PERFORMANCE WORK STATEMENT (PWS)
FOR
CATHOLIC RELIGIOUS SUPPORT CONTRACT:
Priest, Religious Education Coordinator, and Music Director/Musician
For
22 ARW CHAPEL
MCCONNELL AFB, KANSAS
Effective 01 October 2027

1.0 Background Information

1.1. The Mission of the Chaplain Corps at McConnell AFB is to provide spiritual care and ensure all Airmen and their families have opportunities to exercise their constitutional right to the free exercise of religion. This is achieved through the Chaplain Corps' Core Capabilities:
a) Advise Leadership – inform Air Force leaders on matters related to religious, spiritual, ethical, moral, and morale concerns and advocate for the religious and spiritual needs of Airmen and their families.
b) Spiritual Care – meeting the diverse spiritual needs of Airmen and their families.

1.2. **Religious Support Teams.** The Air Force Chaplain Corps is a highly diversified, multicultural, and multidenominational community focused on the free exercise of religion for Airmen, their families, and other authorized personnel. Our ranks include officer, enlisted and civilian personnel working at tactical, operational, and strategic levels. Religious Support Teams (RSTs) consist of a Chaplain and a Religious Affairs Airman who focus on caring for warriors and their families.

1.3. **Contractor Support of the Chaplain Corps Mission.** Contractors provide for the fulfillment of the Chaplain Corps mission by supporting the delivery of religious rites, practices, and education to the McConnell AFB community. Specifically, the Government requires priests, music directors,/musicians, and religious education coordinators to satisfy the direct mission requirements outlined in DAFI 52-105, attachment 2.

2.0 General Information

2.1. This is a non-personal services contract to provide Catholic Religious Support for the 22d Air Refueling Wing Chapel. The government will not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who is responsible to the Government.

2.2. The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform the Chapel Support Services as defined in this performance work statement (PWS) except for those items specified as Government-furnished property (GFP) and services. The Contractor shall perform to the standards in this contract.

2.3. **Contractor Identification.** All Contractor personnel shall wear contractor-issued badges

showing their company name and role. Contractor employees shall identify themselves as being a Contractor when communicating verbally or written, attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties (e.g., clients, vendors, customers, public contacts, etc.) to avoid creating an impression they are Government officials. No badge needs to be worn while performing religious functions to the public. Contractors shall provide subcontractor personnel with an appropriate badge.

a. Security Requirements. The contractor shall comply with all requirements and procedures IAW FAR 5352.242-9000, Contractor Access to Air Force Installations included herein. All contractor employees shall carry contractor photo identification at all times. Contractor employees shall comply with any base security measures implemented at all times, to include, but not limited to, vehicle and goods searches and identification checks during times of increased security.

b. Contractor/Employee Base Pass and Identification, Special Clearances and Vehicle Entry. Strict security and personnel access control is enforced at MAFB. All employees desiring access must be identity proofed and vetted. All Contractors and sub-contractors must pass a Criminal History Report Inquiry [CHRI] through National Crime Information Center [NCIC], National Law Enforcement Telecommunication System [NLETS], state and local law enforcement databases. All documentation shall be submitted at the preperformance conference.

c. The primary contractor will ensure all employees are U.S. citizens or possess proper credentials allowing them to work in the United States. The use of EVerify is mandatory IAW E.O 12989. Identification required for identity proofing is as follows but not limited to:

(a) United States Passport
(b) Permanent Registration Card/Alien Registration Receipt Card [Fm I-551]
(c) Foreign Passport with a temporary [I-551] stamp or temporary [Fm I-551] printed notation on machine readable immigrant visa
(d) Employment authorization document that contains a photograph [Fm I-766]
(e) Current /Valid REAL ID compliant Driver's License
(f) Identification card issued by federal, State or Local Government
(g) Social Security Card

d. Employees will be identity proofed and vetted each time a pass/credential is issued. Security Forces may conduct random screenings at any time; if, disqualifying information as prescribed in DoD, Air Force, or local directives is found, employees may denied access.
The Contracting Officer/Contract Administrator (CO/CA) will be notified of the denial. Due to mandates of 5 USC 552a (b) (3) as related to Privacy Act 1974 as amended the information can only be discussed with the employee and will not be expressed outside of law enforcement. Employees requesting to contest denial of installation access or requesting a waiver/exception to policy must submit a written rebuttal /request to the Commander, 22 SFS/CC, through

22 SFS/S5, Attention: Chief, Visitor and Area Access Control, 22SFS/S5P, 52802 Kansas St, Bldg. 1169, McConnell AFB KS 67221-3716.

e. Those employees that are foreign nationals must present the (2) of aforementioned identity documents upon issue. Foreign passports with a current arrival-departure record (Form I-94) bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if it authorizes the alien to work for the employer. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Please allow an additional 5 days to process.

f. The contractor shall not be entitled to any compensation for delays or expenses associated with complying with the provision of this clause. Furthermore, nothing in this clause shall excuse the contractor from proceeding with the contract as required.

g. The application for a pass/credential if driving must be accompanied by a valid REAL ID compliant driver's license, state vehicle registration and proof of insurance. Contractor vehicles and equipment may be escorted during exercise operations and may be rendered immobile when not in operation by the removal of ignition keys or by other readily reversible means. All contractor vehicles are subject to search prior to entering and exiting the base and while on the base. Contract personnel are subject to random personal and vehicle searches. If contract personnel refuse to be searched, they will be denied entry to the base. Denial of entry to personnel who refuse to be searched, or detention of personnel found to be in possession of contraband or weapons may result in loss of base driving privileges, debarment from the base, or other administrative or criminal actions.

h. Base Access Credentials. The Contractor shall submit a request to the (CO/CA), containing all mandatory information on each employee as indicated in sub-paragraph 3a. et seq. below to 22 SFS/S-5PV via encrypted e-mail on each employee or sub-contract employee requiring access to the base. The information submitted will be reviewed and signed by personnel authorized to submit and sign as sponsors. A formatted Contractor/Vendor Access Request/Authorization Template (CVARAT) will be provided upon request for ease of information submission. We highly recommend you utilize the CVARAT. For the protection of the personal information, Registration officials provide this secure website for contractors to use, https://safe.amrdec.army.mil/safe/Welcome.aspx. This website will allow you to create an encrypted email that can be forwarded to the Government sponsor. The following information must be submitted with each request for access (subparagraphs a.-v)

(a) Complete name as it appears on identification (last, first, middle initial)
(b) Complete address; (Street, Apt number, City, state, Zip)
(c) Social Security Number
(d) Date of Birth
(e) Driver's license or identification number & issuing authority
(f) Company or vendor name
(g) Company address, phone number
(h) Base job phone number
(i) Are you a sub-contractor or vendor?
(j) Prime contractor's name (if a sub-contractor)
(k) Prime contract number
(l) Sponsoring Unit
(m)Authorized Point of Contact [CA/COR] rank, name and duty phone
(n) Contract for or type of service
(o) Location of work
(p) Start and end dates
(q) Days and times access is required
(r) E-Verify case number (If this employee is working under Federal contract, IAW Executive Order 12989, 11 June 2008, employment eligibility has been electronically verified in E-Verify.)
(s) Is the employee a U.S. citizen? [If no, the employee must provide all supporting documents. Names must match on all IDs and form(s) provided].
(t) Is the individual going to be designated to sponsor passes Not applicable to Foreign Nationals)?
(u) Does the individual require access to the Industrial Maintenance Complex [IMC, inside the fence line] ?
(v) Does the individual require Mission essential base access? [Must be listed in the 22 ARW Mission Assurance Plan]

i. The Government sponsor will verify the information and forward the required employee information via encrypted email to the Issuance Office, 22SFS.S5PV@us.af.mil. Incomplete information will result in requests not being processed and will be returned to the (CO/CA). Processing the requests will be accomplished within five business days, 10 business days for foreign nationals. Upon completion of processing, the Government sponsor will be notified by the issuing official via confirmation email with instructions for the approved employee(s) to proceed to the Contracting Identification Office at the Visitor Center, Building 169. Hours of operation for credential issuing are 0700-1545, M-F. This must be accomplished within 45 days of approval. The request must be resubmitted for processing if the credential is not issued within 45 days of notification. The applicant will be issued a Defense Biometric Identification System Access Credential (DAC) for the duration of the contract period, not to exceed 363 days. Contractors will not be able to receive passes once submitted for processing. DACs will be renewed annually after a current criminal history check has been conducted. In the event of loss or the credential is stolen the employee must report this to the Contract Administrator. The Contract Administrator will notify the Contractor I.D. office, (316) 759-1781 during duty hours, or the 22d Security Forces Base Defense Operations Center,

(316) 759-3976/3978 during non-duty hours. A new request and a Lost Badge letter must be submitted for a replacement credential by the Contract Administrator.
Contractors working longer than 30 days will be required to submit a credential request. Temporary employees can be issued passes in 10 day increments not to exceed 30 days. The CO/CA and contractor should consider which is in the best interest of contract completion which request is submitted. Once again, credentials and/or passes will not be issued to personnel who are waiting for the processing. All personnel issued DACs must display their credential(s) on the front of their outermost garment, on the upper torso, while working on MAFB unless unsafe to do so, while working. Paper passes must be readily available upon request by either CO/CA or Security Forces. The ID allows movement for the issued employee to and from work sites only. Use by any persons other than the issued employee is strictly prohibited and will result in the employee(s) immediate removal from the installation along with seizure of all government controlled IDs. Further this is punishable under multiple federal, state and local laws. The ID does not authorize entry/access to restricted areas.
Contractors/vendors who need access into a restricted area must be escorted IAW all provisions in DAFI 31-101, Integrated Defense.
Credentials and associated access cards are property of the U.S. Government. The contractor and the CO/CA are jointly responsible for ensuring that all credentials and other forms issued by MAFB are returned after completion of the contract or should an employee no longer work for the contactor/subcontractor. Failure to return all credentials may result in installation barment and or hold of final payment. Items may be returned in person at either office or by mail to 22 SFS/S5P, 52802 Kansas St, Bldg. 169, McConnell, AFB, KS 67221-3716 ATTN: Chief, Visitor & Area Access Control.

j. Antiterrorism Awareness. Contractors should be familiar with and in compliance with all local security procedures that govern their access to the base or installation. Contractors should anticipate they may have to accommodate random schedules, access and/or search requirements and changes in the local threat level. During heightened Force Protection conditions (FPCON) contractor personnel may be directed to enter the installation through designated access points and only at specified times so that they can be identified and searched. The FPCONs are as follows:
ALPHA: expect random vehicle checks and increased crime prevention efforts.
BRAVO: expect to see closer inspection of vehicles and deliveries, ID checks, and a greater presence of guards on McConnell AFB.
CHARLIE: expect rigorous efforts to inspect vehicles and facilities; you may be required to evacuate McConnell AFB, or you will not be allowed on-base without escort.
DELTA: If on-base, follow Security Forces instructions. You may be directed to evacuate or seek shelter. If off-base, you may be denied access until the incident has been taken care of.
Additional security measures will delay and interrupt normal routines.

k. In general, contractors providing goods and services during elevated FPCONs,

or in areas with mission critical personnel, equipment, and facilities should anticipate additional security and AT requirements. All contractor employees shall be offered AT Awareness training through the requesting unit's Antiterrorism Officer (ATO) or Antiterrorism Program Manager (ATPM) as stipulated below:
(a) Initial Training. Each contractor employee must receive a localized Antiterrorism Awareness briefing. Additionally, the CO/CA will be provided with the Contractor/Vendor Security requirements Handbook digitally as well as approved AT Level 1 information [pamphlets] and general presentations will be provided by the government.
(b) Documentation and tracking of training will be accomplished by the CO/CA. Documentation will be available to 22 SFS/S5XM (Mission Assurance) for inspection upon request. It is important that all training be recorded in a method easily accessible, transportable and inclusive of the information briefed.

2.4. **Dress code.** Contractor personnel shall be professional in appearance and suitable for the occasion and the environment. In support of the performance of some PWS requirements, Contractor employees may be required to dress business professional (e.g., funerals, special services, formal USAFA events).

2.5. **Contracting Officer Representative (COR).** The Government will evaluate the Contractor's performance under this contract. The COR will be appointed by the Contracting Officer (CO) and shall have the authority to monitor contract performance and to inspect and accept services. The COR will rely on the lead faith group chaplains as subject matter experts to verify services are rendered according to the PWS. The lead faith group chaplain shall not provide direct task direction to contractor employees; all performance direction flows through the COR to the Contractor.

2.6. **Threats to General Well Being.** The Government reserves the right to direct the removal of Contractor personnel for misconduct, security reasons, or failure to meet program requirements. This action does not relieve the Contractor from total performance of the program tasks specified herein.

2.7. **Hiring of U.S. Government Employees.** The Contractor shall not employ any person who is an employee of the U.S. Government if employing that person would create a conflict of interest, or the appearance of a conflict of interest. The Contractor shall comply with the Joint Ethics Regulation (JER) concerning the employment of current and/or former Government employees. The Contractor shall not employ any person who is an employee of the Department of the Air Force (DAF), either military or civilian, unless such person seeks and receives proper approval. The Contractor shall not employ any person who is an employee of the DAF if such employment would be contrary to the policies in AFI 64-106, Air Force Industrial Labor Relations Activities, Paragraph 3. The Contractor is prohibited from employing off-duty Government COR(s) who are managing any contracts or subcontracts awarded to the Contractor. The abrupt absence of any Contractor personnel does not at any time constitute an excuse for nonperformance under this contract.

2.8. Organizational Conflict of Interest (OCI). In accordance with (IAW) the contract, the Contractor shall identify and mitigate any known or perceived OCI issues under this contract.

2.9. Adverse Weather Conditions. The Contractor shall coordinate with the COR concerning performance of PWS requirements during adverse weather conditions. Delayed reporting or early release (for Government employees) does not relieve the Contractor of PWS performance especially during events such as worship service unless access to the installation is denied by competent authority.

2.10. Work Environment. Missions are frequently interrupted by base exercises or actual ongoing base security events. If Contract personnel are on the installation during an exercise, the Contractor personnel shall comply with installation force protection and safety instructions but shall not perform military duties and shall not be subject to military command.

2.11. Incident/Mishap Reporting. In the event of a safety incident or mishap, Contractor personnel shall take reasonable and prudent action to establish control of the scene, prevent further damage to persons or property, and to preserve evidence until released by the investigative authority. The Contractor shall immediately report the incident to the COR and Active-Duty Chapel personnel such as Wing Chaplain, Deputy Wing Chaplain, or lead faith group chaplain. If the Government elects to investigate, the Contractor shall cooperate fully and assist Government personnel until the investigation is completed.

2.12. Emergency. Police, Medical, and Fire can be reached by calling 911. Caller will reach Emergency dispatcher and needs to identify that they are located on McConnell AFB.

2.13. Fire Prevention and Protection. Base fire prevention personnel will make periodic Government-provided facility inspections for regulation compliance.

2.14. Custodial Services. The Government will provide custodial services for occupied Government-provided facilities at the same level provided to Government employees. All other services shall be the responsibility of the Contractor.

2.15. Maintaining Clean Work Areas. The Contractor shall ensure all work areas assigned under the PWS are neat, clean, and maintained at all times. The Contractor shall immediately report any facility and safety discrepancies to the Government.

2.16. Refuse Collection. The Government will make available refuse collection and disposal services for the Contractor at Government expense in direct support of the PWS. Emptying of individual trash receptacles into Government-provided dumpsters is the responsibility of Contractor employees. Dumpsters are available for Contractor use for the disposal of items. The Contractor shall follow guidelines established by the Base regarding proper disposal of refuse. The Contractor shall not dump prohibited items in dumpsters. The Contractor shall comply with all base-recycling programs.

2.17. Network Access. The Government will provide official use only network internet and intranet access through the Government network for approved systems and workstations if required for accomplishment of work in support of this PWS. Network access for Contractor employees require a common access card (CAC) provided by the Government.

2.18. Controlled Unclassified Information (CUI) Material. If the Contractor determines unauthorized personnel have access to CUI material, the contract manager shall immediately notify the COR and cooperate fully with any investigation. The Contractor shall comply with DoD Manual 5400.07, Freedom of Information Act (FOIA) Program. This regulation establishes policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding CUI material.

2.19. Telephone Services. The Government will provide local and Defense Switched Network (DSN) telephone service. The Government will provide all maintenance service on Government-provided phone lines and instruments and will relocate subject service when the relocation is approved by the Government. Government provided telephone service shall be used for official calls necessary in the performance of the PWS. The COR may grant the Contractor access to Government long-distance service. The Contractor shall provide his or her own non-Government telephone service through off-base switching equipment for personal or unofficial business.

2.20. Contractor or Personal-Furnished Vehicles. The Contractor shall furnish all vehicles required to perform the services identified in this PWS. If the lead faith group chaplain determines a Government Owned Vehicle (GOV) is required for a program or event, the Contractor is required to ensure users can meet the requirements to request, pick-up, use, and return GOV.

2.21. Information Resources. The Government will provide access to Government staff and information pertinent for this contract. The Government will provide the Contractor with copies of, or access to, all required directives, publications, and documents. All documentation provided to the Contractor shall remain the property of the Government and shall be returned upon completion of this contract.

2.22. Ancillary Training. If applicable, the Contractor shall be required to accomplish initial and annual Government provided Computer Based Training (CBT) to include Information Protection, Information Assurance, Anti-terrorism, OPSEC, COMSEC, FPCON, Records Management, Controlled Unclassified Information, and other training as identified and provided by the Government.

2.23. Data Rights. The Government has unlimited rights to all routine business/administrative deliverables. The Government does not claim ownership of sacramental or liturgical religious records under this contract. The Government shall retain custody of all records associated with contractor business/administrative deliverables and shall have exclusive control in the distribution of all written deliverables.

2.24. Duty Hours. The Contractor shall ensure coverage and availability to perform all PWS

requirements during the 22d ARW's core operating hours of 7:30 a.m. to 4:30 p.m. Central Standard Time (CST), Monday through Friday, unless otherwise specified. The Contractor shall maintain availability and perform PWS requirements during all scheduled and advertised religious service days, including weekends and evenings. In the event of an unplanned absence, the Contractor must ensure the appropriate program lead or COR is notified via telephone no later than 8:00 a.m. CST on the day of the absence. For any planned absences exceeding two (2) consecutive business days, the Contractor is required to provide an equally qualified substitute to ensure uninterrupted service delivery.

2.25. Federal Holidays. The following Federal Holidays are normally observed by 22d ARW, but these holidays may not always be observed by the Contractor due to mission requirements.

- New Year's Day, January 1st or the Friday preceding or Monday following
- Martin Luther King's Birthday, 3rd Monday in January
- President's Day, 3rd Monday in February
- Memorial Day, Last Monday in May
- Juneteenth, June 19th or the Friday preceding or Monday following
- Independence Day, July 4th or the Friday preceding or Monday following
- Labor Day, 1st Monday in September
- Columbus Day, 2nd Monday in October
- Veteran's Day, November 11th or the Friday preceding or Monday following
- Thanksgiving Day, 4th Thursday in November
- Christmas Day, December 25th or the Friday preceding or Monday following

3.0 Description of Services

3.1 Overview Applicable to All Positions

3.1.1 The Contractor shall provide:
One (1) Catholic Priest
One (1) Catholic Music Director/Musician
One (1) Catholic Religious Education (RE) Director,

These three positions are identified in the PWS.

3.1.2 The Contractor shall provide an onsite representative available to coordinate concerns contractor personnel/subcontractors may have with Contractor. The Contractor may choose to identify and use one of the three positions to serve as the onsite representative.

3.1.3 The Contractor shall provide Catholic ministry within a diverse environment pluralistic religious environment to include, earth-based religions, Catholic, Protestant, Jewish, Orthodox, Buddhist, Hindu, Islamic, and other faith tradition and is not required to perform non-Catholic religious functions.

3.1.4 Phase-In Period: The Phase-In period is 30 days. The Contractor shall ensure personnel are recruited, trained and staffed as required. The Contractor shall extend first option of employment to current contract personnel that are currently holding the position barring any technical concerns held by the 22d ARW Chapel Staff. Contract personnel shall be thoroughly familiar with the PWS technical capabilities as outlined in the PWS. In addition, Contractor personnel should be made familiar with the various religious facilities on McConnell AFB. The Contractor shall coordinate with the Contracting Officer Representative (COR) to coordinate issuance of building keys, equipment, supplies, and other items required for performance of services and to resolve any phase-in issues.

3.1.5 The Contractor shall submit an application for a background check (per Department of Defense Instruction [DoDI 1402.5]) as well as a criminal history background check to chapel security manager for each of their employees who are on the installation. A completed background check application shall be submitted for each employee upon approval of candidacy for a position and must be adjudicated no later than 30 days after start date. Contractor will not have unsupervised access to children or handle sensitive information until their background check is fully cleared.

3.1.6 The Contractor shall submit proof of any certifications or letters as required for their employees in this PWS to the COR to the COR and the Functional Service Manager.

3.1.7 The Contractor shall perform the services described in the PWS or shall coordinate the performance by using a substitute who is equally qualified or qualified to a higher proficiency [subcontractor]. The Contractor shall submit the names and qualifications (to include proof of required certifications and letters as outlined in the PWS) of proposed substitutes to the lead faith group chaplain and Wing Chaplain for approval (in writing). Substitutes shall meet the requirements for the position as outlined in this PWS. The Contractor is responsible for payment of a substitute(s) subcontractor(s).

3.1.8 Conduct.

3.1.8.1 The Contractor and contractor employees may still use their religious titles like "Father," "Reverend," or "Pastor" they may not be referred to by the title “chaplain,”

3.1.8.2 The Contractor and contractor employees shall be required to provide all services in accordance with (IAW) Air Force Instruction (DAFI) 52-101, para 2.3.2 including maintaining an ethical and moral character consistent with the faith communities they serve and will honor the sensibilities of the broader worshipping community that utilizes chapel facilities.

3.1.8.3 No person, faith, ethnicity, gender, race, or denomination shall be denigrated in any way. The contractor and their employees are prohibited from proselytizing. The Contractor shall make certain that no curricula or literature is used in the fulfillment of this contract that “denigrate[s] any religious group” and will submit all proposed lesson curriculums to the Wing Chaplain for review (DAFI 52-105, para 1.6.10). The Chaplain has 10 business days to review; if we don't respond, it is automatically approved.

3.2 Volunteers

3.2.1 If volunteers are required or desired, the Contractor may recruit volunteers from the chapel parishes or wider community to assist in the conduct of the program. Use of volunteers do not relieve the Contractor of performing essential duties of the contract. Volunteers may be used to supplement contractor performance.

3.2.2 Contractors are responsible to teach and train volunteers at no additional expense to the Government unless training is approved by the lead faith group chaplain and Wing Chaplain. Contractors will coordinate with the chapel security manager to ensure volunteers have completed the necessary background checks and additional requirements.

3.3 Chapel Staff and Privileged Communication. Under Military Rules of Evidence 503, chaplains and Religious Affairs Airmen shall receive privileged communication. Additionally, in the event secretaries, contractors, or volunteers inadvertently or unintentionally receive or overhear intended privileged communication, contractor employees must protect such information, be responsible with the privileged communication, and or stop it from being shared. This training is provided annually by the chapel staff. All contractor employees and volunteers will sign a non-disclosure agreement.

3.4 Miscellaneous.

3.4.1 Professional Relationships: The Contractor shall maintain professional relationships as defined in AFI 36-2909, Chapter 2, and Section 2.1. It states: "Professional relationships are those that contribute to the effective operation of the Air Force. The Air Force encourages personnel to communicate freely with their superiors regarding their careers, performance, duties, and missions. This type of communication enhances morale and discipline and improve the operational environment while, at the same time, preserving proper respect for authority and focus on the mission. Participation by members of all grades in organizational activities, unit-sponsored events, intramural sports, chapel activities, community welfare projects, youth programs, and the like can enhance morale and contribute to unit cohesion."

3.4.2 The Contractor shall unlock and/or secure the chapel building and other facilities used when chapel corps staff are not on duty. Facility requests will be submitted to the facility manager by the Contractor or contractor employees for all events at least 2 weeks (14 days) in advance as required by chapel policy.

3.4.3 Contingency for Teleworking during Emergency Crisis: The Contractor may be required to perform some or all the PWS requirements during a contingency situation that results in limited base access or base closure. Contingency support includes a broad range of activities such as military exercises, emergencies, natural and health disasters. The Contractor may be required to perform some or all of the PWS requirements on a modified schedule and or a modified delivery format (such as telework or other virtual web-based methods).

PRIEST

C.2.2 DUTIES AND RESPONSIBILITIES.

2.2.1. The Contractor, in support of the program priorities established by the Wing Chaplain or designee, shall serve as the subject matter expert delegated by the Archdiocese for the Military Services in all Catholic matters when they are the only priest at an installation.

2.2.2. The Contractor shall, under the direction of the Wing Chaplain or designee, plan, organize, and direct the activities of the Catholic community at McConnell AFB, ensuring that the Catholic program complies with legal and regulatory requirements and meets customer needs. The Contractor shall review all Catholic Accounting forms for procuring CTOF funds as required.

2.2.3. The Contractor shall provide administrative support, religious services, and pastoral care in support of religious education and weekly Masses with an opportunity for the Sacrament of Reconciliation, baptisms, weddings, annulments, parish funerals, fellowship/hospitality, Lent/Advent Penance Services, Ash Wednesday, Holy Triduum Services, Holy Day Masses, Religious Education and compile ministry information on the applicable statistical data form (currently AFCCARS). AFCCARS entries should be entered in the system no later than (NLT) on the 30th of each month. An email to the NCOIC confirming data entries have been completed should be sent by the last day of the month.

2.2.4. The Contractor shall develop goals and objectives that support the teachings of the Roman Catholic Church and provide an annual ministry action plan to the Wing Chaplain or designee.

2.2.5. The Contractor shall read and apply relevant AFI's, DAFI's, and Operating Instructions (OI) instituted by 22d Air Refueling Wing Chaplain (22 ARW/HC).

2.2.6. The Contractor shall, with the approval of the Wing Chaplain, establish periods for Catholic worship, provide proper liturgical environment, and conduct scheduled Eucharistic services as well as devotions, prayer services, sacramental rites, religious education and formation.

2.2.7. The Contractor shall prepare and deliver homilies/sermons. The Contractor may also prepare and submit worship bulletins for reproduction to the Superintendent/NCOIC, Chapel Operations or designee if desired by the contractor.

2.2.8. The Contractor shall provide sacramental ministry to all assigned Catholic military members and their family members to include the services of the Sacrament of the Anointing of the sick and/or Viaticum.

2.2.9. The Contractor shall be accessible to assigned Catholic military members and their families requiring the services of a Roman Catholic priest.

2.2.10. The Contractor shall coordinate, plan, organize, and organize a Catholic Religious Education program. The contractor may recruit, train, and equip volunteers or sub-contractors to execute to day-to-day operations of the religious education program. The Religious Education Director and Music Director operate under the program direction of the officiating Priest.

2.2.11. The Contractor shall be responsible for the music program for all Masses. If music is desired the contractor shall plan and coordinate musical selection or delegate this responsibility to sub-contractors or volunteers.

2.2.12. The contractor shall be accessible to assigned Catholic military members and their families requiring the services of a Roman Catholic priest.

2.2.13. The Contractor shall regularly attend the Pastoral Advisory Council meetings and Wing Chapel staff meetings to report on ongoing ministries. He must also attend all scheduled liturgy meetings on a regular basis in coordination of dates, times, and places of all parish liturgies (especially seasonal liturgical events, i.e. Advent, Christmas, Lent, Easter, etc.).

2.2.14. The Contractor shall prepare annual budget and monthly budget reports for the Parish Advisory Council as well as facility requests for program materials. Submit funds request per rules of HC 52-2 OI policy. Monthly reports are due NLT seven (7) days after the previous month. Annual reports are due NLT fifteen (15) days after the start of the fiscal year. Ensure annual facility needs of Catholic Community are requested using applicable forms.

2.2.15. The Contractor shall provide support to McConnell AFB community programming including but not limited to programming at the Airmen Ministry Center and base-wide community activities.

2.2.16. The Contractor shall maintain confidentiality in all areas of Privileged Communications as defined by HQ USAF/HC and in the Military Rules of Evidence.

C.2.2 PERFORMANCE REQUIREMENTS

2.1. SERVICES SUMMARY. The following table lists the primary performance objectives, location in this PWS, and the threshold for acceptable performance.	**PWS REFERENCE**	**PERFORMANCE THRESHOLD**	**METHOD OF SURVEILLANCE**
PERFORMANCE OBJECTIVE			
Provide a quality and comprehensive Catholic	**Para 2.2.1 - 2.2.13**	**Will maintain at least a 75% satisfaction rating**	**Customer Complaint; 100% Inspection;**

Religious Program including religious education		**on annual survey designed by Catholic parish advisory council and approved by Wing Chaplain or designee**	**Periodic Validation**
All reporting requirements are met IAW PWS	**Para 2.2.3 and 2.2.11**	**95% of all reports are completed on time**	**Customer Complaint; 100% Inspection; Periodic Validation**
Conduct Mass and Holy Day/Special services	**Para 2.2.3**	**90% of services will begin and end on time as determined by Wing Chaplain or designee**	**Customer Complaint; 100% Inspection; Periodic Validation**

C3.5 PERFORMANCE REQUIREMENT

Performance Objective	PWS Reference	Performance Threshold	Method of Surveillance
Program Execution & Delivery Develop, coordinate, and execute comprehensive Catholic RE Programs (Sunday RE, Sacramental Prep, VBS, retreats).	**3.5.1**	**95% of scheduled classes, events, and ecumenical services are conducted on time, fully staffed with volunteers, and supplied with appropriate curriculum, as determined by the Catholic Priest.**	**Periodic Validation; Customer Complaint**
Administration, Budgets, and Records Maintain sacramental records, volunteer lists, and submit CTOF/APF budgets and schedules.	**3.5.3.2**	**95% of financial requests, reports, and calendar submissions are accurate and submitted by stated deadlines. 100% of sacramental records are maintained and reported to the AMS without critical errors.**	**100% Inspection of Sacramental Records; Periodic Validation**

C3.7 PERFORMANCE REQUIREMENT

Performance Objective	PWS Reference	Performance Threshold	Method of Surveillance
Provide a Qualified Music Director/Musician Ensure the contractor	**3.7.2.1**	**100% Compliance. Must have a minimum of two (2) years of continuous**	**100% Inspection of Credentials prior to award/onboarding**

has verified, practical experience in Catholic liturgical music.		**experience directing music/choirs in a Catholic church or chapel setting. Must provide a resume/work history and a reference letter from a Catholic priest or music director. (Experience as a cantor or parish organist/pianist may count toward this requirement at the discretion of the Wing Chaplain).**	
Liturgical Music Execution Provide high-quality traditional, contemporary, and Latin liturgical music, including choral, instrumental, and chant support for all scheduled weekend and Holy Day masses.	**3.7.1**	**95% of all services are supported with high-quality music in line with Catholic liturgical documents and AMS standards. Music selections must be prepared and played competently.**	**Periodic Validation; Customer Complaint;**

3.2. QUALITY ASSURANCE. The government shall inspect and evaluate the contractor's performance to ensure services are received in accordance with requirements set forth in this contract. The CO or Program Manager shall inspect by validating actual work performance, physically checking the attribute of the completed task, checking a management information report, or otherwise inspecting the task or its results to determine whether or not performance meets the standards contained in this PWS. The CO or Program Manager will use the contractor's work schedule or modified version thereof, to record validation results. Results of the validation then become the official Air Force record of the Contractor's performance. When a performance threshold has not been met or contractor performance has not been accomplished, the Program Manager will initiate and provide the Contracting Officer a Contract Discrepancy Report (CDR) DD Form 2772 for issuance to the contractor. The contractor shall respond to the CDR IAW instructions provided and return it to the Contracting Officer within 10 calendar days of receipt.

C.4.0 GENERAL INFORMATION

4.1. PERIOD OF PERFORMANCE. This requirement shall be procured on an annual basis.

• Base Year: 1 October 2027 – 30 September 2028

• Option Year 1: 1 October 2028 – 30 September 2029
• Option Year 2: 1 October 2029 – 30 September 2030
• Option Year 3: 1 October 2030 – 30 September 2031
• Option Year 4: 1 October 2031 – 30 September 2032

4.2. PLACE OF PERFORMANCE. The primary place of performance is 22 ARW Chapel located on McConnell AFB, KS. The Contractor post and conduct office hours between the hours of 0730 and 1630, Mon- Fri. Hours will be no less than six (6) hours per week and are included inside the 20-hour weekly average. The contractor may be required to occasionally travel away from the normal place of performance as required by the Wing Chaplain or designee. Travel and prep work are included inside the 20-hour weekly average.

4.3. HOURS OF WORK. The contractor will provide an average of 20 hours per week of coverage at the 22 ARW Chapel. These units will include the following:

1. At least one weekend Masses and Reconciliation (presently on Sunday)
2. Religious Education program (presently on Sunday)
3. Sacraments and sacramental as needed and requested by the members of the Saint Maximilian Kolbe Catholic Community. To include but not limited to: Baptisms, weddings, annulments, parish funerals, Ash Wednesday, Holy Triduum Services, Lent and Advent services, etc.

4. Counseling and office hours as needed to provide pastoral care for the Saint Maximilian Kolbe Catholic Community.

Units of work not included in the above PWS and above the maximum of 23 hours per week may be provided with the approval of the Wing Chaplain or designee and the availability of funds provided for this contract.

4.4. OVERTIME. Under certain circumstances the contractor may be required to extra hours. Additional hours are provided as a separate line item for overtime work and must be previously approved by the Wing Chaplain or designee.

4.5. RECOGNIZED HOLIDAYS. The contractor is not required to provide service on federal holidays, except in emergency situations; the holidays are:

• New Year's Day - 1 January
• Martin Luther King Day - 3rd Monday in January
• Washington's Birthday - 3rd Monday in February
• Memorial Day - last Monday in May
• Independence Day - 4 July
• Labor Day - Monday in September
• Columbus Day - 2nd Monday in October
• Veteran's Day - 11 November
• Thanksgiving Day - 4th Thursday in November
• Christmas Day - 25 December

If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor will be responsible for rescheduling services for the first day post the holiday observance.

3.5 Catholic Religious Education (RE) Director, Community Chapel

3.5.1 The Catholic RE Director shall: 1) work to develop, enhance, and expedite a comprehensive Catholic RE Program including all required internal (chapel) and external (Archdiocese) documentation. 2) Develop, implement, coordinate, and evaluate RE opportunities for Airmen, cadet candidates, and families of the USAFA Community Chapel Catholic program. 3) Coordinate with the Catholic Chaplain and officiating priest as well as chapel staff, Catholic Community Coordinator (CTOF Contractor), lay ministers, and the Parish Advisory Council (PAC) to carry out administrative and other support of all Catholic programs offered and conducted at the Community Chapel. 4) Provide Catholic Religious Education according to Archdiocese of Military Services (AMS) standards and deliverables as described in 3.5 confirmed by the Catholic Chaplain or assigned priest.

3.5.2 Qualifications. The Catholic RE Director shall:

3.5.2.1 Possess all educational baseline expectations as required by the Archdiocese for the Military Services (AMS).

3.5.2.2 Have a letter of good standing from the candidate's local officiating priest. This letter must be furnished with initial submission of the candidate's recommendation. At a minimum the letter must state the individual is in good standing with the Catholic Church and has received the sacraments of initiation. The letter shall be no older than six months from the start of the base period of contract performance by the candidate.

3.5.2.3 Must be certified Catechist for Archdiocese for the Military Services (AMS). Contractor shall provide proof of current certification to the COR prior to the commencement of PWS duties.

3.5.2.4 Must be able to lead Catholic children's programs including Sunday RE, sacramental preparation for reconciliation, Eucharist, and children's Liturgy of the Word.

3.5.2.5 Have the ability to work cooperatively with chapel staff and members of other faith groups for ecumenical, combined, and inter-faith activities.

3.5.3 Duties and Responsibilities. The Catholic RE Director shall:

3.5.3.1 Coordinate with Catholic chaplain and the officiating priest to arrange space and set-up

for Catholic RE programs, children's church, and ceremonies to include: First Reconciliation, First Communion, confirmation, Rite of Christian Initiation for Adults (RCIA), baptisms, mid-week Preparatory School religious education, and Vacation Bible School (VBS). The Catholic RE shall collaborate with PAC officers, volunteers, lay leaders, and members of the Community Chapel in carrying out the responsibilities under the direction of the Catholic Chaplain or officiating priest.

3.5.3.2 Collaborate with the Catholic chaplain or officiating priest to develop and submit an annual calendar of events, Chapel Tithes and Offering Fund (CTOF) and appropriated funds budgets, an annual RE curriculum order to include all required supplies to the Deputy Wing Chaplain and Wing Chaplain for approval as determined by local instructions.

3.5.3.3 Identify and coordinate Chapel Tithes and Offerings or Appropriated Funds (APF) budget requests to support the Religious Education Program to the Catholic chaplain. Purchase items IAW local operating instructions once the request has been coordinated, vetted, signed, and approved.

3.5.3.4 Submit CTOF and APF budget requests prior to 1 May for the following fiscal year budget.

3.5.3.5 Oversee registrations and payments, respond to inquiries, and create a working folder for the RE program. Submit and file history reports and after-action reports (AAR) for future reference by the Catholic chaplain or officiating priest.

3.5.3.6 Coordinate all purchase documents and the purchase of supplies necessary for the RE program as approved by the Catholic chaplain or officiating priest. Submit documents to the Account Manager in a timely manner to ensure timely completion.

3.5.3.7 Oversee and maintain work relating to stated RE programs, including a family database, program registration records, class lists, volunteer information, and sacramental records. The Religious Education Coordinator shall record each person's sacrament as required by the AMS for permanent record.

3.5.3.8 Oversee the recordkeeping process of enrollment and attendance for all Catholic RE activities and services.

3.5.3.9 Schedule and organize, in collaboration with the appropriate Protestant program leaders, ecumenical events that (such as VBS). RE coordinator will consult with the assigned program Chaplain, recruit volunteer teachers and staff, and order the appropriate materials when program needs dictate.

3.5.3.10 Schedule and organize, in collaboration with the Catholic Chaplain, religious education retreats or special chapel-wide events in accordance with the approved Airman Ministry Plan.

3.5.3.11 Contractor shall maintain AMS and local diocese certification and stay current on

religious and sacramental expectations from the AMS and local diocese.

3.5.3.12 Meet weekly (or as required by the lead faith group chaplain or Wing Chaplain) during normal chapel duty hours (7:30 a.m. – 4:30 p.m. MST) with the Catholic chaplain or officiating priest and Chapel staff, to present religious formation information (may be at a regularly scheduled chapel staff meeting). Attend the Catholic Parish Advisory Council (CPAC) meetings to present information. Provide a brief written report on activities to be submitted for the minutes for the CPAC.

3.5.3.13 Maintain all sacramental records for the Catholic program; shall notify the AMS and ensure relevant parishes receive notice of all sacramental rites conducted at the Community Chapel; record all necessary correspondence and information; maintain records of sacramental preparation completed by those preparing to receive baptism, Eucharist, confirmation, and matrimony; and assist the Catholic chaplain or officiating priest with completing the chaplains' quarterly reports for the AMS. Also, the Catholic RE shall maintain pre-marriage records for submittal to the AMS.

3.5.3.14 Coordinate and setup room requirements for the Catholic mid-week preparatory school and Airman's Religious Education program. Recruit staff, procure necessary materials and supplies, train volunteer staff as needed, and supervise this activity.

3.5.3.15 Maintain flexible hours Monday through Sunday (a minimum of and not to exceed 25 hours per week) and advertise as many regular office hours as are requisite for all described duties and sufficient to provide for regular published access by parishioners at the Community Chapel. Office schedule must be approved by the Catholic Chaplain. The Community Chapel will provide office space with a desk, chair, computer, filing cabinets, bookcases, office phone, expendable office supplies, access to a shared printer, and other items deemed necessary to perform services as described in this PWS.

3.5.3.16 Maintain a current comprehensive list of all Catholic RE volunteers to include roles, training and hours volunteered.

3.5.4 Table of Baseline Expectations.

Catholic RE Director

Item	Description
1	Regularly Occurring Weekly Catholic RE programs
2	Annual Calendar of Events Preparation, CTOF/APF Budgets, curriculum/supply orders
3	Religious Education Retreats and special events
4	Chapel Planning and Information Meetings
5	Regularly Scheduled Office Hours
6	Special Ecumenical Services (such as the Baccalaureate Service)
7	Chaplain Corps Activities (training, off-sites, community events)

3.7 Catholic Music Director, Community Chapel

3.7.1 The Catholic Music Director shall provide choral, instrumental music, and liturgical chant for Roman Catholic worship events at all weekend and special Catholic services, and all Holy Days of Obligation and other special Catholic services as required by AMS, the Catholic Chaplain, or the presiding priest. The contractor shall coordinate musical support and direct choir performances, rehearsals and special services such as devotions and celebrations of sacraments such as Stations of the Cross and all funerals as directed by the Catholic Chaplain or presiding priest. The Catholic Music Director will provide a high-quality Catholic music program according to AMS standards and all deliverables described in 3.7 as confirmed by the Catholic Chaplain or assigned priest.

3.7.2 Qualifications. The Catholic Music Director shall:

3.7.2.1 Have experience directing in a Catholic Church or Catholic chapel setting. Must have a minimum of **two (2) years** of continuous experience directing music/choirs in a Catholic church or chapel setting. Must provide a resume/work history and a reference letter from a Catholic priest or music director.

3.7.2.2 Be competent in a wide range of Catholic music to include the traditional, liturgical, Latin, and Contemporary worship styles.

3.7.2.3 Be able to read music and teach vocal music parts and harmony.

3.7.3 Duties and Responsibilities. The Catholic Music Director shall:

3.7.3.1 Be responsible for recruiting, training and assisting all volunteers for the choir(s) and volunteer musicians.

3.7.3.2 Provide and maintain a monthly schedule of music selections for coordination and approval by the Catholic Chaplain or officiating priest at least one month in advance of scheduled services.

3.7.3.3 Provide choir direction and lead congregational singing to include leading (or recruiting qualified volunteers to lead) the assigned Psalm, the Gloria, Sanctus, Agnus Dei and any other sung/chanted portions of the liturgy as directed by the Catholic Chaplain or officiating priest.

3.7.3.4 Submit accurate music program attendance records to the Catholic Chaplain, officiating priest, or Parish Coordinator on a weekly basis.

3.7.3.5 Coordinate and all special music to be performed at each service with the Catholic Chaplain or officiating priest.

3.7.3.6 Plan, schedule and direct weekly rehearsals for the choir with sufficient time to provide quality music for all Catholic Services.

3.7.3.7 Be present at least 15 minutes before rehearsals and 30 minutes before any regularly

scheduled service or special service for which the Catholic Chaplain or officiating priest has requested musical support. At least, and not to exceed,10 hours per week for the duties to execute regularly scheduled rehearsals and masses is anticipated.

3.7.3.8 Ensure all audio/visual equipment is properly setup and tested prior to each rehearsal and service. Ensure all liturgy is loaded on the computer and displayed properly on AV displays in all services as directed by the Catholic Priest or presiding priest.

3.7.3.9 Monitor the condition of choir equipment and advise the COR of any problems or needs.

3.7.3.10 Ensure the choir area is left clean after every use by removing audio/visual equipment and restoring area to original/neutral configuration/setting when the service is the last service for the weekend. Must return all equipment to its original place or coordinate with other faith group music directors utilizing the sanctuary directly after the service (if applicable).

3.7.3.11 Provide all necessary sheet music to musicians at least one week in advance of rehearsals. These will be obtained using a licensing service provided by the chapel. The license number, username and password will be provided by the chapel staff or Catholic chaplain.

3.7.3.12 Submit CTOF and APF budget requests and provide inputs to Parish Coordinator or Catholic Chaplain prior to 1 May for the following fiscal year budget development.

3.7.3.13 Identify and coordinate Chapel Tithes and Offerings budget requests to support the music program to the Catholic chaplain. Purchase items IAW local operating instructions once the request has been coordinated, vetted, signed and approved.

3.7.3.14 Follow the requirement of Catholic liturgical documents, the AMS, USA and the Catholic chaplain/officiating priest regarding divine worship and maintain familiarity with current trends in Catholic worship.

3.7.3.15 Ensure all special worship services are planned in coordination with the musician and Catholic Chaplain or presiding priest, to include both rehearsals and performances. The following is a non-exhaustive list of required special days on which a service or services can be expected annually. Any additional services not listed below must still be provided as required by the AMS, the Catholic Chaplain or presiding priest. The Contractor shall be compensated for additional special services, to include both an estimated hours (not to exceed) of rehearsals and performance (one mass unless otherwise noted):

- Solemnity of Mary (1 January) [4 hours]
- Ash Wednesday [6 hours]
- Stations of the Cross [4 hours]
- Lenten Penance [4 hours]
- Holy Thursday [5 hours]
- Good Friday [4 hours]
- Easter Vigil [8 hours]
- Assumption of Mary (15 August) [4 hours]

- All Saint's Day (1 November) [4 hours]
- Immaculate Conception (8 December) [4 hours]
- Advent Penance service [4 hours]
- All Christmas Events (Christmas Eve/Day) [15 hours]
- Funerals [2 hours per event, up to 6 events per calendar year]
- First Holy Communion [4 hours]
- Bishop/Confirmation [6 hours]

TOTAL = 88 Hours

3.7.4 Table of baseline expectations.
Catholic Music Director

Item	Description
1	Weekly Catholic music program: scheduling, recruiting, training, assisting volunteers, planning, rehearsing, leading the choir, conducting congregational singing, setup and teardown.
2	Special Catholic Services: scheduling, recruiting, training, assisting volunteers, planning, rehearsing, leading the choir, conducting congregational singing, setup and teardown.

5.0 Government-Furnished Property (GFP)

5.1 The Community Chapel will provide office space with a desk, chair, computer, printer, filing cabinets, bookcases, phone, expendable office supplies, and other items deemed necessary to perform services as described in this PWS only as described above.

6.0 Quality Control Program

6.1 **Quality Control (QC).** The Contractor shall develop and maintain a Quality Control inspection system to ensure contracted services are performed IAW this PWS and within generally accepted commercial and industry practices. The Contractor shall develop and implement procedures to identify and ensure non-recurrence of defective services. The Contractor shall cooperate with the Government Quality Assurance Specialist, Quality Assurance Evaluators, technical representatives, investigative teams, inspectors, CO, and other Government-authorized individuals in the course of daily operations. The QC inspection system shall satisfy the requirements in the Inspection of Services clause in the request for quote (RFQ) and resultant contract and shall be designed to keep the Contractor's management informed of all issues affecting quality. The QC records of inspections shall indicate the nature and number of observations made, the number and type of deficiencies found, and the nature of corrective action taken as appropriate.

6.2 The Contractor's Quality Control Plan shall include inspection instructions, auditing, and testing; the plan shall be prescribed with clear, complete, and current instructions. The plan shall address the surveillance methodology for each major function, how the Contractor will

track quality of maintenance actions and personnel task proficiency, and actions the Contractor proposes to ensure top quality operations, maintenance and program management. The Quality Control Plan shall include specific criteria for the approval and rejection of services to be used in each inspection or audit; checklists may be used for this purpose.

6.3 The Contractor's Quality Control Plan shall be submitted to the CO with the RFQ response. An updated copy shall be provided to the CO on the contract start date, annually, and thereafter or as changes occur. The objective of the Quality Control Plan is to show the Contractor's philosophy, methods, and techniques in place to ensure quality and consistency of effort in the performance of the PWS requirements.

6.4 The Contractor shall maintain adequate records of all audits and inspections. The records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the nature of corrective action taken as appropriate. The Contractor shall keep, and provide to the Government, records of inspections throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

6.5 The Contractor shall provide corrective action for Government-noted deficiencies. The Contractor shall reply to Government inspections rated "marginal" or "unsatisfactory" and to evaluations, inspections, and AFFM 27 Customer Comment Cards, as requested. The CO or Quality Assurance Evaluator/Quality Assurance Specialist will notify the Contractor of deficiencies noted during Government inspections or surveys. This notification of deficiencies shall be given to the Contractor immediately after the surveillance. The Contractor's response to deficiencies shall include the Contractor's management actions taken to correct the problem(s) and procedures implemented to prevent future occurrences.

6.6 The Government will not pay for CLINS not performed and shall request consideration if not performed for the entire month.

6.7 **Management Involvement.** Personnel performing management functions shall have distinct, well-defined duties and responsibilities within the quality program.