

# **CONTRACT SUPPORT REQUIREMENT PROJECTIONS**

Information regarding the projected  
Contract support requirements of AMA-500  
In all currently identified labor categories  
For the period of August 1, 2006, through January 31, 2007

**SOLELY** for use in connection with the solicitation for an  
Air Traffic Instructional Support Service Contract

DTFAAC-06-R-02043

## **Appendix B**

Prepared by:  
AMA-500 Staff

June 19, 2006

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- Task 2 Air Traffic Division Program Support  
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**Task 1: Contract Management and Administration**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

**Task 1: Base Period Support Requirements**

08/01/06 through 1/31/07

- 1 Project Manager
- 1 Assistant Project Manager
- 1 Administrative Assistant
- 2 Secretaries

**Task 2: Air Traffic Division Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

**Task 2: Base Period Support Requirements**

**Subtask 2A: Program Support**

08/01/06 through 01/31/07    2 Training Material Coordinators

**Subtask 2B: Pseudo-Pilot Administration Requirements**

08/01/06 through 1/31/07    1 Pseudo-Pilot Coordinator  
5 Pseudo-Pilot Supervisors

**Subtask 2B: Pseudo-Pilot Support**

08/01/06 through 01/31/07    Ranging from 30-70 pilots

**Task 3: International Instruction and Instructional Design Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

**Task 3: Base Period Support Requirements**

08/01/06 through 01/31/07 No Requirement

**Task 10: Initial Training Branch Instructor and Instructional Design Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

**Task 10: Base Period Support Requirements**

- |                           |  |
|---------------------------|--|
| 08/01/06 through 01/31/07 | 1 Supervisor (Instructor/Terminal SME/Backfill)  |
|                           | 2 Instructors (Basic/Terminal SME/Backfill)      |
|                           | 2 Instructors (En Route SME/Backfill Instructor) |
|                           | 1 Instructor (Meteorology)                       |
|                           | 1 Instructor (Flight Service)                    |
|                           | 2 Instructional Systems Specialists              |
|                           | 2 Education Specialists                          |
|                           | 2 Desktop Publishing Technicians                 |

**Task 11: En Route Training Section Instructional Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

**Task 11: Base Period Support Requirements**

08/01/06 through 01/31/07	4 Supervisors (Instructor/En Route ATCS)
08/01/06 through 01/31/07	80 Instructors (En Route ATCS)

**Task 12: Terminal Radar Training Section Instructional Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

**Task 12: Base Period Support Requirements**

08/01/06 through 01/31/07	1 Supervisor (Instructor/Terminal ATCS Radar)
08/01/06 through 01/31/07	10 Instructors (Terminal ATCS Radar)

**Task 13: Tower Cab Training Section Instructional Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

**Task 13: Base Period Support Requirements**

08/01/06 through 01/31/07    2 Supervisors (Instructor/Basic Terminal ATCS)

08/01/06 through 01/31/07    16 Instructors (Basic Terminal ATCS)

**Task 14: Flight Service Training Section Instructional Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

**Task 14: Base Period Support Requirements**

08/01/06 through 01/31/07 No Requirement (Instructor/Flight Service ATCS)

**Task 20: Specialized Training Branch Instructional Design Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award. **NOTE: The Task 20 supervisor will also supervise the Task 21 instructors.**

**Task 20: Base Period Support Requirements**

- |                           |                                     |
|---------------------------|-------------------------------------|
| 08/01/06 through 01/31/07 | 1 Supervisor (Instructor)           |
|                           | 3 Instructional Systems Specialists |
|                           | 3 Desktop Publishing Technicians    |
|                           | 1 Technical Writer                  |
|                           | 1 Education Specialist              |

**Task 21: Staff Training Section Instructional Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

**Task 21: Base Period Support Requirements**

08/01/06 through 01/31/07 4 Instructors (Quality Assurance)

**Task 22: Operations Training Section Instructional Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

**Task 22: Base Period Support Requirements**

08/01/06 through 01/31/07	1 Supervisor (OE/AAA)
	2 Instructors (TMU)
	2 Instructors (Obstruction Evaluation)
	2 Instructors (Airspace and Procedures)

**Task 30: System Support Branch Instructional Design Support**

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

**Task 30: Base Period Support Requirements**

08/01/06 through 01/31/07	1 Supervisor (Instructional Systems Specialist II)
	3 ISD Specialists II
	1 Computer Programmer III
	1 Computer System Analyst I
	4 Computer Programmers II
	4 Desktop Publishers

# **Contract Task/Subtask Descriptions**

Information regarding the description of  
And unique features of  
Active tasks and subtasks

for use in connection with the solicitation for an  
Air Traffic Instructional Support Service Contract

**Contract Number**  
**DTFAAC-06-R-02043**

Prepared by the AMA-500 Staff

APPENDIX C  
5-5-2006

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Revisions

Revision Number	Date	Nature of Changes

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## **Task 1**

### **Contract Management and Administration**

#### **Scope of the Task**

The contractor shall furnish a Project Manager and Alternate Project Manager, who will be responsible for providing oversight and management of all contract personnel employed in direct support of this contract. The contractor shall also furnish any additional clerical, administrative, and managerial positions required for the administration of this contract, and which are proposed at direct cost to this contract. This task includes two subtasks, described below.

#### **Subtask 1A – General Management and Administration**

The contractor shall furnish those clerical, administrative, and managerial positions required to effectively administer all tasks and subtasks under this contract and which are proposed at direct cost to this contract. Positions other than Project Manager and Alternate Project Manager shall be subject to negotiation.

#### **Dedicated Contract Management**

Both the Project Manager and Alternate Project Manager shall be fully dedicated to this contract and shall not be utilized by the contractor in support of other activities without the express approval of the CO or COR.

#### **Contract Management Authority**

Both the Project Manager and Alternate Project Manager shall have full authority to act on behalf of the contractor, and any limitations to this authority must be clearly indicated in the contractor's proposal.

#### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS. Any proposed use of AWS by the contractor shall take precedence over work schedule preferences.

#### **Travel**

Support under this contract occasionally requires contract personnel to travel as part of their normal assigned duties. Such travel, when required, will almost exclusively be within the confines of the territories and possessions of the United States but may also be to other countries. Reimbursement of travel expenses will be in accordance with provisions found in the Statement of Work.

#### **Tasking Communication**

FAA requirements for the Project Manager and Alternate Project Manager are expected to remain constant throughout the life of this contract under normal circumstances. Whatever other positions are requested by the contractor and approved through negotiations with the Government are likewise expected to remain as constant requirements. All of these positions must nevertheless be subject to additional negotiation in the event changes arise in the projected workload of other tasks under this contract. Therefore, the COR shall prepare a Task Description Sheet for each subtask each performance period, outlining the specific support requirements for that

period, and those Task Description Sheets shall be subject to further revision as required.

## **Task 2**

### **Air Traffic Division Program Support**

#### **Scope of the Task**

The contractor shall furnish instructors, instructional support personnel, and other support personnel required to assist in activities supporting the Air Traffic Division (AMA-500) in managing the overall training program which do not fall clearly within the scope of any other tasks under this contract. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services. This task includes two subtasks, described below.

#### **Subtask 2A - Program Support**

The contractor shall furnish support personnel, with the exception of Pseudo-Pilots, required to assist in activities that support AMA-500 in managing the overall training program which do not fall clearly within the scope of any of the other tasks under this contract. The contract staff shall augment an existing FAA cadre of specialists in completing tasked services. Examples would include, but need not be limited to, such activities as supply support personnel.

#### **Subtask 2B - Pseudo-Pilot Support**

The contractor shall furnish Pseudo-Pilots to assist in activities within the scope of the training program managed by AMA-500, which do or do not tie directly to specific courses supported by other types of personnel under other tasks. Examples of such activity would include, but need not be limited to, such activities as En Route pilots, Terminal pilots, International pilots, Tower Cab pilots, and support for human factors testing in conjunction with the Civil Aerospace Medical Institute's Human Resources Research Division (AAM-500). This subtask utilizes pseudo-pilot support in only limited portions of classes. Pseudo-Pilots will only be required on an intermittent, part-time basis in this subtask.

#### **Time of Work**

Support for Subtask 2A will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. While occasional activity outside these hours is possible in Subtask 2A, none is currently anticipated. In Subtask 2B, support between the hours of 6:00 p.m. and 6:00 a.m. will be required where class schedules necessitate such activity.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under Subtask 2A. Should such utilization be proposed, the contractor will demonstrate the benefit to the FAA and how it will minimize risks associated with AWS. Any proposed use of AWS schedules by the contractor shall ensure subtask requirements will take precedence over work schedule preferences.

The day-to-day support requirements for Subtask 2B are driven by class schedules, which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirements must take precedence, no AWS schedules will be permitted in Subtask 2B.

**Tasking Communication**

Support requirements for this task will be communicated using two distinctly different documents. The first will be a Task Description Sheet (TDS), which shall be prepared each performance period, for Subtask 2A. The other, for Subtask 2B, will be a Pseudo-Pilot Requirements Schedule, which will reflect pilot requirements for all Tasks and Subtasks. Each of these documents shall be subject to revision as needed.

**Pseudo-Pilot Requirements Schedule**

While the information presented in each period's TDS may provide sufficient detail to allow for such activities as long-term planning and budget preparation, it is not sufficient for daily pilot scheduling. Accordingly, this information will be supplemented by monthly Pilot Requirement Schedules, maintained and distributed by the COR. These schedules will depict the daily pilot support requirements for the entire contract, broken down by task and subtask, by shift assignment, and by activity type.

### **Task 3**

#### **International ATC Training Support**

##### **Scope of the Task**

The Air Traffic Division is tasked to support the Academy's International Training Service Center (ITSC) (AMA-800). Accordingly, the contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of courses managed by AMA-800 on an as-needed basis when support is requested by AMA-800. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services. This task includes two subtasks, described below.

##### **Subtask 3A - Instructional and Instructional Design Support**

The contractor shall furnish instructors required to assist in the conduct and administration of those ATC training courses managed by AMA-800).

##### **Subtask 3B - Pseudo-Pilot Support**

The contractor shall furnish Pseudo-Pilots required to assist in the conduct and administration of those courses managed by AMA-800. Subtask 3B utilizes Pseudo-Pilot support in only limited portions of classes, and they will only be required on an intermittent, part-time basis in this subtask.

##### **Time of Work**

Support for this task will be required during normal course hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening-shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation, and should constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

##### **Evening-Shift Work**

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

##### **Travel**

While the majority of support in this task will be required at the MMAC campus, instructors may be required to travel to international locations.

##### **Foreign Holidays**

Whenever instructors travel to international locations, they will observe the holidays of their host country, even where they differ from holidays described elsewhere in this contract.

##### **Alternate Work Schedules (AWS)**

The day-to-day support requirements for this task are driven by class schedules, which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirements must take precedence, no AWS schedules will be permitted in this task.

##### **Tasking Communication**

Support requirements for Tasks 3A and 3B will be communicated through sequentially numbered projects.

## **Task 10**

### **Initial Training Branch Instructional Design Support**

#### **Scope of the Task**

The contractor shall furnish instructors and instructional systems design (ISD) personnel required to assist in the development, maintenance and administration of courses managed by the Initial Training Branch (AMA-510). ISD personnel under this task may include instructors serving as subject matter experts. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services. This includes two subtasks, described below.

#### **Subtask 10A – Instructional System Design Support**

The contractor shall furnish ISD personnel to assist in the development, maintenance, and administration of those courses managed by AMA-510. ISD personnel under this task may include instructors serving as subject matter experts. Instructional personnel assigned to this task shall augment their respective unit (En Route, Terminal Radar, Tower Cab, and Flight Service) as instructors when the need arises in AMA-511, AMA-512, AMA-513, and AMA-514, respectively. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

#### **Subtask 10B – Instructional Support**

The contractor shall furnish instructors required to assist in the conduct, development, maintenance, and administration of those Air Traffic Basics courses managed by AMA-510. These instructional personnel shall also augment their respective units (En Route, Terminal Radar, Tower Cab, and Flight Service) as instructors when the need arises in AMA-511, AMA-512, AMA-513, and AMA-514, respectively. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

#### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. Occasional activity outside these hours is possible for instructional personnel.

#### **Evening Shift Work**

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m., but occurrences for instructional personnel could arise.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, however, the contractor will demonstrate the benefit to the FAA and how it will minimize risks associated with AWS. Any proposed use of AWS by the contractor shall ensure task requirements will take precedence over work schedule preferences.

#### **Tasking Communication**

The COR shall prepare a Task Description Sheet for each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

## **Task 11**

### **En Route Training Section Instruction Support**

#### **Scope of the Task**

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of courses managed by the En Route Training Section (AMA-511). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

#### **Instructional Support**

The contractor shall furnish instructors required to assist in the conduct and administration of courses managed by AMA-511.

#### **Time of Work**

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. Evening-shift operations should constitute less than 35 percent of the total support under this task.

#### **Evening Shift Work**

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **Alternate Work Schedules (AWS)**

The day-to-day support requirements for this task are driven by class schedules, which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirements must take precedence, no AWS schedules will be permitted in this task.

#### **Tasking Communication**

The COR shall prepare a Task Description Sheet for each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

## **Task 12**

### **Terminal Radar Training Section Instruction Support**

#### **Scope of the Task**

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of those courses managed by the Terminal Radar Training Section (AMA-512). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

#### **Instructional Support**

The contractor shall furnish instructors required to assist in the conduct and administration of those courses managed by AMA-512.

#### **Time of Work**

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening-shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. Evening-shift operations should constitute less than 35 percent of the total support under this task.

#### **Evening Shift Work**

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **Alternate Work Schedules (AWS)**

The day-to-day support requirements for this task are driven by class schedules, which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirements must take precedence, no AWS schedules will be permitted in this task.

#### **Tasking Communication**

The COR shall prepare a Task Description Sheet for each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

## **Task 13**

### **Tower Cab Training Section Instruction Support**

#### **Scope of the Task**

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of those courses managed by the Tower Cab Training Section (AMA-513). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

#### **Instructional Support**

The contractor shall furnish instructors required to assist in the conduct and administration of those courses managed by AMA-513.

#### **Time of Work**

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening-shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. Evening-shift operations should constitute less than 35 percent of the total support under this task

#### **Evening Shift Work**

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **Alternate Work Schedules (AWS)**

The day-to-day support requirements for this task are driven by class schedules, which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirements must take precedence, no AWS schedules will be permitted in this task

#### **Tasking Communication**

The COR shall prepare a Task Description Sheet for each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

**Task 14**  
**Flight Service Training Section Instruction Support**

**Scope of the Task**

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of those courses managed by the Flight Service Training Section (AMA-514). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

**Instructional Support**

The contractor shall furnish instructors required to assist in the conduct and administration of those courses managed by AMA-514.

**Time of Work**

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. Due to the outsourcing of the Flight Service Station occupation for the lower 48 states, no resident classes are expected to be scheduled. Evening-shift operations should constitute 0 percent of the total support under this task.

**Evening Shift Work**

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

**Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, however, the contractor will demonstrate the benefit to the FAA and how it will minimize risks associated with AWS. Any proposed use of AWS by the contractor shall ensure task requirements will take precedence over work schedule preferences.

**Tasking Communication**

The COR shall prepare a Task Description Sheet for each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

## **Task 20**

### **Specialized Training Branch Instructional Design Support**

#### **Scope of the Task**

The contractor shall furnish instructional systems design (ISD) personnel required to assist in the development, maintenance, conduct, and administration of those courses managed by the Specialized Training Branch (AMA-520). ISD personnel under this subtask may include instructors serving as subject matter experts. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services. Development guidelines, courseware development process guides, branch directives, and other developmental tools utilized by the FAA shall be a requirement for this task.

#### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

#### **Evening Shift Work**

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, however, the contractor will demonstrate the benefit to the FAA and how it will minimize risks associated with AWS. Any proposed use of AWS by the contractor shall ensure task requirements will take precedence over work schedule preferences.

#### **Tasking Communication**

The COR shall prepare a Task Description Sheet for each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

## **Task 21**

### **Staff Training Section Instruction Support**

#### **Scope of the Task**

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct/administration of courses managed by the Staff Training Section (AMA-521). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services and instructors may be called upon to serve as subject matter experts in support of development/revision efforts.

#### **Time of Work**

The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening-shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. Evening-shift operations should constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

#### **Alternate Work Schedule**

The day-to-day support requirements for this task are driven by class schedules, with class hours of either 7:00 a.m. to 3:30 p.m. or 8:00 a.m. to 4:30 p.m., which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirements must take precedence, no AWS schedules will be permitted in this task.

#### **Tasking Communication**

The COR shall prepare a Task Description Sheet for each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

## **Task 22**

### **Operations Training Section Instruction Support**

#### **Scope of the Task**

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of courses managed by the Operations Training Section (AMA-522). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services and instructors may be called upon to serve as subject matter experts in support of development/revision efforts.

#### **Time of Work**

The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening-shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. Evening-shift operations constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

#### **Alternate Work Schedules (AWS)**

The day-to-day support requirements for this task are driven by class schedules, with class hours of either 7:00 a.m. to 3:30 p.m. or 8:00 a.m. to 4:30 p.m., which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirements must take precedence, no AWS schedules will be permitted in this task.

#### **Tasking Communication**

The COR shall prepare a Task Description Sheet for each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

## **Task 30**

### **System Support Branch Instructional Design Support**

#### **Scope of the Task**

The contractor shall furnish instructional systems design (ISD) personnel required to assist and augment an existing FAA cadre of specialists in the accomplishment of their tasked activities, including various support projects, as well as the development and maintenance of courses and/or course components managed by the System Support Branch (AMA-530). These courses/course components require the support of personnel with specialized expertise (e.g., computer programming), as well as a variety of other support positions. Instructors from other tasks will serve as subject matter experts for ISD efforts under this task.

#### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize alternate work schedules (AWS) under this task. Should such utilization be proposed, however, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS. Further, any proposed use of AWS by the contractor shall ensure task requirements will take precedence over work schedule preferences.

#### **Tasking Communication**

The COR shall prepare a Task Description Sheet for each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

# **Contract Support Position Descriptions**

Information regarding the description of  
Qualifications for and certification requirements of  
Specific labor categories required by  
**AMA-500**

for use in connection with the solicitation for an  
Air Traffic Instructional Support Service Contract

**DTFAC-AC-06-R-02043**

Appendix D

Prepared by AMA-500 Staff

5-5-2006

### Change History

Revision No.	Date	Description of Change

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## **Section 1** **General**

### **Labor Category Definitions**

Labor categories used in this document have, wherever possible, been extracted from the Service Contract Act Directory of Occupations, which can be found online at <http://www.dol.gov/esa/regs/compliance/whd/wage/main.htm>. These labor categories as used within this document shall have the meaning set forth in the most current edition of that publication.

### **General Requirement - All Labor Categories**

Regardless of labor category, all personnel employed in support of this contract shall be familiar with the operation of personal computers, standard operating systems equivalent to that used by the FAA, and with standard application software equivalent to that utilized in their proposed positions.

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## **Section 2** **Instructor Positions**

### **Alternate Qualifications**

Candidates for instructor positions, regardless of their area of specialty, may be considered qualified for their proposed position if they have held an instructional position equivalent to the positions for which they are being proposed within the 2 years preceding their appointment under this contract. Further, the equivalent instructional position must have been held for a minimum of 1 year. Determinations as to the equivalency of previously held instructor positions shall be made by the COR as part of the FAA's review of the candidate's qualifications.

### **Labor Categories**

The position of Instructor is described in the Service Contract Act Directory of Occupations. These positions, in reference to their purely "instructional" duties, shall have the meaning set forth in the most current edition of that publication. However, under this contract, instructors may also be required to provide support as subject matter experts in the development, revision, and maintenance of course materials, utilizing all applicable media. The following instructor labor categories represent those areas of specialization anticipated as requirements under this contract as of the date of this document.

## **Instructor (Basic Aviation)**

These instructors will primarily assist in the conduct and administration of Course 50043, Air Traffic Basics (Terminal), and Course 50143, Air Traffic Basics (En Route), which deal with aviation topics such as aerodynamics, aviation charts, and airport marking that do not require specific knowledge of ATC procedures and practices. They may also be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall:

- a. Have 3 years of experience as a certified flight instructor, **or**
- b. Be an instrument-rated pilot plus have a minimum of 3 years of experience as an instructor in an equivalent position, **or**
- c. Have a minimum of 3 years of experience as a facility certified ATCS in either a civilian or military ATC facility plus have a minimum of 3 years of experience as an instructor in an equivalent position.

Qualifying experience for **a** and **b** above, as well as qualifying instructional experience in **c** above, shall have been within the 5 years preceding proposed appointment under this contract.

### **Certification**

Instructor trainees shall participate in an FAA-approved Instructor Orientation course which will consist of lecture and laboratory exercises. Trainees shall achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. The AMA-511 FAA Supervisor or his/her designee shall observe the trainee for a minimum of 1 hour to determine if the trainee possesses mastery of subject matter and instructional technique. The AMA-511 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-511 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Basic Terminal ATC)**

These instructors will primarily assist in the conduct and administration of Course 50043, Air Traffic Basics (Terminal), and with those portions of Course 50046, Initial Tower Cab Training, which do not involve RADAR, although they may also be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT or TRACON or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level III terminal ATC facility or an FAA ATC-7 facility. In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years preceding proposed appointment under this contract.

### **Certification**

Classroom/laboratory instructor trainees shall participate in an FAA-approved Instructor Orientation course which will consist of lecture and laboratory exercises. Instructor trainees shall achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. Trainees shall successfully complete both classroom and laboratory certification procedures described below.

### **Classroom Certification**

The AMA-513 FAA Supervisor or his/her designee shall observe the instructor trainee for a minimum of 1 hour to determine if the trainee possesses mastery of subject matter and instructional technique. The AMA-513 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results of the results.

### **Laboratory Certification**

A certified instructor shall monitor the instructor trainee's progress. When the contract supervisor deems the trainee qualified for certification, he/she shall make that recommendation to the AMA-513 FAA Supervisor. Upon receiving this recommendation, the trainee shall demonstrate technical proficiency on all laboratory positions during a series of evaluation scenarios, not to exceed 80 percent complexity and volume. The trainee shall also demonstrate an ability to grade the performance of a student in accordance with established standards. The AMA-513 FAA Supervisor or his/her designee shall observe the trainee during these scenarios and document the trainee's performance. The AMA-513 FAA Supervisor or his/her designee will notify the contract employee's supervisor and the COR of the results.

If the AMA-513 FAA Supervisor or his/her designee finds the trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Terminal ATC RADAR)**

These instructors will primarily assist in the conduct and administration of those portions of Course 50034, Terminal Basic Radar Training, and Course 50029, Rehired Terminal Controller Training, although they may also be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian TRACON or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level III terminal ATC facility or an FAA ATC-8 facility. In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years prior to proposed appointment under this contract.

### **Certification**

To be eligible for certification, classroom/laboratory instructor trainees shall observe certified instructors in one full session of those portions of a course to which they will be assigned instructional duties. Trainees shall achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. Trainees shall successfully complete both classroom and laboratory certification procedures described below.

### **Classroom Certification**

The AMA-512 FAA Supervisor or his/her designee shall observe the instructor trainee for a minimum of 1 hour to determine if the trainee possesses mastery of subject matter and instructional technique. The AMA-512 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

### **Laboratory Certification**

A certified instructor shall monitor the instructor trainee's progress. When the contract supervisor deems the trainee qualified for certification, he/she shall make that recommendation to the AMA-512 FAA Supervisor. Upon receiving this recommendation, the trainee shall demonstrate technical proficiency during an evaluation scenario, not to exceed 80 percent complexity and volume. The AMA-512 FAA Supervisor or his/her designee shall observe the trainee during these scenarios and document the trainee's performance. The AMA-512 FAA Supervisor or his/her designee will notify the contract employee's supervisor and the COR of the results.

If the AMA-512 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in that job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Terminal SME)**

These instructors will primarily assist in the development, revision, and maintenance of Terminal ATC-option training courses and materials and with various ISD projects, although they may also be assigned instructional duties in one or more Terminal ATC courses.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT or TRACON or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level III terminal ATC facility or an FAA ATC-8 facility. In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years prior to proposed appointment under this contract.

### **Certification**

Personnel in these positions, with the exception of those who are assigned to perform instructional duties, do not require FAA certification. Personnel who will be assigned instructional duties at any time require FAA certification and shall follow procedures equivalent to those outlined for the applicable instructor specialty.

### **Risk/Sensitivity Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (En Route ATC)**

These instructors will primarily assist in the conduct and administration of Course 50143, Air Traffic Basics (En Route); Course 50145, Initial En Route Training; and Course 50033, Rehired En Route Controller Training, although they may also be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ARTCC or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level II en route ATC facility or an FAA ATC-10 facility. In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years preceding proposed appointment under this contract.

### **Certification**

Classroom/laboratory instructor trainees shall participate in an FAA-approved Instructor Orientation course which will consist of lecture and laboratory exercises. Trainees shall achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. Trainees shall then successfully complete both classroom and laboratory certification procedures described below.

### **Classroom Certification**

The AMA-511 FAA Supervisor or his/her designee shall observe the instructor trainee for a minimum of 1 hour to determine if the trainee possesses mastery of subject matter and instructional technique. The AMA-511 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

### **Laboratory Certification**

A certified instructor shall monitor the instructor trainee's progress. When the contract supervisor deems the trainee qualified for certification, he/she shall make that recommendation to the AMA-511 FAA Supervisor. Upon receiving this recommendation, the trainee shall be required to demonstrate technical proficiency during an evaluation scenario, not to exceed 80 percent complexity and volume. The AMA-511 FAA Supervisor or his/her designee shall observe the trainee during these scenarios and document the trainee's performance. The AMA-511 FAA Supervisor or his/her designee will notify the contract employee's supervisor and the COR of the results.

If the AMA-511 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

### **Instructor (En Route SME)**

These instructors will primarily assist in the development, revision, and maintenance of en route ATCS-option training courses and materials and with various ISD projects, although they may also be assigned instructional duties in one or more en route ATCS-option courses.

#### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ARTCC or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level II en route ATC facility or an FAA ATC-10 facility. In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years prior to proposed appointment under this contract.

#### **Certification**

Personnel in these positions, with the exception of those who are assigned to perform instructional duties, do not require FAA certification. Personnel who will be assigned instructional duties at any time require FAA certification and shall follow procedures equivalent to those outlined for the applicable instructor specialty.

#### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

### **Instructor (Flight Service SME)**

These instructors will primarily assist in the development, revision, and maintenance of training materials used in Course 50043, Air Traffic Basics (Terminal), and Course 50143, Air Traffic Basics (En Route), although they may also be assigned instructional duties in one or more Air Traffic courses. They will also provide ISD support for portions of the above referenced courses and may be involved in other development projects as well.

#### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years FPL ATCS experience in an AFSS.

#### **Certification**

Personnel in these positions, with the exception of those who are assigned to perform instructional and/or evaluation duties, do not require FAA certification. Personnel who will be assigned instructional and/or evaluation duties at any time require FAA certification and shall follow procedures equivalent to those outlined for the applicable instructor specialty.

#### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (International En Route)**

These instructors will primarily assist in the conduct and administration of en route-option ATC training courses managed by AMA-800, the International Training Service Center (ITSC). They may also be involved in ISD projects. While the majority of this support will be required at the MMAC campus, international travel may be required.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ARTCC or other equivalent civilian facility. In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years prior to proposed appointment under this contract. To a reasonable extent, the contractor should attempt to provide candidates who have a minimum of 3 years of CPC/FPL ATCS experience using ICAO procedures. Should the contractor be unable to locate a sufficient number of candidates with ICAO experience, candidates without the 3 years of ICAO experience will be acceptable. However, such instructors may require a considerably longer training period as they become familiar with ICAO procedures. The contractor shall demonstrate to AMA-500 management that all reasonable attempts have been made to locate candidates with preferred qualifications before submitting other candidates.

**NOTE:** This instructor specialty allows for candidates to have qualifying ATCS experience outside the 5-year period required in other instructor specialties, as well as in facilities that do not meet the activity level required for other specialties. Accordingly, the cross utilization of such instructors in other tasks will not be permitted. To a reasonable extent, the contractor should strive to find candidates for these instructor positions with experience of sufficient recency and in appropriately rated facilities to qualify them for cross utilization in other tasks, particularly if the contractor anticipates a future need for such cross utilization.

### **Certification**

Personnel in these positions do not require AMA-500 certification. Personnel who will be assigned instructional duties within another instructional specialty at any time require FAA certification and shall follow procedures equivalent to those outlined for the applicable instructor specialty.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (International Terminal)**

These instructors will primarily assist in the conduct and administration of Terminal option-ATC training courses managed by AMA-800, the International Training Service Center (ITSC). They may also be involved in ISD projects. While the majority of this support will be required at the MMAC campus, international travel may be required.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT or TRACON or other equivalent civilian facility. In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years prior to proposed appointment under this contract. To a reasonable extent, the contractor should attempt to provide candidates who have a minimum of 3 years of CPC/FPL ATCS experience using ICAO procedures. Should the contractor be unable to locate a sufficient number of candidates with ICAO experience, candidates without the 3 years of ICAO experience will be acceptable. However, such instructors may require a considerably longer training period as they become familiar with ICAO procedures. The contractor shall demonstrate to AMA-500 management that all reasonable attempts have been taken to locate candidates with preferred qualifications before submitting other candidates.

**NOTE:** This instructor specialty allows for candidates to have qualifying ATCS experience outside the 5-year period required in other instructor specialties, as well as in facilities that do not meet the activity level required for other specialties. Accordingly, the cross utilization of such instructors in other tasks will not be permitted. To a reasonable extent, the contractor should strive to find candidates for these instructor positions with experience of sufficient recency, and in appropriately rated facilities, to qualify them for cross utilization in other tasks, particularly if the contractor anticipates a future need for such cross utilization.

### **Certification**

Personnel in these positions do not require AMA-500 certification. Personnel who will be assigned instructional duties within another instructional specialty at any time require FAA certification and shall follow procedures equivalent to those outlined for the applicable instructor specialty.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Meteorology)**

These instructors will primarily assist in the conduct and administration of those portions of various courses involving instruction in weather and weather-related topics in support of terminal and en route basic training courses. They will also provide ISD support for those portions of the above referenced courses and may be involved in other development projects as well.

### **Qualifications**

Candidates for these instructor positions shall possess as a minimum a baccalaureate degree in meteorology from an accredited college or university. In addition, candidates must have a minimum of 3 years of experience as a journeyman-level meteorologist in a National Weather Service (NWS) office or equivalent civilian weather-related facility. Experience should include, but need not be limited to, high-altitude phenomena and local climatological analysis. Candidates must have held their qualifying position as a meteorologist within the 5 years prior to proposed appointment under this contract.

### **Certification**

To be eligible for certification, classroom instructor trainees shall observe certified instructors in one full session of those portions of a course to which they will be assigned instructional duties. Trainees shall achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. The AMA-511 FAA Supervisor or his/her designee, along with an NWS Meteorologist, shall then observe the trainee for a minimum of 1 hour to determine if the trainee can be certified. The AMA-511 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-511 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Obstruction Evaluation)**

These instructors will primarily assist in the conduct and administration of Course 12051, Obstruction Evaluation and Airport/Airspace Analysis (OE/AAA), although they will be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT, TRACON, or ARTCC, or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist in an FAA air traffic facility, regional office, or headquarters, specializing in the area of obstruction evaluation. Candidates for these positions must have held their qualifying position as a staff specialist within the 5 years prior to proposed appointment under this contract and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years prior to proposed appointment under this contract.

### **Certification**

Classroom instructor trainees shall observe certified instructors in one complete class to be eligible for certification. Trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor or his/her designee shall then observe the trainee for a minimum of 1 hour in order to determine if the trainee can be certified. The AMA-522 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-522 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Airspace and Procedures)**

These instructors will primarily assist in the conduct and administration of Course 50019, Airspace and Procedures, although they will be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT, TRACON, or ARTCC, or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist at an FAA air traffic facility, regional office, or headquarters, specializing in the area of airspace management, airport/airspace analysis, and/or air traffic procedures. Candidates for these positions must have held their qualifying position as a staff specialist within the 5 years prior to proposed appointment under this contract, and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years preceding proposed appointment under this contract.

### **Certification**

Classroom instructor trainees shall observe certified instructors in one complete class to be eligible for certification. Trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor or his/her designee shall then observe the trainee for a minimum of 1 hour to determine if the trainee can be certified. The AMA-511 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-522 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (ARTS II Automation)**

These instructors will primarily assist in the conduct and administration of Course 53004, Common ARTS for Air Traffic Support Specialists, and Course 50053, TARGETS—Application Software User Training, although they will be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT or TRACON or equivalent civilian facility. In addition, candidates shall have served as a facility Automation Specialist (AUS) in an ARTS IIA/IIIE-equipped facility, or in an equivalent position in an Operational Support Facility (OSF), for a minimum of 1 year. Candidates for these positions must have held their qualifying position as an AUS within the 5 years preceding proposed appointment under this contract.

### **Certification**

Classroom instructor trainees shall observe certified instructors in one complete class to be eligible for certification. Trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor or his/her designee shall then observe the trainee for a minimum of 1 hour to determine if the trainee can be certified. The AMA-522 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results..

If the AMA-522 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

### **Instructor (ARTS III Automation)**

These instructors will primarily assist in the conduct and administration of Course 53017, STARS for Air Traffic Support Specialists (under development); Course 53016, ARTS IIIA for Air Traffic Support Specialists; Course 53004, Common ARTS Support Specialist; and Course 50053, TARGETS—Application Software User Training, although they will also be involved in the conduct of other courses and/or in ISD projects.

#### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT or TRACON or equivalent civilian facility. In addition, candidates shall have served as a facility Automation Specialist (AUS) in an ARTS IIIA/IIIE equipped facility, or in an equivalent position in an Operational Support Facility (OSF), for a minimum of 1 year. Candidates for these positions must have held their qualifying position as an AUS within the 5 years prior to proposed appointment under this contract.

#### **Certification**

Classroom instructor trainees shall observe certified instructors in one complete class to be eligible for certification. Trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor or his/her designee shall then observe the trainee for a minimum of 1 hour to determine if the trainee can be certified. The AMA-522 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-522 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

#### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Traffic Management System Administration)**

These instructors will primarily assist in the conduct and administration of Course 50128, Air Traffic System Administrator for ETMS (Linux O/S), although they will also be involved in the conduct of other courses, specifically Course 50115, Enhanced Traffic Management Coordinator (ETMC), and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have as a minimum a baccalaureate degree in computer science, computer programming, or an equivalent degree field from an accredited college or university. In addition, candidates shall have at least 2 years of experience as a computer system administrator, with responsibilities for the operation and administration of a LINUX-based system in either a mainframe or client-server environment.

### **Certification**

Classroom instructor trainees shall observe certified instructors in one complete class to be eligible for certification. Trainees may be given an option of observing an additional class of instruction. Trainees shall achieve passing scores on all written and laboratory exercises, including the final exam, in the course(s) to which they will be assigned. Trainees shall successfully complete both classroom and laboratory certification procedures described below.

### **Classroom certification**

The AMA-522 FAA Supervisor or his/her designee shall observe the instructor trainee for a minimum of 1 hour to determine if the trainee possesses mastery of subject matter and instructional technique. The AMA-522 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

### **Laboratory certification**

A certified instructor shall monitor the instructor trainee's progress. When the contract supervisor deems the trainee qualified for certification, he/she shall make that recommendation to the AMA-522 FAA Supervisor. Upon receiving this recommendation, the trainee shall satisfactorily complete the laboratory certification exam applicable to the course(s) to which the instructor will be assigned. The AMA-522 FAA Supervisor or his/her designee shall observe the trainee during this evaluation scenario. The AMA-511 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-522 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Traffic Management)**

These instructors will primarily assist in the conduct and administration of Course 50115, Enhanced Traffic Management Coordinator (ETMC), and Course 50128, Air Traffic System Administrator for ETMS (LINUX OS), although they will also be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT, TRACON, or ARTCC, or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist in an FAA air traffic facility, regional office, ATCSCC, or headquarters, specializing in the area of traffic management. Candidates for these positions must have held their qualifying position as a staff specialist within the 5 years prior to proposed appointment under this contract, and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years prior to proposed appointment under this contract.

### **Certification**

Classroom instructor trainees shall observe certified instructors in one complete class to be eligible for certification. Trainees may be given an option of observing an additional class of instruction. Trainees shall achieve passing scores on all written and laboratory exercises, including the final exam, in the course(s) to which they will be assigned. Instructor trainees shall successfully complete both classroom and laboratory certification procedures described below.

### **Classroom Certification**

The AMA-522 FAA Supervisor or his/her designee shall observe the instructor trainee for a minimum of 1 hour to determine if the trainee possesses mastery of subject matter and instructional technique. The AMA-522 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

### **Laboratory Certification**

A certified instructor shall monitor the instructor trainee's progress. When the contract supervisor deems the trainee qualified for certification, he/she shall make that recommendation to the AMA-522 FAA Supervisor. Upon receiving this recommendation, the trainee shall satisfactorily complete the laboratory certification exam applicable to the course(s) to which the trainee will be assigned. The AMA-522 FAA Supervisor or his/her designee shall observe the trainee during this evaluation scenario. The AMA-522 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-522 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in the this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Facility Training Administration)**

These instructors will primarily assist in the conduct and administration of Course 50310, Air Traffic Facility Training Administration, although they will also be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT, TRACON, or ARTCC, or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist in an FAA air traffic facility, regional office, or headquarters, specializing in the area of facility ATC training administration. Candidates for these positions must have held their qualifying position as a staff specialist within the 5 years prior to proposed appointment under this contract, and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years prior to proposed appointment under this contract.

### **Certification**

Classroom instructor trainees shall observe certified instructors in one complete class to be eligible for certification. Trainees may be given an option of observing an additional class of instruction. The AMA-521 FAA Supervisor or his/her designee shall then observe the trainee for a minimum of 1 hour to determine if the trainee can be certified. The AMA-521 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-521 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Management/Supervision)**

These instructors will primarily assist in the conduct and administration of Course 50316, Air Traffic Facility Management, and Course 50319, Operational Supervisor's Workshop--Cadre Facilitator Training, although they will be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT, TRACON, or ARTCC, or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a second-level supervisor and/or manager in an FAA air traffic facility, regional office, or headquarters. Supervisory and/or management experience in a field facility is preferable. Candidates for these positions must have held their qualifying position as a second-level supervisor or manager within the 5 years prior to proposed appointment under this contract.

### **Certification**

Classroom instructor trainees shall observe certified instructors in one complete class to be eligible for certification. Trainees may be given an option of observing an additional class of instruction. The AMA-521 FAA Supervisor or his/her designee shall then observe the trainee for a minimum of 1 hour to determine if the trainee can be certified. The AMA-521 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-521 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructor (Quality Assurance)**

These instructors will primarily assist in the conduct and administration of Course 50314, Quality Assurance Program Administration, although they will also be involved in the conduct of other courses and/or in ISD projects.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of 3 years of CPC/FPL ATCS experience in a civilian ATCT, TRACON, or ARTCC, or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist in an FAA air traffic facility, regional office, or headquarters specializing in the area of quality assurance. Candidates for these positions must have held their qualifying position as a staff specialist within the 5 years prior to proposed appointment under this contract, and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years prior to proposed appointment under this contract.

### **Certification**

Classroom instructor trainees shall observe certified instructors in one complete class to be eligible for certification. Trainees may be given an option of observing an additional class of instruction. The AMA-521 FAA Supervisor or his/her designee shall then observe the trainee for a minimum of one hour to determine if the trainee can be certified. The AMA-511 FAA supervisor or his/her designee will document the trainee's performance and notify the contract employee's supervisor and the COR of the results.

If the AMA-521 FAA Supervisor or his/her designee finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

**Section 3**  
**Management/Supervisory Positions**

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## **Project Manager/Alternate Project Manager**

These individuals are responsible for overseeing and directing the activities of all contract personnel providing support under this contract.

### **Qualifications**

Candidates for these instructor positions shall have a minimum of a baccalaureate degree in Business Administration, Public Administration, Education, or any other area of study comparably relevant to the management of this effort, from an accredited college or university. In addition, candidates shall have at least 5 years of experience in the management and administration of efforts of scope and complexity comparable to that anticipated under this contract.

### **Certification**

These positions do not require FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for these positions is Level 5 (Moderate Risk Public Trust).

## **Pseudo-Pilot Supervisor**

These individuals are responsible for overseeing and directing the activities of contract personnel providing Pseudo-Pilot support under this contract. These individuals will perform Pseudo-Pilot duties at least 25 percent of their regularly scheduled time.

### **Qualifications**

Candidates for these supervisor positions shall have, as a minimum, qualifications equivalent to those required of a Pseudo-Pilot and have a minimum of 2 years of experience as a Pseudo-Pilot. Prior certification in all six phases is preferred but not required. Likewise, prior supervisory experience is preferred but is not required.

### **Certification**

These positions require FAA certification equivalent to that required for Pseudo-Pilots as they may be called upon to provide Pseudo-Pilot support in any of the instructional areas in which they may serve as a Supervisor.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Supervisor (Instructional Task)**

These individuals are responsible for overseeing and directing the activities of contract personnel providing support within a particular Task/Subtask under this contract.

### **Qualifications**

Candidates for these supervisor positions shall have, as a minimum, qualifications equivalent to those required of an instructor within the Task/Subtask they will supervise. Prior supervisory experience is preferred but is not required.

### **Certification**

These positions require FAA certification equivalent to whatever certification is required for instructors in the Task/Subtask they supervise, as they may be required to perform instructional duties. Supervisors need not be certified in all courses within their task, requiring certification only for the course(s) in which they may perform instructional duties.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Supervisor (Instructional Systems Design Task)**

These individuals are responsible for overseeing and directing the activities of contract personnel providing support within a particular Task/Subtask under this contract. These individuals will perform instructional systems design duties corresponding to their area of expertise at least 25 percent of their regularly scheduled time.

### **Qualifications**

Candidates for these supervisor positions shall have, as a minimum, qualifications equivalent to those required of either an Instructor or an Instructional Systems Specialist within the Task/Subtask they will supervise. Prior supervisory experience is preferred but is not required.

### **Certification**

These positions do not require FAA certification unless the position involves instructional duties, in which case the same certification requirements applicable to a Supervisor of an instructional task would apply.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

**Section 4**  
**Other Positions**

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## **Computer Programmer I**

This position is described in the Service Contract Act Directory of Occupations and shall have the meaning set forth in the most current edition of that publication. The following description of anticipated duties is included to assist the contractor in determining the level(s) of computer programmer the contractor should propose. These individuals are responsible for programming and testing computer programs for inclusion in the FAA's Computer Based Instruction (CBI). Duties include, but need not be limited to:

- Determining appropriate logic and design requirements for computer programs ranging from simple linear tutorial lessons to simple real-time simulations
- Coding computer programs and/or portions of programs utilizing FAA-approved programming languages
- Working with Computer Programmers II and III as necessary to create more complex programs and incorporate appropriate enhancements to improve the CBI product
- Assisting in the development of new CBI
- Working with Computer Programmers II and III to update and revise current CBI lessons developed either in-house or by other organizations or contractors
- Assisting with converting existing CBI lessons from older formats to the current CBI format

### **Qualifications**

Candidates for these positions shall have, as a minimum, either an associate degree in computer science, computer programming, or a comparable degree field, from an accredited college or university, or at least 3 years of programming experience in AUTHORWARE or similar CBT authoring language.

### **Certification**

These positions do not require FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Computer Programmer II**

This position is described in the Service Contract Act Directory of Occupations and shall have the meaning set forth in the most current edition of that publication. The following description of anticipated duties is included to assist the contractor in determining the level(s) of computer programmer the contractor should propose. These individuals are responsible for designing, programming, and testing computer programs for inclusion into the FAA's Computer Based Instruction (CBI). Duties include, but need not be limited to:

- Determining appropriate logic and design requirements for computer programs ranging from simple linear tutorial lessons to more advanced real-time simulations
- Coding computer programs and/or portions of programs utilizing FAA-approved programming languages
- Working with Computer Programmer(s) III and/or Computer Systems Analyst(s) as necessary to create more complex programs and incorporate appropriate enhancements to improve the CBI product
- Developing new CBI lessons
- Updating and revising current CBI lessons developed either in-house or by other organizations or contractors
- Converting existing CBI lessons from older formats to the current CBI format

### **Qualifications**

Candidates for these positions shall have, as a minimum, either an associate degree in computer science, computer programming, or a comparable degree field, from an accredited college or university, or at least 5 years of programming experience in AUTHORWARE or similar authoring language. Candidates may alternatively have, as a minimum, a baccalaureate degree in computer science, computer programming, or a comparable degree field, from an accredited college or university, and at least 3 years of programming experience in AUTHORWARE or similar authoring language.

### **Certification**

These positions do not require FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Computer Programmer III**

This position is described in the Service Contract Act Directory of Occupations and shall have the meaning set forth in the most current edition of that publication. The following description of anticipated duties is included to assist the contractor in determining the level(s) of computer programmer the contractor should propose. These individuals are responsible for designing, programming, and testing computer programs for inclusion in the FAA's Computer Based Instruction (CBI). Duties include, but need not be limited to:

- Determining appropriate logic and design requirements for computer programs ranging from simple linear tutorial lessons to complex real-time simulations
- Coding computer programs and/or portions of programs utilizing FAA-approved programming languages
- Working with Computer Systems Analyst(s) as necessary to create more complex programs and incorporate appropriate enhancements to improve the CBI product
- Developing new CBI lessons
- Updating and revising current CBI lessons developed either in-house or by other organizations or contractors
- Converting existing CBI lessons from older formats to the current CBI format

### **Qualifications**

Candidates for these positions shall have, as a minimum, a baccalaureate degree in computer science, computer programming, or a comparable degree field, from an accredited college or university, and at least 3 years of programming experience in AUTHORWARE or similar authoring language. Candidates may alternatively have, as a minimum, a master's degree in computer science, computer programming, or a comparable degree field, from an accredited college or university, and at least 1 year of programming experience in AUTHORWARE or similar authoring language.

### **Certification**

These positions do not require FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Computer Systems Analyst**

This position is described in the Service Contract Act Directory of Occupations and shall have the meaning set forth in the most current edition of that publication. The following description of anticipated duties is included to assist the contractor in determining the level(s) of computer systems analyst to propose. These individuals are responsible for designing, programming, testing, implementing, and documenting computer programs for inclusion in the FAA's Computer Based Instruction (CBI). Duties include, but are not limited to:

- Evaluating logic and design requirements for computer programs ranging from simple linear tutorial lessons to complex real-time simulations
- Overseeing the coding of computer programs utilizing FAA-approved programming languages
- Applying current technologies and researching new technologies to solve problems, improve productivity and enhance instructional delivery
- Ensuring the thoroughness and accuracy of program documentation for all work completed and/or in progress
- Incorporating appropriate enhancements to improve the CBI product
- Development of new CBI lessons
- Updating and revising current CBI lessons
- Converting existing CBI lessons from older formats to the current CBI format
- Maintaining additional programs maintained by AMA-530 for field use; e.g., TRAX.

### **Qualifications**

Candidates for these positions shall have, as a minimum, a baccalaureate degree in computer science, computer programming, or an equivalent degree field, from an accredited college or university, at least 3 years of programming experience in AUTHORWARE or similar authoring language, and 1 year of experience in the design of materials for instructional systems.

### **Certification**

These positions do not require FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Desktop Publishing Technician**

These individuals provide non-technical graphics development assistance in the preparation of instructional lessons and perform non-technical clerical and typing duties associated with the preparation of instructional lessons and other related instructional material developed for the FAA's training program. Duties may include, but need not be limited to, typing the following, frequently involving extensive use of macros and embedded graphics:

- Memoranda and letters
- Scripts
- Lesson plans
- Reports
- Various types of training materials and publications

Duties may also include the following:

- Developing computer graphics designed by other specialists
- Conceptualizing computer graphics and creating designs with minimal instruction
- Incorporating graphics into documents utilizing desktop publishing concepts and methods
- Maintaining a graphics library of completed designs
- Inputting, modifying, and exporting graphics
- Transferring, merging, and adjusting designs as needed

### **Qualifications**

Candidates for these positions shall have a high school diploma or equivalent and 12 semester hours of college-level work or their equivalent in graphic art, graphic design, computer-aided design (CAD), or a related subject. Candidates shall also have at least 1 year of experience in a comparable position using at least one graphics software package or CAD system. Candidates shall also demonstrate minimum keyboard speed of 60 wpm at 90% accuracy, proficiency with word processing software equivalent to that used in ISD activities under this contract, and an ability to develop computer graphics and merge the developed artwork into word processing documents utilizing desktop publishing concepts and methods.

### **Certification**

These positions do not require FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Education Specialist**

These individuals assist the Instructional Systems Specialists, primarily with development of conventional training materials. They are responsible for developing, reviewing, editing, and evaluating instructional lessons and related material developed for the FAA's training program. Duties may include, but need not be limited to, participating in development of training materials; evaluating training materials as to their consistency, clarity, completeness, and educational soundness; and advising and assisting technical specialists in their development of training material.

### **Qualifications**

Candidates for these positions shall have, as a minimum, a baccalaureate degree in education or any equivalent degree field with a minimum of 18 semester hours in education-related courses, from an accredited college or university, and at least 1 year of experience either in teaching or in instructional systems design. College curricula must include work in the areas of learning theory, instructional methods, statistics, research methodology, curriculum development and design, and educational evaluation.

### **Certification**

These positions do not require FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Instructional Systems Specialist**

These individuals are responsible for designing instructional materials utilizing conventional and/or computerized delivery systems as required and coordinating all phases of instructional material development in support of the FAA's training program. Duties may include, but need not be limited to:

- Developing training proposals
- Conducting job task and/or needs analyses
- Preparing course control documentation
- Developing instructional objectives
- Reviewing tests and other measurement instruments
- Developing consultation and facilitation instructional curricula and technology in coordination with FAA personnel
- Conducting instructional analysis and evaluation of various types of course materials
- Reviewing submissions for the *International Journal of Applied Aviation Studies* on an as-needed, rotational basis

### **Qualifications**

Candidates for these positions shall have, as a minimum, a baccalaureate degree in instructional systems design or an equivalent degree field, from an accredited college or university, and 3 years of experience in instructional systems designs. College curricula must include work in the areas of instructional systems design, learning theory, instructional methods, statistics, research methodology, tests and measurement, cognitive or educational psychology, and educational evaluation.

### **Certification**

Personnel in these positions, with the exception of those with specific instructional duties, do not require FAA certification. Personnel who will be assigned instructional duties will require FAA certification equivalent to that required for instructors the following in order to receive FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Facilitator/Instructional Systems Specialist**

These individuals are responsible for facilitation and/or instruction for AMA-500 courses, developing courses, designing instructional materials utilizing conventional and/or computerized delivery systems, and coordinating all phases of instructional material development in support of the FAA's training program. Duties may include, but need not be limited to:

- Developing training proposals
- Conducting job task and/or needs analyses
- Preparing course control documentation
- Developing instructional objectives
- Reviewing tests and other measurement instruments
- Developing consultation and facilitation instructional curricula and technology in coordination with FAA personnel
- Conducting instructional analysis and evaluation of various types of course materials
- Reviewing submissions for the *International Journal of Applied Aviation Science* on an as-needed, rotational basis

### **Qualifications**

Candidates for these positions shall have, as a minimum, a doctorate degree in instructional systems design or an equivalent degree field, from an accredited college or university, 3 years of experience in instructional systems design, and 3 years of experience in the conduct and facilitation of classroom instruction. College curricula must include work in the areas of instructional system design, learning theory, instructional methods, statistics, research methodology, tests and measurement, cognitive or educational psychology, and education evaluation.

### **Certification**

Personnel in these positions, with the exception of those with specific instructional duties, do not require FAA certification. Personnel who will be assigned instructional duties will require FAA certification equivalent to that required for instructors. Personnel assigned facilitator duties will not require certification but will require FAA observation of first and/or second course conduct.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Pseudo-Pilot**

These individuals operate a combination of CRT/keyboard/VCS to simulate the actions and communication of pilots and remote ATC facilities during medium- and high-fidelity training exercises. Pseudo-Pilots receive voice commands from student ATCS's, input proper entries into the automated system to simulate pilot actions, translate displayed information into appropriate ATC terminology, and respond to the student via the VCS utilizing proper phraseology.

### **Qualifications**

Candidates for these positions shall have a high school diploma or equivalent and at least 1 year of experience in a comparable position. Candidates shall also demonstrate minimum keyboard speed of 40 wpm with 90% accuracy, possess an ability to read and interpret materials such as diagrams and manuals, and an ability to speak clearly and be understood.

### **Certification**

Pseudo-Pilot certification consists of six separate phases. Certification in either the Terminal radar lab or En Route DSR lab is required for all personnel in this labor category. The remaining certification phases (En Route IIDS classroom, Terminal IIDS classroom, Tower Cab simulator, and Tower Cab tabletop lab) are provided to limited numbers of Pseudo-Pilots.

For certification in either the Terminal radar lab or En Route DSR lab, trainees receive classroom instruction covering those areas of air traffic control and computer operation required to perform their job function. They are next given a series of practice sessions, working with certified Pseudo-Pilots and/or Instructors playing the parts of FAA students. Certified Pseudo-Pilots then provide trainees with additional on-the-job training working with actual students. Upon completion of these activities, and with a recommendation from the Pseudo-Pilot Supervisor, the AMA-511 or AMA-512 FAA Supervisor or their designee(s) evaluates the trainee on a scenario not to exceed 80 percent complexity. If the AMA-511 and AMA-512 FAA Supervisors or their designee(s) find the trainee deficient and ineligible for certification in both the Terminal radar lab and En Route DSR lab, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in this job classification and shall be precluded from working in this job classification under this contract.

Once a trainee has successfully completed either the Terminal radar lab or En Route DSR lab phase of the certification process, he/she may be utilized only in support of the phase(s) in which they are certified. While certification training in the remaining four phases follows the same general process as described above, failure to achieve certification in any or all of these phases will not constitute a basis for determining the trainee is unsuitable for continuation in this job classification. Rather, personnel will merely be prohibited from providing support in an area if they are not certified to do so. Based on the irregular nature of Pseudo-Pilot requirements, certification in multiple areas is advantageous to the Pseudo-Pilot as it enhances the ability to obtain more regular employment. The contractor is solely responsible for determining which personnel are to receive certification training in the last four phases. The FAA's sole functions are to advise the contractor as to the total number of certified pilots required in each instructional area and to make the certification determinations.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 1 (Low Risk / Non-Sensitive).

## **Technical Writer**

This position is described in the Service Contract Act Directory of Occupations and shall have the meaning set forth in the most current edition of that publication. The following information is included for clarification only. These individuals serve as advisors for writing and development of instructional lessons and other related material developed for the FAA's training program. Duties may include, but need not be limited to:

- Assisting in determinations of appropriate presentation methods
- Evaluating text content
- Writing various training materials
- Editing material for style, layout, design, grammar, clarity, readability, and conformity to standards.

Duties may also include writing, reviewing, and revising training materials using word processing and/or desktop publishing software; and advising and assisting technical specialists in their development of training material.

### **Qualifications**

Candidates for these positions shall have, as a minimum, a baccalaureate degree in education, journalism, English, or equivalent degree field, from an accredited college or university, and at least 1 year of experience either in technical writing or in instructional systems design (experience in writing of technical training materials preferred). College curricula must include a minimum of 6 semester hours, or the equivalent, of English composition or grammar. Candidates shall also demonstrate grammatical and spelling skills, proficiency with the word processing software to be used in ISD activities under this contract, and an ability to accurately describe technical information in simple, clear language.

### **Certification**

These positions do not require FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).

## **Training Materials Coordinator**

These individuals perform the duties of a Materials Coordinator, as defined in the Directory of Occupations, as they apply to the processes involved in developing, publishing and distributing training materials related to training courses supported by this contract. Duties may include, but need not be limited to:

- Maintaining an inventory of training support materials and supplies
- Preparing initial requests for printing and/or audiovisual production
- Serving as a focal point for training materials publication and distributions
- Performing non-technical clerical duties (filing, duplicating equipment operation, etc.)
- Distributing training materials as required, which may involve distribution to FAA field facilities.

### **Qualifications**

Candidates for these positions shall have a high school diploma or equivalent and at least 3 years of experience in a comparable position. Candidates shall also demonstrate minimum keyboard speed of 40 wpm with 90 percent accuracy, an ability to read and interpret materials such as diagrams and manuals, an ability to communicate orally and in writing, the ability to accurately perform basic mathematical operations and keep accurate records. Additionally, candidates should be reasonably fit, as the work of these individuals involves regular exposure to physically demanding tasks such as heavy lifting (up to 50 pounds), bending, and stooping.

### **Certification**

These positions do not require FAA certification.

### **Risk/Security Level**

In consideration of all applicable factors, the risk/sensitivity level for this position is Level 5 (Moderate Risk Public Trust).