



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

27 June 2025

**REQUEST FOR STATEMENT OF INTEREST
W9126G-25-2-SOI-5805**

Applicants must be a member in one of the following Cooperative Ecosystem Studies Units Regions: Pacific Northwest, Hawaii-Pacific Islands, and Californian Regions.

Project Title: Management Species - Sea Turtle Nesting Surveys, Wake Island Airfield

A cooperative agreement is being offered ONLY to members of the Cooperative Ecosystem Studies Units (CESU) Program Region(s) identified above. Award will be made upon mutual agreement and acceptance of the terms and conditions contained in the request for proposal and the recipient's CESU Joint and Cooperative Agreement (also known as the CESU Master Agreement).

Note: the established CESU Program indirect rate is **17.5%**.

Responses to this Request for Statements of Interest will be used to identify potential organizations for this project. Approximately **\$271,430.00** is expected to be available to support this project for the **Base Period**. Additional funding may be available to the successful recipient for optional tasks and/or follow on work in subsequent years.

NOTE: This project will be awarded under the authority of 16 USC 670c-1, **Sikes Act**. For projects for the implementation and enforcement of integrated natural resources management plans, priority shall be given to award to Federal and State agencies having responsibility for the conservation or management of fish or wildlife.

Period of Performance. The base period of the agreement will extend 18 months from the date of award. There may be up to four (4) 18-month follow-on periods based on the availability of funding.

Description of Anticipated Work: See attached Statement of Objectives

NOTE: At this time, we are only requesting that you demonstrate available qualifications and capability for performing similar or same type of work by submitting a Statement of Interest. A full proposal and budget are NOT requested at this time.

Preparation of your Statement of Interest: Provide the following (Maximum length: 2 pages, single-spaced, 12 pt. font):

1. Name, Organization, CAGE Code, Unique Entity ID, CESU Region, and Contact Information (Email)

2. Brief Statement of Qualifications (including):
 - a. Biographical sketch of the Principal Investigator, to include specific experience and capabilities in areas related to this project's requirements
 - b. Relevant past projects and clients with brief descriptions of these projects
 - c. Staff, faculty or students available to work on this project and their areas of expertise
 - d. Brief description of other capabilities to successfully complete the project: (e.g. equipment, laboratory facilities, greenhouse facilities, field facilities, etc.)

Submission of Your Statement of Interest

1. Statements of Interest (SOI) are due by **2:00 P.M., Central Time**, on **28 July 2025** via email to the parties listed below.
2. Direct questions no later than **14 July 2025**, to the parties listed below.

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Review of Statements Received: All statements of interest received from a member of the CESU Region(s) identified above will be evaluated by a board comprised of one or more people at the receiving installation or activity, who will determine which statement(s) best meet the program objectives, offer the most highly qualified Principal Investigator, have the most relevant experience and the highest capability to successfully meet the program objectives. Submitters whose statements are determined to best meet the program objectives will be invited to submit a full proposal.

Timeline for Review of Statements of Interest: RSOIs are required to be posted on www.Grants.gov for 30 days prior to the Government making a decision and requesting full proposals.

TO BE ELIGIBLE FOR AWARD, THE RECIPIENT AND ANY PROPOSED SUBRECIPIENTS AND CONTRACT VENDORS MUST HAVE AN ACTIVE NIST SP 800-171 DOD ASSESSEMENT (PERFORMED WITHIN THE LAST 3 YEARS). Additional details are provided as a separate attachment to this document.

Thank you for your interest in our Cooperative Agreements Program.

CHERYL R. VENDEMIA
Grants Officer

Attachment: Statement of Objectives

STATEMENT OF OBJECTIVES (SOO)
U.S. AIR FORCE 611TH CIVIL ENGINEER SQUADRON
MGT, SPECIES, Sea Turtle Nesting Surveys
Cooperative Ecosystem Studies Unit (CESU) Cooperative Agreement
3 June 2025

1.0 PURPOSE

- 1.1** This SOO provides the details of work to be performed for the U.S. Air Force (AF), Pacific Air Forces Regional Support Center (PRSC), 611th Civil Engineering Squadron (CES) through a cooperative agreement. The overall goal of this project is to complete sea turtle surveys and monitoring at Wake Atoll (WA). This project shall (a) monitor sea turtle nesting activities to collect information to better understand the nesting population and trends, (b) provide protection of active nest sites until hatchling emergence, (c) conduct educational outreach activities for Base personnel, their dependents, and the general public.
- 1.2** WA is a geographically isolated area approximately 2,247 miles (3,616 km) from the nearest continental mainland (Russia), 6,859 km (4,262 miles) from the U.S. mainland, 3,707 km (2,304 miles) west of Honolulu, HI, and 560 km (348 miles) from its nearest neighbor (Bokak Atoll, Marshall Islands). It is composed of a group of three coral islands (Wake, Peale, and Wilkes) surrounding a central lagoon. Like many others in the region, the islands of Wake Atoll were formed by coral reefs growing around a central oceanic (volcanic) island that has since subsided. What remains above water covers a total land area of 2.7491 mi² (7.12km²) or approximately 1,759 acres above mean low water line. It is thought that Wake Atoll is the oldest (approximately 120,000 years) in the world.

The Atoll has been administered by the AF since 1972, and specifically by 611th CES since its transfer from the 15th Air Wing in 2009. In 2009 the waters surrounding the atoll were designated as Wake Atoll National Wildlife Refuge as part of the Pacific Remote Islands Marine National Monument which was expanded in 2014. The PRSC is responsible for leading the effort to manage the natural resources at WA. Air Force Manual 32-7003 requires that all installations conduct basic reconnaissance surveys to determine the presence of any suspected federally listed Threatened, Endangered or Candidate species on an installation. Periodic re-surveys and monitoring of known listed species are necessary.

Past efforts to document the utilization of nearshore waters and beaches by various species of sea turtles have occurred in the past to a limited degree. Formal sea turtle inventory/monitoring surveys were last conducted on WA in 2010-2011. Sea turtle activity was not detected during these surveys. In March/April of 2015, an unidentified potential turtle crawl was observed during a site visit to Peale Island (lagoon side of the island). The potential crawl was observed on an area of beach with associated Ironwood (*Casuarina equisetifolia*). In 2017, USFWS divers observed green sea turtles in the waters surrounding Wake while conducting rare coral surveys. In 2021, a hawksbill (*Eretmochelys imbricate*) was observed in the waters surrounding Wake Atoll. Additional sea turtle species: leatherback (*Dermochelys coriacea*), loggerhead (*Caretta caretta*), Kemp's ridley (*Lepidochelys kempii*) and olive ridley (*Lepidochelys olivacea*) may also visit the island as their distributions include the tropical and subtropical regions of the Pacific Ocean.

2.0 AUTHORITY

Authority to enter into a Cooperative Agreements (CA) for the work: Section 670c-1, Title 16 United States Code, Sikes Act.

- 2.1.** In agreement with the above stated goals, the Non-Federal Entity (NFE) agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the PRSC responsibilities pursuant to the Sikes Act Improvement Act (16 USC 670 et seq.), the National Environmental Policy Act (42 U.S.C. 4321 et seq.), and Air Force and Department of Defense natural resources directives and instructions.

In general, cooperative agreements must carry out a public purpose of support or stimulation, however under the authority of the Sikes Act (16 USC 670c-1 (c) (2)), notwithstanding chapter 63 of Title 31 (31 U.S.C. § 6301 et seq), a cooperative agreement under this section may be used to acquire property or services for the direct benefit or use of the United States Government.

Examples of carrying out a public purpose may include, but are not limited to, the following:

- Project results are made available to a wide audience (including nonfederal entities, following necessary coordination with the PRSC project manager)
- Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area
- Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and

- develop skills and abilities
- Students benefit from direct interaction with federal scientists, program and technical staff, and field unit managers

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

The AFCEC/PRSC further (hence DoD) agrees to provide substantial involvement as directed under the appropriate master agreement to include, but not limited to the following:

- AFCEC/PRSC is involved in development of study methodology, data gathering, analysis, and/or report writing
- AFCEC/PRSC actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees.
- Coordinate research activities with other installation entities and scheduling of range time.
- Collaborating on appropriate course of action for attainment of site-specific objectives, including technical assistance and DoD guidance.
- Participation in status meetings including kick off meeting and Quarterly project update meetings.

3.0 DESCRIPTION OF OBJECTIVES

3.1 This support implements INRMP Goals and Objectives as described in Reference B, which is the approved 2023 INRMP for Wake Island Air Field, Wake Atoll; Koke`e Air Force Station, Kaua`i, Hawai`i; Mt. Ka`ala Air Force Station, O`ahu, Hawai`i. Further description of the 2023 signed and approved INRMP requirement is further described as follows:

GOAL 4: Use a regional ecosystem-based approach to Manage sensitive species and their habitats in the face of a changing climate on Wake Atoll, Mt. Ka`ala AFS, and Kōke`e AFS while maintaining the operational functionality of the sites' missions.

OBJECTIVE 4.1: Ensure a healthy marine ecosystem and healthy populations of sea turtles, scalloped hammerhead sharks, oceanic whitetip sharks, and giant manta rays on Wake Atoll.

PROJECT 4.1.1: Develop a sea turtle monitoring protocol and then conduct annual sea turtle monitoring surveys for nests, crawls, and tracks during the nesting season (between April and June) on Wilkes and Peale islands. If nests are found, continue monitoring surveys to record hatchling success.

3.1.1 Task 1: Kickoff Meeting and Work Plan

A kick-off meeting will be held within 30 days of the cooperative agreement award and shall discuss the project, concerns, and develop a project outline/timeline. The project outline shall be based on the tasks, deliverables, and schedule presented in this document and presented to the 611th Technical POC for concurrence. The Non-Federal Entity (NFE) is responsible for all meeting minutes and distribution to all parties within 10 working days.

A work plan shall be created by the NFE displaying how and when the work will be completed over the course of the period of performance. The work plan will be based on the tasks, methods, deliverables, and schedule presented in this document and kick-off meeting discussions. The work plans shall be approved by the 611th Technical POC prior to initiating fieldwork.

- Draft: within 60 days of award.
- Final: within 14 calendar days after receipt of comments from 611th CES.

3.1.2 Task 2: Sea Turtle Surveys and Monitoring

The NFE will evaluate past efforts and protocols and utilize the information to develop an updated survey protocol. The protocol shall be utilized to conduct sea turtle surveys for nests, crawls, and tracks in areas with potentially suitable nesting habitat. Habitat conditions may be altered by storm events; therefore, locations of suitable habitat might change. If tracks or nests are found, at minimum the following data should be recorded:

- a. Species assessed by track size
- b. Date, time, and current conditions
- c. Nest found, or beach crawl
- d. Geographic coordinates for nest or highest point on the beach
- e. Photos taken of tracks and nests

- f. Comments on disturbance, erosion, or predation
- g. If nests are found, area will be marked to reduce nest loss due to disturbance and trampling.

If nests are found, monitoring should continue to record hatchling success.

3.1.3 Task 3: Nest Protection, Outreach, and Development of Management Actions

The NFE is responsible for flagging and deploying signage to areas where nesting is determined to be occurring to bring awareness and security to the nesting area. In the event no nesting is discovered the NFE shall leave flagging and signage with the on island environmental technician. In order to increase awareness of sea turtle conservation on island, the NFE shall create and deliver a power point presentation to the community of wake on the status of sea turtles in the region, their life history, methods of identification, historical observations of sea turtles at wake and results of this projects surveys. The NFE will develop management actions to enhance nesting habitat and minimize potential for adverse impacts to nesting areas. These suggested management actions shall be portrayed in the draft report for government review. The NFE shall assume discovering two nests during the period of performance for purposes of proposing time spent deploying awareness materials and signage to a given nesting area.

3.1.4 Task 4. Draft and Final Report

The NFE shall prepare draft and final reports summarizing the results of all tasks outlined in this Statement of Work. Reports shall contain detailed descriptions of the methods used to complete each task, including maps of spatial data and points used to collect data, summary statistics of surveys conducted, management actions developed, and proposed next steps for continued and future research and monitoring priorities on Wake Atoll. The Draft report shall be submitted to the government no later than 14 months after award. The NFE will give the USAF a 30-calendar day review period to review the draft report. Upon receipt of USAF comments on the draft report, the NFE shall address each comment, provide a comment response in a Response to Comment Matrix and adjust the report in alignment with comments. The final report and populated comment response matrix shall be provided to the USAF within 30 calendar days of receipt of USAF comment on the draft project summary report.

3.2 LOGISTICS - Planning a field mission in a highly remote location, like Wake Atoll, requires extensive preparation and a number of approvals. All project

participants wishing to be granted access to Wake atoll will populate Reference B, the Site Arrival Request (SAR) form, in order to be screened for security and approval. It is the responsibility of the NFE to populate and submit Reference B in accordance with timelines and instructions depicted in the Installation Base Support Letter, also referred to in the SOW as Reference C. The 611th project manager will assist the NFE with obtaining Travel Orders (also referred to as Letter of Introduction) and access to Joint Base Pearl Harbor Hickam, which is the installation where aircraft depart to access Wake Island. It is not the responsibility of the government to populate or submit the SAR on behalf of the NFE.

The NFE will be required to make their own arrangements for the use of a vehicle while on Wake atoll. Availability of vehicles on Wake are limited and it is suggested the NFE reach out to the base support contractor or other contractor's operating onsite to inquire into vehicle availability. The NFE does not need to make billeting arrangements; these will be automatically arranged by the base operating support contractor upon completion of approved SARs. The fees for lodging and food on Wake Atoll are advertised on the world wide web at the following address: <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>. There is no cellular phone service available on Wake and internet accessibility is also limited. The NFE shall plan accordingly and is allowed to bring personal internet access tools and devices.

3.3 SPONSOR RESPONSIBILITIES - USAF staff will provide (1) electronic copies of all available maps and historic data relevant to these projects including GIS data as requested; (2) provide blank site access forms to the NFE and advocate for access to all unrestricted areas subject to this Scope; (3) provide email and telephone points of contact for logistical support personnel from the current base operations site contractor, air mobility command, transportation management office and the 611 Air Support Squadron (611 ASUS) which approves site arrival notices. USAF staff also shall provide comments on draft reports and provide written/electronic comments back to the NFE in alignment with aforementioned schedules.

3.4 SECURITY - No classified information shall result from this investigation. Site arrival requests will require visitors to apply for photo permission and clearances with the 611th Air Support Squadron (611 ASUS). The NFE is responsible for submission of Reference B in a timely manner. The SAR is used by the 611 ASUS to conduct security background checks on all parties requesting access to PRSC installations.

4.0 QUALIFICATIONS

The NFE shall have recent experience performing work on remote tropical atolls or extremely humid and hot locales in oceanic settings. All parties must hold a valid driver's license from a US State or territory. All parties executing tasks in this SOO must hold a minimum of a bachelor's degree in biology or comparable scientific field. Resumes for all parties involved in field work shall be provided to the 611 CES. Field biologists shall be capable of working in extreme heat and humidity and exhibit prior work experience in austere field locations with limited food options, primitive lodging, and only basic amenities.

5.0 GOVERNMENT FURNISHED MATERIALS OR SUPPLIES

The NFE shall furnish all personnel, services, materials, management and other requirements necessary for the completion of this SOO. The NFE will not be provided with a laptop or office space for this agreement.

6.0 PERIOD OF PERFORMANCE AND FOLLOW-ON PERIODS

6.1 Base Period: 18-months from date of award (3 months administrative period to complete on-boarding of employees, subcontractors, and project planning, 12-month technical period for conducting field work, 3 months administrative for completion of reports only with no new work)

6.2 Four (4) 18-month Follow-On (FO) periods: Any overlap periods are to accommodate on-boarding of personnel, subcontracting activities, and reporting activities as field work is required during all 12 months of the technical period of performance.

6.3 Example POP Schedule:

Base Period:	15 AUG 2025 – 15 FEB 2027 (18 months)
FO Period 1:	15 AUG 2026 – 15 FEB 2028 (18 months)
FO Period 2:	15 AUG 2027 – 15 FEB 2029 (18 months)
FO Period 3:	15 AUG 2028 – 15 FEB 2030 (18 months)
FO Period 4:	15 AUG 2029 – 15 FEB 2031 (18 months)

7.0 COORDINATION

The NFE is required to notify the AF Technical POC and the USACE Project Manager of critical issues that may affect the project performance and/or human health and the

environment. The types of issues that require notification include, but are not limited to, health risks, fuel spills, dive accidents (and near misses), unusual inclement weather conditions, unacceptable materials, Unexploded Ordinance (UXO), and changes in critical personnel. On critical issues, especially regarding human health and safety, oral notification will be made immediately to on-island Fire Dispatch and the AF commander at WA, subsequently followed by written notification as soon as practical.

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USAF Financial Point of Contact
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8.0 DELIVERABLES

- 8.1 Kick Off Meeting/Meeting Minutes – The NFE shall set up a kickoff meeting with Air Force and USACE no later than 60 days from award IAW Task 1. The kickoff meeting shall be in person or via teleconference. Draft meeting minutes shall be provided 1 week after the meeting for approval from the Air Force and USACE. Upon approval, final meeting minutes will be distributed to all attendees.
- 8.2 Monthly Progress Updates – Monthly progress updates shall be due as of the last day of each month (monthly). Updates will be used to review and evaluate the overall progress of the project, along with any existing or potential problem areas. It shall include a summary of the events that occurred during the reporting period, discussion of performance, identification of problems, proposed solutions, corrective actions taken, and outstanding issues. Cost information shall be included in this report and display costs incurred during the month for labor, along with itemized list of equipment purchased, travel/lodging costs, as well as hours worked by subcontractors or supervisors. Project updates shall be made

privity to a 7-calendar day review by the USAF 611th NRM and all comments shall be responded to within 7 calendar days of receipt. The format of the monthly progress update shall be as follows:

- Relevant dates of the progress update
- List of assessment and investigation activities
- List of planning and decision meetings and follow-on activities
- List of documents reviewed
- List of information management meetings and/or activities
- List of general action items
- Number of days, locations, and activities in travel status

- 8.3 Quarterly Progress Reports - One (1) typed letter report describing progress on the project shall be delivered to both the AFCEC and the USACE Project Manager. The report shall be due as of the last day of the third month (quarterly) and shall be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the quarterly progress reports. No partial payment shall be approved unless the government has received all progress reports which are due.
- 8.4 Project Planning – The NFE shall submit a project planning summary no later than 60 days after award to the Air Force for review. The planning summary shall outline the NFE's proposed activities. The Air Force will provide comments no later than 30 days after received. The NFE shall provide the final project planning summary no later than 30 days after receiving comments from the Air Force.
- 8.5 Annual Inventory – Federally owned property: An annual inventory listing Federal property (to include description of the property, a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE PM and AFCEC POC.
- 8.6 Annual Inventory – Acquired Property: (purchased with funding from award) Property records must be maintained that includes description of the property, serial number or other identification number, source of funding, who holds title, acquisition date, cost of property, percentage of Federal participation in project costs, location, use and condition of property, and ultimate disposition including date of disposal and sale price. A physical inventory must be taken, and results reconciled every two years. Copies of the inventory to be sent annually to USACE PM and AFWFB POC.

- 8.7 Records/Data Management, Spatial Data Mapping, Security, and Public Affairs Requirements - All digital files, final hard-copy products, source data acquired for this project, and related materials, including that furnished by the Government, shall become property of the Government. The NFE will not issue, distribute, or publish these items without explicit Government permission. The NFE must provide digital copies, via Compact Disk (CD) or other agreed upon digital media in their native format, to the government and will return all prepared materials and Government-furnished documents to the COR before the Government can make final payment. Upon completion of the use of the data supplied pursuant to this agreement, the NFE shall return all information certifying that all such data, any and all copies, reproductions, facsimiles, subsets, etc. have either been returned or destroyed. All records must be managed in accordance with AFI 33-322 Records Management.

The US Government information stored, collected, processed, and used on NFE systems shall be protected in a manner that meets DoD and USAF standards for Controlled Unclassified Information (CUI).

The NFE shall prepare photo documentation, as specified in this cooperative agreement, to include sites under investigation, field activities and sample locations. All photos will be cleared through installation security for security purposes.

At the conclusion of the agreement, the NFE will delete/remove all US government information from NFE owned computing systems and devices and provide a certification letter to the KO and COR notifying them the actions are completed to include the data, action taken for removal, and the signature of a company official.

All maps and associated data must comply with the United States Air Force GeoBase Program Natural Resources Entity Specification Directives depicted in reference D. Prior to release of any report, draft publication, draft media release, or website, the notice shall be shared with PRSC Public Affairs and 611th Air Support Squadron security personnel to be vetted for injurious content to national security. It is not the intent of the AFCEC or PRSC to thwart the distribution of science to the public or scientific community at large, but rather to ensure accidental release of sensitive information does not result from a product, map, or other information gathering effort generated from this award. In any and all

draft publications or media releases the NFE shall reference the work associated with this project was funded by the Air Force Civil Engineer Center.

9.0 ADMINISTRATION

9.1 This cooperative agreement may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

9.2 Any resulting cooperative agreement will be subject to, and NFE shall comply with 2 CFR 200.313 "Equipment", 200.314 "Supplies", and 200.315 "Intangible Property" which includes use of research data. NOTE: In addition to the General Terms and Conditions, the Recipient shall request disposition instructions from the Federal Awarding agency (USACE) PM, as applicable.

10.0 POST AWARD and INVOICE PROCESS

10.1. Payment Requests and Progress Reports (Invoice Package) - Submit Payment Request and additional required documents to: swf-cesu-invoice@usace.army.mil. Carbon Copy the assigned USACE Project Manager as well as your organization's point of contacts (POCs) for the additional required documents and for delinquent accounts.

10.1.1. Frequency: Quarterly plus 30-day grace period (except for the final invoice package noted below). If the coverage dates are not quarterly or preapproved by the PM (or the first/last submittal), the invoice package will be **rejected**.

Quarters	Invoice pkgs due No Later Than (NLT):
Q1: Oct-Dec	Q1: 31 Jan
Q2: Jan-Mar	Q2: 30 Apr
Q3: Apr-Jun	Q3: 30 Jul
Q4: Jul-Sep	Q4: 31 Oct

10.1.2. Payment Requests **must** be submitted on form SF270 Request for Advance or Reimbursement **with the accompanying Standard Form-Performance Progress Report (SF- PPR), otherwise the SF270 will be rejected.**

10.1.3. SF270 Request for Advance or Reimbursement

10.1.3.1 Block 9, Recipient Organization. **For successful set up of Electronic Transfer of Funds (EFT), the Recipient's name and address shall reflect the exact name and physical address that appears in the System for Award Management (SAM), <https://sam.gov/>.**

10.1.3.2. Blocks 11, (a), (b), & (c) are for the description of funds. Preferred description is: CLIN/POP Type, POP start and end dates, amount awarded (see example below); at minimum include the CLIN. If the description or the minimum CLIN information is missing, the **SF270 and SF-PPR will be rejected.**

Example:

**CLIN 0001 / Base
22SEP23 – 21SEP24
\$100,000.00**

Funding must be separated as specified on the Award document. Sub-CLINs that specify “for funding only” (e.g., numbered 000101, 000102, etc.) may be rolled into the primary CLIN (e.g., 0001) unless otherwise instructed. All others required PM approval.

The SF270 may have multiple pages. An SF270 in Excel format may be requested at: swf-cesu-invoice@usace.army.mil, however, **must be submitted in pdf format otherwise will be rejected.**

10.1.4. SF-PPR Standard Form-Performance Progress Report: The Recipient shall tailor the SF- PPR to include, at minimum, the following information:

- Separate details by CLIN as applicable
- Achievements (must detail work during quarter associated with the invoice)
- Percent Completion
- Project Status
- Problems encountered and impact of activities and personnel on schedule.
- Anticipated work in next reporting period.

If the SF-PPR is incomplete, the SF-PPR and SF270 will be rejected.

A tailored SF-PPR form may be requested at: swf-cesu-invoice@usace.army.mil.

10.2. Final invoice package is due no later than 90 days from final (funded/exercised) POP end date and must include the following documents: If any of the required information below is missing, the final invoice package will be **rejected.**

- Final SF270
- SF-PPR
- Final SF425
- DD882
- SF428 plus attachment B (C&S if applicable) SF298
- Final Report

Forms may be requested from the district office at swf-cesu-invoice@usace.army.mil

or found at: <https://www.grants.gov/forms>

References:

Reference A: USAF. 2023. U.S. Air Force Integrated Natural Resources Management Plan – Wake Island Airfield; Kokee Air Force Station, Kauai, Hawaii and Mount Kaala Air Force Station, Oahu Hawaii. 508 Pages. (provided upon award)

Reference B: USAF. 2025. PACAF Regional Support Center Site Arrival Request. April 2025. 2 Pages. (provided upon award)

Reference C: USAF. Memorandum for Wake Island Airfield Users. 24 October 2024. 6 Pages. (provided upon award)

Reference D: USAF. 2022. United States Air Force Geobase Program Natural Resources Entity Specification Directives – SDSFIE 4.0 Air Force Adaptation.

END OF STATEMENT OF OBJECTIVES