

N4740801D8216
STATEMENT OF WORK
FOR
OIL SPILL RESPONSE TRAINING
FY01 - FY05

1.0 INTRODUCTION.

1.1 Responsibility.

1.1.1 The Naval Facilities Engineering Service Center (NFESC), as Course Curriculum Model Manager (CCMM), has been tasked with the responsibility to develop course curriculum and schedule Naval Occupational Safety and Health, and Environmental Training Center (NAVOSHENVTRACEN) sponsored Navy oil spill response training courses to Navy civilian and military personnel. These courses are designed to teach oil spill response management techniques and the deployment, operation, and maintenance of a variety of oil spill response systems & equipment.

1.2 Purpose.

1.2.1 Navy oil spill response courses allow the students to gain an in-depth knowledge of (1) response strategies and countermeasures, (2) hands-on experience in the deployment, operation, and maintenance of containment and remediation systems (oil skimmers and booms), and (3) familiarization with applicable Federal, State, and local laws or regulations regarding the deployment and use of these systems. In addition, the various courses qualify students as First Response Operations Level personnel, as required by 29 CFR 1910.120. Specific training courses also provide students with an in-depth knowledge of oil skimmer operational scenarios, and skills needed to operate a Unified Command under the Incident Command System.

2.0 SCOPE.

2.1 The Contractor shall (1) provide oil spill response training to Navy activity personnel; (2) modify or develop new oil spill systems and equipment training curriculum and supporting materials, and training aids to support the training courses; (3) support Navy on-board oil spill response training programs; and (4) conduct site specific surveys to ascertain individual Naval activity oil spill response readiness.

3.0 APPLICABLE DOCUMENTS.

3.1 The applicable sections of the following documents shall be used in developing the products and providing the services in accordance with this Statement of Work (SOW):

- (a) 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

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(b) OPA 90, Navy-Wide Model Facility Response Plan Outline, March 1994
(Revision 1, August 1994)

(c) OPNAVINST 5090.1B, Environmental and Natural Resources Program Manual,
November 1994

(d) Oil Pollution Act of 1990, amendment to Section 311 (j) of the Federal Water
Pollution Control Act (FWPCA)

(e) NAVEDTRA 130, Task Based Curriculum Development Manual, Volumes I, II, and
III, February 1992

(f) Overseas Environmental Baseline Document (OEBGD)

4.0 SPECIFIC REQUIREMENTS.

4.1 Provide Oil Spill Response Training.

The Contractor shall provide oil spill response training at various Navy Activities worldwide, as described herein:

4.1.1 Facility Response Team (FRT)/Installation Response Team (IRT) - 40 hour (5 day).

The Contractor shall provide labor, services, and materials defined herein required to conduct 40-hour (5 day) FRT or IRT courses. The course is termed FRT when taught in the CONUS, and IRT when taught overseas; although the subject matter is essentially the same for both courses. Class size is a nominal 22 students. Up to 16, 40 (5 day) FRT classes may be scheduled per year. Up to 6, 40-hour (5 day) IRT classes may be scheduled per year.

4.1.1.1 Course Purpose and Description. - The course is intended to qualify FRT/IRT personnel as First Responder Operations Level designation, as required by 29 CFR 1910.120, and to ensure qualified personnel are available to carry out the response requirements mandated by OPNAVINST 5090.1C. The course is designed for activity personnel assigned to the FRT, and other personnel, as appropriate, who operate oil spill equipment. Additionally, the course provides classroom and hands-on training in all aspects of oil spill containment, recovery, operation and operating techniques of Navy owned oil spill equipment. The on-water training portion focuses on the execution of on-water oil

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recovery/containment configurations and sensitive area protection techniques, as required by the facility plan, and promotes a full-time immediate response posture. Each course is facility specific, and reinforces the need for a team effort to carry out the immediate response actions required by the Emergency Response Action Plan (ERAP) portion of the Facility Response Plan (FRP). Training includes classroom, field instruction, with emphasis on hands-on use of equipment, and oil spill response exercises. Portions of the course are conducted on the water and require students to become proficient in the operation of various types and configurations of oil spill equipment. Training shall be in accordance with oil spill booming and response strategies contained in the activity's FRP and United States Coast Guard (USCG) Area Contingency Plans. The final day of the course includes an on-water exercise, using simulated oil, to execute all of the on-water oil recovery and shoreline protection techniques and strategies taught during the course, and includes a post exercise critique. The final day also includes a final examination administered to each student. Upon receiving a passing grade on the exam, each student is presented with the appropriate qualification card and course completion certificate. A segment on Hazardous Waste Operations and Emergency Response (HAZWOPER) training, as it relates to oil spill response, is included in the course. Successful completion of this class will qualify personnel for an 8 hour HAZWOPER refresher certificate. Course content shall include:

- (a) Applicable Federal, State and or local regulations.
- (b) Navy policy and responsibilities.
- (c) Oil spill contingency plans.
- (d) Oil spill equipment identification and inspection.
- (e) Oil skimmer, boom handling boats, and mooring systems deployment and operation.
- (f) Boom platform.
- (f) Oil spill response strategies and techniques for on-water containment, recovery, and shoreline protection.
- (g) Simulated oil spill response drills.

4.1.2 Facility Response Team (FRT)/Installation Response Team (IRT) - 24 hour (3 day).

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The Contractor shall provide labor, services, and materials defined herein required to conduct FRT or IRT courses. The course is termed FRT when taught in the CONUS, and IRT when taught overseas; wherein the subject matter is essentially the same for both courses. These are 24-hour (3 day) courses, with a nominal class size of 15 students. Up to 35 (3 day) FRT classes may be scheduled per year and up to 6 (3 day) IRT classes may be scheduled per year.

4.1.2.1 Course Purpose and Description. - This course is a condensed version of the 40 hr (5 day) FRT/IRT course. The course subject matter content is the same as the 40-hour (5 day) FRT/IRT course, with less depth of material presentation. The course is intended for team training at specific facilities, wherein the average class size is smaller. Although the classroom time is less, the on-water equipment operation training portion covers the same material as the 40 hour (5 day) course. Successful completion of the class also qualifies students to receive an 8 hour HAZWOPER refresher certificate.

4.1.3 Oil Skimmer Operation and Maintenance (O&M).

The Contractor shall provide labor, services, and materials defined herein required to conduct Oil Skimmer O&M courses. These are 40 hour (5 day) courses, with a nominal class size of 20 students. Up to 3 classes may be scheduled per year.

4.1.3.1 Course Purpose and Description. - The course is specifically designed for activity personnel who perform organizational level scheduled and unscheduled maintenance tasks on various types of oil spill skimmer equipment. The course covers both equipment operation and maintenance; focusing on the major components of different types of skimmers currently in use, including the DIP/JBF 3001 vessel, Kvichak Rapid Response unit, Willard Rapid Response Skimmer, and Weir-type equipped vacuum-truck. In addition to formal classroom instruction, the Contractor shall teach students the operation of the various oil spill response systems by conducting field demonstrations that exercise each of the equipment components.

4.1.4 Rapid Response Skimmers (RRS).

The Contractor shall provide labor, services, and materials defined herein required to conduct RRS courses. These are 24 hour (3 day) courses, with a nominal class size of 10 students. Up to 6 classes may be scheduled per year.

4.1.4.1 Course Purpose and Description. - This course is designed to be taught to FRT personnel

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shortly after delivery of a Rapid Response Skimmer at a Naval activity; or if a facility has a large turnover of personnel that require a more focused skimmer operation training course. The course will generally be taught concurrent with the delivery of a new or retrofitted Willard skimmer at the respective facility. This skimmer oriented course will provide students with the knowledge and skills to operate various on-board propulsion and oil recovery systems, conduct independent skimming operations, and employ V Leg and J Leg configuration oil skimming techniques. The course combines pertinent segments from the 24 hours FRT course in order to teach students: (1) correct oil spill equipment deployment, operation, and maintenance (2) oil spill containment and collection procedures, and (3) techniques and strategies for proper spill mitigation.

4.1.5 Spill Management Team (SMT).

The Contractor shall provide labor, services, and materials defined herein required to conduct SMT courses. These are 16 hour (2 day) courses, with a nominal class size of 20 students. Up to 12 classes may be scheduled per year.

4.1.5.1 Course Purpose and Description. - This course is designed to provide personnel with the knowledge and skills necessary to manage releases of various types of oil without regard to location, in compliance with applicable Federal, State, U.S. Coast Guard, and local regulations and statutes. The course is intended to ensure qualified personnel are available to carry out the response requirements mandated by OPNAVINST 5090.1C, including understanding the requirements of the National Preparedness for Response Exercise Program (PREP), Department of Transportation (DOT), U.S. Coast Guard research and special programs, Environmental Protection Agency (EPA), and other pertinent guidance as applicable. Additionally, the course provides classroom training in the various aspects of oil spill containment, recovery, and operational techniques. The course also focuses on students gaining a practical understanding of the various oil spill management programmatic guidance, including familiarization with Incident Action Plans, the Incident Command System, Facility Response Plans, the National Response System, and Area Contingency Plans, which will provide them with the knowledge to maintain an effective response posture. The course includes table-top exercises simulated spill incidents, that utilize pertinent elements of spill response management techniques taught during the course, and also includes a post exercise critique. The final day also includes an examination administered to each student. Upon receiving a passing grade on the exam each student will receive a course completion certificate.

4.1.6 Boom Repair (BR).

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The Contractor shall provide labor, services, and materials defined herein required to conduct BR courses. These are 8 hour (1 day) courses, with a nominal class size of 8 students. Up to 12 classes may be scheduled per year.

4.1.6.1 **Course Purpose and Description.** - This course is designed to provide personnel with the knowledge and expertise to effectively apply repair techniques on various boom materials utilized for oil spill prevention and entrainment. Each student will develop the ability to identify damages that may occur to the various boom materials or components, ascertain the severity of each type of damage, and effectively employ and administer repair processes. Students perform actual “Hands-on” classroom repair exercises, utilizing a variety of boom repair tools and equipment that will return the material or component to full operational use. Included will be training in quality assurance inspection techniques of existing and or repaired boom material or components that will ensure their suitability for use.

4.2 Revise, Update, or Develop New Oil Spill Training Course Curricula.

4.2.1 The Contractor shall revise or develop new oil spill response training curricula, as required. Training curricula shall consist of various training material, and training aids to support existing or new oil spill response courses that may be developed. The Contractor shall revise or update existing, and develop new oil spill response training courses, as necessary, to incorporate (1) new or revised Federal, State and local laws or regulations, (2) information on the deployment, operation and maintenance of new or modified oil spill response equipment, (3) new or revised site spill response contingency plans, and (4) other general or site specific data relating to CONUS and overseas Navy oil spill response readiness. The Contractor shall conduct an annual review of all spill response curricula and recommend changes to the Government. This includes curriculum review or revision, based upon changes that are required by the Navy’s Overseas Environmental Baseline Guidance Document (OEGBD), or other governing standards for a particular foreign country where an activity may be located.

4.2.2 Types of training materials to be revised, updated, or developed consists of Instructor and Student Training Guides, classroom exercises, student handouts, post-course examinations, and training materials such as videos, slides presentations, vu-graphs, and projection overlays.

4.2.3 Course curricula and material for all course revisions, updates or new course material shall contain, and require the Contractor to:

4.2.3.1 Present information on the prediction of tides and currents, with tide tables. Show current tables and tidal current charts. Explain methods for the physical measurement of wind and currents.

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4.2.3.2 Explain the spreading forces of gravity, inertia, surface tension, viscosity, weathering, windrowing, and leading edge consolidation.

4.2.3.3 Present videos or other visual media showing the entrainment of oil under booms. Provide information that explains the necessary maximum angle with which to deploy booms, to avoid entrainment under varying wind and current conditions.

4.2.3.4 Explain the difference between various types of absorbent material, along with the technical and economic advantages or disadvantages of each.

4.2.3.5 Explain the types of communications systems used by the Navy, Coast Guard, industry, the public, and their roles in oil spill operations (i.e., CB radio, Marine VHF, UHF, and standard Navy radio frequencies).

4.2.3.6 Present the use of safety precautions, including the use of protective clothing, that responders should employ.

4.2.3.7 Explain the various predominant shore cleanup technologies.

4.2.3.8 Explain the use of a Vessel of Opportunity Skimming Systems (VOSS), vessel availability, and how vessels can be rigged to work with standard Navy work-boats.

4.2.3.9 Present information on the importance of, and the relationships between, Emergency Response Action Plans (ERAPs), FRPs and Area Response Plans (ARPs).

4.2.3.10 Present information on how Navy FRT/IRT's may be called to respond to spills at other Navy and non-Navy activities, when requested by the Coast Guard, or as part of Area Contingency Plans.

4.2.3.11 Explain the use of various standard Navy facility response equipment, Supervisor of Salvage (SUPSALV) equipment, and United States Coast Guard (USCG) VOSS equipment. Explain procedures to gain access to this equipment.

4.2.3.12 Explain different interim liquid and solid storage methods used during response operations.

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4.2.3.13 Present sufficient information in the Student Guides to ensure that all questions presented in the classroom quizzes and post-course exams can be correctly answered.

4.2.3.14 Provide information, augmented by visual aids or illustrations, that depict methods of booming to divert oil to where vacuum trucks can be employed; protection of entrances to environmentally or economically sensitive areas; and containment of oil around a vessel that has spilled oil.

4.2.3.15 Present information on the importance of, and how to use, the chain-of-command in reporting oil spills.

4.2.3.16 Present classroom short quizzes at least once per day, so that students may participate in sharing what has been learned.

4.2.3.17 Explain equipment clean up procedures to be used after a response action. Emphasize fresh water flushing of outboards, cleaning of booms, and skimmer servicing.

4.2.3.18 Make recommendations to students on the importance of periodic drills for FRT/IRT teams, and the importance of training other team members to improve their individual skill levels. This is part of the Preparedness for Response Exercise Program (PREP) and OP 90 regulations.

4.2.4 The Contractor shall provide each student attending any of the courses described in this SOW, a copy of the following:

(a) Student Guide (training manual containing all pertinent data relating to material being presented), including a course agenda (outlining the schedule and objectives of the course).

(b) Student Handouts (as applicable)

(c) Post-course examination (to be administered to each student)

(d) Student Data Sheet (IAW NAVOSHENVTRACEN 1500.2) and course critique (IAW NAVOSHENVTRACEN 1500.1) that are provided by the Naval Occupational Safety and Health and Environmental Training Center. These are to be filled out by each student at the conclusion of the class.

4.2.5 The Contractor shall administer the post-course examination to each student at the completion of each course described in this SOW. All students who successfully complete the course and receive a

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passing grade on the examination will be given a NAVOSH Course Completion Certificate and First Responder Operations Level qualification card.

4.2.6 The Contractor shall provide the Government a Course Completion Report on observed training success, class participation, and any other training or equipment related events within 15 days following the completion of each class. Included with the Report shall be a copy of the course critique sheets completed by each student at the conclusion of the class. The Report shall also contain a summary of observations made during site surveys conducted by the Contractor for each 40 Hour and 24 Hour FRT/IRT class. The Report may also contain recommendations for additional activity readiness training or process improvements the Contractor deems appropriate.

4.2.7 The Contractor shall use the following procedures in modifying or developing course curricula:

(a) Assess, analyze, and include in the course objectives, when appropriate, the activity's specific needs.

(b) Select subject matter according to pertinent regulations, guidelines, professional judgment, and analysis of target population needs.

(c) Structure the subject matter logically. Scope and sequence the subject matter in terms of topics to be covered, skill mastery, and problems to be solved. Also to be addressed are ideas, concepts, attitudes, ways of thinking, skills, and habits to be mastered and reinforced. Topics and ideas shall proceed from concrete to abstract, citing practical examples whenever possible.

(d) Select, organize, and sequence learning experiences and activities to complement appropriate methods of instruction. Ensure that teaching strategies and instructional materials are in consonance with course objectives.

(e) Consider personnel, facilities, equipment, and materials necessary for course presentation.

(f) Remain cognizant of important references.

(g) Establish Points of Contact (POCs) at each Navy activity where classes are to be taught.

4.3 Support Government On-board Oil Spill Training Programs.

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4.3.1 The Contractor shall provide support to Navy On-scene Coordinator (NOSC) training that is conducted by the Naval Sea Systems Command (NAVSEASYSCOM) at various Naval activities in the CONUS and overseas. Support shall include the preparation of a variety of oil spill training material, providing information regarding FRT/IRT training quality, auditing training sessions, and providing guidance to FRT/IRT personnel who themselves are providing oil spill training.

4.3.2 The Contractor shall assist the Government during NOSC lead PREP drills that satisfy OPA-90 training requirements. Support shall include planning, observing, evaluating, and assisting FRT/IRT's in meeting training goals and objectives.

4.3.3 Support may also include the revision or development of oil spill training material, including Student Guides, Instructor Guides, reference material, classroom exercises, examination questions and answers, student handouts, and audiovisual aids for use by Naval activities in on-board oil spill training programs.

4.3.4 Training material that is developed by the Contractor shall be site specific, when applicable, and include pertinent local, State, and Federal laws and regulations.

4.3.5 When specified, the Contractor shall review existing training material for adequacy.

4.3.6 When specified, the Contractor shall train Navy activity personnel in the use of various oil spill training material and effective methods of presentation.

4.4 Conduct Site Survey Inspections.

4.4.1 Included as part of each scheduled FRT/IRT course, the Contractor shall perform an on-site oil spill response readiness survey. Each survey shall consist of (1) inspection of oil spill response equipment and vessels, (2) review of emergency response and contingency plans, (3) visitation and inspection of operationally sensitive or high risk areas, and (4) review oil spill response readiness issues with cognizant activity personnel. The site surveys constitute evaluations of individual Naval activity oil spill response readiness. A typical site specific survey inspection shall include a readiness evaluation, along with recommendations to the Government relating to:

- (a) Various oil spill response equipment.
- (b) Short and long range spill response planning strategies.

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- (c) Individual site oil spill contingency plans.
- (d) Equipment inventory (boom, boats, platforms, skimmers, vacuum trucks).
- (e) Adjacent harbors, waterways and other environmentally sensitive surrounding areas.
- (f) Training needs of the activity's FRT/IRT, including its effectiveness.
- (g) A²R² inventory reports.

4.4.2 The Contractor shall provide a Site Survey Report for each training support site visit within 15 days after completion of the applicable training course. The Report shall be included as part of the Course Completion Report.

5.0 QUALIFICATIONS AND PERFORMANCE REQUIREMENTS.

5.1 Experience and Resources.

5.1.1 The Contractor shall have and maintain the technical expertise and resources necessary to develop and present all courses described in this SOW. All courses shall meet appropriate regulations and guidelines. Additionally, the Contractor shall demonstrate experience in:

- a. Monitoring and ensuring the quality control of products and services provided under this SOW.
- b.. Providing periodic contract status reports to the Government.
- c. Overseeing the work of subcontractors, when applicable.

5.2 Work Force.

5.2.1 The Contractor shall be responsible for furnishing, maintaining, supervising, and directing a work force that is capable of effectively performing the work described in this SOW.

5.2.2 Because course scheduling often requires the presentation of simultaneous classes in widely separated geographic locations, both in the CONUS and overseas, the Contractor shall ensure that a

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minimum of four (4) qualified Instructors are available for teaching the courses described herein.

5.3 Instructor Qualifications.

5.3.1 An Instructor shall have, at minimum, a Bachelors degree in one of the following disciplines: (1) chemistry, (2) environmental engineering, (3) chemical engineering, (4) environmental studies or other related physical and biological sciences or equivalent practical experience that demonstrates a thorough understanding of these disciplines as they relate to oil spill response and spill management; plus 4 years experience in administering, managing and participating as a lead Instructor in training programs that involve the preparation and teaching of the Oil Spill Response courses as described in this SOW.

5.3.2 The Instructor shall possess:

- a. Comprehensive knowledge and expertise in the areas of environmental law and Oil Spill Response management.
- b. Comprehensive knowledge and understanding of applicable Federal, State, and local laws or Regulations or requirements as they relate to Navy Oil Spill Response training.
- c. Experience in developing and modifying curricula in accordance with NAVEDTRA 130.
- d. Familiarity with the various Federal, State, local laws, and Navy regulations as they pertain to oil spill response requirements and procedures.
- e. Expertise regarding the deployment techniques, operation, and maintenance of a variety of Navy oil spill response equipment (i.e., skimmer systems, booms, boom platforms, and vacuum trucks).
- f. Detailed knowledge of the design, use, operation and maintenance of the Navy's existing DIP 3001 skimmers and the new Rapid Response Skimmers.
- g. Experience in acting as the Contractor's chief on-site representative.

5.4 Instructor Resumes.

5.4.1 The Contractor shall submit resumes for all proposed Instructors for each course. No substitutions of instructional personnel shall be made without the prior submission of a current resume

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for the proposed individual that has been reviewed and approved by the Government. Each resume shall include a full description of the proposed Instructor's educational background, classroom teaching experience, practical experience, and expertise in the subject matter being taught.

6.0 CONTRACTOR/GOVERNMENT FURNISHED EQUIPMENT AND MATERIAL.

6.1 Contractor Furnished Equipment (CFE)/Contractor Furnished Material (CFM).

6.1.1 The Contractor shall supply as CFE/CFM all necessary training material, and supplies for classroom lectures and demonstrations. The Contractor shall insure the quantitative and qualitative sufficiency of the material used during instruction, to ensure each student develops the desired level of proficiency for the applicable course. The following material will normally be supplied as CFE/CFM. Other CFE/CFM in direct support of training classes may be supplied on a case-by-case basis, upon mutual agreement between the Government and the Contractor:

- a. Material as specified in the appropriate Contract Data Requirements List (CDRL).
- b. Computers for electronic course material presentation, as applicable.
- c. Digital Still or Video Cameras for documenting, as appropriate, site specific data to support classroom/on-water training and or site surveys.
- d. Miniature Training Aids (to demonstrate various equipment), as appropriate.
- e. Sample Materials (to support classroom curricula) such as boom connectors, boom materials, sorbents, repair tools and supplies, including other miscellaneous expendable items as appropriate.

6.2 Government Furnished Equipment (GFE) or Support Services.

6.2.2 The Government will furnish certain Government Furnished Equipment (GFE) to the Contractor for use while providing the training required by this SOW. Generally, the following GFE will be supplied to the Contractor for use during the conduct of the classes contained in this SOW, as appropriate. Other GFE in direct support of training classes may be supplied on a case-by-case basis, upon mutual agreement between the Government and the Contractor:

- a. Water Floating - (Skimmers, Boats, Booms, Boom Platforms, Mooring Systems, Radios, etc.).

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- b. Classroom – VCR, Television, Chalk Boards, Slide Projector (Regular/Digital).
- c. Administrative Support – Reproduction services for Certificates and wallet cards, if required.

7.0 TRAVEL.

7.1 Training Locations and Administration.

7.1.1 The area of cognizance for oil spill training provided by the Navy is world-wide. Air and surface travel to the various training destinations average approximately 80 percent to CONUS locations and 20 percent to overseas locations. The Government will administer and obtain the necessary area clearances/site visit requests. Likewise, the Government will arrange for any Government transportation required for Contractor conveyance to/from and within remote or overseas location, when required due to the absence of suitable commercial transportation.

7.2 Material Classification and Instructor Access.

7.2.1 There will be no classified material contained within the content of any course curriculum required by this SOW. However, instructor(s) may require access to controlled areas where classes are to be held. The Government will provide interim site visit clearances for Contractor personnel in advance of convening a particular class, as appropriate.

8.0 GOVERNMENT FURNISHED INFORMATION (GFI).

8.1 The GFI for this Contract may consist of existing, previously developed training curricula and supporting materials, or other related training information, for each of the courses described herein. All training material developed by the Contractor under the provisions of this SOW is, and will remain, the property of the Government.

9.0 DELIVERABLE ITEMS.

9.1 Data Items.

9.1.1 Various Data Items shall be provided by the Contractor to the Government at the times and

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places specified below and in the DD-1423 Contract Data Requirements List (CDRL).

9.2 Types and Quantities.

9.2.1 Deliverables shall be copies of Drafts, and originals and copies of Final Data Items specified in the DD-1423, and delineated in the following Table:

Data Item	Title	Draft/Final	Schedule
A001	Instructors Guide	Final	ASREQ
A002	Student Guide	Final	ASREQ
A003	Student Handouts	Final	ASREQ
A004	Course Presentation Materials	Final	ASREQ
A005	Training Material Change Package	Draft	ASREQ
A006	Training Material Change Package	Final	ASREQ
A007	Course Completion and Site Survey Report	Final	ASREQ