



**CENTER FOR SECURITY FORCES
(CENSECFOR)**

**PERFORMANCE WORK STATEMENT
(PWS)**

FOR

**RIVERINE TRAINING CONTINUUM
INSTRUCTIONAL SUPPORT**

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List of Attachments

Attachment A	Training Course Control Document (TCCD) for Riverine Combat Skills (RCS) (A-020-0020)
Attachment B	Training Course Control Document (TCCD) for Riverine Crewman Course (RCCS) (A-062-0052)
Attachment C	Training Course Control Document (TCCD) for Riverine Unit Level Leader (RULL) (A-062-0053)
Attachment D	Training Course Control Document (TCCD) for Riverine Security Team Member (RSTM) (A-840-0397)
Attachment E	NAVEDTRA 135C (Navy Schools Management Manual)
Attachment F	CENSECFORINST 1540.1 (Training Policy and Guidance)
Attachment G	Section 2, Chapter 2 U. S. Navy Uniform Regulations
Attachment H	OPNAVINST 3591.1F (Small Arms Training and Qualification)
Attachment I	DoD Publication 8570.01-M (Information Assurance Workforce Improvement Program)
Attachment J	NAVEDTRA 43466-C (Security Force Weapons PQS)
Attachment K	NETCINST 5100.1A (Occupational Safety, Health, Training Safety, and Firefighting Training Certification Programs)
Attachment L	OPNAVINST 1500.75B (Safety Policy and Procedures for Conducting High Risk Training)
Attachment M	DoD Directive 1010.9 (DoD Civilian Employees Drug Abuse Testing Program)
Attachment N	BUMEDINST 6120.20B (Competence for Duty Examinations, Evaluations of Sobriety, and other Bodily Views and Intrusions by Medical Personnel)
Attachment O	CENSECFORINST 5100.1 (High Risk Training Safety)
Attachment P	OPNAVINST 5100.23G (Navy Safety and Health (SOH) Program Manual)

Attachment R	SECNAV M-5510.30 (Department of the Navy Personnel Security Manual)
Attachment S	DoD 5220.22M (National Industrial Security Program Operating Manual)
Attachment T	DD 254 (Contract Security Classification Specification) (provided after contract award)

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SECTION 1 BACKGROUND AND GENERAL INFORMATION

Section 1-1 Scope

This Performance Work Statement (PWS) describes the performance requirements for the instruction of courses related to the Riverine Training Continuum in and around the Camp Lejeune, NC Fleet Concentration Area (FCA). The requirements contained in this PWS are for instructor only support, and does not include support personnel. This training shall be conducted for Department of the Navy personnel, and encompasses course scope, learning objectives, and Navy instructions. The contractor will support the Center for Security Forces (CENSECFOR) in the performance of instructional/training duties at this learning site by providing instructor personnel who possess the requisite qualifications, expertise, and skills to deliver the respective courses of instruction.

Section 1-2 Purpose

The purpose of this PWS is to define the instructional, operational, and administrative tasks required to deliver formalized training support in support of the Riverine Training Continuum for personnel attached to (or ordered into) various units within the Navy Expeditionary Combat Command (NECC). All training shall be in support of the formal course curriculum as developed and provided by CENSECFOR, and will be delivered under the coordination of the respective CENSECFOR Learning Site Director and CENSECFOR Course Managers.

Section 1-3 Period of Performance

The period of performance associated with this PWS shall be for a twelve (12) month base period, and two (2) twelve (12) month option periods to be exercised at the discretion of the Government.

Section 1-4 Breadth of Personnel Requirements

The contractor shall provide instructors at CENSECFOR Learning Site Camp Lejeune as shown in Table 1-1 below. All instructor personnel must possess the necessary qualifications, skills, background, and expertise as specified in Sections 4 and 5.

Riverine Instructor Requirements	
Location	CENSECFOR LS Camp Lejeune
Lead Riverine Ground Operations (RGO) Instructor (detailed in Section 4.5.1)	2
Riverine Ground Operations (RGO) Instructor (detailed in Section 4.5.1)	8
Lead Riverine Boat Operations (RBO) Instructor (detailed in Section 4.5.2)	2
Riverine Boat Operations (RBO) Instructor (detailed in Section 4.5.2)	9
Riverine Medical Operations (RMO) Instructor (detailed in Section 4.5.3)	2
Totals	23

Table 1-1 Riverine Instructor Requirements

Section 1-5 Contract Management

The respective CENSECFOR Learning Site Director, under the cognizance of the CENSECFOR Director of Training (DOT), is responsible for technical management of this training program. The CENSECFOR Contracting Officer's Representative (COR) (listed in Section 1-6 below) will serve as the Procuring Contracting Officer's (PCO) primary point of contact (POC). The CENSECFOR COR will provide overall technical oversight and management of this contract with the support of a designated Technical Assistant (TA) at the learning site.

Section 1-5.1 Contract Program Manager

No later than ten (10) days after contract award, the contractor shall designate an individual who will serve as the primary point of contact for the PCO and CENSECFOR COR regarding issues relating to this contract. This individual shall be empowered to make management level decisions in support of this contract effort, and shall oversee the Contract Site Lead as detailed in Section 1-5.2 below.

Section 1-5.2 Contract Site Lead

The contractor shall designate a site lead, which, in addition to performing instructor duties, shall provide overall management, supervision, and coordination of the daily production at the learning site, and shall act as the local point of contact with the Government. The site lead or alternate (acting in the absence of the site lead) shall have full authority to act for the contractor on all contract matters relating to daily operations of the contract. The contractor shall furnish, in writing, to the respective CENSECFOR Learning Site Director and designated Technical Assistant (TA), the names and phone numbers of the site lead and alternate no later than ten (10) calendar days after contract award. The contractor shall notify the respective CENSECFOR Learning Site Director, CENSECFOR COR, and designated Technical Assistant (TA) within one working day, whenever changes are made. The contractor shall provide a list of all contract instructors five (5) days prior to the start of performance, and thereafter as changes occur.

Section 1-6 Travel Requirements

Two separate travel processes shall be part of this contract and are detailed individually in the sections below. All travel costs incurred in accordance with Section 1-6.2 will be priced separately and executed in accordance with the Federal Travel Regulations (FTR). This directive may be accessed at: <http://www.gsa.gov/portal/content/104790>.

Section 1-6.1 Travel in Support of Training Delivery

Each quarterly convening of the Riverine Training Continuum culminates with a eight (8) to nine (9) day Final Assessment. This training exercise is conducted in the Cape Fear, NC area in the vicinity of Elizabethtown, NC. Government transportation and field billeting is provided for contract instructors. However, no messing facilities are available. Contract instructors will be expected to provide their own subsistence during those periods in the field. There are limited commercial dining establishments in the local area. Travel in support of training delivery will not be reimbursed under the contract Travel CLIN since this travel is an inherent function of the training.

Section 1-6.2 Other Travel

Upon occasion, contract instructors may be asked to perform other travel in support of the Riverine training mission. Prior to executing this travel, the traveler shall submit a travel request in the format prescribed by the contractor. A copy of this travel request shall be routed via the CENSECFOR Learning Site Director, to the CENSECFOR COR. Upon validation of the travel requirement, the CENSECFOR COR will forward the travel request to the contractor with Government approval. Any travel not directly related to a CENSECFOR requirement, and validated by the CENSECFOR COR, is not chargeable to the Government. Any travel related to the temporary or permanent replacement of a contract instructor at the respective CENSECFOR Learning Site will be accomplished at no cost to the Government. Upon return from travel, the instructor will prepare a Trip Report (detailed in section 10-3) providing the accomplishments of the travel. The contractor will provide the names, travel dates, and amount paid within the Monthly Status Report (detailed in section 10-2).

Section 1-7 Government Points of Contact

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Section 1-8 Government Roles and Responsibilities

The following descriptions are provided to clarify the roles and responsibilities of the government personnel associated with this contract effort. Further description of the PCO, COR, ACOR, and TA responsibilities can be found in the Contract Administration Plan (CAP) that is included as an attachment to this contract.

- **Commanding Officer (CO)** – The Commanding Officer is responsible for all aspects regarding the operation of the command. The CO makes the final decision in all cases involving the CENSECFOR organization.
- **Executive Director (ED)** – The Executive Director supports the CO by providing guidance to the CENSECFOR organization as to the priority and operation of the command mission.
- **Procuring Contracting Officer (PCO)** – The contracting officer ensures performance of all necessary actions for effective contracting ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair, and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance. The PCO is the only official authorized to obligate the Government or make changes in contract terms and/or conditions.
- **Contracting Officer's Representative (COR)** – An individual nominated by CENSECFOR, and designated in writing by the Contracting Officer to act as his/her authorized representative to assist in administering the contract. The source and authority of the COR is the Contracting Officer. COR limitations are contained in the written letter of appointment and the attached CAP.
- **Alternate Contracting Officer's Representative (ACOR)** – When assigned, the ACOR is an individual nominated by CENSECFOR, and designated in writing by the Contracting Officer to perform the duties of the COR during periods of his/her absence or non-availability. The authority and limitations of the ACOR are contained in the written letter of appointment.
- **Technical Assistant (TA)** – An individual nominated and designated in writing by CENSECFOR to act as the COR's authorized representative and assist in the administering of the contract. TA limitations are contained in the written letter of appointment. Normally, a TA is appointed at locations that are geographically separated from the COR. The TA provides detailed oversight of the Contractor's performance and reports on a regular basis (normally monthly), his/her findings to the COR. These findings should be timely, complete, and impartial. While the TA may serve as a direct

conduit between the Contractor and the COR, he/she is not empowered to provide technical direction or clarification to the Contractor.

- **Director of Training (DOT)** – The DOT oversees the Training Directorate, and has oversight over the development and maintenance of the various course curricula, sustainment of training standards, maintenance of training metrics, functional oversight of learning sites, and a myriad of related responsibilities.
- **Course Curriculum Model Manager (CCMM)** – An individual attached to the CENSECFOR Training Directorate, and has oversight over the delivery and format of a specific course (or group of courses). The CCMM functions as a technical expert on the course material, and ensures that the course delivery is standardized throughout the domain.
- **Learning Site Director** – Appointed by CENSECFOR to function as the manager of a learning site. The Learning Site Director has responsibility for the delivery of training at that location. Additionally, he/she is responsible for the management of all resources assigned to that location, including personnel and facilities. The Learning Site Director oversees the daily production accomplished at the learning site, and frequently interacts with the Contractor Site Lead.
- **Learning Site Course Supervisor** – Appointed by the Learning Site Director to function as the supervisor of a specific course of instruction. The Course Supervisor has responsibility for the delivery of the respective course of instruction, and ensuring that all required resources are available and in place at the appropriate time. The Course Supervisor frequently interacts with the respective CENSECFOR Course Curriculum Model Manager (CCMM).

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SECTION 2 APPLICABLE DOCUMENTATION AND SUPPORT MATERIALS

Section 2-1 Support Materials – Government Furnished Information (GFI)

GFI will be provided to the contract instructors at the respective learning site to support the instruction of the Navy course(s) identified herein at the place of performance. The GFI will consist of Navy Instructions (latest version), lesson outlines, instructor guides, student guides, special student handouts, and course tests for each course of instruction. The respective Learning Site Course Supervisors will be the focal point for coordination of delivery of GFI and resolution of issues surrounding the GFI. Upon completion of contractor performance, or as directed by the PCO or CENSECFOR COR, all GFI shall be returned to the respective Learning Site Director.

Section 2-1.1 GFI Security

The contractor shall maintain and provide security in accordance with Contract Security Classification Specification (DD Form 254) for any copies of GFI provided under this contract, if applicable.

Section 2-2 Applicable Documentation

The following Training Course Control Documents (TCCD) and references contained within, identifies specific enabling and terminal objectives. These documents are hereby incorporated by reference and become a part of this PWS to the extent specified herein. In the event of a conflict between documents referenced herein and the contents of this PWS, the contents of this PWS take precedence. Nothing in this PWS, however, supersedes applicable laws and regulations, unless a specific exemption has been obtained. Contractors shall adhere to the most recent and up-to-date versions of these training documents, which will be provided by the Government.

Section 2-2.1 Training Course Control Documents (TCCD)

The following TCCDs shall serve as attachments to this PWS.

- Riverine Combat Skills (RCS) (Course Identification Number (CIN) A-020-0020) (Attachment A)
- Riverine Crewman Course (RCC) (CIN A-062-0052) (Attachment B)
- Riverine Unit Level Leader (RULL) (CIN A-062-0053) (Attachment C)
- Riverine Security Team Member (RSTM) (CIN A-840-0397) (Attachment D)

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SECTION 3 TRAINING REQUIREMENTS

Section 3-1 General Requirements

In accordance with Section 4 of the PWS, the contractor shall provide fully qualified instructors who have demonstrated experience in a Riverine operational environment.

Section 3-1.1 Training Environment

The services required hereunder will be performed in one of the following specific instructional environments (these training environments are provided and maintained by the Government):

- **Legacy Environment (Group-Paced, Instructor-Led).** This is traditional classroom instruction in a Navy resident schoolhouse environment. The contractor shall provide on-site instructors to teach the course.
- **Legacy Lab Environment (Group-Paced, Instructor-Led).** This includes Group-paced instruction in a Navy schoolhouse environment. The contractor shall provide on-site instruction/facilitation.
- **Operational Lab Environment (Group-Paced, Instructor-Led).** This includes instruction within an operational environment, and involves application of skills and knowledge obtained in a schoolhouse environment. The contractor shall provide on-site instruction/facilitation.

Section 3-1.2 Training Schedules

Whenever possible, training shall be conducted eight hours a day (early morning, evening, or night shift), five days a week for the length of the course. However, the operational tempo required for the delivery of Riverine training prohibits the limiting of instructor hours to 40 hours per week during training cycles involving the associated Riverine courses, as well as during the final certification exercises. While conducting training during these timeframes, Riverine instructors may be engaged in training up to 60 hours per week with limited opportunity to compensate for the excess hours. As such, the work year for Riverine instructors will be based on 2600 hours. During the execution of the class schedule where holidays or other events impact the expeditious movement of students through the training pipeline, the respective CENSECFOR Learning Site Director may extend the number of daily training hours to compensate. Each convening of the Riverine Training Continuum culminates with a Final Assessment exercise conducted in the Cape Fear, NC area. During these exercises, contract instructors may be required to spend eight (8) to nine (9) days consecutively in a field environment. Work schedules during these exercises are determined by the training schedules, and the performance of the students within the training scenarios.

Section 3-1.3 Changes to Curriculum

Only training materials and lesson plans developed and promulgated by CENSECFOR DOT will be used in training delivery. It is recognized that certain portions of the course may become outdated based on a number of external factors. The contract instructors are encouraged to identify and submit recommended changes to the course curriculum to the respective

CENSECFOR Learning Site Course Supervisor. However, the content of the instructional material will not be modified until formally changed by CENSECFOR DOT. Deviations from the promulgated curriculum are not authorized. Any such recommendations shall be at no additional cost to the Government and shall become the property of the Government.

Section 3-1.4 Academic Standards

All instructors shall adhere to and maintain academic standards (e.g., course grading criteria) in accordance with assessment standards for the course. If the student(s) have academic problems, the instructor shall provide remediation to improve their course performance. Whenever possible without adversely impacting the course schedule, remediation shall be accomplished during normal training hours. Academic standards for each course can be found in the Testing Section of the course curriculum.

Section 3-1.5 Navy Academic Review Board (ARB) Procedures

In cases where a student's performance does not improve with remediation, a Navy Academic Review Board (ARB) may be convened. The board evaluates a student's progress and recommends a course of action when the student has failed to achieve learning objectives. In the event a student undergoes the ARB procedures, contract instructors may be required to provide student performance information. Academic Review Boards are discussed in NAVEDTRA 135C (Navy Schools Management Manual) (Attachment E) and CENSECFORINST 1540.1 (Training Policy and Guidance) (Attachment F).

Section 3-1.6 Classroom Decorum and Order

Contract instructors shall have the authority and are empowered to maintain their classrooms in an orderly and professional atmosphere.

Section 3-1.6.1 Complaints Against Students

Students are expected to conduct themselves in a professional and military manner. Students who fail to conduct themselves with the proper military bearing shall be cautioned by the contract instructor, and then referred to the respective CENSECFOR Learning Site Course Supervisor, as required. If the inappropriate conduct continues, the student shall be referred by the contract instructor to the respective CENSECFOR Learning Site Director. This does not preclude immediate referral if, in the opinion of the instructor, the misconduct is of such severity as to warrant such action. In the event of any formal military action against students under their tutelage, contract instructors may be requested to provide written statements to, or appear in person, at Non-Judicial Punishment (NJP) or Courts-Martial proceedings. Providing written statements and appearing in person at Non-Judicial Punishment or Courts-Martial proceedings for student classroom misconduct arising under this contract shall be deemed part of the instructor's contractual duties and shall not be a basis for a claim for additional payment under this contract.

Section 3-1.6.2 Complaints Against Military Staff

Contract instructors shall report any disciplinary problems (e.g., fraternization, sexual harassment, discrimination, etc.) between contract employees and military staff to the respective CENSECFOR Learning Site Course Supervisor or respective CENSECFOR Learning Site Director, who shall notify the CENSECFOR COR immediately of the problem. Upon notification to the CENSECFOR COR that a complaint involving aforementioned disciplinary problems has been received, the respective CENSECFOR Learning Site Director shall investigate the validity of the complaint and provide results to the CENSECFOR DOT, and Contract Site Lead. If the complaint is determined valid, the respective CENSECFOR Learning Site Director is responsible for initiation of the proper course of action. Contract personnel may be requested to provide written statements to, or appear in person, at NJP or Courts-Martial proceedings. Such statements or appearances may be directly related to charges or may provide information for use in determining appropriate punishment. Providing written statements and appearing in person at Non-Judicial Punishment or Courts-Martial proceedings for student classroom misconduct arising under this contract shall be deemed part of the instructor's contractual duties and shall not be a basis for a claim for additional payment under this contract.

Section 3-1.6.3 Complaints Against Contractor Personnel

In the event that a complaint is made regarding the conduct of contractor personnel, the respective CENSECFOR Learning Site Director shall immediately notify the CENSECFOR DOT, CENSECFOR COR, and Contract Site Lead. Depending upon the severity of the offense, the respective CENSECFOR Learning Site Director may remove the contract instructor(s) named in the complaint from the class while the complaint is investigated. Upon completion of the investigation, the respective CENSECFOR Learning Site Director shall provide results to the CENSECFOR DOT, CENSECFOR COR, and Contract Site Lead. If the results of the investigation prove the complaint to be valid, the Contract Program Manager shall have a maximum of three (3) working days to propose a corrective plan for resolving the matter. This plan shall be submitted to the PCO, with copies to the CENSECFOR DOT, CENSECFOR COR and respective CENSECFOR Learning Site Director. In the event that the Government deems the corrective plan insufficient for resolution of the problem, a written response to the Contract Program Manager will be provided within three (3) working days. The corrective plan shall be deemed accepted if no response from the Government is received within 3 working days.

Section 3-1.7 Instructor Management

The contractor shall provide a list of contractor personnel within five (5) days of the end of the mobilization period, and thereafter as changes occur. Contracted instructors shall not be dismissed or removed when they have a class in session, except for cause under Sections 3-1.6 or instructor requirements under Section 4.

Section 3-1.7.1 Instructor Replacement

In the event that contractor personnel are temporarily or permanently removed for any reason, the contractor is required to replace that Course Unique Instructor Training (CUIT) certified instructor within 72 hours. Any such replacement will occur without interrupting the class schedule and without additional expense to the Government.

Section 3-1.7.2 Retention of Contract Instructors

The number of instructor personnel assigned to CENSECFOR Learning Sites is based on the maximum utilization of all available personnel regardless of contractor, government, or military status. The mobilization period provides a sixty (60) day period for the contractor to ensure that all of the contract instructors obtain the necessary qualifications and certifications necessary to deliver training on beginning date of the contract.

After the mobilization, the loss of a contract instructor creates a significant challenge to the effective management of a learning site. During the mobilization, the Government has already incurred the cost of training the requisite number of instructors at each training site, and the loss of a trained instructor should not result in the need for the Government to pay for training a replacement. While meeting all of the prerequisites mandated in this PWS, it is highly unlikely that the replacement instructor has achieved any level of Course Unique Instructor Training (CUIT) certification for the course material. Depending upon the certifications of the departing instructor, the replacement instructor will require a period of time to “ramp-up” to the level of his/her predecessor. During this period of time, the costs associated with the “mobilization” of this instructor are not chargeable to the government.

When the replacement instructor reaches the level of certification held by the predecessor, the CENSECFOR Learning Site Director will advise the CENSECFOR COR that the replacement instructor is acceptable. The Procuring Contracting Officer (PCO) will advise the contractor that the associated costs for the replacement instructor can then be charged to the government.

Section 3-2 Student Supervision

Instructors are required to be present during all activities or evolutions in which students are participating that are related to associated Enabling or Terminal Objectives of the curriculum to provide appropriate instructional supervision, oversight, and subject matter support (e.g., weapons disassembly, maintenance, etc.).

Section 3-3 Classroom Seats and Responsibility

Contract instructors shall assist in the classroom preparation, student administration, test proctoring, and safety procedures are accomplished to avoid interruptions in the training day and promote a safe and secure environment conducive to learning for courses supported under this contract.

Section 3-4 Course Descriptions

Section 3-4.1 Riverine Combat Skills (RCS) (A-020-0020)

This course is designed to build upon the basic combat skills acquired via the Expeditionary Combat Skills course, providing five (5) weeks of advanced combat skills training including Basic Combat First Aid, Radio Communications, Safe Handling and Employment of Firearms, Crew Served Weapons, Counter-Improvised Explosive Devices (C-IED) Operations, Mission Planning, and Offensive/Defensive Operations in Urban Territory. Portions of the training are conducted in a formal classroom setting while other training such as Weapons Qualifications

and C-IED are conducted in field locations. This course is classified as high risk training. RCS is convened four (4) times per year, with an maximum annual throughout of 240 students.

Section 3-4.2 Riverine Crewman Course (RCC) (A-062-0052)

This course provides apprentice-level training in the knowledge and skills necessary to function as a crewman onboard a Riverine Patrol Boat (RPB) or Riverine Assault Boat (RAB) while conducting day or night operations in a riparian environment. This seven (7) week course includes Riverine Safety, Knot Tying, Riverine Craft Navigation, Riverine Craft Characteristics and Systems, Communications, and Riverine Craft Electronic Equipment. Students will be engaged in the tactical driving of the boat to include high speed maneuvers, movement techniques, formation driving, come alongside, board and search, ambushes, waterborne guard post, immediate actions, inserts and extracts, towing, launch and recovery, live-fire exercises, and a final battle plan involving opposing force crate and troops. This course is classified as high risk training. RCC has four (4) annual convenings of a maximum of 30 students per class.

Section 3-4.3 Riverine Unit Level Leader (RULL) (A-062-0053)

This course is designed to train officers and senior enlisted personnel, who are assigned to a Riverine Squadron, the duties and responsibilities of a Riverine Unit Level Leader. The course emphasizes Mission Planning, Riverine Tactics and Techniques, Riverine Operation of Military Communication Equipment, Communication Procedures, Fire Support Requests, Tactical Employment of Riverine Craft, Small Unit Leadership, and other individual/collective skills unique to Riverine missions. Four (4) six-week classes of a maximum of 15 students per class are convened each year.

Section 3-4.4 Riverine Security Team Member (RSTM) (A-840-0397)

The purpose of this course is to provide Riverine security team members, who are employed in littoral operations, with the specialized skills to support Marine and Army expeditionary forces, maintain and secure rivers and adjacent areas of operation, and to own and occupy water space. Specific topics include: Tactical Site Exploitation, Mission Planning, Radio Communication, Military Operations on Urban Terrain (MOUT) Skills, Manual and Ballistic Breaching, Improvised Explosive Device (IED) Operations, Boat Launch and Recovery Skills, and Advanced Aspects in Patrolling. This five (5) week course is convened four (4) times each year with a maximum of 30 students in each class.

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SECTION 4 INSTRUCTOR REQUIREMENTS AND QUALIFICATIONS

Section 4-1 Basic Instructor Requirements

The contractor shall provide sufficient instructors, who successfully meet the qualifications and requirements stated within this section, and have achieved the requisite Course Unique Instructor Training (CUIT) certification for delivery of each course convening. The contractor shall provide the stated amount of full-time instructors per CLIN. Any personnel proposed to serve as substitutes and/or replacements shall be as qualified as the individuals they are replacing and supported by a complete Instructor Training Jacket (ITJ). (Format and contents of the ITJ are detailed in Section 5-2.) The CENSECFOR DOT must approve all waivers of instructor qualifications in writing.

Section 4-2 General

Contract personnel shall maintain high personal standards of technical knowledge and demonstrate professional competence in delivering training material. In addition to this technical background and skills, contract personnel must be able to effectively perform in a military background, and possess a familiarity with the organization and hierarchy of the U. S. Navy, military rank/grade structure, knowledge of Navy and military terminology, and shipboard/installation environments and configurations.

Section 4-3 Basic Instructor Qualifications

All instructor personnel must possess the instructional qualifications contained within this Section. All instructors must:

- Have one (or more) of the following qualifications:
 - Navy NEC 9502 (Instructor), or
 - Navy NEC 9518 (Naval Leadership Development Program (NAVLEAD) Instructor, or
 - Graduate of one of the following courses of instruction:
 - Instructional Delivery Continuum (IDC) Journeyman Instructor Training (JIT) (A-012-0077)
 - Instructional Delivery Continuum (IDC) Journeyman Instructor Training (JIT) Mobile Training Team (A-012-1011)
 - Naval Leadership Facilitator (P-012-0045)
 - Facilitator Training Course (P-012-0075)
 - Nuclear Instruction Qualifications (NFAS) (A-661-0108)
 - Nuclear Instruction Qualifications (NNPS) (A-661-0109)
 - Other DoD Service designation (or equivalency) upon approval of the CENSECFOR DOT (See Note below), or
 - Completion of a civilian (or commercial) formal course of instruction which has been evaluated and certified as a JIT equivalency by the Center for Personal and Professional Development (CPPD)

Current JIT Equivalent Courses (approved by CPPD)		
College or University	Course Number	Course Title
Tidewater Community College	BUSC 2001	Basic Instructor Development
Southern Illinois University	WED 462	Instructional Methods and Materials
State University of New York at Oswego	VTP 312	Methods of Teaching Vocational Subjects
Valdosta State University	ACED 4690	Methods of Instruction in Adult and Career Information
Western Kentucky University	SEC 364	Methods in Vocational Education

Table 4-1 Current JIT Equivalent Courses (approved by CPPD)

Note: Effective 31 August 2009, the USMC Formal Schools Instructor Course (FSIC) was revised, and no longer satisfies the instructor training qualification requirement associated with this solicitation. Graduates of USMC FSIC prior to 31 August 2009 may apply completion of the course toward meeting the qualification requirement.

All instructor personnel must be familiar with applicable reference material as listed in the respective TCCD and contractors shall notify their employees of changes as they occur. As identified by the Government, contract instructors may attend in-service training which is designed to update contractor personnel on Government rules, regulations, and other requirements. The contractor shall determine the personnel required to attend. Any such training will occur without interrupting the class schedule and without additional expense to the Government.

Section 4-4 Instructor Categories

In support of this contract, instructors will encompass three general categories, Riverine Ground Operations Instructors (RGO), Riverine Boat Operations Instructors (RBO), and Riverine Medical Operations Instructors (RMO). In addition to meeting the aforementioned basic instructor requirements, each of these categories entail specialized skills, experience, and/or background as outlined in the respective sections below.

Section 4-4.1 Riverine Ground Operations (RGO) Instructor Requirements

The contractor will provide a minimum of ten (10) Riverine Ground Operations (RGO) Instructors to perform classroom and operational instruction. RGO Instructors provide both basic and specialized training in shore based scenarios. RGO instructors are actively engaged in the delivery of the Riverine Combat Skills (RCS) and Riverine Security Team Member (RSTM) courses, but may also provide training in the Riverine Crewman (RCC) and Riverine Unit Level Leader (RULL) courses as well. Two of these instructors shall be designated as Team Leads. In addition to meeting the basic instructor requirements specified in Section 4-4 above, each RGO instructor shall:

- Possess a minimum of three (3) years documented operational ground warfare experience serving in a Navy Riverine squadron, U.S. Army/USMC Infantry unit, or in a Special Operations capacity
- Possess at least one (1) year of documented combat experience in support of one of the following organizations: USMC Small Craft Company/Dam Support Unit; USMC Special

Operations Training Group; USMC Small Boat Company; U.S. Navy Riverine Squadron; U.S. Navy Special Warfare Combatant Crewman; United Kingdom Royal Marines 539 Assault Squadron, United Kingdom Special Boat Squadron; U.S. Coast Guard Deployable Operations Group; or U.S. Customs Marine Interdiction Team

- Possess a minimum of four (4) years documented tactical experience in land warfare, and be proficient in combat lifesaving, land navigation, tactical communications, defensive measures, convoy operations, small arms, crew served weapons, Improvised Explosive Devices (IED), patrolling, mission planning, Combat Rubber Raiding Craft (CRRC) Operations and basic combat fundamentals consistent, with either a U.S. Army or USMC Infantry unit or in a Special Operations capacity
- Possess tactical operational experience in the military decision-making process; organizational and individual planning; patrol coordination; proficiency in the development and issuance of a concept of operations, warning, and patrol order; and mission debriefing utilizing FalconView™ software.
- Possess qualification as a small arms weapons instructor. Specific qualification requirements are detailed in paragraph 11 of OPNAVINST 3591.1F (Small Arms Training and Qualification) (Attachment H). The contractor shall ensure that contract instructors have completed the required courses, and that appropriate documentation is filed in the Instructor Training Jacket (ITJ). Instructors who have not conducted small arms training within the past one (1) year must complete initial qualification requirement before conducting classroom or range training. Documentation of this qualification shall be included in the contractor's ITJ. **(Note: Completion of the Crew Served Weapons Instructor requirements is not a substitute for Small Arms Instructor qualifications. These qualifications are separate and unique.)**
- Possess qualification as a crew served weapons instructor. Specific qualification requirements are detailed in paragraph 11 of OPNAVINST 3591.1F. The contractor shall ensure that contract instructors have completed the required courses, and that appropriate documentation is filed in the Instructor Training Jacket (ITJ). Instructors who have not conducted crew served weapons training within the past one (1) year must complete initial qualification requirement before conducting classroom or range training. Documentation of this qualification shall be included in the contractor's ITJ. **(Note: Completion of the Small Arms Instructor requirements is not a substitute for Crew Served Weapons qualifications. These qualifications are separate and unique.)**
- Possess experience involving the operation and tactical employment of crew served weapons to include: Medium 7.62 mm machine gun (i.e., M-60, M240, MK43, MK48); Heavy .50 caliber machine gun (i.e., M2HB); 40mm Grenade machine gun (i.e., MK19); and/or MK-49 7.62mm Gatling Gun. The contract instructor must be able to demonstrate his/her background in this area.

Section 4-4.2 Riverine Boat Operations (RBO) Instructor Requirements

The contractor shall provide a minimum of eleven (11) Riverine Boat Operations (RBO) Instructors to perform classroom and operational instruction. RBO Instructors provide basic and specialized training related to small boat operations. RBO instructors are actively engaged in

the Riverine Crewman (RCC) and Riverine Unit Level Leader (RULL) courses, but may also provide training in the Riverine Combat Skills (RCS) and Riverine Security Team Member (RSTM) courses as well. Two (2) of these instructors shall be designated as Team Leads. In addition to meeting the basic instructor requirements specified in Section 4-4 above, each RBO instructor shall:

- Possess at least one (1) year of documented combat experience as a member of one of the following organizations: USMC Small Craft Company/Dam Support Unit; USMC Special Operations Training Group; U.S. Navy Riverine Squadron; U.S. Navy Special Warfare Combatant Crewman; United Kingdom Royal Marines 539 Assault Squadron, United Kingdom Special Boat Squadron; U.S. Coast Guard Deployable Operations Group; or U.S. Customs Marine Interdiction Team
- Candidates must have four (4) years documented tactical experience in a Riverine or Maritime Environment and be proficient in the operation, maintenance and employment of the Riverine Patrol Boat, and Riverine Assault Boat, and be proficient in the following areas:
 - Coxswain Skills:
 - Launch and recovery of craft on unimproved ramps
 - Maneuvering in open water and confined spaces
 - Come along side another vessels during limited visibility
 - High speed maneuvering in limited visibility
 - Emergency towing a downed craft during limited visibility
 - Proficiency in maritime navigation to include:
 - Nautical chart reading
 - Navigate by dead reckoning
 - Navigate using coastal piloting
 - Navigate using onboard navigational equipment
 - Navigate craft at night utilizing Night Vision Goggles (NVG)
 - Have an in depth understanding of tactical small boat operations to include:
 - Organizing a boat team
 - Prepare craft for combat operations
 - Maneuver multiple craft in various formations
 - Conduct patrols (day / night)
 - Execute clandestine landing and withdrawal
 - Conduct Waterborne Guard Post operations
 - Conduct Insertion / Extraction
 - Support Board and Search Operations
 - Conduct Mine Counter Measure Procedures
 - Cover assigned sectors of fire
 - Conduct day and night live fire Immediate Action (IA) Drills
 - Conduct Escort Operations
 - Perform risk assessments utilizing the ORM process
 - Craft Systems and Sub-Systems
 - Operation and Maintenance of the CC FLIR, Blue Force Tracker, ECPINS and Furuno NAVNET Navigation systems.

- Operate, maintain and trouble shoot the PRC-152, PRC-117, PRC-150, VIASAT, and VIC-3 communication equipment and operating systems
- Have experience with logistical movement of small craft and associated gear
 - Prepare craft/gear for over the road transits via prime mover & boat trailer
 - Prepare a craft/gear for air embarkation
 - Prepare a craft/gear for external helicopter lift
- Candidates must have four (4) years documented tactical experience in a Riverine or Maritime Environment and be proficient in the following areas:
 - Maritime/Riverine - Leadership experience in the operation, maintenance and employment of the Riverine Patrol Boat, and Riverine Assault Boat. Candidates must possess a solid understanding of maritime navigation to include aids to navigation, rules of the road and plotting geographic coordinates on nautical charts
 - Land Warfare - Tactical operational/leadership experience in land warfare including: combat lifesaving, land navigation, tactical communications, defensive measures, convoy operations, small arms, and crew served weapons, Improvised Explosive Devices, patrolling, mission planning, consistent with the U.S. Marine Corps / U.S. Army Infantry and U.S. Special Operations Command
 - Possess tactical operational experience in the military decision-making process; organizational and individual planning; patrol coordination; proficiency in the development and issuance of a concept of operations, warning, and patrol order; and mission debriefing utilizing FalconView™ software.
- Possess qualification as a crew served weapons instructor. Specific qualification requirements are detailed in paragraph 11 of OPNAVINST 3591.1F. The contractor shall ensure that contract instructors have completed the required courses, and that appropriate documentation is filed in the Instructor Training Jacket (ITJ). Instructors who have not conducted crew served weapons training within the past one (1) year must complete initial qualification requirement before conducting classroom or range training. Documentation of this qualification shall be included in the contractor's ITJ. (**Note:** *Completion of the Small Arms Instructor requirements is not a substitute for Crew Served Weapons qualifications. These qualifications are separate and unique.*)
- Possess experience involving the operation and tactical employment of crew served weapons to include: Medium 7.62 mm machine gun (i.e., M-60, M240, MK43, MK48); Heavy .50 caliber machine gun (i.e., M2HB); 40mm Grenade machine gun (i.e., MK19); and/or MK-49 7.62mm Gatling Gun. The contract instructor must be able to demonstrate his/her background in this area.

Section 4-4.2.1 Tactical Communications Instructor Requirements

The contractor shall ensure that a minimum of one (1) of the RBO Instructors possesses a Tactical Communication background. The Tactical Communications Instructor, in addition to delivering basic and specialized training in Riverine boat operations, provides specialized training in the use and basic maintenance of the Tactical Communications equipment used by

the Riverine community. The Tactical Communications Instructor must possess the following skills as well as the specific requirements detailed in section 4-4 and 4-4.2 above:

- Possess documented operational experience in Tactical Communications Equipment
- Must be proficient with encryption fill devices such as CYZ-10, Simple Key Loader
- Possess proficiency in communications planning, frequency management, antenna theory, improvised antenna construction, Combatant Craft FLIR systems, Tactical Operations Center Network Procedures, development and construction of local area networks in a field setting, Vehicular Intercommunications Systems, VIASAT, ECPINS, and Blue Force Tracker Operating Systems and FalconView™ software.
- Able to perform duties as an Electronics Key Management System (EKMS) Custodian

Section 4-4.2.2 Operations Management Instructor Requirements

The contractor shall ensure that a minimum of one (1) of the RBO instructors possesses a background in an Operations Management environment. The Operations Management Instructor, in addition to delivering basic and specialized training in Riverine boat operations, will provide specialized training in the management of a Riverine Operations section. This training encompasses the skills and knowledge required to support mission planning and management. The Operations Management Instructor must possess the following skills as well as the specific requirements detailed in section 4-4 and 4-4.2 above:

- Possess documented operational experience serving as an Infantry or Special Operations Force Operations Officer/Chief
- Must be proficient in the Military Decision Making Process, Operation Orders, Mission Planning Process, Operational Risk Mitigation, and MCB Camp Lejeune Range Control Standard Operating Procedures

Section 4-4.3 Riverine Medical Operations (RMO) Instructor Requirements

The contractor shall provide a minimum of two (2) Riverine Medical Operations (RMO) Instructors. The RMO Instructors will perform classroom, combat first aid instruction, and medical support for high-risk training evolutions. In addition to meeting the general instructor requirements specified in Section 4-4 above, each RMO shall:

- Possess a minimum of three (3) years documented operational field medical experience serving as a Fleet Marine Force (FMF) Corpsman, U.S. Army medic, or as a Special Operations Tactical Medic.
- Possess at least one (1) year of documented combat experience in support of ground and/or Riverine units.

- Possess at least one (1) year of documented experience in delivering Tactical Combat Casualty Care (TCCC) and/or Combat Life Saver (CLS) instruction.
- At a minimum, possess current certification as an Emergency Medical Technician (Basic). This certification must satisfy the requirements for the State of North Carolina. As part of the training process, the RMO will be available to provide emergency medical treatment on-site during periods of high-risk training.

Section 4-5 Weapons Qualification and Proficiency

At a minimum, all instructor personnel shall be required to qualify with the M4 Rifle and M9 Pistol at a “Sharpshooter” qualification level, as set forth in OPNAVINST 3591.1F. RGO Instructors must re-qualify at least every 180 days on the courses of fire, and with the type of weapons they instruct. Instructor personnel will be provided the opportunity to sustain weapons qualification at the same time as military and Government civilian instructors. For these weapon qualifications, the Government will provide weapons, ammunition, and range facilities. Documentation of these qualifications shall be included in the contractors ITJ. **(Note: The semi-annual live-fire qualification requirement is more stringent than what is detailed in OPNAVINST 3591.1F; however, since the schoolhouse environment dictates a higher level of proficiency, semi-annual live-fire qualification has been implemented for all CENSECFOR Weapons Instructors.)**

Section 4-5.1 Compliance

All instructor personnel must be cognizant and compliant with all local, state, and federal regulations regarding firearms, explosives, and high-capacity magazines.

Section 4-5.2 Range Safety Officer (RSO)

Operation of the ranges during period of live fire training requires a designated RSO. The contractor shall ensure that a minimum of ten (10) instructors are qualified to perform the duties of Range Safety Officer (RSO). This designation requires the satisfaction of the appropriate weapons instructor qualification as dictated by paragraphs above, completion of the applicable Personnel Qualification Standards (PQS) for RSO as contained in the Security Force Weapons PQS (NAVEDTRA 43466-C) (Attachment J), successful completion of the Marine Corps Base (MCB) Camp Lejeune RSO training course, and a letter of designation signed by the Commanding Officer, Center for Security Forces (or a designated representative). A copy of this letter of designation shall be filed in the ITJ. The contractor shall nominate RSO candidates to the CENSECFOR Learning Site Director, who will endorse and forward the nomination to the CENSECFOR Commanding Officer for formal designation. When utilized in this capacity, this individual must not perform other instructor or line coach functions. This qualification must be accomplished within ninety (90) days.

Section 4-5.3 Line Coach (Small Arms)

All RGO Instructors are required to complete the applicable Personnel Qualification Standards (PQS) for Line Coach (Small Arms) as contained in the Security Force Weapons PQS (NAVEDTRA 43466-C), and a letter of designation signed by the CENSECFOR LS Camp Lejeune Primary Range Safety Officer (RSO). A copy of this letter of designation shall be filed

in the ITJ. Upon completion of the aforementioned PQS, the contractor will nominate instructors for designation as a Line Coach (Small Arms) to the CENSECFOR Learning Site Director, who will endorse and forward to the CENSECFOR Learning Site Camp Lejeune Primary Range Safety Officer (RSO) for formal designation. This qualification must be accomplished within sixty (60) days. (**Note:** *Designation as a Line Coach (Crew Served Weapons) is not a substitute for Line Coach (Small Arms). Different qualifications apply to each.*)

Section 4-5.4 Line Coach (Crew Served Weapons)

All RGO and RBO Instructors are required to complete the applicable Personnel Qualification Standards (PQS) for Line Coach (Crew Served Weapons) as contained in the Security Force Weapons PQS (NAVEDTRA 43466-C), and a letter of designation signed by the CENSECFOR LS Camp Lejeune primary Range Safety Officer (RSO). A copy of this letter of designation shall be filed in the ITJ. Upon completion of the aforementioned PQS, the contractor will nominate instructors for designation as a Line Coach (Crew Served Weapons) to the CENSECFOR Learning Site Director, who will endorse and forward to the CENSECFOR Learning Site Camp Lejeune Primary Range Safety Officer (RSO) for formal designation. This qualification must be accomplished within sixty (60) days. (**Note:** *Designation as a Line Coach (Small Arms) is not a substitute for Line Coach (Crew Served Weapons). Different qualifications apply to each.*)

Section 4-6 Dress Code and Grooming Standards

Riverine training attracts a significant amount of public attention, and frequently, these training sites are visited by VIPs and foreign dignitaries. Additionally, the Riverine instructors should serve as technical skill role models to the personnel who attend training. Therefore, it is essential that all instructors present themselves in a highly professional manner in appearance and dress (commensurate with the type of training).

Section 4-6.1 Dress Code

The contractor shall establish and maintain specific guidelines regarding the dress code for their employees. At a minimum, these guidelines should include prohibitions of eccentricities or extremes in dress and hairstyles, apparel in a ragged and frayed condition; tank tops; halter tops; crop tops; sleeveless shirts; mesh and see-thru garments; exposed clothing with obscene or advertising logos or undergarment type shirts worn as exterior clothing. Additionally, these guidelines shall provide for standardization in appearance by their contract personnel.

Note: During periods of high risk training and/or field operations, contract instructors shall be required to wear appropriate personal protective equipment (PPE) and clothing. The specific requirements are detailed in Section 6-2. Tactical attire shall not be worn during training evolutions not involving high risk and/or field operations.

Section 4-6.2 Grooming Standards

The contractor shall establish and maintain specific guidelines regarding grooming standards for their employees. These standards should be similar to those contained in Section 2, Chapter 2 of the U. S. Navy Uniform Regulations (Attachment G), with the exception of the prohibition of facial hair. Beards and mustaches are acceptable, provided they are neatly trimmed.

SECTION 5 INSTRUCTOR EVALUATION AND CERTIFICATION

Section 5-1 Instructor Evaluation and Certification Process

Instructors shall maintain professional currency within their field of expertise. The contractor shall ensure that all instructor personnel are ready to teach the content assigned to them and can pass any tests associated with that content consistent with the standards of the contractor's internal quality assurance plan as described in section 10-1 of this PWS. All instructors must be familiar with all presentation, delivery method, testing and remediation procedures, curriculum, training aids, devices, electronic podiums, and equipment operation and maintenance procedures associated with the course or section of the course they will instruct. In all cases, the Instructor Evaluation and Certification Process shall be completed prior to the instructor teaching Navy students.

Section 5-1.1 Instructor Evaluation

All prospective instructor personnel must be evaluated and validated by the contractor as meeting Navy minimum standards as stated herein for technical and instructional proficiency. In all cases, Government personnel shall ensure technical accuracy of material, and provide technical guidance to the contractor, if necessary, during course of instruction. Riverine training courses are considered "High-Risk", and as such, CENSECFOR retains the right to assess the contract instructor's performance and, if appropriate, has the authority to preclude the contract instructor from conducting an assigned topic for safety reasons. In such cases, the contractor's Site Lead must be notified immediately and further action will be coordinated between the contractor's POC, respective CENSECFOR Learning Site Director and/or CENSECFOR COR.

Section 5-2 Instructor Training Jackets (ITJ)

Upon the reporting aboard of an instructor, the contractor shall present a new Instructor's Training Jacket (ITJ) to the respective CENSECFOR Learning Site Director for verification of instructor qualifications. Contents of the standardized ITJ and instructions are contained in CENSECFORINST 1540.1, NETCINST 5100.1A (Occupational Safety and Health, Training Safety, and Firefighting Training Certification Programs) (Attachment K) and NAVEDTRA 135C. At a minimum, the ITJ shall contain:

- Instructor's Qualifications (i.e., Academic Qualification, completed PQS, certificates of course completion, weapons qualifications, etc.)
- Instructor's Certifications (i.e., Basic Instructor, Small Arms Instructor, Emergency Medical Technician (EMT), Explosive Driver, Core Values Training (Section 5-2.9 below provides additional guidance), Water Survival Skills, and Safety Requirements Certifications (when certification is applicable), etc.)
- Medical screening in accordance with OPNAVINST 1500.75B (Safety Policy and Procedures for Conducting High Risk Training) (Attachment L) (Section 5-2.4 below provides additional guidance) (See note below for guidance regarding the HIPAA Act)
- Psychological evaluation (in accordance with OPNAVINST 1500.75B or a commercially available screening guide such as the Minnesota Multi-phasic Inventory) (Section 5-2.5)

below provides additional guidance) (See note below for guidance regarding the HIPAA Act)

- Proof of Drug Screening (Section 5-2.3.1 below provides additional guidance) (See note below for guidance regarding the HIPAA Act)
- Statement of Understanding with regard to physical fitness (Section 5-2.2 below provides additional guidance)
- Statement of Understanding acknowledging compliance with the requirements of the Lautenberg Amendment to the Gun Control Act 1968. A copy of the National Crime Information Center computer check shall be filed with the statement of understanding. (Section 5-2.8 below provides additional guidance)
- Core Unique Instructor Training (CUIT) Qualification for any training courses completed or each CUIT qualified area for future assigned courses. (Section 5-2.1 below provides additional guidance)
- Basic First Aid Certification (Section 5-2.6 below provides additional guidance)
- Cardio-Pulmonary Resuscitation (CPR) Certification (Section 5-2.7 below provides additional guidance)

Note: Due to restrictions imposed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions, copies of the medical, psychological, and Urinalysis Screening may not be filed in the ITJ. These documents will be maintained for the life of this contract in a central location, such as the contractor's corporate office. In lieu of the actual screening, a letter indicating the date, the screening physician, a generalized result, and the location of the actual screening document should be filed in the record. If a Site Assessment or other form of inspection takes place at a learning site, the contractor will ensure copies of the letter used in lieu of the actual screening document are provided to the Learning Site Director in advance of the inspection. The documents will be provided to the inspectors, and upon completion of the review, the inspectors will return the documents to the Learning Site Director for return to the central location.

Section 5-2.1 Core Unique Instructor Training (CUIT)

NAVEDTRA 135C establishes the requirement for all instructors to complete Core Unique Instructor Training (CUIT) certification prior to delivering course material on an independent basis. NAVEDTRA 135C mandates that instructors assigned to deliver high risk courses of instruction shall attend the course as a student as part of the CUIT process. CENSECFOR has extended this requirement to all training delivered within the domain regardless of the risk level assigned to the course. Upon commencement of the CUIT process for a course of instruction, the instructor is expected to complete all requirements for certification in the first course of instruction within six months, and in all related courses within 12 months. The CENSECFOR Learning Site Director shall provide oversight of the CUIT process.

The following steps shall constitute the CUIT process:

Step One: Training Site Indoctrination

Step Two: Course Indoctrination

Step Three: Attend the Course as a Student. NAVEDTRA 135C specifically requires that instructors assigned to High/Moderate-Risk courses attend the segments of the course for which certification is to be granted. CENSECFOR policy expands this

requirement to require all instructors, regardless of risk level, to attend the course as a student as part of the CUIT process.

Step Four: Instructor Preparation and Practice Teaching. Prospective instructors will familiarize themselves with the curriculum materials, observe classes in session, and personalize instructor guides. The prospective instructor will “team teach” appropriate class Sections with a qualified instructor, and then teach under the observation of a government representative. Each prospective instructor must receive a satisfactory evaluation on a minimum of two separate events while practice teaching.

Step Five: Instructor Certification. Provided that Step Four has been successfully accomplished, the prospective instructor shall be qualified for the training module/lesson topic which was “team taught” and observed. The instructor will then be able to deliver future sessions for that training module/lesson topic independently.

Step Six: Course Instructor Certification. Upon completion of all course modules, the instructor will be determined to be CUIT certified for the respective course.

This process shall be repeated for each training course assigned to the instructor. The CENSECFOR DOT must approve all waivers of instructor qualifications in writing. Throughout this certification process, the instructor candidate must consistently demonstrate the appropriate skills and demeanor required to teach Navy students. The CUIT certification documents shall be retained in the ITJ, and made available to the instructor upon their departure from employment.

Section 5-2.2 Physical Fitness Standards

The CENSECFOR courses of instruction require instructors who possess the fitness and conditioning to support the level of instruction. Instructors must be personally capable of performing all training evolutions including the ability to effectively complete weapons qualifications in the standing, kneeling and prone positions, ascend or descend ladders and go through narrow passageways, and be free of any abnormal fear of heights. The contractor is responsible for ensuring that each instructor meets these standards at time of employment, and that these fitness standards are sustained throughout their assignment to the contract. Each contract instructor will sign a Statement of Understanding, in the format prescribed by the contractor, acknowledging the above requirements. This document will be filed in the ITJ.

Section 5-2.3 Drug Free Training Environment

Section 5-2.3.1 Urinalysis Screening

Contract instructors must meet the requirements contained in DoD Directive 1010.9 (DoD Civilian Employees Drug Abuse Testing Program) (Attachment M). The contractor is responsible for providing the respective CENSECFOR Learning Site Director with the general results of a Urinalysis Screening completed within 30 days prior to the instructor’s reporting for duty. The pre-employment urinalysis screening shall be conducted using an Enzyme Immunoassay (EIA) screening technique or equivalent. This process tests urine samples using an automated chemical analyzer. If the test produces a positive result, the urine sample should

be retested. If the second test also produces a positive result, a Gas Chromatography or Mass Spectrometry test will be performed to identify the specific substance. The Government reserves the right upon reason of belief to request a new urinalysis screening on instructor(s) to determine "fitness for duty". All urinalysis will be provided by the contractor at no additional cost to the Government.

Section 5-2.3.2 Maintenance of Drug Free Environment

Riverine courses are considered High-Risk courses of instruction, and as such, in order to ensure a safe training environment, the Government requires that contract instructors remain drug-free at all times. Therefore, the contractor is responsible for establishing internal procedures as needed to provide this assurance. The results of any urinalysis or blood screenings will be handled in the same methods as discussed in Section 5-3.3.1 above. The contractor is responsible for informing the CENSECFOR Learning Site Director when a contract instructor has been prescribed medications or controlled substances. This notification shall include the potential consequences of the medication and the anticipated duration of treatment. Over the counter medications which adversely affect the focus of attention, or present any other potential safety hazard must also be reported. If appropriate, the respective CENSECFOR Learning Site Director may relieve that instructor from any High Risk training evolutions until such time as a medical official certifies the individual as fit for duty as outlined in BUMEDINST 6120.20B (Competence for Duty Examinations, Evaluations of Sobriety, and Other Bodily Views and Intrusions by Medical Personnel) (Attachment N).

Section 5-2.3.3 Alcohol Policy

Navy policy prohibits the consumption of alcohol by instructor personnel 12 hours prior to training delivery as directed per OPNAVINST 3591.1F. The Government reserves the right to require the contractor to relieve an instructor from his/her duties in the event that they appear to be in violation of this policy. If the contractor refutes this assessment, the contractor must provide results of drug/alcohol screening to ensure the instructor is fit for duty as outlined in BUMEDINST 6120.20B. In this case, the respective CENSECFOR Learning Site Director, (and/or CENSECFOR Learning Site Course Manager), CENSECFOR DOT, CENSECFOR COR and Contract Site Lead will be advised of this action as soon as possible.

Section 5-2.4 Medical Screening

All contract instructors must undergo a medical screening within 30 days prior to reporting for duty. This medical screening ensures that the instructor fully meets the criteria per enclosures (2) and (3) of OPNAVINST 1500.75B. As many of the courses of instruction delivered at CENSECFOR Learning Sites involve a high degree of physical exertion, the contractor shall establish methods to periodically evaluate the physical well-being of their instructors. All screenings will be provided by the contractor.

Section 5-2.5 Psychological Screening

All Riverine instructors are required to undergo a psychological screening within 30 days prior to reporting for duty as directed by OPNAVINST 1500.75B. This screening will determine that the instructor is psychologically suitable to instruct the High Risk course. Contract instructors with a

past history involving incidents which resulted in referrals to family advocacy, medically noted traits of a personality disorder, treatment for substance abuse (within two years), and treatment for, or therapy for suicide tendencies, threats to harm others, or other mental health problems would likely require specialty referral for expert evaluation, and may be cause for disqualification from performing work as set forth under this PWS. In performing this psychological screening, The psychological screening must be conducted by a mental health professional. Any psychometric testing may be utilized. The mental health professional report any diagnoses using criteria of *DSM-III-R, Diagnostic and Statistical Manual of Mental Disorders, Third Edition, Revised*. A professional opinion must be rendered regarding the psychological suitability of the instructor for high-risk training. Additionally, the contractor will regularly monitor their instructors to ensure that potential psychological issues can be identified as early as possible. All instructor psychological screenings will be provided by the contractor at no additional cost to the government.

Note: The *Diagnostic and Statistical Manual of Mental Disorders (DSM)* is published by the American Psychiatric Association and provides a common language and standard criteria for the classification of mental disorders. It is used in the United States and in varying degrees around the world, by clinicians, researchers, psychiatric drug regulation agencies, health insurance companies, pharmaceutical companies and policy makers. This manual should be a standard reference for mental health professionals, and is available commercially.

Section 5-2.6 Basic First Aid

CENSECFOR policy requires all contract instructors to possess a current certification in Basic First Aid as defined by the **American Heart Association**. This certification must be current as of the date that the instructor reports for duty. The contract instructor must provide positive proof of the certification, either by presenting a current qualification card or other proof of completion. The contractor shall ensure that a copy of the certification is retained in the ITJ. The contractor is responsible for the maintenance of the currency of this qualification throughout the life of the contract, as well as subsequent update of the ITJ. All First Aid certifications will be provided by the contractor. Additional information can be found in CENSECFORINST 5100.1 (High Risk Training Safety) (Attachment O) and NETCINST 5100.1A.

Section 5-2.7 Cardio-Pulmonary Resuscitation (CPR)

CENSECFOR policy requires all contract instructors to possess a current certification in Cardio-Pulmonary Resuscitation (CPR) as defined by the **American Heart Association**. This certification must be current as of the date that the instructor reports for duty. The contract instructor must provide proof of the certification, either by presenting a current qualification card or other proof of completion. The contractor will ensure that a copy of the certification is retained in the ITJ. The contractor is responsible for the maintenance of the currency of this qualification, as well as subsequent update of the ITJ. All instructor CPR certifications will be provided by the contractor. Additional information can be found in CENSECFORINST 5100.1 and NETCINST 5100.1A.

Section 5-2.8 Lautenberg Amendment

The provisions of the Lautenberg Amendment to the Gun Control Act of 1968 makes it illegal for anyone convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. This stipulation disqualifies any affected individual from

performing instructional duties in accordance with this PWS. All instructors will sign a statement which acknowledges that they understand the provisions and consequences of the Lautenberg Amendment, and that they have not been convicted of any offense covered by the act. Additionally, in order to ensure that CENSECFOR is supported by 18 U.S.C. 922(s) (4), the contractor will attach a copy of a print-out from the National Crime Information Center (NCIC) supporting the instructor's statement. The DD Form 2760 may be used in lieu of a locally created statement. An Adobe eForm can be found and used at: (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2760.pdf>).

Section 5-2.9 Navy Core Values Training

All contract instructors are required to complete Navy Core Values training within 30 days of reporting for duty or the contract start date. The Core Values Training consists of three individual courses (Introduction to the Navy's Equal Opportunity Policy (CPPD-GMT08-005), Introduction to the Navy's Fraternalization Policy (CPPD-GMT08-006), and Introduction to the Navy's Sexual Conduct Policy (CPPD-GMT08-011)). The CENSECFOR COR will provide a CD with these courses to the contractor upon contract award. Upon completion of this training, the contractor shall ensure that a memorandum indicating the completion of the course and the date completed shall be filed in the ITJ.

Section 5-2.10 Bloodborne Pathogen Training

The entry of another person's blood or OPIM into your body is the primary method of contracting Acquired Immune Deficiency Syndrome (AIDS), its precursor Human Immunodeficiency Virus (HIV), and Hepatitis B Virus (HBV). The key to protection from these potentially life-threatening Bloodborne Pathogens is practicing universal precautions. OPNAVINST 5100.23G (Navy Safety and Health (SOH) Program Manual) (Attachment P) provides additional direction on this subject. The CENSECFOR COR will provide the appropriate training material to the contractor upon contract award. Upon completion of this training, the contractor shall ensure that a memorandum indicating the completion of the respective course and the date completed shall be filed in the ITJ.

SECTION 6 FACILITIES AND OTHER REQUIREMENTS

Section 6-1 Training Equipment and Facilities

The Government will provide all training facilities, to include classrooms, labs, ranges and equipment as well as the consumable and logistical support necessary to perform the tasks and functions described in the PWS. Space limitations may prohibit the ability to assign each contract instructor their own desk or workstation. However, instructors will be provided with office space at the respective learning site. In addition to office space, each contract instructor will be provided with access to government computers and telephones, for official use only. Under no circumstances will contractor-provided personal computers will be connected to the Navy/Marine Corps Intranet (NMCI). Unless provided by the Government, the contract instructors will be expected to do light custodial work, (e.g., empty trash, dust, vacuum carpet, sweep floor, etc.) in the space.

At the discretion of the CENSECFOR Learning Site Director, contract instructors may be issued government cellular phones for official use only while performing duties requiring remote access.

Section 6-2 Personal Protective Equipment (PPE)

The government will provide each instructor with the appropriate Personal Protective Equipment as necessary for personal safety and continuity while delivering the course material. The contractor is responsible for ensuring that this equipment is returned in the same condition (minus normal wear and tear) to the Government at the completion of the contract or termination of the employee, whichever occurs soonest. At a minimum, this equipment shall consist of the following items:

- Body Armor
- SAPI Plates
- Helmets
- Gloves
- Goggles
- Flotation devices
- Ear Protection

The contractor shall provide the following PPE and clothing to their employees for use during periods of high-risk training and/or field operations:

- Standard Tactical Cargo Pants (Khaki color)
- Standard Polo-type Shirt (Forest Green color)
- Rugged tactical or hiking boots
- Eye Protection (ANSI-Z87 approved)(clear or tinted)
- Standard Cold Weather Undergarments (tops and bottoms)
- Standard Waterproof Rain Gear (blouse and trouser)(similar to gortex)
- Standard Cold Weather Exposure Suit (bib overall and top) (similar to kokatat)

Section 6-3 Access to Government Facilities

Contractor's employees are required to access military installations in the performance of the student instruction and administrative services described in this PWS. Additionally, the employee will be required to access DoD computer networks and web sites in connection with his/her daily duties. To ensure access to Government facilities will require the following actions:

Section 6-3.1 Base Vehicle Decals

Base Vehicle decals are required for all contractor employees' privately owned vehicles requiring access to Government facilities. The methodology for obtaining these passes varies from one installation to another, and as such, the respective CENSECFOR Learning Site Director and/or CENSECFOR Learning Site Course Supervisor will assist in providing the contractor the appropriate documentation for obtaining base vehicle decals.

Section 6-3.2 Physical Security and Key Control

The Government will be responsible for the key security system and, as needed, provide keys to the contractor. The contractor shall safeguard and maintain control over assigned keys. The contractor shall return keys to the respective CENSECFOR Learning Site Director and/or CENSECFOR Learning Site Course Supervisor that are not needed or upon contractor personnel termination of work under this contract.

Section 6-2.3 Common Access Card (CAC)

The Government Contractor CAC card serves as the primary method of identification for the contractor employees, as well as providing the basis of Public Key Infrastructure (PKI) access to the Navy/ Marine Corps Intranet (NMCI), and numerous Navy web sites, which may also require PKI access. Navy Information Assurance (IA) policies require that a background investigation be completed on each contractor prior to granting access to government computer systems. Accordingly, the background investigation requirements specified in section 9-5 are applicable to the issuance of a CAC card. In the event that the investigation has been initiated, but not completed, an Advanced Fingerprint Check must be successfully accomplished prior to the issuance of an interim CAC card. The final CAC cannot be issued until the full investigation has been completed. The respective CENSECFOR Learning Site Director or CENSECFOR Learning Site Course Supervisor will assist in providing the contractor the appropriate documentation for obtaining CAC cards.

Section 6-2.4 Return of CAC cards and Vehicle Decals

In the event that contract employees resign, are dismissed, or laid off, the contractor is responsible for obtaining any Government issued identification cards and/or vehicle decals, when applicable, from the former employee and to turn over those items to the respective CENSECFOR Learning Site Director or designated TA within five (5) days of the termination of employment.

SECTION 7 MOBILIZATION

Section 7.1 Mobilization Phase

The contractor shall implement the mobilization plan that was submitted with their proposal to be fully operational to meet the requirements of the PWS not later than 60 days from contract award and prior to the commencement of training. During this mobilization period, the contractor shall:

- The contractor will provide master copies of the mobilization plan to the CENSECFOR DOT and CENSECFOR COR, and will provide the respective CENSECFOR Learning Site Director with a timeline of events as they apply to each learning site. The accomplishment of this plan requires close coordination between the contractor and all Government representatives to ensure that all tasks are accomplished prior to end of the mobilization period. Should the contractor determine that all of the requisite items have been accomplished prior to the 60 day deadline; the contractor may advise the PCO accordingly.
- Create an Instructor Training Jacket (ITJ) for each prospective instructor using the format prescribed in section 5-2 of this PWS, ensuring that appropriate documentation has been provided for all of the prerequisites contained in Section 4. The ITJs must be ready for review and verification by the respective CENSECFOR Learning Site Director and/or CENSECFOR Learning Site Course Supervisors at least 10 days prior to commencement of training.
- Actively engage prospective instructors in the CUIT certification process described in section 5-2.1 of this PWS. The respective CENSECFOR Learning Site Director (and/or CENSECFOR Learning Site Course Supervisors) will direct which courses/lesson topics to be targeted.
- Ensure that the appropriate background investigations as required per section 9-4 of this PWS have been completed, and if not, ensure that the necessary documentation is completed and submitted prior to the end of the mobilization period. Inability to hold a Secret clearance and/or be issued a CAC is considered disqualifying for any instructor candidate. The contractor shall ensure that all prospective instructors obtain all appropriate identification cards and vehicle decals during the mobilization period.
- In the event that the contractor plans on hiring incumbent instructors, the contractor is responsible for ensuring that the background investigations for those instructors are also screened for compliance, and that any discrepancies identified are resolved prior to the end of the mobilization period. In the event that circumstances prohibit the ability of the contractor to rectify those issues prior to the start of employment, the contractor will advise the CENSECFOR COR as soon as possible. The contractor shall provide the CENSECFOR COR with the details associated with the deficiency as well as the method and timeframe for resolving the issue.

The contractor may satisfy the requirements of the mobilization phase on or before the 60 day deadline. When the contractor determines that all of the mobilization requirements have been fulfilled, he/she should advise the PCO. Upon review, verification, and acceptance by the COR, the contractor shall commence service execution of the contract.

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SECTION 8 TRANSITION-OUT PHASE

Section 8-1 Transition-Out Phase

Should the contractor not be selected as the future follow-on contractor, the contractor shall participate in a transition-out phase to orderly and efficiently transition to a successor. The transition-out phase shall be considered the last sixty (60) days prior to the end of the contract period of performance. The transition phase shall consist of phase-in training for the successor and transition of all GFI relevant to the courses specified herein. This transition-out phase shall not in any way hinder the performance of the contractors normal instructional duties required by this contract.

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SECTION 9 SAFETY AND SECURITY REQUIREMENTS

Section 9-1 Emergency Action Plan

An Emergency Action Plan is in place for each learning site, and can be obtained from respective CENSECFOR Learning Site Director. All contract employees shall be familiar with the EAP and execute all of the procedures detailed in the plan as required. Additional guidance can be found in CENSECFORINST 5100.1 and NETCINST 5100.1A.

Section 9-2 Mishap

If a mishap involving services under this contract occurs, the contractor shall promptly report the incident within one (1) hour to the CENSECFOR Learning Site Director, CENSECFOR DOT, and CENSECFOR COR. For the purpose of this contract, a mishap is defined as any incident caused by a safety violation by either contractor or Government personnel, which adversely impacts the training schedule, causes substantial damage to government, public, or private property not owned by the contractor, and/or mandates that a formal inquiry be conducted. Upon notification by the contractor, the CENSECFOR COR will advise the PCO. The contractor and its subcontractors shall cooperate and assist Government personnel during any/all investigations of mishap until the investigation is complete.

Section 9-3 Contractor Responsibility for Safety

Nothing in this PWS, nor any Government action or failure to act in surveillance of this contract, shall relieve the contractor of its responsibility for the safety of the contractor's personnel, the Government's personnel and property, and the general public.

Section 9-4 Background Investigations

All instructors shall be required to have a completed National Agency Check with Local NACL (or equivalent) prior to reporting for duty. A previously conducted Access National Agency Check with Written Inquiries (ANACI) or Single Scope Background Investigation (SSBI) is acceptable, provided there is no break in service exceeding 24 months. However, a previously conducted NACL, Entrance National Agency Check (ENTNAC), or National Agency Check (NAC) does not satisfy this requirement. A copy of the completed investigation will be filed in the ITJ.

Section 9-5 Security Clearance

Riverine instructors are not required to possess a security clearance. However, future curriculum changes may change this requirement. The contractor shall ensure that the appropriate background investigations discussed in section 9-4 of this PWS are completed, and that instructors are fully qualified to hold a security clearance if required.

Section 9-6 U. S. Citizenship

All instructor positions within CENSECFOR are classified as noncritical-sensitive. Additionally, the contract instructors may be required to obtain a SECRET security clearance for some of the courses involved with the contract. Per SECNAV M-5510.30 (Department of the Navy Personnel Security Program) (Attachment Q) and DoD 5220.22-M (National Industry Security Program Operating Manual) (Attachment R), only U.S. Citizens are eligible for security clearances. A copy of the instructor's proof of citizenship shall be filed in the ITJ.

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SECTION 10 DELIVERABLES

Section 10-1 Contractor's Quality Assurance Plan

The contractor shall develop and maintain a quality assurance plan in order to track and maintain instructor proficiency. This QA Plan should detail the methodology to be used by the contractor to monitor and ensure that all appropriate instructor qualifications and certifications remain current. At a minimum, the plan will provide the dates and method for the accomplishment of each of the qualifications/certifications for each instructor attached to the contract. The data contained in the QA Plan should mirror the documentation filed in the ITJ. The contractor shall provide the Initial Quality Assurance Plan to the CENSECFOR DOT and CENSECFOR COR not later than ten (10) days prior to end of the mobilization period. An updated plan shall be provided to the CENSECFOR DOT and CENSECFOR COR not later than the tenth day of each quarter (10 Jan; 10 Apr; 10 Jul; 10 Sep).

Section 10-2 Monthly Status Report

The contractor shall develop and submit a monthly status report on company letterhead and submitted not later than the tenth (10th) day of the month. This status report should also provide a synopsis of any issues and/or concerns, any future objectives to be achieved, and a summary of travel costs expended during the reporting period. At a minimum, the travel section shall contain the traveler's name, period of travel, destination, purpose, and actual cost. Provide separate sections based on the types of travel contained in section 1-6 of this PWS.

Section 10-3 Trip Report

The contractor shall require his/her employees to file a trip report upon return from any periods of travel covered by section 1-6.2 of this PWS. The trip report shall be in a format prescribed by the contractor, but at a minimum, shall address the objectives of the travel and whether those objectives were or were not achieved. If not achieved, the circumstances preventing the accomplishment of the objective shall also be provided.

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SECTION 11 ADDITIONAL ISSUES AND CONCERNS

Section 11-1 Privacy Act Compliance

The contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The contractor shall ensure that its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to Department of Defense and Department of the Navy regulations that implement the Privacy Act. Department of Navy policy and procedures implementing the Privacy Act are detailed in SECNAVINST 5211.5E (Department of the Navy Privacy Act (PA) Program), which is available on-line at <http://privacy.navy.mil>. The contractor shall identify and safeguard data, information and reports accordingly. In addition, the contractor shall ensure that contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work.

Section 11-2 Proprietary Information

No data provided to, or developed by, the contractor shall be used for any purpose other than the tasks assigned. All information (data files and hard copy) becomes the property of the Government and the contractor shall return them at the completion of the task. The Government shall not be required to pay royalties, recurring license fees, use tax or similar additional payments for any contractor-developed product or associated software presentation.

Section 11-3 Non-Personal Service Statement

Contractor employees performing services under this contract will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the PWS. Contractor employees will perform their duties independent of, and without the supervision of, any Government official. However, due to the High Risk nature of the training, the CENSECFOR Learning Site Course Supervisor and/or other Government representative may provide direction and/or guidance within the execution of the training. The tasks, duties, and responsibilities set forth in this contract may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR) <http://farsite.hill.af.mil/vfar1.htm> . The Government will control access to the facility and will perform the inspection and acceptance of completed work.