

PERFORMANCE WORK STATEMENTTABLE OF CONTENTS

<u>SECTION 1 - GENERAL</u>	<u>PAGE</u>
1.1 <u>SCOPE OF WORK</u>	G-1
1.2 <u>CORE GROUP</u>	G-1
1.2.1 <u>ADMINISTRATIVE, MANAGERIAL, SUPERVISORY, AND CLERICAL SUPPORT</u>	G-1
1.2.2 <u>PROJECT MANAGER</u>	G-1
1.2.2.1 <u>PROJECT MANAGER QUALIFICATIONS</u>	G-1
1.2.3 <u>ASSISTANT PROJECT MANAGER</u>	G-2
1.2.3.1 <u>ASSISTANT PROJECT MANAGER QUALIFICATIONS</u>	G-2
1.2.3.2 <u>DUTIES AND RESPONSIBILITIES</u>	G-2
1.2.4 <u>INSTRUCTIONAL SYSTEMS DESIGN STAFF SPECIALIST</u>	G-2
1.2.4.1 <u>INSTRUCTIONAL SYSTEMS DESIGN STAFF SPECIALIST QUALIFICATIONS</u>	G-3
1.2.5 <u>AUTOMATED TRAINING DEVELOPMENT SYSTEM SPECIALIST</u>	G-4
1.2.5.1 <u>AUTOMATED TRAINING DEVELOPMENT SYSTEM SPECIALIST QUALIFICATIONS AND DUTIES</u>	G-4
1.2.6 <u>INSTRUCTIONAL SYSTEMS SPECIALIST</u>	G-4
1.2.6.1 <u>INSTRUCTIONAL SYSTEMS SPECIALIST QUALIFICATIONS AND DUTIES</u>	G-4
1.2.7 <u>CLERICAL PERSONNEL</u>	G-4
1.2.7.1 <u>Office Administrator</u>	G-4
1.2.7.2 <u>Clerk - Automation</u>	G-4
1.3 <u>RECORDS AND REPORTING REQUIREMENTS</u>	G-4
1.4 <u>TRAVEL</u>	G-5
1.5 <u>INSTRUCTOR PREPARATION TIME</u>	G-5
1.6 <u>EMPLOYEE QUALIFICATIONS</u>	G-5
1.6.1 <u>INSTRUCTOR RECRUITMENT</u>	G-5
1.6.2 <u>Instructors</u>	G-5
1.6.2.1 <u>Instructors - General</u>	G-5
1.6.2.2 <u>Instructors - Revision and Development</u>	G-6

1.6.2.3	<u>Instructors - Aviation Safety Inspector (Airworthiness) General Aviation</u>	G-6
1.6.2.4	<u>Instructors - Aviation Safety Inspector (Airworthiness) - Air Carrier</u>	G-6
1.6.2.5	<u>Instructors - Aviation Safety Inspector</u>	G-6
1.6.2.6	<u>Instructors - Aviation Safety Inspector (Operations) - Commercial Transportation Operations</u>	G-6
1.6.2.7	<u>Instructors - Aviation Safety Inspector (Operations) - Commercial Transportation Operations</u>	G-7
1.6.2.8	<u>Instructors - Attorney Advisor (Aeronautics)</u>	G-7
1.6.2.9	<u>Instructors - Aviation Safety Inspector (Manufacturing)</u>	G-7
1.6.2.10	<u>Instructor - Flight Simulation</u>	G-7
1.6.2.11	<u>Instructor - Aviation Safety Inspector (Airworthiness)</u>	G-7
1.6.2.12	<u>Instructor - Flight Standards Aviation Safety Technician</u>	G-8
1.6.2.13	<u>Instructors - Nondestructive Testing Specialist and Aviation Safety Inspector (ASI)</u>	G-8
1.6.2.14	<u>Instructors - Aviation Safety Inspector (Avionics/Airworthiness)</u>	G-8
1.6.2.15	<u>Instructors - Operations Specifications (OPSS) - 21427</u>	G-8
1.6.2.16	<u>Instructors - Information Technology for Computer Specialists and Assistants</u>	G-8
1.6.2.17	<u>Instructors - SAFETY PERFORMANCE ANALYSIS SYSTEM (SPAS) - 22005</u>	G-9
1.6.2.18	Reserved	G-9
1.6.2.19	<u>Instructor - Pilot Schools</u>	G-9
1.6.2.20	<u>Instructor - Agricultural Aircraft Operators Certification and Inspection</u>	G-9
1.6.2.21	<u>Instructors - Turboprop or Turbojet initial and Recurrent</u>	G-10
1.6.2.22	<u>Instructors - Aviation Safety Inspectors Oral and Nonverbal Communications Training (Non-Technical) and Writing Skills Training (Non-Technical)</u>	G-10
1.6.2.23	<u>Instructors - Air Transportation Oversight System Personnel</u>	G-10
1.6.2.24	<u>Instructor - Aviation Safety Inspector (Operations) - Air Operator</u>	G-10
1.6.2.25	<u>Instructor - Aviation Safety Inspector (Airworthiness) - Air Operator and Aviation Maintenance Organization Certification</u>	G-10
1.6.2.26	<u>Instructor - Flight Standards Information Systems</u>	G-11

iii07/23/200210:25 AM

1.6.2.27	<u>Instructors - Aviation Safety Inspector (Airworthiness/Avionics) - Air Carrier</u>	G-11
1.6.2.28	<u>Instructors - System Safety Course 22006</u>	G-11
1.6.2.29	<u>Instructors - Aviation Safety Inspector (Operations) General Aviation Flight Instructor</u>	G-11
1.6.2.30	<u>Instructional Systems Specialist Personnel</u>	G-12
1.6.2.31	<u>Instructors - Aviation Safety Inspector-Air Carrier Operations (Job Functions)</u>	G-12
1.6.2.32.	<u>Instructors - Aviation Safety Engineer/Propulsion 14 CFR Training</u>	G-12
1.7	<u>CONTRACTOR QUALITY CONTROL REQUIREMENTS</u>	G-13
1.8	<u>GOVERNMENT QUALITY ASSURANCE</u>	G-13
1.9	<u>CONTRACTOR EMPLOYEE COMPLIANCE WITH REGULATIONS</u>	G-13
1.10	<u>RESTRICTIONS ON EMPLOYEES ACTIVITY</u>	G-13
1.11	<u>EMPLOYMENT OF OFF-DUTY GOVERNMENT PERSONNEL</u>	G-13
1.12	<u>VEHICLE REGISTRATION</u>	G-13
1.13	<u>SMOKING POLICY</u>	G-14
1.14	<u>CONSERVATION OF UTILITIES</u>	G-14
1.15	<u>CONTRACTOR HOURS OF OPERATION AND LOCATION</u>	G-14
1.15.1	<u>OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE</u>	G-14
1.15.2	<u>OBSERVANCE OF FURLOUGHS AND FUNDING CONSTRAINTS</u>	G-15
1.15.3	<u>OVERTIME</u>	G-15
1.16	<u>RIGHT OF EMPLOYMENT REFUSAL</u>	G-15
1.16.1	<u>RIGHT OF REJECTION</u>	G-15
1.17	<u>CONTRACT PERSONNEL CONDUCT</u>	G-15
1.17.1	<u>CONTRACT PERSONNEL APPEARANCE</u>	G-15
1.18	<u>CONTRACT EMPLOYEE EVALUATIONS</u>	G-15
1.18.1	<u>MANAGERS AND SUPERVISORS</u>	G-15
1.18.2	<u>INSTRUCTORS</u>	G-15
1.18.3	<u>CURRICULUM REVISION AND DEVELOPMENT STAFF</u>	G-16
1.19	<u>STUDENT EVALUATIONS</u>	G-16

1.20	<u>COUNSELING OF STUDENTS</u>	G-16
1.21	<u>EVALUATIONS BY STUDENTS</u>	G-16
1.22	<u>INSTRUCTIONAL APPROACH</u>	G-16

SECTION 2 - DEFINITIONS

2.1	<u>DEFINITIONS</u>	G-17-19
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SECTION 3 - GOVERNMENT FURNISHED PROPERTY, SERVICES, AND EQUIPMENT

3.1	<u>FACILITIES AND UTILITIES</u>	G-20
3.1.1.	<u>MAINTENANCE AND REPAIR</u>	G-20
3.1.2.	<u>ALTERATIONS</u>	G-20
3.1.3.	<u>VACATING</u>	G-20
3.2.	<u>COURSE MATERIALS</u>	G-20
3.3	<u>PROPRIETARY RIGHTS</u>	G-20
3.4	<u>OFFICE EQUIPMENT</u>	G-20
3.4.1.	<u>OFFICE SUPPLIES</u>	G-21
3.4.2.	<u>AUTOMATION EQUIPMENT</u>	G-21

SECTION 4 - TASKS

Pages T1-T64

PERFORMANCE WORK STATEMENT

SECTION 1

GENERAL

1.1 SCOPE OF WORK: The contractor shall provide all administrative, managerial, supervisory, instructional, and clerical personnel required to perform the work specifically defined in this Performance Work Statement (PWS). Contract instructional personnel will assist and augment an existing cadre of FAA instructors to accomplish tasked services, as defined in Section 4, for a fluctuating student enrollment environment. Contract revision and development/course maintenance personnel will assist and augment an existing cadre of FAA revision and development staff to accomplish tasked services as defined in Section 4.

1.2 CORE GROUP: The core group as described below is required to be on site at The Mike Monroney Aeronautical Center, 6500 S. MacArthur, Oklahoma City, OK, from 0800 to 1630 Monday through Friday, unless otherwise directed by the Contracting Officer's Technical Representative (COTR). Core group members shall be required to perform the functions listed in the Performance Work Statement which are appropriate to their job title. The core group consists of a project manager, an assistant project manager, an instructional system design staff specialist, one automated training development specialist, one instructional system specialist, an office administrator, and three clerks-automation.

1.2.1 ADMINISTRATIVE, MANAGERIAL, SUPERVISORY, AND CLERICAL SUPPORT:

1.2.1 The contractor shall provide a sufficient number of qualified administrative, managerial, supervisory, and clerical personnel necessary to effectively perform the work described in this PWS. At a minimum, the following requirements shall be met for Contractor personnel (including all subcontracted personnel assigned to perform under this PWS).

1.2.2 PROJECT MANAGER: The contractor shall provide a project manager who shall be responsible for the performance of the work. This individual shall have full authority to act for the Contractor in all day-to-day matters relating to Contractor performance and shall work with the Government's Contracting Officer Technical Representative (COTR) in the overall administration and management of the required services. The name of this person and an alternate(s) who shall act for the contractor when the manager is absent shall be designated in writing to the Contracting Officer. The contractor shall provide telephone numbers where the contract manager and alternate(s) may be contacted outside of normal duty hours. The contractor or alternate shall meet as necessary with government personnel designated by the Contracting officer to discuss problem areas. The contractor shall notify the Contracting Officer at least 60 days in advance of any proposed personnel change involving the Project Manager. This notification is not required if the personnel change is a result of a Government request to remove the Project Manager due to unacceptable performance.

1.2.2.1 PROJECT MANAGER QUALIFICATIONS: Knowledge and experience in training systems analysis and training systems development. Experience in management of a substantial number of employees located in different locations. Knowledge and experience of contract applications and administration.

1.2.3 ASSISTANT PROJECT MANAGER: The contractor shall designate a qualified Assistant Project Manager to ensure contract compliance. The Assistant Project Manager shall have full authority to act on behalf of the Project Manager and will be responsible for organizational development/procedures, quality control program, staff supervision, training coordination, and reports (Ref. 1.2.2. and 1.3.).

1.2.3.1 ASSISTANT PROJECT MANAGER QUALIFICATIONS: Knowledge and experience in training systems analysis and training systems development. Experience in management of a substantial number of employees in different locations. Knowledge and experience of contract applications and administration.

1.2.3.2 DUTIES AND RESPONSIBILITIES: Complements and supports Project Manager. Maintains continuity of contract efforts in absences of Project Manager. Performs an active role in all contract efforts, including but not limited to staffing and work functions and process.

1.2.4 INSTRUCTIONAL SYSTEMS DESIGN STAFF SPECIALIST: The contractor shall furnish an Instructional Systems Design Staff Specialist to support the revision, development, and evaluation of the non-technical sections of course documentation and the revision and development of the technical sections of course documentation with the assistance of subject matter experts provided by the contractor or the agency as deemed necessary. The specialist also acts as a facilitator, directing the proper use of methodology and materials for all courses offered by the Regulatory Standards Division of the FAA Academy.

Instructional Systems Design Staff Specialist Performance:

- a. The contractor shall provide the necessary qualified personnel to conduct the task defined in this section.
- b. The contractor shall conduct evaluations of the personnel defined in the task to assure task requirements are met. Personnel performance records shall be made available to the Government upon request.

Instructional Systems Design Staff Specialist should be qualified to accomplish the following duties:

- a. Analyzes new principles, concepts, and techniques of instructional Systems and presentation methods to include computer based training (i.e. DVD's CD's, network stored, accessed through the internet, web, etc.)based training to determine possible application to the Regulatory Standards Division courses. Emphasis to be placed on the use of automation to increase work efficiency.
- b. Provides written summaries of new instructional systems and recommended presentation techniques.
- c. Works directly with other ISS personnel, service representatives, instructors, and subject matter experts in revision and development efforts and functions as a team leader or facilitator to determine the best applications of current education technologies to on-going revision/development efforts. Emphasis to be placed on professional quality of deliverables (workbooks, exams, visual presentations, etc. to enhance the learning environment for AMA-200 students.

- d. Directs and conducts task and outcome analysis of Regulatory Standards Division functions in response to identified training requirements.
- e. Provides written estimates on time and materials needed to complete course development and revision projects.
- f. Develops instructional objectives based on the type of learning required.
- g. Applies psychological learning principles and theory to develop sound, logical sequencing of course content requirements by referring to FAA Academy Guidelines for the Development, Delivery and Evaluation of Training dated March 1998 as revised and FAA-STD-028C.
- h. Provides continual staff guidance to course managers and Division managers on the updating efforts and recommended changes to course presentations.
- i. Conducts briefings to Division managers and instructors on course administration and presentation methodology.
- j. Determines appropriate instructional strategies and training media
- k. Develops course lesson plans, student guides, training aids, and supporting documentation using state of the art automation equipment and using the most efficient and cost effective methods.
- l. Develops course performance criteria.
- m. Insures that course materials and course documentation meet the essential requirements of FAA Academy Guidelines for the Development, Delivery and Evaluation of Training dated March 1998 as revised and FAA-STD-028C as limited by customer time constraints and requests.
- n. Conducts evaluations of contract instructor performance as scheduled by the Assistant Project Manager and provides written reports and recommendations for improvement of teaching techniques and/or methodology.
- o. Works directly with classroom instructors on course presentations and improvement of teaching techniques and methodology using state of the art development tools and cost effective methods.
- p. Establishes procedures and monitors the centralized filing, control, and back up of master copies of course material.

1.2.4.1 INSTRUCTIONAL SYSTEMS DESIGN STAFF SPECIALIST QUALIFICATIONS: The Instructional Systems Design Staff Specialist assigned to the Regulatory Standards Division Training Program of the FAA Academy must possess:

A graduate degree in education or Ph.D. or equivalent graduate degree.

Five full years of appropriate professional experience in the design, development and teaching of FAA-related courses.

One-year experience as in Standardization and Methodology of FAA course materials and documentation.

407/23/200210:25 Am

Education and experience may be combined to meet the above requirements. This means one additional year of graduate level education (or 18 semester hour equivalent) over the minimum three years required equals one year of experience for the purpose of meeting the requirements of this paragraph.

1.2.5 AUTOMATED TRAINING DEVELOPMENT SYSTEM SPECIALIST: The Contractor shall furnish one (1) Automated Training Development System Specialist to develop, revise, and instruct seminars and/or on-the-job training for FAA Academy personnel of the Regulatory Standards Division on the Automated Training Development System (ATDS).

1.2.5.1 AUTOMATED TRAINING DEVELOPMENT SYSTEM SPECIALIST QUALIFICATIONS AND DUTIES: All contractor Automated Training Development System Specialists must have at least: (1) 5 years experience in the operation of personal computers, associated hardware and software, and (2) 2 years experience teaching personal computers, associated hardware and software at a university, college, jr. college, vocational-technical school, or in private industry, and (3) 1 year experience in installation of personal computer peripherals and software. It is highly desirable that contractor personnel have some experience with network systems or (4) must have served as a Lab Assistant in the FSAS classes and have a recommendation from an FSAS Course Manager. The duties and responsibilities can be found in Section 4 - Task 46.

1.2.6 INSTRUCTIONAL SYSTEMS SPECIALIST: The contractor shall furnish one (1) Instructional Systems Specialist to be a part of the Core Group.

1.2.6.1 INSTRUCTIONAL SYSTEMS SPECIALIST QUALIFICATIONS AND DUTIES: The qualifications are contained in paragraph 1.6.2.30 and the duties and responsibilities can be found in Section 4 - Task 48.

1.2.7 CLERICAL PERSONNEL:

1.2.7.1 Office Administrator. All contractor office administrator personnel assigned to this contract must: (1) be a high school graduate, and (2) be able to type at least 50 words per minute, and (3) have at least one year's experience in general office work, and (4) have had supervisory experience in general office administration.

1.2.7.2 Clerk - Automation. All contractor automation clerical personnel assigned to this contract must: (1) be a high school graduate, and (2) be able to type at least 50 words per minute, and (3) have at least one year's experience in general office work, and (4) have at least one year's experience in the operation of a personal computer using word processing, graphics, or presentation software.

1.3. RECORDS AND REPORTING REQUIREMENTS.

1.3.1 Contract management staff shall maintain an approved system for tracking hourly activities of contract personnel. This report shall be delivered to the COTR on a biweekly (every two weeks) schedule, in a format approved by the COTR during the phase-in period. The contractor shall be responsible for maintaining records for employee personnel leave/sick leave. This report shall correlate with the contractor's voucher system.

1.3.2 The contractor shall be responsible for entering information concerning contract employee activities into an FAA approved Labor Distribution Reporting System. This information will be used to meet the requirements of the Cost

Accounting Standards (CAS) System used by the FAA to track activities and costs.

1.3.3 Certain tasks issued pursuant to the provisions of this contract will require the contract to perform course maintenance/revision and or development of particular courses necessary for certification of FAA Aviation Safety Inspectors. The contract shall submit to the designated COTR monthly progress reports which consist of the following information:

- (1) Brief description of the project, i.e. Task No., Course No.
- (2) Branch of project origination
- (3) FAA Course Manager assigned to project
- (4) Project start date
- (5) Contracted hours for project
- (6) Required completion date
- (7) Status of the task, i.e. progress to date
- (8) Current or projected problem areas
- (9) Actions being taken to correct problems
- (10) Any projected delays
- (11) Hours used on the project (time period and cumulative)
- (12) Dollars expended on the project (time period and cumulative)
- (13) Percentage of completion of project and expenditure of dollars

#### 1.4 TRAVEL

The contractor shall be responsible for preparing, processing and tracking all travel documentation required to support the tasks covered under this contract. Travel, lodging and subsistence expenses will be reimbursed under the terms of this contract and the FAA Travel Policy Chapter 300, and website [http://www.faa.gov/aba/html\\_tp/index.html](http://www.faa.gov/aba/html_tp/index.html) as amended. In addition, the contractor shall be required to maintain and submit on a monthly basis to the COTR a TRAVEL STATUS REPORT showing the status of the travel expenditures for each branch where travel is required.

#### 1.5 INSTRUCTOR PREPARATION TIME

1.5.1 Preparation time for instructors will be approved in advance by the COTR. The hours will be approved on an individual basis depending on the instructor to be used and the course material to be taught. Preparation time will be included in the instructor hours cited on each task, but shown as a separate amount.

#### 1.6 EMPLOYEE QUALIFICATIONS.

1.6.1 INSTRUCTOR RECRUITMENT. The contractor shall provide with its proposal a written recruitment plan that provides for effective screening of prospective qualified instructors.

1.6.2 Instructors. All technical experience requirements quoted are a minimum, based on Federal Aviation Regulations and appropriate Academy standards.

1.6.2.1 Instructors - General. All contractor instructor personnel, in addition to meeting specific specialty qualification requirements shall have successfully completed (1) FAA Academy conducted Basic Instructor Training, Course 10520, or Instructor Effectiveness Training, Course 10526, and (2) instructor orientation at the contractor's expense prior to assuming

607/23/200210:25 AM

instructor duties. This training requirement may also be waived, either in whole or in part, by AMA-200 if an individual has satisfactorily completed a comparable course prior to their appointment. Determinations as to which courses constitute comparable training shall be made, as requested and on a case-by case basis by AMA-200 management.

1.6.2.2 Instructors - Revision and Development. All contractor subject matter experts providing revision and development/course maintenance support, in addition to meeting specific specialty qualification requirements shall have successfully completed (1) FAA Academy conducted Basic Instructor Training, Course 10520, or Curriculum Development, Course 10512, and (2) instructor orientation at the contractor's expense prior to assuming instructor duties. This training requirement may also be waived, either in whole or in part, by AMA-200 if an individual has satisfactorily completed a comparable course prior to their appointment. Determinations as to which courses constitute comparable training shall be made, as requested and on a case-by case basis by AMA-200 management.

1.6.2.3 Instructors - Aviation Safety Inspector (Airworthiness) General Aviation. All contractor instructor personnel assigned to instruct in general aviation airworthiness subjects must have: (1) three year's experience involving technical supervision or management of the maintenance and repair of airframes, powerplants, and aircraft systems with responsibility for their airworthiness. This experience must demonstrate a broad comprehensive knowledge of aircraft. (2) FAA mechanic certificate with airframe and powerplant ratings, and (3) One year experience as an Aviation Safety Inspector - Airworthiness in a Flight Standards District Office or one year of experience as an Aviation Safety Inspector (Airworthiness-Instructor) teaching airworthiness in the FAA Academy.

1.6.2.4 Instructors - Aviation Safety Inspector (Airworthiness) - Air Carrier. All contractor instructor personnel assigned to instruct in air carrier air-worthiness subjects must have: (1) three year's experience involving technical supervision or management of the maintenance and repair, with responsibility for airworthiness, of airframes, powerplants and systems of large transport category aircraft maintained under the provisions of a continuous airworthiness maintenance and inspection program, and (2) FAA Mechanic Certificate with airframe and powerplant ratings, and (3) three year's experience as an Aviation Safety Inspector-Airworthiness in a Flight Standards District Office or three year's of experience as an Aviation Safety Inspector (Airworthiness-Instructor) teaching airworthiness in the FAA Academy.

1.6.2.5 Instructors - Aviation Safety Inspector. Contract Aviation Safety Inspector instructor personnel assigned to instruct in the Compliance and Enforcement Course must have: (1) three year's experience, which has provided familiarity with aircraft operations in the aviation industry, and (2) three year's experience which has provided knowledge and skills working with Federal laws, regulations and policies regulating aviation activities and (3) must have written at least 6 full Enforcement Investigative Reports recommending legal action (civil penalty or certificate action.)

1.6.2.6 Instructors - Aviation Safety Inspector (Operations) - Commercial Transportation Operations All contractor instructor personnel assigned to instruct in General Aviation Operations subjects must: (1) have three years experience which has provided skills and knowledge in the specialized field of aircraft operations and (2) have one year experience as an Aviation Safety Inspector - Operations at a Flight Standards field office or as an Aviation

707/23/200210:25 Am

Safety Inspector (Operations - Instruction) teaching FAA Academy General Aviation Operations Courses, and (3) hold at least a commercial pilot certificate with airplane single engine and multi-engine land and instrument ratings and a flight instructor certificate with airplane single engine and multi-engine land and instrument ratings.

1.6.2.7 Instructors - Aviation Safety Inspector (Operations) - Commercial Transportation Operations For the purposes of this contract a large aircraft is defined as a large transport turboprop or turbojet powered aircraft with gross take off weight over 85,000 pounds. All contractor instructor personnel assigned to instruct in air carrier operations subjects must have a type rating or flight engineer rating in a large aircraft and at least three years operations experience in large aircraft systems. This experience may include: (1) line flying experience as a large aircraft pilot flight engineer, (2) time as an Air Carrier Inspector directly involved in a large aircraft operation, (3) Time in a supervisory position requiring a large aircraft type rating or flight engineer rating and in which a large aircraft is utilized. (4) Time as an Aviation Safety Inspector (Operations) Air Carrier Instructor at the FAA Academy in Oklahoma City. (5) Required knowledge of and on-the-job use of FAA Order 8400.10, Aviation Safety Inspectors Handbook (as amended).

1.6.2.8 Instructors - Attorney Advisor (Aeronautics). Contractor instructor personnel assigned to instruct in the Compliance and Enforcement Course as an attorney must have: (1) a degree in law and have practiced aviation law for at least three years, and (2) at least 3 years experience in the FAA enforcement program with at least 1 year experience in handling enforcement cases prepared by Aviation Safety Inspectors, and (3) participated in court cases involving FAA enforcement program.

1.6.2.9 Instructors - Aviation Safety Inspector (Manufacturing) - Contractor instructor personnel assigned to instructing in Aviation Safety Inspector Job Functions must have 3 years experience as an Aviation Safety Inspector (Manufacturing) or as a DAR (Designated Airworthiness Representative) authorized to perform manufacturing inspection functions on behalf of the FAA. Experience in Manufacturing Inspection District Office (MIDO), Manufacturing Inspection Satellite Office (MISO), or Manufacturing Inspection Office (MIO), highly desirable.

1.6.2.10 Instructor - Flight Simulation All contract personnel assigned to instruct in Flight Simulator Evaluation must have the following: (1) Formal training in how the FAA evaluates and qualifies Flight Simulation Devices or (2) Actual experience in evaluating and qualifying a Flight Simulation Device for the FAA, such as a member of the National Simulator Program/National Resource Inspector, a 121 Certificated Air Carrier Simulator Test Pilot, FAA Part 142 School simulator test evaluation personnel, military trained simulator test evaluation personnel, etc. or (3) Training in how to evaluate a simulator Quality Assurance Program, such as International Standards Organization (ISO 9000), 6 Sigmas, etc. and (4) Licensed multi-engine pilot or an engineering degree in an aeronautical field.

1.6.2.11 Instructor - Aviation Safety Inspector (Airworthiness). All contract personnel assigned to develop/revise/instruct in Flight Standards Inspectors Cockpit En Route Inspection subjects must have: (1) a total of three year's experience involving development or instruction in development of cockpit en route inspection procedures. Only instruction at the FAA Academy or development at a Flight Standards Field Office or Certification Management Office will be counted. (2) A valid FAA mechanic certificate with airframe

807/23/200210:25 Am

and powerplant ratings, and (3) one year experience in performing en route inspections or other equivalent functions.

1.6.2.12 Instructor - Flight Standards Aviation Safety Technician. All contract instructor personnel assigned to instruct in the Flight Standards Aviation Safety Technician course must have one of the following: (1) Had 2 years experience as a Journeyman or Principal Maintenance, Airworthiness or Operations inspector assigned duties in a Flight Standards or Aircraft Certification field, regional, or directorate office, i.e. GADO, FSDO, MIDO, ACDO, IFO (qualification in more than one field is desirable) or (2) Had a minimum of 1 year experience as an Aviation Safety Technician serving in a Flight Standards office who has demonstrated successful completion of all Aviation Safety Technician job tasks and who has successfully completed FAA Academy course 21417, or (3) Served as an active member on the national development team for the Aviation Safety Technician Course.

1.6.2.13 Instructors - Nondestructive Testing Specialist and Aviation Safety Inspector (ASI). All contract instructor personnel assigned to instruct nondestructive testing technical subjects must: (1) have an ASNT Level III rating for each respective subject taught or at least the experience and qualifications required for the ASNT Level III rating, and (2) at least one year of classroom instruction experience. Contract instructor personnel assigned to instruct certification, evaluation, and surveillance of aircraft certification facilities or operators must: (1) have the regulatory knowledge and experience of an ASI (Airworthiness or Manufacturing), and (2) at least one year of classroom instruction experience.

1.6.2.14 Instructors - Aviation Safety Inspector (Avionics/Airworthiness). All contractor instructor personnel assigned to instruct in aviation airworthiness subjects must have: (1) three years of experience involving technical supervision or management of the maintenance and repair of aircraft avionics systems with responsibility for their airworthiness. This experience must demonstrate a broad, comprehensive knowledge of general aviation aircraft and/or air carrier avionics systems, air carrier certification, repair station certification and repairman certification and (2) one year experience as an Aviation Safety Inspector (Avionics) in a Flight Standards District Office or one year of experience as an Aviation Safety Inspector (Avionics/Airworthiness-Instructor) teaching airworthiness in the FAA Academy.

1.6.2.15 Instructors - Operations Specifications (OPSS) - 21427. All contract instructor personnel assigned to instruct in the Operations Specifications - OPSS course must have one of the following: (1) Had 2 years experience as a journeyman or principal Maintenance, Airworthiness, or Operations inspector assigned duties in a Flight Standards or Aircraft Certification field, regional, or directorate office, i.e.: GADO, FSDO, MIDO, ACDO, IFO. (Qualifications in more than one field is desirable) (or) (2) Had 2 years experience as an active member on the national development team for the OPSS Automated program and worked as an instructor on the OPSS course. (or) (3) Had 2 years experience as an instructor at the FAA Academy teaching certification using automated systems.

1.6.2.16 Instructors - Information Technology for Computer Specialists and Assistants. All contract instructor personnel assigned to instruct in the Information Technology for Computer Specialists and Assistants course must have one of the following: (1) Had 2 years experience as a LAN administrator in a Field, Regional, or Headquarters Flight Standards office (or) (2) Had a minimum of 2 years experience as an LAN Administrator or Computer Specialist serving in a Flight Standards facility working with AVR domain software,

907/23/200210:25 Am

hardware and programs. (or) (3) Had a minimum of 2 years experience working as a LAN Administrator/Computer Specialist developing, maintaining or delivering training in programs and software developed for the Flight Standards service; e.g.: SPAS, ATOS, OPSS, OASIS, FSAS (or) (4) Have completed Windows 2000 Server and Workstation formal training course(s) and worked with Novell, Windows NT and/or Windows 2000 systems as a Computer Specialist for a total of 2 years.

1.6.2.17 Instructors - SAFETY PERFORMANCE ANALYSIS SYSTEM (SPAS) - 22005.

All contract instructor personnel assigned to instruct in the Safety Performance Analysis System (SPAS) course must have one of the following: (1) Had 2 years experience as a journeyman or principal Maintenance, Airworthiness, or Operations inspector assigned duties in a Flight Standards or Aircraft Certification field, regional, or directorate office, i.e.: GADO, FSDO, MIDO, ACDO, IFO. (Qualifications in more than one field is desirable) (or) (2) Had a minimum of 3 years experience working with AVR/AFS automated programs as an Automation Instructor for the FAA Academy. (or) (3) Has a minimum of 2 years experience working as an Aviation Safety Technician serving in a Flight Standards office who has demonstrated successful completion of all Aviation Safety Technician signature authority job tasks and who has successfully completed FAA Academy course 21417 and 28555 or 22005.

Windows 2000 Server and Workstation formal training and/or certifications are desirable.

1.6.2.18 Reserved

1.6.2.19 Instructor - Pilot Schools. All contractor instructor personnel assigned to instruct in the Pilot Schools course must have: (1) experience as a General Aviation Operations Inspector involved in the certification and inspection of FAA approved pilot schools since 1980 or (2) experience as a General Aviation Operations Inspector involved in the certification and inspection of FAA approved pilot schools before 1980 but currently active as a chief flight instructor, assistant chief flight instructor, or pilot examiner in an approved pilot school or (3) hold or have held a position as chief flight instructor in an FAA approved pilot school and must have a degree in education and be actively engaged in instructing pilots in an FAA approved pilot school or (4) taught as an FAA academy instructor in Course 22101 since 1980 and currently flight training or teaching pilot certification and aviation related subjects.

1.6.2.20 Instructor - Agricultural Aircraft Operators Certification and Inspection. All contractor instructor personnel assigned to instruct in the Agricultural Aircraft Operators Certification and Inspection course must have: (1) experience as a General Aviation Operations Inspector involved in certification and inspection of agricultural operators (2) experience as a

1007/23/200210:25 AM

General Aviation Operations Inspector and received a formal course of training at the FAA academy or conducted by industry which involved aerial application. If industry course is substituted for the FAA academy course, it must include both ground and flight curriculums or (3) experience as an FAA academy instructor, instructing in Course 21609, Agricultural Aircraft Operators Certification and Inspection since 1980.

1.6.2.21 Instructors - Turboprop or Turbojet initial and Recurrent. All contract instructor personnel assigned to instruct in the Turboprop or Turbojet initial or recurrent courses must have at least the following experiences: (1) Three years experience as a flight or ground instructor in academic systems particular to a turboprop or turbojet aircraft, (2) Hold an FAA Flight or Ground Instructor certificate or have at least two years as a academic instructor in a formal classroom environment.

1.6.2.22 Instructors - Aviation Safety Inspectors Oral and Nonverbal Communications Training (Non-Technical) and Writing Skills Training (Non-Technical). All contractor personnel assigned to revise and instruct in the Professionalism For Aviation Safety Inspectors Course or Core Job Functions Training for the Aircraft Certification Service must have: (1) a baccalaureate or higher degree in education or a related field, or at least 3 years experience teaching Oral and Nonverbal Communications training, or teaching writing skills in adult education classes.

1.6.2.23 Instructors - Air Transportation Oversight System Personnel. Contract instructor personnel assigned to instruct in the Air Transportation Oversight System course must: (1) have 3 years field experience as a Principal Inspector or Assistant Principal Inspector, and (2) have successfully completed course 21429 Air Transportation Oversight System (ATOS).

1.6.2.24 Instructor - Aviation Safety Inspector (Operations) - Air Operator. All contractor instructor personnel assigned to instruct Course 23000, Air Operator Certification for Government Aviation Safety Operations Inspectors. Instructors must have prior experience certificating a commercial air transport operator authorized to conduct either scheduled or non-scheduled operations in airplanes having a payload capacity of more than 7,500 lbs. This experience must have been acquired while serving as a FAA Operations Inspector. Instructors should have: 1) completed FAA Academy Basic Instructor Training (BIT) and an abbreviated version of the Train-the-Trainer course for instructing this course, OR, if the instructor has not attended BIT, the instructor must have completed the full version of the Train-the-Trainer course for instructing this course, and 2) completed this course prior to instructing this course, OR, instructors must have an in-depth knowledge of the Model Civil Aviation Law and Model Civil Aviation Regulations, and model directive and advisories material used in this course.

1.6.2.25 Instructor - Aviation Safety Inspector (Airworthiness) - Air Operator and Aviation Maintenance Organization Certification. All contractor instructor personnel assigned to instruct Course 23002, Air Operator and Aviation Maintenance Organization Certification for Government Aviation Safety Airworthiness Inspectors. Instructors must have prior experience certificating commercial air transport operators authorized to conduct either scheduled or non-scheduled operations in airplanes having a payload capacity of more than 7,500 lbs. and general aviation maintenance organizations. This experience must have been acquired while serving as a FAA Airworthiness Inspector. Instructors should have: 1) completed FAA Academy Basic Instructor Training (BIT) and an abbreviated version of the Train-the-Trainer course for instructing this course, OR, if the instructor has not attended

1107/23/200210:25 AM

BIT, the instructor must have completed the full version of the Train-the-Trainer course for instructing this course, and 2) completed this course prior to instructing this course, OR, instructors must have an in-depth knowledge of the Model Civil Aviation Law and Model Civil Aviation Regulations, and model directive and advisories material used in this course.

1.6.2.26 Instructor - Flight Standards Information Systems. All contractor instructors assigned to instruct or do revision in the Flight Standards Information Systems (FSIS) courses must have at least: (1) 5 years experience in the operation of personal computers, associated hardware and software, including MS Windows Operating Systems, and (2) 3 years experience teaching personal computers, associated hardware and software, including MS Windows, at a university, college, jr. college, vocational-technical school, or in private industry, and (3) Experience with FAA automated systems, OPSS, SPAS, Oasis, ACRA, FSIS, APM, etc., gained through work at a FSDO, RO, CMO, or FAA Headquarters is highly desirable. Or, (4) must have served as a Lab Assistant in the FSAS classes and have a recommendation from an FSAS Course Manager.

1.6.2.27 Instructors - Aviation Safety Inspector (Airworthiness/Avionics) - Air Carrier. All contractor instructor personnel assigned to instruct digital flight data recorder subjects must have: (1) three year's experience involving technical supervision or management of the maintenance and repair, with responsibility for airworthiness, of aircraft avionic systems of turbine engine powered aircraft in the normal and transport category maintained under the provisions of a continuous airworthiness maintenance and inspection programs, and (3) three year's experience as an Aviation Safety Inspector-Airworthiness in a Flight Standards District Office or three year's of experience as an Aviation Safety Inspector (Airworthiness-Instructor) teaching airworthiness in the FAA Academy.

1.6.2.28 Instructors - System Safety Course 22006 All contract instructor personnel assigned to instruct in the System Safety course must meet the following qualifications: (1) Possess a bachelor's degree or higher in Education, Management, or an equivalent degree discipline; (2) Have at least 3 years teaching experience in a public school system, or community college, or university, or DOD education program, or the FAA Academy, or the FAA Center for Management Development; (3) Show a background in oral and verbal communication skills, facilitator skills, and curriculum analysis and design; or (4) Have a background in methods to evaluate management systems and management concepts, or have performed mid-management duties in the FAA or private business, or have instructed in the Course 22600 - Evaluation of Aviation Management Systems.

1.6.2.29 Instructors - Aviation Safety Inspector (Operations) General Aviation Flight Instructor. All contract flight instructor personnel assigned to instruct in General Aviation Flight Operations Courses must hold at least a commercial pilot certificate with airplane single engine and multi-engine land and instrument ratings and a flight instructor certificate with airplane single engine and multi-engine land and instrument ratings. Contract flight instructors shall hold at least a FAA Second Class medical certificate. In addition, all contract flight instructor personnel must have logged at least 2000 hours total flight time and the following flight instructor experience, acquired as a FAA Certificated Flight Instructor, consisting of at least (1) two years and (2) a total of 1000 instructor flight hours which must include the following: (a) 250 hours teaching advanced (commercial) flying skills, (b) 300 hours multi-engine flight instructor experience and (c) 250 hours teaching flight by reference to instruments (of which, 150 hours must have been acquired in multi-engine aircraft). At least 1000 hours of the flight time

1207/23/200210:25 AM

used to meet the flight instructor requirements must have been logged in airplanes. A pre-employment flight test, demonstrating knowledge, skills, and proficiency in accordance with the current FAA Practical Flight Test Standards will be required. After successful completion of the pre-employment flight test, a maximum of 5 hours flight training in single engine aircraft and 5 hours in multi-engine aircraft will be allowed for standardization and proficiency in preparation for a final Academy acceptance flight test prior to assignment as instructor pilot. All flight training, flight tests and aircraft check outs will be at the expense of the Academy using government or contractor furnished aircraft and equipment.

1.6.2.30 Instructional Systems Specialist Personnel. All Instructional Systems Specialist (ISS) personnel assigned to the Regulatory Standards Division training program at the FAA Academy must have:

Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in education, which included (or was supplemented by) at least 24 semester hours appropriate to the work of the position. The course work must have included study in at least four of the following five areas (or equivalent):

- a. Learning theory, psychology of learning, educational psychology;
- b. Instructional design practices;
- c. Educational evaluation .
- d. Instructional product development;
- e. Computers in education and training.

An applicant who possesses a master's degree with the appropriate major meets the basic education requirements.

Note: Education and experience may be combined to meet the above requirements.

1.6.2.31 Instructors - Aviation Safety Inspector-Air Carrier Operations (Job Functions). All contractor instructor personnel assigned to instruct in Air Carrier Operations Job Functions subjects must: (1) have a minimum of two (2) years experience, within the previous four (4) years, as an Aviation Safety Inspector - Air Carrier Operations at a Flight Standards District Office, or as an Aviation Safety Inspector (Operations Instructor) teaching FAA Academy Air Carrier Operations Job Functions courses. (2) be knowledgeable of and have field work experience using FAA Order 8400.10, Aviation Safety Inspector's Handbook and the Flight Standards Information System and (3) hold an Airline Transport Pilot Certificate with an airplane rating in a transport category turbine engine powered aircraft.

1.6.2.32. Instructors - Aviation Safety Engineer/Propulsion 14 CFR Training All contract instructor personnel assigned to instruct Aviation Safety Engineer/Propulsion 14 CFR Training subjects must:

1. Have current knowledge and recent experience in applying the Federal Aviation Administration regulations and related policy in the subject area(s) they are to instruct. Acceptable evidence of meeting this requirement is, (a) employment within the past three calendar years as an Aviation Safety Engineer (Aerospace Engineer) within the Aircraft Certification Service performing certification functions in the subject area(s) to instructed, or, (b) current

1307/23/200210:25 AM

appointment as a Designated Engineering Representative or Authorized Representative of a delegated staff with authority for approving data in the subject area(s) to be instructed, or, (c) participation within the past two calendar years in instructing the subject area(s) in the Aviation Safety Engineer/Propulsion 14 CFR Training course to be instructed.

AND (2) Have recent experience in instructing technical subjects of the complexity of the Aviation Safety Engineer/Propulsion 14 CFR Training course. Acceptable evidence of meeting this requirement is, (a) instruction of technical subjects within the preceding two calendar years at the post-secondary level (such as college, junior college, vocational-technical school, etc.), or, (b) participation within the preceding two calendar years as an Associate Instructor or contract instructor at the FAA Academy, or, (c) completion of an FAA Academy instructor training course, such as Academy Basic Instructor Training, Techniques for Associate Instructors, or Instructor Effectiveness Training, within the preceding calendar year.

1.7 CONTRACTOR QUALITY CONTROL REQUIREMENTS: The Contractor is solely responsible for the quality of services to be provided. The Contractor shall implement a Quality Control Plan that addresses evaluations of instructor classroom/laboratory performance and evaluation of actual task outcomes in relation to stated task outcomes. This plan shall provide for implementing this requirement including a schedule of evaluations to be performed. One copy of the contractor's final Quality Control Plan shall be furnished to the Contracting Officer 15 days prior to the start of the performance period. An updated copy must be provided to the Contracting Officer as changes occur.

1.8 GOVERNMENT QUALITY ASSURANCE: The Government will monitor and evaluate the Contractor's performance to ensure compliance with prevailing laws, regulations, provisions and policies. The Government shall perform academic and laboratory monitoring to assure conformity to FAA standards and technical accuracy of presentations. The Government reserves the right to review services being provided under this contract to determine conformance with performance and technical requirements.

1.9 CONTRACTOR EMPLOYEE COMPLIANCE WITH REGULATIONS: The Contractor shall assure that Contractor employees observe and comply with all local and FAA policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, gratuities, "off limits" areas and possession of firearms or other lethal weapons.

1.10 RESTRICTIONS ON EMPLOYEES ACTIVITY: Contractor employees shall conduct only business covered by the PWS while on Government premises. Contractor employees shall not discuss information obtained in the performance of work with unauthorized personnel. No contractor employees, while performing PWS tasks, shall solicit new business from the Government. Contractor employees shall not attempt to recruit Government employees or other contract employees while on Government premises or otherwise act to disrupt official Government business.

1.11 EMPLOYMENT OF OFF-DUTY GOVERNMENT PERSONNEL: The contractor shall not hire off-duty Government employees whose employment would result in a conflict with Office of Personnel Management (OPM) and DOT regulations.

1.12 VEHICLE REGISTRATION: Contractor employees utilizing contractor-owned or privately owned vehicles at Mike Monroney Aeronautical Center shall meet all Oklahoma Department of Public Safety requirements for operation of motor vehicles. Upon employment or use of parking areas MMAC limits, contractor employees shall register vehicles at the Operations and Maintenance Division,

1407/23/200210:25 AM

AMP-300 and obtain a vehicle decal for display on the vehicle as directed. The contractor shall assure that contractor employees comply with vehicle registration requirements and return vehicle pass/decal to the Operations and Maintenance Division, AMP-300, within one working day when an employee is no longer in the service of the contractor, or upon completion or termination of the contract, whichever occurs first.

1.13 SMOKING POLICY: In addition to safety regulations, smoking is regulated by Federal regulations and local policy. The contractor shall follow smoking policies in effect, or implemented, at each performance location.

1.14 CONSERVATION OF UTILITIES: The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which preclude the waste of utilities, which shall include:

1. Lights shall be used only in areas where and when work is actually being performed.
2. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the contractor or by contractor employees unless authorized.
3. Water faucets or valves shall be turned off after the required usage has been accomplished.

1.15 CONTRACTOR HOURS OF OPERATION AND LOCATION: Contractor instructors may be required to work hours between 6:00 a.m. and 12 midnight. Work will primarily be performed under the task sections of the PWS at the Mike Monroney Aeronautical Center, FAA Academy, 6500 South MacArthur Blvd., Oklahoma City, Oklahoma, 73169 unless otherwise directed by the COTR or the CO. Training may be required at locations throughout the United States or may be conducted in foreign countries.

1.15.1. OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE: The contractor shall normally not be required to work on holidays. Following is a list of US Federal holidays:

1. New Year's Day, January 1;
2. Martin Luther King's birthday, the third Monday in January;
3. President's Day, the third Monday in February;
4. Memorial Day, the last Monday in May;
5. Independence Day, July 4;
6. Labor Day, the first Monday in September;
7. Columbus Day, the second Monday in October;
8. Veteran's Day, November 11;
9. Thanksgiving Day, the fourth Thursday in November;
10. Christmas Day, December 25; and

1507/23/200210:25 AM

11. Any other day designated by Federal statute, executive order, or Presidential proclamation. Adverse weather conditions or national emergencies may require the Center to close for which the FAA would not pay the contractor additional compensation.

1.15.2 OBSERVANCE OF FURLOUGHS AND FUNDING CONSTRAINTS: The contractor shall be held, but not limited to the same furlough constraints as the Government employee.

1.15.3 OVERTIME: Overtime will only be worked when absolutely necessary to meet work requirements and only when approved in advance by the CO or the COTR.

1.16 RIGHT OF EMPLOYMENT REFUSAL: The contractor shall not employ any person whose prior job performance has been rated as unsatisfactory during the preceding 5 years of the date of employment. In addition, the contractor shall not employ and person deemed unsuitable for work by the FAA due to Presidential Executive Order. The FAA retains the right to screen the qualifications of all prospective employee applicants and deny approval to those deemed unsuitable.

1.16.1 RIGHT OF REJECTION: The Government has the right to require the contractor to remove any instructor from the classroom that is not performing in accordance with the contract. The Government also has the right to screen prospective instructors and reject those who would not be acceptable.

1.17 CONTRACT PERSONNEL CONDUCT: All contract personnel shall follow and adhere to all policies and procedures established by the Government. These include, but are not limited to:

DOT/FAA Aeronautical Center Orders:

AC Order 3710.10D - Instructor/Student Relationships  
AC Order 1600.18F - Parking and Traffic at the Aeronautical Center AC  
Order 1600.19A - Use of Government Property for non-official purposes)  
AC Order 3750.3C - Standards of Conduct (Located in the Regulatory Standards Division Office).  
FAA Order 1600.1D - Personnel Security Program  
FAA Order 1600.72 - Contract and Industrial Security Program  
FAA Order 1600.73 - Contract and Industrial Security Program Operating Procedures  
FAA Order 1600.25D - FAA Identification Media

1.17.1 CONTRACT PERSONNEL APPEARANCE: Contract personnel shall present a neat, professional appearance. Each employee shall wear an identification badge which shall include the employee's last name, and the name of the contractor. Badges will be provided by the contractor.

1.18 CONTRACT EMPLOYEE EVALUATIONS: Contract employee performance shall be evaluated on a regular basis in accordance with the following criteria:

1.18.1 MANAGERS AND SUPERVISORS: 1) Sound principles of management; 2) Effective utilization of money, manpower, and resources; 3) Human relations; 4) Cooperation with the government; 5) staying within the boundaries of this contract; 6) timeliness of production; 7) complaints.

1.18.2 INSTRUCTORS: Contract instructors may be monitored and evaluated at any time by the FAA. If the contract instructor does not meet FAA Academy standards, prescribed in Paragraph 1.22 and related documents, the instructor

1607/23/200210:25 AM

will be counseled. If performance does not improve, the instructor will be removed from this contract.

1.18.3 CURRICULUM REVISION AND DEVELOPMENT STAFF: Contract revision/development/course maintenance staff shall be evaluated on their compliance with the standards referenced in this PWS and the use (unless Modified) of FAA Academy Guidelines for the Development, Delivery and Evaluation of Training dated March 1998 as revised and FAA-STD-028C (On file in the office of COTR). In addition, contractor revision/development/course maintenance staff will be evaluated based on the timeliness and accuracy of work submitted.

1.19 STUDENT EVALUATIONS: Student performance shall be measured in accordance with the FAA Academy standards identified in Section 4 of this PWS. Any deviation from the minimum acceptable level of performance shall be reported to the FAA Academy Branch manager, or designee, responsible for that phase/course of training for further processing.

1.20 COUNSELING OF STUDENTS: Contract instructors shall notify the course manager if the need for student counseling becomes apparent.

1.21 EVALUATIONS BY STUDENTS: A student evaluation form, supplied by the FAA, shall be completed by each student at the midpoint and/or end of each course/phase of instruction as specified by the FAA. In addition, post-course evaluation forms may be sent to students by the FAA on a random basis, approximately 6 months after completion of a course. These forms will be used in evaluating the quality of instruction provided, and to assist in measuring the relationship between the completed course instruction and subsequent training and/or actual job performance. Copies of course critiques for classes in which a contractor instructor has participated will be provided to the contractor as feedback on contractor performance.

1.22 INSTRUCTIONAL APPROACH: The contractor shall use the Instructional Systems Approach for presentation of resident and web based training material. This concept of training consists of the development and presentation of knowledge in a mode which places emphasis on assurance that the trainee will be able to perform specific tasks. These tasks shall have been clearly defined as specific objectives and training outcomes. Training developed using the Instructional Systems Approach format shall be structured around five major elements as follows:

- a. Objectives are stated in terms of students being able to do specified tasks.
- b. The training outcomes are clearly stated before the training is developed.
- c. The training program requires participation by all students throughout the training cycle.
- d. The program provides for feedback throughout the training cycle to determine that the program is accomplishing the training outcomes and goals.
- e. The students clearly demonstrate that they have achieved the training outcomes through mastery of comprehensive written and performance tests.

PART I - GENERAL INFORMATION

SECTION 2

DEFINITIONS

2.1 DEFINITIONS: The following terms shall have the meaning set forth below and shall be used within the context of this performance work statement.

Acceptable Quality Level (AQL): A standard, established by the FAA, below which work is considered unsatisfactory.

Certified Instructor: An instructor who has successfully completed all instructor training requirements for a specific position, demonstrating mastery of the knowledge, skills, instructional techniques, and abilities required.

Class: A group of students enrolled in the same course that are scheduled to report at a particular time to a particular instructor at a particular place or a group of students enrolled in web-based training.

Compatible: Allows for direct electronic transfer of data on computer equipment. Compatible equipment shall run identical software packages with no loss of performance capability.

Contact: Actual time spent instructing in an Academy class during the time of the class, whether spent at the podium teaching or preparing for an upcoming lesson.

Contracting Officer (CO): The person authorized to act on behalf of the Government to negotiate and award contracts and modifications thereto, and to administer contracts through completion or termination. Except for certain limited authority delegated by the CO to a technical representative, the CO is the only individual with the authority to direct the work of the contractor.

Contracting Officer's Technical Representative (COTR): The authorized Government representative(s) acting within the limits of their delegated authority for management of specific projects or functional activities.

Counseling: Conversational interaction between two persons for the purpose of academic guidance, problem solving, and/or referral.

Course: Organized subject matter in which instruction is offered within a given time frame and for which credit is given for successful completion.

Course Materials: Materials, to include electronic files and programs, used by instructors and/or students to revise/update/develop or conduct a class.

Customer: The Service or organization for which the Academy is providing training or functions.

DOT: United States Department of Transportation.

FAA: Federal Aviation Administration, a component agency of US Department of Transportation.

In-Country Training: Training conducted outside of the United States.

1807/23/200210:25 AM

Instruct: To provide situations, conditions, or activities which are designed to facilitate the learning of knowledge, skills, and abilities required to perform a specified job task.

Instructional Objective: A specification of performance that is part of a training outcome. It specifies precisely the behavior to be expected, the conditions under which behavior will be accomplished, and the minimum acceptable level of performance.

Instructional Systems Design (ISD): Development, revision, and presentation of knowledge, which emphasizes an assurance that the student will be able to use the acquired knowledge, skills, and abilities, gained in training to perform specific job tasks.

Instructional Systems Design Specialist: A person knowledgeable and skilled in the development of instructional systems utilizing the ISD process.

Instructor: An individual whose primary responsibility is to teach and/or evaluate learning in a formal environment.

Laboratory: A learning environment that simulates the actual job environment.

Laboratory Problem: An educational medium used to instruct or evaluate a student's ability to perform specific job tasks.

Lead/assistant lead instructor: Instructors assigned to a class of students, who in addition to conducting classroom instruction and recap sessions for the assigned class, are responsible for conducting student counseling, laboratory student and instructor scheduling, distribution of required training materials, and student conduct. Assistant lead instructors assist the lead instructor in performance of these duties.

Lesson: A period of instruction devoted to a specific topic, skill, or idea.

Major Revision: A major revision exists when one or more of the following conditions occur to an approved training course: (1) The length of the course changes by more than 2 hours, or when additional days are added to the course, or (2) the training outcomes and/or instructional objectives are modified, added or deleted, or (3) The source or method of training delivery changes (i.e. classroom, CBI, ATN etc.) or (4) Major changes to fiscal resources such as new equipment or major equipment modifications, or major adjustments to staffing levels are required or (5) The design of the course is changed (i.e., more or less exercises, simulations, etc.).

Minor Revision/Course Maintenance: Minor Revision/Course Maintenance exists when routine revisions necessary to maintain the currency of the course occur. Does not affect the training outcomes/instructional objectives, course length, method, source, and staffing or fiscal resources.

Other Required Services: Duties deemed necessary by the FAA to maintain excellence in the Regulatory Standards Division training programs, described in the Performance Work Statement.

Performance Work Statement (PWS): A document that describes the essential and technical requirements for items, materials, tasks or services including the standards used to determine whether the requirements have been met.

1907/23/200210:25 AM

Prep: Time spent preparing to teach a class, either prior to the beginning of or after the completion of a class. Can also refer to auditing a class for the purpose of meeting future teaching requirements.

Programmer: A person knowledgeable and skilled in the formulation and entry of instructions that will cause a computer to produce a desired output.

Quality Assurance: Actions taken by the Government to ensure contractor compliance with the provisions of the Performance Work Statement.

Quality Control: Actions taken by the contractor to ensure compliance with the provisions of the Performance Work Statement.

Student: A person formally engaged in learning at the FAA Academy.

Training Materials: Course materials to include automated computer files and programs, etc, equipment, and supplies used in the conduct, practice and evaluation of training.

Training Outcome: The total combination of skills and knowledge that the learner must acquire to perform a job assignment, usually derived by converting a task into measurable performance objectives.

PART I - GENERAL INFORMATION

SECTION 3

GOVERNMENT FURNISHED PROPERTY, SERVICES, AND EQUIPMENT

3.1 FACILITIES AND UTILITIES: The Government shall provide space and facilities, at no cost to the contractor, at the Mike Monroney Aeronautical Center for the contractor to perform the work defined in this PWS. The Government shall also provide all utilities, including telephone, for these facilities. Government provided facilities are to be used only in the performance of this contract.

3.1.1. MAINTENANCE AND REPAIR: The Government shall maintain and repair contractor occupied space to the same standards as like areas occupied by the Government.

3.1.2. ALTERATIONS: The contractor shall not make any alterations to Government furnished space and/or facilities except as approved in writing by the CO.

3.1.3. VACATING: When directed by the CO, the contractor shall vacate Government furnished space and/or facility for renovation, etc. In such case, the Government shall designate adequate alternative space and/or facilities to be used by the contractor. When/if the contractor vacates Government space and/or facilities, such space and/or facilities shall be restored to at least its original condition, considering reasonable wear and tear at no expense to the Government.

3.2. COURSE MATERIALS: The FAA Academy shall maintain and distribute all administrative supplies and course materials required to perform instructional, development, and revision work. Course materials shall be provided as determined by the COTR. Course materials include the following and may be required to be in electronic format:

- a. Instructor Guides (lesson plans)
- b. Visual Aids
- c. Student Workbooks/Handouts
- d. Practice Problems
- e. Reference Documents
- f. Evaluation Materials
  1. End of lesson Tests
  2. Block Tests
  3. Laboratory Problems
- g. Other automated programs required to maintain or present training.

3.3 PROPRIETARY RIGHTS: The Government acquires all rights and data to all deliverables produced under this contract. The contractor shall not use or distribute training materials or any deliverable for any purpose other than those stated in this PWS.

3.4 OFFICE EQUIPMENT: The Government shall provide desks, chairs, filing cabinetry, and other office furnishings.

2107/23/200210:25 AM

3.4.1. OFFICE SUPPLIES: The Government shall maintain and distribute all office supplies (e.g., paper, pencils, Government forms) using existing supply channels.

3.4.2. AUTOMATION EQUIPMENT: The Government shall provide and maintain all computer hardware, software, storage media, and other required automation equipment and supplies.

## SECTION 4

### TASK 1 - FLIGHT STANDARDS PROFESSIONALISM

4.1. GENERAL SCOPE. The contractor shall furnish all administrator, managerial and instructor staff to conduct Flight Standards Professionalism, Course 12030.

4.1.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.1.2. Specific Task Objectives. To provide sufficient instruction to facilitate enhanced listening techniques, conducting interviews, conflict management, develop presentations (oral) skills and an overview of the conduct and discipline standards as these apply to F.A.A. Aviation Safety personnel. Complete course projects.

4.1.3. Training Lengths. This task consists of instructing in course 12030 which is approximately 8 days in length and requires approximately 80 hours contract instructor (Ref. 1.6.2.22.) contact, preparation hours and course maintenance hours per class.

4.1.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training plans. Training plans are located in the Airworthiness Branch, AMA-250, for review.

4.1.5. General Subject Matter.

- a. Professional values and responsibilities.
- b. Oral communication and conflict management.
- c. Writing skills.
- d. Critical thinking and decision making.

4.1.6. STUDENT EVALUATION. The evaluation criteria for this training is as follows: The students are evaluated to assure knowledge of the course subjects.

TASK 2 - AIRWORTHINESS REQUIREMENTS FOR DIGITAL FLIGHT DATA RECORDERS

4.2. GENERAL SCOPE. The contractor shall furnish instructor personnel to support the conduct of the Digital Flight Data Recorder course, 21046.

4.2.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.2.2. Specific Task Objectives. To provide training in the 14 CFR parts 91, 121, 125, 129, 135, 23, 25, 27, and 29 regulatory requirements as they pertain to digital flight data recorder systems and systems maintenance. The student will be able to demonstrate the knowledge required to satisfactorily complete the course projects related to systems parameters, parameter specifications, correlation and conversion documentation, and pass all course examinations.

4.2.3. Training Length. This task consists of instructing in Course 21046, which is approximately 24 hours in length and requires approximately 20 hours of contract instructor (Ref. 1.6.2.27.) contact and preparation per class.

4.2.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training lesson plans. Training lesson plans are located in the Airworthiness Branch, AMA-250, for review.

4.2.5. General Subject Matter.

a. The 14 CFR parts as specified, The AC20-141, DFDR SYSTEMS maintenance tests, operator records and documentation required as they pertain to DFDR systems.

b. Examine inspection and maintenance methods, procedures, and techniques to insure conformity with the 14 CFR requirements for DFDR systems.

c. Make recommendations for possible course of corrective action and priority of action required to improve maintenance procedures and for correcting deficient areas within the DIGITAL FLIGHT DATA RECORDER AIRCRAFT SYSTEM.

### TASK 3 - EVALUATION OF STRUCTURAL INSPECTION PROGRAMS

4.3. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to support the conduct of the Damage Tolerance Course.

4.3.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.3.2. Specific Task Objectives. To provide training in Damage Tolerance programs so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and pass all course examinations.

4.3.3. Training Length. This task consists of developing, revising, and instructing in Course 21048 which is approximately 32 hours in length and requires approximately 32 hours contract instructor (Ref. 1.6.2.4.) Contact and preparation per class.

4.3.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training development plan. Training development plans are located in the Airworthiness Branch, AMA-250, for review.

4.3.5. General Subject Matter.

a. Evaluate Structural repairs and alterations for Damage Tolerance and Supplemental Structural Inspection Program compliance.

b. Examine inspection and maintenance methods, procedures, and techniques to insure conformity with Damage Tolerance and Supplemental Structural Inspection Programs.

c. Make recommendations for possible course of corrective action and priority of action required to improve maintenance procedures and for correcting deficient areas within the Damage Tolerance and Supplemental Structural Inspection Programs.

d. Analyze and interpret Structural Repair and Alteration Data.

e. Examine and evaluate Structural Repair and Alteration Data programs submitted for approval or disapproval in accordance with FAA handbooks, orders, and regulations.

TASK 4 - FLIGHT STANDARDS INSPECTORS COCKPIT EN ROUTE COURSE

4.4. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and FAA certified and qualified personnel to assist in the development, revision and instruction of Flight Standards Inspectors Cockpit En Route procedures to FAA personnel assigned to Academy courses.

4.4.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.4.2. Specific Task Objectives. Develop, revise and teach Flight Standards Inspectors Cockpit En Route Inspection

- a. Call operators to schedule en route inspections.
- b. Complete necessary FAA forms and submit to operator prior to departure.
- c. Present credentials to pilot-in-command.
- d. Conduct preflight inspections.
- e. Review aircraft maintenance log and required manuals.
- f. Review pilot certificates.
- g. Report discrepancies to operator prior to departure.
- h. Inspect load manifest.
- i. Observe refueling and cargo loading of aircraft, if possible.
- j. Observe "sterile cockpit" requirements for compliance.
- k. Observe in-flight performance of aircraft systems and flight crew compliance with Federal Aviation Regulations.
- l. Discuss deficiencies with crew and maintenance supervisor.
- m. Observe line maintenance and ground handling of aircraft.
- n. Inform flight crew/maintenance supervisor of findings noted.
- o. Complete PTRS in district office for WPG functions.

4.4.3. Training Lengths. Course 21406. This task consist of approximately 40 contract preparation and contact hours per class (Ref. 1.6.2.11 & 1.6.2.14)

4.4.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes, and evaluation criteria are specified in the Course Design Guide. Lesson plans are located on, W: ama250/21406, for review.

4.4.5. General Subject Matter.

- a. Order 8300.10, Airworthiness Inspectors Handbook.

4.4.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the Federal Aviation Regulations, internal directives, and job functions to satisfactorily complete the lesson projects and course examinations. The students must achieve a 70% or higher grade on the examinations.

## TASK 5 - AIR CARRIER TRANSITION

4.5. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor staff to conduct air carrier airworthiness inspector 121 transition training.

### 4.5.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.5.2. Specific Task Objective. To provide the student with the understanding of the Federal Aviation Regulations, internal directives and Air Carrier Airworthiness Inspector job functions required to satisfactorily complete the course projects.

4.5.3. Training Length. Course 21618, consists of instructing in approximately a 32 hour course requiring approximately 40 contract instructor (Ref. 1.6.2.4. and 1.6.2.14.) contact, preparation and course maintenance hours per class.

4.5.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the CDG.

### 4.5.5. General Subject Matter.

- a. Certification of air carriers, JF-1.
- b. Certification of air carrier aircraft, JF-2.
- c. Airworthiness Directives, JF-4.
- d. Air carrier mechanical reporting procedures, JF-5.
- e. Analysis of mechanical reports, JF-6.
- f. National Safety Data Branch Aircraft and Airman Records.
- g. Major repair and alteration conformity, JF-3.
- h. Inspection and certification of repair stations, JF-11.
- i. Air carrier manuals, JF-10.
- j. Logbooks and maintenance records, JF-8.
- k. Maintenance facility and line station inspection, JF-19 and 20.
- l. Weight and balance control systems, JF-13.
- m. Operation specifications, JF-12.
- n. Reliability and condition monitoring maintenance programs, JF-12A.
- o. Special flight permits, JF-23.
- p. Proving flights, JF-14.
- q. Ramp and spot inspections, JF-22.
- r. En route inspections, JF-21.
- s. Maintenance training programs, JF-9.

4.5.6. STUDENT EVALUATION. The evaluation criteria for this training is as follows: The students are evaluated to assure knowledge of the Federal Aviation Regulations, internal directives, and job functions to satisfactorily complete the lesson projects.

TASK 6 - AIR CARRIER AIRWORTHINESS ADVANCED INDOCTRINATION

4.6. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor staff to conduct air carrier airworthiness inspector training for 14 CFR, Part 119, 121, 125 and 135.

4.6.1 TASK OBJECTIVES AND TRAINING LENGTH.

4.6.2 Specific Task Objective. To provide the student with the understanding of the Federal Aviation Regulation, internal directives and Air Carrier Airworthiness Inspector job functions required to satisfactorily complete the course projects.

4.6.3. Training Length. Course 21629 consists of instructing in approximately a 72 hour course requiring approximately 1 contract instructor (Ref. 1.6.2.4 and 1.6.2.14) contact, preparation and course maintenance hours per class.

4.6.4 TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the Course Design Guide.

4.6.5 General Subject Matter.

Certification of air carriers, 14 CFR Part 119, 121, 125, and 135.

4.6.6. STUDENT EVALUATION. The evaluation criteria for this training is as follows: The students are evaluated to assure knowledge of the Federal Aviation Regulations, internal directives, and job functions to satisfactorily complete the lesson projects.

## TASK 7 - AIRCRAFT ALTERATIONS AND REPAIRS

4.7. GENERAL SCOPE The contractor shall furnish all administration, managerial and instructor personnel to support the conduct of the Aircraft Alteration and Repair Course.

### 4.7.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.7.2. Specific Task Objectives. To provide training to Aviation Safety Inspectors (ASI's), maintenance and avionics, Foreign CAA, and industry, so that the student can demonstrate the knowledge required to satisfactorily complete the course practice exercises, end-of-lesson tests and course evaluations.

4.7.3. Training Length. This task consists of developing, revising, and instructing in course 21811 that is approximately 64 hours in length and requires 80 hours contractor instructor (Ref 1.6.2.3 & 1.6.2.14) contact, preparation and course maintenance hours per class.

4.7.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the Course Design Guide (CDG) and Lesson Plans located on the Airworthiness Branch, AMA-250 "W" drive for review.

### 4.7.5. General Subject Matter.

- a. Determine applicable references relating to alterations and repairs of aircraft.
- b. Determine applicable references that identify the advisory information relating to aircraft alterations and repairs.
- c. Identify the FAA Internal Directives Systems relating to aircraft alterations and repairs.
- d. Identify Applicable CFR, CAR/CAM and SFAR references relating to aircraft alterations and repairs.
- e. Identify and discuss key elements of major alteration and major repair definitions.
- f. Identify approved data; define acceptable data, and sources of each type.
- g. Determine the information that constitutes the type design, the type certificate, supplemental type certificate, and field approval.
- h. Determine appropriate background data for approving alterations.
- i. State the major alteration considerations.
- j. List the qualifications and responsibilities associated with making alteration judgment.
- k. Explain the effects of a proposed alteration on an airframe.
- l. List the elements associated with an aircraft that an alteration proposal may affect.
- m. Identify the alterations that require engineering approval.
- n. Explain the field approval procedures for a power plant, propellers, and appliances.
- o. Give specific details for altering TSO products.

p. Identify and evaluate effects of major repairs to an airframe, power plant, propeller and/or appliance, in accordance with the FAA standards.

q. Determine the various engineering sections of the FAA necessary to accomplish field approvals and obtain the knowledge necessary for this job function.

r. Identify the certification requirements of manned free balloons

s. Identify and analyze the effects of alterations and repairs to materials and devices that are integral parts of balloons.

t. Locate and explain the regulatory and guidance materials used for approval of major alterations to parachutes.

u. Determine if a proposed alteration/repair is appropriate, may be field approved or should be submitted as a STC.

v. Determine the required disposition of documents related to field approvals and the required records involved with alterations.

4.7.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the course subjects to satisfactorily complete the lesson practice exercises, end-of-lesson tests and examinations. The student must achieve a 70% or higher grade on the end of course examination.

TASK 8 - AIRCRAFT MAINTENANCE AND RELIABILITY PROGRAMS

4.8. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to support the conduct of the Aircraft Maintenance Reliability Programs course.

4.8.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.8.2. Specific Task Objectives. To provide training in aircraft maintenance reliability programs so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and pass all course examinations.

4.8.3. Training Length. This task consists of developing, revising, and instructing in Course 21813 which is approximately 64 hours in length and requires approximately 80 hours contract instructor (Ref. 1.6.2.4. and 1.6.2.14.) contact and preparation per class.

4.8.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the Course Design Guide. Lesson plans are located on W://ama250/21813, for review.

4.8.5. General Subject Matter.

a. Evaluate and approve time limitations for the accomplishment of inspections, maintenance, and overhaul functions.

b. Evaluate mechanical reporting procedures, equipment, and techniques used in maintenance reliability programs.

c. Examine inspection and maintenance methods, procedures, and techniques to insure conformity with maintenance controls utilizing approved reliability programs.

d. Review and evaluate aircraft system/component reliability data to determine:

e. The specific cause of a failure or malfunction.

f. Significance of the failure or malfunction.

g. Whether or not the failure or malfunction is attributable to design or production fault, inspection or maintenance deficiency, or improper operating methods, techniques or procedures.

h. Make recommendations for possible course of corrective action and priority of action required to improve maintenance control procedures and for correcting deficient areas within the reliability programs.

i. Analyze and interpret visual data display and verify accuracy.

j. Examine and evaluate reliability programs submitted for approval or disapproval in accordance with FAA handbooks, orders, and regulations.

4.8.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the course subjects to satisfactorily complete the lesson workshops and examination. The student must achieve a 70% or higher grade on the examination.

## TASK 9 - AVIONICS AVIATION SAFETY INSPECTOR COURSES

4.9. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to revise and instruct in Altimetry and Barometry, Avionics Test and Measurement Equipment and Avionics Certification Procedures.

### 4.9.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.9.2. Specific Task Objectives. To revise and instruct in three (3) Avionics Aviation Safety Inspector Courses so that the student can demonstrate the knowledge required to satisfactorily complete the course laboratories and complete all course examinations.

4.9.3. Training Lengths. This task consists of revising and instructing in three (3) Avionics/Electrical Aviation Safety Inspector courses and requires the services of contract Aviation Safety Inspector (Avionics) (Ref. 1.6.2.14.). Listed are the courses, approximate lengths and required contract instructor, contact and preparation hours per class:

- a. Altimetry and Barometry, Course 21824: length 32 hours; 80 contract instructor hours per class.
- b. Avionics Test and Measurement Equipment, Course 21825: Length 32 hours; 80 contract instructor hours per class.
- c. Avionics Certification Procedures, Course 21846: Length 68 hours; 160 contract instructor hours per class.

4.9.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the course Design Guides. Lesson plans are located on W: AMA250, for review.

### 4.9.5. General Subject Matter.

- a. Title 14, Code of Federal Regulations.
- b. Field Approvals.
- c. Supplemental Type Certificates and Ratings.
- d. Repair Station Certification.
- e. Repairman Certification.
- f. General and Specialized Test Equipment.
- g. Loran Navigation Systems.
- h. Basics of the Atmosphere.
- i. Advisory Circulars.
- j. Flight Evaluations.

4.9.6 STUDENT EVALUATION. The students are evaluated to assure knowledge of the courses taught to satisfactorily complete all laboratories and course examinations. The students must achieve a 70% or higher grade on all examinations.

TASK 10 - GENERAL AVIATION INDOCTRINATION FOR AVIATION SAFETY INSPECTORS  
(AIRWORTHINESS)

4.10. GENERAL SCOPE. The contractor shall furnish all administrator, managerial and instructor staff to conduct General Aviation Indoctrination for Aviation Safety Inspectors (Airworthiness).

4.10.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.10.2. Specific Task Objective. To provide sufficient Federal Aviation Regulations, internal directives, and job functions classroom training so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and pass the course tests.

4.10.3. Training Length. Course 21909, consists of instruction in a course approximately 13 days in length requiring approximately 128 contract instructor (Ref. 1.6.2.3. and 1.6.2.14.) contact, preparation and course maintenance hours per class.

a. Course 21028 (International), approximately 14 days in length requiring approximately 256 contract instructor (Ref 1.6.2.3) contact, preparation and course maintenance hours per class.

4.10.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the Course Design Guide. Lesson plans are located on W: ama250\21909, for review.

4.10.5. General Subject Matter.

- a. Introduction to use of reference material
- b. Certification of standard aircraft, JF-1A.
- c. Aircraft inspection programs, JF-2
- d. Certification and surveillance of balloons, JF-1AA
- e. Certification of restricted aircraft, JF-1B.
- f. Certification of limited category aircraft, JF-1C.
- g. Certification of aircraft in multiple categories, JF-1E.
- h. Selection, designation, and supervision of mechanic and parachute rigger examiners, JF-8.
- i. Certification of experimental aircraft, JF-1D.
- j. Inspection and certification of maintenance technician schools, JF-9 and 1.
- k. Examination and certification of mechanics, repairman, and parachute riggers, JF-9 and 14.
- l. Examination of mechanics for inspection authorization, JF-10.
- m. Certification of aircraft for export, JF-20.
- n. Surveillance of sport parachute jumping, JF-14A.
- o. Inspection of major repairs, JF-3.
- p. Inspection of major alterations, JF-4.
- q. Authorization of special flight permits, JF-17.
- r. Aircraft airworthiness surveillance, JF-6.
- s. Certification of restricted aircraft, JF-1B.
- t. Certification of limited category aircraft, JF-1C.
- u. Certification and Surveillance of Agricultural Aircraft Operators.
- v. Certification and Surveillance of External load.

4.10.6 STUDENT EVALUATION. The evaluation criteria for this training is as follows: The students are evaluated to assure knowledge of the Federal Aviation Regulations, internal directives, and job functions to satisfactorily complete the lesson projects and course examinations. The students must achieve a 70% or higher grade on the examinations.

TASK 11 - EVALUATION OF AVIATION MANAGEMENT SYSTEMS

4.11. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to support the conduct of the Evaluation of Aviation Management Systems course.

4.11.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.11.2. Specific Task Objectives. To provide training in aviation management systems, so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and pass all course examinations.

4.11.3. Training Length. This task consists of developing, revising, and instructing in Course 22600, which is approximately 64 hours in length and requires approximately 144 hours contract instructor (Ref. 1.6.2.3. 1.6.2.4. And 1.6.2.14.) contact and preparation per class.

4.11.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training lesson plan. Training lesson plans are located on W:ama250/22600 for review.

4.11.5. General Subject Matter.

a. Accurately determine and evaluate a company's organizational relationship.

b. Identify basic problems within an organization and determine an alternate course of action.

c. Evaluate conduct of company management.

d. Isolate and group company policy according to functional subsystem.

e. Chart company's procedures, form flow, information flow, and work flow within the function/subsystem from written or verbal information.

f. Prepare written recommendations to correct problems or contributing factors.

4.11.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the course subjects to satisfactorily complete the lesson workshops.

TASK 12 - AIRWORTHINESS INSPECTION/SURVEILLANCE OF FOREIGN/DOMESTIC REPAIR STATIONS

4.12. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to support the conduct of the Repair Stations course.

4.12.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.12.2. Specific Task Objectives. To provide training in the certification and inspection of repair stations so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and pass all course examinations and practice certification workshop. JAA/JAR differences are reviewed.

4.12.3. Training Length. This task consists of developing, revising, and instructing in course 22601 which is approximately 56 hours in length. The services of the following instructors contact, preparation and course maintenance hours are required per class.

- a. Aviation Safety Inspector (Airworthiness) (Ref. 1.6.2.3. & 1.6.2.4.).
- b. Aviation Safety Inspector (Avionics) (Ref. 1.6.2.14.).

4.12.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the Course Design Guide. Lesson plans are located on W://ama250/22601, for review.

4.12.5. General Subject Matter.

- a. Know rules, regulations and associated references pertaining to certification of CFR Part 145 repair stations.
- b. Become familiar with the five phases CFR 145 or repair station certification and JAA/JAR certification.
- c. Understand the requirements in the development of an inspection procedures manual, and how to review the manual for acceptance.
- d. Determine the repair stations ratings and issue appropriate and correct operations specifications.
- e. Perform complete repair station certification, issue or deny applicant certification.
- f. Identify methods and procedures used in surveillance of repair stations and perform surveillance of current and new issue repair stations.
- g. Understand the requirements of JAA/JAR and determine the appropriate rating.
- h. Perform surveillance of repair station for JAA.

4.12.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the course subjects to satisfactorily complete the lesson workshops and examinations. The student must achieve a 70% or higher grade on the examinations.