

Statement of Work (Sep 16-Sep 17)
Doctrine Programmatic Support

Directorate of Training and Doctrine (DOTD), Doctrine Division
United States Army Aviation Center of Excellence (USAACE)

1.0 Background:

- 1.1 The Doctrine Division and more specifically the Doctrine Branch of DOTD, is responsible for the development, production, and quality control of the Army's aviation doctrine publications and to ensure Army aviation doctrine is correctly integrated into the principles, tactics, techniques, and procedures (TTP) of the other branches as well as joint and multi- service doctrine. Army Doctrine 2015 requires USAACE to create, rewrite, or revise aviation centric publications – work that the DOTD is understaffed to accomplish.

2.0 Requirement: The following tasks will be conducted:

- 2.1 Provide programmatic support to the Directorate of Training and Doctrine. The specific mission for this effort is to provide subject matter expertise (SME) and programmatic support in the areas of doctrine development, training development, training support material, operational evaluation, and current and future scenario development.
- 2.2 Technical support will include development and staffing of briefings, field manuals, and operational procedures in support of the Army Aviation Center of Excellence. Manuals include brigade, battalion, and company doctrine manuals as well as Training Circulars (TC) and Army aviation Army Techniques Publications (ATP). Doctrine products developed as a result may be implemented by the Army. Aviation Rotary Wing Training Programs of Instruction may be revised to reflect this doctrine.
- 2.3 The contractor shall attend selected training events, meetings, site visits, and briefings to collect data and integrate this information into doctrine reviews, development, and the writing of manuals, training circulars, and training materials as required.
- 2.4 Product-related performance reviews and in progress reviews (IPRs) will be conducted quarterly in coordination with the USAACE, DOTD, Doctrine Branch Chief.
- 2.5 The contractor will provide expert technical support for projects and programs within Doctrine Division, DOTD. This support generally will be on-site at DOTD, Fort Rucker, AL, which is a government facility.

2.6 The Government is responsible for review of all materials produced by the contractor for determination of security classification, foreign disclosure, and identification of any publication limitations and/or restrictions, and is thereby the primary review authority.

3.0 Scope:

- 3.1 The contractor, as an independent contractor and not as an agent or employee of the government, shall be required to provide programmatic support services in support of the DOTD in order to support the mandate of Army Doctrine 2015. Specifically, the contractor will provide all the necessary labor and materials to accomplish the sub tasks presented below.

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4.0 Description of Work:

- 4.1 The contractor will perform the following tasks primarily on-site at the DOTD, Fort Rucker, Alabama, or at designated temporary duty locations as coordinated by the COR.
- 4.2 Review and analyze joint doctrine, Army doctrine, multi-service tactics, techniques, and procedures (TTPs), and other branch doctrine for application and accuracy pertaining to Army aviation, and make recommendations for changes or inclusion to Army aviation doctrine as required.
- 4.3 Draft aviation doctrine based on higher order doctrine and analysis of lessons learned to include unclassified and/or classified (secret and below) trends, observation, insight, and lesson (OILs) and references for inclusion in Army aviation doctrine as required.
- 4.4 Review and provide input to Army aviation doctrine literature to ensure its compliance and connectivity with capstone and keystone Army doctrine and joint doctrine.
- 4.5 Create executive summaries, information papers, and briefings to explain and/or justify changes or recommendations in doctrine.
- 4.6 Prepare draft briefings on Army aviation organization, missions, and operations suitable for use in professional military courses.
- 4.7 Maintain a current digital library (will not contain classified data) of aviation publications, Brigade Aviation Element, and other publications deemed useful for Army aviation commanders and staffs for issue to pre-command courses, conferences, or upon special request.
- 4.8 Participate in or support working groups to determine missions and identify supporting collective tasks for Army aviation units and staffs.
- 4.9 Monitor and evaluate Army transformation, ARFORGEN, the Army Campaign Plan, and field lessons learned to propose necessary inclusion into Army aviation doctrine.
- 4.10 Maintain familiarity with the doctrine literature process as stipulated in TRADOC Regulation 25-30 and the TRADOC Doctrinal Literature Program (TRADOC Regulation 25-36).
- 4.11 Maintain contacts with Combined Arms Doctrine Division, Army Publication Directorate, and Army Training Support Command to ensure efficient progress of publications development.
- 4.12 Create, maintain, and track administrative requirements for doctrine publication development.

5.0 Travel:

- 5.1 Contractor travel is anticipated during the performance of this requirement. The contractor may make research and coordination visits as required to the appropriate organizations, centers, operational, and/or support units. These trips may become necessary to conduct the development of stated products. (See Table 1 for projected travel requirements)

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From	To	#of Days	#of Trips	#of People	Purpose
Daleville, AL	Ft. Leavenworth, KS	4	1	1	TRADOC/CADD Doctrine Conference

Table 1. Projected Travel Requirements.

5.2 The contractor must receive pre-approval by the COR prior to any travel under this contract. Locations may change as deemed necessary. Trip reports will be prepared and delivered not later than 5 working days after any required travel to document the observations, insights, and lessons learned from these trips.

6.0 Administrative Support:

- 6.1 The government shall provide office space, office supplies, local and long distance telephone service, computer, operable data jack for phone, printer/copier/fax/scan capability, desktop computer equipment, and internet access during the conduct of on-site support activities. The government will provide network and e-mail services in accordance with AR 25-1, dated 15 Feb 2000, TP6-3(n)7(b) pg 64, to include remote access via Terminal Server Access Control System (TSACS).
- 6.2 The Government will provide the contractor access to all pertinent unclassified and classified open disclosure documents and information, and coordination with Government personnel conducting related work. A SECRET clearance is required to review and analyze joint doctrine, Army doctrine, multi-service tactics, techniques, and procedures (TTPs), and other branch doctrine that may include classified (secret or below) content.

7.0 Deliverables:

- 7.1 All deliverables must meet professional standards and meet the requirements set forth in this statement of work. The contractor will be responsible for promptly delivering all end items specified.
- 7.2 This effort requires the contractor to act on directed tasks and/or specific orders and address multiple requirements, often simultaneously.
- 7.3 Appropriate final products should be provided to DOTD, not less than 30 days prior to the end of the performance period or earlier if progress can be accelerated.

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8.0 Special Considerations:

- 8.1 Contractor work will be performed primarily at a Government facility but will also require some work effort at contract facilities.
- 8.2 Hours of Work. Contractor personnel are expected to conform to customer agency normal operating hours at the government facility.
- 8.3 Place of Performance. Work is to be performed at the following on-site primary location and additional location(s) subject to DOTD request: Building 4507, Joker Street, Fort Rucker, Alabama 36362-5000.

9.0 Security:

- 9.1 The contractor will work at the security classification prescribed by the work required and in accordance with the guidance contained in the basic contract. Work will not exceed the classification level of SECRET. The contractor will observe and comply with all security provisions in effect at each selected site.

10.0 Supervision of Contractor Personnel:

- 10.1 Contractor-supplied personnel are employees of the contractor and under the administrative control and supervision of the contractor. The contractor, through its personnel, shall perform the tasks prescribed herein. The contractor shall select, supervise, and exercise control and direction over its employees under this contract. The contractor shall not supervise, direct, or control the activities of Government personnel or the employee of any other contractor. The Government shall not exercise any supervision or control over the contractor personnel in the performance of contractual services under this order. The contractor is accountable to the Government for the actions of its personnel.

11.0 Standards of Conduct and Restrictions:

- 11.1 The contractor will not:
 - (a) Discuss with unauthorized persons any information obtained in the performance of work under this contract.
 - (b) Conduct business, other than that which is covered by this contract, during periods paid for by the Government.
 - (c) Conduct business not directly related to this contract on Government premises.
 - (d) Use computer systems and/or Government facilities for company or personal business.
 - (e) Recruit on Government premises or otherwise act to disrupt official Government business.

12.0. ANTITERRORISM AND OPERATIONS SECURITY. National Defense Emergencies. In the event of a National Defense Emergency affecting Fort Rucker, the Fort

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Rucker POC will immediately notify the contract POC. At that time, the contractor shall take immediate steps to cease all activities on the installation(s) and will cause all personnel to leave the installation(s) property until notice is given by the installation and Fort Rucker POC that National Defense Emergency conditions are no longer in effect. Fort Rucker will coordinate with the contractor and adjust the milestone schedule accordingly.

12.1. Security. It is the responsibility of the contractor to obtain entrance clearances for all contractor personnel working on DoD installations and facilities. The installation/facilities will honor all reasonable requests for entrance clearances of essential contractor staff members working at installations, conditioned only upon presentation of proper credentials and in conformance with the installation security regulations. The contractor will ensure that all access is conducted in a manner so as to minimize interference with military operations at the installation/facility.

12.2. The contractor will appoint a Facility Security Officer (FSO) to coordinate all background investigations activity with the Defense Security Services (DSS/Industry).

12.3. Favorable National Agency Check with Inquiry (NACI). Fort Rucker requires all contractor personnel working at a DoD facility to have a current favorable National Agency Check with Inquiry (NACI), in accordance with AR 380-67; at a minimum a Background Investigation shall be initiated in Joint Personnel Adjudication System (JPAS).

12.4. For contractors requiring Common Access Card (CAC). Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management. The contractor will appoint a Facility Security Officer (FSO) to coordinate all background investigations activity with the Defense Security Services (DSS/Industry).

12.5. AT Level I Training. This provision/contract text is for contractor employees with an area of performance within an Army-controlled installation, facility, or area. All contractor employees, including subcontractor employees, requiring access to Army installations, facilities, or controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever applies. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee to the COR (or to the contracting officer, if a

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COR is not assigned) within 05 calendar days after completion of training by all employees and subcontractor personnel. AT level 1 awareness training is available at the following website: <http://jko.jten.mil>.

12.6. Access and general protection/security policy and procedures. This standard language is for contractor employees with an area of performance within Army controlled installation, facility, or area. Contractor and all associated sub-contractors employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

12.7. iWATCH Training. This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 05 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award.

12.8. Army Training Certification Tracking System (ATCTS) registration for contractor employees who require access to government information systems. All contractor employees with access to a government information systems must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

12.9. For Contracts That Require OPSEC Training. Per AR 530-1, *Operations Security*, new contractor employees must complete Level I OPSEC training within 30 calendar days of reporting for duty. All contractor employees must complete annual OPSEC awareness training.

12.10. For information assurance (IA)/information technology (IT) training. All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions.

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12.11. Threat Awareness Reporting Program. For all contractors with security clearances. Per AR 381-12 Threat Awareness and Reporting Program (TARP), contractor employees must receive annual TARP training by a CI agent or other trainer as specified in 2-4b of AR 381-12.

12.12. The contractor shall comply with all applicable Department of Defense (DOD) security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. All contract employees must adhere to the Fort Rucker guidelines for Security, Force Protection, Information Disclosure, and Conduct.

13.0 Period of Performance:

13.1 Period of performance is 28 September 2016 through 29 September 2017 or one year from acceptance and award.

14.0 Administrative Considerations:

14.1 Contracting Officer's Representative.

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14.2 Data entry into the Contractor Manpower Reporting Application (CMRA) is required.