

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N62742-11-D-1800	2. DELIVERY ORDER/ CALL NO. 0018	3. DATE OF ORDER/CALL (YYYYMMDD) 2014 Mar 28	4. REQ./ PURCH. REQUEST NO. ACQR3775449	5. PRIORITY
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6. ISSUED BY NAVFAC PACIFIC ENVIRONMENTAL CONTRACTS BR 258 MAKALAPA DR STE 100 JBP HH HI 96860-3134	CODE N62742	7. ADMINISTERED BY (if other than 6) CODE	SEE ITEM 6	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
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9. CONTRACTOR HELBER HASTERT & FEE PLANNERS INC THOMAS FEE 733 BISHOP ST STE 2590 HONOLULU HI 96813-4016	CODE 0XSG2	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 7
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14. SHIP TO NAVFAC PACIFIC JEAN N. KUBOYAMA ENVIRONMENTAL CONTRACTS BR 258 MAKALAPA DR STE 100 JBP HH HI 96860-3134	CODE N62742	15. PAYMENT WILL BE MADE BY CODE N68732 DEFENSE FINANCE AND ACCOUNTING SERVICE DFAS-CLEVELAND NORFOLK ACCOUNTS PAYABLE PO BOX 998022 CLEVELAND OH 44199	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH HEREIN TO PERFORM THE SAME.

<u>Helber Hastert & Fee Planners, Inc.</u>	<u>Thomas A. Fee</u> President	<u>2014MAR28</u>
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1		DATE SIGNED (YYYYMMDD)

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE

See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA TEL: [REDACTED] EMAIL: [REDACTED] BY: [REDACTED]	25. TOTAL	\$186,557.00
		26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN

INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS		31. PAYMENT <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL
36. I certify this account is correct and proper for payment.			32. PAID BY
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		33. AMOUNT VERIFIED CORRECT FOR
			34. CHECK NUMBER
			35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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Section A - Solicitation/Contract Form

Indefinite Delivery/Indefinite Quantity Contract for Architect-Engineer Services for the Preparation of Environmental Impact Documents and Related Technical Services for Projects and Activities at Various Locations, Pacific Area

- A. The Architect-Engineer shall perform the services specified in the attached Revised Amendment No. 25 dated 28 March 2014 to the Revised Statement of Architect-Engineer Services, which is hereby made a part of this contract. In general, the work includes update of the 2009 Red Hill Bulk Fuel Storage Facility Final Groundwater Protection Plan, Model and Analysis.
- B. The task order amount is \$186,557.00.
- C. The completion date for this task order is 30 December 2014.
- D. Invoices (NAVFAC Form 7300/30 and 7300/31) shall be submitted electronically using Wide Area Work Flow (WAWF) for the submission of all payment requests under this task order. DFARS clauses 252.232-7003 and 252.232-7006 are incorporated in full text.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		1	Each	\$186,557.00	\$186,557.00 NTE

EXERCISED OPTION
 A-E Services for the Second Option
 FFP

IGF::OT::IGF X024 Am. 25 (REIM) Red Hill - Update of 2009 Groundwater Protection Plan, Groundwater Modeling, and Contaminant Fate and Transport Analysis.

FOB: Destination

PURCHASE REQUEST NUMBER: ACQR3775449

NET AMT \$186,557.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000301					\$0.00

FUND ACRN AA

FFP

Funding Doc. No.: SC06001401537 CUSTOMER ACRN AA

FOB: Destination

MILSTRIP: SC06001401537

NET AMT \$0.00

ACRN AA \$186,557.00

CIN: 00000000000000000000000000000000

Section C - Descriptions and Specifications

STATEMENT OF WORK

AMENDMENT NO. 25 TO THE STATEMENT OF ARCHITECT-
ENGINEERING SERVICES FOR THE PREPARATION OF
ENVIRONMENTAL IMPACT DOCUMENTES AND RELATED
SERVICES FOR PROJECTS AND ACTIVITIES AT VARIOUS
LOCATIONS, PACIFIC AREA

N62742-11-D-1800
EV1-JU

MARCH 28, 2014

The basic Statement of Planning and Engineering Services is amended as follows:

References:

- (a) Red Hill Bulk Fuel Storage Facility Final Technical Report, August 2007, TEC, Inc.
- (b) Red Hill Bulk Fuel Storage Facility Final Groundwater Protection Plan, January 2008, revised December 2009, TEC, Inc.
- (c) Evaluate Treatment Technologies for the Red Hill Drinking Water Well, 13 August 2010, HDR|Hawaii Pacific Engineers
- (d) Final Summary Report, Red Hill, Pearl Harbor, HI, 31 August 2010, TEC, Inc.
- (e) Red Hill Bulk Fuel Storage Facility Quarterly Groundwater Monitoring Reports Inside Tunnel Wells (2005 - 2013)
- (f) Red Hill Bulk Fuel Storage Facility Quarterly Groundwater Monitoring Reports Outside Tunnel Wells (2009 - 2013)
- (g) *Evaluation of Environmental Hazards at Sites With Contaminated Soil and Groundwater*, Hawaii Department of Health, Fall 2011 or most current edition
- (h) Hawaii Revised Statutes, Title 19 Chapter 342L
- (i) Hawaii Administrative Rules, Chapter 281, Underground Storage Tanks
- (j) Hawaii Administrative Rules, Chapter 20, Rules Relating to Potable Water Systems
- (k) Title 40 CFR, Parts 141 and 143
- (l) Technical Guidance Manual for the Implementation of the Hawaii State Contingency Plan, March 2013 or most current edition
- (m) Letter from State of Hawaii Department of Health to Navy Region Hawaii dated 12 February 2014.
- (n) Comprehensive Drinking Water and Groundwater Monitoring Plan, Tank 5 Release, Red Hill Bulk Fuel Storage Facility, February 2014
- (o) Letter from State of Hawaii Department of Health to Navy Region Hawaii and NAVSUP Fleet Logistics Center Pearl Harbor dated 26 February 2014

1.0 DESCRIPTION AND PURPOSE

The objective of this Contract Task Order (CTO) is to provide all services, equipment, labor, and material required to complete an update of the 2009 Red Hill Bulk Fuel Storage Facility Final Groundwater Protection Plan (GWPP) (Reference (b)) and to update the most recent versions of the Red Hill Groundwater Flow Model (Model) and Contaminant Fate and Transport Analysis (Analysis) **as part of the required response to the January 2014**

suspected release from Tank 5 of the Red Hill Bulk Fuel Storage Facility. The overall intent of the Model and Analysis update is to effectively evaluate the risk of contamination transport to drinking water well/shafts in the vicinity of the **suspected release from Tank 5 of the** Red Hill Bulk Fuel Storage Facility.

Work will be accomplished in two phases. The first phase tasks are detailed in Section 3.0 below. The second phase will include update of the Model and Analysis based on the agreed upon Model and Analysis Plan/Approach developed in Phase I.

2.0 SITE HISTORY

The Red Hill Drinking Water Shaft (Navy Well 2254-01) is one of the three sources of the Joint Base Pearl Harbor-Hickam (JBPHH) Water System (PWS No. 360). The well is located 2,400 feet west and hydraulically downgradient from the Red Hill Bulk Fuel Storage Facility (Facility). The Facility was constructed in the 1940s and consists of 20 buried steel tanks each with a capacity of about 12.5 million gallons. Fuels historically stored at the Red Hill Bulk Fuel Storage Facility included diesel, AVGAS, MOGAS, NSFO, ND, F-76, JP-5, and JP-8. Fuels currently stored at the Facility are DFM, JP-5, and JP-8.

Red Hill Shaft consists of a pumping station located in a large cavern that houses four (4) well pumps and an infiltration gallery that is 1,280 feet long. The gallery is excavated below the water table near sea level and directed upgradient towards the Facility. Water is pumped up from near sea level to a 30-inch transmission main at the 100 foot elevation for distribution throughout the Navy's JBPHH water system.

On average, the Red Hill Shaft supplies a percentage of the water from the JBPHH water system, which serves an approximate population of 65,000. Red Hill Shaft is hydraulically limited to a maximum pumpage of approximately 14 million gallons per day.

Past releases from the Facility prompted a response action in accordance with HAR 11-281 (Reference (i)). A site investigation and risk assessment was conducted to determine the impact of past releases, to assess the site-specific risk from releases to the subsurface rock and groundwater, and to assess future site-specific risk associated with hypothetical future releases. In addition, a three-dimensional Groundwater Flow and Contaminant Transport Model was developed. Results of the investigation and assessment are summarized in Reference (a). These results were used to develop Red Hill Bulk Fuel Storage Facility Final Groundwater Protection Plan (GWPP) (Reference (b)), which provides information on initiatives already taken and plans for future actions required to prevent unacceptable risk to human health and the environment resulting from Facility releases.

Also in response to past releases, the Navy has been conducting quarterly groundwater and soil vapor monitoring at the Facility. There are four (4) groundwater monitoring wells

located within the Facility lower access tunnel, (1) sampling point at the Red Hill Shaft, and two (2) wells located outside of the Facility tunnel system. Results of the quarterly sampling are in References (e) and (f). These results are compared to the response action table in Reference (b) in order to determine required Navy actions and responsibilities.

In October 2008, petroleum hydrocarbons were identified in the quarterly groundwater monitoring at concentrations that required the Navy to reevaluate the previously completed Tier 3 Risk Assessment and groundwater model. The Final Summary Report (Reference (d)) summarizes the actions and conclusions developed in response to this event.

Previous studies and groundwater monitoring identified volatile and semi-volatile organic compounds associated with fuel as contaminants of concern. The Evaluate Treatment Technologies for the Red Hill Drinking Water Well study (Reference (c)) was completed in 2010 to evaluate water treatment technologies to address these contaminants of concern and specifically focused on the removal of Polycyclic Aromatic Hydrocarbons (PAHs), Volatile Organic Compounds (VOCs) and Total Petroleum Hydrocarbons (TPH) and provided action levels for TPH.

On 13 January 2014, fuel level discrepancies in Tank 5 of the Facility were observed prompting the Navy to report a suspected fuel release to the appropriate Federal, State, and City agencies. Later reports estimated a loss of approximately 27,000 gallons of JP-8 fuel.

3.0 TASK SUMMARY

The A-E shall provide all services, equipment, labor, and material required to update the Red Hill GWPP, Model and Analysis. The work shall include, but not be limited to the following:

- a. TASK 1 - Task Order Planning and Management. The A-E shall be responsible for project set-up and planning as follows:
 - (1) The A-E shall meet with the appropriate Navy personnel to review project background information and obtain updated status of Tank 5 release efforts, ongoing monitoring and related efforts.
 - (2) Project coordination shall be done through the Navy Technical Representative (NTR).
 - (3) The A-E shall prepare a schedule including the following milestones to complete the work. Schedule shall be submitted to the NTR no later than 5 working days after award.

- a. Project kick-off meeting

- b. GWPP pre-draft meeting
 - c. GWPP draft submittal
 - d. GWPP final submittal
 - e. Model Plan/Approach draft submittal
 - f. Model Plan/Approach final submittal
 - g. Analysis Plan/Approach draft submittal
 - h. Analysis Plan/Approach final submittal
- b. TASK 2 – Field Visit
- a. One day to visit site. A-E will be required to provide their own Self Contained Breathing Apparatus (SCBA) equipment along with pertinent training on use of the SCBA.
- c. TASK 3 – GWPP Update. The A-E shall update the Final GWPP (Reference (b)) to comply with the requirements of Environmental Hazard Evaluations (EHEs) and Environmental Hazard Management Plans (EHMPs) as specified in applicable DOH-HEER Guidances, including References (g) and (l). Update shall meet the requirement of the State of Hawaii Department of Health (DOH) letter (References (m)) and include, but not be limited to the following:
- a. Update of Site Background to include summary of the recent Tank 5 release event in January 2014.
 - b. Update of Summary of Investigations with discussion of monitoring data collected since the completion of the GWPP, including data collected following the Tank 5 release in January 2014.
 - c. Overall update of entire GWPP to use Fall 2011 or most current version of Hawaii DOH Tier 1 Environmental Action Levels (EALs). Include comparison of site data to updated EALs as required.
 - d. Update of conclusions and recommendations as appropriate:
 - i. Note that A-E shall assume that no additional groundwater modeling will be completed prior to the completion of this GWPP update.
 - e. Update Section 4 and other Sections of the GWPP as required to comply with the requirements of an EHMP as defined in applicable DOH-HEER Guidances, including References (g) and (l).
 - f. Update of Groundwater Monitoring Program with changes since completion of GWPP, including most current version of Tank 5 Comprehensive Drinking Water and Groundwater Monitoring Plan (Reference (n)).

The updated GWPP shall meet all of the requirements of EHEs and EHMPs as defined in References (g) and (l). Organization and structure of the GWPP shall be modified as required in order to clearly identify the required components of the EHE and EHMP processes as defined in References (g) and (l). Draft GWPP will

be submitted to various Navy and regulatory agencies for review. A-E cost shall include two rounds of review comments from these agencies.

TASK 4 – Red Hill Groundwater Flow Model (Model).

The A-E shall develop plan to document approach for updating the Model in order to effectively evaluate the risk of **suspected Tank 5 release** transport to drinking water shafts/wells in the area. The Plan/Approach shall also address the impact of the northwest regional flow component identified in the 2010 Final Summary Report (Reference (d)) on the BWS Halawa Shaft, as well as other potential release volumes of concern. The Plan/Approach shall include State of Hawaii Department of Health (DOH) input and include timelines and budgetary estimates.

- i. Recommendations shall include the number, locations, and specifications of sentinel wells in the NW and South directions between the RH Fuel Storage Facility and the BWS Halawa Pump Station, and the Honolulu BWS Moanalua Pump Station. The recommendations shall take feasibility into consideration in their recommendations (e.g., lack of feasibility for proposed locations on private property).

Written Plan/Approach will be submitted to various Navy and regulatory agencies. A-E cost shall include two rounds of review comments from these agencies.

- d. TASK 5 – Red Hill Contaminant Fate and Transport Analysis (Analysis). The A-E shall develop a written plan to document the approach for updating the Analysis to effectively evaluate the risk of **suspected Tank 5 release** transport to drinking water shafts/wells in the area. The Plan/Approach shall address the impact of the northwest regional flow component identified in the 2010 Final Summary Report (Reference (d)) on the BWS Halawa Shaft, as well as other potential release volumes of concern. The Plan/Approach shall include State of Hawaii DOH input and include timelines and budgetary costs.

Written Plan/Approach will be submitted to various Navy and regulatory agencies. A-E cost shall include two rounds of review comments from these agencies.

- e. TASK 6 – Meetings. The A-E shall participate in meetings with Navy, regulatory agencies and other parties of interest as required. A-E shall act as the Navy's Subject Matter Expert (SME) on the Red Hill GWPP, Model, and Analysis at

these meetings. Assume ten, 3-hour meetings will be required, including, but not limited to:

- a. Project kick-off meeting
- b. Pre-draft meetings
- c. Presentation of findings to stakeholders. A-E shall prepare presentation summarizing findings obtained in Tasks 3, 4, and 5.

4.0 GENERAL REQUIRMENTS AND SPECIAL CONDITIONS

a. The Contractor and subcontractors must take appropriate steps to preserve the confidentiality of the work and shall exercise reasonable care to avoid information from becoming accessible to unauthorized persons. The contractor and subcontractors shall not discuss preliminary findings and results with private organizations, regulatory agencies, public institutions, the media or other military commands without prior approval of the Contracting Officer.

b. The contractor is responsible for the health and safety of all contract employees working within the project sites.

c. The contractor is responsible to obtain applicable federal, state and local permits prior to commencing any field work.

d. The Contractor shall be responsible for obtaining security passes for all personnel and vehicles requiring access to the base. The Contractor shall submit security pass requirements at least three weeks in advance.

5.0 DELIVERABLES

The A-E shall submit the following deliverables:

Deliverable.	Copies	Due Date (calendar days)
Pre-Final GWPP	7 hard copies 7 electronic (CDs)	30 days after Government furnishes the information on release history and details to be incorporated
Final GWPP	7 hard copies 7 electronic (CDs)	15 days after receipt of review comments
Pre-Final Model Plan/Approach	Electronic copy	60 days after receipt of notice to proceed

Final Model Plan/Approach	7 hard copies 7 electronic (CDs)	15 days after receipt of review comments
Pre-Final Analysis Plan/Approach	Electronic copy	60 days after receipt of notice to proceed
Final Analysis Plan/Approach	7 hard copies 7 electronic (CDs)	15 days after receipt of review comments

6.0 POINTS OF CONTACT (POCs)

a. Navy Technical Representative (NTR). The NTR and technical point of contact for this CTO is Jill Ueda NAVFAC HI, Environmental (EV1), phone: (808) 471-1171 x203, email: jill.ueda@navy.mil. Arrange for technical contacts and conferences through the NTR. Keep the NTR informed of progress and problems encountered.

b. Contract Specialist (CS). The Contracting Officer for this CTO is Ms. Jean Kuboyama of NAVFAC Pacific, Acquisitions, phone: (808)471-4666, email: jean.kuboyama@navy.mil.

c. Contractor POC. The Contractor will designate an individual who is directly responsible for, and is the contact on, all technical matters pertaining to this CTO.

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0003	N/A	N/A	N/A	Government
000301	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0003	30-DEC-2014	1	NAVFAC PACIFIC JEAN N. KUBOYAMA ENVIRONMENTAL CONTRACTS BR 258 MAKALAPA DR STE 100 JBPHH HI 96860-3134 (808) 471-4666 FOB: Destination	N62742
000301	N/A	N/A	N/A	N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 5CFX2530 033189 2D SC0600

COST CODE: 1401537

AMOUNT: \$186,557.00

CIN 00000000000000000000000000000000: \$186,557.00

CLAUSES INCORPORATED BY REFERENCE

252.204-0001 Line Item Specific: Single Funding

SEP 2009

Section I - Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS
(JUNE 2012)

(a) Definitions. As used in this clause—

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(4) Receiving report means the data required by the clause at 252.246-7000, Material Inspection and Receiving Report.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when—

(1) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment;

(2) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System);

(3) DoD makes payment for rendered health care services using the TRICARE Encounter Data System (TEDS) as the electronic format; or

(4) When the Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

(End of clause)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

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

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

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

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

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

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

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

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

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

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

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

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

Navy Construction/Facilities Management Invoice

(Contracting Officer: Insert applicable document type(s). Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)

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

See below

(Contracting Officer: Insert inspection and acceptance locations or "Not applicable".)

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

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N68732
Issue By DoDAAC	N62742
Admin DoDAAC	N62742
Inspect By DoDAAC	N62478 / OPHA1
Ship To Code	NA
Ship From Code	NA
Mark For Code	NA
Service Approver (DoDAAC)	NA
Service Acceptor (DoDAAC)	N62742 / ACQ32
Accept at Other DoDAAC	NA
LPO DoDAAC	N62742 / ACQ32
DCAA Auditor DoDAAC	NA
Other DoDAAC(s)	NA

(*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

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

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

jean.kuboyama@navy.mil and technical POC

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

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

Jean Kuboyama

(Contracting Officer: Insert applicable information or “Not applicable.”)

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

(End of clause)