

SECTION B

SUPPLIES OR SERVICES/PRICE

**B.1. General**

This section defines the prices for services to be provided under the Federal Aviation Administration Contract Tower (FCT) contract as described within Section C, Statement of Work (SOW). The Contractor must provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to support the delivery of the required services.

All terms and conditions contained in this document are applicable to all orders issued unless explicitly stated otherwise.

**B.2. Type and Term of Contract**

This acquisition is for a firm fixed priced (FFP) type contract. The term of this contract is for a fourteen-month base period, including a two-month phase-in period and twelve months of full performance, and six one-year option periods.

**End of Section B**

SECTION C

STATEMENT OF WORK

**PART 1 - THE SCHEDULE**

**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**

The following contract line items numbers apply to all work perform under this contract unless otherwise specified. This is a firm fixed (FFP) contract with a Base Year and six one (1) Year Options period of performance. The total price listed below is for Fulton County After Hours of Operations total price for the Base Year.

Hours of Fulton County Airport Operations – Additional Hours

Fulton County Tower Airport	M-F 2200-0600 (6:00 AM to 1:00 P.M.)
Fulton County Tower Airport	Sa-Su 2200-0700 (10:00 P.M. to 7:00 A.M)

8 Hours per day Monday-Friday, and 9 Hours per day Saturday -Sunday

\*Fulton County Airport -Charlie Brown Field is manned by air traffic controllers 24 hours a day to serve the general aviation aircraft. The Federal Aviation Administration (FAA) provides funding hours 0600-2200 Mon-Fri and 0700-2200 Sat-Sun. of daytime air traffic control services through which will provided by CI<sup>2</sup> Aviation contract No. 693KA7-25-C-00003 as of February 1, 2025. Therefore, Fulton County is responsible for the additional cost for the remaining 58 hours a week or 8.28 hours of night coverage service.

Fulton County also is responsible for paying annual insurance. The cost of annual insurance is \$26,100 for 10,000,000.00 (10) million-dollar coverage. Insurance Coverage is an annual cost which will be paid in full at beginning of every year.

**CONTRACT LINE-ITEM NUMBERS - BASE YEAR**

CLIN	LOCID	FACILITY	NO. OF MONTHS	MONTHLY CLIN PRICE	TOTAL PRICE
252	FTY	Fulton County Tower	12	\$23,207	\$278,484
252	FTY	Fulton County Tower Insurance for After Hours *	N/A	\$26,100	ANNUAL

SECTION C

STATEMENT OF WORK

**C.1. Introduction**

**C.1.1. Background**

The Federal Aviation Administration's (FAA's) operation of the United States National Airspace System (NAS) includes over 800 airports. The Air Traffic Control (ATC) services at these airports are provided by FAA employees in some cases and contractor employees in other cases. The FAA Contract Tower (FCT) program is the means through which the FAA obtains ATC services for "contract towers". FCTs are typically located at lower activity airports that operate under Visual Flight Rule (VFR) procedures. The objective of the FCT program is to utilize contractor employees to provide the required ATC services at FCTs in an efficient and cost-effective manner.

**C.1.2. Scope of Services**

The FCT contract encompasses the scope of ATC services and associated support services required for the day-to-day operation of FCTs as defined in this Statement of Work (SOW).

**C.2. Applicable Documents**

In providing the FCT services required by this contract, the Contractor must comply with the applicable orders, policies, and regulations, including those listed in paragraphs C.2.1 and C.2.2 or any update, successor, or replacement orders. The applicable documents consist of Government documents as well as non-Government documents. The Contractor is responsible for reviewing all applicable documents, understanding their impact on the delivery of the required services, and complying with the applicable requirements. The most current version of each document at the time of contract award will be the applicable version at the beginning of contract performance. When and if updates are made to applicable documents during the contract period of performance, the Contractor will be allowed to assess the update for any effect on contract performance before it is incorporated into the contract.

**C.2.1. FAA Orders, Policies, and Documents**

The Contractor must adhere to the applicable FAA Orders, policies, and documents listed in Table C-1. In the performance of the FCT contract, the FAA Orders represent an expansion of the Federal Aviation Regulations listed in Paragraph C.2.2.

## SECTION C

## STATEMENT OF WORK

**Table C-1: Applicable FAA Orders, Policies and Documents**

<b>Document Type</b>	<b>Document Number</b>	<b>Title</b>
FAA Order	JO 1000.37C	Air Traffic Organization Safety Management System
FAA Order	1100.161A	Air Traffic Safety Oversight
FAA Order	1350.14B	Records Management
FAA Order	1600.69D	FAA Facility Security Management Program (FSMP)
FAA Order	1900.1G	FAA Emergency Operations Plan
FAA Order	JO 1900.47F	Air Traffic Services Contingency Plan
FAA Order	JO 2900.2	Air Traffic Organization Audits and Assessments
FAA Order	JO 3120.4R	Air Traffic Technical Training
FAA Order	7050.1B	Runway Safety Program with Change 1 and 2
FAA Order	JO 7110.65AA	Air Traffic Control
FAA Order	JO 7110.67L	Air Traffic Management Security Procedures and Requirements for Special Operations
FAA Order	JO 7200.20B	Voluntary Safety Reporting Programs

## SECTION C

## STATEMENT OF WORK

<b>Document Type</b>	<b>Document Number</b>	<b>Title</b>
FAA Order	JO 7210.3DD	Facility Operation and Administration
FAA Order	JO 7210.55G	Operational Data Reporting Requirements
FAA Order	JO 7210.632A	Air Traffic Organization Occurrence Reporting including Change 1 and 2
FAA Order	JO 7210.633A	Air Traffic Organization (ATO) Quality Assurance (QA) including Change 1
FAA Order	JO 7210.634A	Air Traffic Organization (ATO) Quality Control
FAA Order	JO 7210.78	FAA Contract Tower (FCT) New Start and Replacement Tower Process
FAA Order	JO 7230.8	Limited Aviation Weather Reporting Stations (LAWRS)
FAA Order	JO 7232.5G	Changing Operating Hours for Terminal Facilities
FAA Order	JO 7340.2M	Contractions
FAA Order	JO 7350.9FF	Location Identifiers
FAA Order	JO 7400.2P	Procedures for Handling Airspace Matters
FAA Order	JO 7610.14	Non-Sensitive Procedures and Requirements for Special Operations

## SECTION C

## STATEMENT OF WORK

<b>Document Type</b>	<b>Document Number</b>	<b>Title</b>
FAA Order	JO 7610.4X	Sensitive Procedures and Requirements for Special Operations
FAA Order	JO 7900.5E	Surface Weather Observing w/ Change 1
FAA Order	7930.2T	Notices to Air Missions
FAA Order	8000.90C	Air Traffic Safety Oversight Credentialing and Control Tower Operator Certification Programs
FAA Order	8000.95C	Designee Management Policy
FAA Order	8020.16D	Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting
FAA Manual	N/A	Aeronautical Information Manual (AIM) <a href="https://www.faa.gov/air_traffic/publications/atpubs/aim_html/">https://www.faa.gov/air_traffic/publications/atpubs/aim_html/</a>

**C.2.2. Government Regulations**

The Contractor must adhere to the applicable Government regulations listed in Table C-2.

## SECTION C

## STATEMENT OF WORK

**Table C-2: Applicable Government Regulations**

<b>Reference</b>	<b>Title</b>
Federal Aviation Regulations Part 1	Definitions and Abbreviations
Federal Aviation Regulations Part 65	Certification: Airmen Other Than Flight Crewmembers
Federal Aviation Regulations Part 67	Medical Standards and Certification
Federal Aviation Regulations Part 91	General Operating and Flight Rules
Federal Aviation Regulations Part 93	Special Air Traffic Rules
14 CFR Part 121 Appendix I	Drug Testing Program
14 CFR Part 121 Appendix J	Alcohol Misuse Prevention Program
49 CFR 830.2	Definitions
49 CFR Part 40	Procedures for Transportation Workplace Drug and Alcohol Testing Programs

**C.2.3. Order of Precedence**

- a) If the requirements of this SOW and the referenced applicable documents are in conflict, this SOW has precedence over all documents referenced herein.
- b) When FAA Orders are more prescriptive or restrictive than the corresponding Federal Aviation Regulations, then the FAA Order takes precedence.
- c) If the Contractor identifies a potential conflict between two or more referenced applicable documents or two or more sections of this SOW, the Contractor must advise the FAA Contracting Officer (CO) for resolution.

SECTION C

STATEMENT OF WORK

- d) If the Contractor believes that any revision to an applicable document is cause for an adjustment to the contract, the Contractor must immediately notify the CO.

**C.2.4. Availability of Documents**

Copies of FAA orders, policies, and documents may be obtained from the CO as identified in Section G of this contract. Requests must clearly identify the title and/or number of the document.

Time critical documents, such as General Notices (GENOT) and Notices to Air Missions (NOTAMs), will be provided by FAA directly to ATC personnel at each FCT.

**C.2.5. Facility Access**

The Government will provide the Contractor with access to the facilities where services required under this contract must be performed.

**C.2.6. Workspace**

At FAA-owned facilities, the Government will provide the FCT Contractor with sufficient workspace for the provision of ATC services, administrative office, and storage of operational supplies, equipment, and records to include any site-specific requirements as outlined in

At Airport Sponsor-owned facilities, the Airport Sponsor is responsible for providing the workspace.

**C.2.7. Equipment**

The Government will provide all operational equipment required at FAA-owned facilities in accordance with JO 7210.78.

The Government will provide the Contractor with the necessary office furnishings for the administrative space at FAA-owned facilities in accordance with JO 7210.78.

At Airport Sponsor-owned facilities, the Airport Sponsor is responsible for providing and maintaining the tower equipment and furnishings.

**C.2.8. FAA District Contact Facility**

The Government will provide the Contractor with the identity of the FAA District Contact Facility no later than 30 days after contract award and will keep the Contractor apprised of any changes thereto. The FAA District Contact Facility will provide the Contractor with operational information pertaining to the FCTs within the scope of the Contractor's operational responsibility. The FAA District Contact Facility will notify AJM-3 of observed and or reported events of failure to meet operational expectations at FCT locations within their area of responsibility.



SECTION C

STATEMENT OF WORK

**C.2.9. Operational Forms, Publications, and Charts**

The Government will provide the Contractor with Operational Forms, Publications, and Charts required by the orders, policies, and regulations listed in Paragraph C.2.

**C.2.10. Testing, Certification, and Training**

The associated FAA District facility for each FCT will perform facility rating certifications and Control Tower Operator (CTO) testing and certification when required. The FAA will furnish a Distance Learning Platform (DLP) at all FCT locations and provide updates to the DLP as needed. The FAA will also provide training for new, different, or modified Government Furnished Equipment (GFE).

The Government will provide designated Contractor employees with the following virtual Safety Risk Management (SRM) training:

- SRM Practitioner course (FAA66000025),
- SRM Panel Facilitation course (FAA66000026), and
- SRM Panel Facilitation Refresher course (FAA50338021).

The training referenced in this paragraph will be provided at the Government's expense and all course materials will be provided by the FAA.

**C.2.11. Evaluations**

The Government will conduct evaluations and safety audits in accordance with FAA JO 2900.2, Air Traffic Organization Audits and Assessments.

**C.2.12. Maintenance**

The Government will provide routine and corrective maintenance for all Government owned operational equipment and retains the right to modify existing equipment and/or install new or different equipment in accordance with FAA standards.

At FAA-owned facilities, the Service Area Technical Operations District Office will be responsible for all FAA maintenance, repairs, upkeep, and janitorial services to include the appropriate surrounding grounds.

At Airport Sponsor-owned facilities, the Airport Sponsor will be responsible for all maintenance, repairs, upkeep, and janitorial services, to include the surrounding property.

SECTION C

STATEMENT OF WORK

**C.2.13. Aviation Liability Insurance**

The Government will provide Aviation Liability Insurance to the FCT Contractors for awarded hours of operation.

**Computer Hardware, Software, and Networks**

The Government will provide and maintain all computer equipment, networks, and software required by FCT Contractor personnel to provide the required ATC services at FCT facilities.

FCT Contractor personnel must adhere to FAA policies for use of Government-furnished computers and Government-operated computer networks.

**C.3. Requirements**

The Contractor must furnish the labor, supervision, and administrative office supplies necessary to operate the FCTs as outlined below. The Contractor is responsible for furnishing all items necessary to fulfill the requirements of this contract, except for those items specifically called out as Government-furnished in Paragraph C.3 of this document.

**C.3.1. ATC Services**

- a) The Contractor must provide ATC services during all required hours of operation at each location and ensure continuity of service at each location within the assigned FCT area(s).
- b) The Contractor must provide ATC services at all FCT locations in accordance with Federal Aviation Regulations (FAR), Part 65, Subpart B and in accordance with the applicable orders, regulations, and documents listed in Paragraph C.2.
- c) Controller personnel employed by the Contractor for the performance of this contract must meet the qualifications stipulated in FAR, Part 65, Subpart B.

SECTION C

STATEMENT OF WORK

- d) The Contractor must ensure the actions of Contractor personnel are in accordance with FAA Order 7210.3, Facility Operation and Administration.
- e) The Contractor must provide a full-time equivalent (FTE) Air Traffic Manager (ATM) for each FCT location within the assigned FCT area(s).
- f) Each ATM must oversee the day-to-day operations of the facility to ensure the FCT complies with all applicable FAA directives and policies.
- g) The Contractor must assign at least four FTE controllers to each FCT, not including the ATM.
- h) The Contractor must assign at least two fully certified personnel to midnight shifts at each FCT that operates on a 24-hour basis as identified in, FCT Site Specific Information.
- i) The Contractor must ensure that Contractor personnel with decision-making authority are available to respond to matters within their respective areas affecting the operational effectiveness of an FCT under their contractual jurisdiction within five business days.

**C.3.1.1. Staffing**

- a) The Contractor must prepare and submit a Staffing Plan that provides the number of Full Time Equivalent (FTEs) required to meet the operational hours as specified FCT Site Specific Information for each FCT facility within the scope of this contract.
- b) The Contractor must adhere to the FAA-approved Staffing Plan for each FCT location.
- c) Should the requirement for staffing outside the normal operating hours become recurring, the Contractor must adhere to the requirements of the FAA- approved Staffing Plan.
- d) The Contractor may enter into agreement(s) with an entity not a party to this contract to provide ATC services during hours not required by the FAA approved staffing plan. The FAA will not be liable for any of the staffing cost associated with such work.
- e) In the event of an emergency situation requiring a change to the approved staffing plan, the Contractor must take the necessary actions to ensure the safety of operations is not jeopardized. The Contractor must notify the CO of such occurrences as soon as practical.
- f) The Contractor must advise AJM-3 whenever staffing changes occur, or are forecasted to occur, which may impact the provision of ATC services.
- g) The Contractor must submit requests for any changes to staffing and/or operating hours to AJM-3 for approval by the CO.

**C.3.1.2. Preparatory and Closing Activities**

- a) The Contractor must perform activities, such as taking weather observations or verifying runway lighting operability, to prepare the FCT for opening and closing on each day of operation.

SECTION J

LIST OF ATTACHMENTS

Note: These activities are not necessarily performed during the FCT facility's hours of operation.

**C.3.1.3. Notification of ATC Service Interruptions, Accidents, and Incidents**

- a) The Contractor must report accidents/incidents and collect applicable data in accordance with FAA Order 8020.16D, Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting.
- b) The Contractor must ensure continuity of service at each location within their assigned contract area and must provide the contractually required hours of operation at each location.
- c) The Contractor must notify the FAA District Contact Facility, CO, and FCT Contracting Officer's Representative (COR) as soon as it is known that ATC services must be terminated, either temporarily or permanently; and
- d) If the operating hours are temporarily or permanently reduced or terminated, the Contractor must provide AJM-3 with all requested information related to the event.

**C.3.1.4. Facility Training Program**

- a) The Contractor must establish, document, and implement a Facility Training Program for controllers.
  - b) The Contractor must develop and submit an FCT Facility Training Plan to ensure that training of Air Traffic Control Specialists is conducted consistent manner across a geographically dispersed workforce.
  - c) The Contractor must administer the Facility Training Program in a uniform and standardized manner.
  - d) The Contractor must review and update the Facility Training Program at least annually. The training program is subject to FAA evaluations in accordance with JO 7210.634A, Air Traffic Organization (ATO) Quality Control.
  - e) The Contractor's Facility Training Program must comply with the following orders and regulations:
    - 1) FAR, Part 91, General Operating and Flight Rules; and Part 93, Special Air Traffic Rules and Airport Traffic Patterns
    - 2) FAA Order 8000.90C, AOV Credentialing and Control Tower Operator Certification Program; and
    - 3) FAA Order 3120.4, Air Traffic Technical Training including refresher, proficiency, and remedial training.
  - f) The Contractor's Facility Training Program must include all required briefing items of National, Regional, and Service Area concern, and other required FCT items as determined by governing/appropriate Air Traffic organizations.
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SECTION J

LIST OF ATTACHMENTS

- g) The Contractor must maintain a FAA Form 3120-1, Training and Proficiency Record (or a reasonable facsimile), for all operational controllers.
- h) The Contractor must ensure that On-The-Job (OJT) instruction is conducted by facility-rated FCT contract personnel in accordance with FAA Order 3120.4.
- i) The Contractor must comply with FAA Orders JO 3120.4 and FAA JO 7900.5 for aviation weather observation testing and certifications.
- j) The Contractor must conduct re-certification of FCT personnel to perform facility ATC duties in accordance with FAA JO 3120.4, Air Traffic Technical Training.
- k) The Contractor must provide contract personnel with training on GFE following initial FAA training.

**C.3.1.5. Quality Control Program**

- a) The Contractor must establish and maintain a quality control program in accordance with FAA JO 2900.2, FAA JO 7210.633A, and FAA JO 7210.634A.

Notes:

- Checklists and processes utilized for evaluating FCT facilities are contained in FAA JO 2900.2, Air Traffic Organization Audits and Assessments; FAA JO 7210.633A, Air Traffic Organization Quality Assurance Program; and FAA JO 7210.634A, Air Traffic Organization Quality Control.
  - The Contractor's Quality Control Program is subject to evaluation by the FAA.
- b) The Contractor must develop and submit a Quality Control Program Plan
  - c) The Contractor must provide written responses regarding corrective actions for any problems identified and/or remaining open as a result of an FAA safety audit.

**C.3.1.6. Safety Management System Program**

- a) The Contractor must implement a Safety Management System (SMS) program in accordance with the following directives:
  - 1) FAA Order JO 1000.37C, Air Traffic Organization Safety Management System; and
  - 2) FAA Order 1100.161A, Air Traffic Safety Oversight.
- b) The Contractor's SRM process must be consistent with the current version of the ATO SMS Manual, AOV Safety Oversight Circulars, and ATO Safety Guidance Documents.
- c) The Contractor must submit an FCT SMS Implementation Plan for the FCTs covered by this contract. The Contractor must execute its SMS program in accordance with the FAA-approved FCT SMS Implementation Plan.

SECTION J

LIST OF ATTACHMENTS

- d) The Contractor must ensure that changes to systems, procedures, operations, or personnel qualifications, including the addition of new systems, to include taxiways, runways and extensions are evaluated using the SRM process documented in the FAA-approved FCT SMS Implementation Plan.
- e) Per the FAA-defined training schedule, the Contractor must make Contractor employees available for training to facilitate FAA-conducted SRM Panels.
- f) The Contractor must designate controller personnel annually per the FAA-defined training schedule to complete a SRM Practitioner and SRM Facilitation Training course.
- g) The designated Contractor employees must complete the SRM Practitioner course, SRM Panel Facilitation course, and the SRM Panel Facilitation Refresher course (required every 2 years).
- h) Until each FCT has at least one employee trained as a SRM Panel Facilitator, the Contractor may be required to provide a trained SRM Panel Facilitator at the FAA's expense from another FCT or the Contractor's corporate office to facilitate SRM Panels.
- i) Any FCT employee that participates on an SRM Panel must complete the ATO SMS and SRM for Safety Stakeholders web-based course offered in eLearning Management System (eLMS).
- j) The Contractor must ensure that all FCT employees complete the Managing Safety web-based course offered in eLMS within the first six months of hire.
- k) The Contractor must track and maintain a record of training courses completed by each Contractor employee.
- l) The Contractor must submit required SRM documentation through the respective FAA District Manager utilizing the assistance of the appropriate SMS District point of contact.
- m) If the Contractor is preparing an SRM document with or without hazards, the Contractor must brief the Government on the status of the document. Upon Government request, the Contractor may be required to brief the Government at other phases of the SRM process.
- n) The Contractor must follow and adhere to the ATO SMS Manual regarding the SRM process when developing an SRM document with or without hazards.
- o) The Contractor must forward the SRM document with or without hazards to their respective FAA District Manager for "risk acceptance" signature or further processing.
- p) The Contractor must co-sign all SRM documents created by the Contractor with the appropriate FAA District Manager(s).

SECTION J

LIST OF ATTACHMENTS

- q) The Contractor must retain a copy of the SRM documents with or without hazards in facility files for the life cycle of the change.
- r) Within 30 days after the Government accepts a risk, the Contractor must enter all hazards into the Safety Management Tracking System (SMTS) maintained by the Government to include status updates of all initial high-risk hazards identified in any submitted SRM document with hazards.
- s) Upon Government acceptance of a risk identified in an FCT SRM document with hazards, the Contractor must implement, track, and monitor the change as identified in the Monitoring Plan of the SRM document with hazards.
- t) The Contractor must immediately notify the appropriate FAA District Manager if an initial high-risk hazard affecting the NAS within a facility is identified as part of an SRM Panel.
- u) The Contractor must establish a positive safety culture at their facilities that:
  - 1) Fosters an understanding of hazards and risks inherent in the operations
  - 2) Creates an environment where employees continuously work to identify and report safety issues
  - 3) Provides a workplace where employees are encouraged to report safety issues
  - 4) Encourages the reporting of existing safety issues, and once they are reported, appropriate actions are taken in accordance with the ATO SMS Manual; and
  - 5) Provides a workplace where employees are encouraged to develop and apply their own skills and knowledge to enhance organizational safety.

**C.3.1.7. Facility Security Management Program**

- a) For each FCT within the scope of this contract, the Contractor must implement a Facility Security Management Program (FSMP) that meets both the required physical security and the administrative facility security protective measures, as required by the current version of FAA Order 1600.69, FAA Facility Security Management Program.
- b) As part of the FAA's FSMP, the Contractor must assign, in writing, a member of its FCT staff to act as the Security Coordinator (SC) for each staffed FCT. The SC must serve as the facility's designated security representative for matters involving facility security. Each SC must act as the security focal point for the facility with the FAA's Servicing Security Element (SSE).
- c) The SC must be physically located at the FCT, and the SC responsibilities assigned to one of the facility staff members. The SC role is an administrative duty that must be performed by FCT staff.

SECTION J

LIST OF ATTACHMENTS

- d) The Contractor must take the required corrective action to reduce or eliminate physical security and administrative security vulnerabilities that are under their area of responsibility and have been identified as the result of FAA-conducted facility security assessments, inspections, or other security evaluations.
- e) The SC at FAA-owned FCTs will coordinate all findings with the appropriate FAA representative to ensure findings for which the FAA is responsible are corrected. The SC at airport sponsor-owned FCTs must coordinate all findings with the Airport Sponsor to ensure that findings for which the Airport Sponsor is responsible are corrected.
- f) The SC at FAA-owned FCTs, must implement a Facility Security Plan (FSP) for each FCT within the scope of this contract in accordance with the current version of FAA Order 1600.69 for their facility.
- g) The Contractor must update the FSP for a specified FCT when requested by the Government.
- h) The Contractor must ensure that a hardcopy of the FSP is available at each FCT.
- i) The SC must report security incidents to the FAA SSE as soon as possible and within 48 hours of the incident through the Web-based Incident Reporting System (WebIRS). WebIRS can be found at: <https://incidentreporting.faa.gov>.

Notes:

- The FAA SSE will coordinate with the contractor as necessary to ensure that the security for all FCTs and associated personnel meet those requirements.
- The FAA SSE point of contact information for each FAA region/center is provided in Attachment J-5, FAA Regional Security Servicing Elements Office.
- The FAA SSE is the individual the SC coordinates with on all matters involving facility security.
- The FAA will ensure the effectiveness of the contractor's FSMP through the conduct of scheduled and unscheduled facility security assessments, inspections, facility security program evaluations, and incident reporting.
- The FAA SSE will conduct periodic facility security assessment of the FCT, which is an on-site examination of the facility in order to determine if there are any physical and administrative security vulnerabilities or findings.

**C.3.1.8. Aviation Safety Action Program (ASAP)**

- a) The Contractor must implement an Aviation Safety Action Program (ASAP) that complies with FAA Order JO 7200.20, Voluntary Safety Reporting.



SECTION J

LIST OF ATTACHMENTS

- b) The Contractor must establish and implement a Voluntary Safety Reporting Program (VSRP) in accordance with FAA Order JO 7200.20, Voluntary Safety Reporting Programs.
- c) The Contractor must sign the FAA Contract Tower Aviation Safety Action Program (FCT ASAP) Memorandum of Understanding (MOU) within 90 days after contract award.
- d) The Contractor must structure its ASAP so that it is in accordance with the applicable FCT ASAP MOUs.
- e) The Contractor must ensure that all employees and managers receive FAA-provided training on the provisions of applicable FCT ASAP MOU.
- f) The Contractor must designate two employees to participate in the annual VSRP Calibration Workshop provided by the FAA's VSRP Office.
- g) New members assigned by the Contractor to the ERC must attend the FAA's ERC new members training course when the first training is made available.

**C.3.1.9. Drug Testing Program**

- a) The Contractor must establish and maintain a drug free workplace and drug testing program in accordance with policies and directives stated in 14 CFR Part 120.
- b) The Contractor must submit reports on the Drug Testing Program to the FAA Office of Aerospace Medicine (Code AAM) as prescribed in 14 CFR Parts 120.

Note: The FAA reserves the right for the CO to require additional drug testing upon request.

**C.3.1.10. Alcohol Misuse Prevention Program**

- a) The Contractor must establish and maintain an Alcohol Misuse Prevention Program in accordance with 14 CFR Part 120.
- b) The Contractor must submit reports on the Alcohol Misuse Prevention Program to the FAA Office of Aerospace Medicine (Code AAM) as prescribed in 14 CFR Parts 120.

**C.4.6. Contingency Planning and Operations**

- a) The Contractor must ensure that each FCT facility in their jurisdiction is in compliance with FAA JO 1900.47F, Air Traffic Control Operational Contingency Plans.

**C.4.7.** Should the Government determine that it is necessary for an FCT to remain open beyond normal operating hours to support airport emergency operations due to natural or man-made disasters (i.e., hurricanes, earthquakes, fire, bomb threats, or other natural or man-made events), the Contractor must take immediate action to extend hours to accommodate the situation. Maintenance of Records and Operational Data

SECTION J

LIST OF ATTACHMENTS

- a) The Contractor must comply with the provisions of FAA Order 1350.14B, Records Management, concerning documentation of operational data and maintenance of records.
- b) The Contractor must provide the FAA access to FCT operational data upon request.

**C.4.8. Facility Charts and Diagrams**

- a) The Contractor must keep facility charts and diagrams current and legible for each FCT facility within the assigned area.

**C.4.9. Reporting**

- a) The Contractor must provide information in response to requests from FAA, such as data for aeronautical studies, operational statistics, internal facility directives, Letters of Agreement (LOAs), and other similar requests.
- b) Upon the Government's request, the Contractor must provide a current copy of any local FCT facility directive and regulations regarding the provision of ATC services, any documents to which the FCT Contractor is a signatory, and any other documents used to perform FCT air traffic services.

**End of Section C**