

Performance Work Statement

**Navy Expeditionary Combat Command
Force Combatives and Irregular Warfare Training Support**

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Performance Work Statement

NAVY EXPEDITIONARY COMBAT COMMAND FORCE COMBATIVES AND IRREGULAR WARFARE TRAINING SUPPORT

Part 1: General Information

1.0 General

This performance work statement (PWS) outlines the non-personal services contract to provide instructional, administrative, and technical support to the U.S. Navy Expeditionary Combat Command (NECC) and its component commands in the fields of force combatives and irregular warfare (IW).

1.1 Background

NECC, established in January 2006, serves as the single, functional command for the U.S. Navy's expeditionary forces and manages the readiness, resources, staffing, training, and equipping of those forces. NECC consolidates, aligns, and integrates diverse expeditionary capabilities and combat support elements to create consistent expeditionary practices, procedures, requirements, and logistics in the battlespace. NECC's enterprise approach yields improved efficiencies and effectiveness through economies of scale and common processes.

NECC is a command element and force provider for integrated maritime expeditionary missions. NECC is a core expeditionary force, providing effective waterborne and ashore antiterrorism/force protection, theater security cooperation and engagement, and humanitarian assistance/disaster relief contingencies. Upon request, NECC also supplements U.S. Coast Guard homeland security requirements while training and equipping forces to support mission requirements.

1.2 Objectives

NECC requires instructional, administrative, and technical support in the fields of force combatives and IW to achieve the following objectives:

- Analyze and assess current tactics, techniques, and procedures, as well as doctrine, to identify and fill capability gaps for the future force.
- Design, develop, deliver, and maintain curricula and associated materials that shall create more confident, capable expeditionary sailors.

- Instruct both active-duty and reserve personnel to possess the equivalent skills of the other service members with whom they will interact in the joint environment.
- Provide instruction on leadership, military decision-making, and tactical (basic through advanced) skills to increase the survivability of NECC assets, including personnel and equipment, in high-threat environments.

1.3 Description of Services

The Contractor shall provide all personnel, equipment, supplies, materials, supervision, and other items and non-personnel services necessary to perform force combatives and irregular warfare (IW) training support, as defined in this PWS, except for those items specified as government-furnished property and services. The Contractor shall, at all times, maintain an adequate workforce for the uninterrupted performance of all tasks defined in this PWS within the standards as established herein.

1.4 Period of Performance

The period of performance shall be for one (1) base year and four (4) option years. The period of performance is as follows:

- Base Year: 15 May 2017 – 14 May 2018
- Option 1: 15 May 2018 – 14 May 2019
- Option 2: 15 May 2019 – 14 May 2020
- Option 3: 15 May 2020 – 14 May 2021
- Option 4: 15 May 2021 – 14 May 2022

1.5 Place of Performance

The Contractor shall provide support—listed by functional category—for NECC and its component commands in the following locations:

| Position | Primary Location | Other Locations (As Required) |
|--|--|--|
| Force Combatives/Tactical Instruction | 1 FTE at Explosive Ordnance Disposal Training and Evaluation Unit (EOD TEU) ONE San Diego, CA 92147 | Must be able to travel up to 30 days to EOD Mobile Unit FIVE, located at U.S. Naval Station Guam |
| Force Combatives/Tactical Instruction | 1 FTE at EOD TEU TWO Fort Story, VA 23459 | Must be able to travel up to 30 days to EOD Mobile Unit EIGHT, located at U.S. Naval Station Sigonella |
| Force Combatives/Tactical Instruction | 1 FTE at Coastal Riverine Group (CRG) ONE Imperial Beach, CA 92135 | Must be able to travel up to 30 days to U.S. Naval Stations Guam and Bahrain, as well as Continental United States (CONUS)-based reserve units |
| Force Combatives/Tactical Instruction | 2 FTE at CRG TWO Virginia Beach, VA 23459 | Must be able to travel up to 30 days to CONUS-based reserve units |
| IW Program Analysis | 1 FTE at NECC Virginia Beach, VA 23459 | Must be able to travel to all other component command locations, as required and directed by NECC COR/TPOC |

1.6 General Information

1.6.1 Contract Management

The NECC COR is responsible for technical management of this program. The procuring Contracting Officer (PCO) is the only person authorized to approve changes to this PWS. The NECC COR will also serve as the Contracting Officer's Technical Point of Contact (TPOC).

The Contractor's Representative shall coordinate all activities and resolve any potential issues surrounding training through the following:

COR/ TPOC

Point of Contact will be provided upon award of contract

1.6.2 Emergency Action Plan

The Contractor shall comply with the U.S. Navy Emergency Action Plan.

1.6.2.1 Mishap

If a mishap involving services under this contract results in an injury the Contractor shall promptly report the incident to the NECC COR/TPOC and procuring Contracting Officer (PCO). If the U.S. Navy conducts an investigation of the accident, the Contractor (including all Sub-Contractors) shall cooperate with the government personnel until the investigation is completed. The Contractor shall allow authorized government representatives access to the Contractor's facilities, personnel, and safety program documentation.

1.6.2.2 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 and property, the Government's personnel and property, and the general public. Furthermore, nothing in this PWS shall relieve the Contractor of its responsibility for complying with applicable federal, state, and local laws, ordinances, codes, and regulations (including those requiring applicable licenses and permits) in connection with the performance of this contract.

1.6.3 Security Clearance The Contractor shall possess and maintain a **Secret** clearance from the Defense Security Service. The Contractor's employees assigned to perform the tasks listed in this PWS shall obtain and maintain a Secret security clearance from the Defense Industrial Security Clearance Office. (The DD254 will be provided as a separate Attachment).

All personnel assigned to this contract shall possess, or have the ability to possess, a **Secret** security clearance. Within five (5) business days prior to start of period of performance, the Contractor shall provide a complete listing of all employees associated with the contract to NECC for clearance and access verification. Additionally, the Contractor shall provide an updated list of all personnel changes associated with each training location, 30 days prior to training service. The NECC Contracting Officer's Representative (COR) has the authority to approve any personnel changes

1.6.4 Access to Government Facilities and Resources

The Contractor shall ensure its employees have access to military installations in order to perform the services described in this PWS in accordance with federal regulations.

1.6.4.1 Common Access Card

The Contractor shall ensure each of its employees obtain a Common Access Card (CAC). The government CAC serves as the primary method of identification for the Contractor employees, as well as providing the basis of public key infrastructure access to the U.S. Navy/Marine Corps Intranet, websites, and systems (on and off site), as well as the Secret Internet Protocol Router Network (on site only). The Contractor **MUST IMMEDIATELY** surrender/return any/all CACs to the GOV't for employees no longer working on this contract or contract completion.

1.6.5 Non-personnel Service Statement

Contractor employees performing services under this PWS shall be controlled, directed, and supervised at all times by management personnel of the Contractor. The Contractor shall ensure that employees properly comply with the tasks, policies, and procedures contained within this PWS. Contractor employees shall perform their duties independent of, and without the supervision of, any government official.

The tasks, duties, and responsibilities set forth in this PWS 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 Regulations (FAR). The Government shall control access to the facility and perform the inspection and acceptance of completed work.

1.6.6 Recognized Holidays

The Contractor shall observe the following federal holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

1.6.7 Hours of Operation

The Contractor is responsible for conducting business between the hours of 0730 and 1630, Monday through Friday, except on federal holidays, or when the government facility is closed due to local or national emergencies, administrative closings, or similar government-directed facility closings.

2.0 Definitions and Acronyms

CAC – Common Access Card

COI – Course of Instruction

CONUS – Continental United States

COR – Contracting Officer’s Representative

EOD TEU – Explosive Ordnance Disposal Training and Evaluation Unit

FAR – Federal Acquisition Regulations

IA – Individual Augmentation

IW – Irregular Warfare

MCAG – Military Civil Affairs Group

MESG – Maritime Expeditionary Security Group

MIO – Maritime Interceptions Operations

NECC – Navy Expeditionary Combat Command

NEIC – Navy Expeditionary Intelligence Command

PBSC – Performance-based Services Contract

PCO – Procuring Contracting Officer

PRODEV – Professional Development

PWS – Performance Work Statement

QASP – Quality Assurance Surveillance Plan

SERE – Survival, Evasion, Resistance, and Escape

Part 3: PERSONNEL QUALIFICATIONS

3.1 Personnel Qualifications

Within five (5) business days prior to start of the period of performance, the Contractors shall provide the COR/TPOC with evidence of the required training, certifications, licensing, and any other qualifications of any key personnel performing services under this contract. Additionally, the Contractor shall provide updated information for all personnel qualifications and certifications associated with each employee replacement.

3.1.1 Combatives Instructors

The Contractor shall provide force combatives/tactical instructors, who possess the following:

- Black Belt certification in any martial art with a minimum of four years of experience conducting the following techniques and procedures both with and without tactical equipment:
 - Ground-fighting and/or grappling
 - Practicing proper body control and submission
 - Close-quarters striking (hand-to-hand combat)
 - Learning to effectively use the body's natural weapons, such as fists, feet, elbows, and knees to deliver a combination of blows from multiple angles of attack
 - Hand-held weapons
 - Using knives and sticks
 - Detainee-handling and cuffing
 - Implementing compliant and noncompliant cuffing, escorting, and marshaling techniques consistent with the tactics and procedures taught in the U.S. Navy Noncompliant Boarding-Visit, Board, Search, and Seizure COI
 - Expeditionary - Small Arms Marksmanship Instructor or equivalent certification
 - Prior military experience and an honorable discharge

3.1.2 IW Program Analyst

The Contractor shall provide personnel with minimum experience as follows:

- Prior military experience at the command and staff levels
- Subject matter expertise in one or more of the following:
 - Military Staff Officer/Staff Planner in IW arena
 - Knowledge Management and Decision Support System
 - Joint Staff Action Process
 - Joint Capabilities Integration and Development System

3.2 Other Personnel Requirements

3.2.1 Due to the nature of this requirement, strong communication and inter-personal skills are required. Contractor personnel assigned to this contract shall be able to clearly, and properly, speak and write English.

3.2.2 Contractor personnel shall possess the necessary skills to multitask and work independently, while meeting strict deadlines.

3.2.3 Contractor personnel shall possess' working knowledge of Microsoft Office and Internet software applications.

Part 4.0 Government-furnished property, equipment, and Services

4.0 Government-furnished Items and Services

4.1 Facilities

The Government will provide all facilities for all classroom/combat training evolutions, including associated delivery equipment.

4.2 Gear

Government personnel will use GOV'T provided gear for all training evolutions.

4.2.1 Support Equipment

The Government will provide large wrestling mats (as appropriate), depending on the size of the area in which training will take place.

Part 5: Contractor-Furnished Facilities

5.0 Facilities

No requirement for Contractor provided facilities.

Part 6: Specific Tasks

6.0 Specific Tasks

The Contractor must remain flexible and ensure training packages allow flexibility to coincide with the Fleet Response Training Plan and supported units' operational tempos. This shall be imperative in meeting short-notice deployment dates of NECC forces and adaptive force packages. Specifically, the Contractor shall provide the following personnel, support, and services in accordance with the Quality Assurance and Surveillance Plan (QASP) included in Attachment 5 to this PWS.

6.1 Force Combatives

The Contractor shall provide a customizable, comprehensive, and progressive training regimen that begins with fundamental self-defense and survival principles that shall improve situational awareness and one's defense against the most common attacks. Upon learning the basic principles of body mechanics and tactical movement, students shall progress to close-quarters striking techniques, utilizing effective use of the body's natural weapons, such as fists, feet, elbows, and knees. They shall learn how to deliver a combination of blows from multiple angles of attack. The students also shall learn proven and reliable techniques that work effectively while wearing military operational equipment and that are applicable in any tactical environment.

6.1.1. Develop and Execute a Comprehensive and Progressive Force Combatives Program

The Contractor shall provide a training regimen, which includes offensive and defensive techniques, to meet the Fleet Readiness Training Plan. It shall include instructor and student demonstrations and repetition drills in all skill sets.

6.1.1.1 Fundamentals

The Contractor shall begin with fundamental self-defense and survival principles that shall focus on situational awareness and one's defense against the most common attacks.

6.1.1.2 Close-quarters Striking

Upon learning the basic principles of body mechanics and tactical movement, students shall progress to close-quarters striking techniques, learning to effectively use the body's natural weapons, such as fists, feet, elbows, and knees. They shall learn how to deliver a combination of blows from multiple angles of attack.

6.1.1.3 Ground-fighting

During the ground-fighting phase of training, students shall learn to take an opponent to the ground, establish a dominant position, and maintain control through proper techniques and weight distribution (escapes and counters) for the purpose of searching and securing the person safely. They shall also learn how to respond to an aggressive or resistant detainee in this ground position using strikes and submission techniques, such as hasty take-downs and clinch work, to incapacitate the detainee, address the threat, and regain control of the person. When students have established a baseline competency of fighting skills, they shall progress to the tactical employment of those skills, including multiple-opponent strategies. The students also shall learn proven and reliable techniques that work effectively while wearing military operational equipment and that are applicable in any tactical environment.

6.1.2 Provide Train-the-Trainer Capability

The force combatives/tactical instructors shall provide on-site train-the-trainer instruction to sustain NECC skills over the long term.

6.1.3 Provide Force Combatives/Tactical Instructors

In addition, these key personnel shall conduct the following site-specific tasks:

6.1.3.1 EOD TEU ONE (California)

- Develop scenarios and provide instruction during the basic (tactical training), intermediate (TEU/TUTP), and sustainment (UTL) phases of training
- Travel up to 30 days to EOD Mobile Unit FIVE, located at U.S. Naval Station Guam
- Provide initial training (basic phase) and training support (advanced phase)
- Provide the following training support:
 - Advanced Military Operations on Urban Terrain (A-MOUT)
 - PRODEV
 - Indoctrination
 - Training scheduling and planning.

6.1.3.2 EOD TEU TWO (Virginia)

- Develop scenarios and provide instruction during the intermediate (TEU/TUTP) and sustainment (ULT) phases of training
- Travel up to 30 days to EOD Mobile Unit EIGHT, located at U.S. Naval Station Sigonella in Italy
- Provide initial training (basic phase) and training support (advanced phase)
- Provide the following training support:
 - Advanced Military Operations on Urban Terrain (A-MOUT)
 - PRODEV
 - Indoctrination
 - Training scheduling and planning.

6.1.3.3 CRG ONE (California)

- Develop scenarios and provide instruction during the basic and advanced phases of training
- Work one weekend per month as required to support reserve personnel training requirements (hours will be compensated)
- Travel up to 30 days to U.S. Naval Stations Guam and Bahrain, as well as CONUS-based reserve units
- Provide initial training (basic phase) and training support (advanced phase)
- Provide the following training support:
 - Advanced Military Operations on Urban Terrain (A-MOUT)
 - Maritime Interceptions Operations (MIO) Professional Development (PRODEV)
 - Boat Crew PRODEV
 - Indoctrination
 - Training scheduling and planning.

6.1.3.4 CRG TWO (Virginia)

- Develop scenarios and provide instruction during the intermediate and sustainment phases of training
- Work one weekend per month as required to support reserve personnel training requirements (hours will be compensated)
- Travel up to 30 days to CONUS-based reserve units
- Provide initial training (basic phase) and training support (advanced phase)
- Provide the following training support:
 - A-MOUT
 - MIO PRODEV
 - Boat Crew PRODEV
 - Indoctrination
 - Training scheduling and planning.
- Coordinate with and provide the force combatives training to the Maritime Civil Affairs Group (MCASTC)
- Coordinate with and provide the force combatives training to the Navy Expeditionary Intelligence Command (NEIC)

6.2 Irregular Warfare (IW)

The Contractor shall assist NECC with IW training and conduct knowledge gap analysis, identifying critical individual and unit requirements in this emerging mission area. The Contractor shall conduct an analysis of all command echelons within the NECC organization to evaluate its leadership knowledge and readiness to perform IW tasks. This shall result in a detailed plan of action and milestones that supports the command's IW objectives over the long term, delivered to each of NECC's Echelon IV Commands as directed by NECC. The Contractor shall provide curriculum design and instructional support as directed by NECC.

6.2.1 Prepare Force to Conduct IW Operations

The NECC is preparing its forces to conduct IW in support of unified action on a regional or global scale against both state and non-state adversaries. The NECC requires expertise that shall guide identification, assessment, and fielding of IW capabilities within the component

commands, as outlined within their Required Operational Capabilities and Navy Mission Essential Task List (NMETL).

6.2.2 Provide IW Program Analysis

The Contractor shall provide IW program personnel, to conduct technical, analytical, and instructional activities in all component commands, in accordance with their **Required Operational Capabilities and Concept of Operations**. This individual will coordinate with the staffs of each component command and compare the current NMETL's with that required to support the wide variety of IW operations and activities promoted in isolation, in combination, in alternation, or as augmentation to conventional combat operations, or in which conventional combat augments IW operations.

6.2.3 Conduct IW Tasks

Specifically, the IW program analyst shall be held responsible for the following:

- Providing experienced personnel (subject matter experts) and information pertaining to the history, evolution, and current operational trends of IW, as it applies to each component command
- Coordinate with members of the NECC staff and its component commands to initiate staff involvement in the identification of existing strengths and gaps, as they relate to the NECCs IW capabilities
- Provide outline of current mission-essential tasks, conditions and standards that apply to each Echelon IV Command under NECC and other criteria necessary to ensure mission readiness
- Identifying and tracking IW-related skills and experience within manpower and training systems, by utilizing the joint Lessons Learned database from NECC Forces.
- Identifying, developing, managing, and providing required training and training services to fulfill identified readiness requirements
- Compiling and submitting recommendations for improvement and creating NECC IW-specific conceptual documents. Coordinating future concept development, training, and integration with component commanders and other services based on real world situations and changes in IW conditions.

Part 7: Applicable Publications

OPNAVINST 3500.38B/MCO3500.26A/USCG COMDTINST 3500.1B - Universal Naval task list (until)

COMUSFLTFORCOM/COMPACFLT INSTRUCTION 3501.3B – FLEET TRAINING CONTINUUM (FTC) INSTRUCTION

COMNECC INSTRUCTION 3502.1A – NAVY EXPEDITIONARY COMBAT COMMAND
TRAINING MANUAL (NECC TRAMAN)

OPNAVINST 3591 SERIES – SMALL ARMS TRAINING AND QUALIFICATIONS

COMNECC INSTRUCTION 3591 SERIES – NAVY EXPEDITIONARY COMBAT
COMMAND FORCE WEAPONS AND TRAINING QUALIFICATION

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Part 8: Attachment/Technical Exhibit Listing

8.0 Attachments and Technical Exhibits

The Contractor shall review and comply with the following attachments and technical exhibits associated with this PWS.

8.1 Attachment 1: Deliverables Schedule

8.2 Attachment 2: Estimated Workload Data

8.3 Attachment 3: Quality Assurance and Surveillance Plan for Non-personnel Services

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Attachment 1: Deliverables Schedule

The Contractor shall provide the following deliverables to the Government. Required format will be provided by the COR during the Post award meeting.

| Deliverable | Timeline |
|----------------------------------|---|
| Post award Meeting | COR schedule within 72 hours of contract award |
| Program Management Report | Monthly |
| Student/Instructor Guides | 30 Days After Award |
| After-action Report | Monthly (Individually submitted upon completion of travel events) |

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Attachment 2: Estimated Workload Data

The following workload data are based on Contractor historical performance and/or government estimates.

| Position | Primary Location | Estimated Workload |
|--|---|---|
| Force Combatives/Tactical Instruction | EOD TEU ONE San Diego, CA 92147 | <ul style="list-style-type: none"> ● 48 weeks per year ○ Basic Qualification Phase: 8 days per COI ○ Intermediate Phase: 8 days per COI |
| Force Combatives/Tactical Instruction | EOD TEU TWO Fort Story, VA 23459 | <ul style="list-style-type: none"> ● 48 weeks per year ○ Intermediate Phase: 18 days per COI |
| Force Combatives/Tactical Instruction | CRG ONE Imperial Beach, CA 92135 | <ul style="list-style-type: none"> ● 48 weeks per year ○ Basic Qualification Phase: 5 days per COI ○ Advanced Requalification Phase: 5 days per COI |
| Force Combatives/Tactical Instruction | CRG TWO Virginia Beach, VA 23459 | <ul style="list-style-type: none"> ● 48 weeks per year ○ Basic Qualification Phase: 5 days per COI ○ Advanced Requalification Phase: 5 days per COI ○ Six, 18-hour training sessions over a 5-day period (3.6 hours per day) for MCAG ○ Four, 18-hour training sessions over a 5-day period (3.6 hours per day) for NEIC |
| IW Program Analysis | NECC Virginia Beach, VA 23459-3024 | <ul style="list-style-type: none"> ● 48 weeks per year |

Attachment 3: Quality Assurance and Surveillance Plan

QUALITY ASSURANCE SURVEILLANCE PLAN

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of NECC Personnel
2. Performance Standards
 - a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).
 - b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.
 - c. Past Performance - In addition to any schedule, and deliverable aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.
3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic inspection, and validated customer complaints.

4. Performance Measurement: Performance will be measured in accordance with the following table:

| Performance Element | Performance Requirement | Surveillance Method | Frequency | Acceptable Quality Level |
|--|---|--|----------------------------------|---|
| Training Materials (Student/Instructor Guides) | Deliver Copy of Materials to COR | Review of Material by the COR | Within 30 days of contract award | >98% accuracy |
| Contract Deliverables | Complete list of attendees of each class and percentage of successful completion. | Program Management Report Delivered to the COR | Monthly | >95% list accuracy. |
| Overall Contract Performance | Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance | Assessment by the COR | Annual | All performance elements rated Satisfactory (or higher) |
| Invoicing | Monthly invoices per contract procedures are timely and accurate. | Review & acceptance of the invoice | Monthly | 100% accuracy |

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

Incentives/Disincentives:

The COR's make an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

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