Pools. Will ensure the proper completion of Preventive Maintenance Checks and Services (PMCS), dispatch of equipment, maintenance of equipment records, and coordination for the turn-in of equipment for services. Additionally, provide recovery support for disabled equipment, as required, in support of the LOGCAP EVENT.

(b) Base Camp Installation Transportation Offices. Coordinate for and provide the transportation of ADPE equipment requiring evacuation for repair to and from the Material Maintenance Branch at the Rear Support Area.

(5) LOGCAP EVENT Engineering and Construction Services. Construct and prepare LOGCAP EVENT Maintenance Facilities, to include electrical and ventilation systems, to be ready for initial occupation and use not later than S+1.

(6) LOGCAP Services Branch. Provide HAZMAT disposal and clean-up support, as required, in support of maintenance operations.

APPENDIX 6 (HEALTH SERVICES) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

TIME ZONE USED THROUGHOUT THE PLAN. Iraq.

TASK ORGANIZATION: See Base PLAN.

1. **SITUATION.** See Base PLAN and ANNEX B.

   a. **Attachments and Detachments.** Ambulance Teams will be detached to the Transportation Motor Pools (TMPs) of each base camp as follows:

      (1) Forward Support Area (FSA) camp (X 4). One Ambulance Team of two four-wheel drive ambulances per FSA TMP.

      (2) Rear Support Area (RSA) Base Camp. Three Ambulance Teams consisting of two four-wheel drive ambulances per Team.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Concept of Support Operations.** Health Service Support will be rapidly established at the LOGCAP EVENT Site to ensure that both the Contractor and supported Force minimize the health risks to all personnel and ensure the maximum availability of personnel to accomplish all mission requirements. As per FM 8-10, Health Service Support includes medical supply (Class VIII), medical equipment maintenance, evacuation support, preventive medicine/vector control, and veterinary services. Initial medical evacuation and support service capabilities will be established not later than NTP+5/S-10 to support Contractor deployment and LOGCAP EVENT site construction/development. All evacuation and service support assets will be in country and functional by S-Day, with the exception of medical equipment maintenance capabilities, which will be in place not later then S+10.

   b. All medical functions will be under the control of the Logistics Support Division. The Supply Branch will provide medical supplies (Class VIII), while the Material Maintenance Branch will provide medical equipment maintenance. The Health Services Section of the Services Branch will consist of Ambulance, Preventive Medicine, and Veterinary Teams. The Preventive Medicine Team will provide Vector Control support and the Veterinary Section will provide inspections in support of Class I/TISA and all food service operations, as well as medical support to military working dogs. The 10 Ambulance Teams of the Health Services Section will be attached to each contractor operated base camp Transportation Motor Pool (TMP) and provide medical evacuation support. The Movements Control Center (MCC) will track and adjust ambulance assets, as required by maintenance actions and evacuation missions, to ensure ambulance support to each base camp. Intra-theater air medical evacuation is the responsibility of the LOGCAP Task Force. If requested by the PCO/ACO or designated representative, BRS will provide intra-theater air medical evacuation by contract with an air ambulance service provider. Medical evacuation out of the LOGCAP EVENT country will be provided by service contract with an air ambulance service provider. Hospitalization support, if requested by the PCO/ACO or designated representative, will cause the activation of the Hospital and Health Services Branch of the Logistics Operations Division, which will be responsible for the new

Hospitalization function and gain command and control of the Health Services Section, currently assigned to the Services Branch.

c. Medical Evacuation. The two categories of patients – ambulatory and litter - require different modes of evacuation. Ambulatory patients are essentially "walk-ins" and can be evacuated by any available means. Litter patients often are more seriously injured than ambulatory patients and it is preferred to use an ambulance for their evacuations. There may also be a requirement to evacuate a very seriously injured person out of theater Area of Operations (AO) to preserve life and limb, which will require a fully equipped air ambulance.

1. **Ambulatory Patients.** Ambulatory patients will be evacuated to the appropriate Medical Treatment Facility (MTF) or Aerial Port of Embarkation (APOE) using assets available through the Base Transportation Motor Pool. See Enclosure 1 (Transportation Motor Pool) to TAB B (Installation Transportation Operations) to Appendix 2 (Transportation Services) to this Annex.

2. **Litter Patients.** Litter Patients will be evacuated to the supporting Medical Treatment Facilities (MTF) or APOE using the assets of the Ambulance Section(s) attached to the Transportation Motor Pool of each Base Camp. Each Ambulance Section will consist of two four-wheel drive ambulances and four driver/medics. One Ambulance Section will be assigned to each FSA TMP and three (3) Ambulance Sections will be assigned to the RSA. When the medical authorities at the respective base camp determine they need to evacuate a litter patient to the supporting MTF or APOE, they will call the Base Camp TMP Dispatcher, who will release an Ambulance to accomplish the evacuation. The ambulance will return to its home base upon completion of the mission. The extra Ambulance Section at the RSA is allocated to be able to augment evacuation requirements or backup broken or committed ambulances. The Base Camp TMP Dispatcher will notify the Movements Control Center (MCC) whenever an ambulance is dispatched or is in maintenance. Based on their analysis of the situation, the MCC will dispatch a ambulance to the appropriate FSA until its ambulance assets return or are repaired.

(a) **Inter-Theater Evacuation.** In the event that patients need to be evacuated from the theater, BRS will subcontract with an Air Ambulance Provider if approved by the PCO/ACO. Once the decision is made to evacuate the patient to a designated MTF outside the theater, the medical authorities will notify the PCA/ACO, who will notify BRS of the requirement. The LOGCAP EVENT Project Manager or ACO will call the Air Ambulance Provider and direct them to deploy the air ambulance, complete with all required pilots, medical personnel, and equipment, to the APOE in accordance with the schedule provided by the medical authorities. The medical authorities and MCC will ensure the transportation of the patient to the APOE, where they will immediately be transferred to the Air Ambulance and flown to the designated MTF. At the APOE, the MCC will ensure the Air Ambulance is given priority for landing, refueling, and take-off, as well as ensuring the patient is immediately processed to be placed on the aircraft.

(1) Deployment.

(a) Priority for deployment and support is based on LOGCAP EVENT missions and flow of personnel and equipment into the LOGCAP EVENT Country of operations.

(b) Priority for medical evacuation and services support from NTP+5 to NTP+15 is to Contractor missions and EVENT Site establishment, as directed by the BRS LOGCAP Program Manager (PM) and LOGCAP EVENT Project Manager, unless otherwise directed by the PCO/ACO.

(c) Priority of support from S Day to the completion of the LOGCAP EVENT will be to the LOGCAP EVENT Task Force.

(d) The condition of the patient(s), risk to life and limb, and the judgment of the on-site medical personnel will determine priority and method of medical evacuation.

(e) Initial medical evacuation and service capability will be established not later then NTP+5/S-10.

(2) LOGCAP EVENT Health Service Support. See TAB A to this Appendix.

(3) Redeployment.

(a) Priority of support will be to supported Force until the supported Force departs the LOGCAP EVENT site.

(b) In the event that patients are not expected to recover prior to completion of redeployment of their unit/organization, they will immediately be evacuated from the LOGCAP EVENT AOR.

(c) Redeployment will be phased to decrease capabilities as the requirements for those capabilities decrease. Contractor medical personnel will deploy back to the United States or their home country as the organizations they support depart the LOGCAP EVENT site and there is no further need of their skills.

b. Specified Tasks.

(1) Provide sufficient medical (Class VIII) supplies to provide effective Medical Service support to all Contractor and supported Force operations.

(2) Provide medical equipment maintenance and calibration for Contractor and supported Force medical equipment.

(3) Provide Patient Evacuation/Transportation capabilities (to include ambulance and inter-theater evacuation) to preserve life and limb of both Contractor and supported Force personnel.

(4) Provide Preventive Medicine and Vector Control Services to both Contractor and supported Force organizations.

(5) Provide Veterinary Services in support of Facilities, Class I (Rations), TISA, and Water Production, Storage, and Transportation Task operations.

c. Implied Tasks.

(1) Provide health support to all Contractor and subcontractor employees to maintain Contractor organizational capabilities, productivity, and effectiveness.

(2) Develop medical personnel requirements by skill and qualifications.

(3) Manage Medical Support Services Operations for all Contractor and supported Force organizations.

(4) Maintain, secure, and account for all Government Furnished Equipment (GFE) and Contractor Furnished Equipment (CFE).

(5) Establish and operate automated medical maintenance management and supply requisitioning systems to support Medical Operations.

(6) Operate Government provided military Standard Army Management Information Systems (STAMIS) as required by the contract.

(7) Pass automated medical maintenance and supply management information and reports from BRS MIS to equivalent Army STAMIS.

(8) Perform scheduled services, as required, on all designated contractor and supported Force TDA, MTOE, and commercial medical equipment.

(9) Perform required repairs on all Contractor and supported Force TDA, MTOE, and commercial medical equipment.

(10) Manage and execute the calibration and repair program for all Test, Measurement, and Diagnostic Equipment (TMDE) for all Contractor and supported Force TDA, MTOE/TOE, and commercial medical equipment.

(11) Maintain a publication library with all publications required to support all Contractor and supported Force medical service requirements.

(12) Comply with all HAZMAT procedures in disposing of biomedical waste and other HAZMAT products generated in the conduct of the LOGCAP EVENT.

(13) Prepare and submit all Army and Contractor required reports.

d. Tasks to BRS Elements.

(1) BRS Human Resources. Ensure that fully qualified, trained, and licensed, as appropriate, technical personnel are hired and deployed to meet LOGCAP EVENT timelines.

(2) BRS Contracting.

(a) **Lease Agreements.** Agreements must specify who maintains any leased medical equipment. Additionally, when BRS is responsible for maintenance of the leased equipment, the equipment provider must provide all technical service manuals, forms, and initial issue of repair parts required to support the leased equipment for a period of 365 days.

(b) **Contracted Medical Evacuation and Service Support.** Explore the possibility of contracting medical evacuation and service support locally or use an international service when possible. The key factors are the verifiable skills, capabilities, and equipment that each potential contractor has on hand to maintain (not worsen) patient medical condition. Security and protection of equipment are major risk factors influencing the decision to contract maintenance support. If the required capability cannot be verified, it must be assumed not to exist.

(c) **Repair Parts Support.** Identify and contract for, where possible, medical repair parts sources in or near the LOGCAP EVENT site. Key factors include on-hand stocks and lead times to receive items ordered from the supplier/manufacturer. Additionally, determine if organizations leasing equipment to BRS can provide medical repair parts support, if required, and the amount of time required getting the parts to BRS and the LOGCAP EVENT site to accomplish repair actions.

(3) **LOGCAP EVENT Supply Branch.** Provide all classes of supply required to accomplish medical operations in support of the LOGCAP EVENT.

(4) **LOGCAP EVENT Transportation and Movements Branch.**

(a) **Transportation Motor Pools.**

1. Accept attachment and control of Ambulance Team(s).

2. Dispatch Ambulances in support of patient evacuation missions.

3. Provide for the maintenance and recovery of attached Ambulance Team(s).

4. Keep the Movements Control Center (MCC) advised on the operational and mission status of all attached ambulances.

(b) **Rear and Forward Support Area Camp Installation Transportation Offices.** Coordinate for and provide the transportation of ambulatory patients to the supporting Medical Treatment Facilities (MTFs).

(c) **Movements Control Center.** Track the maintenance and mission status of all Ambulances attached to Base Camp TMPs and redistribute ambulance support as required, to ensure at least one ambulance is available to support litter patient evacuation requirements at each Base Camp.

(5) **LOGCAP EVENT Engineering and Construction Services.** Construct and prepare LOGCAP EVENT Medical Facilities, to include electrical and ventilation systems, to be ready for occupation and use not later than S+10.

(6) LOGCAP Services Branch. Provide HAZMAT, including medical biomedical waste, disposal and clean-up support, as required, in support of medical operations.

e. **Planning Factors:**

(1) Capabilities the Government has chosen for the LOGCAP EVENT.

(2) Size and composition of the supported Force.

(3) Location of all MTFs.

(4) Location of the APOE, APOE-S (if activated), and SPOE.

(5) Composition of the Contractor's support organization.

(6) Maintenance responsibilities/requirements for leased equipment.

(7) Subcontractors providing medical support.

(8) Subcontractors providing local repair parts support: response capability and procedures.

(9) Location of LOGCAP EVENT base camps.

(10) Any special medical considerations or support requirements not already provided for in the LOGCAP CSP.

4. MATERIAL AND SERVICES.

a. **Supply.** Supply support will be provided to all Contractor Health Service Organizations by the Supply Branch of the Logistics Operations.

b. **Transportation and Movements.** Transportation and movements support will be provided to all Contractor Health Services Organizations by the Transportation and Movements Branch of the Logistics Operations.

c. **Services.** Service support will be provided to all Contractor Combat Health Services Organizations by the Services Branch of the Logistics Operations.

d. **Maintenance.** Maintenance support will be provided to all Contractor Combat Health Services Organizations by the Maintenance Branch of the Logistics Operations.

e. **Miscellaneous.**

(1) Security.

(a) Ensure the proper control and security of all drugs, medications, and controlled substances.

(b) Ensure the proper control, security, and disposal of all medical and biomedical waste.

(2) Quality Control.

(a) Team Leader. Conduct spot checks of work in progress to ensure subordinate personnel are conducting all medical support tasks to standard.

(b) Supervisor, Health Services Section. Conduct surveys of all customer units and activities to ensure the best possible support to all customers and to identify and correct any real or perceived problems.

5. COMMAND AND SIGNAL.

a. Command.

(1) Health Services Section. Located at the Rear Support Area (RSA), the Health Services Section is subordinate to the Manager of the LOGCAP EVENT Services Branch, Logistics Operations Division.

(2) Hospital and Health Services Branch. In the event the Government requests BRS to provide hospitalization support to the LOGCAP EVENT, the Hospital and Health Services Branch will be organized to include the Hospital Branch and the Health Service Branch (formerly found in the Services Branch). The Hospital and Health Services Branch will be subordinate to the Logistics Operations Division and will be located at the Rear Support Area.

b. Signal.

(1) Health Services Section. The Health Services Section will operate in the Logistics Operations Radio Network. Hand held radios will be issued to the Supervisor, Health Services Section; Team Leader, Preventive Medicine/Vector Control Team; and the Team Leader, Veterinary Services Team.

(2) Vehicle-mounted radios are required to provide communications with the ambulance fleet. Additionally, each ambulance will be equipped with a Global Positioning System device.

(3) Automated Data Processing. The Health Services Section and/or Hospitalization and Health Services Branch will use Standard Army Medical Automation Systems, if required.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PM

TAB A (Medical Evacuation)

TAB A (HEALTH SERVICES SUPPORT) to APPENDIX 6 (HEALTH SERVICES) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGECY SUPPORT PLAN

Health Services Support

- Potable water provision – regularly tested for coliforms and free chlorine.
- Provision for suitably stocked first aid station with qualified paramedic and/or first aiders – stocks and ability of first aiders must reflect the remoteness of the site. Should also have routine inspections / visits by Medical Consultant to verify acceptability of the first aid post and clinic for workers.
- Medical Emergency evacuation plan, i.e. quickest route back to applicable medical facility in the event of life threatening situations. The plan may include getting a physician to the site if necessary. Considerations for evacuation may include military, SOS or other means of transport.
- All food handlers must be medically qualified to handle food. Kitchens and food preparation areas must be regularly inspected for cleanliness and standards of food.
- Accommodations must be routinely sprayed against insect pests, by a competent subcontractor using a suitable insecticide. Records of spraying must be kept, provisions for rodenticides on an as needed basis, with records of application.

Medical Facilities, Equipment and Supplies

The list of first aid and safety facilities, equipment and supplies is provided as an initial list subject to review and revision as required by the consulting physician. Also Standing Medical Orders are to be provided for all non-first aid treatment authorized.

1	First Aid/Safety Facility
1.0	HSE Manager Office/Meeting Room
1.11	Sm-Med – 14' x 36' – Less than 500 Persons
1.12	Large – 14' x 48' – Over 500 Persons
1.2	Single Pedestal Desk
1.3	Arm Chair
1.4	Two four drawer locking file cabinets
1.5	Trash container
1.6	Four chairs with 36" x 60" table
2.0	General Treatment Room
2.1	Sm-Med – 14' x 24' – Less than 500 Persons
2.2	Large – 14' x 48' – Over 500 Persons
2.3	Single Pedestal Chair
2.4	Arm chair
2.5	Formica work counter with single bowl stainless steel sink
2.6	Storage drawers, under work counter
2.7	Storage cabinets, above work counter
2.8	Ice maker refrigerator, under sink
2.9	Treatment chair

2.10	Treatment table, adjustable
2.11	Shelved storage closet
2.12	Soap dispenser, liquid
2.13	Refuse container with lid and biohazard label
2.14	Red biohazard bags
2.15	Sharps container
2.16	Hot/cold dispenser with bottled water
3.0	Consultation Room
3.1	Cot
3.2	Arm chair
3.3	Medical Cabinet, floor standing with locking doors
3.4	Refuse container with lid
3.5	Pillows
3.6	Pillow cases
3.7	Wool Blankets
3.8	Sink
3.9	Toilet
3.10	Water heater
3.11	Mirror
3.12	Soap dispenser
3.13	Towel dispenser
3.14	Refuse container
4.0	Instruments and Equipment
4.1	Resuscitator/ventilator with mask and extra oxygen cylinders
4.2	Pen light with batteries
4.3	Stethoscope
4.4	Sphygmomanometer
4.5	Eye Magnification Light
4.6	Oral Thermometer
4.7	Bandage scissors
4.8	Dressing forceps
4.9	Splinter forceps
4.10	Scalpel
4.11	Instrument Pan with cover
4.12	Emesis basin
4.13	Stainless steel wash basin
4.14	Qt. Bandage jars
4.15	Eye wash station
4.16	Ring cutter
4.17	Cotton hand towels
4.18	Back board
4.19	Basket type stretcher with nylon slings
4.20	Eye irrigation solution
4.21	Timer
4.22	Eye Loop/magnet
5.0	Consumables
	Industrial first aid kit – portable

Trauma Kit (fully stocked)
Fanny packs (supplied with items to be carried by safety supervisors)
Examination gloves
Cotton balls/ Cotton swabs
Sterile gauze bandages, assorted sizes
Sterile gauze pads, assorted sizes
Tube gauze
Eye Pads
Gauze compresses
Adhesive Tapes, Assorted sizes
Butterfly closures, Assorted sizes
Elasotplast Band-Aids, assorted sizes
Ace Bandages, assorted sizes
COBAN Flexible Wrap
Soluble dressing
Alcohol, 70 percent/ Hydrogen Peroxide
Eye Wash solution
Ammonia inhalants
Analgesic balm
Tourniquets/ Air Splints, arm / Air splint, leg
Cervical collars
Finger splints
Chemical heat packs / Chemical ice packs
Safety pins / Eye droppers
Tongue depressors
Antiseptic hand soap, liquid
Paper cups with dispenser / Paper towels with dispenser
CPR airways / Mast trousers
Aspirin / Ibuprofen / Extra Strength Acetaminophen
Antacids / Anti-diarrhea
Normal Saline / Sterile Water
Vinegar / Baking Soda
Bacitracin Ointment
Betadine solvent
Opth. Oint. – Eyes / Opth. Drops – Eyes
Anti-bacterial Soap
Silvadene creme
Watergel Burn Treatment – Various sizes

APPENDIX 7 (SUPPLY) to ANNEX I (SERVICE SUPPORT) to LOGCAP CONTINGENCY SUPPORT PLAN

REFERENCES: See Base PLAN

TIME ZONE USED THROUGHOUT THE PLAN: Iraq.

TASK ORGANIZATION: See ANNEX A.

1. **SITUATION.** See Base PLAN.

2. **MISSION.** See Base PLAN.

3. **EXECUTION.**

   a. **Concept of Supply Operations.** Supply Point operations will be established to support the initial arrival of the BRS workforce in support of operations in Iraq.

      (1) The Supply Section Supervisor will arrive in the Iraq with the BRS Workforce Main Body first increment. He will: establish contact with the CENTCOM and AMC Logistics Support Element (LSE); establish communications; evaluate local conditions and identify pre-planned resources, facilities and services which can be acquired locally; make contact with local vendors and labor sources; establish the Iraq supply support infrastructure; begin hiring laborers and acquiring facilities; and begin receiving supplies and equipment.

      (2) BRS will begin operations as soon as established but no later than NTP+15 to support BRS build-up. The BRS strength to be supported will be 2,000 personnel including other U. S. Government and BRS Expatriate employees. The Supply Point(s) will be open during daylight hours (approximately from 0700-1900 hours) daily, seven days a week; emergency issues will be made at any time required. The distribution plan, while utilizing through-put as much as possible, will rely on the Central Receiving and Shipping Point (CSRP), co-located with the Supply Points, to "push-on-order" or "push" preplanned supplies to end-users, at which time end-users can retrieve their supplies. The distribution of most classes of supply will operate on variations of this theme, except for Class V, which will operate on a "pull" system, where end-users will come to the Supply Point/Ammunition Holding Area to draw their munitions. The Supply Point(s) will operate as much as possible as a consolidated Supply Support Activity (SSA) where and when feasible.

   b. **Specified Tasks.**

      (1) The Supply Section's Storage Team will operate the Supply Point(s) and will provide warehouse management functions including receipt, storage, issue and disposal of all required supplies.

      (2) The Material Management Center (MMC) is responsible for all inventory management functions. Additionally, the MMC will:

      - Establish stockage objectives for each class of supply.
      - Receive and process requisitions.

- Schedule and conduct inventories, reconciliation, and stock record reviews.
- Determine supply levels to be positioned at the Staging Area.
- Advise and assist customers in matters relating to supply support and discipline.
- Manage the Stock Records Account, maintain accountability records, and manage stock control through the BRS Material Management System.
- Serve as the entrance for customer requirements.
- Direct controlled exchange or cannibalization of salvage or unserviceable equipment
- Establish and maintain property book accountability.

(3) The Central Receiving and Shipping Point (CRSP) will serve as the primary node/hub for material entering or leaving the Iraq. Upon receipt of equipment or supplies, CRSP personnel will:

- Process receipts for incoming freight shipments.
- Spot, dock and off-load carriers as required.
- Verify accuracy of shipments against source documents.
- Reconcile overages, shortages or damage.
- Pass receipts to the stock record account.
- File transportation and receipt documents.
- Process material release orders (MRO).
- Repack/create/label outgoing material.
- Prepare and submit report of discrepancy.
- Maximize throughput to forward sites as appropriate.

(4) The MMC will coordinate transportation requirements with the Movement Control Center (MCC) which is responsible for all transportation management within the Iraq Area of Responsibility (AOR).

c. Implied Tasks.

- Provide for all necessary activities and personnel, supervision, management, equipment (including pre-positioned equipment), materials, communications, transportation, facilities, supplies, potential suppliers, and cost estimates to support all classes of supply.
- If directed, operate a Self Service Supply Center, Central Issue Facility and Reparable Exchange Point.
- Ensure the assumptions, methodologies, strategy, planning factors, sources and roles and responsibilities are current in today's environment.
- Provide input to update/revise the Worldwide Potential Suppliers' Database.
- Maximize the use of locally and/or regionally available materials and resources when cost effective.
- Operate, maintain and account for BRS acquired Government equipment.

d. Tasks to BRS elements. See Paragraph 4 of this Appendix.

e. Specific Information Requirements.

- Exact BRS Iraq population to be supported by location.
- Local sources of supplies and services to support supply operations.

- Type and location of existing facilities that can be used for supply support.
- Location and condition of transportation lines of communication networks including road, rail, water and air terminals.

4. MATERIAL AND SERVICES.

a. Supply.

(1) Supply support to BRS.

(a) Class I (Rations, Ice and Water). Subcontracted

1. **Water.** Bottled water will be stocked at the Base Camp Dining Facilities to protect against an interruption in the delivery or production of water.

(b) Class II (OCIE and Maps). The Supply Section, CRSP, and Supply Support Activity (SSA) will receive, issue, and store Class II supplies. The base camps will have a Transportation Terminal Warehouse (TTW) area designated for incoming cargo. Incoming cargo may be delivered directly to the requesting unit or be offloaded at the TTW for unit pickup.

(c) Class III (Bulk and Packaged). BRS will requisition, receive, store, issue and manage and BE PREPARED to procure Class III Bulk (Class IIIB) and packaged petroleum products (Class IIIP).

1. **Class III (Bulk).** Sourcing will be determined by the specific location in Iraq. Bulk petroleum will be received and shipped directly to the bulk petroleum storage point(s). BRS Petroleum Supply Points will record issues and receipts on DA Form 3643 Daily Issues of Petroleum Products. Customers will request bulk issues with a DA Form 2765-1.

2. **Class III (Packaged).** Class III(P) products will be stored and issued from the SSA facility located on the base camp.

(d) Class IV (Construction Materials). BRS will requisition, receive, store, issue and manage Class IV inventory and when necessary procure, construction/barrier materials. BRS will use local sources for Class IV material whenever practical.

(e) Class V (Munitions). N/A

(f) Class VII (Major End Items). BRS will provide inventory management for Class VII Major Items of Equipment that are received in support of operations.

(g) Class VIII (Medical Supplies).

1. **Inventory Management.** BRS will provide inventory management for Class VIII Medical Supplies. The MMC will provide inventory management and the Supply Section will provide receipt, storage, and issue functions at the base camp. The medical supply point will stock 3 DOS. Particular attention will be given to monitoring shelf-life requirements and security of controlled items.

2. **Storage.** An environmentally controlled and physically secure Class VIIIA storage point will be established on the base camp. This storage area will serve as the forward receiving point for Class VIII items from USAMMCE and other theater medical logistics organizations.

(h) Class IX (Repair Parts).

1. **Inventory Management.** BRS will provide inventory management for Class IX supplies. The MMC will provide inventory management and the Supply Section will provide receipt, storage, and issue functions at the base camp.

2. **Storage.** Stockage levels and anticipated re-order points will be coordinated with the C/JTF by the BRS Maintenance Supervisor and Supply Chief. Additionally, coalition stockage and resupply requirements will be coordinated with the C/JTF staff and coalition force officers. Where necessary, arrangements will be made to receive, store, issue and if required purchase Class IX for Host Nation and coalition equipment. BRS will be prepared to implement the following:

(2) Supply and Equipment Tracking.

- **(a) Materiel Management Center (MMC).** The MMC will account for and track supplies and equipment, document equipment on-hand, identify equipment and materials on-hand in the wholesale system, and check status of equipment, supplies and material on order.

b. Transportation and Movements.

(1) Transportation Support to BRS. See APPENDIX 2 (Transportation Services) to this ANNEX.

c. Services.

(1) Services required in support of the Supply Point:

- Personnel support from BRS Human Resources Office to develop staff requirements, identify emergency essential positions as well as positions requiring special skills, knowledge, licenses, etc. Develop a staffing plan to assign qualified personnel to fill positions within the Supply Section.
- Maintenance, supply, fuel, construction/engineering, logistics equipment and service support facilities to the SP. List technical manuals, test sets and tools required at each SP.
- Physical Security for the SP with special attention to high value Class VI Sundry Packs and controlled medical items.
- Communications and data processing support.
- Environmental, hazardous materials and waste (garbage) support.
- Contracting support for local personnel, supplies and equipment.
- Property control and accountability systems using a Government STAMIS or other system developed in conjunction with the BRS MMC.
- Quality control support conducting periodic reviews to ensure customer support is the best possible.
- LOGMARS and RF Tag Technology to develop state of the art accountability and tracking systems to provide the best support possible.

- Safety assistance from the BRS Safety Office.

d. Maintenance.

(1) Maintenance services provided to BRS. See Appendix 5 (Maintenance) to this Annex.

e. Personnel.

(1) BRS will provide fully trained and qualified personnel for all LOGCAP operations. All employees will be given the following instruction:

- Fire Prevention Instruction. All employees will be instructed in fire prevention, use of fire extinguishers, and fire alarm systems.
- Local Customs, Laws, and Regulations. All employees will be informed and instructed in applicable local customs and regulations by their appropriate manager or supervisor.
- Security, preventative maintenance, conservation of energy and utilities, care and operation of LOGCAP facilities and equipment.
- Training Records. Supervisors will maintain training records and make them available at all times for U.S. Government inspections.

(2) Medical Requirements. All personnel will have a current medical certificate prior to working for BRS. Employees having open lesions will not perform duties where they may contaminate people, equipment, or supplies. Employees found medically unfit to perform their duties will be removed and replaced by a medically fit person. Copies of medical examination records will be maintained at the BRS Safety Office.

(3) Required Experience. Supervisors will have the necessary training and experience to provide quality services in their area of assignment. All Host Country National (HCN) and Third Country National (TCN) personnel will receive formal training on-site, as required, by qualified BRS employees.

f. Miscellaneous.

(1) Reports. BRS will establish and maintain a LOGCAP records management program as specified in AR 25-1, Chapter 8. Records and reports will be filed, maintained, and disposed of in accordance with the Modern Army Record Keeping System (MARKS).

(2) Security. BRS will provide security for BRS controlled fields, storage locations and Customs Sterile Areas. Guard services will be limited to peacetime, non-hostile scenarios.

(3) Safety.

(a) BRS employees will be thoroughly familiar with our Safety Program Plan, operating procedures and safety precautions as stated in the manufacturer's instructions for each piece of equipment operated.

(b) Accident Reporting. A BRS Record of Injury will be prepared immediately upon occurrence of an injury and forwarded to the BRS Iraq Safety Officer. If an employee is incapacitated and unable to work, an Accident Report will be prepared and forwarded to

the Safety Officer within five working days. Technical advice and assistance can be requested from the BRS Safety Office.

(c) **Safety Inspections.** The PCO/ACO or a designated representative may accompany BRS Safety personnel on unannounced safety inspections.

(4) **Quality Control.** The Project Manager/Site Manager's staff will prepare quality control checklists IAW the BRS's Quality Control Plan to ensure quality service to supported C/JTF. Supervisors will use the checklists to measure the quality of support at each the base camp and as directed at forward sites.

5. COMMAND AND SIGNAL. See Base PLAN and ANNEX H.

ACKNOWLEDGE

(b)(6)
BRS PGM, LOGCAP

OFFICIAL:
(b)(6) BRS D/PM