

**PERFORMANCE WORK STATEMENT**

**RC/OC/WC-135 AND E-4B**

**CONTRACT AIRCREW TRAINING**

**AND**

**COURSEWARE DEVELOPMENT**

**CONTRACT # FA4890-XX-C-00XX**  
**SOLICITATION NUMBER FA4890-XX-R-00XX**

**Version 1.0**

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## SECTION 1

### DESCRIPTION OF SERVICES

**1.0 SCOPE OF WORK.** Except for the property and services specifically stated as Government-furnished in Section 3 of this Performance Work Statement (PWS), the contractor shall furnish all personnel, equipment, tools, materials, supervision, and all other items and services that are required to perform RC/OC/WC-135 and E-4B Contract Aircrew Training (CAT) and Courseware Development (CWD) at Offutt AFB, NE. The contract may be modified in the future to include additional crew positions, training and locations. The contractor shall perform to the standards specified in this contract. Estimated workload for CAT and CWD are specified in Appendix 1 through Appendix 5.

**1.1. GOALS.** The goals of RC/OC/WC-135 and the E-4B CAT/CWD Contract are:

1. Maximize operational effectiveness and combat capability.
2. Preserve Air Force personnel and material resources.

**1.2. GENERAL INFORMATION.** The following sections contain those tasks required to accomplish Contract Aircrew Training and Courseware Development (CAT/CWD) in accordance with the requirements of this PWS. The specific tasks for this contract are divided into four categories:

1. Contract Aircrew Training (CAT)
2. Courseware Development (CWD)
3. Selective Flight Training
4. General tasks

**1.3. CONTRACT AIRCREW TRAINING (CAT).** The contractor shall conduct academic, training device and selective flight instruction in support of formal/specialty course syllabi, training plans, event lesson plans, and Continuation Training (CT) to formal course graduates and permanent party aircrew to accomplish required event objectives and specific event tasks. Academic instruction shall be accomplished during the hours of operation as specified in [PWS Para 4.6.1](#), and [4.6.2](#). Academic instruction shall include platform academic instruction, remedial training, and monitoring of computer-based and self-paced instruction periods. Likewise, the training devices (to include any OFT, RJMT, etc.) shall be used during the hours of operation as specified in [PWS Para 4.6.2](#). In addition to the specific tasks outlined below, instructor duties shall consist of revision and development of student training lesson plans as syllabus or aircraft procedures change due to mission/event or safety requirements. This includes providing Air Force or contract maintenance personnel with event data to transform training device events into software format for entry in the training device. The required mix of dual-qualified (academic and training device instructors) contract personnel will be left to the discretion of the contractor. Refer to [Appendix 1 through 3](#) for workload estimates applicable to Qualification/CT Training for the RC-135 and E-4B. Flight training for the OC/WC-135 will be performed in accordance with [Appendix 5](#).

**1.3.1. Standard of Performance for Instructors.** The standards of performance for instructors shall be equivalent to completion standards of the applicable Instructor Upgrade Training Course and the Academic Instructor Course (AIC). The contractor shall provide academic, training device and flight instruction to allow students to achieve the learning objectives associated with applicable syllabi or training plans. In general, accomplishment of learning objectives shall be evaluated by written tests, training device events, and in-flight instruction. The contractor shall provide measures to correct identified trends. Contract instructors shall have a working knowledge of all applicable publications listed in Appendix 7 of this PWS. Air Traffic Control service and radio calls used during academic and

training device instruction shall be in accordance with the most current edition of the Federal Aviation Regulation (FAR), Handbook 7110.65 and local directives.

**1.3.1.1. Academic Instruction Specific Tasks.** The contractor shall perform academic instruction using lesson plans to accomplish required lesson tasks. The contractor shall perform the following tasks:

1. Prepare classroom for instruction.
2. Issue any lesson-related student materials. This does not include individual student publications distributed by government personnel, such as, any operational T.O., AFI, AFH, ACCI, AFGSC, and/or Wing, 55 OG, 595 C2G Instructions.
3. Perform academic instruction as required by the applicable syllabi or training plans.
4. Monitor self-paced and computer-based instruction to provide academic instruction as required. The contractor shall be responsible for the proper use of the equipment in the Learning Center and shall report any equipment problems to the Government SMEs.
5. Provide make-up instruction of academic lessons to students who have missed class or have failed an examination.
6. Provide remedial student training: Remedial training shall be in accordance with the appropriate syllabus or training plan. Remediation shall be scheduled by the contractor and coordinated with the Government representative in the 338 FTU and 1 ACCS). Remedial training shall be scheduled to allow continued normal progression in the syllabus or training plan.
7. Provide Instrument Refresher Course (IRC) instruction as required in Appendix 3.
8. Coordinate and conduct aircraft preflight required to support the syllabi.
9. Review desired learning objectives with students in preparation for examination.
10. Administer and score examinations. The minimum passing score will be as directed by the syllabi and local directives. All examinations shall be debriefed to one hundred percent (100%). Examination results will be reported to the 338CTS and ACC TRSS/Det 10.
11. Accomplish trend analysis and evaluation as described in AFMAN 36-2234 Instructional System Development, and AFH 36-2235, Volume 8, Information For Designers Of Instructional Systems-- Application to Aircrew Training. Analyze all examination results for trends toward faulty questions and deficient instruction. The contractor will report examination success/failure statistics to the 338th CTS, 1 ACCS and ACC TRSS/Det 10. CT Results will be reported to 55 OG/OGT.
12. Develop, review, and respond to end-of-phase and end-of-course critiques of academic instruction.
13. When required, perform as flight evaluation board or mishap (i.e., safety and/or accident) investigation board witness IAW AFI 91-204, Safety Investigations and Reports.
14. Manage academic programs (i.e., configuration control) to comply with Air Force Manuals (AFMANs), Air Force Handbooks (AFH) and Air Force Instructions (AFIs).
15. Maintain continuity folders for each course taught.
16. Maintain audiovisual library, films, tapes, and lesson courseware. This includes as a minimum, posting changes, maintaining the master lesson courseware (contractor produced courseware only) for all syllabus required lessons (including Air Force taught lessons).
17. Manage academic equipment (i.e., projectors, televisions, computer learning stations, etc.). If applicable, this includes uploading of Computer-Based Training (CBT).
18. Maintain reference material used in support of academic courseware. This includes any T.O., reference notes, publications, IRC material and publications, etc.
19. Document the student's training event completion/performance as required.

**1.3.1.2. Training Device Instruction Specific Tasks.** The contractor shall perform training device missions/events using event lesson plans to accomplish required event tasks. The contractor shall perform the following tasks:

1. Review each applicable student's grade book prior to brief.

2. Prepare students to perform the scheduled event.
3. Conduct a thorough event pre-brief for all training device events IAW the approved pre-briefing guide. All syllabus required items shall be covered.
4. Address 100% of all required items in the briefing guide within the allotted briefing time period.
5. Accomplish 100% of the specified event tasks during the training device period, unless lack of student progress or maintenance problems will not allow completion. Non-effective training device events will be rescheduled. The FTU and ACC TRSS/Det 10 may approve training material designated work-a-rounds due to training device non-availability.
6. Instruct students in such a manner that with normal student progression the end-of-course level of proficiency will be met.
7. Critique students verbally on all errors committed during the course of the training.
8. Instruct students in techniques and corrective procedures to help students avoid repetition of errors.
9. Conduct a thorough event debrief for all training device events. All syllabus required items shall be covered.
10. For IQT formal training record student performance on individual event grade sheets in accordance with ACCI 11-464, Training Records and Performance Evaluation in Formal Flying Training Programs. For CT specialty training courses, use the 55 OG/OGT grading standard. End-of-course minimum standards are listed in the applicable formal course syllabi. Tasks that are not accomplished shall be annotated on the student's "not accomplished" task logs.
11. Develop, review, and respond to end-of-phase and end-of-course critiques of training device instruction.
12. Document the student's training event completion/performance as required.

**1.3.2. Training Workload Management Plan.** The contractor shall develop and submit a plan that outlines its management approaches, methods, innovations and policies for ensuring all required aircrews will be trained in accordance with this PWS. [See PWS Para 4.10.1.](#)

**1.4. COURSEWARE DEVELOPMENT (CWD).** Contractor personnel shall produce, review and revise courseware to support academic and training device instruction, and flight phases of the training system covered under this contract. The contractor shall develop all courseware using the current, updated model of ISD as defined in AFMAN 36-2234 and AFH 36-2235V8 and requirements stated throughout this contract. Courseware materials will support formal Initial Qualification Training (IQT) course programs and Continuation Training (CT) programs, and may be used for resident and non-resident training. Courseware materials are affected by aircraft hardware, software, tactics, local course rules, flight information publications, and safety publications. The contractor shall provide the required number of Subject Matter Experts (SMEs) for CWD.

**1.4.1. Existing Courseware.** Existing courseware will be transferred to the contractor in its current condition. During solicitation, all interested parties will have a chance to view existing courseware at a date and time specified by the Contracting Officer. On a non-interference basis, courseware will be made available to the contractor during the phase-in period.

**1.4.2. Courseware Materials.** The contractor shall develop and produce the courseware materials described in [Appendix 8, Deliverables](#). (NOTE: Refer to [Appendix 4](#) for workload estimates applicable to CWD):

**1.4.2.1. Courseware Development Specific Tasks.** The contractor shall perform the following:

1. Analyze, develop, review and revise all scheduled courseware and related materials.
2. Analyze test items and cumulative data for trends (as defined in AFMAN 36-2234 and AFH 36-2235, Volume 12, Information for Designers of Instructional Systems: ISD Automated Tools/What Works).

3. Pursue the use of current technology, teaching tools, and techniques that are compatible with government media systems.

**1.4.2.2. Courseware Review and/or Revision.** Courseware materials are reviewed and/or revised on scheduled, out-of-cycle, and urgent requirements. The contractor shall review and/or revise courseware materials as stated in Appendix 4.

1. **Scheduled Review and/or Revision.** Scheduled review and/or revision of existing academic and training device courseware occurs during the normal revision cycle which is approximately once every 2 years. As a best practice, fifty percent (50%) of the entire existing courseware inventory will be reviewed each year. CW may exceed the two year review cycle due to funding constraints, courseware development priorities, and/or the CW is due to be retired. Review of existing academic and training device courseware occurs at the 10% rate and is intended to evaluate the courseware for further revision or incorporate minor courseware changes. If revision of existing academic and training device courseware is needed, the contractor will outline that work in the [Draft Lesson Package](#). Once the Draft Lesson Package is approved by the government, the contractor will schedule and perform the follow-on revision work at the 30% rate. Revision of existing courseware will be complete when approved by the government. Platform Instructional Review lessons (such as academic reviews, block reviews, etc) which are intended to review previously taught material will not be credited at higher than 30% work effort credit.
2. **Out-of-Cycle Changes.** These revisions are minor in nature and occur outside the normal review and/or revision cycle. The contractor shall update existing academic and training device courseware in response to formal syllabus, Technical Order (T.O.), equipment modification, or AFI changes which affect the content of the lesson. The Chief GSME (ACC TRSS/Det 10/CC) will notify the contractor of the requirement for the change and will furnish all required event details. The revised courseware shall be completed by the contractor within 14 calendar days of notification, or completed by the contractor and approved by the Chief GSME prior to instruction (whichever is later).
3. **Urgent Action Directive (UAD).** The contractor shall develop new courseware or revise existing courseware in response to each UAD issued by HQ ACC on an as-required basis. The Chief GSME will furnish all required event details. New or revised courseware shall be completed within 48 hours after notification by the Chief GSME, or completed and approved by the Chief GSME prior to instruction (whichever is later).
4. **Major Block, Baseline or System Changes.** The contractor will develop new academic and training device courseware or revise existing academic and training device courseware in response to major block, baseline or system change to the RC/OC/WC-135 and E-4B aircraft. The courseware will be developed within 60 days of receipt of required program and technical documents or in accordance with the Courseware Development Schedule (CDS) adjustments that have been agreed to by the government and the contractor. New academic and training device courseware will be developed at the 100% rate and will reflect a brand new lesson with a new lesson ID (if required). If new academic or training device courseware will replace any existing courseware, the government will initiate a Training Improvement Proposal (TIP) to replace the old lesson with the new lesson from the applicable syllabus. Existing academic and training device courseware will be developed using the Review/Revision Process.

**1.4.3. Curriculum Review Meetings.** As required, curriculum review meetings shall be conducted quarterly after training services have begun and shall be on dates recommended by the contractor and approved by the Chief GSME. These meetings shall be held at the place of performance in a facility designated by the Chief GSME. The purpose of these meetings is to develop class schedules and to review course updates and the impact of hardware and software problems. Training problem areas, scheduling, and open training issues shall be discussed and resolved. If resolution of problem areas or training issues requires action outside the scope of this contract then the Contracting Officer must approve

required actions. Minutes of these meetings shall be reduced to writing by the contractor and shall be signed by both the Chief GSME and the Site Manager.

**1.4.4. Courseware/Training Improvement Meetings.** As a minimum, quarterly courseware review and training improvement meetings shall be conducted to discuss revisions to the current training systems, ATD status and CWD progress. Training and courseware problem areas and open issues shall be discussed and resolved. If resolution of problem areas or training issues requires action outside the scope of this contract then the Contracting Officer must approve required actions. Minutes of these meetings shall be reduced to writing by the contractor and distributed as required.

**1.4.5 Courseware Development Standards.** Contractors shall build courseware training materials IAW this contract and the Instructional Systems Development (ISD) guidance set forth in AFI 36-2201V1, Air Force Training Program: Training Development, Delivery, and Evaluation, and AFH 36-2235V8). Contractor shall use DoDI 1322.26 Development, Management, and Delivery of Distributed Learning as a guide for developing interactive courseware (ICW) as noted in AFH 36-2235V8. The contractor shall use the following standards and objectives to develop courseware:

1. Aviation Industry Computer-Based Training Committee (AICC).
2. Advanced Distributed Learning (ADL) Network, Sharable Courseware Object Reference Model (SCORM). Courseware interchange and run time requirements (such as SCORM) shall allow flexibility of content use and deployment of the courseware.
3. Employ metadata characteristics including a listing of commonly defined fields for each learning object. These fields shall adhere to an accepted set of rules. Creating, handling, and storing the data and electronically transferring the information shall use common standards of operability.
4. For this contract, all computer-based ICW will be produced in, or converted to, HTML and shall be developed to the standards listed in ACCI 36-2250, ACC Operations Training Development Program. All non-ICW academic courseware will be produced with PowerPoint presentations (or equivalent applications). Test packages will be delivered in a data bank form with each lesson developed.

**1.4.6. Courseware Training Material.** CW training material must be developed to run on the current Air Force Network Integration Center (AFNIC) configuration.

## **1.5. GENERAL TASKS:**

**1.5.1. Instructional Systems Development (ISD).** CWD personnel shall have a working knowledge of the model of ISD commensurate with his or her level of involvement in the ISD process. CWD personnel shall also have a working knowledge of all applicable regulations, instructions, procedures, Technical Orders, and other publications.

**1.5.2. ISD Management** This contractor in conjunction with proposal submittal will provide information to summarize the purpose and scope of the ISD effort and associated support effort. It shall address the program management and technical management objectives, ISD quality control methods and procedures, and the standards used to establish the organization, structure, manning, and skill levels of the program team. This section shall also describe how ISD organizational functions, responsibilities, and support requirements are implemented in the training system. Summary scheduling information and program phasing of major task breakouts shall be included. Program tasks shall be correlated with key ISD tasks or events that can be observed and verified. Lastly, this section shall summarize the total magnitude of the ISD effort for the training system in terms of the overall manning, work effort, time required, impacts, expected results, and products.



**1.5.3. Master Files.** All master files are the property of the Government. The Master Files shall be maintained as electronic files (as is applicable), hard copies, and any other media. At the completion of this contract, the contractor shall provide the Government with the Master Files and any source code for all products developed under this contract. During the term of this contract, the Government shall have and may request access to completed and accepted Master File materials prior to completion/termination of this contract. In this regard, upon request, the contractor shall provide the Government access to Master Files.

**1.5.3.1 Test Bank Master File.** Contractor will provide a copy of the Test Bank Master File by electronic means annually.

**1.5.4. Academic Scheduling.** The contractor shall develop, produce, and deliver an academic training schedule for government and contractor taught platform academic sessions and training device events. The training schedule shall be delivered to the Chief GSME weekly and is due the Friday before. The contractor shall develop the academic training schedule to closely integrate academic requirements with flying training requirements to ensure maximum training efficiency.

**1.5.5. Courseware Development Schedule (CDS).** The contractor shall develop, coordinate, and produce a definitive CDS that shall identify the milestones and developmental timelines of CWD that will occur during the next fiscal year. The CDS will address new academic and training device courseware and existing academic and training device courseware. The CDS will address existing courseware review/revision plans including development timelines for completion of work forecast. The CDS will also highlight key ISD milestones, tasks or events that produce deliverable data or intermediate products of the CWD process. The contractor shall provide the initial CDS to the Chief GSME no later than 30 days after the beginning of the initial contract transition period. For subsequent option years, the contractor shall provide the CDS to the Chief GSME annually no later than 45 calendar days prior to the beginning of each option year in which it is to be effective. The Chief GSME will have 30 calendar days to notify the contractor of acceptance of, or the required modifications to, the CDS. As a minimum, quarterly CDS updates shall be provided to the government 15 calendar days before the next quarter, to update milestones, and developmental timelines and courseware revision workload adjustments for ACC TRSS/Det 10 approval. Preferred format is Excel Spreadsheet or Microsoft Project files, or equivalent. The contractor may choose to use a secure online management system that incorporates a live CDS that reflects the above requirements. This online system will follow all Dod and Air Force Cybersecurity protocols and provide the government a way to track all lessons' status. It will also provide a dashboard providing overall status of lessons in real-time. The system will allow the GSME to update acceptance and delivery of CW lessons. This system may tie into the one of the database systems described in [PWS Para 1.6.1](#). This system may be COTs or proprietary in nature.

**1.5.6. TTL/Syllabi Document Management.** The contractor will build, manage, and produce a draft TTL and draft Syllabi for every aviation program ACC TRSS/Det 10 is responsible for. They will build a maximum of 40 documents per contract year. Each document (TTL or Syllabus) will be equal to One CW NEH. The contractor will plan what TTL/Syllabi they expect to produce in the coming year and provide this plan to the Chief GSME 30 days prior to start of the contract year. The Chief GSME will approve the plan as submitted or approve with changes and the contractor will execute that plan. The Gov't reserves the right to alter the plan throughout the contract year as needed; but not to exceed 40 documents each year. The contractor will build the TTL/Syllabi IAW ACCI 11-252, ACCI 11-251, ACC TTL and Syllabus Style Guide and applicable ACC TRSS guidelines and directives. The Chief GSME will notify the contractor a minimum of 60 days before a TTL/Syllabus Board to build a draft TTL and Syllabi. The contractor will use the previously published TTL/Syllabi as well as other pertinent documents to build the new draft TTL/Syllabi. The drafts will be due to the respective GSME 30 days prior to the scheduled TTL/Syllabus Board. The documents can be rejected if they fail to meet the

ACCI's and ACC TRSS standards and the contractor will fix and return the documents within 15 calendar days, if possible. Within 30 days after the TTL/SRB, the contractor will add any updates and changes directed by the SRB and deliver the final draft to ACC TRSS/Det 10. Once accepted by the ACC TRSS/GSME, the TTL/Syllabi will belong to the Government and the Government will process them and alter them as needed until published by ACC. Once published the GSME will provide a source copy of the published TTL/Syllabi to the contractor to be used in the next revision. The contractor is encouraged to use automated tools such as online databases, etc., to manage the administrative building of the documents. The TTL/Syllabi must be delivered in the ACC TRSS document standard (i.e. Microsoft Word).

**1.5.7. Graduation Evaluation Process Program Management.** The contractor will support and manage the Grad Eval Program. They will provide a COTS or Proprietary online system to facilitate management of graduation surveys of students after they graduate from our formal aviation training programs. They will follow AFI 11-251 and the ACC Grad Eval Program Guidance Document and other applicable documents. The contractor will be given the names of the graduating students and, following timelines provided by the Government, send surveys to the graduated students and their supervisors. The contractor will institute a system to provide a high rate of return on surveys sent. Survey questions will be provided by the ACC TRSS/Det 10 GSME but initially be created by the contractor and approved by the Chief GSME. The ACC TRSS/Det 10 GSME has final say on the survey questions used in the surveys. The contractor will also compile the raw data into reports given to the Government once a month, or at a more frequent date if needed, for Governmental review, usage and reporting to ACC TRSS. The contractor will also provide a draft Grad Eval Report (GER) to ACC TRSS/Det 10 to be used during TTL/Syllabi boards. The draft GER will be a consolidation of the raw data of survey responses into a summary useable at the board. The draft GER will follow the listed Air Force regulations and guidance, and be submitted in the appropriate format (Microsoft Word). The online system will also send the surveys primarily via email or through a link to the online page to fill out the survey within the online system. The online system will follow all cybersecurity DoD and Air Force security protocols and backup systems to protect all user data. The online system will provide a dashboard that provides real time data on all surveys past and present for the contract period. This system can integrate with the other master databases and individual databases described in [PWS Para 1.6.1.](#)

**1.5.8. Conference/Meeting Minutes.** The contractor shall prepare and submit the minutes from the Curriculum Review, and Courseware Review Meetings, and any other conferences/meetings required by the terms of this contract. Conference/Meeting minutes shall include, but are not limited to, the following: Purpose and objective of the conference/meeting, location, summary of discussions, summary of decisions or agreements reached, resultant action items, and a list of attendees (by name, rank, position, or title, and activity represented). The contractor shall publish and distribute the minutes to each attendee and the Chief GSME within 5 business days of the conference/meeting.

**1.5.8.1 Performance Evaluation Meetings:** The contracting officer may require the site manager to meet with the contracting officer, contract manager, COR and other government personnel as deemed necessary. In the event Performance Evaluation Meetings are requested and conducted by the Contracting Officer or the contractor, the contracting office will prepare the minutes and submit them to the contractor and appropriate government personnel.

**1.5.9. Defense Imagery.** The contractor may be required to report all ICW produced to Defense Imagery for inclusion, or waiver of inclusion, into the DoD ICW inventory in accordance with DoDI 1322.26. URL is <http://www.defenseimagery.mil/index.html>.

**1.5.10. Operational Test and Evaluation (OT&E) Support.** The contractor may be required to provide support for OT&E of training devices at the place of performance. If OT&E support is required then a negotiated modification to this contract will be accomplished.

**1.5.11. Required Reports.** The Contractor shall prepare and submit reports as required by this contract. For a list of required reports, refer to Attachments [A](#) and [B](#).

**1.5.12. Phase-Out Training of Contractor Instructors.** The contractor will train the initial instructor cadre of the follow-on contractor when the contract is re-competed. The contractor will also provide all continuity books and software user guides. The contractor will coordinate with 338 CTS to establish transfer of site licenses for contractor provided software that will be retained by the government.

**1.6. CONTRACTOR IT SYSTEMS:** General information regarding IT systems to include ownership, transfer, etc. by the contractor. Contractor IT systems shall be provided with no additional workload on the FTU/TRSS, AF LAN or information management staff. Overall, contractor unclassified IT systems will:

1. Possess operations and maintenance expertise to administratively manage their IT systems.
2. Provide IT services to all their contractor personnel.
3. Provide structural framework and flexibility to handle emerging FTU/TRSS IT requirements.
4. Provide data interoperability (sharing) between various COTS IT systems with no data loss.
5. Provide a COOP ensuring continued operations due to catastrophic events.
6. Safeguard critical data using redundant backup schema.
7. Provide physical and cyber security of critical data.
8. Provide 24/7/365 access to all IT systems with a 98% operational rate.
9. Deliver a copy of all applicable data to the government when asked. Applicable data contains related database data, Microsoft Office files, PDFs, Text files, Project files, Visio files, graphics files, video files, audio files, etc., created and paid for under this contract. All applicable data are the property of the Government.
10. Deliver a copy of all applicable data to the government at end of the contract.
11. Start operations of all related IT systems to perform the contract at the beginning of the contract with full functionality by the end of the Base Year. The contractor will provide status of functionality quarterly until full functionality is achieved.

**1.6.1. Courseware/Content Management Systems (CMS):** General information regarding unclassified IT systems particularly focused on Courseware/Content management. The contractor will establish, operate, secure, and control COTS CMS's necessary to perform the requirements of this contract. The CMS's will generally provide three main functions: Courseware Development, Courseware Delivery, and Course Related Management. The contractor CMS's will:

1. Provide required personnel access to courseware throughout all phases of ISD development. Required personnel are students, instructors and others who require access to the data within the CMS. Any questions regarding access permission issues will be determined by the ACC TRSS/Det 10/CC and the contractor.
2. Provide required personnel the ability to edit, approve, and disapprove the courseware under ISD development.
3. Provide required personnel 24/7/365 access to applicable unclassified courseware and related courseware materials for each course of instruction specified in the PWS.
4. Deliver all applicable course lessons and related course materials to students.

5. deliver all applicable tests, quizzes, examinations, review materials, course assignments, knowledge checks, downloadable course documents, student guides, student preparation materials, study guides, and surveys, etc., to students and instructors.
6. Provide a record of all courseware coordination actions.
7. Provide a master file of all test questions.
8. Provide Student-Information-System (SIS) functions for required personnel. As a minimum, this SIS will provide Just-in-Time (JIT) dashboard statistics regarding student performance, instructor performance, course performance, TTL/Syllabi performance, GER performance, QAP status, and system function according to user based permissions.
9. Provide SIS dashboard metrics to Senior Leadership quarterly, or as desired if more frequently.
10. Support all file types required for instructor-led and computer-based and/or computer aided instruction.
11. Provide required personnel course schedule information by year, month, and day.
12. Provide required personnel course schedule details/statistics/attendance by phase and day-to-day.
13. Provide student administration functions, development and publication of student schedules, attendance record keeping, grade sheets, deficiencies, missed training, faculty administration, resource management, record management, training event tracking, etc.
14. Provide TTL/Syllabi management per [PWS Para 1.5.6.](#), including creation, publication, delivery, updating, revision document control, storage functions, status dashboards, etc.
15. Provide GER management per [PWS Para 1.5.7.](#), including survey creation, publication, delivery, updating, revision document control, storage functions, status dashboards, etc.

**1.6.2. Other systems:** General considerations of multiple system interoperability. The contractor will use as many separate IT systems as needed/desired to execute the requirements within this contract. The Government desires using COTs first, Open Source systems second, and proprietary systems third; but allows the contractor to use a mixture of the three methodologies to best perform the required tasks of this contract. Under no circumstance is the Government liable for additional cost for failure of proprietary systems/programs used if they cannot meet Dod IT and cybersecurity requirements or Base Comm standards for file and document formats that are authorized inside the .mil network system computers.

**1.6.3. System Security:** The contractor will maintain all systems to ensure security from attack and destruction, both online and physically. Additionally, all IT systems and their operation must be in compliance with all government security regulations. All systems will be patched and updated using industry best practices and timelines. System accessibility via any means will be vigorously controlled and managed to stop unauthorized access to the systems. Systems dashboards reflecting current status and historical installation of patches and issues will be available to required personnel for transparency of operations.

## **1.7. EMPLOYEE TRAINING.**

**1.7.1. Continuation Training (CT) for Contractor Personnel.** Training device instructors are required to instruct at least one period in their respective simulator (e.g., OFT / RJMT) with a student at least every 90 days to maintain proficiency. Requirements are based on experience level. Simulator missions shall be representative of the events that the instructor teaches.

**1.7.1.1 Contractor Proficiency Training.** Contract instructors will be encouraged to participate in aircrew training events at least once every 60 days in an ATD in order to allow them to retain their subject matter proficiency. This requirement is based on aircrew specialty and on an availability basis so as not to interfere with student training. When 55WG schedulers have an available open slot in a trainer they will contact the contractors schedulers to inquire if any available contractor instructors can attend. The contractor scheduler will schedule the instructor for the event if their schedule does not interfere with

student training. Contractors will keep a record of instructor currency for proficiency training. If a contractor is required to sit in the seat during student training, they may take credit for this training.

**1.7.1.2. Contractor Travel:** Travel to other Government facilities or contractor facilities may be required. As agreed by both the contractor and the COR, contract personnel may attend government recommended training/technical meetings or attend Air Force special schools to enhance the instructors' expertise (e.g., USAF Weapons Center academics, Electronic Warfare School, etc.). Government training and technical meetings must be requested by 552 ACW Government personnel and concurred with by ACC TRSS Det 6/CC. The Det 6/CC will coordinate on the travel request, the COR will approve the travel request based on recommendation and funding availability with the Contract Manager. The travel will cover personnel travel costs, lodging, and per diem at rates equivalent to the Joint Travel Regulation. (See the Travel CLIN on the contract pricing schedule). When attendance is required for conferences or meetings the contractor shall submit a trip report to the COR documenting the trip and what activities took place during the conference or meeting.

**1.7.1.3. Mobile Training Teams:** Contract personnel may be required to instruct units who reside outside of the CONUS. The 338 CTS, ACC TRSS/Det 10/CC and COR will coordinate on the requirement for the contractor to travel to verify if it is more advantageous to the government to have the contractor perform the instruction. Contractor will submit the travel request through ACC TRSS/Det 10 to the COR who will approve and the Contract Manager will verify funding availability. If it is determined that travel funding outside the normal travel CLIN is required the travel cannot take place until such funding is secured. The travel will cover personnel travel costs, lodging, and per diem at rates equivalent to the Joint Travel Regulation per *PWS Para 1.7.1.2*.

## **1.7.2. Instructor Training, Certification, Qualification, De-Certification, and Retraining and Re-Certification:**

**1.7.2.1. Instructor Training and Certification.** The initial cadre of instructors shall be certified by the Government, if required, IAW the contractor's approved [\*Training and Certification Plan PWS 4.10.3\*](#), prior to the beginning of their training responsibilities. The incoming contractor shall interface with Government personnel in a manner that minimizes disruption of training activities during the phase-in period. Alternate plans addressing the need to train and certify new contractors if the incumbents are not retained, are also required.

**1.7.2.2. Instructor De-certification/Removal.** As a result of observation by a GSME, valid customer complaint, or student critique (researched and validated by the government), the COR through the Contracting Officer may direct the contractor to de-certify or remove any instructor under this contract. Reasons for de-certification and removal shall include, but are not limited to the following:

1. Substandard performance during academic instruction.
2. Training device event aborted or non-effective due to inept instructor performance.
3. Failure to protect or properly care for Government property or equipment.
4. Acts that endanger the health or safety of Government or contractor personnel.
5. Unprofessional or Inappropriate conduct or behavior
6. Derogatory Comments

**1.7.2.3. Instructor Retraining and Re-certification.** In the event an instructor is decertified, retraining and re-certification shall be done at no expense to the Government. The contractor will submit a re-certification training plan for review by the government. The Det10/CC, COR, appropriate Government SME and the Contracting Officer will review the plan and approve the re-certification of an individual prior to those individual resuming instructor duties.



**1.8. QUALITY ASSURANCE.** According to the contract clause entitled Contract Terms and Conditions –Commercial Items (a) Inspection/Acceptance, the Government will evaluate the contractor's performance under this contract using the approved government Quality Assurance Surveillance Plan (QASP). For those tasks listed on the Service Delivery Summary (SDS) Chart (refer to Section 2), the Government Training and Courseware SMEs will follow the methods of surveillance specified in this contract and the QASP. Government personnel will record all surveillance observations. When an observation indicates defective performance, the local government representatives will attempt to resolve the deficiency at the local level. In the event the defective performance cannot be corrected locally, the procedures in the QASP will be followed to provide notification and remedy of deficiency.

**1.8.1. Government Surveillance.** Government surveillance of tasks not listed in the SDS, or by methods other than those listed in the SDS (i.e., those provided for in the Inspection/Acceptance contract clause) may occur during the performance period of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the Contracting Officer as a result of surveillance will be according to the terms of this contract.

**1.9. PHYSICAL SECURITY.** The contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured. The contractor shall, at the end of each workday, secure Government facilities, equipment, and materials; and shall properly annotate Standard Form 701, Activity Security Checklist, and Standard Form 702, Security Container Check Sheet (if applicable), upon completion of area/GSA approved container inspections. The contractor shall submit simulator access requests IAW AFI 36-2251, Operations and Management of Aircrew Training Devices, and coordinate with the appropriate Government office/agency.

**1.9.1. DD Forms 254.** Overarching security requirements and Contractor access to classified information shall be as specified in the basic DD Form 254, which will be further identified in the DD Form 254 for each TO, as required. All contractor personnel with access to unclassified information systems, including e-mail, shall have at a minimum a favorable Tier-1 investigation.

**1.9.2. Controlled/Restricted Areas.** The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work. An AF Form 2586, Unescorted Entry Authorization Certificate, must be completed and signed by the sponsoring agencies designated representative before a Restricted Area Badge will be issued. At a minimum, contractor employees must have a favorably completed Tier 1 investigation before receiving a Restricted Area Badge. Interim access can be granted IAW DoDM\_5200.02\_AFMAN 16-1405, Air Force Personnel Security Program. The contractor shall complete an "Unescorted Entry Authorization Certificate" (AF Form 2586) for each employee requiring entry into controlled or restricted areas prior to period of performance. The Government will provide an "USAF Restricted Area Badge" (AF Form 1199D).

**1.9.3. Cipher Control.** The contractor shall establish and implement procedures to ensure that all Government facilities cipher combinations are safeguarded. The contractor shall prohibit the use of cipher combination by any person other than the contractor's employees and appropriate Government personnel. These procedures shall be included in the contractor's Quality Program Plan (QPP) section of the ISD Management Plan as opening and closing procedures. It is also the responsibility of the contractor to prohibit the opening of locked areas by the contractor's employees to permit entrance of persons other than the contractor's employees who are engaged in the performance of assigned work in those areas.

**1.9.4. Key Control.** The contractor shall establish and implement methods of making sure that all Government keys issued to the contractor are not lost or misplaced and are not used by unauthorized persons

**1.9.4.1. Report Lost Keys.** The contractor shall immediately report to the Chief GSME or the Contracting Officer any occurrences of lost or duplicated keys.

**1.9.4.2. Prohibited Key Use.** The contractor shall prohibit the use of Government-issued keys by any persons other than the contractor's employees and prohibit the opening of locked areas by contractor employees to permit entrance of persons other than those contractor employees who are engaged in performance of contract work requirements in those areas.

**1.9.5. Lock Combinations.** The contractor shall control access to all government provided lock combinations to preclude unauthorized entry. The contractor is not authorized to record lock combinations without written approval by the government program manager. Records with written combinations to authorized secure storage containers, secure storage rooms, or certified vaults, shall be marked and safeguarded at the highest classification level as the classified material maintained inside the approved containers. These procedures shall be included in the contractor's QPP section of the ISD Management Plan as opening and closing procedures.

**1.9.6. Classified Storage.** The government will provide storage capability for all classified material. The contractor shall control access to classified materials to preclude unauthorized disclosure.

**1.9.7. Classified Destruction.** The government will provide destruction capability for all classified material. The contractor shall destroy classified material, as required, to preclude unauthorized disclosure.

## SECTION 2

### SERVICES SUMMARY

PERFORMANCE OBJECTIVE	PERFORMANCE MEASURE
(1) Contractor maintains qualified personnel	Contractor effectively trains and certifies its instructors on time IAW its <a href="#">Instructor Training and Certification Plan</a> and <a href="#">Transition Plan</a> , and the instructors meet the standard qualifications addressed in the PWS. ( <a href="#">PWS Para 1.7.</a> and <a href="#">Para. 4.4.</a> )
(2) Contractor meets all security requirements	Contractor ensures all employees adhere to 100% of the security requirements addressed in the PWS. ( <a href="#">PWS Para 1.9.</a> and <a href="#">PWS Para 4.3.</a> )
(3) Contractor responds to contingencies	Contractor responds to 100% of all requests for emergency and mission/event essential requirements in accordance with this PWS. ( <a href="#">Section 1</a> )
(4) Contractor submits required reports	Contractor Perform delivery of reports, schedules, and summaries as specified in this PWS. All other deliverables required by this PWS and the contractor's proposal are delivered on time and are kept in the <a href="#">Master Files</a> as defined in this PWS and in <a href="#">Appendix 4.</a>
(5) Contractor performs training device instructional events	Contractor ensures training device events are attended by qualified instructors and conducted in accordance with this PWS. Contractor provides training to 100% of all required personnel within the timeframes specified in the PWS by accomplishing 100% of the training device sessions scheduled. Contractor exercises flexibility in device scheduling to provide maximum training opportunities. ( <a href="#">PWS Para 1.3.</a> and <a href="#">Appendix 1</a> )
(6) Contractor performs academic instruction	Contractor ensures academic events are attended by qualified instructors and conducted in accordance with this PWS. Contractor provides training to 100% of all required personnel within the timeframes specified in the PWS by accomplishing 100% of the training sessions scheduled. Contractor exercises flexibility in class scheduling to provide maximum training opportunities. ( <a href="#">PWS Para 1.3.</a> and <a href="#">Appendix 1</a> )
(7) Contractor develops and delivers courseware	Contractor develops complete courseware IAW its <a href="#">ISD Management Plan</a> , which effectively conveys the objectives of training, and is delivered IAW the timelines required by this PWS and the approved <a href="#">CDS</a> and <a href="#">Transition Plan</a> . ( <a href="#">PWS Para. 1.4.</a> and <a href="#">Appendix 1</a> )
(8) Contractor develops Draft TTL/Syllabi documents	Contractor develops draft TTL and Syllabi IAW this PWS by accomplishing all the documents outlined in the CWD schedule. ( <a href="#">PWS Para 1.5.6.</a> )
(9) Contractor manages the Grad Eval Program	Contractor develops surveys and manages the <a href="#">GEP</a> including providing raw data and finished reports to be used by the Government. ( <a href="#">PWS Para 1.5.7.</a> )
(10) Contractor maintains master files	Contractor ensures all <a href="#">Master Files</a> are maintained accurately and up to date in accordance with this PWS. ( <a href="#">PWS Para 1.5.3.</a> )
(11) Contractor implements and maintains IT Systems including their data and content	Contractor implements/maintains <a href="#">IT Systems</a> including <a href="#">CMS</a> , <a href="#">Other Systems</a> , and <a href="#">System Security</a> . The <a href="#">IT System</a> manages/supports/ controls student/faculty administration, courseware/resource/ record management, event tracking and graduate feedback. The system will comply with all government security regulations and be fully functional by end of <a href="#">Base Year</a> . ( <a href="#">Para 1.6.</a> and <a href="#">Para 1.6.(11)</a> )



### SECTION 3

#### GOVERNMENT FURNISHED/CONTRACTOR FURNISHED PROPERTY

**3.0. GENERAL INFORMATION.** This section of the PWS details what the Government shall provide to the contractor to accomplish the requirements of this PWS and the contractor furnished equipment required to perform under this PWS. The contractor shall provide any other facilities, equipment or services that the contractor determines necessary to accomplish this contract effort.

**3.1. GOVERNMENT FURNISHED PROPERTY.** There is no GFP to be provided under the scope of this contract.

**3.2. GOVERNMENT FURNISHED FACILITIES, GOVERNMENT MAINTAINED.** The Government shall provide facilities for the performance of this contract; however, the exact location and amount of space shall not be determined until after contract award. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which work-around procedures have been established. Should a hazard be subsequently identified, the Government corrects OSHA hazards according to base-wide Government developed and approved plans of abatement taking into account safety and health priorities. A higher priority for correction shall not be assigned to the facilities provided hereunder merely because of this contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that work-around procedures shall not be necessary or that the facilities as furnished shall be adequate to meet the responsibilities of the contractor. Compliance with the OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor. Further, the Government shall assume no liability or responsibility for the contractor's compliance or noncompliance with such requirements, with the exception of the aforementioned requirement to make corrections according to approved plans of abatement subject to base-wide priorities. Before any modification of the facilities performed by the contractor at his or her expense, the contractor shall furnish the contracting officer documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the CO. In the case of alterations necessary for compliance with the OSHA, such permission shall not be unreasonably withheld. The contractor shall return the facilities to the Government in the same condition as received, except for changes in condition resulting from fair wear and tear or approved modifications. These facilities shall be used only in the performance of this contract.

**3.3. GOVERNMENT FURNISHED EQUIPMENT AND MATERIALS, GOVERNMENT-MAINTAINED.** The Government shall provide items considered to be incidental to the place of performance located on Government installations; these items are not GFP according to FAR 45.000(b). The Government shall retain accountability of these items and shall be responsible for the maintenance of Government-owned equipment. The contractor shall be responsible for the proper use of this equipment and shall report any problems to the Chief GSME.

1. Training devices, aircraft, and other associated equipment required by the RC-135/E-4B course syllabi supported by this contract.
2. Computers and Audiovisual equipment in the training classrooms.
3. GSA approved security containers for classified material.
4. All existing office furniture and telephones. The gov't will provide an inventory of current contract office equipment after contract award.
5. Work area computers for both instruction and courseware development are provided by the Government.

6. The contractor shall identify any additional office furnishings (i.e. desks, chairs, file cabinets, etc.) needed in performance of this requirement and submit a list of these items to through the Chief GSME to the COR/CO. The CO will determine what items are deemed reasonable for this contract.

**3.3.1. Equipment Inventory.** The local unit may require an inventory of GFE that is not classified as GFP. If this occurs, it must be completed no later than 15 calendar days upon written request from the local unit. The contractor and a Government representative (identified by the CO) shall conduct a joint inventory of all GFE and the contractor shall sign a receipt for all equipment provided by the Government. Items of equipment missing or not in working order shall be recorded. The contractor and the Government representative shall jointly determine the working order and condition of all equipment and document their findings on the inventory.

**3.3.2. Courseware Inventory.** The Government shall furnish existing courseware materials required by this contract. The existing courseware shall be delivered to the contractor in the existing condition and format. The Government shall also furnish all approved (currently in the inventory) student and classroom materials required by the approved Instructor/Lesson Guides. At the end of the contract, the contractor shall return all residual inventories to the Government.

**3.4. GOVERNMENT FURNISHED SERVICES.** The following will be provided to the contractor.

**3.4.1. Custodial Service.** As provided by the Government but will not exceed those services normally provided at that Government facility. The contractor is ultimately responsible for interior cleanliness.

**3.4.2. Equipment Maintenance.** The Government will provide all maintenance of the training devices, audio, visual, and instructional equipment. The contractor shall notify the appropriate government SME immediately of any equipment requiring maintenance. Section 4, paragraph 4.6.5 assigns responsibility for the maintenance of all computer equipment used for CWD.

**3.4.3. Security Police and Fire Protection.** As provided by the Government but will not exceed those services currently provided at that Government facility.

**3.4.4. Telephone Services.** The Government will provide non-secure local telephone service within the assigned facility or facilities, and access to secure voice and message communication facilities.

**3.4.5. LAN Services.** The government will provide LAN services. The contractor, with a valid National Agency Check verified through the Automated Security Clearance Approval Systems (ASCAS) roster or validation from the contractor's security representative, will be provided access to the hosting base's unclassified computer network and its inherent capabilities including, but not limited to: Internet access, electronic mail, file and print services. The contractor will be held accountable for all actions that he or she initiates while on the network and will conduct his or her business in accordance with all Air Force, Air Combat Command, and local base instructions, manuals, and policies. Any conduct that does not adhere to sound or just network usage as stipulated in official guidance will cause revocation of all network privileges. The contractor will allow all computer hardware/software to be inspected by Air Force personnel to insure compliance with this contract and Air Force instructions, manuals, and policies.

**3.4.6. Server.** All computer and computer related items will meet or exceed HQ ACC TRSS standards. HQ ACC TRSS will review current technology standards on an annual basis. Written policy guidance will be provided establishing the minimum acceptable baseline for computer and computer related equipment.

**3.5. CONTRACTOR FURNISHED EQUIPMENT.** Except for the property and services specifically stated as Government-furnished in this PWS, the contractor shall furnish everything necessary to perform all of the CAT/CWD requirements in this contract. This includes all office equipment, computer and support equipment determined by the contractor to be necessary for the performance of this contract. The Government will not maintain title/ownership or responsibility for any such computer/support equipment throughout the life of this contract or after the termination/expiration of this contract.

**3.5.1. Server.** The contractor shall provide the hardware and software equipment including server and switch computer equipment as required by the Base Communications Squadron (CS) to attach to the Base furnished router. The contractor shall also comply with Base CS requirements for personnel trained to perform Functional System Administrative (FSA), Computer System Security Officer (CSSO) and CSA duties. Contractor CSA personnel will be required to have/acquire minimum government certifications IAW DoD 8570 and AFMAN 33-285. Once a contract computer is plugged into the government network it shall comply with all DoD/AF/ANG mandated security and protocol procedures. Computers on the government network will not be removed/replaced for any reason without prior coordination with DoD/AF/ANG CSA. The CSA needs to ensure that the hard drive has been “degaussed” or sanitized.

**3.5.2. Graphics and Photographic Support.** The contractor will provide graphics and photographic support for all courseware. The contractor may request assistance from the government if needed.

## SECTION 4 GENERAL INFORMATION

### 4.0. CONTRACTOR PERSONNEL

**4.1. Program Manager/Site Manager.** The contractor shall provide a Program Manager or Site Manager who shall be responsible for the performance of the work. The name of this person, and an alternate or alternates who shall act for the contractor when the manager is absent shall be designated in writing to the Contracting Officer within 30 days after contract award.

**4.1.1. Site Manager Authority.** The Site Manager or alternate shall have full authority to act for the contractor on all contract matters relating to the daily execution of this contract.

**4.1.2. Site Manager Availability.** The Site Manager or alternate shall be available during normal duty hours within 90 minutes to meet on the installation with Government personnel (designated by the Contracting Officer) to discuss problem areas. After normal duty hours, the Site Manager or alternate shall be available within 3 hours for this purpose.

#### 4.1.3. Experience

(1) The following qualifications are **required** for the individual employed as Program Manager/Site Manager.

- a) Bachelors' degree or higher.
- b) Three years' experience in managing ISD projects (Air Force training-related ISD experience a plus).
- c) Five years' experience as project/program manager for a program(s) of the equivalent size and complexity as the RC-135 weapons system CAT/CWD program.
- d) Strong oral communications and writing skills.

(2.) The following qualifications are **highly desired** for the PM position:

- a) Five years' operational and training/evaluation experience within the RC-135 structure.

**4.2. CONTACTOR EMPLOYEES.** Contract employees shall be US citizens or immigrant aliens who qualify for or have had a previous US security clearance. The employees shall be able to read, write, speak, and understand English. The contractor shall not employ any person for work on this contract if such employee is identified to the contractor by the Contracting Officer as a potential threat to the health, safety, security, general well-being, or operational event of the installation and its population.

**4.2.1. Contractor Personnel Requirements.** Contractor personnel shall present a neat and professional appearance and be easily recognized as contractor employees. The contractor shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest. Additionally, the contractor shall not employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to Department of Defense (DoD) 5500.7-R, Joint Ethics Regulation (JER). The contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies in the JER.

**4.2.2. Contractor ISD Requirement.** The contractor shall employ a minimum of one person who has graduated from a formal Instructional Systems Development (ISD) course or equivalent. This person

shall be stationed at the same base as the Air Force Operations Training Development (OTD) team for contracted system and shall review all contractor written or revised courseware. This person shall have a thorough knowledge of the current Air Force model of ISD as defined in AFMAN 36-2234 and AFH 36-2235V8.

**4.2.3. Administrative Assistant.** The contractor shall provide an Administrative Assistant in support of the 338th CTS and also in support of the contractor team. A program as varied as the RC-135 and E-4B with numerous students and employees will require personnel to assist the site manager in the administration of services. Major focus areas are student administration, security, HR duties (hiring, records management, time-keeping, training and disciplinary functions), and office management. The Administrative Assistant's duties will include (but are not limited to):

1. Serves as a HR expert in independently processing personnel actions, e.g., new hire actions, employee updates, disciplinary actions, and dismissals. Screens applications and arranges interviews as required. Ensures all applications and related information is forwarded to ACC for formal hiring adjudication.
2. Develop and maintains multiple employee rosters as required for HQ ACC, 338th CTS, and Det 10. Resolve conflict in computer listings or other sources of employee information.
3. Acts as the on-site security specialist and liaison. Coordinates all security requests with squadron and/or Wing Security Office (SSO) as required to include trip visits, polygraph scheduling, clearance indoctrination/out briefs, and on-site inspections. Security clearance investigation work includes tracking initial and periodic investigation status and other required documentation. Assigns and maintains records of students and employee Information Assurance and any other Air Force periodic training. Maintains written correspondence and file management of all records pertaining to personnel to include qualifications, security clearance/Polygraph, and training levels. Conducts Air Force Phase 1 security and escort training.
4. Works with and on behalf of government agencies ensuring all contractor personnel complete and adhere to government access and security regulations to include initiating documentation for Common Access Card, Restricted Area Badges and Special Access requests.
5. Acts as the government POC and coordinates all work order requests for facility and telephone/LAN communications requirements. Maintains inventory of all 338th CTS equipment and support materials located in the classroom and common areas to include contractor instructor/courseware developer offices. This includes 100% inventories of government owned equipment. POC on all student and office supplies and reorders all supplies to maintain smooth operations without work stoppages.
6. Manages student administration in the academic phase of training to include: Manages production schedule of required student material. Maintains data base of assigned students. Resolves conflicts in data base with registrar. Enrolls students into the Training Management System and C-LRN, assigns roles to students and assigns students against class schedules.

**4.3. SECURITY PROGRAM.** The contractor shall develop, update, and maintain a Security Program IAW DoD 5220.22M, National Industrial Security Program Operating Manual (NISPOM); AFI 16-1404, Air Force Information Security Program ; and AFI 16-1406, Air Force Industrial Security Program; and the most current 552 ACW/Tinker AFB Installation Security Plan. The contractor shall comply with DD Form 254, Department of Defense Contract Security Classification Specification. The processes and procedures shall be made available for Government review. The contractor shall comply with the requirements of the NISPOM for safeguarding classified information within contractor facilities when storage of classified is authorized IAW the applicable DD Form 254.

**4.3.1. Pass and Identification.** The contractor shall obtain the following pass and identification items for personnel who will require access to the place of performance on a regular basis. The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and non-government owned vehicles:

1. The contractor shall submit a written request to the Contracting Officer or designated government official specifying the:
  - a) Contract number.
  - b) Place of performance.
  - c) Beginning date of entry to the base and contemplated termination date of entry.
  - d) Names of contractor and subcontractor employees requiring access to the base.
2. The Contracting Officer or designated government official will:
  - a) Endorse the request.
  - b) Forward this request to the Security Forces, Pass and Identification Office, at the place of performance.
3. The contractor shall also submit any requirement for vehicle decals. To obtain the vehicle decals from the Security Forces, Pass and Identification Office, the contractor shall produce:
  - a) A valid driver's license.
  - b) Proof of financial responsibility or insurance which meets the minimum requirements of the contract clause entitled Required Insurance.
  - c) Current vehicle registration.

**4.3.2. Computer Security.** The contractor shall comply with the established Computer Security (COMPUSEC) program to protect classified, sensitive, and unclassified information processed in Information Systems (IS), which are furnished to, and operated by, the contractor. The contractor shall comply with all existing and future applicable USAF, Major Command (MAJCOM), and local computer security directives to include AFI 33-202, Computer Security, AFI 33-211, COMSEC User Requirements, AFI 133-212, and Reporting COMSEC Deviations.

**4.3.3. Common Access Card (CAC).** The contractor personnel with CACs shall receive Cybersecurity Training at start of period of performance and annually thereafter.

**4.3.3.1. CAC Procedures.** The contractor shall ensure personnel requiring access to Offutt AFB possess a Common Access Card (CAC) or an Identification Credential (AFMC Form 387). The CAC can be obtained through the Trusted Associate Sponsorship System (TASS) with the help of the unit Trusted Agent (TA), which is 55 OSS/OSQ. Non-CAC Card holders shall complete a Request for Identification Credential (AFMC Form 496) and submit it to Pass and Registration. The requests shall be submitted to Pass and Registration. The contractor employee shall obtain a completed "Identification Credential" (AFMC Form 387), which shall be issued, displayed and surrendered IAW Installation Physical Security Program, TAFBI 31-101; Installation Security Program. The contractor shall ensure that all employees have the proper identification credentials prior to entering Offutt AFB, Ne.

**4.3.4. Clearance Requirements.** The contractor must possess or obtain a facility security clearance at the classification level of Top Secret prior to performing contract work. If the contractor does not possess the appropriate facility clearance, the government (Contracting Office) will sponsor the contractor for one. The government DSS, Facility Clearance Branch will work with the contractor to complete the mandatory paperwork and obtain the required facility clearance. SECRET clearances are required for all OC/WC-135 crew members and RC-135 pilot and navigator instruction. TOP SECRET clearances with SCI access is required for E- 4B AMSOs, RC-135 EWO, ACLA, DLO, AA, IIO, AMS and ASE simulator instruction and static aircraft trainers. Additionally for RC-135 EWO, ACLA, DLO, AA, IIO, AMS and

ASEs, a successful completion of a polygraph is required for NSA NET as required by NSA. NSA NET is utilized in multiple ATDs. The contractor shall apply for appropriate personnel security clearances within 10 days after receipt of the facility clearance, or within 5 days after award of the contract if the contractor possesses a facility clearance. Contractor employees must have a SECRET clearance at a minimum. Due to the costs involved with security investigations, request for contractor security clearances shall be kept to an absolute minimum necessary to perform contract requirements. The contractor is responsible for insuring all access requirements are met on a timely basis.

**4.3.4.1. Clearance Notifications.** The contractor shall notify the 55 SFS/S5I thirty days before on base performance of the contract. The notification shall include:

1. Name, title, company, and telephone number of on-site Key Personnel (company representatives) for Prime and all Sub-Contracts.
2. The contract number and contracting agency for both Prime and Sub-contracts.
3. The highest level of classified information which contractor employees require access to.
4. The location(s) of contract performance.
5. The contract's period of performance.

**4.3.4.2. Visitor Group Security Agreement (VGSA).** The contractor shall enter into a long term VGSA if contract performance is on base for 90 days or more. This agreement shall outline how the contractor integrates security requirements for contract operations with the Air Force to ensure effective and economical operation on the installation. The agreement should address:

1. Security support provided by the Air Force to the contractor to include storage containers for classified information/material, use of base destruction facilities, classified reproduction facilities, use of base classified mail services, security badging, base visitor control, investigation of security incidents, base traffic regulations, the use of security forms, and conducting inspections required by DoDM\_5200.01 Vols. 1-4 and AFI 16-1406, Air Force Industrial Security Program.
2. Security support requiring joint Air Force and contractor coordination includes packaging classified information, mailing and receiving classified materials, implementing emergency procedures for protection of classified information, security checks, and internal security controls for protection of classified material and high value property.
3. On base, the long term VGSA may take the place of a Standard Practice Procedure (SPP).

**4.3.4.3. Listing of Employees.** The contractor shall maintain a current listing of employees. The list shall include the employee's name, social security number and level of security clearance. The list shall be validated and signed by the company Facility Security Officer (FSO) and provided to the Sponsoring Agencies Security Assistant and COR. An updated listing shall be provided when an employee's status or information changes, new hires and at the beginning of each option year. The submission of a JPAS (or successor system) Visit Request shall fulfill this requirement.

**4.3.4.4. On-Site Security Representative Appointment.** The contractor shall appoint an on-site security representative for the on base Visitor Group. The security representative may be a full time position or an additional duty position. The security representative shall assist the government Security Assistance with providing employees with the training required by DoDM\_5200.01 Vols. 1-4 and AFI 16-1406, Air Force Industrial Security Program. The contractor will also assist with providing initial and follow-on training to contractor personnel who work in Air Force controlled/restricted areas. Air Force restricted areas and controlled areas are explained in AFI 31-101, The Air Force Installation Security Program.

**4.3.4.5. Retrieving Identification Media.** The contractor shall retrieve all identification media, including vehicle passes from employees who depart for any reason before the contract expires; e.g. terminated for cause, retirement, etc. Failure to do so may result in government fees levied against the contractor.

**4.3.4.6. Traffic Laws.** The contractor and its employees shall comply with base traffic regulations.

**4.3.4.7. Weapons, Firearms, and Ammunition.** Contractor employees are prohibited from possessing any weapons, firearms, explosives, or ammunition on themselves or within their contractor-owned or privately-owned vehicle while on military installations.

**4.3.4.8. For Official Use Only (FOUO).** The contractor shall comply with DoD 5400.07, DoD Freedom of Information Act (FOIA) Program, requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

**4.3.4.9. Reporting Requirements.** Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment.

#### **4.4. EMPLOYEE QUALIFICATIONS.**

**4.4.1. Contract Instructors, Subject Matter Experts (SMEs), and Courseware Development Experts.** Instructors shall be competent SMEs IAW paragraph 4.5.66. The use of instructors as Courseware Development (CWD) SMEs and CWD SMEs as instructors is encouraged.

**4.4.2. Ground Training Instructor Qualifications.** Prospective instructors shall meet the following requirements:

##### **4.4.2.1. RC/OC-135 Pilot Ground Instructor Qualifications.**

1. The following qualifications are requirements for personnel employed as RC/OC-135 Pilot and Navigator instructors:
  - a) Previous instructor experience in any RC/OC/WC-135 or KC-135 model in the last seven years or qualified as a contract pilot instructor in any aircraft listed above within the preceding two years.
  - b) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
  - c) Must be able to obtain a Secret or higher security clearance.
2. The following qualifications are desired:
  - a) Previous flight instructor experience in last 2 years any RC/OC-135 or KC-135 model or qualified as a contract instructor in any aircraft listed above within the preceding two years.
  - b) More than 2,000 flying hours in aircraft listed above.
  - c) Previous flight evaluator experience in appropriate aircraft listed above.
  - d) Previous receiver in-flight refueling experience
  - e) Previous experience as an academic platform instructor or training device (simulator) instructor.
  - f) Qualified in aircraft listed above within the preceding four years.

##### **4.4.2.2. RC/OC-135 Navigator Ground Instructor Qualifications.**



1. The following qualifications are requirements for personnel employed as RC/OC-135 Pilot and Navigator instructors:
  - a) Previous instructor experience in any RC/OC/WC-135 or KC-135 model in the last seven years or qualified as a contract pilot instructor in any aircraft listed above within the preceding two years.
  - b) Previous receiver in-flight refueling rendezvous experience.
  - c) Previous experience with in-flight GPS and/or LN-20/120.
  - d) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
  - e) Must be able to obtain a Secret or higher security clearance.
2. The following qualifications are desired:
  - a) Previous flight instructor experience in last 2 years any RC/OC-135 or KC-135 model or qualified as a contract instructor in any aircraft listed above within the preceding two years.
  - b) More than 2,000 flying hours in aircraft listed above.
  - c) Previous flight evaluator experience in appropriate aircraft listed above.
  - d) Previous experience as an academic platform instructor or training device (simulator) instructor.
  - e) Qualified in aircraft listed above within the preceding four years.

#### **4.4.2.3. RC-135 Electronic Warfare Officer (Raven) Instructor Qualifications.**

1. The following qualifications are requirements for personnel employed as RC-135 Raven instructors:
  - a) Previous experience within last seven years as an electronic warfare officer holding a combat systems officer rating on any RC-135 model or comparable aircraft or qualified as a contract instructor in an aircraft listed above within the preceding two years.
  - b) Previous flight instructor experience in any RC-135 model or comparable aircraft or qualified as a contract instructor in an aircraft listed above within the preceding two years.
  - c) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
  - d) Must be able to obtain a TOP Secret clearance with SCI access, and must be able to obtain a successful completion of a polygraph so as to utilize NSA NET.
2. The following qualifications are desired:
  - a) More than 1,000 flying hours in aircraft listed above.
  - b) Previous flight evaluator experience in any RC-135 model or comparable aircraft within the preceding two years.
  - c) Previous experience as an academic platform instructor or as a training device (simulator) instructor.
  - d) Qualified in aircraft listed above within the preceding four years.

#### **4.4.2.4. RC-135 Airborne System Engineer (ASE) Instructor Qualifications.**

1. The following qualifications are requirements for personnel employed as RC-135S/U/V/W ASE instructors:
  - a) Previous experience within last five years as an ASE in any RC-135 model or qualified as an ASE contract instructor in an aircraft listed above within the preceding two years.
  - b) Previous flight instructor experience in any RC-135 model.
  - c) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.

- d) Must be able to obtain a TOP Secret clearance with SCI access, and must be able to obtain a successful completion of a polygraph so as to utilize NSA NET.
2. The following qualifications are desired:
- a) More than 1,000 flying hours in aircraft listed above.
  - b) Previous flight evaluator experience in any RC-135 model.
  - c) Previous experience as an academic platform instructor or as a training device (simulator) instructor.
  - d) Multiple position qualified in aircraft listed above within the preceding two years.
  - e) Within two years of contract start date, all instructors will have an Associate's Degree. Any instructors hired after the initial two years of the contract will have 12 months to earn an associate's degree.

#### **4.4.2.5. RC-135 Airborne Cryptologic Language Analyst (ACLA) Instructor Qualifications.**

1. The following qualifications are requirements for personnel employed as RC-135 ACLA instructors:
- a) Previous experience within last five years as an RC-135 Cryptologic Mission Crew (CMC) member, comparable aircraft or compatible ground operations station or qualified as a contract ACLA instructor in a capacity listed above within the preceding two years.
  - b) Previous experience in any RC-135 model or comparable aircraft or qualified as a CO contract instructor within the preceding two years.
  - c) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
  - d) Must be able to obtain a TOP Secret clearance with SCI access, and must be able to obtain a successful completion of a polygraph so as to utilize NSA NET.
2. The following qualifications are desired:
- a) More than 1,000 flying hours in aircraft listed above.
  - b) Previous evaluator experience in any RC-135 model or comparable aircraft within the preceding two years.
  - c) Previous experience as an academic platform instructor or training device (simulator) instructor.
  - d) Multiple position qualifications in aircraft listed above within the preceding two years.
  - e) Within two years of contract start date, all instructors will have an Associate's Degree. Any instructors hired after the initial two years of the contract will have 12 months to earn an associate's degree.

#### **4.4.2.6. RC-135 Airborne Mission Supervisor (AMS), Airborne Analysts (AA), and Data Link Operator (DLO) Instructor Qualifications.**

1. The following qualifications are requirements for personnel employed as RC-135 AMS, AA, and DLO instructors.
- a) Previous experience within last five years as an RC-135 AMS, AA, or DLO mission crew member, comparable aircraft or compatible ground operations station or qualified as a contract instructor in a capacity listed above within the preceding two years.
  - b) Previous instructor experience in any RC-135 model or comparable aircraft or qualified as an AMS, AA, or DLO contract instructor within the preceding two years.
  - c) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.

- d) Must be able to obtain a TOP Secret clearance with SCI access, and must be able to obtain a successful completion of a polygraph so as to utilize NSA NET.
2. The following qualifications are desired:
- a) More than 2,000 flying hours in aircraft listed above.
  - b) Previous evaluator experience in any RC-135 model or comparable aircraft within the preceding two years.
  - c) Previous experience as an academic platform instructor or training device (simulator) instructor.
  - d) Multiple qualifications as an AMS, AA, or DLO (i.e. AMS and DLO, AA and AMS etc.) on aircraft listed above within the preceding two years.
  - e) Within two years of contract start date, all instructors will have an Associate's Degree. Any instructors hired after the initial two years of the contract will have 12 months to earn an associate's degree

#### **4.4.2.7. RC-135 Signals Search and Development (SSD) Operator Instructor Qualifications.**

1. The following qualifications are requirements for personnel employed as RC-135 SSD Operator instructors:
- a) Previous experience within last five years as an RC-135 SSD Operator mission crew member, comparable aircraft or compatible ground operations station or qualified as a contract SSD instructor in any capacity listed above within the preceding two years.
  - b) Previous instructor experience in any RC-135 model or comparable aircraft or qualified as a SSD contract instructor within the preceding two years.
  - c) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
  - d) Must be able to obtain a TOP Secret clearance with SCI access, and must be able to obtain a successful completion of a polygraph so as to utilize NSA NET.
2. The following qualifications are desired:
- a) More than 1,000 flying hours in aircraft listed above.
  - b) Previous evaluator experience in any RC-135 model or comparable aircraft within the preceding two years.
  - c) Be a graduate of the USN courses of X5ABN1230-006, X5ABN1231-006, and X5ABN1232-006.
  - d) Previous experience as an academic platform instructor or training device (simulator) instructor.
  - e) Within two years of contract start date, all instructors will have a Associate's Degree. Any instructors hired after the initial two years of the contract will have 12 months to earn an associate's degree.

#### **4.4.2.8. E-4B Airborne Mission System Operator (AMSO) Instructor Qualifications**

1. The following qualifications are requirements for personnel employed as E-4B Communications Control Officer (CCO)/Data Operator (DO)/Voice Operator (VO)/Super High Frequency Operator (SHF)/Wire Operator/Technical Control 1 (TC-1)/Technical Control 2 (TC-2)/Senior Leadership Communication System (SLCS)/Radio Operator (RO) Instructors:
- a) Previous experience within last seven years as an E-4B AMSO or CCO mission crew member or qualified as a contract instructor within the preceding two years.
  - b) Previous experience as an E-4B flight instructor or qualified as an E-4B contract instructor within the preceding two years.

- c) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
  - d) Must be able to obtain a Top Secret clearance with SCI access.
2. The following qualifications are desired:
- a) More than 1,000 flying hours in aircraft listed above.
  - b) Previous experience as an E-4B flight evaluator within the preceding two years.
  - c) Previous experience as an academic platform instructor or training device (simulator) instructor.
  - d) Multiple E-4B position qualified within the preceding two years.
  - e) AMSO qualified alert NCOIC certification.
  - f) Within two years of contract start date, all instructors will have an Associate's Degree. Any instructors hired after the initial two years of the contract will have 12 months to complete an Associate's Degree.

#### **4.4.2.9. E-4B Flight Attendant (FA) Instructor Qualifications.**

1. The following qualifications are requirements for personnel employed as E-4B Flight Attendant Instructors:
- a) Previous experience within the last seven years as a mission qualified Air Force Flight Attendant or qualified as a contract instructor within the preceding two years.
  - b) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course (CIC) or MAJCOM equivalent satisfies the CRI requirement.
  - c) Must be able to obtain a Top Secret clearance with SCI access.
  - d) Within 12 months of the initial contract start date, all instructors will obtain an Associate's Degree.
2. The following qualifications are desired:
- a) Previous experience as a mission qualified Air Force Flight Attendant Flight Instructor or Flight Evaluator with more than 1,000 hours.
  - b) Previous experience as an E-4B mission qualified Flight Attendant.
  - c) Previous experience as an academic or flight instructor or training device (simulator) instructor.

#### **4.4.2.10. RC-135 Information Integration Officer (IIO) Instructor Qualifications.**

1. The following qualifications are requirements for personnel employed as RC-135 IIO instructors:
- a) Previous experience within the last two years as an RC-135 V/W IIO; or an RC-135 (or comparable aircraft) management level Cryptologic Mission Crew member (AMS, AA, DLO); or qualified as a contract IIO instructor in a capacity within the preceding two years.
  - b) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
  - c) Must be able to obtain a TOP Secret clearance with SCI access, and must be able to obtain a successful completion of a polygraph so as to utilize NSA NET.
2. The following qualifications are desired:
- a) More than 1,000 flying hours in any RC-135 model or comparable aircraft.
  - b) Previous evaluator experience in any RC-135 model or comparable aircraft within the preceding two years.
  - c) Previous experience as an academic platform instructor or training device (simulator) instructor.

- d) Multiple position qualifications in aircraft listed above within the preceding two years.

#### **4.4.2.11. Instrument Refresher Course (IRC) Instructor Qualifications.**

1. The following qualifications are requirements for personnel employed as IRC instructors:
  - a) IRC instructors must be graduates of the Air Force Advanced Instrument School (AIS).
  - b) IRC instructors must be qualified instructor per [PWS Para 4.4.2.1.](#)

**4.4.3. RC/OC-135/E-4B Operations Scheduling Specialist.** The contractor will provide an Operations Scheduling Specialist to be embedded in 338th DOS. The specialist duties will include (but are not limited to):

1. Interface with 55th Wing Scheduling to ensure aircraft, PTTs, and simulators are scheduled properly for IQT and MQT academics, Full-Mission Simulations (FMSs), and Supplemental Aircrew Training Device (SATD) events.
2. Interface with 55 WG XP to de-conflict exercise execution planning during non-peak academic training device demands and coordinate with FTU leads for dynamic schedule modifications.
3. Attend weekly scheduling meetings with 55OG senior staff and 55OG scheduling representatives from training and operational squadrons.
4. Develop and maintain a functional knowledge of RJMT/MCTS system limitations, crew position responsibilities, and syllabus requirements for all instructed syllabi.

#### **4.4.3.1 The following qualifications are requirements for personnel employed as Operations Scheduling Specialist:**

1. Completed 5-7 years' experience in RC/OC/WC 135/E4B mission scheduling.
2. Ability to obtain a "Top Secret with SCI" security clearance.
3. Associate's degree in Communications Applications Technology or related field or equivalent work experience.
4. Desired: Previous experience within the last two years in any RC/OC/WC 135/E-4B training program as a Mission Scheduler.

**4.4.4. RC/OC-135/E-4B Registrar/Student Scheduler.** The contractor will provide a Registrar/Student Scheduler to be embedded in 338th Registrar's Office. The Registrar/Student Scheduler duties will include (but are not limited to):

1. Responsible for managing students prior to onset, during, and completion of training.
2. Responsible for initiating, maintaining, and distributing student records.
3. Update and maintain the student management system and web based computer training projects according to current and changing demands.
4. Track, analyze and report on student progression through training from initial ancillary training through flight phase and graduation.
5. Alternate IMSO duties - assist the Primary IMSO (International Military Student Officer) as to assist in monitoring and coordinating activities for the IMS training, including implementation of the FSP (AFI 16-105, Chapter 11, paragraph 11-5.c.)

#### **4.4.4.1 The following qualifications are requirements for personnel employed as Registrar/Student Scheduler:**

1. Completed 3-5 years in computer programming and experience with relational database administration.

2. Ability to obtain a "Secret" security clearance.
3. Bachelor's degree in Communications Applications Technology or related field or equivalent work experience.
4. Desired: Previous experience within the last two years in any RC/OC 135/E-4B training program as a Registrar or Registrar Programmer

**4.4.5. Instructional Developer Qualifications.** Academic study in related fields and experience in related disciplines may be considered by the government for individuals not meeting all requirements. Instructional Developers shall meet the following requirements:

1. Master's Degree in Education or related discipline.
2. Minimum of 3 hours of graduate credit in each of the following areas: Instructional Methodology, Tests and Measurements, Educational Psychology, Curriculum Development, and Learning Theory.
3. Minimum of 2 years' experience in curriculum development including formative evaluation, and previous experience in design and production of ISD materials.
4. The Government may consider experience as a substitute for the educational requirements.

**4.4.6. Education Technologist Qualifications.** Academic study in related fields and experience in related disciplines may be considered by the government for individuals not meeting all requirements. Education Technologists shall meet the following requirements:

1. Minimum of 2 years' experience in curriculum development including formative evaluation, and previous experience in design and production of ISD materials.
2. Minimum 15 credit hours of study with at least 3 hours of education credits in any of the following areas: Instructional Methodology, Tests and Measurements, Educational Psychology, Curriculum Development, and Learning Theory.
3. The Government may consider experience as a substitute for the educational requirements.

**4.4.7. Contractor Instructor Requirements.** All contractor instructors required to perform duties in the simulators are required to accomplish Crew/Cockpit Resource Management Refresher Training per ACC SUP to AFI 11-290.

#### **4.4.8 Employee Qualifications Review Process.**

**4.4.8.1. Management Personnel.** The contractor is the sole approving authority for management level personnel. The contractor is encouraged, but not required to follow the employee review process for these positions.

**4.4.8.2 Current Contract Employees.** The Government considers current contract employees as meeting the PWS qualifications, however, the Government reserves the right to review current contract employee resumes as required. Current employees who will transition to the new contract may be submitted by name in a letter to the Government for review/concurrence.

**4.4.8.3 New Employees.** The contractor shall submit to the TRSS COR at Langley AFB for review, resumes on potential contractor personnel candidate(s) IAW [Para 4.4.](#) of this PWS, a minimum of 15 work days prior to the hiring of the candidate. The COR shall review and evaluate such resumes for all new candidates to ensure they match the Government's PWS requirements. If required, the COR may forward the resumes to other appropriate Government personnel for their review. Personnel employed under the preceding contract do not require re-approval as long as there is not a break of service of over 6 months."

**4.4.8.4 Instructor Certifications.** The contractor will provide written notification to the Chief GSME and COR that an instructor is certified to instruct a lesson/training device event as specified. If the new instructor is from a different mission design series the government may elect to observe the final academic and simulator checkout to provide government concurrence/certification. Contractor will maintain a listing of qualified instructors and the classes/specialties they are certified to instruct.

**4.5. GOVERNMENT RIGHTS TO DELIVERABLES.** The government shall have unlimited rights to any and all items delivered under this contract. These government unlimited rights apply as soon as the government explicitly or constructively accepts the delivered item.

#### **4.6. HOURS OF OPERATION:**

**4.6.1. Hours Of Operation For Academic And Training Device Instruction.** When student flow allows, academic and training device instruction will be scheduled between 0800 to 1600 hours (“A” Shift) Monday through Friday exclusive of Federal legal holidays (see to [PWS Para 4.6.3.](#)). High student flow rates in any course of instruction may require the addition of B and/or C Shifts of operation, as outlined in [PWS Para 4.6.2.](#) Peculiar circumstances, other than the high student flow rates mentioned above, may require expanding the normal hours of operation by an additional 4 hours per day (Monday through Friday) and/or up to 12 hours per day (Saturday and Sunday). However, total operations on any one training device will not exceed 16 hours per day. The following chart lists the dates and normal hours of operations for training device instruction. Continued operations outside normal scheduled times may occur if required. Operations outside normal scheduled times, to these stated limits, shall be accomplished by the contractor at no additional cost to the Government.

#### **4.6.2. Normal Hours Of Operations For Training Device Instruction Chart.**

FY	Device	Dates	Hours of Operation		
			A Shift	B Shift	C Shift
20 -25	All	1 Apr to 31 Mar	0800-1600	1600-2400	2400-0800

**4.6.3. Federal Legal Holidays.** The following Federal legal holidays are observed under this contract:

- (1) New Year's Day ..... 1 January
- (2) Martin Luther King's Birthday ..... Third Monday in January
- (3) President's Day ..... Third Monday in February
- (4) Memorial Day ..... Last Monday in May
- (5) Independence Day ..... 4 July
- (6) Labor Day ..... First Monday in September
- (7) Columbus Day ..... Second Monday in October
- (8) Veterans Day ..... 11 November
- (9) Thanksgiving Day ..... Fourth Thursday in November
- (10) Christmas Day ..... 25 December

**NOTE:** If any of the above Federal legal holidays fall on a Saturday then it will be observed on the preceding Friday. Likewise, if any of the above Federal legal holidays fall on a Sunday then it will be observed on the following Monday.

#### **4.7. GENERAL DEFINITIONS:**

**4.7.1. Contract Deliverables.** Materials delivered by the contractor. Some examples of contract deliverables are Lesson Packages, Master Files, and Contractor Monthly Reports. ([See Appendix 8](#))

**4.7.2. Chief Government Subject Matter Expert (GSME).** The lead government on site representative, which usually will be the ACC TRSS Det 10/CC.

**4.7.3. Contracting Officers Representative (COR) / Program Manager (PM).** ACC representative located at Langley AFB who appoints and supervises Government SMEs and monitors their activities. Acts as the liaison between the ACC Staff, Contracting Officer/Functional Area Commander, Government SMEs and contractor program manager.

**4.7.4. Defective Service.** A service output that does not meet the standard of performance specified in this contract for that particular service.

**4.7.5. Duty Hours.** That period of the day during which contract instruction is scheduled.

**4.7.6. Functional Area Commander (FAC).** The commander or functional director of the organization having responsibility for the actual performance of a given service. For this contract it will be the ACC TRSS/CC.

**4.7.7. Lot.** The total number of potential service outputs in a surveillance period.

**4.7.8. Performance Measure.** The point that divides acceptable and unacceptable performance of a task according to the Services Delivery Summary and the Inspection of Services contract clause. It is the number of defectives or maximum percent defective in the lot that is deemed acceptable. Any further defectives will require the Government to take corrective action.

**4.7.9. Periodic Surveillance.** A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established, products and services conform to established technical requirements, and satisfactory performance is achieved. For purposes of this contract, surveillance refers to actions performed by the Government SMEs where samples of service output are selected on other than a one hundred percent (100%) or statistically random basis.

**4.7.10. Quality Control.** Those actions taken by a contractor to control the production of outputs to ensure that they conform to the contract requirements.

**4.7.11. Random Sampling.** A sampling method where each service output in a lot has an equal chance of being selected for quality assurance surveillance.

**4.7.12. Sample.** One or more service outputs drawn from a lot for surveillance.

#### **4.8. TECHNICAL DEFINITIONS:**

**4.8.1. Acceptance (of deliverable items).** Acceptance applies to new contract items stated in the PWS attachments. Acceptance means the Government has accepted /approved the contract item for delivery (refer to "Delivery").

**4.8.2. Adverse Weather Shutdown.** Removal of power from training hardware due to power fluctuations caused by adverse weather.

**4.8.3. Airborne Analyst (AA).** Mission crewmember that oversees the analysis and reporting effort derived from collection by the cryptologic mission crew. Also maintains communications networks with national and tactical entities.



**4.8.4. Airborne Cryptologic Language Analyst (ACLA).** Crewmember tasked with exploiting target data in order to satisfy local, theater, and national tasking. An Airborne Cryptologic Language Analyst is any 1A8X1 on board RC-135 aircraft.

**4.8.5. Airborne Mission Supervisor (AMS).** Senior cryptologic authority on the mission aircraft. Oversees the cryptologic mission crew collection and reporting and supports local, theater, and national tasking, as required.

**4.8.6. Airborne System Engineer (ASE).** An enlisted maintenance technician responsible for Uploading/downloading the mission system software, maintaining equipment function, performing malfunction analysis and correcting mission system equipment malfunctions.

**4.8.7. Aircrew.** The complete complement of flight and mission crew personnel required to fly an operational mission.

**4.8.8. AMSO - Airborne Mission System Operator (formerly AMSS).**

**4.8.9. AMSO-Data – Data Operator.** Operator responsible for operating and performing malfunction analysis on data systems mission equipment.

**4.8.10. AMSO-DTWO - Dual Trailing Wire Operator.** Operator responsible for operating and performing malfunction analysis on trailing wire mission equipment.

**4.8.11. AMSO-Radio – Radio Operator.** Operator responsible for operating and performing malfunction analysis on radio systems mission equipment.

**4.8.12. AMSO-RM1 – Radio Maintenance 1.** Maintenance technician responsible for maintaining mission equipment, performing malfunction analysis and repairing/correcting mission system equipment malfunctions.

**4.8.13. AMSO-SLCS - Senior Leadership Communication System.** Maintenance technician responsible for maintaining mission equipment, performing malfunction analysis and repairing/correcting mission system equipment malfunctions.

**4.8.14. AMSO-TC1 – Technical Control 1.** Maintenance technician responsible for maintaining mission equipment, performing malfunction analysis and repairing/correcting mission system equipment malfunctions.

**4.8.15. AMSO-TC2 - Technical Control 2.** Maintenance technician responsible for maintaining mission equipment, performing malfunction analysis and repairing/correcting mission system equipment malfunctions.

**4.8.16. AMSO-SHF – Super High Frequency.** Maintenance technician and operator responsible for operating, maintaining and performing malfunction analysis on super high frequency (SHF) systems mission equipment.

**4.8.17. AMSO-Voice.** Maintenance technician and operator responsible for operating, maintaining and performing malfunction analysis on systems mission equipment.

**4.8.18. Approval (of courseware reviews/revisions).** Approval applies to existing academic and training device courseware. Once existing classroom and training device courseware is reviewed or revised by the contractor, the government will approve or disapprove it. Approval means that the government finds the

reviewed or revised courseware is complete, current and accurate and is ready for implementation. In the case of a review that identifies the need for further revision, Approval means the government approves contractor proposal for revision.

**4.8.19. Behavior Objective (BO).** A training objective that is evaluated using subjective testing methods or is demonstrated in the simulator.

**4.8.20. Central Flight Instructor Course (CFIC)** Training course to qualify RC-135 and E-4B crewmembers as instructors in their respective crew positions. Course is normally two days of academics followed by simulator and flight requirements. Pilot and Navigator instructor training includes candidates for all RC-135s, OC-135 and WC-135 aircraft, as applicable. Electronic Warfare Officer (EWO) and Airborne System Engineer (ASE) instructor training includes candidates for all RC-135s and the OC-135 (ASE only). Information Integration Officer (IIO) instructor training includes candidates for the RC-135V/W Rivet Joint only. Cryptologic Mission Crew (CMC) instructor training includes candidates for all RC-135s in the following aircrew positions: Airborne Mission Supervisor (AMS), Airborne Analyst (AA), Airborne Cryptologic Language Analyst (ACL), Datalink Operator (DLO) and Signals, Search and Development (SSD). E-4 instructor training includes candidates in the following E-4 aircrew positions: Flight Attendant (FA), Airborne Mission System Specialist (AMSS), Communications Control Officer (CCO), Super-High Frequency (SHF) Operator and Dual Trailing Wire Antenna (DTWA) Operator.

**4.8.21. Class.** A group of students being trained under a formal or specialty training syllabus.

**4.8.22. Cockpit Familiarization Trainer (CFT).** A training device that looks like the aircrew stations of a specific aircraft. It is used to teach the positions of the controls, instruments, switches, and lights. Additionally, it is used to practice tasks such as checklist use, normal procedures, and emergency procedures. The controls, switches, and instruments do not respond to student inputs.

**4.8.23. Cockpit Procedures Trainer (CPT).** A training device used to train normal, emergency, and instrument procedures. Aircraft instruments and other displays are activated to respond to flight control inputs; however, exact dynamic simulation of all functions is not required. This training device provides safety-of-flight training.

**4.8.24. Communications Control Officer (CCO).** A commissioned officer responsible for overall success of communications operations. As the communications team leader this individual is the liaison between the battle staff, flight deck operations and team technicians. The CCO has a working knowledge of the technical capabilities of the communications equipment on board the E-4B and how that equipment is used to meet CJCS-directed missions.

**4.8.25. Computer Assisted Instruction (CAI).** Instruction in which students interact with a computer through a variety of interactive instructional modes such as drill-and-practice, tutorial, dialogue, and simulations.

**4.8.26. Computer Based Training (CBT).** Training in which computers are used for both training delivery and training management. The management functions often include scheduling, lesson selection, score keeping, and quality of student responses. CBT is an inclusive term used to describe interactive instruction delivered by using a computer. CBT includes Computer Based Instruction (CBI) and/or Computer Managed Instruction (refer to AFH 36-2235 Volume 5, Information for Designers of Instructional Systems: Advanced Distributed Learning: Instructional Technology and Distance Learning).

**4.8.27. Computer Managed Instruction (CMI).** The use of computers to manage the instructional process. CMI generally includes tasks such as registration, pre-testing, diagnostic counseling, prescription of learning experiences, progress testing, post-testing, determination of student mastery of objectives, and disenrollment. CMI includes the use of computers to guide a student through an individualized program. Learning activities may be satisfied independent of the computer. The computer performs many of the administrative tasks such as diagnosing student needs, prescribing learning activities, and evaluating student accomplishments (e.g., grading quizzes and remediation students to the proper area of instruction).

**4.8.28. Corrections.** Changes to courseware after contractor submission and prior to Government acceptance or approval are corrections. The Government will submit a request for courseware correction to the contractor. The contractor shall correct the courseware in accordance with the request and resubmit the corrected courseware to the Government. The time requirement in the applicable PWS attachment applies with respect to submission of the correction(s) to the contractor (refer to "Delivery").

**4.8.29. Courseware Submission.** The contractor shall submit courseware to the Government for review and acceptance/rejection or approval/disapproval. PWS attachments specify contract deliverable submission time requirements.

**4.8.30. Criterion Referenced Objective (CRO).** A CRO serves as a performance-oriented tool identifying criteria and actions required to demonstrate mastery of a task. Each CRO has prescribed levels of performance, contains a behavior (task statement), a condition (available equipment, checklists, governing directives or the situation requiring the task), and a standard (regulation, instruction, or operating instruction) for the task. Each CRO can be evaluated using objective testing methods.

**4.8.31. Cryptologic Mission Crew (CMC).** Collective term for the crewmembers responsible for cryptologic operations on the RC-135. CMC consists of the AMS, AA, DLO, SSD, IIO and ACLA crewmembers.

**4.8.32. Data Link Operator (DLO).** Mission crewmember that oversees all data link operations required to satisfy local, theater, and national tasking. Coordinates with Ravens to fuse data with collections by the CMC.

**4.8.33. Delivery.** For the purpose of this PWS, a courseware item is "delivered" when the Government has accepted/approved the item. Items submitted to the Government for acceptance/approval which are subsequently rejected/disapproved and returned to the contractor for correction(s) will not be considered as delivered to the Government (refer to "Acceptance", "Correction" and "Rejection").

**4.8.34. Disapproval (of courseware revisions).** Disapproval applies to existing academic and training device courseware. Once existing classroom and training device courseware is revised by the contractor, the government will approve or disapprove it. Disapproval means that the government did not find the revised courseware complete, current and accurate. Existing courseware that has been disapproved is returned to the contractor for correction and resubmission through the approval process again. Existing courseware can be disapproved more than once. The government has the final say on the completeness, currency, and accuracy of the courseware if questions arise during the disapproval process.

**4.8.35. Emulator (RC-135U).** Emulator provides limited functionality to simulate equipment operations for Integrated Data Processing System (IDPS).

**4.8.36. Existing Courseware.** Classroom and training device courseware that is already created for, accepted by, and delivered to the government (not newly developed courseware). All existing courseware

should be reviewed every two years following the normal Review/Revision process, however, CW may exceed the two year review cycle due to funding constraints, courseware development priorities, and/or the CW is due to be retired.

Note: Since the Defense Instructional Technology Information System (DITIS) is no longer functioning. The custodial responsibility of all interactive courseware will fall to ACC TRSS/Det 10.

**4.8.37. Formal Course.** Training course outlined in formal training syllabi required to be listed as a course in Air Force Education and Training Course Announcements (ETCA) at site: <https://etca.randolph.af.mil>. It is a course type which accepts a student with prescribed entry prerequisites and ensures that each graduate possesses the skills, knowledge, and levels of proficiency established in the course objectives or training standards.

**4.8.38. Government SME (GSME).** Refers to subject matter experts who perform surveillance in Academic Instruction, Training device or Courseware. These personnel are assigned to ACC TRSS/Det 10 or nominated by the wing to be trained as surveillance personnel.

**4.8.39. Instructional Systems Development (ISD).** A deliberate and orderly, but flexible, process for planning, developing, implementing, and managing instructional systems. ISD ensures that personnel are taught in a cost-efficient way the skills, knowledge, and attitudes essential for successful job performance. The updated model of ISD that is currently in use under this contract is defined in AFM 36-2234 and AFH 36-2235V8.

**4.8.40. Instructor Certification.** Certification involves the evaluation and documentation of an instructor's ability to instruct. This ability is independent of the subject matter taught during the certification presentation. An instructor must be certified as an academic instructor to teach academic events. Likewise, an instructor must be certified as a training device instructor to teach training device events.

**4.8.41. Instructor Qualification.** Qualification, leading to certification, involves the evaluation of an instructor's knowledge of the subject matter and their ability to instruct a specific academic or training device lesson. An instructor qualifies in each lesson or training device phase that he/she instructs.

**4.8.42. Interactive Courseware (ICW).** Computer-controlled training designed to allow the student to interact with the learning environment through input devices, such as, keyboards and light pens. The student's decisions and inputs to the computer determine the level, order, and pace of instructional delivery; and forms of visual and aural outputs. ICW is a software based tutorial that provides an active process in which the student responds (provides input) to the presented material, then the program acts on the input (branches) to present more material appropriate to the input. ICW can be delivered within a classroom presentation or as part of a CBT.

**4.8.43. Learning Center Monitor (CBT and/or ICW).** An instructor who provides assistance to students using the Learning Center. This individual will answer student questions on the lessons and operation of the equipment. No ability to troubleshoot or diagnose problems with CBT equipment is implied. The monitor shall be required to report problems to the appropriate Government SME or designated representative.

**4.8.44. Lesson.** A unit of instruction contained in a formal or specialty training syllabus. Every Lesson contains a Lesson Package ([See Attachment C](#))

**4.8.45. Maintain.** To keep in a state of repair. This is a guardian (i.e., one who guards, preserves, or secures) function to prevent other than fair wear and tear on materials or equipment. No ability to repair, replace, or improve is implied unless specifically stated in this contract. For example, the contractor would be responsible for changing the light bulb in a slide projector, but would not be responsible for repairing the projector if it does not properly change slides.

**4.8.46. Manage.** Set up for proper use, effective handling, or to control and direct. No ability to maintain equipment is implied. Control and direction is limited to that directly required to accomplish instructional duties. Tracking of equipment status and location is not implied.

**4.8.47. Mission Crew Training System (MCTS).** A device which dynamically simulates the operational characteristics of the designated aircraft to train Ravens, ASEs, and the Cryptologic Mission Crew in reconnaissance procedures and combat mission execution. This training device combines basic reconnaissance, war fighting tasks and provides integration of skills.

**4.8.48. Mission/Event Details.** All information required to revise or develop lesson plans. This includes objective, materials needed, event prerequisites, briefing items, initial conditions, event conduct, and debriefing guidance.

**4.8.49. Mission Modification.** Using proper Instructor Operation Station (IOS) procedures to convert the training device from one mode of training to another (e.g., instruments, etc.).

**4.8.50. Module or Block of Training.** Major training divisions (e.g., transition, etc.).

**4.8.51. New Courseware.** Classroom and training device courseware that didn't exist before and is developed new for the first time. New courseware can be identified anytime during the FY but is normally identified as a result of new equipment, new missions, etc. It is programmed into the CDS, approved by the government and subsequently developed at the 100% rate.

**4.8.52. Operational Flight Trainer (OFT).** A high-order training device that dynamically simulates the flight characteristics of the designated aircraft to train aircrews in normal cockpit procedures, instrument flight procedures, emergency procedures, and limited combat event execution. This training device combines safety-of-flight, some war fighting tasks, and provides integration of skills.

**4.8.53. Operational Training Development (OTD) Team.** The OTD team is responsible for the ISD process to include development of all media, courseware, training devices, syllabi, and hands-on events. They are the office or unit designated with primary responsibility for training development and maintenance; and evaluation of lesson plans, phase manuals, and syllabi. The OTD team consists of a team chief, Subject Matter Advisors (SMA), ISD technicians, education and training officers, and instructional systems specialists.

**4.8.54. Part-Task Trainer (PTT).** Operator trainers that allow selected aspects of a task (e.g., fuel system operation, hydraulic system operation, etc.) to be practiced, and a high degree of skill to be developed independently of other elements of the task.

**4.8.55. Phase Manual Review.** A review of phase manuals used to support formal training requirements. The review ensures that the phase manual complies with command guidance and is consistent with each aircraft Technical Order (T.O.), all lesson plans, and all syllabi.

**4.8.56. Primary Aircrew Member.** Personnel whose primary duty is to fly the unit assigned aircraft.

**4.8.57. Raven.** Equivalent to Electronic Warfare Officer. Ravens are responsible for ELINT, FISINT, and MASINT collection and dissemination on the RC-135.

**4.8.58. Rejection (of deliverable items).** Rejection applies to new items listed in the PWS. Rejection means the Government has rejected the new item for delivery. The government rejects new items when it deems it incomplete, not current or inaccurate and will return it to the contractor for correction and resubmission through the acceptance process again. New items can be rejected more than once. The government has the final say on the completeness, currency, and accuracy of the courseware if questions arise during the rejection process.

**4.8.59. Review.** A Review applies only to existing classroom and training device courseware. A review occurs when the contractor performs an analysis of a lesson for accuracy and currency and involves making minor changes, and if necessary identifying any follow on revision work that is needed. A review will be accomplished on all lessons every two years, however, CW may exceed the two year review cycle due to funding constraints, courseware development priorities, and/or the CW is due to be retired. Reviews are made at a 10% rate. As a minimum, minor changes include, but are not limited to: spelling and grammar changes, changes to match the approved style guide, rearrangement of material from one slide to another, slide rearrangement, updating source document references such as AFIs, TOs, Pubs, etc., making minor changes to knowledge checks, quizzes, exams, and student materials.

**4.8.60. Revision.** A Review applies only to existing classroom and training device courseware. Once the contractor identifies through a 10% review that follow-on revision work is needed, they will outline that work effort in an LSR. Once the government approves the LSR, the contractor will schedule and perform the 30% revision to the courseware. Revision work focuses on content related material and involves greater effort than what is involved in a review. Revisions add, amend, correct, substitute, delete, or modify existing content/data. A revision affects courseware objectives and requires additional resources. Platform Instructional Review lessons (such as academic reviews, block reviews, etc) which are intended to review previously taught material will not be credited at higher than 30% work effort credit.

**4.8.61. RIVET JOINT Mission Trainer (RJMT).** A device which dynamically simulates the operational characteristics of the designated aircraft to train Ravens, ASEs, and the Cryptologic Mission Crew in reconnaissance procedures and combat mission execution. This training device combines basic reconnaissance, war fighting tasks and provides integration of skills.

**4.8.62. Senior Staff Officer (SSO).** Senior officer course taught to senior officers for basic aircraft qualification (BAQ) status as an RC-135 Pilot, Navigator, IIO or EWO. For course entry, the individual must be a Pilot, Navigator, Information Integration Officer (IIO) or Electronic Warfare Officer (EWO) on flying status and qualified for flight duty. The individual must be designated as 55th Wing senior staff, attached senior staff, or special duty staff requiring RC-135 crewmember qualification.

**4.8.63. Scenario.** A logical and realistic presentation of event objectives and specific event tasks required by the formal training syllabus in corresponding event lesson plans.

**4.8.64. Simulator.** Refer to "Training Device".

**4.8.65. Specialty Course.** A Continuation Training Course is a Specialty Course and is not required to be listed as a formal training course in Air Force Education and Training Course Announcements (ETCA) at site: <https://etca.randolph.af.mil>. A Specialty Course is associated with a syllabus that outlines a course of instruction for Continuation Training within this PWS. It provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in their assigned certification/qualification level IAW AFI 11-202v1, para 3.

**4.8.66. Static Aircraft Trainer (SAT).** An operational RC/OC-135 or E-4B aircraft used as a ground training device. A full power-up device used to train Ravens, ASEs, and the Cryptologic Mission Crew in equipment operations and normal procedures. Requires flight-line maintenance support, air conditioning, power supplied, and ASE support to bring equipment to operational status. Aircraft availability subject to operational requirements.

**4.8.67. Student.** An aircrew member being trained under a formal or specialty training syllabus.

**4.8.68. Subject Matter Expert (SME).** An individual who is the expert on a particular system or lesson, has thorough knowledge of a job, duties, tasks, or a particular topic. This degree of expertise qualifies that person to assist in the training development process. The SME is expected to maintain a high-level of knowledge and skill in the performance of a job, duties, tasks, or a particular topic.

**4.8.69. Submission.** Contract deliverable presented to the government for acceptance or approval.

**4.8.70. Syllabus.** A document that contains a complete outline of training events for a specific ACC formal or specialty training course.

**4.8.71. Task Training List (TTL).** A document that contains the complete higher level tasks for the referenced aviation training program.

**4.8.72. Trainee.** Refer to "Student".

**4.8.73. Training Device.** An item of training equipment designed to allow a student to practice tasks or procedures applicable to a specific weapon or support system. It may include actual or simulated components, or a combination of both, to portray the system or equipment it represents. OFT, RJMT, etc., are examples of training devices.

**4.8.74. Trend.** Any CRO or training area in which 15 percent or two (whichever is higher) of the people being evaluated during a three-month period, have discrepancies.

**4.8.75. Wing Training Program.** A document which contains complete outlines of training events for specific Wing level training programs.

**4.9. SMALL COMPUTER EQUIPMENT CONFIGURATION.** All contractor-furnished computer equipment will comply with the Air Force Network Integration Center (AFNIC) Evaluated/Approved Products List (E/APL) and Standard Desktop Configuration (SDC) for computer hardware and software configurations. The contractor shall have computers capable of Unclassified and Classified up to SECRET work.

**4.9.1. Courseware Compliance.** The contractor shall develop all courseware to run properly on the AFNIC standard desktop configuration (SDC)-compliant computer hardware and software configuration.

**4.9.2. Computer Workstation.** The contractor will use computers adequate to develop CBT courseware and other training requirements. It must be compatible with current military installation LAN requirements and use software compatible with other base units (ACC TRSS/Det 10, 338 CTS, etc). These systems are available from many off-the-shelf vendors. HQ ACC Training Support Squadron (TRSS) does not prefer one vender over another.

**4.9.3. Local Area Network (LAN).** The Government will supply LAN hook up capability providing the contractor has properly configured and equipped computers that do not interfere with the Government's LAN system.

**4.9.4. Computer Supply and Maintenance.** The contractor shall supply and maintain their own computer hardware and specialized software in order to produce courseware that will operate on a computer system with the specifications identified in paragraphs 4.6.3.

#### **4.10 CONTRACTOR PLANS.**

**4.10.1 Training Workload Management Plan.** The contractor shall develop and submit a Training Workload Management Plan concurrently to the CO with their proposal. This plan shall outline the contractor's management approaches, methods, innovations and policies for ensuring all required aircrews will be trained in accordance with this PWS. This plan shall include contractor workload analysis and long range planning as well as proposed scheduling procedures. This plan shall include the contractor manning levels and mix to accomplish student training and courseware development requirements represented in the workload. The contractor shall provide a manning workload table that identifies all proposed manning, the manning mix, and distinguish between full time and part time employees for both CAT and CWD. The contractor shall provide CWD chart representing the estimated development time for each hour of ICW and instructor-led non ICW lessons identifying the percentage of work each specialty on the courseware development team contributes to courseware development.

**4.10.2 ISD Management Plan.** The contractor shall develop, produce, and provide an ISD Management Plan to the Contracting Officer within 10 days of contract award. The COR and the Chief GSME will review the ISD Management Plan. Not more than 30 calendar days after contract award, the Contracting Officer will notify the contractor of acceptance of, or the required modifications to, the ISD Management Plan. The contractor shall make appropriate modifications and obtain acceptance of the revised ISD Management Plan by the Contracting Officer within 14 calendar days of receipt of notification for modifications. As required, the contractor shall review and update the ISD Management Plan. The Government will have 30 calendar days to accept the updated plan or required modifications to the plan. Modifications to this contract may affect the ISD Management Plan. If required, the ISD Management Plan will be updated according to the timeline agreed to by the contractor and the government.

**4.10.2.1 Description.** The contractor's ISD Management Plan shall describe the ISD activities to be performed during the analysis, design, development, and implementation of the training system. The principal use of this ISD Management Plan is to provide the program management agency a basis for evaluating the effectiveness of applying the ISD process over the life cycle of the training system.

**4.10.2.2 Format and Content.** The report shall be in contractor format. The report shall include the following sections:

- 1. Executive Summary.** This section shall summarize the purpose and scope of the ISD effort and associated support effort. It shall address the program management and technical management objectives, quality control methods and procedures, and the standards used to establish the organization, structure, manning, and skill levels of the program team. This section shall also describe how ISD organizational functions, responsibilities, and support requirements are implemented in the training system. Summary scheduling information and program phasing of major task breakouts shall be included. Program tasks shall be correlated with key ISD tasks or events that can be observed and verified. Lastly, this section shall summarize the total magnitude of the ISD effort for the training system in terms of the overall work effort, time required, impacts, expected results, and products.



2. **Technical Approach.** This section shall describe the specific technical approach, methods, and procedures used to apply the ISD process to the training system (refer to AFMAN 36-2234 for guidance). This section shall describe the built-in mechanisms used to control and manage the technical requirements for the ISD process (e.g., requirements creep). This section shall also describe how ISD principles and practices are incorporated into the design and development of the training system. ISD tasks shall be correlated with the completion of deliverable products (i.e., data courseware and software). Work units shall be identified with the technical requirements of the training program.
3. **Program Management.** This section shall describe how the ISD effort is managed for the total training program. Special emphasis shall be given to ISD management of the training system by functional areas of: Management, Administration, Delivery, Evaluation, and Support (refer to AFH 36-2235V8). Functional areas of the ISD process shall be grouped by ISD phases as follows: Analysis, Design, Development, Implementation and Evaluation (refer to AFH 36-2235V8).
4. **Program Constraints and Assumptions.** This section shall describe constraints (i.e., limiting factors) to, and assumptions of, the ISD effort. This section shall also describe any impacts these constraints and assumptions could, or will, have on the overall training program. Lastly, this section shall describe any new or revised procedures that could affect the Managerial, Acquisition, or Technical aspects of the program as a result of applying ISD constraints and assumptions.
5. **Risk Management.** This section shall describe the systematic approach used to identify and manage the risks associated with the application of the ISD process, especially the CWD effort. This section shall also include a description of the technical performance measures (i.e., metrics) used to evaluate the effectiveness of applying ISD principles and practices to the training system over its life cycle. Technical performance measures shall include criteria to measure the quantity, quality, and timeliness of performance parameters selected for surveillance of the ISD effort (e.g. development hours required per hour of computer-based instruction).
6. **Milestones.** This section shall identify milestones and time phasing of each task included in the Services Delivery Summary (SDS) of this contract (refer to Section 2). Special emphasis shall be given to the development, review, revision, and delivery of courseware.
7. **Organization and Staffing.** This section shall describe the organizational structure that will meet the ISD requirements of the training program. The organizational elements responsible for implementing the ISD process in the training program shall also be described, along with their relationship to other supporting organizational elements (e.g., System engineering, Logistics, Test, etc.). The extent of authority delegated to each element for accomplishment of the ISD effort shall be clearly defined. Organizations participating in the management of, or contribution to, the ISD effort shall be identified and their specific roles, responsibilities, functions, and interactions shall be delineated and shall be displayed in a functional matrix.
8. **Coordination and Communication.** This section shall describe the plans for ensuring effective communications among all ISD participants. The processes and procedures to be used for coordination of the ISD effort and data exchange between agencies, and within the chain of authority, shall also be described.
9. **Acquisition and Utilization of Resources.** This section shall describe how resources will be acquired and utilized for accomplishment of the ISD effort over the life cycle of the training system. This section shall also identify and describe the quantities and types of resources required for the total ISD effort. Resources include manpower, personnel, equipment, materials, and facilities. Long-lead items and critical items such as those that may affect concurrence of the training system with the parent system shall also be identified in this section. Lastly, this section shall identify resource problem areas that could affect scheduling, funding, or personnel-loading and shall describe feasible solutions to these problem areas.
10. **Training of Personnel.** This section shall describe the training provided to personnel to accomplish the ISD effort. Special emphasis shall be placed on a description of any required training in the specific technical approach, methods, and procedures used to apply the ISD process to the training

system. This section shall also identify the quantities, types, and skills of personnel requiring ISD training. This section shall present scheduling information for ISD training and include a description of the events, periods, and duration of training. Scheduling information should be tied to, and correlated with, other significant program milestones.

11. **Other Considerations.** This section shall contain any ISD considerations that are not addressed in other sections of the contractor's ISD Management Plan.

**4.10.3 Contractor Instructor Training and Certification Plan.** The contractor shall develop and deliver an Instructor Training and Certification Plan to the CO concurrently with their proposal. The plan will detail the contractors plan to train the instructor cadre and ensures contractor instructors meet the standards outlined in this Performance Work Statement. The Government will evaluate the plan during the technical evaluation process in accordance with the criteria established in Section M of the solicitation. If required, the contractor shall make appropriate modifications and obtain acceptance of the revised plan from the CO within 15 calendar days of receipt. Upon acceptance of the plan, the contractor shall deliver a copy of the plan to the CO, COR and Chief GSME (ACC TRSS/Det 10/CC) under this contract within 5 calendar days. The plan shall include as a minimum, the instructor qualification requirements for each major block of lessons and each training device event to be instructed.

**4.10.4 Quality Program Plan.** The contractor shall formulate and submit a Quality Program Plan to the CO concurrently with their proposal that specifically addresses the contractor's Quality Program. The QCP shall contain, as a minimum, the items listed in paragraphs 1-3 below.

1. Describe the inspection system used to cover all services listed in the SDS (refer to [Section 2](#)). The description shall include specifics as to the areas to be inspected on a scheduled and unscheduled basis, frequency of inspections, and the title and organizational placement of the inspectors. Areas shall include, but are not limited to, in-progress training, reviewing documentation, utilizing student critiques, questioning personnel on instructional techniques, review of courseware drafts, and review of finalized courseware materials.
2. Describe the records to be kept to document inspections and corrective or preventive actions taken. The records of inspections shall be kept and made available to the Government throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.
3. Specify the contractor's control procedures for Government-provided cipher combinations, keys, lock combinations, and safe combinations (refer to [paragraph 1.9](#)).

**4.10.5. Transition Plan.** The contractor shall develop a Transition Plan which shall be delivered to the CO concurrently with the contractor's proposal. The Phase-In portion of this plan shall detail how the contractor shall meet Phase-In requirements including discussions of workload estimates, priority allocations of personnel and resources. The Phase-In portion will also include a table/timeline with scheduled completion dates of key events, and contractor plans for mitigating risk factors. The Phase-Out portion of this plan shall address how the contractor shall ensure continuity of training and courseware services in the event the incumbent contractor does not receive the follow-on award, including discussions of workload estimates, priority allocations of personnel and resources, scheduled completion dates of key events. The contractor shall also provide all continuity books and software user guides. The contractor shall coordinate with any offices/agencies, as required, to establish transfer of site licenses for contractor provided software that shall be retained by the Government. The plan shall also address how the incumbent contractor shall train and certify new instructors if the incumbents are not retained. The plan must also address how the contractor shall provide for a smooth/uninterrupted transition of the incumbent personnel if the incoming contractor wants to retain such personnel. Phase-In period is planned for 1 Feb – 31 Mar 2020.

**4.10.6 Strike Mitigation Plan.** The contractor shall formulate and submit a Strike Mitigation Plan within 10 days after contract award. The plan should specifically addresses the contractor's strategy to continue service during any labor dispute. At a minimum, the plan shall address:

1. Contractor provided alternate sources of manning to replace the striking workforce to prevent loss of performance.
2. Detail priority actions in the event the contractor cannot cover 100 percent of the requirement.
3. Time phase flow to allow for ramp up of manpower, clearances, etc.
4. Draw clear lines of authority.
5. Identify the company's Program Manager to be responsible for coordination with the Contracting Office and Quality Assurance Personnel, ACC TRSS PM and Base Leaders if required, both prior to and during a strike.
6. How the contractor plans to maintain security.
7. Acknowledge the company's responsibility of timely notifications and communications with the Contracting Office from the time a known problem may exist.

**APPENDIX 1****RC/OC/WC-135 QUALIFICATION WORKLOAD**

**A1. GENERAL INFORMATION.** This appendix reflects the projected Programmed Flying Training (PFT), Contract Aircrew Training (CAT) for the RC/OC/WC-135 training requirements covered under this contract. This Appendix contains estimates that are based on the projected PFT requirements for Fiscal Years 2020 (FY20) through 2025 (FY25) (refer to [paragraph A1.1.1](#) below). [Paragraphs A1.4.1.](#) and [A1.4.2.](#) below list the CAT and CWD workload estimates, respectively. For FY20, the contractor will be responsible for courses starting after the end of Phase-in.

**A1.1. PROGRAMMED FLYING TRAINING (PFT).** This exhibit reflects the current estimated PFT for the RC/OC/WC-135 training program covered under this contract. This is only an estimate that is based on PFT requirements for FY20 through FY25. NOTE: Class dates, numbers, and student numbers are subject to change. These estimates will be updated as required. In this regard, PFT modifications will normally be accomplished on a yearly basis, and more often if needed. Adjustments to class schedules necessary to avoid overlapping classes will be coordinated by the government and contractor. Classes that are not filled by the government may be rescheduled for a different date if agreed to by the contractor. The maximum number of students per class will not exceed the number stated in the PWS unless coordinated and mutually agreed upon by the government and the contractor. If actual changes in workload cause a greater than 10% change in the estimated workload then a negotiated modification to this contract will be accomplished.

**A1.1.1 Estimated RC/OC/WC-135 Programmed Flying Training (PFT) Schedule.**

<b>RC-135 ESTIMATED PFT SCHEDULE FY20-FY25</b>			
<b>Course</b>	<b>Classes Per Year</b>	<b>Students Per Class</b>	<b>Total Students / Yr</b>
RC135 Pilot	7	4	28
RC135 AC	7	4	28
OW135 AC	4	2	8
RC135 Nav	7	4	28
OC135 Nav	4	1	4
RC-135V/W Raven X	7	4	28
RC-135V/W MCC	7	3	21
RC-135S R1/2	4	1	4
RC-135S R3	4	1	4
RC-135S MCC	4	2	8
RC-135U RUA	3	1	3
RC-135U RUM	3	1	3
RC-135U RUP	3	1	3
RC-135U MCC	3	2	6
RC135V ASE 1	4	4	16
RC135V ASE 3	4	3	12

RC135V ASE 5	4	7	28
RC135U/S ASE 1	2	2	4
RC135U ASE 3	2	2	4
RC135S ASE 2	2	2	4
RC135 IIO	4	4	16
RC135 ACLA	21	8	168
RC-135 AMS	7	3	21
RC-135 AA	7	3	21
RC-135 DLO	7	3	21
RC135 SSD	4	4	16
RC135 SSO	2	1	2
CFIC Core Course	7	24	168

**A1.2. CONTRACT AIRCREW TRAINING (CAT) WORKLOAD ESTIMATES.** This section contains the workload estimates for the number of academic instructional events-hours and training device instructional events-hours per fiscal year required by this contract to train RC/OC/WC-135 aircrews. Workload estimates are based on projected force strength and use of original Government-furnished lesson plans. Actual student loading, academic instructional events-hours, and training device instructional events-hours will not vary by more than 10% of these estimates without accomplishing a negotiated modification of this contract.

**A1.3. BRIEF/DEBRIEF AND ACADEMICS.** The following paragraphs provide the training device brief and debrief times (refer to paragraph 2.1.1 below) and the projected CAT requirements for FY20 through FY25 (refer [to paragraph A1.4.](#) below).

**A1.3.1. Training Device Brief and Debrief Times.** All times are in minutes. The following are estimated training device brief and debrief times for RC/OC-135 Operational Flight Trainer (OFT), Navigator Training Device (NTD), Rivet Joint Mission trainer (RJMT), and Static Aircraft aircrew training devices.

**A1.3.1.1. Training Device Brief and Debrief Times Per Event.**

TRAINING DEVICE BRIEF AND DEBRIEF TIMES PER EVENT		
Type of Training Device	Brief	Debrief
RC-135 OFT	30	30
RC-135 NTD	30	30
RC-135 Static Aircraft	30	30
RC-135 RJMT	30	30

**A1.4. PROJECTED CAT REQUIREMENTS FOR FY20 THROUGH FY25.** This paragraph is separated into the following two categories: Academic classroom instruction and training devices events. The estimated class schedule for is as previously listed (refer to [paragraph A1.1.1](#) above). All training device brief and debrief times indicated above are included in each ATD's lesson hours in the training device table below.

**A1.4.1. RC/OC/WC-135 Classroom Instruction All Option Years.**

RC/OC/WC-135 Classroom Instruction Per FY20-FY25								
Course	Classes Per Yr	Lessons per Course	Tot Lsns / FY (C=A*B)	Lesson Hours* /Course	Direct Time	Inst Prep (20%)	Total Hours per FY	PWS 2.0 Reteach @ 2%
					E=AxD	F=(E*.20)	G= E+F	H= G*1.02
	A	B	C	D	E	F	G	H
RC135 Pilot	7	40	280	123	858	172	1029.0	1049.6
RC135 AC	7	41	287	131	914	183	1096.2	1118.1
OW135 AC	4	6	24	22	88	18	105.6	107.7
Pilot						Sub-Total	2230.8	2275.4
					0			
RC135 Nav	7	23	161	86	599	120	718.2	732.6
OC135 Nav	4	24	96	88	352	70	422.4	430.8
Navigator						Sub-Total	1140.6	1163.4
RC-135V/W Raven X	7	46	322	76	529	106	634.2	646.9
RC-135V/W MCC	7	45	315	78	543	109	651.0	664.0
RC-135S RI/2	4	32	128	60	238	48	285.6	291.3
RC-135S R3	4	33	132	62	248	50	297.6	303.6
RC-135S MCC	4	27	108	52	208	42	249.6	254.6
RC-135U RUA	3	46	138	80	240	48	288.0	293.8
RC-135U RUM	3	42	126	70	209	42	250.2	255.2
RC-135U RUP	3	40	120	66	198	40	237.6	242.4
RC-135U MCC	3	18	54	27	80	16	95.4	97.3
Electronic Warfare Officer						Sub-Total	2118.0	3049.0
RC135VASE 1	4	51	204	128	512	102	614.4	626.7
RC135VASE 3	4	40	160	117	466	93	559.2	570.4
RC135VASE 5	4	56	224	151	604	121	724.8	739.3
RC135U/S ASE 1	2	81	162	208	415	83	498.0	508.0
RC135U ASE 3	2	49	98	184	367	73	440.4	449.2
RC135S ASE 2	2	31	62	101	201	40	241.2	246.0
Airborne Sys Engineer						Sub-Total	3078.0	3139.6
RC135 IIO	4	65	260	93	370	74	444.0	452.9
Info Integration Officer						Sub-Total	444.0	452.9
RC135 ACLA	21	43	903	74	1544	309	1852.2	1889.2
RC-135 AMS	7	51	357	83	581	116	697.2	711.1
RC-135 AA	7	52	364	83	581	116	697.2	711.1
RC-135 DLO	7	45	315	68	476	95	571.2	582.6
RC135 SSD	4	67	268	84	334	67	400.8	408.8
Cryptologic Mission Crew						Sub-Total	4218.6	4303.0
SSO	2	4	8	19	38	8	45.6	46.5
Senior Staff Officer						Sub-Total	45.6	46.5
CFIC	7	17	119	26	179	36	214.2	218.5
Central Flt Instr Course						Sub-Total	214.2	218.5
						Total	13489.8	14648.2

**A1.4.2. RC/OC/WC-135 Training Devices Events (OFT/NTD/CPT/Static, RJMT, PTT) All Option Years.**

RC/OC/WC-135 TRAINING DEVICES EVENTS (OFT, NTD, CPT, STATIC, RJMT, PTT) PER FY20-25									
Course	PFT Students per class	Student Classes Per Yr	Sim Events per Course	Total Events / FY (D=BxC)	Lesson Hours* per Course	Total Hours per FY (F=BxE)	Device Instructors Per Event	Total Hours X Instructors (H=FxG)	PWS 2.0 Reteach @ 2% I= H*1.02
	A	B	C	D	E	F	G	H	I
RC135 Pilot	4	7	18	126	80	560	2	1120.0	1142.4
RC135 AC	4	7	21	147	95	665	2	1330.0	1356.6
OW135 AC	2	4	21	84	95	380	1	380.0	387.6
OW135 AC	2	4	19	76	99	396	1	396.0	403.9
Pilot							Sub-Total	3226.0	3290.5
RC135 Nav	4	7	31	217	150	1050	2	2100.0	2142.0
OC135 Nav	1	4	5	20	20	80	1	80.0	81.6
Navigator							Sub-Total	2180.0	2223.6
RC-135V/W Raven X	4	7	22	154	60	417	2	833.0	849.7
RC-135V/W MCC	3	7	11	77	74	515	1	514.5	524.8
RC-135S R1/2	1	4	1	4	3	12	1	12.0	12.2
RC-135S R3	1	4	1	4	3	12	1	12.0	12.2
RC-135U RUA	1	3	7	21	23	69	1	69.0	70.4
RC-135U RUM	1	3	7	21	21	63	1	63.0	64.3
RC-135U RUP	1	3	7	21	19	57	1	57.0	58.1
RC-135U MCC	2	3	3	9	8	24	1	24.0	24.5
Electronic Warfare Officer							Sub-Total	1371.5	1398.9
RC135VASE 1	4	4	12	48	67	268	2	536.0	546.7
RC135VASE 3	3	4	11	44	58	232	2	464.0	473.3
RC135VASE 5	7	4	16	64	79	316	3	948.0	967.0
RC135U/S ASE 1	2	2	6	12	34	68	1	68.0	69.4
RC135U ASE 3	2	2	3	6	16	32	1	32.0	32.6
RC135S ASE 2	2	2	4	8	20	40	1	40.0	40.8
Airborne Systems Engineer							Sub-Total	2088.0	2129.8
RC135 IIO	4	4	13	52	39	154	1	154.0	157.1
Info Integration Officer							Sub-Total	154.0	157.1
RC135 ACLA	8	21	19	399	40	840	2	1680.0	1713.6
RC-135 ACLA FMS	8	21	5	105	60	1260	8	10080.0	10281.6
RC-135 AMS	3	7	9	63	41	287	3	861.0	878.2
RC-135 AA	3	7	8	56	38	266	3	798.0	814.0
RC-135 DLO	3	7	11	77	50	350	3	1050.0	1071.0
RC135 SSD	4	4	20	80	42	166	1	166.0	169.3
Cryptologic Mission Crew							Sub-Total	14635.0	14927.7
SSO	1	2	8	16	34	68	1	68.0	69.4
Senior Staff Officer							Sub-Total	68.0	69.4
Brief and Debrief times are included in ATD hours							Total	23722.5	24197.0

**NOTES:**

1. Courses with an asterisk (\*) are common to multiple syllabi.
2. All courses total hours and total events represent 2:1 student to instructor ratio for all ATD events unless annotated otherwise.



**APPENDIX 2****E-4B QUALIFICATION WORKLOAD**

**A2. GENERAL INFORMATION.** This appendix reflects the projected Programmed Flying Training (PFT), Contract Aircrew Training (CAT), and Courseware Development (CWD) for the E-4B training requirements covered under this contract. This Appendix contains estimates that are based on the projected PFT requirements for Fiscal Years 2020 (FY20) through 2025 (FY25) (refer to [paragraph A2.1](#) below). Paragraphs [A2.2.1](#) and [A2.2.2](#) below list the CAT and CWD workload estimates, respectively. For FY20, the contractor will be responsible for courses starting after the end of Phase-in.

**A2.1. PROGRAMMED FLYING TRAINING (PFT).** This exhibit reflects the current estimated PFT for the E-4B training program covered under this contract. This is only an estimate that is based on PFT requirements for FY20 through FY25. NOTE: Class dates, numbers, and student numbers are subject to change. These estimates will be updated as required. In this regard, PFT modifications will normally be accomplished on a yearly basis, and more often if needed. Adjustments to class schedules necessary to avoid overlapping classes will be coordinated by the government and contractor. Classes that are not filled by the government may be rescheduled for a different date if agreed to by the contractor. The maximum number of students per class will not exceed the number stated in the PWS unless coordinated and mutually agreed upon by the government and the contractor. If actual changes in workload cause a greater than 10% change in the estimated workload then a negotiated modification to this contract will be accomplished. The projected PFT is shown in the following table.

**A2.1.1 E-4B Estimates Program Flying Training**

<b>E4B AIRCREW ESTIMATED PFT SCHEDULE FY20-FY25</b>			
<b>Course</b>	<b>Classes Per Year</b>	<b>Students Per Class</b>	<b>Total</b>
E4B CCO	2	2	4
E4B FA	4	3	12
E4B AMSO CORE	4	16	64
E4B AMSO DO	4	4	16
E4B AMSO RADIO	4	4	16
E4B AMSO TC1	3	4	12
E4B AMSO TC2	3	4	12
E4B AMSO SLCS	3	4	12
E4B AMSO WIRE	4	4	16
E4B AMSO SHF	2	4	8
E4B AMSO VO	4	4	16

**A2.2. CONTRACT AIRCREW TRAINING (CAT) WORKLOAD ESTIMATES.** This section contains the workload estimates for the number of academic instructional events-hours and training device instructional events-hours per fiscal year required by this contract to train E-4B aircrew members. Workload estimates are based on projected force strength and use of original Government-furnished lesson plans. Actual student loading, academic instructional events-hours, and training device instructional events-hours will not vary by more than 10% of these estimates without accomplishing a negotiated modification of this contract.

**A2.2.1. E-4B Classroom Instruction All Option Years.**

<b>E4B Classroom Instruction Per FY20-FY25</b>								
Course	Classes Per Yr	Lessons per Course	Tot Lsns / FY (C=A*B)	Lesson Hours* /Course	Direct Time E=AxD	Inst Prep (20%) F=(E*.20)	Total Hours per FY G= E+F	PWS 2.0 Reteach @ 2% H= G*1.02
	A	B	C	D	E	F	G	H
E4B CCO	2.0	17.0	34.0	41.5	83.0	16.6	99.6	101.6
E4B FA	4.0	13.0	52.0	46.0	184.0	36.8	220.8	225.2
E4B AMSO CORE	4.0	16.0	64.0	43.0	172.0	34.4	206.4	210.5
E4B AMSO DO	4.0	52.0	208.0	154.0	616.0	123.2	739.2	754.0
E4B AMSO RADIO	4.0	36.0	144.0	86.0	344.0	68.8	412.8	421.1
E4B AMSO TC 1	3.0	18.0	54.0	53.0	159.0	31.8	190.8	194.6
E4B AMSO TC 2	3.0	26.0	78.0	82.0	246.0	49.2	295.2	301.1
E4B AMSO SLCS	3.0	30.0	90.0	74.0	222.0	44.4	266.4	271.7
E4B AMSO WIRE	4.0	10.0	40.0	17.0	68.0	13.6	81.6	83.2
E4B AMSO SHF	2.0	30.0	60.0	77.5	155.0	31.0	186.0	189.7
E4B AMSO VO	4.0	11.0	44.0	22.5	90.0	18.0	108.0	110.2
Airborne Mission Systems Operator						Sub-Total	2806.8	2862.9

**A2.2.2. E-4B Training Devices Events All Option Years.**

<b>E4B TRAINING DEVICES EVENTS (PTT, SAT) PER FY20-FY25</b>									
Course	PFT Students per class	Student Classes Per Yr	Sim Events per Course	Total Events / FY (D=BxC)	Lesson Hours* per Course	Total Hours per FY (F=BxE)	Device Instructors Per Event	Total Hours X Instructors (H=FxG)	PWS 2.0 Reteach @ 2% I= H*1.02
	A	B	C	D	E	F	G	H	I
E4B CCO	2.0	2	5.0	10.0	19.5	39.0	1.0	39.0	39.8
E4B FA	3.0	4	2.0	8.0	12.0	48.0	1.0	48.0	49.0
E4B AMSO CORE	16.0	4	2.0	8.0	10.0	40.0	4.0	160.0	163.2
E4B AMSO DO	4.0	4	9.0	36.0	63.0	252.0	2.0	504.0	514.1
E4B AMSO RADIO	4.0	4	4.0	16.0	26.0	104.0	2.0	208.0	212.2
E4B AMSO TC1	4.0	3	8.0	24.0	54.0	162.0	2.0	324.0	330.5
E4B AMSO TC2	4.0	3	4.0	8.0	26.0	78.0	2.0	156.0	159.1
E4B AMSO SLCS	4.0	3	5.0	15.0	22.0	66.0	2.0	132.0	134.6
E4B AMSO WIRE	4.0	4	5.0	20.0	24.0	96.0	2.0	192.0	195.8
E4B AMSO SHF	4.0	2	4.0	8.0	24.5	49.0	2.0	98.0	100.0
E4B AMSO VO	4.0	4	4.0	16.0	14.0	56.0	2.0	112.0	114.2
Airborne Mission Systems Operator							Sub-Total	1973.0	2012.5

**APPENDIX 3****RC-135 CONTINUATION TRAINING WORKLOAD**

**A3. AIRCREW CONTINUATION TRAINING (CT) WORKLOAD.** This section contains the continuation workload estimates for the number of academic instructional events-hours and training device instructional events-hours required by this contract to train RC-135 crewmembers as specified.

**A3.1. BASIC TRAINING REQUIREMENTS.** The following table displays basic training requirements for permanent party personnel. IRC instruction will be taught monthly and contractor will have to provide instructors who have completed Advanced Instrument School (AIS). The additional EW/NAV time below is for permanent party individuals who require time with a contract instructor to enhance their skills in certain areas.

<b>BASIC GROUND TRAINING CT EVENTS</b>			
<b>COURSE</b>	<b>TOTAL EVENT/YEAR</b>	<b>INST HOURS/EVENT</b>	<b>TOTAL HOURS</b>
IRC	12	8	96
EW	50	4	200
NAVIGATOR	50	4	200
<b>TOTAL/YEAR</b>			<b>496</b>

**NOTE:**

1. IRC is platform instruction.
2. Nav and EWO events include brief and debrief times and assume two students per event with a 2:1 student to instructor ratio.

**A3.2. PILOT/NAV INTEGRATED CONTINUATION TRAINING.** This training is to provide permanent party Pilots/Navs standardized training to address safety and operational concerns and issues. It will also provide standardized training for changes to equipment, T.O.'s, Reg's, and Requirements. Training will be in accordance with 55 OG Continuation Training CONOPS and consist of one 3-day training period comprised of one academic training period followed by two separate Training Device periods. Permanent party aircrew will accomplish this training on a biannual basis. The following charts provide workload estimates:

**A3.2.1 Pilot/Navigator Academic Continuation Training (All Option Years)**

<b>Course</b>	<b>Crews Per Year</b>	<b>Events Per Year</b>	<b>Total Events C=AxB</b>	<b>Direct Inst Time Per Event</b>	<b>Inst Prep</b>	<b>Total Inst Time F=D+E</b>	<b>Total Time G=F*C</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>P/Nav CT Acad</b>	85.0	2	170.0	8.0	0.5	8.5	1445.0
					<b>Sub-Total</b>	<b>8.5</b>	<b>1445.0</b>

**A.3.2.2. Pilot/Navigator Training Device Continuation Training (All Option Years)**

Course	Crews Per Year	Events Per Year	Total Events $C=A \times B$	Direct Time Per Event	Inst brief	Inst Debrief	Total Ind Time $G=D+E+F$	Total Inst Time $H=C \times G$	Inst Per Period (Note 1)	Total Time $J=H \times I$
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
P/Nav CT Sims	85.0	4	340.0	3.0	1.0	0.5	4.5	1530.0	2.0	3060.0
						<b>Sub-Total</b>	<b>4.5</b>			<b>3060.0</b>

Note 1: Column I requires 1 Contract IP/IN Per Sim Period

**A3.3 ELECTRONIC WARFARE OFFICER CONTINUATION TRAINING.** This training is to provide permanent party EWOs enhanced training to address safety and operational concerns and issues. It will also provide standardized training for changes to equipment, T.O.'s, Reg's, and Requirements. Training will be in accordance with 55 OG Continuation Training CONOPS and consist of one 3-day training period comprised of one academic training period followed by two separate Training Device periods. Permanent party aircrew will accomplish this training on a biannual basis. The following charts provide workload estimates:

**A3.3.1 EW CT Academic Continuation Training (All Option Years)**

Course	# of Crews	Events Per Year	Total Events $C=A \times B$	Direct Inst Time Per Event	Inst Prep	Total Inst Time $F=D+E$	Total Time $G=F \times C$
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
MCC/TC/ EW CT Acad (1)	40.0	2	80.0	4.0	0.5	4.5	360.0
MCC/TC/ EW CT MSN PLN (2)	40.0	2	80.0	4.0	0.5	4.5	360.0
					<b>Sub-Total</b>		<b>720.0</b>

Notes:

1. MCC/TC/EW common academic training
2. Specialized academic training with mission planning

**A3.3.2.EW CT Training Device Continuation Training (All Option Years)**

Course	Crews Per Year	Events Per Year	Total Events $C=A \times B$	Direct Time Per Event	Inst Brief/Msn Pln	Inst Debrief	Total Ind Time $G=D+E+F$	Total Inst Time $H=C \times G$	Inst / Period (Note 1)	Total Time $J=H \times I$
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
MCC/TC/EW CT Spec Sims (1)	40.0	2	80.0	3.0	3.0	2.0	8.0	640.0	1.0	640.0
MCC/TC/EW CT TD (2)	40.0	2	80.0	2.0	4.0	2.0	8.0	640.0	1.0	640.0
						<b>Sub-Total</b>				<b>1280.0</b>

Notes:

1. Specialized Technical Training Device
2. Operational Training Simulator

**APPENDIX 4****COURSEWARE/TTL/SYLLABI DEVELOPMENT WORKLOAD**

**A4. COURSEWARE DEVELOPMENT (CWD)/TTL/SYLLABI WORKLOAD ESTIMATES.** This section contains current CWD workload estimates for the number of new courseware material and the revision rates for existing courseware required by this contract. It also contains workload estimates for TTL and Syllabi administrative creation and revision required by this contract.

**A4.1. DEVELOPMENT STANDARDS.** The contractor shall develop courseware in accordance with the PWS and AFMAN 36-2234 and AFI 36-2235V8. All computer based training (CBT) courseware will be developed to at least Level II standards IAW ACCI 36-2250. The contractor will also develop TTLs/Syllabi in accordance with ACCI11-252, ACCI 36-2250, ACC TRSS Style Guide, and this contract.

**A4.2. COURSEWARE/TTL/SYLLABI MEDIA.** Master files shall be the formats directed in this Performance Work Statement. At the completion of this contract, all Master Files shall be turned over to the Government in hard copy and electronic format. The Government will have access to completed and accepted master materials prior to the completion of this contract.

**A4.3. COURSEWARE/TTL/SYLLABI DELIVERY.** Courseware, TTLs, and Syllabi that have been accepted or approved by the government may be reproduced in whole or part for use by the government.

**A4.4. COURSEWARE REVIEW AND REVISION.** Courseware review of the entire existing courseware inventory normally occurs every two years, however, CW may exceed the two year review cycle due to funding constraints, courseware development priorities, and/or the CW is due to be retired. Courseware revision normally occurs as a result of review. Both review and revision are performed as described below:

**A4.4.1. Courseware Review.** A Review applies only to existing classroom and training device courseware. A review occurs when the contractor performs an analysis of a lesson for accuracy and currency and involves making minor changes, if necessary, and identifying any follow on revision work that is needed. A review will be accomplished on all lessons every two years, however, CW may exceed the two year review cycle due to funding constraints, courseware development priorities, and/or the CW is due to be retired. Reviews are made at a 10% rate. As a minimum, minor changes include, but are not limited to: spelling and grammar changes, changes to match the Government approved style guide, rearrangement of material from one slide to another, slide rearrangement, updating source document references such as AFI's, TO's, Pubs, etc., making minor changes to knowledge checks, quizzes, exams, student materials, in addition to applying AF provided minor inputs.

**A4.4.2. Courseware Revision.** A Revision applies only to existing classroom and training device courseware. Once the contractor identifies through a 10% review that follow-on revision work is needed, they will outline that work effort in an LSR. Once the government approves the LSR, the contractor will schedule and perform the 30% revision to the courseware. Revision work focuses on content related material and involves greater effort than what is involved in a review. Revisions add, amend, correct, substitute, delete, or modify existing content/data. A revision substantially affects lesson objectives and requires additional resources. Minor journalistic alterations of lesson objectives do not automatically qualify as a Revision level effort. Platform Instructional Review lessons (i.e. academic reviews, block reviews) which are intended to review previously taught material will not be credited at higher than 30% work effort credit.

**A4.5. COURSEWARE REVIEW AND REVISION RATES.** Courseware workload estimates defined in paragraph A4.6.1 (RC-135) and A4.6.2 (E-4B) below are the Government's estimates of all new courseware material required by this contract as well as the review and revision rates for existing courseware.

**A4.5.1. Corrections to Courseware.** The government reserves the right to revise the CDS or alter courseware outside of the CDS plan or the normal review/revision cycle according to the needs of the government. The contractor will perform the required work at the established rates.

**A4.6. ESTIMATED COURSEWARE.** The following tables A4.4.1 and A4.4.2 are the Government CWD workload estimate per FY. Contractors should compute the estimated total development time for each lesson hour. The table indicates the required number of new courseware materials in hours and the required percent review and revision on existing courseware materials. Hours may change based on the approved ISD Management Plan, possible acquisition of new course responsibilities and additional lessons for existing training courses resulting from aircraft modifications. New courseware is designated as having a revision rate of 1.0. Experience has shown that the Graphic Artist workload with the following CWD is approximately one-third that of industry average.

#### A4.6.1 RC/OC/WC-135 Courseware Development All Option Years

ANNUAL COURSEWARE DEVELOPMENT				
RC/OC/WC-135 Courseware	New	Revision	Review	New Equivalent (NLE)
	100%	30%	10%	
Combined ICW/CBT	4	6	11	8.9
Combined Instructor led Packages -- Academics	128	391	1173	362.6
Combined Instructor led Package -- ATDs	96	199	597	215.4
Training Task Lists (TTL)	0	14	0	4.2
Syllabi	0	14	0	4.2
Flight Lesson Plans (FLPs)	100	50	150	130.0
P/Nav CT Instructor led Packages -- Academics	8	4	10	10.2
P/Nav CT Instructor led Packages -- ATDs	4	6	10	6.8
EW CT Instructor led Packages -- Academics	6	4	10	8.2
EW CT Instructor led Packages -- ATDs	4	4	10	6.2
Total Annual CWD	350	692	1971	756.7

#### A4.6.2 E-4B Courseware Development All Option Years

ANNUAL COURSEWARE DEVELOPMENT				
E-4B Courseware	New	Revision	Review	New Equivalent (NLE)
	100%	30%	10%	
Combined ICW/CBT	1	1	3	1.6
Combined Instructor led Packages -- Academics	32	98	293	90.7
Combined Instructor led Package -- ATDs	24	50	149	53.9
Training Task Lists (TTL)	0	6	0	1.8
Syllabi	0	6	0	1.8
Flight Lesson Plans (FLPs)	13	26	78	28.6
Total Annual CWD	70	187	523	178.4

**APPENDIX 5****OC/WC-135 FLIGHT TRAINING**

**A5. GENERAL INFORMATION.** The government has the requirement for contract pilots (CP) and contract navigators (CN) to provide inflight instruction for the OC/WC-135 aircraft. These individuals will be required to provide flight instructions for OC/WC-135 pilots and navigators students as well as maintain currency in their respective aircraft models.

**A5.1. INSTRUCTOR DUTIES.** Instructors will be required to perform ground training duties in both the classroom and the simulator as well as comply with instructor standards of performance per PWS 1.4 and will support any requirements for training courseware development. In addition these instructors will be required to perform the following CONUS sortie flight requirements:

1. Review each applicable student's grade book and specific sortie syllabus requirements prior to mission planning.
2. **Supervise** and assist students in preparation of required mission planning paperwork as well as completion of post mission paperwork.
3. Conduct a thorough event crew pre-brief and student pre-brief for all flight events IAW the approved training sortie pre-briefing guide to prepare students to perform the scheduled event.
4. Accomplish 100% of the specified flight event tasks during the sortie, unless lack of student progress or maintenance problems will not allow completion. Non-effective training sorties will be rescheduled. The 338 CTS may approve training designated work-a-rounds due to sortie non-availability.
5. Instruct students' inflight in such a manner that with normal student progression the end-of-course level of proficiency will be met.
6. Critique students verbally on all errors committed during the course of the training.
7. Instruct students in techniques and corrective procedures to help students avoid repetition of errors.
8. **In the event** of aircraft inflight malfunctions or other emergency, safety of flight issues, the instructor pilot shall assume direct control of the aircraft.
9. Conduct a thorough event debrief for all sortie events. All syllabus required items shall be covered. Record student performance on individual event grade sheets in accordance with ACCI 11-464, Training Records and Performance Evaluation in Formal Flying Training Programs. End-of-course minimum standards are listed in the applicable formal course syllabi. Tasks that are not accomplished shall be annotated on the student's "not accomplished" task logs.
10. Develop, review, and respond to end-of-phase and end-of-course critiques of training device instruction.
11. Document the student's training event completion/performance as required.
12. Be prepared to assist in the evacuation of aircraft in support of inclement weather, natural disasters, or other similar events as directed by squadron leadership.
13. Contract pilots and navigators shall attend monthly safety meetings. They shall attend Quarterly Wing Safety Day meetings when requested.
14. Contract Pilots and Navigators will comply with qualification and currency requirements set forth in AFMAN 11-2 RC-135 Vol 1, 2 and 3.

**A5.2. OC/WC-135 PILOT/NAVIGATOR FLIGHT INSTRUCTOR QUALIFICATIONS.**

1. The following qualifications are requirements for personnel employed as Flight Instructors for RC/OC-135 Pilot and Navigator instructors:

- a) (Pilot/Nav) Previous instructor experience in RC/OC/WC-135 model in the last three years or qualified as a contract flight instructor pilot in any model aircraft listed above within the preceding year.
  - b) (Pilot/Nav) More than 1,500 flying hours in aircraft listed above.
  - c) (Pilot/Nav) Previous flight evaluator experience in aircraft listed above.
  - d) (Pilot) Previous receiver in-flight refueling experience
  - e) (Nav) Previous experience with in-flight GPS and/or LN-20/120.
  - f) (Pilot) Possesses current FAA Commercial Instrument Pilot Rating (Multi-Engine)
  - g) (Pilot) Pass and maintain FAA Class II Physical Examination annually
  - h) (Nav) Pass and maintain FAA Class III Physical Examination annually
  - i) (Pilot/Nav) Must complete a formal Criterion Referenced Instruction (CRI) course within six months after start of training as an instructor. Completion of the ACC Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
  - j) (Pilot/Nav) Must be able to obtain a Secret or higher security clearance.
2. The following qualifications are desired:
- a) (Pilot/Nav) Previous RC/OC/WC-135 flight instructor experience in last 2 years or qualified as a contract instructor in any aircraft listed above within the preceding two years.
  - b) (Pilot/Nav) More than 500 instructor flying hours in aircraft listed above.

### A5.3. LABOR REQUIREMENTS.

OCWC135 FLIGHT TRAINING			
Crew Position	Training Days/Year	Avg Hours Per Day	Total Hours/Year
	A	B	C
OC/WC 135 Instructor Pilot	251.0	16	4016.0
OC/WC 135 Instructor Navigator	251.0	16	4016.0
			8032.00

#### Notes:

1. Due to flight training requirements, flight instructors may not observe a standard 8 hour per day work week.
2. Estimated at 40 hours per week per instructor however, on actual flight days the instructor will be required more than an 8 hour day.

**A5.4. TRAVEL.** In the event of aircraft divert or planned CONUS off station training sortie travel will be covered per **PWS 1.7.1.2**. If a planned off station CONUS sortie, contractor will submit a travel request prior to the event. In the event of aircraft divert or aircraft evacuation the request will be submitted after the trip is completed but will not be invoiced until review by the COR and validated by appropriate government representative.

### A5.5 CONTRACTOR REQUIREMENTS.

**A5.5.1. Quality Control.** The contractor shall utilize their own internal quality control processes to ensure services are performed in accordance with commonly accepted commercial practices, this PWS, and AFI 10-220.

**A5.5.2. Qualifications.** The contractor shall provide the following items as specified in AFI 10-220, Contractor's Flight and Ground Operations.



**A5.5.3. Contractor's Procedures.** The contractor shall provide a contractor's procedures document prepared in accordance with the AFI 10-220 Enclosure 4 paragraph 2a. This is a document developed by the contractor and approved by the Government Flight Representative (GFR) no later than the contract start date. The document delineates the procedures contractor personnel shall use while conducting operations affecting Government aircraft or other aircraft for which the Government assumes at least some of the risk of loss.

**A5.5.3.1. Waiver Procedures.** If waivers are needed to the procedures specified in AFI 10-220 the contractor shall follow the guidance in AFI 10-220 for requesting the waiver.

**A5.5.3.2. Aviation Safety Program.** The contractor shall establish a written mishap prevention program for their flight and ground operations that includes all the elements required by AFI 10-220.

**A5.5.3.3. Flight Operations Management.** The contractor's flight operations management shall contain all of the elements described in AFI 10-220.

**A5.5.3.4. Crewmember/Non-Crewmember Approval.** The contractor's procedures shall identify the office/title of the individual(s) authorized to request crewmember approval and qualification training and the process for requesting approval as required by AFI 10-220.

**A5.5.3.5. Crewmember Qualification Requirements.** These requirements shall comply with the section of AFI 10-220 by the same title as this paragraph.

**A5.5.3.6. Crewmember Evaluations.** Crewmember evaluation procedures shall be established as per the guidelines specified in AFMAN 11-2RC-135 Vol 1, 2, 3 the guidelines specified in AFI 10-220, and DCMA INST 8210-1C, *Contractor's Flight and Ground Operations*.

**A5.5.4 Forms and Records.** The contractor shall be responsible for establishing and maintaining all forms and records described in AFI 10-220 in the section with the same title as this paragraph.

**A5.5.5. Request for Approval of Contractor Crewmember.** The contractor procedures for requesting approval of a contractor crewmember shall follow the guidelines in AFI 10-220 and DCMA INST 8210-1C.

## **5.6. CONTRACTOR PILOT QUALIFICATIONS and TRAINING.**

**5.6.1. Contractor Qualifications.** All pilots and navigators shall complete Initial Qualification Training (IQT) or Requalification Training (RQT) in accordance with appropriate OC/WC-135 ACC syllabi prior to performing instructor duties under this contract.

**5.6.2. Contractor Candidate Process.** The contractor shall follow AFI 10-220 guidance for obtaining approval to enter candidates into IQT/RQT. This process is summarized as follows:

**5.6.2.1.** The Contractor shall submit to the GFR two copies of DD Form 2627, Request for Government Approval for Aircrew Qualification and Training, for approval to enter into IQT/RQT. All individuals submitted by the contractor to enter IQT/RQT shall meet or exceed the minimum qualifications listed in paragraph A5.3 above.

**5.6.3. Waiver Request.** The contractor may request a waiver to the above requirements for other exceptional flying qualifications and skills. The GFR must approve all waiver requests. The government may refuse to grant waivers solely based on the military flying experience of the contractor's CP force or

the individual candidates flying experience. The government may elect to administer an initial flight or ground evaluation by the GFR to assess the individual's potential before granting a waiver. The contractor shall credit the government at a rate of \$500.00 per flight hour for all flying time flown in support of these initial flight evaluations.

**5.7 CREWMEMBER GROUND TRAINING REQUIREMENTS.** Contract instructors will attend USAF provided ground training and maintain the currencies set forth in AFMAN 11-2RC-135 Vols. 1, 2 and 3 as required by their crew position. The contractor shall develop a ground training program which to track contract instructor aircrew currency requirements. The program must assure that contract aircrew members do not fly if training requirements have not been met. This includes (as a minimum):

1. Physiological training. All crewmembers and non-crewmembers shall receive the appropriate physiological training identical to the analogous Service crew position and mission parameters. Physiological training for pilots shall include spatial disorientation demonstrations and training to the maximum extent possible. Refresher training shall be accomplished per AFI guidance.
2. Aircraft Egress/Evacuation Training. This training shall cover a review of aircraft emergency equipment and escape procedures. Training shall be tailored to the type(s) of aircraft and crew position in which the individual maintains qualification. The contractor shall ensure that all crewmembers and non-crewmembers receive annual egress training. As appropriate, egress/evacuation training shall address a minimum of the following:
  - a) Egress methods (ground and flight),
  - b) Parachute operation to include malfunctions and landing techniques,
  - c) Seat kit modes of operation and deployment,
  - d) Post ejection checklist items,
  - e) Fire extinguisher training/refresher and use of smoke masks.
3. Water Survival Training/Under Water Egress Training. Currency is required prior to operating any Government aircraft over open water beyond the gliding distance to land. The frequency and content of training shall be based on AFI. Training shall be given by a qualified life support/survival equipment instructor or by attending a Service water survival refresher course.
4. Land Survival Training. The frequency and content of training shall be based on AFI guidance.
5. Cockpit Resource Management. All contractor flight instructors are required to accomplish Crew/Cockpit Resource Management Refresher Training per ACC SUP to AFI 11-290.

**5.8. PHYSICAL STANDARDS.** All Contract Pilots (CP) shall meet or exceed the medical standards and requirements of, and possess, a FAA Class II Airman Medical Certificate at all times. All Contract Navigators (CN) shall meet or exceed the medical standards and requirements of, and possess, a FAA Class III Airman Medical Certificate at all times. CPs and CNs unable to meet the medical standards and requirements for a FAA Medical Certificates shall be medically disqualified from flying duties. The contractor will maintain a copy of the CP's/CN's FAA Airman Medical Certificates. The contractor shall notify the GFR of any CP/CN failing to meet the FAA Airman Medical standards occurring between annual physicals that affect flying performance.

**5.9. GOVERNMENT OVERSIGHT.** 55 Wing shall appoint an OC/WC-135 instructor pilot as the Government Flight Representative (GFR) to monitor contractor operations and perform all duties detailed in AFI 10-220. The contractor shall be subject to additional AF oversight. This can include an annual Safety and Stan Eval Staff Assistance Visits (SAV) from the 55 Wing and 25th AF, and an Aircrew Stan Eval Visit (ASEV) in conjunction with the 55 Wing IG ORI. The ASEV may include aircrew in-flight evaluations and ground testing of contractor crewmembers.

**APPENDIX 6****TRAINING SYLLABUS INVENTORY**

**A6. TRAINING SYLLABUS INVENTORY.** The following chart lists the syllabi for RC/OC-135 and E-4B CAT/CWD required by this contract.

**A6.1 RC/OC-135 AIRCREW TRAINING SYLLABUS INVENTORY CHART.**

<b>RC/OC/WC-135 AIRCREW TRNG SYL INVENTORY CHART</b>	
<b>Course</b>	<b>Title</b>
RC135 Pilot	RC-135 PILOT
RC135 AC	RC-135 AIRCRAFT COMMANDER
OW135 AC	OC/WC-135 AIRCRAFT COMMANDER
RC135 Nav	RC-135 NAVIGATOR
OC135 Nav	OC-135 NAVIGATOR
RC-135V/W Raven X	RC-135 V/W RAVEN EWO (Raven X)
RC-135V/W MCC	RC-135 V/W MISSION CREW COMMANDER EWO
RC-135S MCC	RC-135S MISSION CREW COMMANDER EWO
RC-135S R1/2	RC-135S RAVEN 1/2 EWO
RC-135S R3	RC-135S RAVEN 3 EWO
RC-135U RUSTP	RC-135U STP RAVEN
RC-135U RUA	RC-135U AUTOMATIC RAVEN EWO
RC-135U RUM	RC-135U MANUAL RAVEN
RC-135U MCC	RC-135U RAVEN MISSION CREW COMMANDER
RC135V ASE 1	RC-135 V/W RIVET JOINT ASE 1
RC135V ASE 3	RC-135 V/W RIVET JOINT ASE 3
RC135V ASE 5	RC-135 V/W RIVET JOINT ASE 5
RC135U/S ASE 1	RC-135U/S ASE 1
RC135U ASE 3	RC-135U COMBAT SENT ASE 3
RC135S ASE 2	RC-135S COBRA BALL ASE 2
RC135 IIO	RC-135 INFORMATION INTEGRATION OFFICER
RC-135 ACLA	RC-135 AIRBORNE CRYPTOLOGIC LANGUAGE ANALYST
RC-135 AMS	RC-135 AIRBORNE MISSION SUPERVISOR
RC-135 AA	RC-135 AIRBORNE ALALYST
RC-135 DLO	RC-135 DATA LINK OPERATOR
RC135 SSD	RC-135 SIGNALS SEARCH AND DEVELOPMENT
RC135 SSO	RC-135 SENIOR STAFF OFFICER
CFIC Core Course	CENTRAL FLIGHT INSTRUCTOR COURSE

**A6.2 E4B AIRCREW TRAINING SYLLABUS INVENTORY CHART.**

<b>E4B AIRCREW TRAINING SYLLABUS INVENTORY CHART</b>	
<b>Course</b>	<b>Title</b>
E4B CCO	E-4B Communications Control Officer
E4B FA	E-4B Flight Attendant
E4B AMSO CORE	E-4B AMSO Common Core
E4B AMSO DO	E-4B AMSO Data Operator
E4B AMSO RADIO	E-4B AMSO Radio Operator
E4B AMSO TC1	E-4B AMSO Technical Control 1
E4B AMSO TC2	E-4B AMSO Technical Control 2
E4B AMSO SLCS	E-4B AMSO Senior Leader Communication System Operator
E4B AMSO WIRE	E-4B AMSO Wire Operator
E4B AMSO SHF	E-4B AMSO Super High Frequency Maintainer/Operator
E4B AMSO VO	E-4B AMSO Voice Operator

**APPENDIX 7****PUBLICATIONS AND FORMS**

**A.7. GENERAL INFORMATION.** Publications and forms that apply to this contract are addressed below. Publications are generally available from appropriate Stan/Eval Air Force Portal Community of Practice sites World Wide Web (WWW) servers. The contractor will obtain publications from WWW servers (unclassified and classified) to the maximum extent possible. If required, contractors are authorized distribution of CD-ROM publications. For recurring publications, the contractor will apply to be placed upon the distribution list for the publication to receive their own copy of each required volume as it is updated. Publications and forms not available through any of the previously listed methods will be provided by the Government.

**A.7.1. PUBLICATION CHANGES.** Supplements, amendments, or additions to publications from any organizational level may be required during the life of the contract. The contractor shall ensure that all mandatory publications changes are posted and all publications are up-to-date. Upon completion of the contract, the contractor shall return to the Government all issued publications.

**A.7.1.1. Price Changes Resulting From Publication Changes.** The contractor shall immediately implement those changes that result in no change or a decrease in the contract price, and notify the Contracting Officer in writing of such change. Should a decrease in contract price result, the contractor shall provide a proposal for a reduction in the contract price to the Contracting Officer. In contrast, before implementing any change that will result in an increase in contract price, the contractor shall submit to the Contracting Officer a price proposal within 30 calendar days after the contractor receives the change. The Contracting Officer and the contractor shall negotiate the change into this contract under the provisions of the contract clause entitled Changes. Failure of the contractor to submit a price proposal within 30 calendar days following receipt of the change entitles the Government to performance according to such change at no increase in contract price (unless the time requirement is waived by the Contracting Officer according to paragraph (c) of the contract clause entitled Changes).

**A.7.2. HIERARCHY OF PUBLICATIONS.** The contractor will accomplish the tasks and references established in this contract provided: 1) If there is a conflict between this contract and the references established therein, this contract will control. 2) If there is a conflict between or among two or more references then those coded as mandatory by this contract will control over those coded as advisory. 3) If there is a conflict between or among two or more references that are similarly coded then those issued by a higher authority will control over those issued by a lower authority. 4) If there is a conflict between or among two or more references that are issued at the same level of authority then those with a later date of issue will control over those with earlier dates of issue. 5) Any task referenced which calls for the exercise of non-delegable discretionary Government authority will be subject to the final approval of the Government official who has such non-delegable discretionary Government authority.

**A.7.3 PUBLICATIONS AND FORMS.** The contractor will maintain current versions of applicable publications and forms at the place of performance. The contractor may cross-reference publications to an Air Force publication library that they have access to. This does not relieve the contractor from any requirement stated previously.

**A.7.3.1. USAF, ACC, AFGSC, 55WG, 595C2G and Offutt AFB Publications.** For the purposes of this contract, the contractor will utilize any Air Force directed system to acquire all current publications required for the performance of duties. Note: The publications as resourced by 55 OGV may not be all inclusive and will change every two years in conjunction with baseline changes. The contractor will need to work closely with the GSMEs to determine any further requirements.

**A.7.3.2 AFTTP 3-3. RC-135.** The AFTTP 3-3 series publications are the primary tactical doctrine reference for the USAF. Contractors under this contract will require access to AFTTP 3-3 for aircraft design series covered by this document for instruction and courseware development. Access to these publications is restricted and requests will need to be coordinated through 561 JTS. Information regarding access is available at <https://intelshare.intelink.gov/sites/561jts/>.

## APPENDIX 8

### DELIVERABLES

**A8. GENERAL INFORMATION.** This appendix contains a consolidated list of attachments the contractor is required to deliver to the government under this contract. The contractor is responsible for coordinating the format and content of each deliverable with the Chief GSME. Unlimited rights to each deliverable pass to the government in accordance with [paragraph 4.5](#) of this PWS. Government access to each deliverable prior to acceptance shall be granted in accordance with [paragraph 1.5.3](#) of this PWS.

**A8.1. DELIVERABLES LIST.** The contractor shall produce and deliver the following items relating to this contract (note: contents and delivery frequency are specified within each attachment or reference):

1. Master Files including the Test Bank Master File ([PWS Para 1.5.3.](#))
2. Courseware Development Schedule ([PWS Para 1.5.5.](#))
3. Training Task Lists (TTLs)/Syllabi ([PWS Para 1.5.6.](#))
4. Contractor's Progress, Status, and Management Report ([PWS Attachment A](#))
5. Lesson Packages ([PWS Attachment C](#))

**ATTACHMENT A****CONTRACTOR'S PROGRESS, STATUS, AND MANAGEMENT REPORT**

**AA.1. PROGRESS, STATUS, AND MANAGEMENT REPORT (PSMR).** The PSMR is a monthly report that encapsulates the progress of the contractor in meeting the obligations required under this contract. It explains any information pertinent to the contractor's performance during the monthly period of the report.

**AA1.1. AUTHORITATIVE REFERENCE.** None.

**AA1.2. FORMAT.** PSMR is a management tool and format shall be table form as much as possible with narrative used only to explain/validate tables or expand on issues. Format will be determined by the contractor and approved by the COR and Chief GSME.

**AA1.3. CONTENT.** The report shall include the following:

**AA1.3.1.** A front cover sheet that includes the contractor's name and address, the contract number, the nomenclature of the program, the date of the report, the period covered by the report, the title of the report, the serial number of the report, the security classification, and the name of the issuing Government activity.

**AA1.3.2.** A description of the progress made against milestones (progress toward PWS requirements as a percent of annual achievement) during the reporting period.

**AA1.3.3.** The results, positive or negative, obtained related to previously identified problem areas, with conclusions and recommendations. Include any conclusions, recommendations, and any "Get Well" plans to allay the Gov't that the contractor will meet PWS goals within the stated timeframes.

**AA1.3.4.** Any significant changes to the contractor's organization or method of operation, to the project management network or to the milestone chart.

**AA1.3.5.** Any problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract.

**AA1.3.6.** Any problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract.

**AA1.3.7.** Any trips and significant results.

**AA1.3.8.** The contract schedule status.

**AA1.3.9.** Any plans for activities during the following reporting period.

**AA1.3.10.** The name and telephone number of the person who prepared the report.

**AA1.3.11.** Appendices for any necessary tables, references, photographs, illustrations, and charts.

**AA1.4. RELATIONSHIP WITH OTHER DOCUMENTS.** The PSMR is related to all the other documents and deliverables that it derives its data from.



**AA1.5. FREQUENCY AND MILESTONES.** A Contractor's Progress, Status, and Management Report shall be submitted monthly.

**AA1.6. DISTRIBUTION AND DEADLINE.** The draft report will be provided to the Chief GSME, for review and concurrence. The final report in digital format shall be provided to the COR (ACC TRSS/ACQ), and Contract Program Manager (AMIC/PKB), within the first five (5) workdays of the month for the previous month.

**ATTACHMENT B****CONTRACTOR FULL-TIME EQUIVALENT REPORTING**

“The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the RC/OC-135 / E-4B CAT/CWD via a secure data collection site. The contractor is required to completely fill in all required data fields at <http://www.ecmra.mil>.

Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October\* of each calendar year. Contractors may direct questions to the CMRA help desk.”

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**AB.1 \*Reporting Period:** Contractors are required to input data by 31 October of each year. However, due to delayed contract implementation, input of data is required by 31 Mar.

**AB.2 Uses and Safeguarding of Information:** Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

**AB.3 User Manuals:** Data for Air Force service requirements must be input at the Air Force CMRA link. However, user manuals for government personnel and contractors are available at the Army CMRA link at <http://www.ecmra.mil>.

**ATTACHMENT C****LESSON PACKAGE**

**AC1. LESSON PACKAGE.** The contractor shall prepare and deliver a Lesson Package (LP) for each RC/OC-135 and E-4B training course identified in this PWS. It shall contain all the lesson related material as outlined in this attachment. A Draft LP will precede any new effort and will be submitted to the GSME for approval before developing a full lesson. The Draft LP, as a minimum, will contain all items listed in the [para AC1.3](#). Once approved by the applicable GSME, the Draft LP will become the final LP for each lesson.

**AC1.1. AUTHORITATIVE REFERENCE.** AFMAN 36-2236 and other similar references are the authoritative references.

**AC1.2. FORMAT.** Format shall be at the contractors' discretion as approved by Chief GSME.

**AC1.3. CONTENT.** The LP shall include the following items:

1. Student Package (given to the student to use, usually a PowerPoint/PDF document)
2. Instructor Package
3. Media Package

**AC1.3.1. Universal Items.** Student, Instructor, and Media packages will universally contain the following items:

1. Course Title
2. Lesson Type
3. Lesson Description
4. Duration
5. OPR
6. Classification
7. Primary/Secondary Instructors
8. Prerequisites
9. List of Affected Programs
10. Revision Number/Last Update
11. Classroom Requirements
12. Lesson Objectives (must be cross-referenced to TTLs)
13. Lesson Assignments
14. Lesson Outline
15. Means of Evaluation
16. Available References

**AC1.4. STUDENT PACKAGE DETAILS.** The Student Package will contain a Study Guide (item 17) in addition to all the universal items listed in [paragraph AC1.3.1](#). The Study Guide is often a PDF version of the classroom presentation for the student to use before and during class.

**AC1.5. INSTRUCTOR PACKAGE DETAILS.** The Instructor Package will contain the Test, Quiz, Evaluation Questions and answers cross-referenced to the presentation and applicable lesson objectives. It will also contain the lesson presentation that was used to create the Study Guide. The Instructor package will contain Instructor Notes and a Lesson Plan.

**AC1.5.1. Instructor Notes.** Instructor notes will be in the Instructor Package. Notes will be inserted into the Lesson Outline and the Lesson Presentation if both exist. If a Device Training lesson does not have a Lesson Presentation such as a PowerPoint lesson, then as a minimum, the notes will be in the Lesson Outline. They will be sufficiently detailed enough so that a qualified aviator in that career field could pick up the presentation and understand what to say and how to deliver the lesson. As a minimum, the notes will contain animation, explanations of concepts, supporting material for key points, references, etc. Instructor notes will be contained in the presentation itself (ie PowerPoint notes section). Instructor notes will be word for word transcription of what the instructor would say when teaching the class.

**AC1.5.2. Lesson Plan.** The Lesson Plan describes the instructional plan for teaching a lesson. The contractor shall prepare, maintain and deliver a Lesson Plan for each academic lesson identified in each course syllabus. The Lesson Plan:

**AC1.5.2.1.** Provides a textual outline of the lesson to include instruction that fully prepares the student to meet each lesson objective. In general, it shall support the bulleted information that appears in the multimedia presentation.

**AC1.5.2.2.** Serves as a script to explain the introduction of learning aids such as models of equipment, film, or visual media. It shows the sequencing of these aids as well as the learning purpose of introducing these aids.

**AC1.5.2.3.** Includes reference information for facts that appear in the presentation and examples of calculations either worked during the lesson or used to support equations or the outcome of equations that appear in the presentation.

**AC1.6. MEDIA PACKAGE.** The Media Package will be used to supplement either the student or instructor packages whenever interactive CW is used in part or to completely deliver a lesson (i.e. CBTs). The media package will contain detailed instructions for the student to follow in preparation and/or in the performance of required ICW/CBTs. Such details will be included as part of the student package. If ICW is instructor-led or used in any form to supplement lesson delivery, then detailed instructions/descriptions will also be included as part of the instructor package. Integration and completion time/requirements will also be included.

**AC1.7. FREQUENCY AND MILESTONES.** The GSME will have 30 days for review and acceptance/rejection (new courseware) or approval/disapproval (existing courseware). Corrections may be submitted any time during the 30-day period. The deadline to complete rejection/disapproval corrections shall be according to their scope, but will generally be within seven (7) days of receipt. Accepted/approved LPs shall be prepared in final and one copy shall be posted to the Master Lesson File in the Archives within five (5) days of notification of acceptance/approval.

**AC1.8. INITIAL DISTRIBUTION.** A Draft LP will precede any new effort and will be submitted to the GSME for approval before developing a full lesson.

**AC1.9. FINAL DISTRIBUTION.** Once the final Draft LP is approved by the GSME, it must be archived and posted in accordance with paragraph C1.6. of this attachment.

**ATTACHMENT D**

**INCORPORATION OF CONTRACTOR'S PROPOSAL**

**AD1. GENERAL INFORMATION.** In those areas where the contractor's proposal exceeded the stated PWS requirements, the contractor's proposal is binding and prevails. The contractor is expected and shall be required to adhere to their proposal approach in meeting the contract requirements. Accordingly, the items included in the contractor's proposal in the below referenced paragraphs, are hereby required under this contract: