

**PERFORMANCE WORK STATEMENT (PWS)  
CREDENTIALLED FORENSIC ODONTOLOGIST SERVICES  
WITH QUALIFIED EXPERTISE IN DNA ANALYSIS  
FOR JOINT/POW MIA ACCOUNTING COMMAND (JPAC)**

**1.0 GENERAL:** This is a non-personal services contract to provide forensic odontologist services.

**2.0 BACKGROUND:** In December 1985, the Secretary of the Army invited a team of forensic specialists from outside of DOD to conduct an in-depth review/audit of the Central Identification Laboratory (CIL). One major recommendation made by the review team was to hire external, senior forensic scientists to review identification recommendations. Since the early 1990s, the JPAC Central Identification Laboratory (JPAC CIL) has contracted out for forensic odontologists who are experts in their field to provide forensic consultation services to the senior scientists at JPAC concerning recommended identification of remains within the framework of an accredited quality management program, and other relevant forensic issues. These forensic odontologists provide a very high level of quality assurance relating to the completeness, accuracy and appropriateness of recommended identifications made by JPAC as well as valuable advice and expertise related to laboratory operations, accreditations and quality assurance.

**2.1** Historical data showed a need for 2 odontologists per year and that each odontologists worked an estimated 210 hours (including travel) over a one year period.

**3.0 SCOPE OF WORK:** The intent of the contract is to provide forensic consultation to the senior scientists at JPAC within the framework of an accredited Quality Management Program. The contractor shall serve as an advisor to senior laboratory management for matters involving forensic odontology and utilizing DNA from dental remains and perform commensurate forensic odontology services in support of the JPAC CIL. Services shall be performed at the contractor's site, at either of the two JPAC laboratories located in Hawaii and Nebraska, or off site at a location mutually agreed upon by the contractor and laboratory management.

**3.1 Performance requirements:** Contractor shall provide services involving forensic odontology as follows:

- a. Analyze and check proposed dental identification of remains, including the application and use of DNA from dental remains and making oral and/or written recommendations that result in the progress and/or resolution of casework.
- b. Provide, or advise on, expert analysis of evidence in the areas including, but not limited to: dental morphology, dental pathology; identification of dental restorative materials by era and type; taphonomy; mass casualty resolution using dental databases; segregation of dental and non-dental remains; dental development and ageing of remains; interpreting burned, fragmented, cremated dental remains and sampling and obtaining DNA from dental remains.
- c. Review and provide written critical commentary of laboratory forensic casework and reports in the areas of odontology and radiographic analysis and comparisons involving dental remains.

- d. Provide advice on laboratory operations, laboratory quality assurance, and laboratory accreditation issues including corrective action.
- e. Assist in the formulation and review of laboratory standard operating procedures (SOPs) and scientific protocols.
- f. Analyze and review scientific methods used in ascertaining proposed identifications, including the use of DNA from dental remains. Assist in the formulation of validation studies for new scientific techniques.
- g. Formulate and administer external proficiency tests to the dental staff.
- h. Advise on and make recommendations regarding procurement of laboratory equipment.
- j. Provide relevant training to the staff on innovative and new scientific topics and recent advancements in the field of forensic odontology.
- k. Shall be available within 72 hours of notice to review cases involving the identification of remains processed at JPAC or at other locations in support of JPAC.
- l. Periodically travel to JPAC in Hawaii and/or Nebraska, given five days advance notice, and perform on site evaluation of facilities and audits of forensic procedures of cases in progress. Trips will not exceed two visits per year at each location. **Each trip not to exceed five days at each location.**
- m. Shall discuss/provide status on cases only to JPAC.

### 3.2 Performance Requirements Summary:

Performance Requirement	Standard	Performance Threshold
1. Analyze and check proposed identification of remains, including the application and use of DNA from dental remains and making oral and/or written recommendations that result in the progress and/or resolution of casework.	Paragraph 3.1 (a)	100% delivery and compliance.
2. Provide, or advise on, expert analysis of evidence in the areas including, but not limited to: dental morphology, dental pathology; identification of dental restorative materials by era and type; taphonomy; mass casualty resolution using dental databases; segregation of dental and non-dental remains; dental development and ageing of remains; interpreting burned, fragmented, cremated dental remains and sampling and obtaining DNA from dental remains.	Paragraph 3.1. (b)	100% delivery and compliance.
3 Review and provide written critical commentary of laboratory forensic casework and reports in the areas of odontology and radiographic analysis and comparisons involving dental remains.	Paragraph 3.1. (c)	100% delivery and compliance
4. Provide advice on laboratory operations, laboratory quality assurance, and laboratory accreditation issues including corrective action.	Paragraph 3.1. (d)	100% delivery and compliance

5. Assist in the formulation and review of laboratory standard operating procedures (SOPs) and scientific protocols.	Paragraph 3.1. (e)	100% delivery and compliance
6. Analyze and review scientific methods used in ascertaining proposed identifications, including the use of DNA from dental remains. Assist in the formulation of validation studies for new scientific techniques.	Paragraph 3.1(f)	100% delivery and compliance.
7. Formulate and administer external proficiency tests to the staff.	Paragraph 3.1(g)	100% delivery and compliance.
8. Advise on and make recommendations regarding procurement of laboratory equipment	Paragraph 3.1(h)	100% delivery and compliance.
9. Provide relevant training to the staff on innovative and new scientific topics and recent advancements in the field of forensic odontology.	Paragraph 3.1(i)	100% delivery and compliance.
10. Shall be available within 72 hours of notice to review cases involving the identification of remains processed at JPAC or at other locations in support of JPAC.	Paragraph 3.1(j)	100% delivery and compliance.
11. Periodically travel to JPAC in Hawaii and/or Nebraska, given five days advance notice, and perform on site evaluation of facilities and audits of forensic procedures of cases in progress. Trips will not exceed two visits per year at each location.	Paragraph 3.1(k)	100% delivery and compliance.
12. Shall discuss/provide status on cases only to JPAC.	Paragraph 3.1(l)	Paragraph 3.1(l)

#### 4.0 GENERAL INFORMATION

**4.1 Quality Assurance:** The Contractor is responsible for implementing and maintaining a Quality Control Program (QCP) to ensure that the work performed meets or exceeds contract requirements and results in the correction of potential and actual problems. The QCP shall be implemented on the first day of contract performance what will be reviewed and will outline actions to be taken by the Contractor, should review(s) and/or inspections identify areas requiring remedial action.

**4.2 JPAC Hours of Operation:** Normal hours of operation are 8 AM – 4 PM, Monday through Friday and exclude Federal Holidays. Deviations from the hours specified above may be requested by the Contractor and submitted to the TPOC. The Contractor shall give an advance notice of the deviation of hours to the TPOC at least five (5) business days in advance of proposed change.

#### 4.3 Federal Holidays:

New Year's Day	1 <sup>st</sup> of January
Dr. Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	4 <sup>th</sup> Monday in May
Independence Day	4 <sup>th</sup> of July
Labor Day	1 <sup>st</sup> Monday in September

Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	11 <sup>th</sup> of November
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	25 <sup>th</sup> of December

If the federal holiday falls on a Saturday, the holiday is observed on the proceeding Friday.

If the federal holiday falls on a Sunday, the holiday is observed on the following Monday.

**4.4 Place of Performance:** Contractor's place of business, except when required to travel to JPAC locations or other off-site locations.

**4.5 Period of Performance:** One year from date of contract award.

**4.6 Security Requirements:** Contractor shall be a US citizen. Use of foreign personnel is prohibited under this PWS. JPAC will provide a security briefing to all Contractor personnel prior to commencement of the work. The Contractor shall provide a picture ID for identification purposes. Contractor/consultant must wear the badge provided by JPAC CIL while on-site at all times.

**4.6.1 The Technical Point of Contact (TPOC):** The TPOC for this contract is **Vince Sava**, phone: 808-448-1746, Email: [vincent.j.sava.civ@mail.mil](mailto:vincent.j.sava.civ@mail.mil). The TPOC shall provide the Contractor with an escort during the period of work performed if required. The Contractor shall coordinate with the TPOC all arrangements for conducting on-site work when required, until project completion.

**4.7 Contractor Qualification Requirements:** The contractor/consultant must be board certified through the American Board of Forensic Odontology (ABFO) and have a minimum of 20 years of experience in the field of forensic odontology casework as well as five (5) years recent experience in knowledge of laboratory quality assurance principles and accreditation requirements. The contractor must have held a position on a Professional Board/Organization. Examples are scientific working group (or the equivalent), American Board of Forensic Odontology, and American Academy of Forensic Sciences (either at the section level or academy level) or another professionally recognized organization. The contractor must have demonstrated the ability to read, interpret, and understand military personnel dental and medical records, military mortuary affairs documentation, military message traffic, and individual deceased personnel files (IDPF). The contractor must have demonstrated the ability to read, interpret, and understand radiographs and other medical imagery. The contractor shall have qualified as an expert witness in his/her forensic specialty in Federal and/or State court on at least 5 separate occasions. The contractor shall have knowledge of accreditation criteria from the American Society of Crime Laboratory Directors—Laboratory Accreditation Board (ASCLD-LAB), and an understanding of accreditation principles and processes. The contractor shall be knowledgeable in forensic Laboratory Quality Assurance Practices and CIL Standard Operating Procedures (SOPs) as they pertain to writing, reviewing, and amending analytical notes (including images), and test reports.

**4.8 Contractor Travel:** Travel expenses must be in accordance with the current Department of Defense (DOD) Joint Travel Regulations (JTR) and Federal Acquisition Regulations (FAR) 31.205-46. Travel receipts shall be provided upon request.

## **5.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

**5.1 General:** No government furnished property or services provided.

**5.2 Records, Files, Documents, and Work Papers:** All records, files, documents, artifacts, remains, work papers, books, journals or any additional information used in the review, analysis and identification

recommendation is the property of JPAC and shall be relinquished back to the JPAC CIL upon completion of consultation.

**5.3 Publications:** Publications resulting from any casework shall be coordinated and approved by both parties. Publications and presentations by one party shall include acknowledgement of the other party.

**6.0 JPAC POLICY REGARDING CONTRACTOR/CONSULTANTS:** Contractor employees performing services shall be required to comply with all JPAC and installation rules and regulations applicable to conduct, safety, security, and procedures governing site entry and exit. JPAC can assist Contractor personnel with base access for 5 days or less. For base access passes longer than 5 days, Contractor may be required to submit personnel background checks.

## **7.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION**

7.1 The contractor shall report ALL contractor labor hours (including subcontractor 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 Services Codes

(PSCs). The Excluded PSCs are:

- (1) W, Lease 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>."