

STATEMENT OF WORK
CONTRACTOR INSTRUCTOR SERVICES (CIS)
FOR THE
CONSTRUCTION BASIC VETERAN (CBVET)
TECHNICAL TRAINING PROGRAM

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SECTION 1. GENERAL DESCRIPTION

1.1 Introduction. This Statement of Work (SOW) defines the requirements for Contractor Instructor Services (CIMS) to conduct and support the following Construction Basic Veteran (CBVET) Technical Training Program. Each class may be taught entirely by the contractor, the contractor plus one Navy Instructor or the contractor plus two Navy Instructors

COURSE TITLE

Builder (BU), Phase I

Builder (BU), Phase II

Construction Mechanic (CM), Phase I

Construction Mechanic (CM), Phase II

Construction Electrician (CE), Phase I

Construction Electrician (CE), Phase II

Equipment Operator (EO), Phase I

Equipment Operator (EO), Phase II

Steelworker (SW), Phase I

Steelworker (SW), Phase II

Utilitiesman (UT), Phase I

Utilitiesman (UT), Phase II

The Construction Basic Veteran (CBVET) training courses and training equipment is located at the Naval Construction Training Center, Gulfport, Mississippi, and Naval Construction Training Center, Port Hueneme, California. The Government may require the contractor to train at other Continental United States locations by exercising option #1. If training is required at other training locations, the contractor shall provide lesson plans, trainee guides, reference material, and all logistics support, including training equipment not provided to the government, to teach the course(s). The direct responsibility for the CBVET training program is assigned to the Naval Facilities Engineering Command (NAVFAC) and administered through the Officer in Charge, Seabee Logistics Center, Port Hueneme, California. . The Government may require the contractor to teach other Naval Construction Force (NCF) training courses by exercising option #2.

1.1.1 Background. The purpose of the CBVET program is to provide personnel who have completed basic military training, with technical construction skills training prior to being awarded a permanent Occupational Field 13 (OF-13) rating. The objective of the CBVET Technical Training Program is to provide CBVET recruits with the technical rating skills, familiarization, and knowledge similar to those of Navy Class "A" School graduates ("A" school equivalency program).

1.1.2 Training Support. All training support including facilities, equipment, spare parts, supply support, maintenance, curricula materials, technical references, technical training

equipment, training aids, safety equipment and personal protective clothing will be provided and maintained by the government as required.

1.2 Course Descriptions/Specifications. The contractor shall provide the required instructors to teach the training courses identified in paragraph 1.1. The contractor is responsible for performing instruction in such a manner that the morale and motivation of students are maintained at a level to motivate the student for Naval service and for performance of the job for which he is being trained.

1.2.1 Builder (BU), Phase I and BU, Phase II, Technical Training Courses. The courses are designed to be taught in two separate 2-week blocks as BU, Phase I and BU Phase II. BU Phase I is not a prerequisite for BU Phase II, either phase may be taught first. The objective of these courses is to ensure that assigned students obtain the knowledge and skills necessary to satisfactorily master the learning objectives as stated in the course curriculum outline for the CBVET Technical Training Builder program.

1.2.1.1 Method of instruction. The instructional method is group-paced utilizing classroom and applied instruction in the technical construction Builder skills.

1.2.1.2 Student target population. The course's primary student input is U.S. military service veterans other than U.S. Navy OF-13 personnel. Other students will be as determined by the Government.

1.2.1.3 Subject topics. The contractor instructional personnel assigned to the Builder technical construction courses shall be qualified and certified to teach the topics contained in the course curriculum outline of instruction for the Builder training courses in accordance with paragraph 4.9.

1.2.1.4 Student/instructor ratios. The student/instructor ratios for the Builder technical construction courses are contained in Appendix A. The ratios shall not be exceeded unless approved by the Government.

1.2.1.5 Normal Operating Hours and Scheduling Requirements. Refer to Appendix A. All figures are based upon best available information.

1.2.2 Steelworker (SW), Phase I and SW, Phase II, Technical Training Courses. The courses are designed to be taught in two separate 2-week blocks as SW, Phase I and SW Phase II. SW Phase I is not a prerequisite for SW Phase II, either phase may be taught first. The objectives of the courses are to ensure that assigned students obtain the knowledge and skills necessary to satisfactorily master the learning objectives as stated in the course curriculum outline for the CBVET Technical Training Steelworker (SW) program.

1.2.2.1 Method of instruction. The instructional method is group-paced utilizing classroom and applied instruction in the technical construction Steelworker skills.

1.2.2.2 Student target population. The course's primary student input is U.S. military service veterans other than U.S. Navy OF-13 personnel. Other students will be as determined by the Government.

1.2.2.3 Subject topics. The contractor instructional personnel assigned to the Steelworker technical construction courses shall be qualified and certified to teach the topics contained in the course curriculum outline of instruction for the Steelworker training courses in accordance with paragraph 4.9.

1.2.2.4 Student/instructor ratios. The student/instructor ratio for the Steelworker technical construction courses are contained in Appendix A. The ratios shall not be exceeded unless approved by the Government.

1.2.3 Equipment Operator (EO), Phase I and EO, Phase II, Technical Training Courses. The courses are designed to be taught in two separate 2-week blocks as EO, Phase I and EO Phase II. EO Phase I is not a prerequisite for EO Phase II, either phase may be taught first. The objectives of the courses are to ensure that assigned students obtain the knowledge and skills necessary to satisfactorily master the learning objectives as stated in the course curriculum outline for the CBVET Technical Training Equipment Operator (EO) program.

1.2.3.1 Method of instruction. The instructional method is group-paced utilizing classroom and applied instruction in the technical construction Equipment Operator skills.

1.2.3.2 Student target population. The course's primary student input is U.S. military service veterans other than U.S. Navy OF-13 personnel. Other students will be as determined by the Government.

1.2.3.3 Subject topics. The contractor instructional personnel assigned to the Equipment Operator technical construction courses shall be qualified and certified to teach the topics contained in the course curriculum outline of instruction for the Equipment Operator training courses in accordance with paragraph 4.9.

1.2.3.4 Student/instructor ratios. The student/instructor ratios for the Equipment Operator technical construction courses are contained in Appendix A. The ratios shall not be exceeded unless approved by the Government.

1.2.4 Construction Mechanic (CM), Phase I and CM, Phase II, Technical Training Courses. The courses are designed to be taught in two separate 2-week blocks as CM, Phase I and CM Phase II. CM Phase I is not a prerequisite for CM Phase II, either phase may be taught first. The objectives of the courses are to ensure that assigned students obtain the knowledge and skills necessary to satisfactorily master the learning objectives as stated in the course curriculum outline for the CBVET Technical Training Construction Mechanic (CM) program.

1.2.4.1 Method of instruction. The instructional method is group-paced utilizing classroom and applied instruction in the technical construction, Construction Mechanic skills.

1.2.4.2 Student target population. The course's primary student input is U.S. military service veterans other than U.S. Navy OF-13 personnel. Other students will be as determined by the Government.

1.2.4.3 Subject topics. The contractor instructional personnel assigned to the Construction Mechanic technical construction courses shall be qualified and certified to teach the topics contained in the course curriculum outline of instruction for the Construction Mechanic training courses in accordance with paragraph 4.9.

1.2.4.4 Student/instructor ratios. The student/instructor ratios for the Construction Mechanic technical construction courses are contained in Appendix A. The ratios shall not be exceeded unless approved by the Government.

1.2.5 Construction Electrician (CE), Phase I and CE, Phase II, Technical Training Courses. The courses are designed to be taught in two separate 2-week blocks as CE, Phase I and CE Phase II. CE Phase I is not a prerequisite for CE Phase II, either phase may be taught first. The objectives of the courses are to ensure that assigned students obtain the knowledge and skills necessary to satisfactorily master the learning objectives as stated in the course curriculum outline for the CBVET Technical Training Construction Electrician (CE) program.

1.2.5.1 Method of instruction. The instructional method is group-paced utilizing classroom and applied instruction in the technical Construction Electrician skills.

1.2.5.2 Student target population. The course's primary student input is U.S. military service veterans other than U.S. Navy OF-13 personnel. Other students will be as determined by the Government.

1.2.5.3 Subject topics. The contractor instructional personnel assigned to the Construction Electrician technical construction course shall be qualified and certified to teach the topics contained in the course curriculum outline of instruction for the Construction Electrician training courses in accordance with paragraph 4.9.

1.2.5.4 Student/instructor ratios. The student/instructor ratios for the Construction Electrician technical construction courses are contained in Appendix A. The ratios shall not be exceeded unless approved by the Government.

1.2.6 Utilitiesman (UT), Phase I and UT, Phase II, Technical Training Courses. The courses are designed to be taught in two separate 2-week blocks as UT, Phase I and UT Phase II. UT Phase I is not a prerequisite for UT Phase II, either phase may be taught first. The objectives of the courses are to ensure that assigned students obtain the knowledge

and skills necessary to satisfactorily master the learning objectives as stated in the course curriculum outline for the CBVET Technical Training Utilitiesman (UT) program.

1.2.6.1 Method of instruction. The instructional method is group-paced utilizing classroom and applied instruction in the technical construction Utilitiesman skills.

1.2.6.2 Student target population. The course's primary student input is U.S. military service veterans other than U.S. Navy OF-13 personnel. Other students will be as determined by the Government.

1.2.6.3 Subject topics. The contractor instructional personnel assigned to the Utilitiesman technical construction course shall be qualified and certified to teach the topics contained in the course curriculum outline of instruction for the Utilitiesman training courses in accordance with paragraph 4.9.

1.2.6.4 Student/instructor ratios. The student/instructor ratios for the Utilitiesman technical construction courses are contained in Appendix A. The ratios shall not be exceeded unless approved by the Government.

1.3 Description of Training Equipment – A description of training equipment provided for training at NCTC Gulfport, MS and NCTC Port Hueneme, CA is provided at Appendix B.

SECTION 2. DEFINITIONS

2.1 Contractor Performance Factor. The Contractor Performance Factor (CPF) is a tangible measure of Contractor success in meeting Government training requirements. The CPF is further defined in Section 6 of this SOW.

2.2 Training Terms.

2.2.1 Training Missions. A single mission, sortie, period, or event.

2.2.2 Training Schedule. The training schedule identifies planned or intended training to be accomplished. The training schedule shall in no way constrain the Government with regard to changes dictated by operational necessity.

2.3 Contract Changeover Terms.

2.3.1 Mobilization Phase. The period between contract award and commencement of Contractor performance responsibility as prescribed herein. During this period the Contractor shall conduct training operations, acquisition of personnel, and mobilization tasks in preparation for the assumption of full training responsibilities on the contract support date.

2.3.2 Contractor Support Date (CSD). The date of commencement of Contractor performance responsibility as specified herein. CSD shall coincide with the end of the mobilization phase.

2.3.3 Transition Phase. The period from subsequent contract award to the subsequent successful offerer to assumption of performance responsibility by such subsequent successful offerer. The Transition Phase will coincide with the Mobilization Phase for the subsequent successful offeror.

2.4 Personnel Terms

2.4.1 Key Personnel. Key personnel are those personnel whose aggregate technical and professional experience are essential to successfully perform required instruction. As a minimum, the program manager and all instructors shall be considered key personnel.

2.4.2 Contracting Officers Representative (COR). A government person, designated by the contracting officer, who is responsible for surveillance of contractor performance.

SECTION 3. GOVERNMENT RESPONSIBILITIES

3.1 Training System Facility.

3.1.1 Spaces. The Government will provide classroom, hands-on training spaces and administrative space for the Contractor's use in the performance of the duties required by this SOW.

3.1.2 Utilities. The Government will provide utilities (water, heat, and electric power) for performance of the contract.

3.1.3 Services.

3.1.3.1 Janitorial. The Government will provide all janitorial services.

3.1.3.2 Facility Maintenance and Repair. The Government will provide on-base facility maintenance and repair services. These services will be provided at no expense to the Contractor, providing the cause of the maintenance or repair is not Contractor induced through neglect or misuse.

3.1.3.3 Physical Security. The Government will provide external security for the facilities in accordance with applicable directives.

3.1.4 Parking. General on-base parking areas shall be available to contractor personnel.

3.1.5 Hazardous Material Disposition. The Government will provide containers and instructions for disposition of hazardous material.

3.2 Maintenance.

3.2.1 Training System Equipment. The Government will provide all maintenance for the training equipment.

3.3 Tools and Test Equipment.

3.3.1 Definition. The Government will provide required tools and test equipment for students during training at a Naval Construction Training Center. The contractor may be required to provide tools and test equipment for training at other sites.

3.3.2 Custody/Ownership. All tools and test equipment provided by the Government shall remain the property of the Government.

3.3.3 Calibration and Repair. The Government will calibrate and repair the Government furnished tools and test equipment. These services will be provided at no cost to the Contractor if the cause of the repair is not Contractor induced through neglect or misuse.

3.3.4 Replacement. The Government is responsible for replacing Government furnished tools and test equipment which fails as a result of normal wear and tear. Replacement will be made with an equivalent or like item.

3.4 Supply Support. The Government will provide all repairable, repair parts and consumables necessary to support instruction and equipment maintenance in accordance with established supply support policies utilizing the Navy Supply System.

3.5 Technical Data Package.

3.5.1 Definition. The Government will provide to the Contractor with required technical manuals and training course material.

3.5.2 Replacements. The Government will replace items of data, which are worn, torn, or damaged. This replacement will be made at no expense to the Contractor provided the cause of the replacement is not due to Contractor neglect or misuse.

3.5.3 Custody/Ownership. All manuals, documents, and data provided by the Government shall remain the property of the Government while in the custody of the Contractor.

3.6 Forms.

3.6.1 Issue. The Government will provide to the Contractor all forms and records for operation and maintenance reporting. The Government will also provide forms for requisitioning of those items for which use of Government documentation is required.

3.7 Training.

3.7.1 Instructor Training and Certification. The Government will provide initial training and certification of contractor instructor personnel. This will consist of Government-provided courses as follows:

- Builder (BU) Phase I and Phase II, Technical Training Courses
- Steelworker (SW) Phase I and Phase II, Technical Training Courses
- Equipment Operator (EO) Phase I and Phase II, Technical Training Courses
- Construction Mechanic (CM) Phase I and Phase II, Technical Training Courses
- Construction Electrician (CE) Phase I and Phase II, Technical Training Courses
- Utilitiesman (UT) Phase I and Phase II, Technical Training Courses

The incoming contractor will teach the pilot course for new and/or revised courses as well as follow-on courses. Initial safety training briefs for new instructors will be conducted in accordance with CNET Instructions. This training will commence on the dates shown in Section 8 of this SOW.

3.7.2 Certification. In addition to the requirements in paragraph 3.7.1, all qualifications and experience identified in paragraph 4.9 shall also be met.

3.8 Contracting Officer's Representative (COR). The Government will designate a COR for each of the training sites. The COR is the on-site Government representative and a

single point of contact for the Contractor. The COR is appointed by the Procuring Contracting Officer (PCO) and shall be so designated in writing. The COR may be assisted by one or more on-site technical representatives.

SECTION 4. CONTRACTOR RESPONSIBILITIES

4.1 Instructors.

4.1.1 Program of Instruction. This program requires that each instructor in the program make himself readily available to each student to meet individual learning needs. The following media are utilized during the student's learning process.

4.1.1.1 The Instructor

4.1.1.2 Instructor Guides/Lesson Plans

4.1.1.3 Student/Trainee Guides

4.1.1.4 Audio-Visual Aids

4.1.1.5 Graphs, Charts, Posters, Flockboards

4.1.1.6 Texts, Technical Manuals, Reference Materials

4.1.1.7 Lab Worksheets/Job Sheets/Information Sheets

4.1.1.8 Pre-tests/Performance Tests/Progress Tests, Comprehensive Post Tests

4.1.1.9 Command Instructions, Notices, and required forms

4.1.1.10 Hands on the actual equipment

4.2.1 General Instructor Tasks.

4.2.1.1 Forward student military special requests with applicable comments to the COR, if no government military representative is on site.

4.2.1.2 Research appropriate documents for latest changes and procedures concerning assigned topics to recommend updates to training materials.

4.2.1.3 Make comments concerning students' academic progress if requested.

4.2.1.4 Instruct students in and monitor them for compliance with classroom/ laboratory safety standards and procedures, immediately correcting observed violations.

4.2.1.5 Review, evaluate, validate, and submit recommended improvements in the curriculum, instructional material, tests, training equipment, and procedures to the COR.

4.2.2 Specific Duties and Responsibilities.

- 4.2.2.1 Maintain a high standard of professional qualifications in both instructional and technical areas as described in NAVEDTRA 135A for Master Training Specialist.
- 4.2.2.2 Check for students' attendance during their assigned training period, making unauthorized absentee reports to the COR on a daily basis.
- 4.2.2.3 Report apparent violation of military rules, regulations or policy to the COR.
- 4.2.2.4 Prepare students' academic evaluation reports and records, making these reports and records immediately available as required. Remediate/counsel students with academic problems in assigned subject matter.
- 4.2.2.5 Counsel students on academic matters, including study skills and attitude.
- 4.2.2.6 Acquire (if necessary), administer, grade, and/or review tests and examinations, taking necessary precautions to preclude the possibility of cheating and/or compromise of examinations. Revealing the correct answer to any examination question is considered compromising the examination. Review/remediation will be conducted using general examples, not specific test questions.
- 4.2.2.7 Maintain a personalized lesson plan for each subject matter area assigned, using the formal lesson plan furnished by the government.
- 4.2.2.8 Maintain instructional materials to be used during the presentation of assigned subject matter as required.
- 4.2.2.9 Compute and document students' weekly test average and examination grade on the current approved student record card.
- 4.2.2.10 Report all unresolved disciplinary problems to the COR.
- 4.2.2.11 Refer students with unresolvable academic problems to the COR.
- 4.2.2.12 Review and coordinate assignment of personnel to mandatory evening study.
- 4.2.2.13 Remediate students through academic counseling, assignment of additional study materials and performance projects.
- 4.2.2.14 Indoctrinate students entering assigned subject area of objectives to be covered, expected academic achievements, normal and emergency procedures including fire drills.
- 4.2.2.15 Ensure that weekly grades are documented in accordance with applicable documents.
- 4.2.2.16 Maintain cleanliness of all instructional areas.

4.2.2.17 Maintain an adequate supply of student forms and instructional materials concerning assigned topics, submitting shortage lists to the COR.

4.3 Tools and Test Equipment.

4.3.1 Government Furnished. The Contractor shall be accountable for the tools and test equipment furnished by the Government and shall be responsible for replacing or repairing any tool or test equipment item which is lost, stolen, or damaged. The Contractor shall be responsible for record keeping relative to inventory and maintenance of the Government furnished tools and test. The Contractor must be licensed to operate all training equipment.

4.4 Hazardous Material and Hazardous Waste

4.4.1 Hazardous Material and Environmental Protection. The Contractor shall comply with all hazardous material/environmental protection requirements in accordance with current EPA and local BASE Directives 5090.4 series. This will include but not be limited to:

- a. Maintaining flammable, corrosive and acid hazardous material storage.
- b. Maintaining and documenting hazardous material waste handling and disposition.
- c. Maintain a hazardous material spill contingency plan, initiate when required.
- d. Order through the COR, EPA/DOT approved containers, prepare disposal documentation and assist loading of all hazardous material on Government provided transport.

4.5 Technical Data Package.

4.51 Accountability. The Contractor shall maintain the technical data contained in Appendix C.

4.52 Replacement. Documentation which becomes obsolete or requires replacement due to normal wear will be replaced by the Government at no charge to the Contractor.

4.53 Changes.

4.5.3.1 Government Initiated. The Government will provide all change directions resulting from Government approved updates or modifications to the Contractor for insertion into the technical data package.

4.5.3.2 Contractor Initiated. If, during the course of performance under this SOW, the technical data package is found to be incorrect or incomplete, the Contractor shall recommend appropriate corrections to the Government.

4.6 Records and Reports.

4.6.1 Maintenance. The Contractor shall use and comply with the Government reporting system. Examples of current reporting systems include Maintenance and Material Management (3M) System, local discrepancy and repair action reporting.

4.6.2 Contract Data Requirements List (CDRL). The Contractor shall be responsible for delivering a completed Graduation Certificate to each student who successfully completes each training course under this SOW. The graduation certificate shall be signed by the instructor or other contractor designated representative. The contractor shall require each student to complete a course critique sheet and the contractor shall deliver the critique sheets to the COR or his designated representative. The contractor shall also provide lessons learned for improving the course and “red-lined” recommended changes to course material. See attached CDRLs C001 through C004.

4.7 Training. The Contractor shall be responsible for providing adequate training to contractor personnel, other than the provided certification course, to enable these personnel to perform the tasks delineated in this SOW. This shall include as a minimum, initial training during the mobilization phase, training of replacement personnel, any necessary refresher training, and training required as a result of Government change or modification of the training course or equipment.

4.8 Personnel.

4.8.1 Administration/Supervision. The Contractor shall retain sole administrative and supervisory responsibility for all Contractor personnel. The contractor will have sole authority over Contractor personnel relative to the performance of instructor services rendered under the contract. The instructor shall be the focal point for routine day-to-day interface with the Government.

4.8.2 Safety/Security. Contractor personnel working on-site do not require a security clearance. Contractor personnel, although recognized as employees and under the administrative control of the Contractor, shall be required to comply with the directives and requirements of the Navy, base commander, and command as to safety standards and security regulations applicable to the assigned site of work. Contractor personnel shall be subject to security and safety inspections and investigations at all times and shall immediately report any accident or incident with security or safety implications. Personnel shall also report any other conditions or incidents which could be reasonably expected to be of interest to the Government, such as damage to Government property. All reports shall be made to the COR. All contractor personnel shall be cardiopulmonary resuscitation (CPR) qualified.

4.8.3 Conduct and dress. Conduct and dress shall be appropriate to the environment in which the work is being performed. Hard hats and steel-toe safety shoes are required to be worn outside the classrooms.

4.9 Instructor Qualifications.

4.9.1 Technical Instructor Qualifications. Each individual selected to perform as an instructor shall have a minimum of two (2) years satisfactorily completed experience performed as a full time instructor teaching technology closely comparable to the type and level involved in the specific course to which the instructor will be assigned. All instructors shall have completed the Navy instructor formal training course or equivalent. In addition, each individual shall have successfully performed as a technician in an equivalent or directly related specialty for a minimum of six (6) years for a total of eight (8) years of combined experience.

4.9.2 Technical Instructor Certification. Instructors for the CBVET courses must be certified by the Government. This certification includes the satisfactory completion of the training course the instructor will be teaching. A copy of applicable completion certificate shall be provided to the COR.

SECTION 5. SCHEDULING

5.1 Training courses. Training will be scheduled annually by the Naval Facilities Engineering Command (NAVFAC) or designated representative and will normally be scheduled as follows.

5.1.1 Builder (BU) Training Courses. BU course convenings for FY99 are provided by Appendix D. A total of 10 BU, Phase I and 6 BU, Phase II courses will be taught in FY99. All BU courses will be taught at the Naval Construction Training Center, Gulfport, MS. Each course will consist of 10 days of instruction over a 12-day period. See Appendix A.

NOTE: EACH YEAR, ONE OR MORE OF THE SCHEDULED BU COURSES MAY BE CONDUCTED AT NCTC PORT HUENEME, CA AND/OR OTHER CONTINENTAL U.S. LOCATIONS INSTEAD OF NCTC GULFPORT, MS. THE CONTRACTOR SHALL FURNISH INSTRUCTORS AT THE RATES OF CONTRACT CLINS. THE CONTRACTOR WILL BE GIVEN 60 DAYS NOTICE PRIOR TO EACH COURSE.

5.1.2 Steelworker (SW) Training Courses. SW course convenings for FY99 are provided by Appendix D. A total of 5 SW, Phase I and 3 SW, Phase II courses will be taught in FY99. All SW courses will be taught at the Naval Construction Training Center, Gulfport, MS. Each course will consist of 10 days of instruction over a 12-day period. See Appendix A.

NOTE: EACH YEAR, ONE OR MORE OF THE SCHEDULED SW COURSES MAY BE CONDUCTED AT NCTC PORT HUENEME, CA AND/OR OTHER CONTINENTAL U.S. LOCATIONS INSTEAD OF NCTC GULFPORT, MS. THE CONTRACTOR SHALL FURNISH INSTRUCTORS AT THE RATES OF CONTRACT CLINS. THE CONTRACTOR WILL BE GIVEN 60 DAYS NOTICE PRIOR TO EACH COURSE.

5.1.3 Equipment Operator (EO) Training Courses. EO courses convenings for FY99 are provided by Appendix D. A total of 14 EO, Phase I and 8 EO, Phase II courses will be taught in FY99. All EO courses will be taught at the Naval Construction Training Center, Gulfport, MS. Each course consists of 10 days of instruction over a 12-day period. See Appendix A.

NOTE: EACH YEAR, ONE OR MORE OF THE SCHEDULED EO COURSES MAY BE CONDUCTED AT NCTC PORT HUENEME, CA AND/OR OTHER CONTINENTAL U.S. LOCATIONS INSTEAD OF NCTC GULFPORT, MS. THE CONTRACTOR SHALL FURNISH INSTRUCTORS AT THE RATES OF CONTRACT CLINS. THE CONTRACTOR WILL BE GIVEN 60 DAYS NOTICE PRIOR TO EACH COURSE.

5.1.4 Construction Mechanic (CM) Training Courses. The CM course convenings for FY99 are provided by Appendix D. A total of 9 CM, Phase I and 4 CM, Phase II courses will be taught in FY99. All CM courses will be taught at the Naval Construction Training

Center, Port Hueneme, CA. Each course consists of 10 days of instruction over a 12-day period. See Appendix A.

NOTE: EACH YEAR, ONE OR MORE OF THE SCHEDULED CM COURSES MAY BE CONDUCTED AT NCTC GULFPORT, MS AND/OR OTHER CONTINENTAL U.S. LOCATIONS INSTEAD OF NCTC PORT HUENEME, CA. THE CONTRACTOR SHALL FURNISH INSTRUCTORS AT THE RATES OF CONTRACT CLINS. THE CONTRACTOR WILL BE GIVEN 60 DAYS NOTICE PRIOR TO EACH COURSE.

5.1.5 Construction Electrician (CE) Training Courses. CE course convenings for FY99 are provided by Appendix D. A total of 10 CE, Phase I and 10 CE, Phase II courses will be taught in FY99. All CE courses will be taught at the Naval Construction Training Center, Port Hueneme, CA. Each course consists of 10 days of instruction over a 12-day period. See Appendix A.

NOTE: EACH YEAR, ONE OR MORE OF THE SCHEDULED CM COURSES MAY BE CONDUCTED AT NCTC GULFPORT, MS AND/OR OTHER CONTINENTAL U.S. LOCATIONS INSTEAD OF NCTC PORT HUENEME, CA. THE CONTRACTOR SHALL FURNISH INSTRUCTORS AT THE RATES OF CONTRACT CLINS. THE CONTRACTOR WILL BE GIVEN 60 DAYS NOTICE PRIOR TO EACH COURSE.

5.1.6 Utilitiesman (UT) Training Courses. UT Course convenings for FY99 are provided by Appendix D. A total of 7 UT, Phase I and 2 UT, Phase II courses will be taught in FY99. All UT courses will be taught at the Naval Construction Training Center, Port Hueneme, CA. Each course consists of 10 days of instruction over a 12-day period. See Appendix A.

NOTE: EACH YEAR, ONE OR MORE OF THE SCHEDULED CM COURSES MAY BE CONDUCTED AT NCTC GULFPORT, MS AND/OR OTHER CONTINENTAL U.S. LOCATIONS INSTEAD OF NCTC PORT HUENEME, CA. THE CONTRACTOR SHALL FURNISH INSTRUCTORS AT THE RATES OF CONTRACT CLINS. THE CONTRACTOR WILL BE GIVEN 60 DAYS NOTICE PRIOR TO EACH COURSE.

5.1.7 Additional Courses. Additional courses may be developed and substituted for existing courses without additional payment to the Contractor as long as total instructor (classroom plus laboratory) hours and level of expertise are equal.

5.2 Training Equipment. The training equipment will be available to the Contractor for inspection prior to the scheduled training

5.2.1 Pre-Training, Equipment Inspection and Inventory. The contractor shall perform an inspection and inventory of all training equipment prior to each training exercise. An inventory list and a written report of equipment discrepancies shall be provided to the government in sufficient time for the government to replace equipment or complete repairs prior to commencement of training.

5.2.2 Post Training, Equipment Inspection and Inventory. The contractor shall inspect and inventory all training equipment provided by the government after each training exercise. Shortages of equipment and maintenance requirements shall be reported to the COR in writing within 24 hours of completion of each training exercise.

SECTION 6. CONTRACTOR PERFORMANCE

6.1 Adherence to Contract Provisions. Contractor adherence to the requirements set forth in this SOW will be used to evaluate contractor performance. These provisions include but are not limited to, the following: adherence to safety practices, instructor performance, specified responsibilities related to technical data, record keeping and reports, and interface with Government personnel. Unsatisfactory contractor performance of one or more tasks, functions, or responsibilities specified in this SOW shall be cause for Government inquiry as to the cause. This inquiry may be formal or informal, depending upon the nature and seriousness of the non-adherence. Continued unsatisfactory performance shall be cause for termination or non-exercise of options.

6.2 Monitoring and Evaluation. The COR, or his designated representative, will monitor the quality of instruction performed by the Contractor through use of completed copies of instructor performance reports, observation in the classrooms and labs, and from student critiques and command feedback.

6.2.1 Measurement of Contractor Performance. Contractor Performance will be measured quantitatively in two ways: (1) Student Completion Percentage, and (2) Contractor Performance Factor. The Contractor is required to maintain a student completion percentage of 90% and a Contractor Performance Factor of 95%. If either quantitative measurement falls below the required percentage, this shall be cause for Government inquiry as to the cause, followed by appropriate corrective action.

6.2.1.1 Student Completion Percentage (SCP). The Student Completion Percentage is defined as follows:

$$\text{SCP} = \frac{\text{Number of Students Satisfactorily Completed}}{\text{Number of Students Enrolled}} \times 100\%$$

Students that are disenrolled due to illness, command recall, or failure to meet prerequisites shall not be charged against SCP. Courses that are canceled by the Government for any reason will not be counted when computing SCP.

6.2.2 Normal Reporting Period Reports will normally be completed at the end of each scheduled training course. The SCP and CPF shall be calculated for each complete training course and reported as required by the Contract Data Requirements List forming a part of this contract.

SECTION 7. INSPECTIONS

7.1 Work Area Inspections. Work areas and other spaces assigned to the Contractor during training shall be subject to periodic Government cleanliness, safety, and security inspections.

7.2 Environmental Protection Agency Inspections. Periodic Navy or EPA inspections may be performed to determine compliance with current EPA and BASE Directives 5090.4 series regulations in the handling and management of hazardous material and hazardous material waste. The Contractor, at his own expense, will correct any environmental discrepancies noted during these inspections. The contractor is responsible for any monetary penalties or litigation imposed by the EPA for non-compliance.

SECTION 8. MOBILIZATION

8.1 Requirements. The Mobilization Phase of this contract shall be limited to 90 days.8.3 Contractor Support Date. The Contractor shall be responsible for mobilizing and assuming full performance responsibility as follows:

All training courses listed in appendix A	1 Dec 98
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8.3.1 Mobilization Milestones.

Contract effective date	1 Oct 98
All instructors must assigned	1 Oct 98
Commence Government provided training and certification	1 Oct 98
Commence inventory of training material	1 Nov 98
Complete all training and certification	15 Nov 98
Contractor Support Date	1 Oct 98
Commence student training in all courses	1 Dec 98

SECTION 9. CONTRACT CHANGEOVER/EXPIRATION

9.1 Transition to Successor. If the Contractor is not successful in obtaining the subsequent Government contract for the training system or if the Government elects to return the function to one performed by in-house personnel, the Contractor shall provide all reasonable support to the Government and/or the successor contractor to ensure an orderly transition and minimize any adverse impact on the conduct of training mission operation. As a minimum, the Contractor shall present one class of each course of instruction taught to either Government personnel or to a follow-on contractor and allow access to the site, trainer(s), material, and to all technical data on a not-to-interfere with scheduled training basis throughout the transition phase.

9.2 Technical Data. Upon expiration of this contract the Government shall perform an audit of all technical manuals and documentation provided to the Contractor. This inventory will be conducted to ascertain the existence and condition of these items. The Contractor shall be liable for missing items and for repair/replacement of any items which are not in a serviceable condition.

9.3 Contract Award to the Incumbent. If the Contractor is successful in obtaining a follow-on contract for Contractor Instruction, the requirements of paragraph 9.1 above shall not apply. In order to verify baseline inventories for the follow-on contract, an inventory/audit of technical data may be performed by the Government at its discretion as indicated in paragraphs 9.2 above.

APPENDIX A

TRAINING SCHEDULE

Normal Training Hours:

The training day shall commence at 0800 and end at 1700 Monday through Friday for all training courses listed below. Any changes to the training hours or the training schedule shall be approved in advance by the government.

LOCATION	COURSE	STUDENT: INSTR RATIO	INSTRUCTORS		STUDENTS PER CLASS
			MIL	KTR	
GULFPORT, MS	BU, PHASE I	6:1	0	4	24
GULFPORT, MS	BU, PHASE I	8:1	0	3	24
GULFPORT, MS	BU, PHASE I	12:1	0	2	24
GULFPORT, MS	BU, PHASE I	24:1	0	1	24
GULFPORT, MS	BU, PHASE I	6:1	1	3	12 OR 24
GULFPORT, MS	BU, PHASE I	6:1	2	2	12 OR 24
GULFPORT, MS	BU, PHASE I	6:1	3	1	24
GULFPORT, MS	BU, PHASE I	8:1	1	2	24
GULFPORT, MS	BU, PHASE I	8:1	2	1	24
GULFPORT, MS	BU, PHASE I	12:1	1	1	12
ANNUAL THRU-PUT:	240				

GULFPORT, MS	BU, PHASE II	6:1	0	4	24
GULFPORT, MS	BU, PHASE II	8:1	0	3	24
GULFPORT, MS	BU, PHASE II	12:1	0	2	24
GULFPORT, MS	BU, PHASE II	24:1	0	1	24
GULFPORT, MS	BU, PHASE II	6:1	1	3	24
GULFPORT, MS	BU, PHASE II	6:1	2	2	12 OR 24
GULFPORT, MS	BU, PHASE II	6:1	3	1	24
GULFPORT, MS	BU, PHASE II	8:1	1	2	24
GULFPORT, MS	BU, PHASE II	8:1	2	1	24
GULFPORT, MS	BU, PHASE II	12:1	1	1	12
ANNUAL THRU-PUT:	144				

GULFPORT, MS	SW, PHASE I	6:1	0	2	12
GULFPORT, MS	SW, PHASE I	12:1	0	1	12
GULFPORT, MS	SW, PHASE I	12:1	1	1	12
ANNUAL THRU-PUT:	60				

LOCATION	COURSE	STUDENT: INSTR RATIO	INSTRUCTORS		STUDENTS PER CLASS
			MIL	KTR	
GULFPORT, MS	SW, PHASE II	12:1	0	1	12
GULFPORT, MS	SW, PHASE II	12:1	1	1	12
ANNUAL THRU-PUT:	36				

GULFPORT, MS	EO, Phase I	6:1	0	4	24
GULFPORT, MS	EO, Phase I	8:1	0	3	24
GULFPORT, MS	EO, Phase I	12:1	0	2	24
GULFPORT, MS	EO, Phase I	24:1	0	1	24
GULFPORT, MS	EO, Phase I	12:1	1	1	12 OR 24
GULFPORT, MS	EO, Phase I	8:1	1	2	24
GULFPORT, MS	EO, Phase I	8:1	2	1	24
GULFPORT, MS	EO, Phase I	6:1	1	3	24
GULFPORT, MS	EO, Phase I	6:1	2	2	12 OR 24
GULFPORT, MS	EO, Phase I	6:1	3	1	24
ANNUAL THRU-PUT:	336				

GULFPORT, MS	EO, Phase II	6:1	0	4	24
GULFPORT, MS	EO, Phase II	8:1	0	3	24
GULFPORT, MS	EO, Phase II	12:1	0	2	24
GULFPORT, MS	EO, Phase II	24:1	0	1	24
GULFPORT, MS	EO, Phase II	12:1	1	1	12 OR 24
GULFPORT, MS	EO, Phase II	8:1	1	2	24
GULFPORT, MS	EO, Phase II	8:1	2	1	24
GULFPORT, MS	EO, Phase II	6:1	1	3	24
GULFPORT, MS	EO, Phase II	6:1	2	2	12 OR 24
GULFPORT, MS	EO, Phase II	6:1	3	1	24
ANNUAL THRU-PUT:	192				

PORT HUENEME, CA	CE, PHASE I	6:1	0	4	24
PORT HUENEME, CA	CE, PHASE I	8:1	0	3	24
PORT HUENEME, CA	CE, PHASE I	12:1	0	2	24
PORT HUENEME, CA	CE, PHASE I	24:1	0	1	24
PORT HUENEME, CA	CE, PHASE I	12:1	1	1	12 OR 24
PORT HUENEME, CA	CE, PHASE I	8:1	1	2	24
PORT HUENEME, CA	CE, PHASE I	8:1	2	1	24
PORT HUENEME, CA	CE, PHASE I	6:1	1	3	24
PORT HUENEME, CA	CE, PHASE I	6:1	2	2	12 OR 24
PORT HUENEME, CA	CE, PHASE I	6:1	3	1	24

ANNUAL THRU-PUT:	240			
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LOCATION	COURSE	STUDENT: INSTR RATIO	INSTRUCTORS		STUDENTS PER CLASS
			MIL	KTR	
PORT HUENEME, CA	CE, PHASE II	6:1	0	2	12
PORT HUENEME, CA	CE, PHASE II	12:1	0	1	12
PORT HUENEME, CA	CE, PHASE II	6:1	1	1	12
ANNUAL THRU-PUT:	120				

PORT HUENEME, CA	CM, PHASE I	6:1	0	4	24
PORT HUENEME, CA	CM, PHASE I	8:1	0	3	24
PORT HUENEME, CA	CM, PHASE I	12:1	0	2	24
PORT HUENEME, CA	CM, PHASE I	24:1	0	1	24
PORT HUENEME, CA	CM, PHASE I	12:1	1	1	12 OR 24
PORT HUENEME, CA	CM, PHASE I	8:1	1	2	24
PORT HUENEME, CA	CM, PHASE I	8:1	2	1	24
PORT HUENEME, CA	CM, PHASE I	6:1	1	3	24
PORT HUENEME, CA	CM, PHASE I	6:1	2	2	12 OR 24
PORT HUENEME, CA	CM, PHASE I	6:1	3	1	24
ANNUAL THRU-PUT:	216				

PORT HUENEME, CA	CM, PHASE II	6:1	0	4	24
PORT HUENEME, CA	CM, PHASE II	8:1	0	3	24
PORT HUENEME, CA	CM, PHASE II	12:1	0	2	24
PORT HUENEME, CA	CM, PHASE II	24:1	0	1	24
PORT HUENEME, CA	CM, PHASE II	12:1	1	1	12 OR 24
PORT HUENEME, CA	CM, PHASE II	8:1	1	2	24
PORT HUENEME, CA	CM, PHASE II	8:1	2	1	24
PORT HUENEME, CA	CM, PHASE II	6:1	1	3	24
PORT HUENEME, CA	CM, PHASE II	6:1	2	2	12 OR 24
ANNUAL THRU-PUT:	96				

PORT HUENEME, CA	UT, PHASE I	6:1	0	2	12
PORT HUENEME, CA	UT, PHASE I	12:1	0	1	12
PORT HUENEME, CA	UT, PHASE I	6:1	1	1	12
ANNUAL THRU-PUT:	84				

LOCATION	COURSE	STUDENT: INSTR RATIO	INSTRUCTORS		STUDENTS PER CLASS
			<u>MIL</u>	<u>KTR</u>	
PORT HUENEME, CA	UT, PHASE II	6:1	0	2	12
PORT HUENEME, CA	UT, PHASE II	12:1	0	1	12
PORT HUENEME, CA	UT, PHASE II	6:1	1	1	12
ANNUAL THRU-PUT:	24				

APPENDIX B
TRAINING EQUIPMENT

BUILDER, PHASE I, TRAINING EQUIPMENT

Provide a listing of training equipment

BUILDER, PHASE II, TRAINING EQUIPMENT

Provide a listing of training equipment

STEELWORKER, PHASE I, TRAINING EQUIPMENT

Provide a listing of training equipment

STEELWORKER, PHASE II, TRAINING EQUIPMENT

Provide a listing of training equipment

CONSTRUCTION MECHANIC, PHASE I, TRAINING EQUIPMENT

Provide a listing of training equipment

CONSTRUCTION MECHANIC, PHASE II, TRAINING EQUIPMENT

Provide a listing of training equipment

CONSTRUCTION ELECTRICIAN, PHASE I, TRAINING EQUIPMENT

Provide a listing of training equipment

CONSTRUCTION ELECTRICIAN, PHASE II, TRAINING EQUIPMENT

Provide a listing of training equipment

EQUIPMENT OPERATOR, PHASE I, TRAINING EQUIPMENT

Provide a listing of training equipment

EQUIPMENT OPERATOR, PHASE II, TRAINING EQUIPMENT

Provide a listing of training equipment

UTILITIESMAN, PHASE I, TRAINING EQUIPMENT

Provide a listing of training equipment

UTILITIESMAN, PHASE II, TRAINING EQUIPMENT

Provide a listing of training equipment

APPENDIX C
TECHNICAL DATA PACKAGE

TITLE	LOCATION NUMBER	
	QTYBU, Phase I	
	TRAINING PROJECT PLAN	02
BU, Phase I	COURSE TRAINING TASK LIST	02
BU, Phase I	TRAINING COURSE CONTROL DOCUMENT	02
BU, Phase I	LESSON PLAN	05
BU, Phase I	TRAINEE GUIDE	50
BU, Phase I	TRANSPARENCY SET	02
BU, Phase I	TEST PACKAGE	
	15	
BU, Phase II	TRAINING PROJECT PLAN	02
BU, Phase II	COURSE TRAINING TASK LIST	02
BU, Phase II	TRAINING COURSE CONTROL DOCUMENT	02
BU, Phase II	LESSON PLAN	05
BU, Phase II	TRAINEE GUIDE	50
BU, Phase II	TRANSPARENCY SET	02
BU, Phase II	TEST PACKAGE	15
CE, Phase I	TRAINING PROJECT PLAN	02
CE, Phase I	COURSE TRAINING TASK LIST	02
CE, Phase I	TRAINING COURSE CONTROL DOCUMENT	02
CE, Phase I	LESSON PLAN	05
CE, Phase I	TRAINEE GUIDE	50
CE, Phase I	TRANSPARENCY SET	02
CE, Phase I	TEST PACKAGE	15
CE, Phase II	TRAINING PROJECT PLAN	02
CE, Phase II	COURSE TRAINING TASK LIST	02
CE, Phase II	TRAINING COURSE CONTROL DOCUMENT	02
CE, Phase II	LESSON PLAN	05
CE, Phase II	TRAINEE GUIDE	50
CE, Phase II	TRANSPARENCY SET	02
CE, Phase II	TEST PACKAGE	15

CM, Phase I	TRAINING PROJECT PLAN	02
CM, Phase I	COURSE TRAINING TASK LIST	02
CM, Phase I	TRAINING COURSE CONTROL DOCUMENT	02
CM, Phase I	LESSON PLAN	05
CM, Phase I	TRAINEE GUIDE	50
CM, Phase I	TRANSPARENCY SET	02
CM, Phase I	TEST PACKAGE	15
CM, Phase II	TRAINING PROJECT PLAN	02
CM, Phase II	COURSE TRAINING TASK LIST	02
CM, Phase II	TRAINING COURSE CONTROL DOCUMENT	02
CM, Phase II	LESSON PLAN	05
CM, Phase II	TRAINEE GUIDE	50
CM, Phase II	TRANSPARENCY SET	02
CM, Phase II	TEST PACKAGE	15
EO, Phase I	TRAINING PROJECT PLAN	02
EO, Phase I	COURSE TRAINING TASK LIST	02
EO, Phase I	TRAINING COURSE CONTROL DOCUMENT	02
EO, Phase I	LESSON PLAN	05
EO, Phase I	TRAINEE GUIDE	50
EO, Phase I	TRANSPARENCY SET	02
EO, Phase I	TEST PACKAGE	15
EO, Phase II	TRAINING PROJECT PLAN	02
EO, Phase II	COURSE TRAINING TASK LIST	02
EO, Phase II	TRAINING COURSE CONTROL DOCUMENT	02
EO, Phase II	LESSON PLAN	05
EO, Phase II	TRAINEE GUIDE	50
EO, Phase II	TRANSPARENCY SET	02
EO, Phase II	TEST PACKAGE	15
SW, Phase I	TRAINING PROJECT PLAN	02
SW, Phase I	COURSE TRAINING TASK LIST	02
SW, Phase I	TRAINING COURSE CONTROL DOCUMENT	02
SW, Phase I	LESSON PLAN	05
SW, Phase I	TRAINEE GUIDE	50
SW, Phase I	TRANSPARENCY SET	02
SW, Phase I	TEST PACKAGE	15
SW, Phase II	TRAINING PROJECT PLAN	02

SW, Phase II	COURSE TRAINING TASK LIST	02
SW, Phase II	TRAINING COURSE CONTROL DOCUMENT	02
SW, Phase II	LESSON PLAN	05
SW, Phase II	TRAINEE GUIDE	50
SW, Phase II	TRANSPARENCY SET	02
SW, Phase II	TEST PACKAGE	15
UT, Phase I	TRAINING PROJECT PLAN	02
UT, Phase I	COURSE TRAINING TASK LIST	02
UT, Phase I	TRAINING COURSE CONTROL DOCUMENT	02
UT, Phase I	LESSON PLAN	05
UT, Phase I	TRAINEE GUIDE	50
UT, Phase I	TRANSPARENCY SET	02
UT, Phase I	TEST PACKAGE	15
UT, Phase II	TRAINING PROJECT PLAN	02
UT, Phase II	COURSE TRAINING TASK LIST	02
UT, Phase II	TRAINING COURSE CONTROL DOCUMENT	02
UT, Phase II	LESSON PLAN	05
UT, Phase II	TRAINEE GUIDE	50
UT, Phase II	TRANSPARENCY SET	02
UT, Phase II	TEST PACKAGE	15

APPENDIX D

PLANNED FY99 CBVET TECHNICAL TRAINING SCHEDULE

COURSE	LOCATION	NO. CLASSES	STUDENTS PER CLASS	TOTAL STUDENTS
BU Phase I	Gulfport	10	24	240
BU Phase II	Gulfport	06	24	144
SW Phase I	Gulfport	05	12	60
SW Phase II	Gulfport	03	12	36
EO Phase I	Gulfport	14	24	336
EO Phase II	Gulfport	08	24	192
	Total for Gulfport	46		1,008
CE Phase I	Port Hueneme	10	24	240
CE Phase II	Port Hueneme	10	12	120
CM Phase I	Port Hueneme	09	24	216
CM Phase II	Port Hueneme	04	24	96
UT Phase I	Port Hueneme	07	12	84
UT Phase II	Port Hueneme	02	12	24
	Total for Port Hueneme	42		780
	Total for Gulfport and Port Hueneme	88		1,788

OPTION #1

PROVIDE CBVET TRAINING AT *OTHER* CONTINENTAL U.S. LOCATIONS

The training locations identified by Appendix A, are the primary training sites, however training may be required at other locations within the Continental United States. If training is required, at other locations, the government will notify the contractor at least 90 days in advance of the proposed training date as to the training course, training location, class capacity, student to instructor ratio, and training equipment required. If such training is required by the government, the government will provide one copy of the lesson plan, trainee guide and reference material. The contractor shall provide all other copies of the lesson plans, trainee guides, reference material, and all or part of the logistics support including the training equipment to teach the course(s) as determined by the government. The contractor may be required to teach any or all of the training courses listed in Appendix A, at other Continental United States locations as determined by the government.

OPTION #2

PROVIDE OTHER NAVAL CONSTRUCTION FORCE TRAINING

The government may require the contractor to teach other Naval Construction Force training courses. These courses may be required at Gulfport, MS, Port Hueneme, CA or other Continental U.S. locations as determined by the government. If contractor assistance is desired, the government will notify the contractor at least 90 days in advance of the proposed training date as to the training course, training location, class capacity, and student to instructor ratio. If such training is required by the government, the government will provide one copy of the lesson plan, trainee guide and reference material to the contractor at least 90 days prior to the proposed training date for instructor personalization. The contractor shall provide all other copies of the lesson plans, trainee guides, reference material, and all or part of the logistics support including the training equipment to teach the course(s) as determined by the government.

CONTRACT DATA REQUIREMENTS LIST

Form Approved
CMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-2302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract. PR No. listed in Block E.

A. Contract Line Item No.		B. Exhibit		C. Category			
D. System/Item			E. Contract/PR NO.		F. Contractor		
1. Data Item No. C001	2. Title of Data Item Graduation Certificate			3. Subtitle			
4. Authority (Data Acquisition Document No.) SOW PARAs 4.6.2			5. Contract Reference		6. Requiring Office SLC		
7. DD 250 Req	9. Dist Statement Required	10. Frequency SEE 16	12. Date of First Submission SEE BLK 16	14. Distribution			
8. APP Code		11. As of Date	13. Date of Subsequent Submission SEE BLK 16	a. Addressee	b. Copies		
16. REMARKS BLK 4: SUBMITTALS SHALL BE IAW THE REQUIREMENTS CONTAINED IN THE STATEMENT OF WORK. BLKs 10,13&14: DUE AT GRADUATION FOR EACH SUCCESSFUL STUDENT (SAMPLE PROVIDED AS ATTACHMENT #1) BLK 15: TOTALS: SAMPLE FOR NAVFAC SEABEE ONLY. FINAL IS ONE PER SUCCESSFUL STUDENT AT EACH GRADUATION				NAVFAC SEABEE	1/0		
				NAVFACCO	*		
				ACO	*		

A. Contract Line Item No.		B. Exhibit		C. Category			
D. System/Item			E. Contract/PR NO.		F. Contractor		
1. Data Item No. C002	2. Title of Data Item Student Critique Sheets			3. Subtitle			
4. Authority (Data Acquisition Document No.) SOW PARAs 4.6.2			5. Contract Reference		6. Requiring Office		
7. DD 250 Req	9. Dist Statement Required	10. Frequency SEE BLK 16	12. Date of First Submission SEE BLK 16	14. Distribution			
8. APP Code		11. As of Date	13. Date of Subsequent Submission SEE BLK 16	a. Addressee	b. Copies		
16. REMARKS BLK 4: SUBMITTALS SHALL BE IAW THE REQUIREMENTS CONTAINED IN THE STATEMENT OF WORK. BLKs 10,13%14: DUE FOR EACH STUDENT UPON GRADUATION. (SAMPLE PROVIDED AS ATTACHMENT #2) BLK 15: *ONE COPY IS DUE FOR EACH STUDENT UPON GRADUATIO				NAVFAC SEABEE	*		
				NAVFACCO	0		
				ACO	0		

G. PREPARED BY E. R. HERD	H. DATE 1/16/98	I. APPROVED BY	J. DATE
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CONTRACT DATA REQUIREMENTS LIST

Form Approved
CMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-2302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract. PR No. listed in Block E.

A. Contract Line Item No.			B. Exhibit		C. Category				
D. System/Item				E. Contract/PR NO.		F. Contractor			
1. Data Item No. C003		2. Title of Data Item Lessons Learned			3. Subtitle				
4. Authority (Data Acquisition Document No.) SOW PARAS 4.6.2				5. Contract Reference		6. Requiring Office SLC			
7. DD 250 Req	9. Dist Statement Required		10. Frequency SEE 16	12. Date of First Submission SEE BLK 16		14. Distribution			
8. APP Code			11. As of Date	13. Date of Subsequent Submission SEE BLK 16		a. Addressee	b. Copies		
							Draft	Final	
								Reg	Repro
16. REMARKS BLK 4: SUBMITTALS SHALL BE IAW THE REQUIREMENTS CONTAINED IN THE STATEMENT OF WORK. BLKs 10,13&14: DUE 15 DAYS AFTER COMPLETION OF EACH TRAINING COURSE IN CONTRACTOR FORMAT. BLK 15: TOTALS: FINAL IS ONE PER TRAINING COURSE INCLUDING NEGATIVE REPORTS.						NAVFAC SEABEE	1/0		
						NAVFACCO	*		
						ACO	*		

A. Contract Line Item No.			B. Exhibit		C. Category				
D. System/Item				E. Contract/PR NO.		F. Contractor			
1. Data Item No. C004		2. Title of Data Item Training Course Recommended Changes			3. Subtitle				
4. Authority (Data Acquisition Document No.) SOW PARAS 4.6.2				5. Contract Reference		6. Requiring Office			
7. DD 250 Req	9. Dist Statement Required		10. Frequency SEE BLK 16	12. Date of First Submission SEE BLK 16		14. Distribution			
8. APP Code			11. As of Date	13. Date of Subsequent Submission SEE BLK 16		a. Addressee	b. Copies		
							Draft	Final	
								Reg	Repro
16. REMARKS BLK 4: SUBMITTALS SHALL BE IAW THE REQUIREMENTS CONTAINED IN THE STATEMENT OF WORK. BLKs 10,13&14: DUE WITHIN 15 DAYS AFTER COMPLETION OF EACH TRAINING COURSE IN CONTRACTOR FORMAT OR AS RED-LINED COPIES OF TRAINING MATERIAL. BLK 15: *ONE COPY IS DUE FOR EACH TRAINING COURSE INCLUDING NEGATIVE REPORTS.						NAVFAC SEABEE	*		
						NAVFACCO	0		
						ACO	0		

G. PREPARED BY
E. R. HERD

H. DATE
7/01/98

I. APPROVED BY

J. DATE

DD Form 1423-2, JUN 90

Previous editions are obsolete Page 2 of 2 Pages