

**PERFORMANCE WORK STATEMENT (PWS) for  
Aviation Rescue Swimmers School (ARSS) Instructor Support Services  
NAVY AVIATION SCHOOLS COMMAND (NASC)**

Part 1  
General Information

1. **GENERAL:** This is a non-personal services contract to provide personnel and other items and/ or services necessary to provide two (2) instructor to augment military instructors for the Aviation Rescue Swimmers School (ARSS) at Navy Aviation Station Pensacola, FL. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1. Description of Services/Introduction: The contractor shall provide all personnel and other items and/ or services necessary to provide two (2) instructors to augment military instructors as defined in this PWS and course curriculum (**Attachment 1**). The contractor shall perform to the standards in this contract and IAW Duties & responsibilities/minimum qualifications (**Attachment 2**), OPNAV 1500.75, NETCINST 1500.13B, physical requirements, and all other safety, security, and training regulations/policies. **Note -** The contractor employee will be required to go through the government Led Instructor Under Training (IUT) process in order to get qualified. The government cannot qualify the contractor employee/instructor until they complete the High Risk Instructor screening and complete the IUT syllabus. Employee must maintain Minimum In-Test standards for duration of employment. Due to the nature of high risk training the Government will monitor/evaluate daily operations and intervene/take corrective action, if any standard processes and procedures are violated. The Quality Technical Representative will report any issues/violations to contracting, so they can resolve through the contractor.

1.2. Background: The mission of the ARSS Preparatory Course is to train, mentor and coach prospective candidates in specific core physical and mental skills; culminating in higher preparedness in the next level of training, and ultimately serve the fleet as Navy Aviation Rescue Swimmers (AIRRs). For the past few decades, active duty Navy Sailors (ARSS instructors), have conducted an on and off preparatory program for students within the training pipeline for ARSS. As part of the effort to support and sustain our mission, the Navy Aviation Schools Command (NASC) is looking to industry in order to provide two (2) instructors to augment military instructors for the Aviation Rescue Swimmers School (ARSS) at Navy Aviation Station Pensacola, FL.

1.3. Scope: The Aviation Rescue Swimmers School (ARSS) at Navy Aviation Station Pensacola, FL is acquiring instructor support services to carry out the training requirements for ARSS Preparatory Course training to military personnel in the Navy, Marines, and Coast Guard. The number of specific courses, course duration, start dates, curriculum, class size, and the number of instructors required to adequately meet ARSS mission is determined by the coordinated effort of NASC Pensacola and NETC and approved by the CNO. The contractor's sole responsibility is to provide the number of fully qualified instructors approved to meet the training requirements and to see that the training requirements are fully met as prescribed by NASC Pensacola. This training is continuous throughout the year and classes overlap and are staggered in order to meet scheduled training requirements.

1.4. Period of Performance: Period of performance shall be one (1) year.

Base year: 1 January 2023 – 31 December 2023

1.4.1 Place of Performance: The work to be performed under this contract will be performed at Naval Air Station (NAS) Pensacola, FL.

1.5. General Information

1.5.1. Recognized Holidays: The contractor is not required to perform services on holidays.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Day	Christmas Day
Independence Day	

1.5.2. Hours of Operation: The contractor is responsible for conducting business, between the hours of 07:30 am to 4:30 pm, Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

Summer hours fluctuate between 0600– 1500

The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.5.3. Quality Assurance: The government will evaluate the contractor's performance under this contract in accordance with the terms and conditions of the contract. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.5.4. Contractor Discrepancy Report (CDR): When the Contractor's performance is unsatisfactory, a CDR will be issued. The Contractor shall reply in writing within five (5) work days from the date of receipt of the CDR, giving the reasons for the unsatisfactory performance, corrective action taken, and procedures to preclude recurrence.

1.5.5. Place of Performance: The work to be performed under this contract will be performed at Navy Air Station (NAS) Building 4142 Pensacola, FL, contractor facility, and any-where else determined by the contractor.

1.5.6. Physical Security/Contract Security Requirements: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of work period, government facilities, equipment, and material shall be secured.

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

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.

#### APPLICABILITY

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 DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

#### 1.5.6.1. ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Naval Aviation Schools Command (NASC)/Naval Education Training Command (NETC) Security 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. Contractor employees will be required to complete DD FM 1172-2 (APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT). NASC Trusted Agent (TA) will work w/ applicants/contractor employees in order to create and process the form, so applicants/contractor employees can obtain a CAC through Personnel Support Detachment (PSD).

#### 1.5.6.2. ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. 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 decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

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 may 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.

#### 1.5.6.3. INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DOD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

#### 1.5.6.4. DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access 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. The contractor shall insert this clause in all subcontracts when the subcontractor is

permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

#### 1.5.6.5. CONTRACTOR'S SECURITY REPRESENTATIVE

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 requiring activity'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 and Command Security Manager.

#### 1.5.6.6. BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- . SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- . Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- . 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. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security 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. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. 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.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. 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 may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation 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 determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. 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 NACI, NACLC and SSBI have been incorporated into Tiered investigations. The command Security Manager will identify the appropriate Tiered Investigation.

#### 1.5.6.7. SECURITY SCREENING PROCESS

Security screening is conducted to determine if the contractor already meets the T3 requirements or needs to be processed for a T3 investigation.

For contractors with a valid T3 investigation reflected in JPAS, the security screening process is the review of the JPAS record by the appropriate security office as defined below. The review must ensure that there has not been a break in service that exceeds 24 months and that new derogatory information, if any, has been favorably adjudicated by the DCSA Consolidated Adjudication Services (DCSA CAS).

For contractors needing a T3 investigation, the following is required:

- Completion of e-QIP
- Fingerprint Card submission to FBI
- Verification of US Citizenship

Pre-employment Clearance Action: Employees requiring access to classified information, upon reporting to their position, will be read into access by the local command security representative. A local classified material handling indoctrination will take place at that time.

The I-9 form lists acceptable forms of identification that can be provided to prove U.S. citizenship. Dual citizens are required to renounce their secondary citizenship in order to work for the U.S. government. Citizenship can be renounced by turning in the foreign national passport to a government security officer for destruction or to the originating embassy of the passport. Individuals should request a signed affidavit from their embassy recognizing the renouncing of their citizenship.

#### Acceptable Proof of Citizenship

- a). For individuals born in the United States, a birth certificate is the primary and preferred means of citizenship verification. Acceptable certificates must show that the birth record was filed shortly after birth and it must be certified with the registrar's signature. It must bear the raised, impressed, or multicolored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable. A delayed birth certificate is one created when a record was filed more than one year after the date of birth. Such a certificate is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth. Secondary evidence may include: baptismal or circumcision certificates, hospital birth records, or affidavits of persons having personal knowledge about the facts of birth. Other documentary evidence can be early census, school, or family bible records, newspaper files, or insurance papers. All documents submitted as evidence of birth in the U.S. shall be original or certified documents.
- b). If the individual claims citizenship by naturalization, a certificate of naturalization is acceptable proof of citizenship.
- c). A Passport, current or expired, is acceptable proof of citizenship.
- d). A Record of Military Processing-Armed Forces of the United States (DD Form 1966) is acceptable proof of citizenship, provided it reflects U.S. citizenship.

e). If Citizenship is from the Island of Puerto Rico; see Puerto Rico Birth Certificates Law 191 of 2009, at web site <http://www.prfaa.com/birthcertificates/>.

f). If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence:

(1) A Certificate of Citizenship issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) or its predecessor organization.

(2) A Report of Birth Abroad of a Citizen of the United States of America

(3) A Certificate of Birth.

All contractors working within Department of Navy (DoN) and NASC spaces must be entered into the Defense Information System for Security (DISS) either by the company's Facility Security Officer (FSO) or NASC Security department.

Companies with an official Facility Security Officer (FSO)

The FSO will complete all security duties in accordance with National the Industrial Security Program Operating Manual (NISPOM) and DOD 5220.22 M. The FSO must establish an 'owning' relationship for each contractor performing work on this contract, this includes the completion of the security screening listed above. The FSO must submit a visit access request (VAR) to the NASC SMO code: 622296 via DISS. The Contracting Officer's Representative (COR) must be listed as the point of contact on the VAR. The Contractor will include the IT Position Category per SECNAV M-5510.30 for each person designated on a VAR. The VAR will be renewed annually or for the duration of the contract if less than one year. The NASC Security Office will establish an "Owning" relationship with contractors listed on VAR.

In accordance with the SECNAV M-5510.30, Navy Personnel Security Program and the NISPOM, adverse information must be reported to security. When the FSO is notified of adverse information concerning a contractor they must immediately report the adverse information to NASC Security office.

Companies without an official FSO

The Chief Executive Officer (CEO)/President must provide NASC Security Office with a listing, written on company letterhead, of contractor employees performing work on this contract. The CEO will provide the NASC Security Office with an updated listing every six months after initial listing is provided or as changes are made. The NASC Security Office will establish an owning relationship for those individuals in DISS.

All contractors performing on this contract will coordinate with the NASC Security Office to complete vetting and investigation requirements in a timely manner.

#### 1.5.6.8. INVESTIGATION DETERMINATIONS

The Department of DCSA Consolidated Adjudication Services (DCSA CAS) makes all final investigation adjudication determinations. Typically, the determination will be a favorable eligibility determination, an unfavorable determination, or no determination made (NDM).

A favorable eligibility determination means the contractor meets the security requirements to work in support of this contract.

An unfavorable investigation determination will result in the contractor being deemed ineligible to perform on the contract. If the contractor is already performing on the contract when an unfavorable determination is made, this will result in immediate removal from the NASC work spaces and the contractor will be deemed ineligible to perform on the contract.

An unfavorable determination may involve unfavorable fingerprint result or an unfavorable adjudication, which includes but is not limited to: "no determination made, loss of jurisdiction, statement of reasons (SOR), letter of intent (LOI) to deny or revoke eligibility, any stage of pending due process, denial, suspension or revocation".

#### 1.5.6.9. CONTINUOUS EVALUATION PROCESS

Continuous evaluation is the process by which all individuals who have a favorable security determination are monitored to assure they continue to meet the loyalty, reliability and trustworthiness standards expected of individuals. The monitoring process relies on all personnel to report questionable or unfavorable security information that could question an individual's loyalty, reliability, or trustworthiness. Contractors are required to report to NASC Security any incidents or situation that could affect their eligibility for continued access to sensitive information and NASC work spaces.

The following security information must be reported:

- a. Involvement in activities with persons which advocate the overthrow of the U.S
- b. Foreign influence concerns/close personal association with foreign nationals or nations
- c. Foreign citizenship (dual citizenship) or foreign monetary interests
- d. Sexual behavior that is criminal or reflects a lack of judgment or discretion
- e. Conduct involving questionable judgment, untrustworthiness, unreliability or unwillingness to comply with rules and regulations or unwillingness to cooperate with security clearance process
- f. Unexplained affluence or excessive debt/delinquent debt
- g. Alcohol abuse
- h. Illegal or improper drug use
- i. Apparent mental, emotional or personality disorder (s)
- j. Criminal conduct
- k. Noncompliance with security requirements
- l. Engagement in outside activities that could cause conflict of interest
- m. Misuse of Information Technology Systems

#### 1.5.6.10. INFORMATION SECURITY REQUIREMENTS

Information Security is governed by the SECNAV-5510.36, the Navy Information Security Program. The goal of the Information Security Program (ISP) is to efficiently and effectively protect information by delegating authority to the lowest levels possible; encouraging and advocating use of risk management principles; focusing on identifying and protecting information that requires protection; integrating security procedures so they become transparent; and, ensuring everyone understands their security roles and responsibilities and takes them seriously. The ISP applies to all official information that has been determined to require protection against unauthorized disclosure. Protecting information is critical to mission accomplishment.

This contract has no ISP requirements, including COMSEC.

#### 1.5.6.11. MATERIAL SECURITY

Material Security applies to the storage and handling of classified, pilferable, and sensitive material. At NASC, this pertains to (aviation) parts and other inventoried items. It also pertains to the protection of property, including the prevention of internal pilferage of inventoried material or major thefts of Government property, supplies and equipment located in NASC facilities, storage areas and while they are in transit.

The security afforded materials should ensure specific measures for prevention of pilferage are based on careful analysis of the conditions at each NASC storage location. This applies to all NASC facilities, i.e., office buildings, warehouses, compounds and fuel farms.

The contractor must comply with all DoN and NASC security policies and procedures governing material.

#### 1.5.6.12. PHYSICAL SECURITY and ANTITERRORISM

Physical Security is concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to installations, equipment, material, and documents; and to safeguard against espionage, sabotage, damage, and theft. Physical Security involves the total spectrum of procedures, facilities, equipment, and personnel employed to provide a secure environment. The essence of Physical Security on Navy installations at locations where military

personnel reside and during in-transit operations involves the integration of policy, doctrine, personnel, material, training, intelligence, and planning.

A Physical Security Program is part of the overall protection posture at an activity including policy and resources committed to safeguard personnel, protect property, and prevent losses. Physical Security is further concerned with means and measures designed to achieve Force Protection (FP) and Antiterrorism (AT) readiness.

Defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military and civilian forces. AT measures are taken to detect, deter, defend, defeat and mitigate acts of terror.

Contractor must comply with the Department of Navy Physical Security and Law Enforcement Program, OPNAVINST 5530.14 series, Navy Tactics, Techniques and Procedures Antiterrorism/Force Protections, NTTP 3-07.2.1. This includes the requirement for Level I Antiterrorism Training and Active Shooter Response training.

#### 1.5.6.13. **Defense Biometric Identification System (DBIDS).**

Defense Biometric Identification System (DBIDS) increases installation security and communications by receiving frequent database updates on changes to personnel/credential status, law enforcement warrants, lost/stolen cards, and force protection conditions. The system provides a continuous vetting anytime the DBIDS card is scanned at an installation entry point.

If you currently have a Navy Commercial Access Control System (NCACS) card, the following is required to get a DBIDS credential:

- Present your NCACS Card and a completed copy of the SECNAV FORM 5512/1 to the base Visitor Control Center representative.
- The VCC will pull up your information in the computer, ensuring all information is current and correct.
- Once your information is validated, a temporary DBIDS credential is provided.
- Your temporary credential will have an expiration date, prior to which you will need to obtain your permanent DBIDS credential (~ 180 days).
- For each additional U.S. Navy installation to which you need access, the first time you visit you only need to bring your DBIDS credential and statement of purpose for base access when arriving at the Visitor Control Center.
- The representative will enter base access authorization and then you may proceed to work.

If you do NOT have an NCACS Card, the following is required to obtain a DBIDS credential:

- Present a letter or official document from my government sponsoring organization that provides the purpose for your access.
- Present valid identification, such as a passport or Real ID Act-compliant state driver's license.
- Present a completed copy of the SECNAV 5512/1 form to obtain your background check.
- Upon completion of the background check, the Visitor Control Center representative will complete the DBIDS enrollment process, which includes your photo, finger prints, base restrictions and several other assessments; after all this is done, you will be provided with your new DBIDS credential.
- You may now proceed to work.

For additional questions about obtaining a DBIDS card, contact your local base visitor control center.

Additional information is available at <https://www.cnic.navy.mil/om/dbids.html>.

1.5.7. **Special Qualifications:** Contractor shall provide technician with the following skills:



Technical personnel must be fully qualified and certified to perform the required training. Contractor shall provide required documents/resume that ensures applicants/instructors/key personnel are qualified to perform the services/training.

In order to facilitate evaluation of proposals, resumes shall clearly identify the position the individual is being proposed for and shall demonstrate the individual's education, certifications, credentials, relevant training, and experience supporting similar requirements to the PWS.

For those individuals proposed, a signed letter of intent indicating acceptance by the individual to support this contract shall be provided for each individual, to include those individuals that are currently an employee of the Offeror or its subcontractors.

There is a two (2) Page Limit per resume and a two (2) Page Limit per Letter of Intent. The Offered shall demonstrate its ability to deliver the proposed individuals at time of quote.

1.5.8. Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office. The contracting officer, Quality Technical Representative, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.5.9. Key Personnel: The following contractor personnel are considered key personnel by the government: The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer by the contract start date. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 0900 – 1700 Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons. Key personnel are listed below:

Company POC/Supervisor: Within 5 days after contract award, the Contractor shall provide the Contracting Officer & the Quality Technical Representative in writing the name of the assigned Supervisor who will be responsible for ensuring that the requirements of the contract are performed. The Supervisor will oversee the quality of work and be the point of contact for the authorized government representative.

1.5.10. Identification of Contractor Employees: When contractor personnel perform the services required in this contract on a Government installation they are required to possess and wear an identification badge that displays his or her name and the name of the Company. The contractor shall ensure that contractor personnel identify themselves as contractors when attending meetings, answering Government telephones, providing any type of written correspondence, or working in situations where their actions could be construed as official Government acts. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.5.11. Contractor Travel: N/A

1.5.12. Other Direct Costs N/A

1.5.13. Data Rights: N/A

Not Applicable. This requirement will not utilize Contractor Technical data or data rights as defined by FAR Subpart 27.4.

1.5.14. Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information

(e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.5.17. Safety. The contractor shall follow all safety regulations and other appropriate safety rules during all training. The contractor shall ensure safe operations at all NASC venues, offices, and all other facilities.

1.5.18. Occupational Safety and Health Agency (OSHA) Compliance. The contractor shall comply with all OSHA and other regulatory requirements.

1.5.19 DBIDS: Defense Biometric Identification System (DBIDS). The Defense Biometric Identification System (DBIDS) is a DoD-owned and operated system developed by Defense Manpower Data Center as a force protection program to manage personnel identity and access at DoD installations. DBIDS is a network database system designed to easily verify access authorization of personnel entering military installations by using barcodes and fingerprint biometric identifications.

To improve management and force protection at Navy installations, the Navy is transitioning from using the Navy Commercial Access Control System (NCACS) to the Defense Biometric Identification System (DBIDS) for Contractors and vendors requiring access to an installation at no cost to them. The transition will begin 17 April 2017 and individuals will have up to 180 days to obtain the permanent card. After August 14, 2017, NCACS cards will no longer be accepted.

In order to obtain base access, an individual needs to acquire DoD sponsorship, have a thorough identity check, be properly vetted, and have a legitimate reason for base access. Identity checks require a passport or a Real ID Act-compliant state driver's license. Vetting occurs when the individual's background and ID are compared against authoritative criminal justice data bases, and the individual has a letter or official document from the sponsoring organization which articulates the reason for access. When the above criteria are satisfactorily met, DBIDS credentials are issued.

NCACS cardholders will have 120 days from April 17, 2017 to obtain a temporary DBIDS paper pass. After the applicant obtains their DBIDS paper pass, they will have an additional 180 days to obtain an actual DBIDS card at no cost. Those requesting new access onto installations will receive the DBIDS card at the same time they are initially approved for access. After August 14, 2017, NCACS cards will no longer be accepted for installation access.

Additional information is available at <https://www.cnic.navy.mil/om/dbids.html>.

## PART 2 DEFINITIONS & ACRONYMS

### 2.1. DEFINITIONS:

2.1.1. CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

- 2.1.2. **CONTRACTING OFFICER.** A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.
- 2.1.3. **DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.
- 2.1.4. **DELIVERABLE.** Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.
- 2.1.5. **KEY PERSONNEL.** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.
- 2.1.6. **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.
- 2.1.7. **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.
- 2.1.8. **QUALITY CONTROL.** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.
- 2.1.9. **SUBCONTRACTOR.** One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.
- 2.1.10. **WORK DAY.** The number of hours per day the Contractor provides services in accordance with the contract.
- 2.1.11. **WORK WEEK.** Monday through Friday, unless specified otherwise.
- 2.1.12. **ACRONYMS:**

AT	Antiterrorism
ATO	Antiterrorism Officer
CAC	Common Access Card
CDR	Contractor Discrepancy Report
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
DOD	Department of Defense
FAR	Federal Acquisition Regulation
KO	Contracting Officer
NDA	Non-disclosure Agreement
OCI	Organizational Conflict of Interest
ODC	Other Direct Costs
OPSEC	Operations Security
POC	Point of Contact
PoP	Period of Performance
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance

PART 3  
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

**3. GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1. Services: N/A

3.2. Facilities: Workspace/locker will be provided in Building 3828.

3.3. Utilities: The Government will provide all utilities in the facility where the services are being performed. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

3.4. Equipment: Government will provide work equipment to include but limited to two (2) PT shirts, one hat, and mask/fin/snorkel.

3.5. Materials: No Materials will be provided.

3.6. Return of Government Furnished Items: The Contractor may, at any time, return the items it no longer needs for the performance of this PWS; however, returned items will not be replaced by the Government, and the unavailability or lack of the items under these circumstances will not excuse nonperformance, or justify increase in cost to the Government. The Contractor shall notify the Government in writing of its intent to return items.

3.7. Missing, Stolen, Lost, and Recovered Property: N/A

PART 4  
CONTRACTOR FURNISHED ITEMS AND SERVICES

**4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

4.1. General: The contractor shall provide all personnel and other items and/ or services necessary to provide two (2) instructor to augment military instructors as defined in this PWS and course curriculum (Attachment 1). The contractor shall perform to the standards in this contract and IAW Duties & responsibilities/minimum qualifications (Attachment 2), OPNAV 1500.75, NETCINST 1500.13B, physical requirements, and all other safety, security, and training regulations/policies.

4.2. Equipment: N/A

PART 5  
SPECIFIC TASKS

**5. Specific Tasks:**

5.1. Basic Services. The contractor shall provide all personnel and other items and/ or services necessary to provide two (2) instructor to augment military instructors as defined in this PWS and course curriculum (Attachment 1).

5.2. The contractor shall perform to the standards in this contract and IAW Duties & responsibilities/minimum qualifications (Attachment 2), OPNAV 1500.75, NETCINST 1500.13B, physical requirements, and all other safety, security, and training regulations/policies. The contractor shall complete and perform to the standards in this contract and IAW **Duties & responsibilities/minimum qualifications (Attachment 2)**, OPNAV 1500.75, NETCINST 1500.13B, physical requirements, and all other safety, security, and training regulations/policies. **Note -** The contractor employee will be required to go through the government Led Instructor Under Training (IUT) process in order to get qualified. The government cannot qualify the contractor employee/instructor until they complete the High Risk Instructor screening and complete the IUT syllabus. Employee must maintain Minimum In-Test standards for duration of employment. Due to the nature of high risk training the Government will monitor/evaluate daily operations and intervene/take corrective action, if any standard processes and procedures are violated. The Quality Technical Representative will report any issues/violations to contracting, so they can resolve through the contractor.

5.3. Personnel Qualifications. The Contractor shall be responsible for employing technically qualified personnel to perform the effort set forth herein and in **Duties & responsibilities/minimum qualifications (Attachment 2)**. The Contractor shall maintain the organization and administrative control necessary to ensure that the work delivered meets the contract requirements. The work history of each contractor employee shall contain experience directly related to the task and functions he/she is intended to perform under this contract.

5.4 Personnel Resumes. For all proposed personnel, provide a resume of the work assignments, training, etc., that demonstrates the experience and specialized qualifications of each key person proposed. Resumes shall contain, at a minimum, the following information:

- Employee name
- Years of employment experience in chronological order including narrative description of duties and responsibilities
- Current position, title and employer
- Educational history
- Institution name, degree or certification earned, and year for all degrees or certifications earned
- Current level of security clearance and status (final, interim, or pending)

The Government may check educational background to verify degrees or certifications received.

If the qualification (i.e. education, experience) does not readily or easily compare to the minimum qualification stated in the PWS and Attachment 2, the offeror shall provide an explanation as to the equality of the proposed qualification to meet the minimum qualification.

PART 6  
ATTACHMENT/TECHNICAL EXHIBIT LISTING

6. **Attachment:**

6.1. Attachment 1 – A-050-0612 TCCD - Course Curriculum

6.2. Attachment 2 – Duties & responsibilities/minimum qualifications

**TECHNICAL EXHIBIT 1**

**Performance Requirements Summary**

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

<b>Performance Element</b>	<b>Performance Requirement</b>	<b>Surveillance Method</b>	<b>Frequency</b>	<b>Acceptable Quality Level</b>
Part 5 Specific Tasks 5.2	Conduct scheduled training at Aviation Rescue Swimmers School (ARSS) at Navy Aviation Station Pensacola, FL. IAW PWS 5.1. Training will be taught as scheduled IAW the course syllabus/curriculum and completed within the scheduled timeframe. All areas identified in the course outline will be thoroughly covered.	Inspection by the Quality Technical Representative /Instructors	Continual	Student feedback and instructor monitoring/evaluation
Part 5 Specific Tasks 5.3	The contractor employee will be required to go through the government Led Instructor Under Training (IUT) process in order to get qualified. Employee <b>must</b> maintain Minimum In-Test standards for duration of employment.	Inspection by the Quality Technical Representative /Instructors	Continual	Student feedback and instructor monitoring/evaluation

**TECHNICAL EXHIBIT 2**

**DELIVERABLES SCHEDULE**

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
1.5.8. List of Technical Personnel information	15 Days prior to commencement of work	1 Copy	By email	Quality Technical Representative
1.5.11. POC/Supervisor	Contract Start Date	1 Copy	By email	Quality Technical Representative