

**PERFORMANCE WORK STATEMENT (PWS)
"TRAINING/SUPPORT SERVICES FOR THE
OFFICE OF SECURE TRANSPORTATION"
DE-AM04-03AL67577**

JULY 26, 2002 (Revised February 19, 2003)

1.0 INTRODUCTION

The U.S. Department of Energy (DOE), National Nuclear Security Administration (NNSA), Albuquerque Operations Office (DOE/AL) requires support services for a range of para-military training, curriculum development, logistical and property management, transportation of critical OST equipment, and other related technical support services for the Office of Secure Transportation (OST).

2.0 BACKGROUND

The DOE oversees the operation of a number of facilities in the continental United States, which produce, store, or handle significant quantities of nuclear materials. The OST is responsible for the safe and secure transport of nuclear weapons, special nuclear materials, and weapons components between production facilities and Department of Defense facilities via surface and air modes of transportation by Federal Agents. These transportation operations are made in government owned over-the-road tractor-trailers and escort vehicles and transport aircraft, with high-level security by OST Federal Agents. The OST employs approximately 420 Federal Agents at three Federal Agent Facility locations: Albuquerque, New Mexico; Amarillo, Texas; and Oak Ridge, Tennessee.

The OST Transportation, Training and Business Operations Division (TTBOD) is responsible for the technical and specialized training of the Federal Agents and certain training program support functions, as well as the validation of operational effectiveness through the Secure Transportation Training Center (TSTC) located at Fort Chaffee, Arkansas. The TSTC was established for the purpose of providing entry level, intermediate, advanced, and continuation training necessary to counter and defeat any threat to the nuclear weapons materials entrusted to the custody of the Federal Agents. Since its establishment, the TSTC has evolved into a sophisticated, full-scale training academy, which provides continuing specialized and state-of-the-art training techniques for the agent force. The Fort Chaffee location also serves as the Central Supply Point for the logistical support of the Agent Facilities and other dispersed training locations. The training curricula includes such subjects as Tractor/Trailer Driving, Specialized Counter-Terrorism Driving, Intelligence, Counter-Intelligence, Firearms, Operational Readiness, Use of Force, Law Enforcement, Tactics, Close Quarter Battle, Leadership/Management, Field Medical, as well as Specialized Operations training.

Additionally, OST utilizes contractor transportation personnel to pickup, transport, and deliver critical mission related equipment, training equipment to support JTX and ORT activities to various locations throughout the CONUS in support of the OST mission.

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3.0 SCOPE

3.1 Types of Services

The contractor shall, in accordance with the provisions of this contract, support the OST in:

- Curricula development
- Training Plans and programs
- Logistics
- Property management
- Munitions support
- Shipping and receiving
- Surface to air movement of material and equipment in support of training
- Utilities
- Transportation of critical mission related and training equipment

3.2 Summary of Training

The contractor must be prepared to provide and support the following training programs at the TSTC at Fort Chaffee, Arkansas, and other remote locations through the country, but are not limited to:

- Sixteen to eighteen weeks of Agent Candidate Training (ACT)
- Joint Testing Exercises (JTX): One per year, as units are added may be four week deployments)
- Seven weeks of performance tactical training, including a one week pilot and six one week classes
- Seven weeks of live-fire performance training, including a one-week pilot and six one week classes
- Seven weeks of advanced tactical escort, security, and counter-terrorist driving, including a one week pilot and six one week classes
- Recurrent and concurrent training courses
- ORT: A performance-based recurrent six-week tactical and operations training program for OST Federal Agents conducted six times a year. This training will be conducted concurrently with other training programs.
- Sustainment Training: A (5-10 Day) recurrent tactical and operational training program tailored to specific unit mission requirements conducted concurrently with other training programs.
- Special Response Force (SRF) Training: This training is designed to certify Federal Agents in SRF skill sets comparable to DOE Security Police Officer (SPO) III levels. The training consists of (2) Basic SRF classes and (6) advanced classes. This includes

three weeks of training including live fire shoot house, live fire range activities, Dye Marker Cartridge and MILES force-on-force training, and classroom presentations.

3.3 Resources

3.3.1 Contractor-Furnished Resources

The contractor must provide all of the personnel, facilities, equipment and material required to perform the work under this contract except for that which is identified as being furnished by the Government.

3.3.2 Government-Furnished Resources

The government will provide computer equipment, software, and support required to perform the work under this contract.

3.4 Location of Performance

The work to be performed under this contract shall be performed primarily at the OST facilities in Albuquerque, New Mexico and Ft. Chaffee, Arkansas. The contractor will be required to support OST by conducting the above activities at the following sites:

- Amarillo, Texas
- Oak Ridge, Tennessee
- Fort Chaffee, Arkansas
- Other satellite or remote training and exercises (e.g., Joint Training Exercise) sites as identified and directed.

Additionally, the transportation support element work will be conducted throughout the CONUS *as directed by OST*.

4.0 APPLICABLE DOCUMENTS

The contractor shall provide support services to OST in accordance with the documents identified in Section H028 of the contract, OST policies, OST Lesson Plan Master Listing, and TTBOD Procedures.

4.1 Tasks/Performance Objectives

Performance requirements are identified for each Task Area in this contract and are expressed in the following manner:

Each performance requirement will contain the following three elements. In each case, when taken together, these elements constitute a performance requirement.

- Performance Objective – Statement of the outcome or results expected in a specific task area

- Performance Measures – The critical few characteristics or aspects of achieving the objective that will be monitored by the government; those things that the government will be gathering data about. Each objective may have one or more measures. (These measures will be dependent on the actual tasking issued by the Task Monitor, Program Manager or COR. The Task Area will identify a list of measures for each objective from which the Task Monitor, Program Manager, or COR will select one or more measures for the specific tasks that are issued)
- Performance Expectations – The targeted level or range of levels of performance for each performance measure. If no expectation is identified, the Task Monitor, Program Manager or COR will identify the expectations for each measure and incorporate them in the specific tasking.

4.2 SUB-SERVICE AREA - QUALITY ASSURANCE PROGRAM

Performance Objective No.4.2.a - The contractor must maintain a Quality Assurance Program in accordance with applicable DOE and OST guidelines.

Performance Measures

- a) Quality of Quality Assurance Program
- b) Compliance with DOE and OST guidelines
- c) Cost Control

Performance Expectations

- Meet or exceed program requirements
- 100%
- Within 3% of cost estimate

4.3 SUB-SERVICE AREA - DELIVERABLES

Performance Objective No. 4.3.a - The contractor must provide deliverables in accordance with the Reporting Requirements Checklist.

Performance Measures

- a) Quality of deliverables
- b) Timeliness
- c) Cost Control

Performance Expectations

- Meet or exceed requirements
- Within 99% on time
- Within 3% of cost estimate

5.0 SERVICE AREAS - TECHNICAL REQUIREMENTS

5.1 SERVICE AREA - TRAINING PROGRAMS SUPPORT

Performance Objective No. 5.1.a - Through the use of resident and/or adjunct faculty members, and as determined by the OST Program Manager and Contracting Officer's Representative (COR), the contractor must assist in the analysis; design; development; implementation; and evaluation (See Glossary for definitions) of Federal Agent training programs in the following core area subjects:

- Tractor/Trailer Driving
- Specialized Counter-Terrorism Driving
- Intelligence
- Counter-Intelligence
- Firearms
- Use of Force
- Law Enforcement
- Tactics
- Operational Readiness
- Leadership/Management
- Field Medical
- Special Operations training and support.

The specific types of training programs include, but are not limited to, the following:

OPERATIONAL READINESS TRAINING (ORT): ORT is designed as a progressive and systematic recurrent training program for OST Federal Agents requiring continual performance training of operations, tactical, advanced driving, intelligence, counter-intelligence, field medical casualty care, advanced firearms, and other special operations skills. Training may be conducted at the Ft. Chaffee campus or other remote training sites throughout the country.

JOINT TESTING EXERCISES: A Joint Testing Exercise is a force-on-force field training exercise conducted with Federal Agents and representatives from other governmental agencies. The exercise consists of 10-15 scenarios developed to evaluate the postulated hostile and non-hostile emergencies. Information gathered during this exercise is used as input to validate safeguards and security systems.

AGENT CANDIDATE TRAINING (ACT): ACT (also known as agent Recruit training) consists of 16-18 weeks of basic firearms, driving and specialized training courses. The Lesson Plan Master Listing contains the listing for the specific type courses.

SPECIAL RESPONSE FORCE (SRF) TRAINING: This training is designed to certify Federal Agents in SRF skill sets comparable to DOE Security Police Officer (SPO) III levels. The training consists of (2) Basic SRF classes and (6) advanced classes. This includes three weeks of training including live fire shoot house, live fire range activities, Dye Marker Cartridge and MILES force-on-force training, and classroom presentations. Specific courses are listed in the Lesson Plan Master Listing. The SRF Basic Course, as well as maintenance and refresher Training, support of semi-annual qualifications, and advanced training programs, involve the use of both remote training sites and the Ft. Chaffee campus. Specialized instructor skills and certifications are required for participation in these programs.

SUSTAINMENT TRAINING: Sustainment Training is a recurrent and comprehensive, training program designed to maintain the Federal Agent capabilities developed during ORT. The program is organized into training packages that may include, but are not limited to, firearms, driving, and tactical training. This is an OST program implemented concurrently with ORT. This training is accomplished at the duty station or at deployed sites throughout the country.

SPECIALIZED TRAINING: These courses are mission-oriented courses specific in nature and scope, and designed to augment ORT, Sustainment, Special Operations, or career development programs.

SPECIAL TECHNICAL EFFECTS and TRAINING AIDS: The contractor must provide "special effects" services including technical data and operations support. This includes replication of threat systems, characteristics and identifying tactics, techniques, and procedures, Battlefield Simulation, pyrotechnics, terrain models, maps, mock-ups, and graphics.

Performance Measures

- a) Quality of Training Support
 - 1) Quality of training material
 - 2) Quality of Instructors
 - 3) Quality of instruction/conduct of classes
- b) Completeness of Support
- c) Timeliness
- d) Cost Control

Performance Expectations

Meet or Exceed baseline materials
Meet minimum qualifications and staff consistent with program requirements
Meet minimum qualifications; consistent with program requirements
100% of assigned tasks completed
Completion of tasks within 99% of time agreed to in Task Assignments
Tasks completed within 3% of agreed to cost estimate

Performance Objective No. 5.1.b. - As directed by the OST Program Manager and COR, the contractor must also develop and periodically update support and training plans and/or programs that address, at a minimum, but not limited to, the following TTBOD Standard Operating Procedures:

- Identification of personnel, including their area of responsibilities and authority
- Scenario development
- Logistical support plans
- Operations plans
- Memorandums of Understanding & Agreements
- Execution plans and
- Technical support plans
- Standard Operating Procedures
- Deployment Plans

Performance Measures

- a) Quality of Updated support plans
- b) Timeliness
- c) Cost Control

Performance Expectations

Meet or exceed baseline support plans
(Examples)
Within 99% of time agreed to in Task Assignments
Within 3% of cost estimates in Task Assignments

5.1.2 SUB-SERVICE AREA – MISSION RELATED WORK FOR OTHER GOVERNMENT AGENCIES

Performance Objective No. 5.1.2.a - The Contractor shall perform a full range of mission related services for other government agencies consistent with the Economy Act and overlapping government missions. This may include providing other facilities, equipment, training, and technical support necessary to other Government agencies, who are tasked with responsibilities associated with technology-supported learning, and nonproliferation and national security initiatives which may include threats connected with weapons of mass destruction, critical infrastructures operating systems, and terrorism, both domestically and internationally.

The Contractor shall provide administrative, logistical support and operational oversight of training activities to ensure the safe operation of DOE facilities and equipment in accordance with established memoranda of understanding [Refer to the Economy Act of 1932, as amended (31 U.S.C. 1535) and FAR 17.5].

Other government agencies may require foreign student (foreign visit and assignment approval), housing/feeding, and transportation and ancillary tours.

Performance Measures

- a) Quality of Support (Annual customer performance assessment for compliance with task assignments)
- b) Timeliness of Support
- c) Cost control

Performance Expectations

- Meet or exceed program requirements
- Within 99% of time agreed to in Task Assignments
- Within 3% of cost estimate

5.2. SERVICE AREA - LOGISTICAL SUPPORT OF DIVISION PROGRAMS

5.2.1. SUB-SERVICE AREA - LOGISTICAL SUPPORT

Performance Objective No. 5.2-1.a - The contractor must provide and/or arrange for the following logistic support to ensure the quality, on-time delivery and cost-effectiveness of training:

- Firing Range and/or Facilities
- Training venues
- Training aids
- Training area imagery
- Maps
- Equipment
- Utilities

Performance Measures

- a) Quality of Support
- b) Timeliness of Support
- c) Cost control

Performance Expectations

- Meet or exceed program requirements
- Within 99% of time agreed to in Task Assignments
- Within 3% of cost estimate

Performance Objective No. 5.2-1.b - The contractor must provide temporary labor, and must coordinate logistical support with other contractors, Federal, state, and local agencies, at the TSTC and Satellite Training Areas (STAs) to ensure the quality, on-time delivery and cost-effectiveness of the training.

Performance Measures

- a) Quality of Temporary Labor
- b) Timeliness of Providing Temporary Labor
- c) Cost control of temp labor
- d) Quality coordination
 - 1) Coordination with correct organizations
 - 2) Timeliness of Coordination

Performance Expectations

- Meet or exceed program requirements
- Within 99% of time agreed to in Task Assignments
- Within 3% of cost estimates in Task Assignments
- Meet or exceed program requirements
- Within 99% of time agreed to in Task Assignments

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Performance Objective No. 5.2.1.c - The contractor must accomplish the following:

- Develop and maintain current property inventory lists
- Develop and maintain operability status reports
- Maintain stock level availability
- Reorder of stock
- Transfer documentation
- Prepare disposal reports
- Issue receipts or other documentation pertaining to the status of Government furnished property
- Provide required reports in accordance with the Reporting Requirements Checklist (RRC).

Performance Measures

- a) Quality of support services
- b) Timeliness
- c) Cost Control

Performance Expectations

Meet or exceed program requirements
Within 99% of time requested or agreed to in Task Assignment
Within 3% of cost estimate

Performance Objective No. 5.2.1.d - The contractor must account for all personnel property in accordance with applicable Federal Regulations, including performing annual personal property inventories.

Performance Measures

- a) Personnel property accounted for
- b) Annual Inventory completed

Performance Expectations

100%
100%

5.2.1.e. SUB-SERVICE AREA – TRAINING VENUES

Performance Objective No. 5.2.1.e - The contractor must plan for, manage, provide and track maintenance of firing ranges, Satellite Training Areas (STAs), and other training areas as required, and ensure other equipment is maintained for safe and efficient use in accordance with accepted industry standards.

Performance Measures

- a) Maintenance conducted as required
- b) Timeliness of maintenance
- c) Cost Control

Performance Expectations

100%
within 99% of time requested or agreed to in Task Assignments
Within 3% of cost estimate agreed to in Task Assignments

5.2.1.f. SUB-SERVICE AREA - EQUIPMENT OPERATORS REQUIREMENTS

Performance Objective No. 5.2.1.f - The contractor must provide equipment operators for the operations of the following equipment to ensure use of the equipment to support training program needs:

- Forklifts
- All-terrain vehicles
- Fleet tractor/trailers
- Other specialized equipment required to transport equipment and resources within OST and STAs.

The equipment operators must comply with applicable Federal, state and local laws and regulations, and DOE directives.

<u>Performance Measures</u>	<u>Performance Expectations</u>
a) Equipment support for training program	100%
b) Equipment operators comply with laws, regulations and directives	100%

5.2.2 SUB-SERVICE AREA - ARMORER PERSONNEL

Performance Objective No. 5.2.2.a - The contractor must provide the following armorer support services at the TSTC, training venues, and Federal Agent Commands:

- Operational inspection, certification and preventive/remedial maintenance of firearms
- Maintenance, accountability, control, storage, and inventory of spare parts and supporting OST in the annual OST firearms and munitions inspections.

The Contractor must provide certified armorers at the TSTC and each of the Federal Agent Sections capable of meeting DOE requirements for duty weapons. The contractor must ensure that these armorers comply with applicable Federal, state, local laws, and DOE directives that govern the use, operation, security, storage, and transportation of firearms, munitions, and related equipment.

<u>Performance Measures</u>	<u>Performance Expectations</u>
a) Quality of armorer services	
1) Quality of inspections, certifications, and maintenance of firearms	Meet or exceed program requirements
2) Quality of spare parts support services	100%
b) All armorers certified	100%
c) Compliance with laws, directives	100%

5.2.3 SUB-SERVICE AREA - SHIPPING, RECEIVING, AND STORAGE OF EQUIPMENT

Performance Objective No. 5.2.3.a. - The contractor must ship, receive, and provide interim storage of equipment to support the training program. The equipment will include, but not limited to, firearms, munitions, and other required equipment for OST at AL and Ft. Chaffee, AR, and other areas as required including each of the Federal Agent Commands.

<u>Performance Measures</u>	<u>Performance Expectations</u>
a) Quality of shipping, receiving and storage	Meet or exceed program requirements
b) Timeliness	Within 99% of time agreed to in Task Assignments
c) Cost Control	Within 3% of cost estimate agreed to in Task Assignments

5.2.4. SUB-SERVICE AREA - LEARNING RESOURCE CENTER

Performance Objective No. 5.2.4.a.- The contractor must develop and maintain the OST Learning Resource Center per the Training Approval Program (TAP) and other training requirements.

<u>Performance Measures</u>	<u>Performance Expectations</u>
a) Quality of Resource Center	100% Compliance with TAP and other training requirements

5.3. SERVICE AREA - OST PROPERTY MANAGEMENT PROGRAM

Performance Objective No. 5.3.a. - The contractor must provide support in developing, implementing, assessing, and maintaining the OST Property Management Program to ensure compliance with applicable DOE directives and Standard Operating Procedures.

<u>Performance Measures</u>	<u>Performance Expectations</u>
a) Quality of OST Property Management Program	
1) Meet OST needs	100%
2) Comply with directives and SOPs management systems.	100%

5.4. SERVICE AREA - TRANSPORTATION SUPPORT OF CRITICAL MISSION AND TRAINING EQUIPMENT

Performance Objective No.5.4.a. – The contractor *may be tasked* to provide armed and unarmed transportation support to the OST that is safe, timely, cost effective and

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compliant with all DOT, DOE/NNSA, OST and other federal, state, tribal, and local regulations.

Performance Measures

- a) Quality of Transportation Support Program
 - 1) Meet OST needs
 - 2) Comply with directives and SOPs and management systems.
- b) Timeliness of Support
- c) Compliance with DOE/NNSA, OST, DOT state, tribal and local guidelines and regulations
- d) Cost Control

Performance Expectations

- Meet or exceed program requirements
100%
- Meet or exceed time requirements or agreed to assignments.
100%
- Within 3% of cost estimate agreed to in task assignments.

GLOSSARY

ANALYSIS: The contractor must identify training requirements through formal analysis of current legal and regulatory requirements, survey DOE/NNSA requirements, needs assessments, job analyses, task analyses, user survey/critiques from training and vulnerability assessments.

DESIGN: The contractor must design courses to include establishing program/course prerequisites, writing learning objectives, establishing evaluation standards, and identifying measures of training effectiveness.

DEVELOPMENT: The contractor must develop course material such as a course chart, instructional techniques for the subject/skill, lesson plans and/or practical applications, instructional materials, and acquire training equipment.

IMPLEMENTATION: The contractor must implement courses by identifying training periods, conducting or presenting the training, evaluating the training in progress, and documenting training results for both trainees and the training staff.

EVALUATION: The contractor must evaluate the training/exercise in progress, validate management feedback, student evaluations, and instructor evaluations, and participate in formal inspection programs. The results of these evaluations will be used to influence ongoing analysis and development activities to continuously improve the training program.