

Technical Operations Training Instructional Support Service Contract

Statement of Work

Information regarding the Statement of Work for use
in connection with the Instructional Support Services solicitation for

FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION (AMA-400)

DTFAAC-13-R-00004

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Prepared by Technical Operations Training Division Contract Team

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CHANGE HISTORY

Change No.

Description of Change

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Section 1. General Contract Information

1.1 Overview

The Technical Operations Training Division's (AMA-400) primary mission is providing complex technical training to engineers, technicians, environmental specialists and programmers who install, maintain, repair, and certify equipment and systems of the National Airspace System. This Statement of Work describes the supplies and services required to provide instructional support services for AMA-400 necessary to accomplish its mission.

1.2 Terms, Acronyms, and Additional Resources

Explanations and definitions of contract related terms and acronyms, along with informative website links, may be found in a separate document titled *Contract Terms and Acronyms*, included as Appendix C to this document. This document will be maintained and updated as necessary by the Contracting Officer's Representative (COR) following award.

1.3 Scope of Work

The contractor shall provide instructors and other personnel to augment AMA-400 personnel in the completion of its tasked activities and assisting in the performance of work more specifically defined in other sections of this document. The contractor will also provide those on-site personnel needed to effectively manage and supervise the contract staff provided. However, beyond those positions specifically identified as FAA requirements in this document, any such clerical, administrative, supervisory, or managerial positions proposed at direct cost to this contract shall be subject to negotiation. Included is the Contract Support Task and Subtask Descriptions, Appendix A, identifying duties and responsibilities for FAA tasks.

1.4 Support Requirements

Contractual support will fluctuate based on requirements identified in the Air Traffic Organization's (ATO's) annual Call for Training. A consistent training workload over the course of the contract, relatively stable revision and development workload, and normal FAA attrition are anticipated. However, as one or more of these assumptions may prove unfounded, the FAA shall not be bound by, nor does it assume, any obligation. Schedule B does not imply guaranteed minimum requirements, except contract line item numbers (CLINs) identified by narrative description and is based solely upon annual FAA projections. Work requirements are provided to the contractor via work orders when the need arises.

1.5 Performance Period Support Requirements

Projected support requirements for each active task will be reflected in one or more work orders (WOs), prepared each performance period by the COR, in concert with AMA-400 management. Each WO will reflect support requirements for a single task, subtask, or special project. Each WO is subject to revision, as needed, to update the projected requirements. Only the most recent WO for each task, subtask, or special project shall be considered to accurately depict AMA-400's support requirements for that period.

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1.6 Funding Considerations – Operation Funds

This contract is funded almost entirely through the use of appropriated operations (OPS) funds. Limited facility and equipment (F&E) funding may be used when provided by the program office to meet their specific requirements. Support requirements for a period may be initially identified as being subject to the availability of funds. Once funding has been determined, requirements will be adjusted, if necessary.

1.7 Supervision of Contract Employees by Contract Supervisor

The Contract appointed supervisor(s) shall provide day-to-day supervision of contract personnel. Contract Program Management shall appoint an interim replacement in his/her absence. At no time will supervisory control, policy, or guidance be available through AMA-400 personnel. With the exception of those activities specifically outlined in this document, which have been designed so as not to infringe upon the contractor's supervisory responsibilities and authority, AMA-400 personnel will in no way be involved directly in the processes of hiring, selecting, non-selecting, work assignment, work related awards or discipline, approving work schedules and/or absences, labor-management issues, career planning, or compensation for any individual working or with potential to work on this contract. Any suspected or actual incident of AMA-400 personnel being involved in these processes must be reported to the Contracting Officer (CO) or the COR immediately.

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Section 2. Location and Time of Work

2.1 Location of Work

All work performed under this contract shall be performed at the following location, unless directed in writing by the CO:

**Mike Monroney Aeronautical Center (MMAC)
FAA Academy
6500 South MacArthur Blvd.
Oklahoma City, Oklahoma, 73169**

2.2 Normal Hours of Operation

Normal operations will generally occur between the hours of 7:00 a.m. and 3:30 p.m. local time, during regular workdays of the week, Monday through Friday. However, availability may be required outside of these days/hours and are subject to change based on AMA-400's operational needs. Some requirements may require periodic evening shift contract support between the hours of 3:30 p.m. and 12:00 a.m. In those cases, the amount of activity occurring during these hours will be included in the description of the task. Other than those specific requirements identified by AMA-400, no evening shift activity will be permitted without prior authorization from the CO or the COR.

2.3 Dedicated Contract Management

The Program Manager shall be fully dedicated to this contract and shall not be utilized by the contractor in support of other activities without the express approval of the CO. Requirements for the First Line Supervisor(s) and Administrative Assistant Support shall be subject to negotiation.

2.4 Saturday and Sunday Activity

No Saturday or Sunday activity is anticipated under this contract. In the event such activity is required, the contractor will be notified by the CO or the COR, and will be provided as much advance notice of the requirement as practicable. Other than those specific requirements identified by AMA-400, neither Saturday nor Sunday activity will be permitted without prior authorization from the CO or the COR.

2.5 Overtime

No overtime activity is anticipated under this contract. In the event such activity is required by AMA-400, the contractor will be notified by the CO or the COR, and will be provided as much advance notice of the requirement as practicable. Absent such notification, overtime activity will not be permitted without the express written approval of the CO or the COR.

2.6 Observance of Holidays

No activity is anticipated under this contract on holidays recognized by AMA-400. In the event such activity is required, the contractor will be notified by the CO or the COR, and will be provided as much advance notice of the requirement as practicable. Absent such

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requirements, holiday activities will not be permitted without prior authorization from the CO or the COR.

a) Designated U.S. Federal Holidays

A list of the designated U.S. Federal holidays, as of the date of this document, is as follows:

New Year's Day

Martin Luther King, Jr's Birthday

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

Additionally, other days may be proclaimed as a "holiday" by Federal statute, executive order, or Presidential proclamation and these days shall be considered equivalent to the ten that have been officially designated. No other holidays shall be recognized under this contract.

2.7 Aeronautical Center Closure or Early Dismissal

Adverse weather conditions or other emergencies may require the closure of the Mike Monroney Aeronautical Center (MMAC). Circumstances may also arise which will require the early dismissal of MMAC personnel. In most cases, no activity is expected under this contract during periods of MMAC closure and/or early dismissal, nor will any such activity be permitted during these periods without prior authorization from the CO or the COR.

2.8 Notification of Center Closure or Early Dismissal

The FAA will provide the contractor with notice of MMAC closures through the use of public broadcast announcements on local television, radio stations, or official Aeronautical Center announcements (i.e. Aeronautical Center Operations contact at (405) 954-0040, building public announcement systems, etc.). Online notification will be posted under "Highlights" on the FAA Employee Site at <https://employees.faa.gov>. Announcements of early dismissal will be provided to the contractor by the CO the COR, or in their absence by appropriate AMA-400 management.

2.9 Quantity of Work and Excused Absence

This document does not establish any specific minimum quantity of work, either as an aggregate figure or on a per employee basis on any day affected by either the closure of MMAC or the early dismissal of MMAC personnel. Neither does it establish any specific provision for granting excused absences or any type of reimbursable leave for these days. Contractor employee leave will be in accordance with contractor employer personnel policies and procedures.

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2.10 Leave Management

Contractor will manage leave usage whereas to ensure FAA requirements will not be impacted by significant unplanned leave usage. Contract management support must be provided in a consistent manner and leave must not impact FAA requirements. Temporary or interim assignment must be in accordance with FAA policies and procedures, requiring prior CO or COR approval, and must not incur any additional costs to AMA-400.

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Section 3. Travel

3.1 Travel Guidelines

Support under this contract may require contract personnel to travel as part of their normal assigned duties. Such travel, when required, will exclusively be restricted to the territories and possessions of the United States. Any such travel, in connection with performance of tasked activities, will be identified by work orders. Tickets purchased by the contractor must be refundable tickets. Non-refundable tickets purchased will be a liability of the contractor or contract employee. Under limited or emergency situations, not part of normal operating procedures, non-refundable tickets may be reimbursed at the FAA's discretion on a case-by-case basis.

3.2 Travel Reimbursement Guidelines

Federal Travel Regulations (FTR) will be used as the guideline for establishing allowable reimbursement costs for all travel within the 50 states, the District of Columbia, the Commonwealth of Puerto Rico and the territories and possessions of the United States, FTR provisions issued by the General Services Administration (GSA), are available for viewing at [*http://www.gsa.gov/](http://www.gsa.gov/).

3.3 Travel Cost Reimbursement

The contractor is solely responsible for all travel costs incurred during the performance of this contract. Contract invoicing will contain billings for travel costs to include a copy of a detailed expense voucher that identifies costs and associated receipts from airlines, hotels, rental car, and other voucher expenses. The FAA will not provide advance travel costs. The contractor is solely responsible for all travel costs incurred during the performance of this contract. After completion of travel, contractor will submit expense voucher. The FAA shall be solely responsible for determining what costs are allowable for reimbursement in accordance with the FAA's Travel Policy (FTR). The FAA will not reimburse costs determined to be unnecessary, unreasonable, or unallowable.

Under limited circumstances where AMA-400's operational training mission would be impacted, the FAA may elect to compensate the contractor for the cost of "coach" roundtrip airfare to ensure the availability of an instructor resource. Airfare would be from the contract instructor's home airport to MMAC (Will Roger's International Airport) and could not exceed the lowest round trip non-refundable airfare cost for the task requirement time period. This compensation would be contingent on the successful completion of FAA's training requirement by the contract instructor. Compensation for contract instructor travel is solely at the FAA's discretion for limited or emergency situations and is not meant to be considered as a normal operating procedure.

3.4 Relocation Expenses

This document does not permit, require, nor is intended to encourage, contractors to include provisions for reimbursing any of their employees for expenses incurred, in whole or in part, as a result of any relocation in connection with their efforts under this contract. This applies equally to relocations to the MMAC area to provide support under this contract, as well as to relocations from the MMAC area at the completion of duties under the contract.

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3.5 Advance Payments

Advance travel payments from the FAA are not authorized under this contract.

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Section 4. Products Rights and Government Property

4.1 FAA Proprietary Rights

The FAA acquires title to all products resulting from performance under this contract, and all the rights and privileges derived there from, as these products are produced. This includes all programs, databases, and applications created by the contractor for the administration of this contract. The contractor shall provide a quarterly download, upon FAA request, of all data created under this task. This information/data shall not be deleted without FAA approval. This right is not dependent upon the completion of the product, the formal or written acceptance of the product, or receipt of payment for the services from which the product results. For further information, please refer to the FAA Acquisition Management System (AMS) Policy, <http://fast.faa.gov/>, Section 3.5. 'Patents, Rights in Data and Copyrights.'

4.2 Forfeiture of Rights

The rights and privileges described in the preceding paragraph cannot be involuntarily surrendered, transferred, forfeited, or ceded. Any such forfeiture can only be accomplished by the CO, assisted by the COR, and must be in writing. Further, no precedent shall be established by any such forfeiture, and each request shall be considered separate and distinct from all other requests.

4.3 Use and Dissemination of Government Property

Unless specifically authorized in writing by the CO or the COR, the contractor shall not use, modify or disseminate any item of Government property for any purpose beyond the scope of this document, the contract and other related documents. This prohibition includes, but is not limited to, the use of FAA equipment for work not directly in support of this contract, and the use or dissemination of any FAA training materials, including materials developed under this contract.

4.4 Removing or Relocating Government Property from MMAC

The contractor shall not remove or relocate, nor permit its employees to remove or relocate, Government property from the MMAC assigned work areas for any purpose unless specifically authorized in writing by the CO or the COR. This prohibition applies to property furnished to the contractor by the FAA, property acquired by the contractor using contract funds, and property/products produced through performance under this contract. Further, this prohibition covers both the physical removal and the electronic transmission of property, and applies equally to both original items and all reproductions of those items, regardless of the reproduction format.

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Section 5. Government Furnished Items

5.1 Facilities and Utilities

AMA-400 shall provide space and facilities plus associated utilities and housekeeping, where possible, equivalent to that provided for FAA personnel, to enable the contractor to perform the work defined in this document. Facilities and utilities (e.g., restrooms, break rooms, electricity, and telephones) provided are to be used exclusively in support of this contract. The contractor shall not make any alterations to Government furnished space or facilities except as approved in writing by the CO or the COR and at no direct cost to this contract. Whenever the contractor vacates Government space, such space and facilities shall be restored to its original condition, considering any approved alterations plus normal wear and tear, at no direct cost to this contract.

5.2 FAA Access to Provided Space

The contractor is hereby advised that a limited number of FAA personnel will have unrestricted access to space provided for their use in accordance with the provisions of the preceding paragraph. As a result of MMAC policies regarding the utilization and distribution of Government keys or keycards, certain FAA employees will be provided master (or sub-master) keys which will open all doors utilizing a key number within their allocated group (or sub-group). The contractor should have adequate provisions for safeguarding sensitive personnel information, proprietary data, and any other sensitive data that the contractor wishes to retain in the space provided.

5.3 Conservation of Utilities

The contractor shall ensure all contract employees are aware of acceptable utility conservation practices and shall be responsible for operating in a manner as to minimize waste of utilities. Addition or relocation of telephones or electrical outlets will be evaluated on a basis of benefit to the FAA and not of convenience.

5.4 Government Furnished Property (GFP)

The items described in the following paragraphs shall be considered Government furnished property. Definitions, usage and contractor accountability shall be in accordance with Acquisition Management System Policy, Contract Administration, Section 3.10 and Contractor's Guide for Control of Government Property, Section 4. Contract Administration.

The contractor will be required to provide property management controls to ensure optimum utilization and security. The FAA retains property management authority for all items provided, as well as, sole discretion in the placement, movement and removal of all property provided to the contractor. The contractor must not remove, relocate, or re-assign Government furnished property without prior approval of the COR. Contract management must optimize their use of Government furnished property provided.

In advance of providing Government equipment for use by the contractor, the contractor Program Manager or Program Manager designate must sign the appropriate FAA property documents.

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5.5 Office Furniture

AMA-400 shall provide workstations, desks, chairs, filing cabinetry and other office furnishings for contract personnel comparable to those provided to Government personnel. Any furnishings provided are at the sole discretion of the Government (i.e., type, model, style, etc.)

5.6 General Supplies

The contractor is responsible for providing their own general office supplies. Company specific supplies and materials required by the contractor, (i.e., pre-printed stationary, business cards, and timecards) will not be supplied by AMA-400.

For government furnished equipment (GFE), AMA-400 will provide the appropriate supplies needed (i.e. toner, ink cartridges).

5.7 Computer Hardware and Software

With the exception of computer hardware and software required by the contractor management and administrative personnel, the FAA will maintain and distribute all computer equipment and software typically required to fulfill requirements as requested by FAA under this contract, subject to availability, and based on AMA-400's workload priorities and subject to availability. Contract personnel shall not install, uninstall, move, or make modifications to any hardware or software on any computer located at the MMAC without prior approval from the COR.

5.8 FAA Computer Network

The FAA maintains a computer network and provides contractor access. AMA-400 will provide contract personnel with access as required for contract support requirements. Contract personnel shall not connect any computer equipment to the FAA network without prior authorization from the COR. The COR shall be responsible for obtaining the network access, including any required clearances, through the AMA-400 management and other FAA offices. For further information please refer to FAA Order 1370.79A *'Internet Use Policy'*.

All contract personnel using FAA computer resources or accessing the FAA network shall agree and sign *'Local Area Network (LAN) Rules of Behavior (ROB)'* prior to receiving requested access. Specific ROB regarding LAN usage is located on FAA's Office of Human Resources website at: https://employees.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/hrpm_ref/iohr/ahrlan/ .

5.9 Misuse of FAA Computer Network

The contractor must adhere to all FAA intranet, internet, network policies and orders. Misuse of FAA provided computer equipment or network by contract personnel will result in a determination by AMA-400 management as to appropriate corrective action for each infraction. Depending upon the nature and severity of the infraction, corrective actions can range from loss of privileges (i.e., loss of access to the Internet, government e-mail system, etc.) to a recommendation to the CO for removal of contract personnel. Further, these determinations are not subject to appeal. Lastly, these provisions do not preclude the imposition of any applicable civil or criminal penalty resultant from an infraction.

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Section 6. Contractor Furnished Items

6.1 Furniture

The contractor shall be responsible for providing, without direct cost to this contract, any additional furniture required for the management and administrative staff. Furniture shall be limited to the space and utilities provided by the FAA and subject to approval by the CO or the COR.

6.2 Equipment

The contractor shall be responsible for providing, without direct cost to this contract, any equipment it requires for the management and administrative staff. Examples include, but are not limited to, computers, printers, other computer peripherals, office equipment (fax machine, copier, etc.), and items of personal convenience (coffee maker, microwave oven, etc.).

6.3 Supplemental Computer Equipment

The FAA may not have the resources to provide a computer system for each contract employee and some employee sharing of equipment is anticipated during the life of this contract. While not required, the contractor may elect to propose methods by which contractor owned and/or contractor acquired hardware and/or software may be utilized to supplement existing FAA equipment. Should such methods be proposed and approved by the FAA, the contractor will incur any and all associated costs. All computer hardware and software provided by the contractor, if intended to be connected to the FAA computer network, shall comply with FAA LAN and network security specifications as of the date of connection or installation. Further, this equipment shall either be updated as needed to maintain compliance with subsequent specifications and remain compatible with other FAA offices or be disconnected from the network, as directed by the CO. In the event the contractor provides their staff with contractor-owned supplemental computer equipment, all drives should be cleaned/formatted at the completion of the contract to prevent the removal of government-owned software and data.

6.4 Provided Protective Equipment

Regulatory guidance regarding personal protective equipment is directed by the Occupational Safety and Health Administration (OSHA) (located at <http://www.osha.gov/>) according to the Code of Federal Regulations (CFR). Contractor shall be required to provide personal protective equipment for contract personnel as required by Occupational Health and Safety Standards Act 29 CFR 1910.132 (located at <http://www.osha.gov/>). All personal protective equipment worn by contractors shall be equal to or exceed the level of protection provided by the Government for FAA employees.

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6.5 Suitability and Safety of Contractor Supplied Items

The FAA reserves the right to determine the suitability and safety of any furniture, equipment, or supplies provided by the contractor. Suitability, as applied to computer equipment and software, shall also mean full compatibility with existing FAA network equipment and software, and full compliance with any FAA network specifications pertaining to such items. Items deemed unsuitable or unsafe shall be removed from MMAC, or moved to a suitable location, as directed by the CO, at no direct cost to this contract.

6.6 Non-Reimbursed Property-Related Costs

It is possible the contractor may elect to provide any furniture, equipment, or supplies beyond those required under the provisions of the preceding paragraphs. Should this occur, this contract shall not incur any direct charges as a result of such election unless the charge has been expressly approved by the CO prior to the cost's being incurred. This prohibition against such charges applies not only to easily identifiable costs such as the purchase price of furniture or equipment, but also to the associated costs, such as the cost of transporting the furniture or equipment to (or from) the MMAC.

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Section 7. Employment and Staffing

7.1 Support Workforce Requirements

Support personnel who make up the workforce provided under this contract represent a key resource to the FAA in the management of a critical training program. Accordingly, it is vital that the contractor be able to recruit and retain fully qualified personnel for this workforce. The FAA therefore strongly encourages the contractor to utilize a system of pay, benefits, incentives, and performance monitoring under this contract that will help ensure this type of support workforce is developed and maintained. It is expected that proposed systems for pay, benefits, and incentives will allow the contractor to recruit and retain a highly qualified, motivated workforce. Additionally, it is expected that the contractor's performance monitoring system will recognize and reward superior performance by contract personnel while detecting and correcting substandard performance. The *Contract Support Task and Subtask Descriptions*, that identifies duties and responsibilities for FAA tasks is included as Appendix A to this document.

7.2 Position Descriptions

Descriptions of the various labor categories required under this contract are contained in a document titled *Contract Support Position Descriptions and Qualifications*, included as Appendix B to this document. Appendix B describes the general duties of each labor category, the minimum education, certification, and experience required for consideration for a position in the labor category under this contract, and a description of any FAA certification required for those positions. Additionally, Appendix B reflects information current as of the date of this document. Appendix B will be maintained and may be revised, if needed, by the COR following contract award. Revisions involving substantive changes to information in Appendix B will be subject to negotiation if requested by the contractor.

7.3 Minimum Education and Experience Requirements

With the exception of those individuals specifically covered by the provisions of paragraph 7.4 below, all personnel employed in support of this contract are expected to meet specified minimum education and experience requirements for their respective position, as of the date of their appointment. Such minimums are specified for each labor category identified in Appendix B, *Contract Support Position Descriptions and Qualifications*.

7.4 Employee Qualifications Review

Under this contract, the FAA reserves the right to review the qualifications of each candidate at any time proposed for a support position under this contract to ensure the candidate meets all stated minimum qualifications established for the position for which they are being proposed. When submitting task responses for all assigned personnel, contractor must provide employee experience (e.g., application, resume, etc.). Any qualification information questioned or requiring verification will be identified to the contractor for action and resubmission. The FAA further reserves the right to deny the appointment of any candidate found to be lacking any of the stated minimum requirements for the task.

The stated minimum qualification for positions are intended to ensure candidates have sufficient knowledge, experience and technical skills to be recognized as an expert in the area being considered for assignment. This does not, however, ensure the individual will be suitable

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to perform in a manner consistent with FAA standards. The FAA will not waive the employment or transfer or promotion of persons who do not meet the minimum experience or education requirements of the position for which they are proposed.

7.5 Staffing – Allowable Notification of Support Period

- a) **Instructional Requirements** – The contractor shall be notified via work orders of FAA’s operational requirements a minimum of six (6) weeks in advance of the contract period. Contractor shall provide report identifying support personnel assignments to COR two (2) weeks prior to beginning of contract period. Additional work orders for unanticipated operational or emergency requirements may be identified which require a minimum of one (1) day notice to support contract. Contractor should respond to COR with support options no later than start of next business day.
- b) **Development and Revision Requirements** – Periodically, FAA will have requirements for courseware development or revision of existing courseware. Work orders with accompanying project work descriptions may be written for contract support personnel to provide development or revision support services. This support will be based on FAA’s assessment of the hours necessary to provide valid courseware.

7.6 Cancellation Policy

The Contracting Officer (CO) will give the contractor a minimum of five (5) calendar days notice of cancellation (from announced scheduled offering start date for training requirements contracted for classroom instruction services). CO will also provide tasks of at least twenty-four (24) hours per affected instructor for those scheduled offerings cancelled after the five (5) calendar day limitation. Under limited situations, not part of normal operating procedures, CO may reimburse actual costs incurred by prospective instructors. Contractor determines the option to apply to individual situations and may elect not to require hours at a minimum. This cancellation policy shall not apply, however, if said cancellation is a result of funding limits imposed by Congressional or Departmental action or if the contractor is unable to provide the necessary support for requirements.

7.7 Prohibited Appointments

Retired FAA personnel must adhere to the minimum contract abstention from contract employment as identified by Legal interpretation at time of retirement.

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7.8 Strike Contingency Plan

Within thirty (30) days after contract award, the contractor shall have in place a strike contingency plan to ensure continuity of operations in the event of a strike by contract personnel. Contract support services provided under the strike contingency plan shall be at no additional cost to the Government.

7.9 Contract Employee Affiliations

The contractor must be aware of potential contract employees' affiliations (by blood, marriage, or living arrangement) and this should be identified to the FAA at the time of the applicant's initial qualifications review. The contractor must also identify changes in affiliations as they occur. The contractor will factor this information into the assignment of contractor employee to tasks or work area, in order to comply with the Government's human resource management standards and the contractor's own standards.

7.10 Removal of Employees

The management of AMA-400 is solely responsible for the integrity and success of the training program supported by this contract. Accordingly, the FAA reserves the right to request the removal of any contract employee from employment under this contract whenever such action is determined by AMA-400 management to be in the best interest of the Government. If warranted, such requests will be made to the CO requesting the removal of contract personnel from contract.

7.11 Special Security Consideration

Certain security considerations are applicable to all personnel having access to the MMAC campus. As a result, all contract personnel providing direct support under this contract shall be subject to a National Agency Check with Inquiries (NACI) background investigation. This shall be true even where the risk/sensitivity level designation for the position being held does not, in and of itself, require one. Please refer to the FAA Acquisition Management System Policy, Section 3.14, 'Security' and Section 3.14.2.1 '*Contractor Personnel Security Program*.'

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Section 8. Contract Employee Training

8.1 Contract Employee Orientation

The FAA shall, in addition to any training that may be authorized in accordance with the following provisions, provide each contract employee with orientation to the methodologies, systems, procedures, and processes utilized by AMA-400 in the completion of its activities. This will be done in acknowledgement of the fact that even fully qualified contract personnel may be unaware of unique practices utilized in the FAA's training environment. Contract employees must complete associated security, safety and all other training as required by the FAA (e.g., SAVI, Electrical Safety, IS SAVI, etc.). Some of this training is required to be completed annually. Certificates for training completions will be provided to the COR.

8.2 Prohibited Training – Contract Employees

In accordance with the provisions of the Training Schools Act (Title 49 USC 40108), and other applicable authorities, the FAA is generally prohibited from using appropriated funds to provide training for contract personnel if such training is available from commercial sources.

8.3 Unique Technical Training

The FAA may provide training to contract personnel if the training is determined to be technically complex and unavailable from commercial sources. This exception covers all AMA-400 required Instructor training which have been determined to be unique training offered only by the FAA. This exception applies to Course 10520, Basic Instructor Training and other FAA-specific courses covering the development of instructional materials in accordance with FAA standards and practices, AMA-400 is not obligated to provide such training, but may do so if in the best interest of the Government.

8.4 Contractor Training Costs

In those situations where the FAA is authorized to provide training to contract personnel, it may be provided at no cost to the contractor or contract employee. However, the FAA retains the right to deduct costs incurred for training provided to contract personnel from payments otherwise due the contractor in specific situations.

The FAA will deduct cost of training upon unsuccessful completion of training, or when remedial and/or performance requirements are identified. The FAA will incur training costs, if successfully completed, for contract instructors who have no teaching experience in identified requirement course. Training costs for contract instructors who have previously completed training or have taught the course will be incurred by the contractor. Also, no contract employee shall be trained at Government cost more than once for any given course.

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8.5 Required Training - Instructors

Contract personnel assigned to duties as a classroom instructor, regardless of specialty, shall be required to successfully complete Course 10520, Academy Basic Instructor Training (more commonly known as "BIT"). Instructors assigned only laboratory duties are not normally required to complete BIT. Instructors involved in the revision, development, or maintenance of course materials may be required to successfully complete one or more instructional materials development training courses, depending on the specific task requirement. The FAA reserves the right to waive these requirements on a case-by-case basis in consideration of an individual's prior experience and training.

All instructors will be required to learn and become proficient on all safety related procedures/guidelines for the equipment they will be conducting training. This training will be provided by the FAA Course Coordinator or his/her designate. Contract instructors teaching on live electrical circuits or energized equipment shall be certified in Cardiopulmonary Resuscitation (CPR) and First Aid in accordance with National Fire Protection Association's NFPA-70 E (*Electrical Safety in the Workplace*). Prior to conducting instruction, documentation must be provided to the COR reflecting training completions.

8.6 Required Training - Other Positions

Contract personnel in non-instructor positions, regardless of specialty, shall be fully trained in their area of technical specialization prior to their utilization under this contract. Accordingly, the FAA does not anticipate any training will be required for these individuals. Should a need for training be identified at a later date, the restrictions described in paragraph 8.2 shall apply.

8.7 Remedial Training

In the event it is determined a contract employee is in need of remedial training, per paragraph below, it will be at no cost to the government. Such remedial training shall be coordinated by the contractor, in consultation with the appropriate AMA-400 Manager and approved in writing by the COR.

8.8 Remedial Training Limitation

No contract employee shall be provided remedial training more than one time without the express authorization of the CO or the COR. Absent such authorization, the contractor shall be expected to remove the employee from support under this contract.

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8.9 Contractor Provided Training

This document does not require, nor should it be interpreted to encourage, the contractor to provide any training for contract employees that will result in a direct cost to this contract. However, as the FAA considers employee development one critical element in employee retention, the contractor may wish to propose a training program to provide their personnel with training for skill enhancement and career advancement. To the extent it can be accomplished without direct charges to the contract, the contractor may propose training to accommodate changes in mission, procedures, and equipment. Prior to implementation of any proposed training, it will be subject to a risk analysis as well as negotiations.

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Section 9. Contract Employee Performance

9.1 Performance Evaluation System

The contractor shall establish and maintain a system to monitor and evaluate the performance of every employee under this contract on a regular basis, with a minimum of one evaluation every six (6) months. A copy of each evaluation shall be provided to the COR.

9.2 Employee Performance

A contract employee shall not be permitted to continue in support of this contract in the event it is determined that employee does not meet the following requirements for that position: performance evaluation standards; adherence to FAA course critiques standards; FAA Academy standards for course delivery and development; FAA conduct guidelines, or specific minimum experience and/or minimum education requirements.

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Section 10. Instructional Issues

10.1 Instructional Design Approach

The contractor shall use the Instructional Systems Design (ISD) approach for the development, presentation, and revision of all training materials, as applied within AMA-400. This requirement applies to all training delivery systems, including but not limited to: resident; correspondence study; computer based instruction; video based; distance learning courses; and, support media. All development, revision, and production is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of the *Academy Work Instruction AMAWI-00002*, "FAA Academy Training Development and Revision"; *FAA Standard 028C*, "Contract Training Programs"; and *FAA Order 3000.57*, "Air Traffic Organization Technical Operations Training and Personnel Certification Programs". Collaboration with subject matter experts and other project team members will also be necessary for such development, revision, and production.

10.2 New Training Materials and Delivery Systems

The contractor shall be required to transition to new training materials and delivery systems as they are adopted and implemented. Plans and schedules for such transitions shall be developed by AMA-400, which will coordinate with the contractor to ensure sufficient time is allotted for required transition activities.

10.3 Course Descriptions

Descriptions of the various courses managed, maintained, or supported by AMA-400 can be found at the FAA website: <https://www.academy.faa.gov/catalog/> . The information presented there should be considered the definitive source of information about active courses for all purposes following award.

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Section 11. Miscellaneous Issues

11.1 Contracting Officer's Representative (COR) Information

Procedural guidance on administrative issues can be found at an Office of Acquisition Services (AMQ) sponsored Contracting Administration website:

https://employees.faa.gov/org/centers/mmac/organizations/amq/contracting/Contract_Admin/.

11.2 After Hours Access to MMAC Buildings

Contract personnel shall request authorization to gain access to MMAC buildings outside the normal hours of operations for evening shift requirements from the CO or the COR. This requirement applies to the hours between 6:00 p.m. and 6:00 a.m. each day, all hours on weekends or holidays, and anytime MMAC is otherwise closed.

11.3 Parking and Traffic Regulations

The contractor will ensure all contract employees are advised of and adhere to published parking and traffic regulations applicable to the MMAC. For further information, please refer to the *MMAC Visitors Parking* website:

https://employees.faa.gov/org/centers/mmac/safety/facility_security/index.cfm?facility=parking.

11.4 Reserved Parking Spaces

Reserved parking spaces may be requested in writing through the CO or the COR for employees with either temporary or permanent disabling conditions. FAA will review and coordinate with organizations as necessary and advise contractor of outcome. No other requests for reserved parking spaces will be authorized.

11.5 Employee Appearance

Each contract employee shall wear an identification badge, listing first and last name as well as contract vendor name, in accordance with existing FAA policies and regulations while at the MMAC. Identification badges will be provided at no cost to the FAA.

During all duty hours, contract personnel shall present an appearance appropriate for conduct of Government's business which shall reflect a positive image to the public and not detract from the professional image of the Government. Contract employees shall be well groomed and dress in a neat, clean, professional manner. The mode of attire for the workplace shall be business casual. Instructors involved with class conduct may be required to wear business dress. Examples of business casual attire include casual slacks (e.g. khakis, corduroys), dress slacks, dresses, skirts, blouses, dress shirts, casual shirts with collars or banded necks or sweaters. Shoes shall be neat and clean.

Articles of inappropriate attire include, but not limited to: jogging suits, shorts, sweats (pants, shirts, and shorts), jeans, tee/tank/muscle/sleeveless shirts (for men), tee/tank/halter/tube tops (for women), shirts with large lettering or slogans, and clothing having sexual connotations.

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11.6 Employee Conduct

Contract personnel shall comply with and adhere to all applicable FAA directives, policies, standards, and procedures. For further information, please refer to Human Resource Policy Manual (HRPM) Volume 4: Employee Relations ER-4.1 '*Standards of Conduct.*'
https://employees.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/er/ER-4-1/ .

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Section 12. Quality Control System

12.1 Quality Control

The contractor shall outline a quality control system which will ensure quality is assessed in both services and products and provide for appropriate action to be taken throughout the entire training process. The contractor shall be responsible for ensuring the quality of service provided by contract personnel to include monitoring, evaluating, reviewing and developing, employee performance. This does not establish, nor should the contractor assume, any responsibilities other than those specified in the contract, for monitoring the quality of FAA programs, or FAA products.

12.2 Contractor Quality Control Plan

A draft copy of this plan, including any anticipated modifications, shall be included with any proposal submitted in response to this document. Within thirty (30) calendar days after contract award, the contractor shall submit to the CO and COR a final copy of their quality control plan which ensures compliance with all applicable provisions of this contract document. No subsequent changes may be made to the final quality control plan submitted without written approval from the CO.

12.3 FAA Quality Assurance Program

The contractor shall adhere to the FAA policies and procedures encompassing all training programs and learning activities noted in this Statement of Work and its Appendices. This program will be administered independently of any contractor evaluation and measurement activities including classroom monitoring, formative and summative evaluation. The FAA Quality Assurance Program shall not be considered a replacement or substitute for contractor accomplishment or monitoring for quality performance of all activities. As requested by the COR, the contractor shall conduct formal Program Management Review (PMR) meetings to address AMA-400 required metric issues under this contract.

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Section 13. Data Reporting

13.1 Deliverables – Reports and Data

As part of their normal administrative activities, the contractor shall provide various reports and data to the CO, the COR, and to other FAA offices as needed. These reports and data will include, but are not limited to, those deliverables specifically in accordance with contract requirements.

13.2 Labor Distribution Tracking System

AMA-400 utilizes a management information system comprised of, in part, a Labor Distribution Reporting (LDR) system established by FAA Order 2700.37, *Labor Distribution Reporting.* The primary objective of LDR is to provide accurate visibility of FAA personnel costs so that organizational resources can be applied effectively to enable increased efficiency in achieving FAA's mission and accomplishing organizational performance goals.

As part of their normal duties under this contract, contract personnel, will be required to enter LDR data directly into the FAA's Consolidated Automated System for Time and Labor Entry (CASTLE) at <https://castle11.amc.faa.gov/3/taproduct/>, or current applicable FAA Activity Data Tracking System (ADTS) or provide the required information to the COR. AMA-400 will determine what method, format of data, and data collection to be used and advise the contractor.

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Section 14. Transitions

14.1 Contract Transitions

The contractor shall provide a detailed plan for transitioning to performance under the new contract (phase-in). Uninterrupted provision of the services required by this SOW is critical to AMA-400. For purposes of this SOW, the transition period will be no more than thirty (30) days and shall be defined as the period between the contract award and the performance of all identified contract requirements.

The contractor will accomplish required phase-out transition activities deemed necessary by AMA-400 at the conclusion of this contract.

14.2 Phase-In Transition

It is critical for the transition after contract award to a new vendor be accomplished in a well-planned, orderly, and efficient manner. The services under this contract are vital to the Government and MUST continue without interruption upon contract expiration. The contract successor will be provided no more than a 30-day transition period. Thus, the technical proposal shall include a detailed phase-in plan. The phase-in plan shall:

- ❖ Include details to minimize disruption and start-up requirements;
- ❖ Consider recruiting, hiring, training, and security limitations;
- ❖ Include coordinating with current Instructional Contractor;
- ❖ Consider any other special considerations of the prospective provider.

This plan shall be ready to implement after contract award and must address the offerors' proposed plan for conducting the transition of operations from the incumbent contractor. The phase-in plan shall clearly outline the steps, processes, and tasks the contract will take to ensure a timely and effective transition. The phase-in plan must address, as a minimum, the following:

- a) Overall timelines outlining the 30-day phase-in process;
- b) Mechanism(s) used to ramp up to required staffing levels, meeting specific qualifications, and education requirements;
- c) Number and position title(s), including resumes, of all personnel known at the time proposal was submitted to the Government;
- d) Steps that address and meet contractual roles and responsibilities;
- e) Arrangements for any needed orientation or cross-training of respective staff to ensure quality of performance;
- f) Method(s) to identify and merge existing incumbent contractor files, project notes, developed courseware materials, etc., specified by work order;
- g) Process to ensure ALL on-going task requirements are identified and reviewed, to ensure contractor commitments meet specifications outlined in the work order;
- h) Ensure all equipment requirements are identified and in place to meet the conditions of the contract;

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- i) Methods to be used to identify present project, tasks, or requirements status and transfer the management of these project, tasks, or requirements without interruption and loss of quality;
- j) Have a designated person(s) to respond quickly and identify solutions based on unanticipated problems resulting during the transition period;
- k) Inventory government equipment and inspect public facilities to be used by the contractor;
- l) Ensure all required safety and security training as specified in the contract are completed within the 30-day transition period.

14.3 Phase-Out Transition

At the conclusion of any performance period, including any option periods or extensions, the services provided under this contract may revert to an in-house Government operation or may be awarded to another contractor. The contractor shall be required to assist in transition activities as identified by CO and COR.

APPENDIX A

Contract Support Task and Subtask Descriptions

Information regarding the Statement of Work for use
in connection with the Instructional Support Services solicitation for

FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION (AMA-400)

DTFAAC-13-R-00004

Date: September 26, 2012

Prepared by Technical Operations Training Division Contract Team

Appendix A
Support Tasks and Subtasks Descriptions

CHANGE HISTORY

Change No.

Description of Change

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Task 1. Instructional Training Delivery (Part-Time)

1.1 Scope of the Task

The contractor shall provide Instructors who will be responsible for providing instructional delivery of FAA technical training and maintenance of course materials, utilizing all applicable media.

The requirement centers primarily on the instructional delivery of FAA Academy Technical Operations Training Division (AMA-400) technical training. This includes theoretical and practical training in one or more subjects on assigned National Airspace System (NAS) equipment and systems for field technical experts involved with the installation and maintenance of such equipment and systems. Delivery of instructional courses is in accordance with FAA training procedures, guidelines, and methodologies. Instructors are required to follow prepared lesson plans and ensure stated course objectives are presented. Instructors will utilize such teaching methods as lecture, lab demonstrations, remedial discussion, and coaching. The instructor shall use only FAA provided and authorized teaching aids such as, but not limited to, lesson plans, student guides, lab guides, handouts, wall charts, prepared notes, and use of actual lab equipment.

Contract instructors may also be required to collaborate with FAA subject matter experts (SMEs) regarding revision and maintenance of course materials.

1.2 Task Requirements

This subtask requires instructional delivery to support AMA-400 technical training delivery requirements. Instructional training will be delivered in accordance with training lesson plans, course outline, or other course requirements. Instructors will conduct training and perform course revision and maintenance when required.

The curriculum will revolve around the need to train technicians and engineers on specific maintenance and repair techniques so they can obtain equipment certification or be given responsibility to work on these systems. The curriculum generally consists of lecture followed by laboratory exercises to allow for monitoring the student's ability to demonstrate proficiency.

The instructor will also perform various classroom administration duties, following AMA-400 guidelines and policies, including, but not limited to:

- a) Conducting student orientation on the first day of class as indicated on the Student Orientation Briefing slides or other provided media;
- b) Taking initial roll call, indicating any changes and notifying appropriate FAA office regarding any No Show's;
- c) Maintaining a class roster;
- d) Submitting final grades to appropriate FAA office;
- e) Identifying the need for additional classroom resources and communicating these needs to the appropriate FAA office;
- f) Proposing recommendations for improvements, based on class outcomes at the conclusion of each class, to the appropriate FAA office.
- g) Presenting any class related issues or concerns (i.e. discipline, proficiency, etc.) to the appropriate FAA office.

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1.3 Time of Work

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. with an half hour lunch. Occasional activity outside these hours is possible to support evening sessions or meetings.

1.4 Evening Shift Work

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

1.5 Alternate Work Schedule (AWS) or Telework

The FAA does not establish any requirement for the contractor to utilize any type of AWS under this task. If such utilization is proposed, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences. Telework is not authorized under this contract.

1.6 Travel

Support under this contract rarely requires contract personnel to travel as part of their normal assigned duties. Any necessary travel will be restricted within the confines of the territories and possessions of the United States. Reimbursement of travel expenses will be in accordance with provisions found in the Statement of Work (SOW).

1.7 Level of Effort

Support requirements for this task are variable and will be communicated when the need is identified through work orders outlining specific instructional delivery tasks.

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Task 2. Contract Management and Administration

2.1 Scope of the Task

The contractor shall provide a Program Manager to provide oversight and management of all contract personnel employed in direct support of this contract. The contractor shall also provide first-line supervisor positions and an administrative assistant support position needed for the administration of this contract. The program management and administrative assistant support positions are proposed as direct cost to this contract.

2.2 Task Requirements

This task will require a full-time Program Manager to provide oversight of contract personnel and to ensure the tasks assigned to contract personnel are completed in accordance with the terms of the contract. Under the direction of the Program Manager, the First-Line Supervisor(s) performs all necessary functions to effectively and efficiently manage the personnel under his/her supervision, as well as convey accountability and performance expectations for assigned personnel. This task also requires administrative support to provide for the execution of contract requirements. This task will require the contractor to provide time-accounting of contractor personnel using the FAA CASTLE Labor Distribution Report (LDR) system and/or current applicable FAA Activity Data Tracking System (ADTS). The contractor management shall have the authority to represent the contractor in dealing with on-site FAA COR.

2.3 Dedicated Contract Management

The Program Manager shall be fully dedicated to this contract and shall not be utilized by the contractor in support of other activities without the express approval of the CO. Requirements for the First Line Supervisor(s) and Administrative Assistant Support shall be subject to negotiation.

2.4 Contract Management Authority

The Program Manager shall have full authority to act on behalf of the contractor and any limitations to this authority shall be clearly indicated in the contractor's proposal.

2.5 Time of Work

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. with an half hour lunch. Occasional activity outside these hours is possible to support evening sessions or meetings.

2.6 Evening Shift Work

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

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2.7 Alternate Work Schedule (AWS)/Telework

The FAA does not establish any requirement for the contractor to utilize any type of AWS under this task. If such utilization is proposed, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences. Telework is not authorized under this contract.

2.8 Travel

Support under this contract rarely requires contract personnel to travel as part of their normal assigned duties. Any necessary travel will be restricted within the confines of the territories and possessions of the United States. Reimbursement of travel expenses will be in accordance with provisions found in the Statement of Work (SOW).

2.9 Level of Effort

FAA requirements in this task, namely the Program Manager, First-Line Supervisor(s), and Administrative Assistant Support, are expected to remain constant throughout the life of this contract. Whatever positions requested by the contractor, and approved through negotiations with the FAA, shall be fully dedicated to this contract and shall not be utilized by the contractor in support of other activities without the express approval of the CO. All of these positions shall nevertheless be subject to additional negotiation in the event changes arise in the projected workload of the other tasks under this contract.

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Task 3. Instructional Training Deliver (Full-Time)

3.1 Scope of the Task

The contractor shall provide instructors to deliver, develop, and revise technical training in one or more of the following technical areas: Environmental Systems; Radar; Automation; Navigational Aids; Communications, Weather, and Information Systems. Each full time contract instructor will be assigned to an AMA-400 section(s). The curriculum will revolve around the need to train technicians and engineers on specific maintenance and repair techniques so they can obtain equipment certification or be given responsibility to work on these systems. The curriculum generally consists of lecture followed by laboratory exercises to allow for monitoring the student's ability to demonstrate proficiency. The instructor shall use only FAA provided and authorized teaching aids such as, but not limited to, lesson plans, student guides, lab guides, handouts, wall charts, prepared notes, and use of actual lab equipment.

The instructor will also perform various classroom administration duties, following AMA-400 guidelines and policies, including, but not limited to:

- a) Conducting student orientation on the first day of class as indicated on the Student Orientation Briefing slides or other provided media;
- b) Taking initial roll call, indicating any changes and notifying appropriate FAA office regarding any No Show's;
- c) Maintaining a class roster;
- d) Submitting final grades to appropriate FAA office;
- e) Identifying the need for additional classroom resources and communicating these needs to the appropriate FAA office;
- f) Proposing recommendations for improvements, based on class outcomes at the conclusion of each class, to the appropriate FAA office.
- g) Presenting any class related issues or concerns (i.e. discipline, proficiency, etc.) to the appropriate FAA office.

3.2 Task Requirements

This task will require qualified full-time instructors to deliver, develop, and revise technical training in an assigned technical area(s). Contract requirements will be defined by the FAA for each FTC relating to training delivery and development, and support duties of assigned NAS systems and courses.

3.3 Time of Work

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. with an half hour lunch. Occasional activity outside these hours is possible to support evening sessions or meetings.

3.4 Evening Shift

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

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3.5 Alternate Work Schedule (AWS)/ Telework

The FAA does not establish any requirement for the contractor to utilize any type of AWS under this task. If such utilization is proposed, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences. Telework is not authorized under this contract.

3.6 Travel

Support under this contract rarely requires contract personnel to travel as part of their normal assigned duties. Any necessary travel will be restricted within the confines of the territories and possessions of the United States. Reimbursement of travel expenses will be in accordance with provisions found in the Statement of Work (SOW).

3.7 Level of Effort

FAA requirements are expected to remain constant throughout the life of this contract. The FAA reserves the right to increase or decrease from the minimum number of FTC's required at the beginning of each option year listed in Schedule B. The COR will provide a project work description outlining assigned technical work area(s), tasks, requirements, and timelines for the FTC.

Appendix A
Support Tasks and Subtasks Descriptions

Task 4. Development and Revision

4.1 Scope of the Task

At the FAA's option, the contractor shall provide personnel capable of developing new and revising completed course materials and support media for resident, field conducted, and self-paced training programs. The contractor may be required to develop and revise correspondence study, computer based instruction (CBI), video based, and distance learning courses and support media. The specific project requirements will dictate what development and revision subtasks are exercised. For all work order requests submitted by the FAA, the contractor shall respond to the COR in a reasonable period assuring all qualification requirements are met as listed in Appendix B.

4.2 Task Requirements

This task requires the following subtasks:

Subtask 4.2.1 Task Requirements for Instructor Developing and Revising

This subtask requires individuals to serve as SMEs researching and providing the technical expertise to be used in the course development or revision project(s). These individuals may be required to develop or revise teaching aids such as, but not limited to, wall charts, prepared notes, web casts, training handbooks, lesson plans, and other course documentation to ensure the technical accuracy of the training content.

Subtask 4.2.2 Task Requirements for Graphic Design

This subtask requires the editing, word processing, and graphic design of course books, instructor guides, wall charts, transparencies, posters, charts, slides, door signs and any documents required to support AMA-400 operational training delivery and development requirements. These individuals work with the courseware development team to design graphics/visuals in the preparation of instructional lessons and technical training materials. Duties may include, but are not limited to:

- a) Developing graphics to support various media used within the technical training curriculum;
- b) Developing/designing computer graphics and visual effects;
- c) Integrating graphics into training materials and other documents through utilization of layout design principles as well as desktop publishing concepts and methods;
- d) Conceptualizing appropriate graphics and creating designs suitable for technical training materials;
- e) Employing macros and imbedded graphics as appropriate;
- f) Archiving course documents;
- g) Maintaining a graphics library.

Subtask 4.2.3 Task Requirements for Technical Writer

Technical Writer personnel will be required to develop, proofread and edit technical, as well as administrative, material for reports, manuals, briefs, proposals, instruction books, catalogs, and related publications in support of this task. The technical writer duties include:

- a) Collaborating with SMEs and other project team members;

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- b) Researching manuals, reports, and other material to become familiar with technologies, methods, agency policies, and tools to integrate new initiatives;
- c) Organizing material and completing writing assignments in accordance with standards regarding order, clarity, conciseness, style and terminology;
- d) Reviewing published materials and recommending revisions or changes in scope, format, content and media selection;
- e) Maintaining records and files of work;
- f) Selecting photographs, drawings, sketches, diagrams and charts to illustrate material;
- g) Assisting in arranging material for publication (may arrange for production and distribution of material).

Subtask 4.2.4 Task Requirements for Web Design /eLearning

The contractor shall provide personnel to design, develop, troubleshoot, debug, update, and maintain website software code that supports AMA-400. Works with technical writer, graphic artist, and other project members, as needed, to develop the site concept, interface design, and architecture of the website and is responsible for interface implementation. The Web Designer shall be able to integrate data contained in, but not limited to, databases, spreadsheets, or other data sources, into the web design in a manner that minimizes effort to maintain the page information. All web design will conform to FAA branding requirements. Data on the website shall be maintained for accuracy, timeliness, and compliance in accordance with FAA training standards, policies, and guidelines.

This subtask also requires the programming of instructional lessons and other related instructional material developed for the FAA's eLearning training program. With respect to FAA-specific training and development requirements, duties may include, but are not limited to:

- a) Editing of material for functionality and operational integrity to ensure error-free operation on the FAA CMI environment, or other web delivery platforms;
- b) Planning, analyzing and designing simple to complex e-learning materials using Authorware or other related development software tools;
- c) Developing, revising, and maintaining current and future distance-learning and training products, courses and materials;
- d) Working with, and the development of, simple computer graphics;
- e) Conceptualizing computer graphics and animations;
- f) Layout and placement of graphics and animation in courseware;
- g) Incorporating graphics into electronic training materials;
- h) Utilizing desktop publishing concepts and methods;
- i) Using extreme care not to alter meaning or intent of the material;
- j) Coordination and consultation with FAA project team.

Subtask 4.2.5 Task Requirements for Instructional System Design

This subtask requires instructional development, revision, research of course materials and support media, and oversight of the course development and revision process to ensure FAA training methodologies and outcomes are achieved. These individuals are responsible for designing instructional materials, utilizing conventional and/or computerized delivery systems as required, and coordinating all phases of instructional material development/revision in support of the FAA's training program. Duties may include, but are not limited to:

- a) Developing training proposals;
- b) Conducting job task or needs analysis;
- c) Developing course design guide;

Appendix A
Support Tasks and Subtasks Descriptions

- d) Utilizing course development templates;
- e) Benchmarking;
- f) Preparing course control documentation;
- g) Developing instructional objectives, reviewing tests, and providing delivery media recommendations via media analysis;
- h) Conducting instructional analysis and evaluation of final training product and reporting these outcomes to the appropriate FAA office;
- i) Developing and revising course content for, but not limited to, resident, correspondence study, computer based instruction, video based, and distance learning courses and support media.

Subtask 4.2.6 Task Requirements for Division Resource Center (DRC) Coordinator

Under the direction of the contract Program Manager, assist FAA personnel in the operation of an AMA-400 DRC. Coordinator provides training on graphics/software/equipment, programming services, guidance and file format in support of the DRC. The DRC is used by all AMA-400 personnel. The coordinator is responsible for maintaining, preparing, and organizing the graphics/video/digital systems in use in the DRC and will develop a utilization tracking program to track utilization and identify future needs, including cataloguing and archiving files. The coordinator demonstrates and/or provides training on the use of the DRC hardware/equipment and software and classroom projectors to FAA personnel as needed, providing assistance at various personnel offices when necessary. Duties may include, but are not limited to:

- a) Maintaining a resource utilization tracking program by using the provided software programs. This tracking program is required to document use of equipment and supplies.
- b) Coordinating loan of any approved equipment through the Property Custodian or designee.
- c) Performing property/supply inventory semi-annually. Providing the FAA with a list of supplies/consumables (paper, ink, CDs, etc.) to ensure supply does not run out. Alert FAA when hardware needs maintenance or needs to be upgraded.
- d) Assisting FAA personnel in developing graphics used for course development/revision, or other required documentation. If graphics are generated from a digital camera or scanner, ensuring they are saved as 24 bit color and 8 bit gray scale. Otherwise, ensuring text graphics are saved as 8 bit gray scale. Assisting in the generation of all graphics in their original application file format and as .bmp files and catalog.
- e) Generating/developing technical equipment schematics using Visio, or other government provided software.
- f) Providing expertise to import embedded graphic files into designated locations within existing course student guides or other documentation.
- g) Providing assistance to FAA personnel by demonstrating the use of all DRC software, hardware, and equipment including use of classroom computers/projectors.
- h) Maintaining FAA cataloguing system to file and archive graphics and text for future use.
- i) Maintaining standard operating procedure documentation on all training procedures and equipment operation tasks requested by the government.
- j) Providing to the FAA all approved developed graphics, text, documentation, and all compiled files, on CD-ROM after the final acceptance.
- k) Assisting AMA personnel as required in the development of graphics, graphic design, DRC hardware use, PowerPoint and Visio development, printing of documents, and Examiner application software training.

Appendix A

Support Tasks and Subtasks Descriptions

4.3 Time of Work

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. with an half hour lunch. Occasional activity outside these hours is possible to support evening sessions or meetings.

4.4 Evening Shift Work

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

4.5 Alternate Work Schedule (AWS)/Telework

The FAA does not establish any requirement for the contractor to utilize any type of AWS under this task. If such utilization is proposed, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences. Telework is not authorized under this contract.

4.6 Travel

Support under this contract rarely requires contract personnel to travel as part of their normal assigned duties. Any necessary travel will be restricted within the confines of the territories and possessions of the United States. Reimbursement of travel expenses will be in accordance with provisions found in the Statement of Work (SOW).

4.7 Level of Effort

Support requirements for this task are variable and will be communicated when the need is identified through project work descriptions, which outline requirements and milestones.

Appendix A
Support Tasks and Subtasks Descriptions

Task 5. Supplemental Subject Matter Expertise

5.1 Scope of the Task

At the contractor's option, provide personnel with skills and/or knowledge in a particular area (e.g. SMEs, certified safety professionals, etc.) to assist AMA-400 fulfill its training mission. The expert skills and/or knowledge proposed here are not currently covered in this contract. The FAA will define the expertise requirements in a project work description/work order.

5.2 Task Requirements

This task will require qualified personnel based on unique needs, skills and/or knowledge for short periods of time listed in the project work description. It is at the contractor's option to meet this requirement.

5.3 Time of Work

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. Occasional activity outside these hours is possible to support evening sessions or meetings.

5.4 Evening Shift

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

5.5 Alternate Work Schedule (AWS)

The FAA does not establish any requirement for the contractor to utilize any type of AWS under this task. If such utilization is proposed, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

5.6 Travel

Support under this contract rarely requires contract personnel to travel as part of their normal assigned duties. Any necessary travel will be restricted within the confines of the territories and possessions of the United States. Reimbursement of travel expenses will be in accordance with provisions found in the Statement of Work (SOW).

Appendix A
Support Tasks and Subtasks Descriptions

5.7 Level of Effort

Support requirements for this task are variable and will be communicated when the need is identified through project work descriptions, which outline requirements and milestones.

APPENDIX B

Contract Support Position Descriptions And Qualifications

Information regarding the Position Description and
Qualifications of specific labor categories required for use in connection with
the Instructional Support Services solicitation for

FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION (AMA-400)

DTFAA-13-R-00004

Date: September 26, 2012

Prepared by Technical Operations Training Division Contract Team

Appendix B
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CHANGE HISTORY

Change No.

Description of Change

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Position Descriptions And Qualifications**

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GENERAL OVERVIEW

Labor Category Definitions

Labor categories used in this document have, wherever possible, been extracted from the Service Contract Act (SCA) Directory of Occupations, which can be found online at <http://www.wdol.gov/library.aspx> . These labor categories, as used within this document, shall have the meaning set forth in the most current edition of that publication.

Education/Experience Requirements

All personnel employed in support of this contract are expected to meet any specified minimum experience and/or education requirements for their respective position, as of the date of their appointment. Requirements are specified for each labor category identified in this document.

General Requirement – All Labor Categories

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

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SECTION 1. INSTRUCTIONAL TRAINING DELIVERY

Instructional training centers primarily on the instructional delivery of FAA technical training. This includes theoretical and practical training in one or more subjects on assigned National Airspace System (NAS) equipment and systems for field technical experts involved with the installation, maintenance, repair, and certification of such equipment and systems, and maintenance of course materials, utilizing all applicable media.

1.1 Instructor Position Description (Full-Time and Part-Time)

Under the direction of the contract Program Manager, Instructors are required to provide the instructional delivery of technical training of those courses managed by FAA Academy Technical Operations Training Division (AMA-400). This includes theoretical and practical training in one or more subjects on assigned NAS equipment and systems for field technical experts involved with the installation, maintenance, repair, and certification of such equipment and systems. All technical instruction is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of FAA Order 3000.57, *"Air Traffic Organization Technical Operations Training and Personnel Certification Programs."* The Instructor:

- a) Delivers training of instructional courses.
- b) Conducts Classroom administration, to include, but not limited to:
 - 1) Conducting student orientation on the first day of class as indicated on the Student Orientation Briefing slides or other provided media;
 - 2) Taking initial roll call, indicating any changes and notifying appropriate FAA office regarding any No Shows;
 - 3) Maintaining a class roster;
 - 4) Submitting final grades to appropriate FAA office;
 - 5) Proposing recommendations for improvements, based on class outcomes at the conclusion of each class, to the appropriate FAA office.
- c) Identifies the need for additional classroom resources and communicating these needs to the appropriate FAA office.
- d) Follows prepared lesson plans and ensures stated course objectives are presented. Lesson plans and student materials provide a roadmap for the delivery and identified expected outcomes.
- e) Measures student performance by using skill practices and tests.
- f) Uses course curriculum to help ensure that operational objectives are achieved.
- g) Utilizes such teaching methods as lecture, lab demonstrations, remedial discussion, and coaching.
- h) Uses teaching aids such as, but not limited to, lesson plans, student guides, lab guides, handouts, wall charts, prepared notes, and use of actual lab equipment.
- i) Is required to learn and become proficient on all safety-related procedures and guidelines for the equipment they will be conducting training. This training will be provided, as required, by the FAA Course Coordinator or his/her designate.

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1.1.1 Qualification Requirements

Education

Shall meet at least one of the following:

- a. Electrical Engineering or Electronics Technology, Baccalaureate Degree from an accredited College or University, or
- b. Electronic Technology or Electro-Mechanics Technology, Associate degree or vocational certificate, or
- c. Government, Private Sector, or military specific training on same or similar NAS system(s).

Experience

Shall have at least four (4) years in any combination of the following positions:

- a. Technical (hands-on): Government or Private Industry Electrical Engineering, Electronics Technology, Electro-Mechanics Technology, Information Systems.
- b. Instructional: Government or Private Industry Electronics Technology or Mechanical Electronics Technology.

Specialized FAA System Experience

Shall have a minimum of two (2) years working or instructing experience in at least one (1) of the following designated FAA specialty areas:

- a. Radar
- b. Navigation
- c. Communications
- d. Environmental
- e. Weather
- f. Information Systems.

1.1.2 Instructor Certification

These positions do not require FAA equipment certification.

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Position Descriptions And Qualifications

SECTION 2. CONTRACT MANAGEMENT AND ADMINISTRATION

AMA-400's primary mission is providing complex technical training to engineers, technicians, environmental specialists and programmers, who install, maintain, repair, and certify equipment and systems of the NAS. The contractor shall furnish program management, supervisor, and administrative support positions that are required for the management/administration of this contract and are proposed at direct cost to this contract. Positions other than a Program Manager, First-Line Supervisor(s), and Administrative Assistant shall be subject to negotiation.

2.1 Program Manager Position Description

The Program Manager is responsible for providing administration of the Instructional Services contract through oversight and management for all complex technical services directly affecting the AMA-400 Instructional contract. The Program Manager will:

- a) Serve with the ability to conduct overall responsibility for organizational day-to-day planning, direction, and timely execution in order to meet the requirement set forth in this contract.
- b) Enforces and provides oversight of the contract Quality Control plan, applicable to all deliverable products, outlined in Schedule B.
- c) Provide oversight of contract personnel and ensure tasks assigned to contract personnel are completed in accordance with the terms of the contract and meet long-range training plans.
- d) Provide direction to the First-Line Supervisor(s), ensuring that all necessary functions are performed effectively and efficiently in managing the personnel under his/her supervision.
- e) Communicate about areas of accountability and performance expectations of assigned personnel with company and Governmental counterparts.
- f) Demonstrate and provide leadership regarding employee relations through effective communications, coaching, training, and development.
- g) Demonstrate and provide leadership in problem resolution to facilitate faster and improved working relationships.
- h) Ensure compliance with contract requirements and standards regarding cost control, waste reduction, quality, safety, complete and on-time delivery of contract deliverables. Ensure on-site compliance also with state and federal regulations.
- i) Provide time-accounting of contractor personnel using the FAA's Consolidated Automated System for Time and Labor Entry (CASTLE) for Labor Distribution Report (LDR) system and/or current applicable FAA Activity Data Tracking System (ADTS).
- j) Provide the required administrative support for the execution of this contract requirement.

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- k) Coordinate with FAA operational training delivery and development requirements in providing the necessary program status and obtaining customer feedback; perform performance reviews for directly supervised employees; recommend and/or implement, as applicable, new processes where needed to improve quality or on-time delivery of contract deliverables; recommend and lead efforts to improve existing processes to improve quality or on-time delivery.

The FAA also considers it essential that the contractor's on-site Program Manager has full authority to manage the day-to-day contractor operations and the authority to represent the contractor in dealings with the Contracting Officer (CO) or Contracting Officer's Representative (COR).

2.1.1 Qualification Requirements

Education

- a) Recommended: A Bachelor of Arts (BA), Bachelor of Science (BS), or Master of Science (MS)
- b) Required: High school Diploma or G.E.D.

Experience

At least five (5) years of experience in the management and administration of efforts of scope and complexity comparable to that anticipated under this contract. Such experience may have been gained in administrative, professional, technical, or other responsible work in any combination within Government or Private Industry.

Specialized Skills

Requires the ability to:

- a) Lead change and achieve results;
- b) Lead people and build relationships;
- c) Meet organizational goals;
- d) Formulate and execute budget;
- e) Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
- f) Plan and organize work; and
- g) Communicate effectively orally and in writing.

Qualification Exceptions

Each request for exception shall be considered on an individual basis. Exceptions to qualifications shall be considered for candidates who possess exceptional credentials, previous experience as a FAA supervisor, manager, program manager, or those possessing closely related experiences who do not meet the minimum criteria will be considered for this position, provided that a written request for waiver of qualifications is submitted to the FAA and approved in advance of the candidate's selection.

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2.1.2 Program Manager Certification

This position does not require FAA certification.

2.2 First-Line Supervisor Position Description

Under the direction of the contract Program Manager, the First-line Supervisor(s) performs all necessary functions to effectively and efficiently manage the personnel under his/her supervision. Supervisory support entails day-to-day supervision of contractor personnel at a minimum of 25 employees to 1 supervisor. This rate may be subject to adjustment by the FAA. The First-Line Supervisor(s):

- a) Communicates about areas of accountability and performance expectations of assigned personnel.
- b) Oversees daily activities to maximize scheduling and real-time utilization of resources. Analyzes contract requirements and based on employees' skills recommends employee work assignments. Interfaces with FAA to ensure coordination of schedules and schedule adherence.
- c) Provides input on local conditions, identifies needs, and receives direction on real-time staffing increases or decreases.
- d) Enacts contingency plans as needed; identifies potential problems, troubleshoots, escalates issues to contract management if required, and participates in analysis of problems providing input for future process improvements. Develops and implements recovery plans for off-schedule and unanticipated requirements.
- e) Reviews ongoing performance results to meet targets; takes corrective actions as necessary.
- f) Participates in daily, weekly, monthly, and annual planning process as appropriate.
- g) Keeps immediate contract management promptly and fully informed of all problems or unusual matters of significance and takes prompt, corrective action where necessary or suggests alternative courses of action.
- h) Determines standards of performance as a basis for progress review of assigned personnel. Ensures proper training of assigned personnel; develops individuals for future contract task requirements.
- i) Ensures Quality Control and Quality Assurance of effort and delivery of training by monitoring assigned personnel. Coordinates with customers to obtain customer feedback and provide necessary program status.
- j) Provides effective feedback and/or remedial guidance to assigned personnel; monitors time and attendance.

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- k) Performs other duties and responsibilities as required or requested; performs all duties and responsibilities in a timely and effective manner in accordance with established contractor policies to achieve the overall objectives of this position.

2.2.1 Qualification Requirements

Education

- a) Recommended: A Bachelor of Arts (BA) or Bachelor of Science (BS)
- b) Required: High school Diploma or G.E.D.

Experience

At least three (3) years of supervisory experience.

Qualification Exceptions

Each request for exception shall be considered on an individual basis. Exceptions to qualifications shall be considered for candidates possessing exceptional credentials, previous experience as a FAA supervisor, manager, program manager, or those possessing closely related experiences who do not meet the minimum criteria will be considered for this position, provided that a written request for waiver of qualifications is submitted to the FAA and approved in advance of the candidate's selection. Each request for exception shall be considered on an individual basis.

2.2.2 First-Line Supervisor(s) Certification

These positions do not require FAA certification.

2.3 Administrative Assistant Position Description

Under the direction of the contract Program Manager, the Administrative Assistant performs all necessary functions to effectively and efficiently conduct administrative support duties required in the direct support of this contract. The Administrative Assistant:

- a) Demonstrates working knowledge of office procedures, operations, and practices.
- b) Performs related administrative duties such as answering telephone, referring callers or furnishing information; filing of documents; operating copying machine; and, distributing or preparing documents to be mailed.
- c) Types correspondence, reports, and other material with responsibility for sentence structure, grammar, and spelling. Uses PC-based word processing software such as Microsoft Word®, other Microsoft Office® programs, and electronic mail applications.

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- d) Arranges for meetings; anticipates need for information and prepares material as requested. Follows up on projects resulting from meetings to ensure that internal office tasks and schedules are met.
- e) Makes travel arrangements as needed.
- f) Provides assistance to support budget, personnel and payroll functions.
- g) Assists in devising office procedures and practices to be followed.
- h) Maintains needed office supplies, equipment, publications, and forms. Identifies deficiencies to contract Program Manager.

Little or no subject-matter knowledge is required, but the administrative assistant needs to choose the proper procedure for each task.

2.3.1 Qualification Requirements

Education

High school Diploma or G.E.D. required.

Experience

One (1) year experience, within the last three (3) years, in general office administration.

Specialized Skills

- a) Typing skill of 50 words per minute at 90% accuracy.
- b) Experience using word processor software and electronic mail applications.
- c) Skill in spelling, oral communication, and writing.

2.3.2 Administrative Assistant Certification

This position does not require FAA certification.

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SECTION 3. DEVELOPMENT AND REVISION

Development and revision personnel are capable of developing new course materials and revising completed course materials and support media for resident, field conducted, and self-paced training programs. These personnel are responsible for developing and revising instructional lessons and other related instructional material developed for the FAA's training program. Instructional development and revision personnel are capable also of editing, word processing, graphic design of course books, instructor guides, wall charts, transparencies, posters, charts, slides, door signs, and any documents required supporting FAA operational training delivery and development requirements. Development and revision personnel shall possess abilities to develop, compose, proofread, and edit reports, manuals, briefings, proposals, instruction books, catalogs, and related publications in support of this contract. The specific project(s) requirements will dictate what development and revision subtasks are required.

3.1 Instructional Designer (Instructor) Position Description

Under the direction of the contract Program Manager, development and revision, is to be performed on resident, field, and self-paced, technical training courses. In addition personnel provide content input and review for computer-based instruction (CBI), eLearning, video based, and other distance learning technical training course development and revision efforts. All development, revision, and production is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of FAA Standard 028C, "Contract Training Programs", and FAA Order 3000.57, "Air Traffic Organization Technical Operations Training and Personnel Certification Programs." Collaboration with subject matter experts (SME) and other project team members will also be incorporated for such development, revision, and production. Instructor development and revision personnel:

- a) Serves as SME, researching and providing the technical expertise to be used in the course development or revision project(s).
- b) Develops or revises training materials such as wall charts, prepared notes, web cast scripts, training handbooks, lesson plans, exams, and other course documentation to ensure the technical accuracy of the training content. Ensures inclusion of all safety related procedures and guidelines within the development and revision of assigned equipment courseware.
- c) Delivers instructional materials in accordance with training requirements and delivery milestones.
- d) Writes, proofreads, and edits training documentation and materials for objectivity, writing style, manner of presentation, and format.
- e) Demonstrates experience in Microsoft Office© (specifically Word, Excel, PowerPoint) and other software applications, to develop text-based documentation and perform minor modifications to existing documentation.

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3.1.1 Qualification Requirements

Education

Shall meet at least one of the following:

- d. Electrical Engineering or Electronics Technology, Baccalaureate Degree from an accredited College or University, or
- e. Electronic Technology or Electro-Mechanics Technology, Associate degree or vocational certificate, or
- f. Government, Private Sector, or military specific training on same or similar NAS system(s).

Experience

Shall have at least four (4) years in any combination of the following positions:

- c. Technical: Government or Private Industry Electrical Engineering, Electronics Technology, Electro-Mechanics Technology, Information Technology.
- d. Instructional: Government or Private Industry Electronics Technology or Mechanical Electronics Technology.

Specialized FAA System Experience

Shall have a minimum of two (2) years working or instructing experience in at least one (1) of the following designated FAA specialty areas:

- g. Radar
- h. Navigation
- i. Communications
- j. Environmental
- k. Weather
- l. Information Systems.

3.1.2 Instructional Designer (Instructor) Certification

These positions do not require FAA equipment certification.

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3.2 Graphic Artist Position Description

Under the direction of the contract Program Manager, the Graphic Artist is responsible for the development and production of technical designs and illustrations for educational or informational purposes in support of new and revised FAA training courses. All development, revision, and production is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to the latest versions of *Academy Work Instruction AMAWI-00002, "FAA Academy Training Development and Revision"*; *FAA Standard 028C, "Contract Training Programs"*; and, *FAA Order 3000.57, "Air Traffic Organization Technical Operations Training and Personnel Certification Programs"*. Collaboration with SME and other project team members will also be incorporated for such development, revision, and production. The Graphic Artist:

- a) Develops graphics to support various media used within the technical training curriculum
- b) Ensures communication of technical ideas and information are accurately and clearly conveyed.
- c) Creates designs and graphics from rudimentary sketches, photographs, and/or general descriptions to fulfill training requirements.
- d) Collaborates with writers, editors and other production staff to produce a finished product.
- e) Demonstrates experience in Microsoft Office© (specifically Word, Excel, PowerPoint) and other software applications.
- f) Executes the full range of graphic production processes from initial concept to finalized graphic development for incorporation into training materials and documents.
- g) Maintains a graphics library of completed designs.
- h) Maintains records and files of all work, tracking all version changes.
- i) Transfers, merges, and adjusts designs, graphics, and layouts as identified.
- j) Incorporates photographs, drawings, sketches, diagrams, charts, and schematics in training materials, as required.
- k) Develops or revises technical schematics and diagrams, based on provided examples, to be used as wall posters, training handouts, and/or inclusion in training documentation.

3.2.1 Qualification Requirements

Education

High school diploma or G.E.D. required.

Specialized Training

Documented formal training in graphic illustration.

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Experience

Within the last five (5) years, at least three (3) years of practical, recognizable experience in:

- a) Graphic design (electronic and print);
- b) Technical illustration;
- c) Photographic enhancement;
- d) Integration of photographs, graphics, or illustrations for publishing and printing; preparation of camera-ready photographs, graphics, or illustrations for reproduction in various technical training, instructional, and reference materials;

Specialized Experience

Shall have experience using software tools including, but not limited to:

- a) Adobe© Suite of Products (i.e. Illustrator©, Photoshop©, Adobe©)
- b) Corel© Suite of Products (i.e. Draw©)
- c) Visio©
- d) Microsoft© Office Suite programs.

3.2.2 Graphic Artist Certification

These positions do not require FAA certification.

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3.3 Technical Writer Position Description

Under the direction of the contract Program Manager, the Technical Writer handles development and production of technical training and instructional materials for new and revised FAA courses, training aids, and prototype training materials in order to ensure course design meets training objectives. This requires assistance in the development and editing of, but not limited to, instructional lessons, scripts, story boards, lesson plans, course books, instructor guides, transparencies, posters, charts, slides, training publications, course control documentation, and other instructional supporting materials. Duties involve extensive use of macros and embedded graphics. Writer personnel will be required to develop, proofread and edit training materials, reports, manuals, briefs, proposals, instruction books, catalogs, and related publications in support of this task. All development, revision, and production is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of *Academy Work Instruction AMAWI-00002, "FAA Academy Training Development and Revision"*; *FAA Standard 028C, "Contract Training Programs"*; and, *FAA Order 3000.57, "Air Traffic Organization Technical Operations Training and Personnel Certification Programs"*. Collaboration with SMEs and other project team members will also be incorporated for such development, revision, and production. The Technical Writer:

- a) Writes, proofreads, and edits technical training content in all delivery media for objectivity, consistency, writing style, manner of presentation, and format.
- b) Incorporates graphics, photographs, drawings, sketches, diagrams, and charts for illustration purposes for use in technical training, instructional, and reference materials.
- c) Generates technical training, instructional, and reference materials for publication.
- d) Maintains records and files of all work, tracking all version changes.
- e) Reads manuals, reports, and other material to become familiar with evolving technologies, methods, agency policies, and tools to integrate new initiatives.
- f) Demonstrates experience in Microsoft Office© (specifically Word, Excel, PowerPoint) and other software applications.

3.3.1 Qualification Requirements

Education

High school Diploma or G.E.D. required.

Experience

Shall have at least three (3) years of practical, recognizable experience in the following:

- a) Effective written and verbal communications;
- b) Proofreading skills with emphasis on quality and clarity;

Appendix B Position Descriptions And Qualifications

- c) Microsoft Office© (specifically Word, Excel, PowerPoint), Adobe Acrobat©, and Graphic© software (to develop simple graphics, perform minor modifications to existing graphics, and/or reformat graphics for publication purposes);
- d) Editing and reformatting written or electronic drafts;
- e) Performing page and graphics layouts;
- f) Proper selection and use of the English language and grammar.

3.3.2 Technical Writer Certification

These positions do not require FAA certification.

3.4 Web Designer/eLearning Development Position Description

Under the direction of the contract Program Manager, the web/eLearning developer is responsible for the development and production of technical training courses, educational content, informational applications, for web/eLearning delivery. All development, revision, and production is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of *Academy Work Instruction AMAWI-00002*, *“FAA Academy Training Development and Revision”*; *FAA Standard 028C*, *“Contract Training Programs”*; and, *FAA Order 3000.57*, *“Air Traffic Organization Technical Operations Training and Personnel Certification Programs”*. Collaboration with SMEs and other project team members will also be incorporated for such development, revision, and production. The Web Designer:

- a) Programs training content for use within the FAA’s Computer Management Instruction (CMI) and/or Electronic Learning Management System (eLMS) using, but not limited to, Macromedia’s Authorware© software or other eLearning/web course development applications used by the FAA.
- b) Edits material for functionality and operational integrity to ensure error-free operation.
- c) Plans, analyzes, and designs simple to complex e-learning materials using, but not limited to, Authorware© software, other course development applications, and related tools.
- d) Develops, revises, and maintains current and future distance-learning, training products, courses, and materials.
- e) Works with and in the development of simple computer graphics; conceptualizing computer graphics and animations; layout and placement of graphics and animation in courseware; incorporating graphics into electronic training materials; and utilizing desktop publishing concepts and methods.
- f) Coordinates and consults with FAA, using extreme care not to alter meaning or intent of the material.
- g) Designs, develops, troubleshoots, debugs, and implements website software code such as, but not limited to, T-SQL©, P-SQL©, ADO©, HTML, DHTML, CSS, DOMs, CGI©, ASP©, Cold Fusion©, JavaScript©, JScript©, VBScript©, and Java©.

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Position Descriptions And Qualifications

- h) Supports Information Technology (IT) projects, conforming to FAA branding requirements.
- i) Works with graphic designers and other members of a project team to develop site concepts, interface designs, and architecture of the website.
- j) Responsible for interface implementation.
- k) Requires strong navigation and site design instincts.
- l) Knowledgeable in web development methodology to include Configuration Management (CM) and testing.
- m) Develops courseware to be administered through web delivery.
- n) Demonstrates experience in Microsoft Office© (specifically Word, Excel, PowerPoint) and other software applications.

3.4.1 Qualification Requirements

Education

High school diploma or G.E.D. required

Specialized Training

Documented formal training in web development/design.

Experience

Within the last five (5) years, shall have at least three (3) years of practical, recognizable computer-related experience in the following:

- a) Computer-based course development using Authorware© and related software applications; experience and familiarity with SCORM©, and AICC© standards. (Experience shall be current within the last two (2) years.)
- b) Proper selection and use of the English language and grammar;
- c) Strong computer skills and ability to stay updated on emerging technologies;
- d) Writing, editing and proofreading, emphasizing quality and clarity, of a variety of documents for use in web applications;
- e) Development and implementation of web interfaces, graphics and layouts;
- f) Creation and management of web content, internet, and intranet sites;

Appendix B Position Descriptions And Qualifications

- g) Quality assurance of web design projects, including web usability, accessibility, and testing;

Specialized Experience

Shall have software experience including, but not limited to:

- a) Flash animation,
- b) Various web technologies such as, but not limited to, HTML and CSS design,
- c) Database integration,
- d) Document Object Model of browsers.

3.4.2 Web Designer Certification

These positions do not require FAA certification.

3.5 Instructional System Design (ISD) Specialist Position Description

Under the direction of the contract Program Manager, the ISD performs all necessary functions to effectively and efficiently develop and produce technical training and instructional materials for new and revised FAA courses, training aids, and prototype training materials, to ensure course design meets training objectives. All development, revision, and production is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of *Academy Work Instruction AMAWI-00002*, *FAA Academy Training Development and Revision*; *FAA Standard 028C*, *Contract Training Programs*; and, *FAA Order 3000.57*, *Air Traffic Organization Technical Operations Training and Personnel Certification Programs*. Collaboration with SMEs and other project team members will also be incorporated for such development, revision, and production. Delivery of instructional materials is to be in accordance with the above training requirements and in the appropriate media identified during analysis. Training materials include, but not limited to, training needs and skills analysis, course design guides, storyboards, lesson plans, student guides and other materials, practical exercises and knowledge-check lesson and end of course exams. The ISD:

- a) Designs, develops, validates and evaluates training.
- b) Ensures major principles, theories, and research findings in human learning and cognitive psychology are applied.
- c) Uses current trends, practices and theories in adult education and training.
- d) Utilizes a systematic approach to the design, development, and evaluation of training materials/courses, applies principles, methodologies, and models of instructional systems design.
- e) Demonstrates experience in Microsoft Office© (specifically Word, Excel, PowerPoint) and other software applications.
- g) Writes, proofreads, and edits technical training content in all delivery media for objectivity, consistency, writing style, manner of presentation, and format.

Appendix B Position Descriptions And Qualifications

3.5.1 Qualification Requirements

Education

A Bachelor of Arts (BA) or Bachelor of Science (BS) is required.

Specialized Education

Shall have at least twenty-four (24) hours supplemental coursework in at least four (4) of the following areas of study:

- a) Learning theory, psychology of learning, educational psychology: Study of learning theories as they relate to the systematic design, development, and validation of instructional material.
- b) Instructional design practices: Study of principles and techniques used in designing the training programs, developing design strategy and models, and applying design methods to the improvement of /training strategies.
- c) Educational evaluation: Study of techniques for evaluating the effectiveness of instructional /educational programs, including developing written and performance tests and survey instruments, and determining reliability and validity of evaluation instruments.
- d) Instructional product development: Study of techniques appropriate for developing training materials, including identifying learner characteristics, specifying objectives, applying training strategy, validating training materials, and evaluating training.
- e) Computers in education and training: Study of the application of computers in education and training, including selecting appropriate computer software.

Specialized Experience

Shall have at least one (1) year in any combination of the following:

- a) Administering, supervising, designing, developing or providing educational or training services in formal education or training programs that required knowledge of learning theory and the principles, methods, practices and techniques of the education or training instructional systems field.
- b) Performing duties such as planning, coordinating and developing components of a training program; developing, reviewing and revising instructional materials for courses or occupations in accordance with specific learning objectives; developing, reviewing or evaluating all aspects of education or training programs for support of an institutional or occupational training program; solving a wide range of

Appendix B

Position Descriptions And Qualifications

educational and training program problems; or providing advice to key officials on all aspects of policy, planning, review, and research related to instructional or training development mission at the level of the assigned activity.

- c) Comprehensive background in developing training materials and courseware with various forms of multi-media (i.e. computer-based training, web-based training).
- d) Program management.
- e) Knowledge of advanced, state-of-the art training technologies such as, but not limited to, interactive computer-assisted instruction and simulators.
- f) Experience in Microsoft Office© (specifically Word, Excel, PowerPoint) and other software applications.

3.5.2 ISD Certification

These positions do not require FAA certification.

3.6 Division Resource Center Coordinator Position Description

Under the direction of the contract Program Manager, assists FAA personnel in the operation of a Technical Operations Training Division Resource Center (DRC). Coordinator provides training on graphics/software/equipment, programming services, guidance and file format in support of the DRC. The DRC is used by FAA personnel for course development and revision tasks as well as a software library resource.

The coordinator is responsible for maintaining, preparing, and organizing the Graphics/Video/Digital systems in use in the DRC and will develop a utilization tracking program to track utilization and identify future needs, including cataloguing and archiving files. The coordinator demonstrates and/or provides training on the use of the DRC hardware/equipment and software and classroom projectors to FAA personnel as needed, providing assistance at instructors' office when necessary. The DRC Coordinator:

1. Maintains a resource utilization tracking program by using the provided software programs. This tracking program is required to document use of equipment and supplies.
2. Coordinates loan of any approved equipment through the Property Custodian or designee.
3. Performs property/supply inventory semi-annually. Provides the FAA with a list of supplies/consumables (paper, ink, CDs, etc.) to ensure supply does not run out. Alerts FAA when hardware needs maintenance or needs to be upgraded.
4. Assists FAA personnel in developing graphics used for course development/revision. If graphics are generated from a digital camera or scanner ensures they are saved as 24 bit color and 8 bit gray scale. Otherwise,

Appendix B Position Descriptions And Qualifications

ensures text graphics are saved as 8 bit gray scale. Assists in generating all graphics in their original application file format and as .bmp files and catalog.

5. Generates/develops technical equipment schematics using Visio, or other government provided software.
6. Provides expertise to import embedded graphic files into designated locations within existing course student guides.
7. Provides assistance to FAA personnel by demonstrating the use of all DRC software, hardware, and equipment including use of classroom computers/projectors.
8. Maintains FAA cataloging system to file and archive graphics and text for future use.
9. Maintains standard operating procedure documentation on all training procedures and equipment operation tasks requested by the government.
10. Provides to the FAA all approved developed graphics, text, documentation, and all compiled files, on CD-ROM after the final acceptance.
11. Assists instructor and/or AMA staff as required in development of graphics, graphic design, DRC hardware use, PowerPoint and Visio development, printing of documents, and Examiner application software training.
12. Assists with downloading/rendering images from a digital camera to be used in either a text document, computer-based instruction (CBI) lesson, or a web (HTML) page.

3.6.1 Qualification Requirements

Education

High school diploma or G.E.D. required.

Experience

Shall have a minimum of two (2) years extensive experience using the following:

- a) computers and graphic software to develop graphics
- b) GFE scanners to perform scanning of graphics and text
- c) software to import/download text and/or graphics into documents, computer based lessons, and web (HTML) pages
- d) digital photography equipment.

3.6.2 DRC Certification

These positions do not require FAA certification.

APPENDIX C
Contract Terms and Acronyms

Information regarding Contract Terms and Acronyms
for use in connection with the Instructional Support Services solicitation for

FAA ACADEMY TECHNICAL OPERATIONS
TRAINING DIVISION (AMA-400)

DTFAAC-13-R-00004

Date: September 26, 2012

Prepared by Technical Operations Training Division Contract Team

**Appendix C
Contract Terms and Acronyms**

CHANGE HISTORY

Change No.

Description of Change

Appendix C
Contract Terms and Acronyms

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Appendix C
Contract Terms and Acronyms

Section 1. Contract Terms and Acronyms

ADR	Alternative Dispute Resolution
AIP	Airport Improvement Program
AMS	Acquisition Management System
APB	Acquisition Program Baseline
APML	Acquisition Program Manager for Logistics
ARA	Office of Research and Acquisitions
ASAG	Acquisition System Advisory Group
AOPC	Agency/Organization Program Coordinator
AOS	Operational Support Service
AP	Approving Official
ASP	Acquisition Strategy Paper
AWS	Alternate Work Schedule
CAS	Cost Accounting Standards
CAS	Commercially Available Software (2 nd definition for this acronym)
CBI	Computer Based Instruction
CCB	Configuration Control Board
CCD	Configuration Control Decision
CIB	Card Issuing Bank
CIP	Capital Investment Plan
CM	Configuration Management
CO	Contracting Officer
COCO	Chief of the Contracting Office
COI	Critical Operational Issue
COR	Contracting Officer Representative
COTS	Commercial Off The Shelf
CPR	Cardiopulmonary Resuscitation
DOT	Department of Transportation
DRO	Dispute Resolution Officer
EA	Environmental Assessment
EIS	Environmental Impact Statement
F&E	Facilities and Equipment
FAA	Federal Aviation Administration
FAE	FAA Acquisition Executive
FAST	FAA Acquisition System Toolset
FONSI	Finding of No Significant Interest
FSS	Federal Supply Schedule
GFI	Government Furnished Information
GFP	Government Furnished Property
GSA	General Services Administration

Appendix C
Contract Terms and Acronyms

ISD	Instructional System Design
IAR	Investment Analysis Report
ILS	Integrated Logistics Support
IMT	Integrated Management Team
IOT&E	Independent Operational Test and Evaluation
IPDS	Integrated Product Development System
IPLT	Integrated Product Leadership Team
IPP	Integrated Program Plan
IPT	Integrated Product Team
IRT	Integrated Requirements Team
JRC	Joint Resources Council
LDR	Labor Distribution Reporting
LOB	Line of Business
MCC	Merchant Category Codes
MMAC	Mike Monroney Aeronautical Center
MNS	Mission Need Statement
NAIC	North American Industry Classification
NAS	National Airspace System
NCP	National Airspace System Change Proposal
NDI	Non-developmental Item
NFPA	National Fire Protection Association
ODR	Office of Disputes Resolution
OMB	Office of Management and Budget
OPR	Offices of Primary Responsibility
OPS	Operations
OST	Office of the Secretary of Transportation
P3I	Preplanned Product Improvement
PMR	Program Management Review
PSM	Procurement Strategy Meeting
PT	Product Team
QRO	Quality and Reliability Officer
QVL	Qualified Vendor List
RCCB	Regional Configuration Control Board
RD	Requirements Document
RE&D	Research, Engineering, and Development
RFO	Request For Offer
RIF	Reduction-In-Force
RMA	Reliability, Maintainability, and Availability
SDB	Small Disadvantage Business
SEDB	Socially and Economically Disadvantaged Businesses
SEOAT	Systems Engineering/Operational Analysis Team
SIC	Standard Industrial Classification
SIR	Screening Information Request

Appendix C
Contract Terms and Acronyms

SOW	Statement of Work
SSO	Source Selection Official
TDS	Task Description Sheets
T&E	Test and Evaluation
U.S.C.	United States Code
WO	Work Order

APPENDIX D

Contract Data Requirements List (CDRLs)

Information regarding Contract Data Requirements
for use in connection with the Instructional Support Services solicitation of

FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION

DTFAAC-13-R-00004

September 26, 2012

Prepared by Technical Operations Training Division Contract Team

DTFAAC-13-R-00004

A. Contract line Item No.	B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> OTHER X	
D. System/Item	E. Contract/PR No.	F. Contractor	

1. Data Item No. A001	2. Title of Data Item Contract Employment Change Report	3. Subtitle	
4. Authority	5. Contract Reference SIR DTFAAC-13-R-00004	6. Requiring Office AMA-400	
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required N/A	10. Frequency As required
12. Date of First Submission	See Block 14	13. Date of Subsequent Submission As required	11. As of Date (AOD)

14. REMARKS: The contractor shall submit on/or before the fifth (5) business day of each month any employment changes made during the reporting period in the format provided in the Attachment A001, Contract Employee Personnel Change Report. Employment changes include: terminations (name, social security number and termination date), new hires (name, social security number and hire date), and name changes (current name, new name, and effective date). The list is to be provided in alphabetical order with the name of the contract company, contract number and date. Social security number references are to be omitted on the CO and COR copies. Copies are to be provided to the Security Servicing Element (SSE), Contracting Officer, and Contracting Officer's Representative (COR).	15. Distribution		
	a. Addressee	b. Draft Copies	c. Final Copies
			Reg. Repro
	AMC-700 SSE AMQ-300 CO AMA-405 COR		1 ea. 1 ea. 1 ea
16. Total		0	3

G. Prepared By: Technical Operations Training Division Contract Team	H. Date	I. Approved By	J. Date
17. Price Group		18. Estimated Total Price	

CONTRACT EMPLOYEE PERSONNEL CHANGE REPORT

Contract Number: DTFAAC-13-D-

Contract Company: _____

REPORT BEGINNING DATE: _____

REPORT ENDING DATE: _____

	Last Name	First Name	Middle Initial	Social Security Number	Task/Subtask	Routing Symbol	Building	Room	Telephone Extension	PIV Card #	Issued Key #	Action being made	Effective Date of Action
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
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18													
19													
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21													
22													
23													
24													
25													

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>				
D. System/Item		E. Contract/PR No.		F. Contractor				
1. Data Item No. A002		2. Title of Data Item AC Form 3370-2 (01/07), Contract Employee Clearance Record			3. Subtitle			
4. Authority		5. Contact Reference SIR DTFAAC-13-R-00004			6. Requiring Office AMA-400			
7. DD 250 Req'd No No	8. APP Code A	9. Distribution Statement Required N/A		10. Frequency As required	11. As of Date (AOD)			
12. Date of First Submission See Block 14	13. Date of Subsequent Submission As required		15. Distribution					
14. REMARKS: Contractor will prepare AC Form 3370-2, attached, for each terminating contract employee. Final clearance will be accomplished by close of business the final workday of the contract employee or the next day under special conditions. Special conditions will be provided to CO and COR. Original will be retained in contractor files and copies will be distributed to SSE, CO, and COR after completion.				a. Addressee		b. Draft Copies	c. Final Copies Reg. Repro	
				AMA-700 SSE			1 ea.	
				AMQ-300 CO			1 ea.	
				AMA-405 COR			1 ea.	
				16. Total	0	3		
G. Prepared By: Technical Operations Training Division Contract Team		H. Date		I. Approved By			J. Date	
17. Price Group				18. Estimated Total Price				

CONTRACT EMPLOYEE CLEARANCE RECORD

Privacy Act: In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information on this form is authorized by 5 USC 552a. Your social security number (SSN) and date of birth (DOB) are solicited for use as employee identification.

1. Employee's Full Name _____ 2. DOB _____ 3. SSN _____ 4. Routing Symbol (Duty Org.) _____

5. Contract Number _____ 6. Contract Company's Name and Local Telephone Number _____

7. ACTION RESIGNATION OTHER TRANSFER TO

8. Instructions: Each item subject to clearance must be signed by the clearing official. If an item is not required in an employee's position, the cognizant Contracting Officer's Technical Representative may indicate "not applicable" and sign in the "Signature of Clearing Official" block.

BLDG/RM	OFFICE	ITEMS SUBJECT TO CLEARANCE	DATE	Printed Name, Routing Symbol and SIGNATURE OF CLEARING OFFICIAL
-----	Duty Organization	ADP - network access/User-ID's for ATO (ARB room 124) & AVR LOB's.		
-----	Duty Organization	Issued personal property (uniforms, laptops, etc.)		
MPB 101	AMI Clearance Officer, Systems Management Branch, AMI-310	Mainframe Services Access list (User-ID's for Mainframe Systems, Software, USS, z/LINUX, z/VM)		
		Telecommunications calling card; Gov't Emergency Telecommunication System (GETS); telephone cleanup (PDN's)		
		Systems Management Facility (SMF) Physical and Logical Access		
		ADP - e-mail; network access/User-ID's for all other LOB's.		
MPB 304	Acquisition Automation Team, AMQ-130	PRISM-login rights and user-ID's.		
HQ 366	Center & Tenant Travel Payments Branch, AMZ-130	Outstanding travel advance and travel orders.		
HQ 377	Management & Systems Support Staff, AMZ-10	User-ID's for financial (Delphi, DAFIS MIR, Markview, DocMan, etc.) and/or personnel & payroll (CPMIS, etc.) applications. If not required in employee's position, supervisor may sign.		
BS-06	General Accounting Division, AMZ-310	Accounts receivable/other debts.		
HQ 151	Facility Guard Service	ID cards, access cards, accountable keys, reserved handicap parking, and vehicle decals.		

9. CERTIFICATION OF EMPLOYEE: *I certify that I have returned all government property entrusted to me.*

10. CERTIFICATION OF CONTRACT PROJECT MANAGER: *I certify that to the best of my knowledge and belief, all government property, records, and indebtedness entrusted and/or issued to the above employee have been accounted for, and computer access and passwords have been deleted, except as noted.*

Signature

Date

Signature

Date

Notes:

1. Sign in the appropriate certification space if all items are cleared. If any accountable item is not cleared, note in the space provided or provide details on an attachment to this form.
2. This form shall be maintained by the Contract Project Manager. The Contract Project Manager is responsible for distributing completed copies of the form to the Contracting Officer (CO), COTR, AMC-700, and the clearing contract employee.

THE FOLLOWING IS FOR USE BY THE CONTRACTING OFFICER

Date Withholding Action Initiated: _____

Date Action Completed: _____

Amount Withheld: \$ _____

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category (Check appropriate one)		
		TDP <input type="checkbox"/>	TM <input type="checkbox"/>	Other <input checked="" type="checkbox"/>
D. System/Item	E. Contract/PR No.	F. Contractor		

1. Data Item No. A003	2. Title of Data Item Contract Employee Personnel Status Report		3. Subtitle	
4. Authority	5. Contact Reference SIR DTFAAC-13-R-00004		6. Requiring Office AMA-400	
7. DD 250 Req'd No No	8. APP Code A	9. Distribution Statement Required N/A	10. Frequency As required	11. As of Date (AOD)

12. Date of First Submission See Block 14	13. Date of Subsequent Submission As required	15. Distribution		
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14. REMARKS: The contractor shall submit on or before the fifth (5) business day of each month a Contract Employee Personnel Status Report in the format provided in the Attachment 003, Contract Employee Personnel Status Report. Report will be in Microsoft Excel Spreadsheet format and is to be transmitted by e-mail to Security Servicing Element (SSE), Contracting Officer, and Contracting Officer's Representative (COR). List is to be in alphabetical order with the name of the contract company, contract number and date.	a. Addressee	b. Draft Copies	c. Final Copies	
			Reg.	Repro
	AMA-700 SSE		1 ea.	
	AMQ-300 CO		1 ea.	
	AMA-405 COR		1 ea.	
16. Total		0	3	

G. Prepared By: Technical Operations Training Division Contract Team	H. Date	I. Approved By	J. Date

17. Price Group	18. Estimated Total Price

CONTRACT EMPLOYEE PERSONNEL STATUS REPORT

REPORT BEGINNING DATE: _____
 REPORT ENDING DATE: _____

Contract Number: DTFAAC-13-D-
 Contract Company: _____

	Last Name	First Name	MI	Task/ Subtask	Routing Symbol	Building	Room	Phone Ext.	PIV Card #	Issued Key #	Shift Worked	Terminated; Furloughed; Retired; Quit	Effective Date
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
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21													
22													
23													
24													
25													

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>				
D. System/Item		E. Contract/PR No.	F. Contractor				
1. Data Item No. A004		2. Title of Data Item Computer Hardware and Software Report		3. Subtitle			
4. Authority		5. Contact Reference SIR DTFAAC-13-R-00004		6. Requiring Office AMA-400			
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required N/A		10. Frequency As required	11. As of Date (AOD)		
12. Date of First Submission	See Block 14	13. Date of Subsequent Submission As required		15. Distribution			
14. REMARKS: Within 5 business days of the end of each calendar quarter, the contractor will provide report identifying all items of computer hardware (computers and peripherals) and software provided by the government for contractor personnel use in the Attachment A004 Computer Hardware Report and Attachment A004 Computer Software Report. Reports will be in Microsoft Excel Spreadsheet format and are to be transmitted by e-mail to Contracting Officer and Contracting Officer's Representative (COR). Computer hardware list will include hardware FAA barcode number, manufacturer, make/model number, serial number, government issue date, contractor return date and location of equipment (building and room). Computer software list will include software manufacturer, name of program, government issue date, contractor return date, hardware FAA number barcode where installed, date of installation on hardware, date of removal from hardware, location of hardware (building and room).				a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Final Copies Repro
				AMQ-300 CO AMA-405 COR		1 ea. 1 ea.	
				16. Total	0	2	
G. Prepared By: Technical Operations Training Division Contract Team		H. Date	I. Approved By		J. Date		
17. Price Group			18. Estimated Total Price				

COMPUTER HARDWARE REPORT

REPORT BEGINNING DATE: _____
 REPORT ENDING DATE: _____

Contract Number: DTFAAC-13-D-_____
 Contract Company: _____

	FAA Barcode	Manufacturer	Make/Model	Serial Number	Government Issue Date	Contractor Return Date	Building Location	Room Location
1								
2								
3								
4								
5								
6								
7								
8								
9								
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12								
13								
14								
15								
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38								

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>				
D. System/Item		E. Contract/PR No.		F. Contractor				
1. Data Item No. A005		2. Title of Data Item Contractor Training Report			3. Subtitle			
4. Authority		5. Contact Reference SIR DTFAAC-13-R-00004			6. Requiring Office AMA-400			
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required N/A			10. Frequency As required	11. As of Date (AOD)		
12. Date of First Submission	See Block 14	13. Date of Subsequent Submission As required			15. Distribution			
14. REMARKS: Within 5 business days of the end of each invoice period, the contractor will provide information in writing to the COR reflecting hours expended in support of training for contract employees in the Attachment A005 Contract Employee Training Report. Reports will be in Microsoft Excel Spreadsheet format and are to be transmitted by e-mail to Contracting Officer's Representative (COR).					a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro	
					AMA-405 COR		1 ea.	
16. Total					0	3		
G. Prepared By: Technical Operations Training Division Contract Team		H. Date		I. Approved By		J. Date		
17. Price Group				18. Estimated Total Price				

CONTRACT EMPLOYEE TRAINING REPORT

REPORT BEGINNING DATE: _____

REPORT ENDING DATE: _____

Contract Number: DTFAAC-13-D-

Contract Company: _____

	Last Name	First Name	FAA Course Number	FAA Course Title	FAA Scheduled Offering Number	Begin Date	End Date
1							
2							
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38							

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 12 of 13

A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one)			
				TDP <input type="checkbox"/>	TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item		E. Contract/PR No.		F. Contractor			
1. Data Item No. A006		2. Title of Data Item Contract Funds Status Report (CFSR)		3. Subtitle			
4. Authority		5. Contact Reference SIR DTFAAC-13-R-00004		6. Requiring Office AMA-400			
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required N/A		10. Frequency As required	11. As of Date (AOD)		
12. Date of First Submission	See Block 14	13. Date of Subsequent Submission		As required			
14. REMARKS: The contractor will provide Contract Funds Status Report (CFSR) for each monthly invoice period in the format provided in the Attachment 006, Monthly CFSR. Report will be in Microsoft Excel Spreadsheet format and is to be transmitted by e-mail to Contracting Officer, and Contracting Officer's Representative (COR). Report will include the following: Contract Number, Contract Company Name, Date of Report. This report will have at a minimum Contract Line Item Number (CLIN), CLIN description, delivery order number, delivery order funding amount, delivery order cumulative expenses incurred, amount billed, current balance of funds, and comments.				15. Distribution			
				a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro	
				AMQ-300 CO AMA-405 COR		1 ea. 1 ea.	
				16. Total	0 3		
G. Prepared By: Technical Operations Training Division Contract Team		H. Date		I. Approved By			
17. Price Group				18. Estimated Total Price			

DTFAAC-13-R-00004

MONTHLY CONTRACT FUNDS STATUS REPORT (CFSR)

Contract Number: DTFAAC-13-D-
 Contract Company: _____

REPORT BEGINNING DATE: _____
 REPORT ENDING DATE: _____

CLIN	CLIN Description	Delivery Order Number	Delivery Order Funding Amount	Delivery Order Cummulative Expenses Incurred	Amount Billed	Current Balance of Funds	Comments
1							
2							
3							
4							
5							
6							
7							
8							
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WD 05-2432 (Rev.-16) was first posted on www.wdol.gov on 06/19/2012

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2432
Revision No.: 16
Date Of Revision: 06/13/2012

State: Oklahoma

Area: Oklahoma Counties of Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.04
01012 - Accounting Clerk II		14.63
01013 - Accounting Clerk III		18.28
01020 - Administrative Assistant		22.58
01040 - Court Reporter		18.46
01051 - Data Entry Operator I		11.69
01052 - Data Entry Operator II		12.76
01060 - Dispatcher, Motor Vehicle		17.05
01070 - Document Preparation Clerk		13.46
01090 - Duplicating Machine Operator		13.46
01111 - General Clerk I		13.10
01112 - General Clerk II		14.30
01113 - General Clerk III		18.00
01120 - Housing Referral Assistant		18.77
01141 - Messenger Courier		10.67
01191 - Order Clerk I		12.71
01192 - Order Clerk II		14.08
01261 - Personnel Assistant (Employment) I		14.35
01262 - Personnel Assistant (Employment) II		16.05
01263 - Personnel Assistant (Employment) III		17.90
01270 - Production Control Clerk		20.96
01280 - Receptionist		12.74
01290 - Rental Clerk		14.04
01300 - Scheduler, Maintenance		14.04
01311 - Secretary I		14.04
01312 - Secretary II		16.20
01313 - Secretary III		18.77
01320 - Service Order Dispatcher		15.05
01410 - Supply Technician		22.58
01420 - Survey Worker		17.05
01531 - Travel Clerk I		12.32
01532 - Travel Clerk II		13.14
01533 - Travel Clerk III		13.77
01611 - Word Processor I		12.54
01612 - Word Processor II		14.07
01613 - Word Processor III		15.80
05000 - Automotive Service Occupations		

05005 - Automobile Body Repairer, Fiberglass	18.14
05010 - Automotive Electrician	17.24
05040 - Automotive Glass Installer	16.31
05070 - Automotive Worker	14.84
05110 - Mobile Equipment Servicer	13.22
05130 - Motor Equipment Metal Mechanic	16.49
05160 - Motor Equipment Metal Worker	14.84
05190 - Motor Vehicle Mechanic	16.49
05220 - Motor Vehicle Mechanic Helper	12.63
05250 - Motor Vehicle Upholstery Worker	14.03
05280 - Motor Vehicle Wrecker	14.84
05310 - Painter, Automotive	15.67
05340 - Radiator Repair Specialist	14.84
05370 - Tire Repairer	12.12
05400 - Transmission Repair Specialist	16.49
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.05
07041 - Cook I	8.70
07042 - Cook II	10.01
07070 - Dishwasher	8.18
07130 - Food Service Worker	8.20
07210 - Meat Cutter	13.28
07260 - Waiter/Waitress	8.77
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.86
09040 - Furniture Handler	10.57
09080 - Furniture Refinisher	14.86
09090 - Furniture Refinisher Helper	11.83
09110 - Furniture Repairer, Minor	13.35
09130 - Upholsterer	14.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.06
11060 - Elevator Operator	10.81
11090 - Gardener	12.86
11122 - Housekeeping Aide	10.47
11150 - Janitor	10.19
11210 - Laborer, Grounds Maintenance	10.82
11240 - Maid or Houseman	8.42
11260 - Pruner	10.20
11270 - Tractor Operator	12.10
11330 - Trail Maintenance Worker	10.82
11360 - Window Cleaner	10.42
12000 - Health Occupations	
12010 - Ambulance Driver	13.70
12011 - Breath Alcohol Technician	17.35
12012 - Certified Occupational Therapist Assistant	25.26
12015 - Certified Physical Therapist Assistant	22.10
12020 - Dental Assistant	14.41
12025 - Dental Hygienist	29.89
12030 - EKG Technician	20.95
12035 - Electroneurodiagnostic Technologist	20.95
12040 - Emergency Medical Technician	13.70
12071 - Licensed Practical Nurse I	15.51
12072 - Licensed Practical Nurse II	17.35
12073 - Licensed Practical Nurse III	19.35
12100 - Medical Assistant	12.33
12130 - Medical Laboratory Technician	16.14
12160 - Medical Record Clerk	13.88
12190 - Medical Record Technician	15.53
12195 - Medical Transcriptionist	12.04
12210 - Nuclear Medicine Technologist	34.29

12221	- Nursing Assistant I	9.70
12222	- Nursing Assistant II	10.91
12223	- Nursing Assistant III	11.91
12224	- Nursing Assistant IV	13.36
12235	- Optical Dispenser	14.41
12236	- Optical Technician	11.84
12250	- Pharmacy Technician	16.23
12280	- Phlebotomist	13.36
12305	- Radiologic Technologist	22.09
12311	- Registered Nurse I	27.48
12312	- Registered Nurse II	30.22
12313	- Registered Nurse II, Specialist	30.22
12314	- Registered Nurse III	36.56
12315	- Registered Nurse III, Anesthetist	36.56
12316	- Registered Nurse IV	43.82
12317	- Scheduler (Drug and Alcohol Testing)	21.50
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	18.53
13012	- Exhibits Specialist II	20.67
13013	- Exhibits Specialist III	24.88
13041	- Illustrator I	20.86
13042	- Illustrator II	25.12
13043	- Illustrator III	30.74
13047	- Librarian	20.37
13050	- Library Aide/Clerk	10.85
13054	- Library Information Technology Systems Administrator	18.40
13058	- Library Technician	12.31
13061	- Media Specialist I	13.27
13062	- Media Specialist II	14.85
13063	- Media Specialist III	16.56
13071	- Photographer I	13.27
13072	- Photographer II	15.16
13073	- Photographer III	18.78
13074	- Photographer IV	22.98
13075	- Photographer V	27.80
13110	- Video Teleconference Technician	14.89
14000	- Information Technology Occupations	
14041	- Computer Operator I	14.91
14042	- Computer Operator II	16.74
14043	- Computer Operator III	18.70
14044	- Computer Operator IV	20.75
14045	- Computer Operator V	22.97
14071	- Computer Programmer I	(see 1) 24.07
14072	- Computer Programmer II	(see 1)
14073	- Computer Programmer III	(see 1)
14074	- Computer Programmer IV	(see 1)
14101	- Computer Systems Analyst I	(see 1)
14102	- Computer Systems Analyst II	(see 1)
14103	- Computer Systems Analyst III	(see 1)
14150	- Peripheral Equipment Operator	14.91
14160	- Personal Computer Support Technician	20.75
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	29.92
15020	- Aircrew Training Devices Instructor (Rated)	36.20
15030	- Air Crew Training Devices Instructor (Pilot)	39.82
15050	- Computer Based Training Specialist / Instructor	29.92
15060	- Educational Technologist	22.71
15070	- Flight Instructor (Pilot)	39.82
15080	- Graphic Artist	20.81
15090	- Technical Instructor	17.74

15095 - Technical Instructor/Course Developer	21.70
15110 - Test Proctor	15.76
15120 - Tutor	15.76
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.47
16030 - Counter Attendant	8.47
16040 - Dry Cleaner	10.79
16070 - Finisher, Flatwork, Machine	8.47
16090 - Presser, Hand	8.47
16110 - Presser, Machine, Drycleaning	8.47
16130 - Presser, Machine, Shirts	8.47
16160 - Presser, Machine, Wearing Apparel, Laundry	8.47
16190 - Sewing Machine Operator	11.56
16220 - Tailor	12.34
16250 - Washer, Machine	9.27
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.79
19040 - Tool And Die Maker	24.73
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.25
21030 - Material Coordinator	22.82
21040 - Material Expediter	22.82
21050 - Material Handling Laborer	11.10
21071 - Order Filler	12.77
21080 - Production Line Worker (Food Processing)	15.25
21110 - Shipping Packer	13.76
21130 - Shipping/Receiving Clerk	13.76
21140 - Store Worker I	13.94
21150 - Stock Clerk	16.90
21210 - Tools And Parts Attendant	15.25
21410 - Warehouse Specialist	15.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.37
23021 - Aircraft Mechanic I	23.35
23022 - Aircraft Mechanic II	24.37
23023 - Aircraft Mechanic III	25.40
23040 - Aircraft Mechanic Helper	16.96
23050 - Aircraft, Painter	20.19
23060 - Aircraft Servicer	19.19
23080 - Aircraft Worker	20.33
23110 - Appliance Mechanic	16.59
23120 - Bicycle Repairer	12.12
23125 - Cable Splicer	24.43
23130 - Carpenter, Maintenance	18.10
23140 - Carpet Layer	17.15
23160 - Electrician, Maintenance	18.93
23181 - Electronics Technician Maintenance I	21.73
23182 - Electronics Technician Maintenance II	24.54
23183 - Electronics Technician Maintenance III	25.71
23260 - Fabric Worker	17.12
23290 - Fire Alarm System Mechanic	18.63
23310 - Fire Extinguisher Repairer	16.13
23311 - Fuel Distribution System Mechanic	23.73
23312 - Fuel Distribution System Operator	17.99
23370 - General Maintenance Worker	17.04
23380 - Ground Support Equipment Mechanic	22.99
23381 - Ground Support Equipment Servicer	18.78
23382 - Ground Support Equipment Worker	19.89
23391 - Gunsmith I	16.13
23392 - Gunsmith II	17.98
23393 - Gunsmith III	19.84

23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.92
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.98
23430 - Heavy Equipment Mechanic	18.92
23440 - Heavy Equipment Operator	18.50
23460 - Instrument Mechanic	24.92
23465 - Laboratory/Shelter Mechanic	18.93
23470 - Laborer	11.10
23510 - Locksmith	18.24
23530 - Machinery Maintenance Mechanic	21.77
23550 - Machinist, Maintenance	18.92
23580 - Maintenance Trades Helper	13.97
23591 - Metrology Technician I	24.92
23592 - Metrology Technician II	25.98
23593 - Metrology Technician III	27.08
23640 - Millwright	20.03
23710 - Office Appliance Repairer	19.09
23760 - Painter, Maintenance	17.94
23790 - Pipefitter, Maintenance	19.97
23810 - Plumber, Maintenance	19.20
23820 - Pneudraulic Systems Mechanic	19.84
23850 - Rigger	19.84
23870 - Scale Mechanic	17.98
23890 - Sheet-Metal Worker, Maintenance	22.11
23910 - Small Engine Mechanic	17.04
23931 - Telecommunications Mechanic I	22.77
23932 - Telecommunications Mechanic II	23.76
23950 - Telephone Lineman	22.90
23960 - Welder, Combination, Maintenance	18.92
23965 - Well Driller	19.71
23970 - Woodcraft Worker	19.84
23980 - Woodworker	16.13
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.73
24580 - Child Care Center Clerk	13.27
24610 - Chore Aide	8.73
24620 - Family Readiness And Support Services Coordinator	14.27
24630 - Homemaker	15.64
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.39
25040 - Sewage Plant Operator	16.59
25070 - Stationary Engineer	22.39
25190 - Ventilation Equipment Tender	15.08
25210 - Water Treatment Plant Operator	16.35
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.88
27007 - Baggage Inspector	12.57
27008 - Corrections Officer	15.39
27010 - Court Security Officer	20.62
27030 - Detection Dog Handler	15.03
27040 - Detention Officer	15.39
27070 - Firefighter	24.14
27101 - Guard I	12.57
27102 - Guard II	15.03
27131 - Police Officer I	23.19
27132 - Police Officer II	25.77
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.57
28042 - Carnival Equipment Repairer	11.39

28043 - Carnival Equipment Worker	8.28
28210 - Gate Attendant/Gate Tender	13.14
28310 - Lifeguard	12.47
28350 - Park Attendant (Aide)	15.51
28510 - Recreation Aide/Health Facility Attendant	10.73
28515 - Recreation Specialist	17.93
28630 - Sports Official	11.71
28690 - Swimming Pool Operator	16.74
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.94
29020 - Hatch Tender	20.94
29030 - Line Handler	20.94
29041 - Stevedore I	19.94
29042 - Stevedore II	22.08
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.25
30022 - Archeological Technician II	20.36
30023 - Archeological Technician III	25.22
30030 - Cartographic Technician	25.22
30040 - Civil Engineering Technician	24.03
30061 - Drafter/CAD Operator I	17.25
30062 - Drafter/CAD Operator II	20.36
30063 - Drafter/CAD Operator III	22.71
30064 - Drafter/CAD Operator IV	26.48
30081 - Engineering Technician I	19.05
30082 - Engineering Technician II	21.83
30083 - Engineering Technician III	23.92
30084 - Engineering Technician IV	29.64
30085 - Engineering Technician V	36.26
30086 - Engineering Technician VI	43.86
30090 - Environmental Technician	21.77
30210 - Laboratory Technician	19.34
30240 - Mathematical Technician	25.23
30361 - Paralegal/Legal Assistant I	18.67
30362 - Paralegal/Legal Assistant II	23.12
30363 - Paralegal/Legal Assistant III	28.28
30364 - Paralegal/Legal Assistant IV	34.22
30390 - Photo-Optics Technician	25.22
30461 - Technical Writer I	18.40
30462 - Technical Writer II	22.51
30463 - Technical Writer III	27.24
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 22.71
30621 - Weather Observer, Senior	(see 2) 25.22
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.62
31030 - Bus Driver	14.66
31043 - Driver Courier	13.20
31260 - Parking and Lot Attendant	9.68
31290 - Shuttle Bus Driver	14.03
31310 - Taxi Driver	10.60
31361 - Truckdriver, Light	14.03
31362 - Truckdriver, Medium	15.85

31363 - Truckdriver, Heavy	19.47
31364 - Truckdriver, Tractor-Trailer	19.47
99000 - Miscellaneous Occupations	
99030 - Cashier	8.66
99050 - Desk Clerk	8.70
99095 - Embalmer	25.43
99251 - Laboratory Animal Caretaker I	10.69
99252 - Laboratory Animal Caretaker II	11.36
99310 - Mortician	25.43
99410 - Pest Controller	13.65
99510 - Photofinishing Worker	12.45
99710 - Recycling Laborer	15.53
99711 - Recycling Specialist	17.42
99730 - Refuse Collector	14.64
99810 - Sales Clerk	11.59
99820 - School Crossing Guard	10.88
99830 - Survey Party Chief	23.62
99831 - Surveying Aide	13.28
99832 - Surveying Technician	20.91
99840 - Vending Machine Attendant	12.16
99841 - Vending Machine Repairer	14.63
99842 - Vending Machine Repairer Helper	11.82

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.71 average computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds

\$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage

determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent

information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.