

DRAFT**PERFORMANCE WORK STATEMENT (PWS)****EXPLOSIVE ORDNANCE DISPOSAL TRAINING AND EVALUATION UNIT ONE****INSTRUCTOR AND LOGISTICAL SUPPORT****1.0 BACKGROUND**

Since the attacks of September 11, 2001, the supporting role of the Naval Explosive Ordnance Disposal (EOD) community in the Global War on Terrorism (GWOT) has greatly increased. Commander, Explosive Ordnance Disposal Group ONE (COMEODGRU ONE) units maintain a presence in Afghanistan, Arabian Peninsula, and aboard various warships supporting U.S. Central Command, Third Fleet, and Seventh Fleet operations. In addition, EOD Group ONE is routinely tasked to support the U.S. Secret Service and other CONUS and OCONUS EOD missions.

The ubiquitous and longstanding presence of COMEODGRU ONE personnel providing global support since September 11, 2001 has impacted all aspects of individual and detachment training requirements. Extended, accelerated, and unplanned deployments continue to create cataclysms in individual and detachment pre-deployment training schedules that are already competing for limited resources. EOD Training and Evaluation Unit ONE (EODTEU ONE), as the sole unit providing the requisite advanced training to EOD personnel and detachments prior to deployment to U.S. Central Command, Third Fleet, and Seventh Fleet, will need to augment its training force with contractor personnel to assist with the increased, and surge, training requirements.

EODTEU ONE is located aboard Naval Mine and Anti-submarine Warfare Command Base, Point Loma, CA. This is the administrative and curriculum headquarters for the unit and where the majority of classroom instruction and laboratory training is conducted. EODTEU ONE Detachment China Lake, CA is located aboard Naval Air Weapons Station (NAWS) China Lake, CA. EODTEU ONE Det China Lake is where the majority of EOD field exercises/training and weapons/convoy training is conducted. EOD and Logistic Support personnel from EODTEU ONE San Diego, CA travel to EODTEU ONE Det China Lake to execute this portion of the training curriculum and, upon completion, return to EODTEU ONE San Diego, CA. EOD and Support personnel attached to EODTEU ONE Det China Lake are permanently stationed at NAWS China Lake and provide logistical, administrative and curriculum support for the training events.

2.0 OBJECTIVE

The objective of the Performance Work Statement (PWS) is to acquire EOD and Logistics Support Personnel to assist with various aspects of the EODTEU ONE and Navy Expeditionary Combat Command (NECC) training mission.

3.0 SCOPE OF WORK

3.1 The scope of this Performance Work Statement (PWS) encompasses contractor support to provide EODTEU ONE a support team of Subject Matter Experts experienced in Explosive Ordnance Disposal operations, combat shooting techniques, tactical vehicle operation, NECC training evolutions, critical time intensive administrative functions, and logistical support roles. The Contractor will travel to off-site training ranges, demolition, and small arms ranges, training facilities, conferences and meetings, and other places as required supporting EOD and NECC training requirements.

3.2 The Contractor shall train approx. 300 Explosive Ordnance Disposal Technicians, Navy Divers, and or other Department of Defense (DoD) personnel each year, as deemed necessary.

3.3 In order to ensure the smooth transition in Contractor performance and to prevent possible decreases in productivity, the Contractor is authorized to have Instructor personnel on board during the period after award and prior to contract start date to begin command orientation, screening and the Instructor Qualification/Certification process. During this period, the Government will provide specific guidance to the Contractor and arrange for appropriate access to Government spaces. Contractor personnel shall not interfere with the normal conduct of government business.

4.0 SPECIFIC REQUIREMENTS

This program shall include the tasks for which the Contractor is directly responsible for providing, supporting and maintaining, with accuracy and timeliness, IAW the PWS and other tasks required by the client. The tasks contained in this PWS may contain sub-tasks.

4.1 COMBAT SKILLS COURSES OF INSTRUCTION

Background: EOD Training and Evaluation Unit ONE (EODTEU-ONE) provides four combat skills training courses and sustainment training that support various levels of skill performance required by TYCOM.

4.1.1. EOD Tactical Training Course (TTC) – Combat Skills (CS). This high-risk course module is designed to provide individual ancillary and mobility skills training to Naval graduates of NAVSCOLEOD (A-431-0011) in combat shooting (CAT III level) prior to their arrival at fleet units.

- a. Convening's: Approx. 7 per year
- b. Length: 9 Days per convening
- c. Convening Locations: EODTEU-ONE, San Diego, CA
- d. Travel Days: 0
- e. Work Hours: 0800- TBD (average 12 hours per day)
- f. Students per class: Approx. 30

4.1.2. Intermediate Expeditionary Combat Skills (IECS). This high-risk course is designed to educate, train and qualify EOD Forces at the CAT IV level on both the M9/M11 service pistol and M4 service rifle. The course will provide both knowledge and specific individual weapons skills required to perform at the intermediate expeditionary level with the utilization of small arms to increase survivability in combat environments while observing safety precautions.

- a. Convening's: Approx. 11 per year
- b. Length: 5 Days per convening
- c. Convening Locations: Advanced EOD Remote Training Area, NAWS China Lake. EODTEU-ONE, San Diego, CA
- d. Travel Days: 2
- e. Work Hours: 0800- TBD (average 12 hours per day)
- f. Students per class: Approx. 24

4.1.3. Advanced Expeditionary Combat Skills (AECS). This high-risk course is designed to provide the EOD Force with the combat proficiency required to seamlessly integrate with joint maneuver forces and multinational forces while remaining flexible enough to operate in small elements throughout uncertain environments by providing advanced unit level training in the application of small arms, mission planning inputs, small unit tactics, Special Operations Urban Combat (SOUC), tactical vehicle tactics, techniques and procedures by day and by night. Teams will perform assigned missions while maintaining security against unfriendly acts in an Area of Responsibility (AOR), while observing all applicable safety precautions.

- a. Convening's: Approx. 13 per year
- b. Length: 10 Days per convening
- c. Location: Advanced EOD Remote Training Area, NAWS China Lake
- d. Travel Days: 2 per convening for San Diego CTRs. (Sunday/Friday)
- e. Work Hours: 0800- TBD (average 12 hours per day)
- f. Students per class: Approx. 24

4.1.4. Expeditionary Support Element (ESE). This high-risk course is designed to educate, train, and qualify EOD Expeditionary Support Element Forces at the Category (CAT) III/Modified CAT III level on the M9/M11 service pistol and the M4 service rifle to include various courses of fire including under lowlight conditions. This course will provide both knowledge and specific individual weapons skills required to perform basic expeditionary combat requirements with the utilization of small arms to increase survivability in actual environments while observing safety precautions.

- a. Convening's: Approx. 6 per year
- b. Length: 10 Days per convening
- c. Location: EODTEU-ONE, San Diego, CA. Advanced EOD Remote Training Area, NAWS China Lake. Pearl Harbor, Hawaii.

- d. Travel Days: 0 per local convening, 2 per convening for NAWS (Saturday/Friday) and Hawaii (Sunday/Saturday)
- e. Work Hours: 0800- TBD (average 12 hours per day)
- f. Students per class: Approx. 24

4.1.5. Sustainment Training. Sustainment training is required to maintain proficiency based on course of fire qualifications. Conduct integrated/embedded evaluation of small unit tactics proficiency during EOD Platoon Field Training Exercises.

- a. Convening's: Approx. 18 per year
- b. Length: 5 Days per convening
- c. Location: EODTEU ONE, San Diego, CA, and Advanced EOD Remote Training Area, NAWS China Lake, Ca.
- d. Travel Days: 2 per convening
- e. Work Hours: 0800- TBD (average 12 hours per day)
- f. Students per class: Approx. 30

Course Title	Support Personnel Required per convening	Instruction Type	Training Periods	Student/Instructor Ratio
TTC-CS	5	Class	35	30:1
		Lab	22	6:1
		Lab	15	4:1
		Lab	5	2:1
		Lab	11	1:1
IECS	6	Class	21	24:1
		Lab	2	6:1
		Lab	20	4:1
		Lab	4	2:1
		Lab	8	1:1
AECS	7	Class	29	24:1
		Lab	14	6:1
		Lab	24	4:1
		Lab	17	2:1
		Lab	2	1:1
ESE	7	Class	39	24:1
		Lab	8	6:1
		Lab	31	4:1
		Lab	4	2:1
		Lab	14	1:1
Sustainment	6	Class	3	30:1
		Lab	37	6:1

PERIODS* - Indicate student contact hours and not duration of instruction.

Responsibilities include:

- Perform basic to advanced levels of classroom, laboratory, and practical instruction in accordance with approved curricula, including nighttime exercises as required.
- Maintain an Instructor training binder with approved personalized course materials to be utilized during instruction.
- Perform and observe the safe operations of, but not limited to, the EOD authorized weapons systems, tactical vehicles, and authorized technical training equipment, including laser systems and synthetic weapons trainers.
- Perform course preparations to include, but not limited to, preparation of classroom, weapons loading, weapons mounting, target placement, computer set up, practical area set up, vehicle staging, etc.
- Perform operator level weapons cleaning, maintenance and repairs of all authorized weapons systems and ranges.
- Conduct maintenance of the advanced EOD training range facility (Advanced EOD Remote Training Facility, NAWS China Lake, CA).
- Meet and maintain eligibility for high-risk training instructors.
- Participate in material maintenance of existing curricula following Government authorized processes.
- Obtain course qualifications in accordance approved guidance.

Education/qualification/experience

Education:

- Graduate of Navy Instructor Training Course (NEC 9502) or equivalent (Completion of a civilian (or commercial) formal course of instruction which has been evaluated and certified as a JIT/NITC equivalency by the Center for Professional Development (CPPD).
- Proof of completion of training on required weapons systems (within last 5 years).

Experience:

- Armed forces special operations (e.g. USMC Recon, USA Ranger/Green Beret, USN SEAL, USAF Combat Controller, UK or Australian SAS) experience, or US Navy EOD with shooting experience (three years minimum, six years preferred).
- Graduate of: Blackwater, MidSouth Shooting Institute, Gryphon or SFAUC, OR MCAUC small arms weapons training. Equivalent small arms weapons training school will be considered (required).
- Graduate of: ITI, GRYPHON, TierOne or Tony Scotti tactical driving training. Equivalent tactical driving training school will be considered. (preferred)
- Three years preferred, One year required of instructional experience in lieu of designation (DD-214, course certificates, etc.).
- Perform general facility cleanup to include but not limited to, trash removal, sweeping, swabbing, kitchen, appliances, lounge, bathroom, TOC areas, and ranges.
- Honorable Active Duty Military experience with in the last five years. (required)

Qualifications:

- Must meet Navy High-Risk Training requirements as outlined in OPNAVINST 1500.75 series.
- Possess valid CPR certification.
- Possess proof of recent, within the past 3 years, of qualifications for the following weapons systems:
 - M9 Pistol (required)
 - M11 Weapons System (preferred)
 - M4/M16 (variance) (required)
 - M14 (preferred)
 - M240/M60 (preferred)
 - M2 .50 cal (preferred)
 - M203 Grenade Launcher (preferred)
 - Grenadier (preferred)
 - M82.M107, .50 cal (preferred)

4.2 EODTEU ONE DET CHINA LOGISTICS SPECIALIST

Responsibilities include:

- Prepare, submit, and track approx. 400 Individual Request Documents (IRD's) per year.
- Manage approx. 200 pieces of Table of Allowance (TOA) equipment and Controlled Equipage. Conduct inventories. Update databases using automated inventory control systems (RCRP, RSUPPLY). Prepare and process Survey's for lost/damaged equipment.
- Coordinate shipping and receiving of all Det China Lake material.
- Manage Det China Lake's Fuel Card Program.
- Review and respond to logistics data calls (budget, MOV's, AFMP, etc) from higher authority.

Education/Qualification:

- A Minimum of four years experience in working with the Navy Supply System (former/retired Navy/Marine Logistics Specialist preferred).
- Familiarity with standard NAVSUP management systems (RSUPPLY, OMMS, etc)
- Familiarity with general NAVSUP Instructions and regulations.

4.3 COMEODGRU ONE TRAINING AND READINESS SUPPORT

Responsibilities include:

- Develop Mission Essential Task Lists for Task Force (TF) and Squadron (EOD Mobile Units) level exercises.
- Manage schedule of events for TF-Squadron training and exercises. Manage and coordinate short and long range training schedules.
- Manage COMEODGRU ONE/TWO Executive Steering Committee, Commander's Readiness Conference and Readiness Working Group administrative tasks (manage agendas, distribute minutes, track action items and coordinate conference logistics).
- Provide material solution recommendations to EOD Tactics, Techniques, and Procedures (TTP).
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Ensures project documents are complete, current, and stored appropriately.

Education/Qualification:

- Minimum four years experience in the oversight of military operations and plans similar to those outlined in this PWS.
- Minimum two years experience in Project/Program Management similar to the projects outlined in the PWS.
- Current proficiency training of electronic IED application and component identification.

4.4 DIESEL MECHANIC SUPPORT

Responsibilities include:

- Diagnose and troubleshoot equipment failures; repair and maintain diesel and gasoline engines and military CESE equipment (MRAP, JERRV, HMMWV, 15 Ton truck, common commercial vehicles).
- Adjust and repair ignition, fuel, electrical, hydraulic and steering systems.
- Maintain and repair chassis, frames and bodies.
- Operate hoisting and jacking equipment, power tools, measuring instruments, gauges and meters; lubricating equipment; maintaining and repairing tires, batteries, brakes and valves.
- Perform shop management functions such as maintenance scheduling and spare parts inventory control.
- Operate Government Vehicles for the purpose of diagnosis and testing of equipment faults and completed repairs.
- In accordance with Navy PMS standards, the Contractor shall provide 80 man-hours of preventative and corrective maintenance at Explosive Ordnance Disposal Expeditionary Support Unit per week. 40 of these hours will be assigned to the Boat Shop and 40 of these hours will be assigned to the Transportation Shop.
- In accordance with Navy PMS standards, the Contractor shall provide 80 man-hours per week of preventative and corrective maintenance at Explosive Ordnance Disposal Training and Evaluation Unit ONE Detachment China Lake.

Education/Qualification:

- Minimum 4 years experience as a certified Diesel Mechanic and certified Small Engine Mechanic.
- Capable of Operating test equipment, electrical hand tools, basic hand tools.

4.5 ESU ONE EQUIPMENT DISPATCHER

Responsibilities include:

- The Dispatcher's primary duty is to manage the unit's equipment resources efficiently within the general policies and directives of the U.S. Navy and according to local policies, as directed by the unit Equipment Officer.
- The Dispatcher must brief operators on the weather, road conditions, routes to be followed, and emergency procedures. The Dispatcher will maintain equipment status boards and assignment sheets that list all equipment assigned to the units.
- The Dispatcher controls the keys to all vehicle-locking devices.
- The Dispatcher maintains all required forms and records to include vehicle Trip Tickets, Operators Inspection Guide and Trouble Report, Accident Identification Card (DD form 518), and Accident Investigation form (SF91).
- The Dispatcher rotates vehicles between jobs, where practical, to equalize equipment usage.
- The Dispatcher will make weekly contact with customers to coordinate the return of vehicles for Preventative Maintenance Service.
- The Dispatcher will track, approve and coordinate Equipment Support Requests using Command policies and directives.
- The Contractor shall provide 40 man-hours of Dispatch responsibilities at Explosive Ordnance Disposal Expeditionary Support Unit per week.

Education/Qualification:

- Minimum 4 years experience as a certified Diesel Mechanic and certified Small Engine Mechanic.
- Capable of Operating test equipment, electrical hand tools, basic hand tools.

4.6 EMERGENCY MEDICAL TECHNICIAN SUPPORT

Responsibilities include:

- Respond quickly to emergency calls, provide efficient and immediate care to injured personnel, stabilize and maintain on scene while awaiting higher level of care from EMS System. Example: Paramedic with Ambulance .
- Apply knowledge of basic and advanced emergency medical procedures and techniques along with reporting a victim's medical condition to Higher Level of Care within EMS system.
- Respond quickly to emergency calls, provide efficient and immediate care to injured personnel, stabilize and maintain on scene while awaiting higher level of care from EMS System. Example: Paramedic with Ambulance .
- Apply knowledge of basic and advanced emergency medical procedures and techniques along with reporting a victim's medical condition to Higher Level of Care within EMS system.
- Become familiar with command Emergency Action plan along with its use.
- Use radio communications equipment as a part of evolutions monitoring and emergency response.
- Direct the activities of first responders, in congruence within their scope of medical training.
- Provide CPR certification, and re-certification, instruction.
- Provide medical coverage to high-risk training evolutions including: HRST/CAST operations, military freefall, shooting events and Surface DEMO.
- Apply for and maintain a government driver's license to be able to drive Medical Response Vehicle.

Coverage required:

14 weeks of FTX medical support in Advanced EOD Remote Training Area, NAWS China Lake, CA
 14 weeks of IECS medical support in San Diego, CA
 28 weeks of AECS medical support in Advanced EOD Remote Training Area, NAWS China Lake, CA
 28 weeks of TTC medical support in San Diego, CA
 9 weeks of PPT medical support in Eloy, AZ

5 weeks of sustainment support in San Diego, CA and Advanced EOD Remote Training Area, NAWS China Lake, CA

Education/Qualification:

- Successful completion, and certification, by an accredited Paramedic program.
- Current certification as a Paramedic in the State of California.
- Possess valid CPR Instructor certification.

4.7 ROBOTICS ELECTRONIC WARFARE TECHNICIAN.

Responsibilities include:

- Perform maintenance and repairs on robotic systems to include ground and waterborne current and future systems utilized by EOD forces by troubleshooting, replacing components, and performing specific depot level repairs.
- Perform operational/functional testing per manufacture guidelines prior to robotics equipment issue, upon receipt, after component replacement and repairs.
- Complete platoon robotics load-out issue using EODESU ONE online Portal Support Request process to manage issuances and also maintain inventory databases in RCRP and local systems (WASP).
- Conduct asset management by monthly 10% inventories of stock (approx. 244 line items) and conduct annual 100% inventory of all items (approx. 2440 line items). Additionally maintain receipt paperwork and maintenance history for each robotic system. Initiate purchase requests for urgent replacement parts as required.
- Act as robotics training coordinator by maintaining system repair certifications and training assigned US Navy personnel on basic robotics issuance, receipt, and functional testing procedures.
- Properly utilize, store, and dispose of HAZMAT as required for system maintenance.
- Coverage required: 80hrs of maintenance and repairs per week.

Education/Qualification:

- Minimum 4 years experience as an Electronics Technician, specifically in the repair and operation of PACBOT and Talon robots.
- Capable of operating test equipment, electrical hand tools, basic hand tools, and familiar with basic computer science.
- Maintain system certifications for maintenance on all assigned units.
- Posses a valid CPR certification.
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5.0 OTHER PERFORMANCE REQUIREMENTS

5.1 SAFETY REQUIREMENTS

5.1.1 Safety in all training events shall be paramount. The Contractor shall comply with applicable OPNAV, NETC, OSHA and command safety instructions and standards governing these training requirements. The Contractor shall maintain all employee qualification and certification records as required by these instructions.

5.2 CERTIFICATION

5.2.1 Prior to performance start date, the Contractor shall submit resume certifications of contractor's On-Site Manager and all instructor personnel to the COR's designated representative. If the Government questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain the person as qualified as prescribed herein shall be upon the contractor.

5.3 INSTRUCTOR CERTIFICATION AND QUALIFICATION

5.3.1 All instructors shall be qualified to teach in terms of both quality of the instructional skills and technical proficiency in the course(s) assigned. The amount of time required to complete Core Uniques Instructor Training (CUIT) and Instructor Certification and Qualification Program (ICQP) requirements will be in accordance with command instructions. Individual qualification requirements will include completion of command and course indoctrination; high-risk screenings; familiarization with facilities,

equipment, and safety procedures; personalization of instructional materials; completion of knowledge and performance tests in accordance with Testing Plans related to the course(s) assigned to teach; and CPR/AED/First Aid certifications. Additionally, since instructors will be working in a high-risk environment, they will be required to have passed a complete physical and physiological examination prior to beginning ICQP. The qualification process shall be timely, efficient, and non-intrusive to the Government's class schedule.

5.3.2 The Government will provide all instructional materials to the contractor and arrange for access to classrooms and laboratory space.

5.3.3 At the completion of the ICQP period, the contractor will schedule a government evaluation for certification when the contractor demonstrates the instructor has satisfactorily completed the technical and professional qualifications. The instructor(s) will be evaluated on selected critical core topic or topics by qualified government command evaluators. Certification will include government evaluation of instructional technique using EODTEUONEINST 1553.1 (series) evaluation similar to NAVEDTRA 135 series.

5.3.4 The instructor(s) must be qualified and certified by the Government prior to assuming podium and range responsibilities.

5.3.5 The contractor shall cross-utilize instructors within their area of expertise to the maximize instructor utilization. When cross-utilized, contractor shall be qualified/certified in all-new units of instruction taught.

5.3.6 The Contractor shall ensure that all employee certifications, qualifications, requalifications, and sustainment of small weapons course of fire qualification are kept current at all times during performance of this contract. Current shall be considered within 12-months from date of completion or as outlined in OPNAVINST 3591.1 (series) and costs to maintain a current status shall be borne by the Contractor.

5.3.7 Instructors shall be familiar with all presentation and instructional procedures, curriculum, training aids, devices, and equipment operation and maintenance procedures associated with the course or course(s) they will instruct.

5.3.8 Any instructor who demonstrates a lack of familiarity with the training materials, equipment or demonstrates unsafe practices may be "de-certified" by the COTR or suspended by Learning Standards Office (LSO). In addition the COTR/LSO may decertify or suspend any contract instructor that:

- a. Receives an unsatisfactory instructor evaluation by government evaluators.
- b. Impairs training as a result of a validated student critique, COTR/RSO/LSO/TSO observance.
- c. Endangers the health or safety of any person.
- d. Violates public law or Navy policies involving Fraternalization, Equal Opportunity, Sexual Assault, or instructor professional conduct guidelines.
- e. Fails to protect or properly care for Government property or equipment.
- f. Fails to follow locally approved command guidance (Standard Operating Procedures, instructions, DRAs, etc.)

5.3.9 All instructors are required to requalify/certify in each course of instruction as outlined in command instructions.

5.4 CONTRACT ORIENTATION BRIEFING

After award, the Contractor shall participate in contract orientation briefing with EODTEU ONE. The intent of the briefing is to initiate the communication process between EODTEU ONE and the Contractor by introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of subtask requirements and objectives. The orientation briefing will be held at EODTEU ONE or another mutually agreed upon location. Date and time will be mutually agreed upon by both parties.

5.5 SECURITY REQUIREMENTS

5.5.1 Unless otherwise indicated, all personnel shall have a current Defense Security Service issued **Secret** clearance with a current single scope background investigation, which must be maintained during the performance of this contract.

5.5.2 Contractor shall conform to the provisions of OPNAVINST 5510.1 (series) and Department of the Navy Information and Personnel Security Program regulations. DD Form 254 will be provided at the time of award.

5.5.3 The Contractor shall comply with all Automated Information System (AIS) security requirements in accordance with OPNAV 5239.1 (Series). In addition, any ADP product (disk, tape or hard copy) prepared by the contractor for the government (whether produced on government or Contractor-owned equipment) will be the property of the government. The Contractor shall be required to adhere to command policies on the handling of all AIS materials.

5.5.4 The government will issue all Contractor employees working under this contract a government Common Access Card (CAC). This card authorizes the Contractor computer and facility access during the performance of this contract. The Contractor shall provide all required information and ensure that employees are capable of obtaining a CAC card prior to start of the contract.

5.5.5 The Contractor shall adhere to all access requirements as established by the government facility to obtain access. The Contractor shall provide all required information and ensure that employees are capable of obtaining base entry prior to start of the contract.

5.5.6 The Contractor shall advise the COTR of contractor personnel who become an employee or ex-employee. The Contractor shall contact the COTR whenever a contracted employee resigns, is dismissed, laid-off, or if a change to his/her personnel security clearance status occurs. Additionally, the Contractor shall ensure all ex-employee security access badges are returned to the appropriate military authority.

5.5.7 The Contractor shall ensure contracted personnel complete Navy e-Learning courses or training as directed by the Government regarding security.

5.6 GOVERNMENT FURNISHED EQUIPMENT

5.6.1 The Contractor shall be given access to on-site training equipment, aids, devices, classrooms, office facilities, computers, instructional media material, technical manuals, specialized publications, classified information. The government shall provide office furnishing (desks, chairs, file cabinets) for contractor personnel located at:

- EODTEU ONE San Diego, CA
- EODTEU ONE China Lake, CA
- EODESU ONE San Diego, CA
- EODGRU ONE San Diego, CA

5.6.2 As required, the government will provide access to computers (NMCI and SIPRNET) and software, printers and copier equipment for administrative duties and correspondence at the above locations. The government will provide all office consumables (e.g. paper, pens, folders, ADP media) as required. The following table is a list of equipment and or support that the government will provide in support of this program and other activities related to this program.

5.6.3. The Government will provide to contracted personnel assigned at 5.6.1 locations a Military e-mail account and address that shall be used for all official correspondence with and between the Government.

Resources	Remarks
Classroom Facility	Sufficient size to support training venues.
Training range	Ranges to support explosive tools, AECS training, and practical training areas. Gov't will provide all range maintenance and repair tools and materials.
Class V (AA&E) support	Gov't will provide demolition materials to support training events. Gov't will supervise all explosive transportation and operations.
Training equipment	Gov't will provide all unique equipment (e.g. weapons, NVGs, PGI, inert training aids, MOUT facilities).
Transportation	Gov't will provide transportation during events located on military ranges and or restricted areas.
Computer access	Gov't will authorize/provide access to NIPRNET and SIPRNET accounts as required.
Office space	Gov't will provide sufficient office space for instructor and management personnel. Office space may be co-shared due to limited gov't facilities.

5.7 DISCLOSURE OF INFORMATION

5.7.1 Performance of this effort may require the Contractor to access and use data and information proprietary to a government agency or government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the government and/or others.

5.7.2 Information made available to the contractor by the government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer.

5.7.3 Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the government, except to authorized government personnel, or upon written approval of the Contracting Officer (CO). The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the government between the contractor and the data owner which provides for greater rights to the contractor.

5.7.4 The Contractor shall be responsible for safeguarding all government property provided for contractor use. At the end of normal duty hours and/or after normal duty hours, all government facilities, equipment and materials must be secured.

5.8 KEY CONTROLS

5.8.1 The Contractor shall establish and implement methods of making sure all keys and or electronic lock access codes issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the government. The Contractor shall immediately report to the COTR any occurrences of lost or duplicated keys and or lost electronic access codes.

5.8.2 In the event keys, other than master keys, are lost or duplicated, the Contractor may be required, upon written direction of the COR, to re-key or replace the affected lock or locks at no cost to the government. If a master key is lost or duplicated, the contractor must replace all locks and keys for that system.

5.8.3 The Contractor must prohibit the use of keys issued by the government by any persons other than the contractor's personnel. Opening of locked areas by contractor personnel to permit entrance of persons other than contractor personnel or assigned military personnel engaged in performance of work requirements is prohibited.

5.9 MEDICAL CARE REQUIREMENT

Emergency medical care is available in government facilities to contractor employees who suffer on-the-job injury or illness. The Contractor shall make care reimbursement to the appropriate Navy collection agent upon receipt of statement(s).

5.10 CONTRACTOR INTERFACES

The Contractor and/or his subcontractors may be required as part of the performance of this effort to work with other Contractors working for the government. Such other contractors shall not direct this contractor and/or their subcontractors in any manner. Also, this Contractor and/or their subcontractors shall not direct the work of other Contractors in any manner.

5.11 GOVERNMENT VEHICLE OPERATION

The operation of Government owned or Government leased vehicles shall be required in connection with the delivery of the instruction and support associated in this PWS. The regulations and guidelines which apply to contractor operation of Government vehicles are found in Chapter 8 of DoD Regulation 4500.36-R (Management, Acquisition, and Use of Motor Vehicles) (Attachment E). Additionally, Section 3.8 of NAVFAC Publication P-300 (Management and Support of Civil Engineering Equipment) (Attachment F) provides additional guidance on driver testing and licensing. Generally, Government contracts and agreements require that operators comply with the licensing requirements of the state and local motor vehicle laws. All instructors and support personnel shall possess a valid driver's license, and be certified by the contractor as being fully qualified to operate the vehicles/equipment as appropriate. The contractor shall be responsible for determining any special requirements imposed by the respective geographical locations, and for ensuring that the instructors satisfy any additional conditions. The contractor shall provide appropriate documentation regarding all operator qualifications to the COR, and EODTEU-ONE's Licensing Examiner prior to the operation of any Government owned or leased vehicles/equipment.

5.12 HOURS OF WORK

5.12.1 Normal working hours are 7:30 AM to 4:00 PM, Monday through Friday, with the exception of Federal government holidays, and include an allowance for a 30 minute lunch period. However, there may be circumstances where work hours may be adjusted to meet mission critical requirements.

5.12.2 During instruction of the following courses are circumstances where the normal working hours of 7:30 AM to 4:00 PM may not apply:

- Advance Expeditionary Combat Skill course.
- The Intermediate Expeditionary Combat Skill course.
- FTX training periods.

5.12.3 Typically, instruction for these courses incur 8 to 12 hours of hands on training, and additional time for transit. The Project Manager and the COR will mutually agree on deviations to the schedule.

5.12.4 Curriculum review or development, equipment maintenance and other tasks require one day per week on average to complete.

5.13 GOVERNMENT HOLIDAYS

5.13.1 The following government holidays are typically observed by government personnel: New Years Day, Martin Luther King's Birthday, Presidential Inauguration Day (metropolitan DC area only), President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation.

5.13.2 Typically, there is no training conducted during government holidays.

5.14 UNAUTHORIZED WORK

Only a duly appointed Contracting Officer, and no other government personnel, is authorized to change the specifications, terms, and conditions under this effort.

5.15 CONTRACTOR PERSONNEL

5.15.1 The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in the Performance Work Statement.

5.15.2 The Contractor shall maintain documentation for each Instructor detailing that individual's qualifications in accordance with the requirements of the task. Substitution of Instructors or the addition of new Instructors during a course shall be communicated to the Contracting Officer's Representative (COR) prior to the convening date. The COR will have the authority to review and approve the Instructor's qualifications.

5.15.3 Any disciplinary problem between contract employees and military staff or students such as fraternization, sexual harassment, or racial discrimination shall be immediately reported to the Contractor's Project Manager and the COTR. Upon notification, the Contractor shall investigate the complaint and submit a response to the COTR within 24 hours. If the investigation determines the complaint is justified, the Contractor shall provide a course of action to be taken to resolve the problem within 3 working days of the notification. The government reserves the right to accept or reject the Contractor's recommended resolution.

5.15.4 Contract Instructors shall maintain an orderly, professional atmosphere and shall have authority commensurate with that responsibility. Students whose conduct is not conducive to learning or who commits a major safety violation shall be referred to the COR.

5.15.5 Contractor personnel shall present a professional and neat appearance and be easily recognized as Contractor employees (i.e. identification badges, company shirts, etc) at all times while on Government premises. When Contractor personnel attend meetings, answer phones, and work in other situations where their status is not obvious to third parties they must identify themselves as such to avoid creating the impression that they are government employees.

5.15.6 Contractor personnel assigned to this contract shall abide by the rules and regulations concerning the maintenance of personal standards for instructor integrity, grooming, conduct, speech, and student fraternization. The morale and motivation of students and instructional personnel shall be maintained to ensure a favorable environment for learning.

5.15.7 Contractor personnel shall wear all required personal protective equipment while conducting training in accordance with applicable Command directives, standard operating procedures and OSHA standards. Contractor personnel shall be required to work outside in desert and coastal areas. Suitable protective outer garments (e.g. fleece jackets/pants, fleece hats/gloves, Gortex rain jacket/pants, Thinsulate boots, floppy sunhat) will be required to be worn by Contractor personnel during inclement periods. Protective outer garments should be uniform (e.g. same brand and color). Contractor personnel comfort and safety from these environments is paramount. Outer garments are to be provided and replaced by Contractor.

5.15.8 Contractor personnel shall pass a physical and mental examination as a condition of employment. DD Form 2808 must be provided for each contracted employee one week prior to the Contractor beginning the Instructor Qualification/Certification process.

5.15.9 In accordance with OPNAVINST 1500.75B, a psychological evaluation will be required for all Contractor personnel assigned under Tasks 4.1.1, 4.1.2, 4.1.3, 4.1.4, and 4.1.5 due to the high risk nature of this course and or sensitivity of the scope of work (e.g., weapons live fire, work with ECM capabilities, etc). The Medical Questionnaire (Appendix B, OPNAVINST 1500.75B enclosure (2)) and the Results of Medical Screening (Appendix B, OPNAVINST 1500.75B enclosure (3)) will be required to be completed prior to reporting to EODTEU ONE. Documentation shall be maintained by the Contractor, provided to the COTR, and available for government review upon request. A copy of the documentation shall be provided to the COMEODGRU ONE Medical Officer for review and will be kept on file in the COMEODGRU ONE and EODTEU ONE medical departments. Contractor medical records and psychological evaluation will be physically secured and be considered "staff in confidence" information and will not be released unless authorized by the Contractor or if deemed necessary by the COMEODGRU ONE Medical Officer (e.g. medical emergency, high risk certification inspection.)

5.15.10 Contractor duties require moderate physical exertion - such as long periods standing, walking over rough, uneven, or rocky surfaces - requiring bending, crouching, stooping, reaching, or similar activities in all types of weather conditions ranging from very hot (110 F summer) to very cold (30 F winter). The work requires lifting of items up to 50 lbs., such as tools, small arm weapons and inert ordnance items. The work may require specific, but common, physical characteristics and abilities, such as average agility and dexterity. Individuals cannot have seizure disorders, abnormal and uncorrectable near vision, be colorblind, or have substantial hearing loss (hearing aid is acceptable).

5.15.11 All Contractor personnel shall be proficient in MS Office, including MS Word, MS Excel and Power Point.

5.15.12 All Contractor personnel shall be capable of clearly writing and speaking in English.

5.16 PROJECT MANAGER

5.16.1 The Contractor shall provide a Project Manager to facilitate government contractor communications. The Project Manager shall be the primary technical and managerial interface between the Contractor and the Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR) located at EODTEU ONE, 33000 Nixie Way, Bldg 50 Ste 245, San Diego, CA 92147-5109. The name of this person, and an alternate or alternates, who shall act for the Contractor when the manager is absent, will be designated in writing to the CO. The Project Manager or alternate will have full authority to act for the Contractor on all contract matters relating to daily operations.

5.16.2 The Project Manager or alternate must be available during normal 7:30 to 4:00 working hours, as specified herein, and to meet with government personnel within 24 hours to discuss issues.

5.16.3 The Contractor's Project Manager shall meet with the CO/COTR as necessary to maintain satisfactory performance and to resolve other issues pertaining to government / Contractor procedures. At these meetings, a mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the government within two workdays of the subject meeting.

5.16.4 The Contractor's Project Manager shall ensure that all certifications and qualifications are kept current and properly maintained as required by this contract.

6.0 PLACE(S) OF PERFORMANCE

Places of performance are identified in the tasks detailed in section 4.

7.0 PERIOD OF PERFORMANCE

The period of performance for this PWS is the date of award for 12 months, and will include four (4) one-year option periods. It is anticipated that services will begin 25 August 2015.

8.0 TRAVEL

8.1 The Contractor may be required to travel to locations beyond EODTEU ONE Command office, as identified within this PWS. All approved travel exceeding a 50 mile radius will be reimbursed in accordance with the JTR.

8.2 The Contractor shall provide transportation from EODTEU ONE to all training areas for their employees.

9.0 DELIVERABLES/DELIVERABLE SCHEDULE

In fulfillment of this effort, the Contractor shall provide the following deliverables. All deliverables shall be submitted to the COTR, unless otherwise agreed upon, in an accurate and timely manner.

9.1 MONTHLY STATUS REPORT

The Contractor shall document the efforts performed in the completion of each task in a detailed Monthly Status Report, due on or before the 15th of each month. The report format may be at the Contractor's discretion, but the report may be modified at the COTR's request. At a minimum, the monthly status report shall include:

- Progress for the Period: The Contractor shall provide a summary of work, and activities, accomplished during the reporting period.
- Activities Planned: The contractor shall provide a brief summary of planned activities to occur in the next reporting period.
- Problems Encountered: The Contractor shall provide a brief summary of any problems, issues or delays identified/encountered and recommendations as to their resolution, or any corrective action that was taken to correct identified problems.
- Curriculum Revisions: The Contractor shall provide recommended changes to the training curriculum, a brief explanation as to why revisions are recommended, and the impact of such revisions. Travel Report: The Contractor shall provide a brief summary addressing all travel occurred during the reporting period, the outcome of said travel and the costs incurred. If more than one travel event occurred during the reporting period, the report shall address each event separately.

9.2 FINAL REPORT

The Contractor shall provide a final report, to the COTR, within 2 calendar weeks from the conclusion of this contract period. The report shall summarize all monthly reports addressing: objectives achieved, significant issues, problems and recommendations to improve the process in the future.

9.3 DELIVERABLE TABLE

Reference	Milestone/Deliverable	Responsibility	Date
5.4	Orientation Briefing Schedule	Government/Contractor	Contract Award (CA)+ 1 month
9.1	Monthly Status Report	Contractor	15th of each month
9.2	Final Report	Contractor	Within 2 weeks of contract period expiration

9.4 INSPECTION AND ACCEPTANCE CRITERIA

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the COTR, and in accordance with the Quality Assurance Surveillance Plan (QASP).

10.0 QUALITY ASSURANCE

The COTR will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the COTR will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein shall be by letter of approval and acceptance by COTR. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

11.0 ENTERPRISE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA):

The contractor shall report vendor labor hours (including sub-contractor labor hours) required for performance of services provided under this contract via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

12.0 CONTRACTOR ACCESS TO FEDERALLY CONTROLLED FACILITIES AND/OR UNCLASSIFIED SENSITIVE INFORMATION OR UNCLASSIFIED IT SYSTEMS

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command’s Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor’s Security Representative. The Contractor’s Security Representative shall be the primary point of contact on any security matter. The Contractor’s Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

Non-Sensitive Positions

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, contractor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- * SF-85 Questionnaire for Non-Sensitive Positions
- * Two FD-258 Applicant Fingerprint Cards
- * Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NACI.

The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

Sensitive Positions

Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

- * SF-85P Questionnaire for Public Trust Positions
- * Two FD-258 Applicant Fingerprint Cards
- * Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

IT Systems Access

When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Security Approval Process

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT

Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees for working in non-sensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

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