

2. AMENDMENT/MODIFICATION NO. P00002	3. EFFECTIVE DATE 28-Nov-2018	4. REQUISITION/PURCHASE REQ. NO. M95430-19-RC-QG012	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY MARCORSYSCOM	CODE M67854	7. ADMINISTERED BY (If other than Item 6) MARCORSYSCOM	CODE M67854

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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) II Corps Consultants, Inc. dba II Corps Consultants 4444 Germanna Hwy # 165 Locust Grove VA 22508-2809	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-7753 / M6785418F3002 10B. DATED (SEE ITEM 13) 29-Dec-2017
CAGE CODE 30YY7 FACILITY CODE	[X]

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
 SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) IAW FAR Clause 52.217-9 Option to Extend the Term of the Contract.

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jorge R Martell, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY <u>/s/Jorge R Martell</u> (Signature of Contracting Officer)	28-Nov-2018

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement (PWS)

Training and Education Command (TECOM)

Joint Fires Observer (JFO) Instructional Support

1.0 Background

The Joint Fires Observer (JFO) program is designed to provide select joint Services personnel with training in: (1) Engaging targets with AC-130 gunships, naval surface fires, and indirect surface fires; (2) Procedures for providing timely and accurate targeting information to a qualified Joint Terminal Attack Controller (JTAC) for Type 2 and 3 Close Air Support (CAS) Terminal Attack Controls; and (3) Conducting Terminal Guidance Operations (TGO). A Tactical Air Control Party Course (TACP) trains and certifies officer and enlisted joint and coalition personnel in the basic procedures of terminal attack control establishing a foundation for follow on individual JTAC proficiency and collective training in the operating forces. In order to request and control joint fire support assets, the USMC must provide joint validated instruction utilizing an approved Program of Instruction (POI).

2.0 Scope

The scope of this requirement is for JFO and TACP instructional services, and sustainment of course curricula through POI and scenario management services.

3.0 Objectives:

Listed below are three(3) objectives that make up this PWS and specific tasks are then further elaborated in paragraph 7.0.

1. **JFO and TACP Instructional Services** – This task is for course instruction.
2. **POI Management Services** - This task is for the management of course material.
3. **Scenario Management Services zones** - This task is for the creation of scenarios for use in training.

4.0 General Requirements

4.1 Facility and Personnel Clearances.

The Contractor must possess a Secret Facility Security Clearance and contractor personnel are required to have a Secret clearance in order to perform on this contract. All personnel providing services in Japan shall meet the Status of Forces Agreement criteria.

4.2 Non-Personal Services.

The Government shall neither supervise contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the Contractor's responsibility to supervise its employees and guard against any actions that could be characterized as personal services, or convey the perception that personal services are being delivered. If the Contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to immediately notify the Procuring Contracting Officer (PCO).

4.3 Place of Performance.

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Work shall primarily be performed at Expeditionary Warfare Training Group Pacific (EWTGPAC), Coronado, California; Expeditionary Warfare Training Group Atlantic (EWTGLANT), Little Creek, Virginia; and Marine Detachment (MARDET), Fort Sill, Oklahoma. In addition, JFO instructional services may be required for the operating forces as part of a forward deployed Mobile Training Team (MTT) in which resident instructors (those performing work at EWTGPAC, EWTGLANT, Fort Sill) travel to, and conduct training at the requesting units' location. JFO courses may be provided by MTTs at CONUS and OCONUS locations to include but are not limited to Camp Pendleton, California (CPCA); Camp Lejeune, North Carolina (CLNC); Twenty-nine Palms, California; Kaneohe Bay, Hawaii; and Okinawa, Japan. MTTs are scheduled by the schoolhouse based on operational requirements, and coordinated so as not to interfere with scheduled resident course training. Travel to Camp Lejeune, NC, and Twenty-nine Palms, CA will be required in support of TACP Fire Exercises (FIREX).

4.4 Administration.

4.4.1 Contract Management.

The Contractor shall establish processes and assign appropriate resources to effectively perform the requirement. The Contractor shall have primary and alternate points of contact between the Contracting Officer's Representative (COR) and contractor personnel assigned to support the contract.

4.4.2 Subcontract Management.

The Contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime Contractor shall manage work distribution to ensure there are no Organization Conflict of Interest (OCI) considerations.

4.4.3 Organizational Conflict of Interest.

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

4.5 Travel/Temporary Duty (TDY)

(a) All travel must be authorized by the COR with a specified not to exceed amount prior to any expenditures. Except as otherwise provided herein, the Contractor will be reimbursed for its reasonable actual travel costs in accordance with FAR 31.205-46 Travel Costs and the Federal Travel Regulation (FTR) and Joint Travel Regulation (JTR) as applicable. Profit shall not be included on Travel. In addition, all travel requirements (including plans, agenda, and itinerary or dates) must be coordinated with and approved by the COR. Any unapproved travel will not be reimbursed.

(b) The Contractor shall be responsible for any Foreign Taxes, penalties, and interest assessed that may be applied to the Contractor, its subcontractors, or their respective employees whether or not covered by the Status of Forces Agreement (SOFA). The Government shall not be held financially liable beyond the value obligated in the contract.

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4.7 Federal government Holidays.

The Contractor shall not be required to provide instructional services on federal holidays unless the holiday is specified as a training day in the task order. When a holiday falls on a Sunday, the following Monday will be observed as a holiday by the U.S. Government; when the holiday falls on a Saturday, the preceding Friday will be observed as a holiday.

New Year's Day	1st day of January
Martin Luther King Jr.'s Birthday	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Independence Day	4th of July
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veterans Day	11th day of November
Thanksgiving Day	4th Thursday of November
Christmas Day	25th day of December

4.8 Quality Control Program.

The Contractor shall establish a complete Quality Control Program to ensure the requirements of the contract are performed as specified in the Performance Requirements Summary. A copy of the contractor's Quality Control Plan (QCP) shall be provided to the Contracting Officer at the post award conference or no later than 30 days after award if a post award conference is not conducted. An updated copy shall be provided to the Contracting Officer as changes occur. The QCP shall include, but not be limited to the following:

- (a) An inspection system covering all the services stated in the Performance Requirements Summary. It must specify areas to be inspected on either a scheduled or unscheduled basis and indicate the individuals who will do the inspection.
- (b) A method of identifying deficiencies in the quality of services performed before the level of performance is deemed unacceptable.
- (c) A corrective action process that will ensure any unacceptable performance is corrected and will not occur again in the future.
- (d) A file of all inspections conducted by the Contractor and any corrective action taken. This documentation shall be made available to the Government, upon request, throughout the term of the contract.

5.0 Government Property and Government Furnished Information

Government Property for this task order means property that is incidental to the place of performance, when the Government requires contractor personnel to be located on a Government sites or installation and when the property used by the contractor within the location remains accountable to the Government.

The Government will provide facilities access, work space, and technical information, as required, for the

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performance of this task order. All Classroom facilities and course and classroom supplies will be furnished by the Government. As appropriate, the government will provide access to Navy-Marine Corps or Army Internet connections for Non-secure Internet Protocol Router Network (NIPRNET). Government Furnished Equipment (GFE) will consist of Marine Corps Enterprise Network (MCEN) connected computers or its equivalent, as appropriate, and established JFO courseware as referenced in Para 5.2.4, and all applicable documents listed in the PWS. The Contractor shall coordinate with the local site or activity as to procedures and issuance of the Common Access Cards (CAC).

Government furnished information is being provided solely for the performance of this contract and remains the property of the Government. No modification to the GFI is allowed unless authorized by the Government.

The following GFI will be provided at the Kickoff meeting:

Current Master Lesson Files (courseware)

Course specific training materials

5.1 Mandatory References

The Contractor shall mandatorily comply with all documents listed below during the performance of this contract:

5.1.1 Joint Close Air Support (JCAS) Action Plan (AP) Memorandum of Agreement (MOA) 2004-03 Joint Fires Observer (JFO) dated 28 July 2016 (Section J, Attachment 3)

5.1.2 Joint Fire Support (JFS) Steering Committee (SC) Action Plan (AP) Memorandum of Agreement (MOA) 2004-01 Joint Terminal Attack Controller (JTAC) (Ground) dated 1 Jan 2015 (Section J, Attachment 4)

5.1.3 Joint Fire Support (JFS) Steering Committee (SC) Action Plan (AP) Memorandum of Agreement (MOA) 2004-02 Joint Forward Air Controller (Airborne) (FAC(A)) dated 1 May 2015 (Section J, Attachment 5)

5.1.4 Navy Marine Corps (NAVMC) 3500.7B Artillery Training and Readiness (T&R) Manual dated 18 Jun 2015

<http://www.marines.mil/Portals/59/Publications/NAVMC%203500.7B.pdf>

5.1.5 Navy Marine Corps (NAVMC) 3500.42C Tactical Air Control Party (TACP) Training and Readiness Manual (T&R Manual) dated 23 Mar 2017

<http://www.marines.mil/Portals/59/Publications/NAVMC%203500.42B.pdf>

5.1.6 Navy Marine Corps (NAVMC) 1553.1A Marine Corps Instructional Systems Design/Systems Approach to Training and Education (MCISD/SATE) Handbook dated 15 Sep 2016, Attachment 9.

5.1.7 Navy Marine Corps (NAVMC) 1553.2 Marine Corps Formal School Management Policy Guidance dated 21 Sep 2015

<http://www.trngcmd.marines.mil/Portals/207/Docs/FLW/EEIC/NAVMC%201553.2%20Marine%20Corps%20Formal%20School%20Management%20Policy%20Guidance.pdf>

5.1.8 Marine Corps Warfighter Publication (MCWP) 3-16.6 Supporting Arms Observer, Spotter and Controller dated 20 Nov 1998

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<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/126886/mcwp-3-166.aspx>

5.1.9 Marine Corps Warfighter Publication (MCWP) 3-16 Tactics, Techniques, and Procedures for Fire Support Coordination in the Ground Combat Element dated 28 Nov 2001

<http://www.trngcmd.marines.mil/Portals/207/Docs/TBS/MCWP%203-16%20Fire%20Support%20Coordination%20in%20the%20Ground%20Combat%20Element.pdf>

5.1.10 Joint Publication (JP) 3-09.3 Close Air Support dated 25 Nov 2014

https://fas.org/irp/doddir/dod/jp3_09_3.pdf

5.1.11 Joint Publication (JP) 3-09 Joint Fire Support dated 12 Dec 2014

http://www.dtic.mil/doctrine/new_pubs/jp3_09.pdf

5.1.12 Field Manual (FM) 3-09 Fire Support dated 4 April 2014

http://armypubs.army.mil/doctrine/dr_pubs/dr_a/pdf/fm3_09.pdf

5.1.13 NATO Standardization Agency Agreement (STANAG) 3797, Minimum Qualifications for Forward Air Controllers and Laser Operators in Support of Forward Air Controllers dated 27 Apr 2009 (Section J, Attachment 6).

6.0 Performance Requirements

The Contractor shall comply with all applicable references (5.1 -5.7) in the performance of instructional services, POI management, and scenario development under this contract. The Contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate certifications. .

6.1 The Contractor shall provide Instructional Services. Instructional services are the delivery of instruction to include platform and field instruction and simulation exercises that replicate live training events or scenarios. This shall include:

- Application of the methodology and content of approved master lesson files and current procedures to attain the instructional objectives;

- Instruction and evaluation of JFO and/or JTAC tactics, techniques, and procedures (TTP) under simulated and classroom conditions; classroom, field and conference discussion, demonstration and practical application training;

- Monitoring and evaluating training effectiveness throughout course of instruction; administration of written and practical exercise based examinations; and

- Remedial instruction, including individual training sessions to create situations requiring the student to perform techniques in areas of weakness to ensure the attainment of instructional objectives.

6.1.1 The Contractor shall provide formal classroom instructional services at resident sites per Table 1, in accordance with the JFO and TACP POIs identified in the Course Description Sheets (Section J, Attachments 1, 2) and in accordance with references 5.1.4-5.1.12.

JFO course provides select joint personnel with standardized and joint certified training to engage targets with joint fires through the detailed integration with terminal attack controllers (TACs) and Fire Support Teams (FSTs). Students who graduate this course will be able to request, control, and adjust joint mortar, field artillery (FA), and naval surface fire support (NSFS) systems; provide targeting information for Type

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II or III CAS, TGO, Initial Terminal Guidance (ITG) operations, SOF Gunship Call for Fire, close combat attack (CCA) and joint fire support planning at the company level. Upon completion of the course, the graduate will be a certified JFO, per the current JCAS AP MOA Joint Fires Observer (JFO) and NAVMC 3500.42.

The Tactical Air Control Party Course (TACP) trains and certifies officer and enlisted joint and coalition personnel in the basic procedures of terminal attack control. The TACP Course establishes the foundation for follow on individual JTAC proficiency and collective training in the operating forces. Each TACP course includes a TACP Fire Exercise (FIREX) conducted at either Camp Lejeune, NC or Twenty-nine Palms, CA.

Table 1

Training Location	Programs of Instruction	Training Cycles	Training Days	Level Of Support
Expeditionary Warfare Training Group Pacific (EWTGPAC), Coronado, California.	JFO	7	10	Academic classes and simulation evaluations
	Tactical Air Control Course (TACP)	6	25 (20 TDs - EWTG 5 TDs – 29 Palms)	Academic classes and simulation evaluations; JTAC-I support during FIREXs
Expeditionary Warfare Training Group Atlantic (EWTGLANT), Little Creek, Virginia	JFO	7	10	Academic classes and simulation evaluations
	TACP	6	25 (22 TDs - EWTG 3 TDs - CLNC)	Academic classes and simulation evaluations; JTAC-I support during FIREXs
Marine Detachment (MARDET) Fort Sill, Oklahoma	Joint Fires Observer	12	10	Academic classes and simulation evaluations

6.1.2 Instruction shall commence at 0800 hours and end NLT 1700 local time, Monday through Friday, excluding holidays, unless otherwise determined by the COR. If instruction is delayed for any reason the Instructor shall notify the COR, within 1 hour of the start of the delay.

6.1.3 The Contractor shall maintain instructor and student materials including evaluations and evaluation criteria. The documentation shall be provided to the Schoolhouse Course Chief at each location at the conclusion of each training session (CDRL A001).

6.1.4 The Contractor shall operate Joint Close Air Support Executive Steering Committee (JCAS ESC) approved simulation equipment including, but not limited to, the Deployable Virtual Training Equipment-Combined Arms (DVTE-CAN) systems, the Multi-purpose Supporting Arms Trainer (MSAT), the Supporting Arms Virtual Trainer (SAVT), associated gear/equipment or future JCAS ESC approved equipment. The equipment will be made available by the Government as part of the POI on JFO

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procedures.

6.1.5 The Contractor shall distribute Government supplied training materials to each student attending a course. No course materials are the responsibility of the Contractor. If the provided materials do not represent the course material to be taught or there is not enough material for the entire class, the instructor shall contact the COR to arrange for additional or appropriate materials to be provided.

6.1.6 The Contractor shall properly document the instructional services using the formats provided in the After Instruction Report (AIR) and in accordance with (IAW) the Marine Corps Instructional Systems Design/Systems Approach to Training and Education (MCISD/SATE) Handbook (para 4.1.6). The AIR includes the Student rosters, Class Schedule, Exceptions to the Course Schedule, Instructor Rating Forms, Instructor Rating Form Recap Sheet, End of Course Critique Sheets, After Instruction Report and Instructor After Action Feedback.

6.2 The contractor shall provide technical support in the sustainment of course curricula through POI and Scenario Management. POI and scenario management services include updating the separate JFO and TACP POIs (including mission scenarios) following Government approved changes resulting from doctrinal reviews, Course Content and Review Boards (CCRBs), and Tactics, Techniques, and Procedures (TTPs).

6.2.1 The Contractor shall attend and participate in an annual Course Content Review Board (CCRB). No more than one (1) CCRB per POI will be convened in any contract year. CCRB's can be convened by any of the three formal schools.

6.2.2 The Contractor shall review and revise, upon Government approval, JFO and TACP POIs identified in the Course Description Matrix (Section J, Attachment 7) in accordance with the references (5.1.4 – 5.1.12). This shall include the Master Lesson Files (MLF) and all other MCISD/SATE required products, including simulation revisions/updates.

6.2.3 POI changes may be required based on research and analysis, feedback, evaluations from the AIR Binders, the Course Content Review Board (CCRB), or TTP update requests from the operational forces provided by the COR. The Contractor may be required to input Government approved POI revisions into the Marine Corps Training Information System (MCTIMS). MCTIMS is the repository for all Training & Education Documents.

6.2.4 Using established JFO courseware, the Contractor shall develop simulation mission scenarios in compliance with JFO POI. Scenario revisions/updates are based on Training and Readiness (T&R) Manual events and adapted to multiple assets. A base scenario may have multiple options using different fire assets; e.g., Fixed Wing, Rotary Wing, AC-130 gunships, Bombers, or Mortars, Artillery, and Naval Surface Fire Support. The Government anticipates 13-15 scenario updates per year will be required to maintain relevancy of simulator training for both CAS and ground based fire support modules. Developed/upgraded scenarios shall be uploaded into DVTE, or MSAT/SAVT. They shall be briefed and demonstrated to the course manager for approval.

6.3 The Contractor shall conduct I research. This shall include:

- Researching training source material to ensure currency, adequacy, and accuracy of established course documents;

- Researching lessons learned and evolving JFO doctrine and procedures;

- Conducting technical research in support of JFO to identify and validate training performance issues contained within the Joint Memorandum of Agreement (MOA); and

- Assimilating current directives concerning new systems, doctrine, technical information and procedures and recommending changes in course content or course materials for maximum responsiveness of the

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training.

-Recommend development and implementation of upgrades on current scenarios and development of new scenarios to maintain relevancy of simulator training for both CAS and ground based fire support modules.

6.4 Travel locations include but are not limited to the following destinations:

Destination (excluding travel)	Purpose	Estimated Length of Training
Twenty-nine Palms CA	TACP FIREX	3 days
Camp Lejeune NC	TACP FIREX	3 days
Camp Pendleton, CA	JFO MTT	10 days
Camp Lejeune NC	JFO M	10 days
Twenty-nine Palms, CA	JFO MTT	10 days
MCB Hawaii, Kaneohe Bay, HI	JFO MTT	10 days
MCB Okinawa, Japan	JFO MTT	10 days
EWTGLANT	CCRB	3-5 days
EWTGPAC	CCRB	3-5 days
Fort Sill	CCRB	3-5 days

6.5 Deliverables:

CDRL A001 After Instruction Report

CDRL A002 Monthly Report

CDRL A003 Corrected POIs

CDRL A004 Master Lesson Files

7.0 Instructor Requirements

7.1 Qualifications.

7.1.1 The JFO instructors shall be and remain current with regard to knowledge required to maintain proficiency in JTAC and JFO procedures which requires continual education on emerging technological advances in JTAC equipment, aircraft, aircraft weapon systems, munitions, and means of guidance/delivery. The Contractor is responsible for identifying and selecting staff who meet the qualification standards cited within the applicable references. Information regarding ongoing training, course completion dates, and current certification status shall be provided to the COR, within 30 days of contract award and as updated.

7.1.2 JFO and TACP instructors must meet and maintain qualification and recertification requirements in accordance with Section J Attachments 3, 4, 5, 6 and NAVMC 1553.2. Contractor personnel shall complete the JFO certification within 60 days of contract award.

7.1.3 Each JTAC instructor shall meet and maintain qualification and recertification requirements in

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accordance with Section J, Attachments 3, 4, 5, 6 and NAVMC 1553.2. Contractor personnel shall complete the JFO COI within 60 days of contract award.

7.1.4 A minimum of two instructors at EWTGPAC and EWTGLANT, and one instructor at Ft. Sill shall have Curriculum Developers Course (CDC) completion or equivalent within five years prior to award or satisfactorily complete the course within four months of contract award date.

7.1.5 Each JFO/TACP instructor must have USMC Formal School Instructor Course completion or service equivalent. Contractor shall provide Proof of Certification to the COR within thirty (30) days of contract award (ref para 5.1.1 (section J attachment 9), and 5.1.2)

7.1.6 Applicable Deliverable:

CDRL A005: Contractor Certifications Report

8.0 Contractor Employees, Conduct and other requirements

8.1 Instructors shall present themselves in a clean, neat and professional manner and conduct all instruction professionally attired and in a professional manner.

8.2 Contractor Employees shall identify themselves as Contractor personnel by introducing themselves, or being introduced, as Contractor personnel and displaying distinguishing badges or other visible identification as contractors for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

8.3 The Government reserves the right to require removal of any Contractor personnel from this task order who endanger persons or property, or whose continued employment is inconsistent with the interest of security. The Government also reserves the right to require the Contractor to remove from the requirement any employee found under the influence of alcohol, drugs and any other incapacitating agent or any employee involved in the theft of Government property. In addition, the Government reserves the right to require the Contractor to remove from the requirement any employee that fails to abide by installation rules and, if OCONUS, fails to abide by any applicable Status of Forces Agreements. Lastly, the Government reserves the right to require the Contractor to remove from the requirement any employee that is not meeting PWS requirements. The removal from the job site of such personnel shall not relieve the Contractor of the requirement to provide personnel to perform services.

8.4 An Officer of the company shall execute a Privacy and Security Non-Disclosure Agreement, contained in Section J, Attachment 10, on behalf of all employees working on this contract, or each individual working on the contract shall execute the Privacy and Security Non-Disclosure Statement. Work on this project requires that personnel have access to Privacy Act Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

8.5 A Post Award meeting shall be conducted at either the Contractor's or Government facility, at the Government's discretion, no later than 15 business days after award. At a minimum, the purpose of this Post Award meeting is to:

- Introduce key Government and Contractor personnel
- Review terms and conditions of the contract
- Review PWS requirements, schedule (to include travel) and deliverables to ensure understanding between all parties
- Provide answers to Contractor questions

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- Establish preliminary dates for future program events
- Discuss any other items the COR or PCO may deem appropriate to discuss
- Obtain Non-Disclosure Agreements from, or on behalf of, the contractor staff performing on this contract.
- Address administrative items, such as invoicing, communication mechanisms, and access to Government systems, etc.
- Present and discuss Contractor's Quality Assurance Plan

9.0 Quality

9.1 Quality Assurance Surveillance Plan (QASP).

The Government shall evaluate the Contractor's performance under this contract in accordance with its Quality Assurance Surveillance Plan (QASP), Section J, Attachment 13. The COR will perform a formal Quality Assurance Review with the Contractor on a quarterly basis.

10.0 Security, Safety and On Base Requirements

10.1 Security

Department of Defense (DD) Form 254 (Section J Attachment 8): Security requirements and Contractor access to classified information shall be as specified in the DD Form 254.

10.2 Safety

10.2.1 Contractor Compliance:

The Contractor and its subcontractors shall comply with Public Law 91-596 (Occupational Safety and Health Act (OSHA)) and the Environmental, Safety, and Occupational Health (ESOH) Department of Defense Directive (DODD) 4715.1E. Contractor personnel performing services on a DoD installation shall participate in the local Voluntary Protection Program (VPP). Information on the VPP is available at https://www.osha.gov/dcsp/vpp/all_about_vpp.html.

10.2.2 Mishap Notification and Investigation:

If a Mishap occurs during instruction, the Contractor shall promptly report pertinent facts regarding mishaps involving Government property damage or injury to Government personnel and to cooperate in any resulting safety investigation. The Contractor shall notify (via telephone or by the most expeditious method) the COR via the Government Site Lead of mishaps or incidents. If the Government investigates the mishap, the Contractor and the subcontractors shall cooperate fully with Government personnel until the investigation is completed.

10.3 Drivers Licenses/On-base Requirements

Contractor employees shall comply with base traffic regulations at all sites. All Contractor employees shall have a current and valid state or international driver's license.

11.0 Deliverables:

Deliverables are due in accordance with the terms of each individual CDRL.

Name	Applicable	PWS Section
CDRL A001	After Instruction Report	6.1

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CDRL A002	Monthly Report	6.0
CDRL A003	Corrected POIs	6.0
CDRL A004	Master Lesson Files	6.2
CDRL A005	Contractor Certifications Report	7.1.6

12.0 ECMRA

Enterprise-wide Contractor Manpower Reporting Application

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Training and Education Command (TECOM) via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

13.0 JFO DEFINITIONS

- Academic Instructor – A subject matter expert (SME) authorized to teach specified academic subjects of a JFO curriculum at a JFO schoolhouse.
- Certified, JFO – Individuals who satisfactorily complete the appropriate Signatory academic and practical training requirements of an accredited JFO training curriculum, and complete a comprehensive evaluation, will be JFO certified.
- Certified, Forward Air Controller (Airborne) FAC(A) – Individuals who satisfactorily complete the appropriate Service, USSOCOM, or Partner Nation academic, practical exercise, live, dry and simulated control training requirements per directive or signed regulation and complete an initial FAC(A) evaluation may be granted FAC(A) certification.
- Control – Consists of at least one live, dry, or simulated aircraft (fixed/rotary wing) attacking a surface target. The control should follow the CAS execution template IAW JP 3-09.3. Control ends with either an actual/simulated weapons release or an abort on a final attack run.
- Fire Exercise (FIREX) - A training event in which surface-to-surface fires and/or air-to-surface munitions (live, inert or training ordnance) are used that allows trainees to demonstrate the skills associated with correct use of equipment, tactics, techniques and procedures.
- Forward Air Controller (Airborne) FAC(A) - An airborne extension of the Tactical Air Control Party

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(TACP) which operates as the forward element of the Theater Air-Ground System (TAGS). “A specifically trained and qualified aviation officer who exercises control from the air of aircraft engaged in close air support (CAS) of ground troops.”

– Forward Air Controller (Airborne) Instructor FAC(A) -I – A FAC(A) who instructs FAC(A) trainees conducting live, dry, or simulated terminal attack control.

– Joint Forward Air Controller (Airborne) (JFAC). A qualified (certified) Service member who, from a forward position, directs the action of combat aircraft engaged in close air support and other offensive air operations.

– Joint Fires Observer (JFO) – A certified/qualified Service member trained to request, control, and adjust surface-to-surface fires, provide timely and accurate targeting information in support of CAS to a JTAC, FAC(A), or directly to aircraft when authorized by the controlling TAC, and perform autonomous TGO.

NOTE: A TAC with weapon release authority is required to provide terminal attack control for live CAS missions.

– JFO Evaluator (JFO-E) – A highly experienced and qualified JFO or TAC/PTAC designated by the unit commander and capable of evaluating JFOs in all aspects of JFO training at the unit level.

– JFO Instructor (JFO-I) – A joint fires subject matter expert at a JFO certifying schoolhouse designated as a JFO-I by the schoolhouse commander and authorized to instruct all areas of the JM TL.

- Mobile Training Team (MTT) - A team consisting of one or more U.S. military, civilian, or contractor personnel sent on temporary duty to give instruction or conduct training in a particular skill.

– Previously Qualified Terminal Attack Controller (PTAC) – An individual with greater than 2 years previous operational experience as a qualified TAC who no longer maintains qualification IAW the JTAC or FAC(A) MOA (as appropriate), and designated as a PTAC by the unit commander. A PTAC may perform the functions of a qualified TAC during simulation training only. (Restriction: A PTAC may only perform the role of TAC when conducting JFO training in a simulator. Acting as a TAC for live CAS events is not authorized.)

– Qualified – A certified JFO or JFO-E who has established qualification by completion of all certification requirements or by accomplishing the minimum semi-annual training and evaluation requirements. A certified JTAC or FAC(A) who has completed the established minimum recurring training and evaluation requirements of their appropriate MOA and Signatory directives.

– Simulation – Training accomplished in a simulation device used to replicate live training for specific events.

– Terminal Attack Controller (TAC) – A JTAC or FAC(A) with the authority to control the maneuver of, and grant weapons release clearance to attacking aircraft. A TAC will maintain qualification IAW the JTAC or FAC(A) MOA and appropriate Signatory directives, and must be designated by their unit commander as either a JTAC or FAC(A). The commander may also designate the TAC as a JFO-I (if assigned or attached to a JFO-producing schoolhouse), or a JFO-E. A TAC is required to provide terminal attack control for live CAS missions. Loss of TAC qualification does not affect JFO-I status.

NOTE: Only a TAC may conduct a live control. A JFO is not properly trained or qualified to conduct terminal attack control of aircraft. Reference the definition of a Previously Qualified Terminal Attack Controller (PTAC) for conducting a control during simulation training.

– Terminal Guidance Operations (TGO) – TGO are those actions that provide electronic, mechanical, voice, or visual communications that provide approaching aircraft and/or weapons additional information

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regarding a specific target location. Various ground elements or aircrews conducting a wide variety of missions can search for, identify, and provide the location of targets using systems like Global Positioning System (GPS), laser designators/range finders, aircraft targeting pods, etc. Unless qualified as a TAC, personnel conducting TGO do not have the authority to control the maneuver of or grant weapons release to attacking aircraft. These functions must be done by appropriate command and control (C2) authorities or a TAC.

NOTE: TGO independent of CAS requires the JFO to have direct or indirect communications with the individual commanding the delivery system plus command and control connectivity with the JFO's maneuver commander, and / or appropriate weapons release authority.

14.0 JFO ACRONYMS

AAR	After Action Report
ACOR	Alternate Contracting Officer's Representative
AIR	After Instruction Report
ANGLICO	Air Naval Gunfire Liaison Company
AP	Action Plan
ARB	Academic Review Board
ASOP	Academic Standard Operating Procedures
C2	Command and Control
C2PC	Command and Control Personal Computer
CAS	Close Air Support
CASEVAC	Casualty Evacuation
CCRB	Course Content Review Board
CDC	Curriculum Developer Course
CDRL	Contract Data Requirements List
CFF	Call for Fire
COMSEC	Communications Security
CLNC	Camp Lejeune, North Carolina
CONUS	Continental United States
COR	Contracting Officer's Representative
CPCA	Camp Pendleton, California
CSO	Cognizant Security Office
CUI	Controlled Unclassified Information
DD	Department of Defense

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DODD	Department of Defense Directive
DON CIO	Department of the Navy Chief Information Officer
DSS	Defense Security Service
DVTE-CAN	Deployable Virtual Training Equipment-Combined Arms Network
EFST	Essential Fire Support Tasks
ESC	Executive Steering Committee
ESOH	Environmental, Safety, and Occupational Health
EWTGLANT	Expeditionary Warfare Training Group Atlantic
EWTGPAC	Expeditionary Warfare Training Group Pacific
FAC (A)	Forward Air Controller (airborne)
FCT	Firepower Control Team
FFCC	Force Fires Coordination Center
FIREX	Fire Exercise
FM	Field Manual
FO	Forward Observer
FSEM	Fire Support Execution Matrix
FST	Fire Support Team
FTR	Federal Travel Regulations
FW	Fixed Wing
GCE	Ground Combat Element
GFI	Government Furnished Information
GPS	Global Positioning System
GT	General Technical
IPB	Intelligence Preparation of the Battle Field
JADOCS	Joint automated Deep Operations Coordination System
JCAS	Joint Close Air Support
JFCOM	Joint Forces Command
JFIRE	Joint Fire
JFO	Joint Fires Observer
JFO-I	Joint Fires Observer – Instructor

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JFO-E	Joint Fires Observer-Evaluator
JFOC	Joint Fires Observer Course
JFS	Joint Fire Support
JFT	Joint Fires Team
JMTL	Joint Mission Task List
JP	Joint Publication
JPAS	Joint Personnel Adjudication System
JROC	Joint Requirements Oversight Council
JTAC	Joint Terminal Attack Controller
JTAC-I	Joint Tactical Air Controller-Instructor
JTAC-E	Joint Tactical Air Controller - Evaluator
JTCW	Joint Tactical Common Operation Picture Work Station
JTR	Joint Travel Regulation
LLR	Lessons Learned Report
LZ	Landing Zone
MAGTF	Marine Air Ground Task Force
MCO	Marine Corps Order
MCRP	Marine Corps Reference Publication
MCISD/SATE and	Marine Corps Instructional Systems Design/Systems Approach to Training Education
MCTIMS	Marine Corps Training Information Management System
MCWP	Marine Corps Warfighting Publication
MEB	Marine Expeditionary Brigade
MEF	Marine Expeditionary Force
MISREPS	Mission Reports
MISTC	MAGTF Integrated Systems Training Center
MOA	Memorandum of Agreement
MTT	Mobile Training Team
NATO	North Atlantic Treaty Organization
NAVMC	Navy Marine Corps
NCO	Non-commissioned Officer

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NISPOM	National Industrial Security Program Operating Manual
NSFS	Naval Surface fire Support
OCI	Organizational Conflict of Interest
OCONUS	Outside of the Continental United States
OSHA	Occupational Safety and Health Act
PCO	Procurement Contracting Officer
POA&M	Plan of Action and Milestones
POI	Programs of Instruction
PTAC	Previously Qualified Tactical Air Controller
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
R2P2	Rapid Response Planning Process
SATE	Systems Approach to Training and Education
SEAD	Suppression of Enemy Air Defense
SME	Subject Matter Expert
SNCO	Staff Non-commissioned Officer
SPINS	Special Instructions
STANAG	Standardization Agreement
TAC	Terminal Air Controller
TACP	Tactical Air Control Party
TD	Training Day
TDY	Temporary Duty
TECOM	Training and Education Command
TGO	Terminal Guidance Operations
TTP	Tactics, Techniques, and Procedures
UAS	Unmanned Aircraft Systems
USMC	United States Marine Corps
USSOCOM	US Special Operations Command
UTM	Unit Training Management
VDL	Video Down Link

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VPP

Voluntary Protection Program