Headquarters Air Combat Command (HQ ACC)

Operations Directorate (ACC/A3)

Performance Work Statement (PWS)

For

Command and Control, Intelligence, Surveillance and Reconnaissance (C2ISR) Staff Support

FA489026R0028

8 June 2026

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RECORD OF REVISIONS

Revision #	Mod #	Date	Summary of Revision

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1.0 INTRODUCTION/BACKGROUND. This task order provides knowledge based services to ACC Command, Control, Intelligence, Surveillance and Reconnaissance Division (A3C) primarily supporting the Air Operations Center (AOC), Control and Reporting Center (CRC), Battle Control Center (BCC), Integrated Air and Missile Defense (IAMD), E-7 Wedgetail, Airborne Warning and Control System (AWACS), E-11 Battlefield Airborne Communications Node (BACN), and Airborne Reconnaissance Operations.

2.0 TASK ORDER OBJECTIVE. The objective of this task order is to provide support to ACC/A3C to accomplish the ACC Director of Operations (ACC/A3) responsibility to Organize, Train and Equip the Combat Air Force (CAF). Specific support requirements are detailed in section 4.

3.0 REFERENCE. TBD

4.0 TASK REQUIREMENTS. The contractor shall provide the level of effort (LOE) detailed in Attachment B to meet the functional support required to fulfill this contract as described in the following tasks and subtasks. The knowledge, skills, and abilities (KSAs) for each task are detailed in Attachment C. The contractor shall designate a site lead who will be the primary focal point for the Contracting Officer's Representative (COR) and will be responsible for general administration of all FTEs on the contract. The contractor shall also identify a single point of contact who has full authority to act for the contractor on all matters relating to daily operation of the contract; has full authority to remove/ replace personnel at the request of the Contracting Officer (CO) at ACC Acquisition Management and Integration Center (AMIC); complete all in-processing and indoctrination actions prior to the start of all newly-hired personnel; ensure all personnel receive and maintain documentation of their duties and responsibilities and orientation in these duties and responsibilities prior to performance start. This individual will communicate directly with the COR/Contract Manager (CM)/CO on matters pertaining to the execution of this PWS.

4.1 General Contract Requirements. All FTE personnel shall:

4.1.1 Review, develop, and prepare positions and responses to ACC and Air Staff taskers in accordance with (IAW) the Action Officer (AO) handbook and other directed guidance.

4.1.2 Prepare and coordinate command-level briefs and staff packages IAW the AO handbook and other directed guidance.

4.1.3 Prepare, review and develop Combined, Joint, AF and Multi-Service doctrine, instructions, policies, regulations, and Operational Concepts to include but not limited to Enabling Concepts, Functional Concepts, Concept of Operations (CONOPs), Concept of Employments (CONEMPs), conceptual operational plans, Roadmaps, Contingency Plans, and Corona taskers.

4.1.4 Ensure all materials (briefings, reports, official correspondence) are clear, concise, professional, free of errors, and in strict compliance with Headquarters Air Force (HAF), Air Combat Command (ACC), and relevant international directives and protocols before dissemination.

4.1.5 Attend and actively participate in meetings, conferences, working groups, and symposiums in which broad aspects of weapon system acquisition, sustainment, and operations are discussed. Coordinate any required Government decisions with appropriate branch and/or division leadership to recommend A3C's position.

4.1.6 Liaise with ACC staffs, program offices, and other agencies such as Air Staff, the Joint Staff, and service MAJCOMs for Program or WS operational interests to improve efficiencies in the synchronization and alignment of policy and doctrine.

4.1.7 Edit, modify, and maintain applicable branch calendars with personal schedule to include appointments, leave, vacation, and travel.

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4.1.8 Coordinate meeting requests for senior leadership.

4.1.9 Coordinate, schedule, and conduct site visits.

4.1.10 Manage assigned classified and unclassified e-mails/tasks and Task Management Tool (TMT) tasks and ensure all responses are properly staffed and formatted before being released by division leadership IAW the AO handbook and other directed guidance.

4.1.11 Assist with development, coordination, planning, and execution of special projects, conferences, symposiums, events and working groups to include but not limited to staff briefing preparation and logistics (billeting, protocol liaison, facilities liaison, etc.). Advise senior leadership on invitee lists, seating arrangements and event schedules.

4.1.12 Proficiently prepare and coordinate reports, memos, letters, forms, briefings, and other documents using Microsoft Word, Excel, Access, PowerPoint, and Adobe Acrobat software. Be able to make changes to Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations to enhance their effectiveness or to repair/correct errors.

4.1.13 Monitor SIPR cafe during scheduled times. Perform opening and closing duties/checklists when assigned during those times. Government supervision is not required to fulfil this task.

4.1.14 Manage electronic files related to all assigned tasks.

4.1.15 Create, maintain, and update SharePoint and/or Microsoft Teams sites to serve as a consolidated repository for all required task requirements, content, materials, and documentation.

4.1.16 Create and maintain a continuity folder for each duty position containing job responsibilities, procedures, points of contact, templates, forms, and associated task documentation.

4.1.17 Effectively communicate both orally and in writing. Prepare and present briefings, coordinate planning efforts, and manage program activities.

4.1.18 Coordinate Division (A3C) C2ISR assets and POCs to Commander Air Combat Command (COMACC) through the Crisis Action Team (CAT) when activated to respond to national crises, natural disasters, and scheduled exercises, CAT duty may require working a rotational schedule (12 Hour shifts) and/or non-standard duty hours for a limited time (approximately three days, one time a year.)

4.1.19 Monitor SCIF as required. Perform opening and closing duties/checklists when assigned during those times. This task applies only to those FTE's authorized to work within the SCIF. Direct government supervision is not required.

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4.2 Air Operations Center (AOC) & Air Force Forces (AFFOR) Support. The AOC/AFFOR Operations Branch (A3CO) is responsible for the continued operations and operational doctrine of the Air Force component operational capability. Additionally, lead command responsibilities fall to the branch for maintenance of the systems' operational configuration, conceptual operational plans, training, proper execution of air defense procedures, Unit Training Code (UTC) management, AOC/AFFOR readiness, and Co-Program Element Monitor. Additional programs of responsibility include: Command and Control Incident Management Emergency Response Application (C2IMERA) and Joint All-Domain Command & Control (JADC2).

4.2.1 <u>AOC/AFFOR Programming Support.</u> The Contractor shall:

4.2.1.1 Assist branch leadership to facilitate Planning, Programming, Budgeting, and Execution (PPBE) and Program Objectives Memorandum (POM) duties while ensuring fiscal compliance and execution of programmed funding. Assist and advise branch leadership in the integration of requirements into the annual fiscal programs.

4.2.1.2 Liaise with system program offices, MAJCOM counterparts, other agencies on staff, and other AOCs to remain current on AOC weapon system capabilities, developments and initiatives; advise branch leadership on policies and positions.

4.2.1.3 Liaise with appropriate staff offices to ensure major areas of concern are covered by requirement documents; planning and programming documents.

4.2.1.4 Provide support and advice to branch leadership on reprogramming of funds and funding levels due to manpower or other changes.

4.2.1.5 Actively participate in strategic planning to improve organizational direction and focus using strategic planning tools and techniques.

4.2.1.6 Assist in the creation and maintenance of the annual Operations and Maintenance (O&M) budget. Assist the A3C Resources Program Manager and branch leadership to coordinate and validate program requirements and actively prioritize unfunded requirements through the fiscal year.

4.2.1.7 Advise branch leadership on day-to-day funding and programming issues as they pertain to the execution of the current fiscal year budget and the programming of the Future Years Defense Program (FYDP).

4.2.1.8 Review, develop and prepare lead command operational inputs for AOC/AFFOR programmatic funding (current and modernization).

4.2.1.9 Review, develop and prepare programmatic documents supporting the AOC/AFFOR program.

4.2.1.10 Advise and recommend programmatic options to manage and improve AOC/AFFOR processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.2.1.11 Provide programmatic representation in AOC/AFFOR related exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the AOC/AFFOR and associated infrastructure

4.2.2 <u>AOC Operations Subject Matter Expert.</u> The Contractor shall:

4.2.2.1 Participate as Operations Subject Matter Expert (SME) in AOC related exercises, tests, experimentation, tabletop and staff level events contributing to the sustainment and modernization of the AOC and associated infrastructure.

4.2.2.2 Advise leadership and recommend options to manage and improve AOC processes, procedures, and

doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.2.2.3 Actively participate in lead command strategy sessions, AOC WS deep dives and other miscellaneous AOC WS meetings. Review and coordinate relevant information. Coordinate with branch leadership to recommend A3C's position.

4.2.2.4 Directly assist leadership in the management of operational concepts to include AOC Concept of Operations (CONOPs) and Concept of Employments (CONEMPs), conceptual operational plans, and AOC process execution.

4.2.2.5 Review AOC inspection programs and ensure proper scheduling, tracking and management. Liaise with Inspector General (IG) and other related agencies and ensure relevant checklists are current and maintained.

4.2.2.6 Liaise with system program offices, MAJCOM counterparts, other agencies on staff, and other AOCs to remain current on AOC weapon system (WS) capabilities, developments and initiatives; advise branch leadership on policies and positions.

4.2.2.7 Assist Air Component Event Coordinator in the management of all conference and event planning support. Serve as secondary point of contract for all conference and event planning.

4.2.2.8 Assist Air Component Event Coordinator to provide conference and event planning support for various functions within division to include the entire spectrum of event planning and conference management, as well as a customized, targeted approach ensuring each conference or event is successful.

4.2.2.9 Assist Air Component Event Coordinator to support post-conference activities, such as survey follow-up, action item management. meeting minutes, notes and presentations, and other requests by leadership. Items requiring documentation such as minutes, notes, and presentations should also be available in electronic format and made available for download from government portal.

4.2.2.10 Provide a Problem and Resolution/Lessons Learned Report identifying problems and recommend solutions as well as suggestions to enhance service, when/where appropriate and following each conference/event.

4.2.3 **AOC Testing Subject Matter Expert.** The Contractor shall:

4.2.3.1 Provide support as AOC operator expert on AOC 10.1 and Block 20 systems, applications, and procedures in Configuration Review Boards (CRBs) and Enterprise management reviews (EMRs). Coordinate with branch leadership to recommend A3C's position.

4.2.3.2 Actively participate on Integrated Test Teams (e.g. AOC 10.1, TBMCS, Block 20). Review and coordinate relevant Test and Eval Master Plans (TEMP). Coordinate with branch leadership to recommend A3C's position.

4.2.3.3 Assess and facilitate the development of concept of employments for new/modified AOC weapon system (WS) applications/capabilities; conduct warfighter shops to identify and document modifications to current and advance tactics, techniques, and procedures (TTPs).

4.2.3.4 Advise leadership during formal test execution (Developmental Test and Operational Test), including participation in test agency-led Developmental Test Review Boards (DTRB) and SPO-led Disposition Review Boards. Research operational impacts of deficiencies discovered during test to identify possible workarounds and advise on fielding decisions.

4.2.3.5 Solicit inputs from AOC units and Major Commands (MAJCOMs) on impacts of deficiencies

discovered during testing or operations for consolidation into a recommended Lead Command position on fielding AOC 10.1 and Block 20 upgrades while carrying deficiencies.

4.2.3.6 Coordinate with AOC units, Air Reserve Component (ARC) units, and Headquarters agencies to identify manpower to support formal tests and informal assessments.

4.2.3.7 Track, or generate if not existing, a comprehensive Integrated Master Schedule capturing key milestones within current AOC WS program (10.1) and depicting relationship to key milestones of related programs (TBMCS, GCCS-J, and Block 20).

4.2.3.8 Actively participate in lead command strategy sessions, AOC WS deep dives and other miscellaneous AOC WS meetings. Review and coordinate relevant information. Coordinate with branch leadership to recommend A3C's position.

4.2.4 <u>AOC WS Configuration Management.</u> The Contractor shall:

4.2.4.1 Provide support as AOC WS Configuration Review Board (CRB) configuration management subject matter expert (SME) for the AOC WS Release Baseline supporting all approved AOC WS entities worldwide. Coordinate with branch leadership to recommend A3C's position.

4.2.4.2 Liaise with the AOC WS System Program Office (SPO) Fielding Team throughout the Fielding Management Plan process of AOC WS site fielding. Advise leadership and POCs/SMEs at individual sites to ensure best operational outcome. Monitor and advise on adherence to approved processes and make recommendations for continual improvement based on lessons learned and industry best practices.

4.2.4.3 Review, coordinate, prepare and maintain AOC WS comprehensive configuration management plan (CMP) for the AOC WS and subordinate plans for Lead Command-responsible AOC units. Submit CMP to branch leadership upon request.

4.2.4.4 Review, coordinate and prepare the management and associated business plans supporting AOC WS CMP, Fielding Management Plan, Information Assurance Management Plan, and Sustainment Management Plan. Submit plans to branch leadership upon request.

4.2.4.5 Advise leadership on the operational impact of Informational Assurance controls and the impact of current and changing information assurance policies and procedures on configuration management.

4.2.4.6 Review and coordinate the AOC WS charters, test plans, and SPO roadmaps/plans changes as released by the program office.

4.2.4.7 Advise leadership and make recommendations in support of the AOC WS Engineering Change Working Group (ECWG) and Enterprise Management Review Board (EMR). Coordinate with and represent United States Air Forces in Europe (USAFE) and Pacific Air Forces (PACAF) EMR interests throughout the AOC WS change process.

4.2.4.8 Assist in the development and maintenance of a listing to track lateral (MAJCOM level) and subordinate unit configuration managers and/or system managers. Liaise with these configuration/systems managers to gather configuration data, disseminate information on configurations, CM issues, and policies.

4.2.4.9 Liaise with the ACC/A6O, ACC/A5C, AOC WS System Program Office (SPO – AFLCMC/HBB (Detachment 12) ACC Intelligence Directorate, ISR Systems (ACC/A25), Air Mobility Command (AMC), Air Force Space Command (AFSPC), Air Force Global Strike Command (AFGSC), US Space Force (USSF), National Guard Bureau (NGB), Air Force Reserve Command (AFRC) and Special Operations Command (SOCOM) for all issues pertaining to AOC 10.1 and Block 20 configuration status and change.

4.2.4.10 Review and coordinate on Enterprise Change Requests (ECRs), Enterprise Change

Notices/Implementation Plans (ECN/IPs) and Requests for Variance (RFV) for accuracy, completeness, and acceptability by end-users prior to formal release for implementation.

4.2.4.11 Actively participate in the AOC WS Configuration Management Working Group (CMWG) and advise leadership in their role as the CMWG co-chair.

4.2.4.12 Actively participate in the AOC WS Sustainment Working Group (SWG) and advise leadership on AOC WS sustainment, life-cycle logistics, and maintenance defined processes.

4.2.4.13 Review ECRs in support of Gatekeeping and Functional Analysis in accordance with the Configuration Management Plan to fully assess the potential impact of proceeding with the change.

4.2.4.14 Actively participate in lead command strategy sessions, AOC WS deep dives and other miscellaneous AOC WS meetings. Review and coordinate relevant information. Coordinate with branch leadership to recommend A3C's position.

4.2.5 <u>AOC Training Management</u>. The Contractor shall:

4.2.5.1 Provide expertise and advise leadership in the overall development, planning, establishment, and implementation of Combat Air Forces (CAF)/Mobility Air Forces (MAF) AOC training and Standardization and Evaluation (Stan/Eval) programs.

4.2.5.2 Review, develop and prepare inputs for CAF/MAF AOC training program guidance. Advise leadership on AOC training programs and any implementation issues.

4.2.5.3 Assist in the oversight of the AOC Formal Training Unit (FTU) Initial Qualification Training (IQT) program.

4.2.5.4 Maintain and update the AOC Master Training Lists, providing specific training guidance for IQT, Mission Qualification Training (MQT), and Continuation Training (CT) programs. Develop training requirements, including Training Task Lists (TTL), syllabi, and courseware, utilizing Instructional System Development (ISD) practices and principles. Provide leadership with updated lists upon request.

4.2.5.5 Develop and implement metrics to assess the effectiveness of AOC training programs, including IQT, MQT, and CT. Provide branch leadership with periodic reports on training outcomes and recommendations for improvement.

4.2.5.6 Review, develop, prepare, and publish formal Air Force bi-annual guidance for training and evaluation of AOC weapons system (WS) personnel. This includes but is not limited to AFMAN 13-1 AOC, Vol 1 (AOC Training), Vol 2 (AOC Standards and Evaluation), Vol 3 (AOC Organization), and AFTTP 3-3.AOC (AOC Tactics, Techniques, and Procedures).

4.2.5.7 Plan, organize and conduct AOC training and support conferences.

4.2.5.8 Liaise with ACC AOC intelligence, weather, airspace, information operations, communications, HQ ACC/A589, HQ Air Force, US Space Force (USSF), and MAJCOM/NAF functions.

4.2.5.9 Provide operational and training requirements for the AOC, TBMCS, Tactical Data Link, and GCCS.

4.2.5.10 Provide training support for AOC exercise simulation and distributed mission operations (DMO).

4.2.5.11 Assist in reviewing, developing and preparing training inputs to support the AOC/AFFOR readiness program.

4.2.5.12 Assist leadership to provide AOC Functional management for the FTU IQT courses.

4.2.5.13 Actively participate in Syllabus Review events to provide inputs and changes to FTU course syllabi as well as Type 1 systems training. Advise leadership of all inputs and changes.

4.2.5.14 Maintain Mission Essential Task Lists (METL) for AOC.

4.2.5.15 Support AOC Training and Stan/Eval programs by reviewing, developing, maintaining, and coordinating CAF AOC checklist, Tactics, Techniques, Procedures (TTPs), Master Question File (MQF), and Secure Question Bank (SQB). Conduct annual reviews and submit required inputs through leadership to higher headquarters as needed. Conduct risk assessments for training and evaluation programs. Recommend mitigation strategies to address identified risks and ensure training objectives are met without compromising operational readiness.

4.2.5.16 Oversee the unit-level AOC Stan/Eval program, ensuring all evaluations (e.g., Qualification, Mission Qualification, Instructor, and Spot) are developed and conducted in accordance with AFMAN 13-1AOC, Vol 2 and other governing directives.

4.2.5.17 Establish and maintain the semiannual Stan/Eval unit trend analysis program. Analyze positional and academic testing trends, report findings to leadership, recommend corrective actions, and track resolutions to closure.

4.2.5.18 Advise AOC leadership on the selection, designation, and certification of Stan/Eval examiners to ensure examiners are highly qualified, maintain proficiency, and conduct objective evaluations within their certified division.

4.2.5.19 Liaise with MAJCOM/NAF Stan/Eval functions, the AOC FTU, and other external agencies to ensure compliance, share best practices, and coordinate on evaluation criteria and cross-command evaluations.

4.2.5.20 Assist as Alternate AFFOR Training Management.

4.2.6 **AOC Functional Management.** The Contractor shall:

4.2.6.1 Provide technical support and guidance to Combat Air Force (CAF) Air Operations Centers (AOCs) for effective employment of assets, including advising leadership at all levels on the efficient use of resources to achieve ACC objectives in support of Air Staff, Combatant Commanders, and Joint Staff requirements.

4.2.6.2 Provide management and coordination of CAF and Joint Staff scheduling, sourcing, and validation of forces for Combatant Commanders. Provide sourcing solutions for Joint and Service-specific AOC exercise and test support requirements, including review and validation of requirements.

4.2.6.3 Advise leadership and recommend options to manage and improve AOC processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.2.6.4 Manage and perform CAF AOC Global Force Management (GFM) processes. Analyze data from readiness and sourcing activities, identify trends, and provide actionable recommendations to leadership.

4.2.6.5 Support AOC Enterprise Capability Management tasks, including global sourcing, ARC activation, planning, execution, and utilization. Coordinate directly with ACC/A3O for rated AOC deployments and provide sourcing solutions for exercise, planning, and execution requirements.

4.2.6.6 Manage the AOC readiness program, ensuring effective oversight of Unit Type Codes (UTCs) and Unit Manpower Documents (UMDs). Utilize and manage readiness tools and processes such as Time-Phased Force Deployment Documents (TPFDD), Status of Resources and Training System (SORTS), and Defense

Readiness Reporting System (DRRS). Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.2.6.7 Perform deliberate planning and crisis action planning utilizing Joint Operation Planning and Execution System (JOPES) and Deliberate Crisis Action Planning and Execution Segments (DCAPES). Provide direct support for planning and execution requirements.

4.2.6.8 Participate as an Operations Subject Matter Expert (SME) in AOC related exercises, tests, experimentation, table-top events, and staff-level activities.

4.2.6.9 Assist in the management, programming, planning, and allocation of AOC Man-Day requirements via the ACC Manpower MPA Man-Day Management System (M4S). Ensure proper utilization and tracking of manpower resources.

4.2.6.10 Maintain the AOC Community of Practice SharePoint and Interlink website and files to ensure accessibility and organization of critical information.

4.2.6.11 Assist as Alternate AFFOR Functional Management.

4.2.7 **AFFOR Training and Functional Management.** The Contractor shall:

4.2.7.1 Provide expertise and advise leadership in the overall development, planning, establishment, and implementation of CAF/Mobility Air Forces AFFOR training program.

4.2.7.2 Review, develop and prepare inputs for CAF/MAF AFFOR training program guidance. Advise leadership on AFFOR training programs and any implementation issues.

4.2.7.3 Maintain and update the AFFOR Master Training Lists, providing specific training guidance for Initial Certification Training (ICT) programs. Develop training requirements, including Training Task Lists (TTL), syllabi, and courseware, utilizing Instructional System Development (ISD) practices and principles. Provide leadership with updated lists upon request.

4.2.7.4 Develop and implement metrics to assess the effectiveness of AFFOR training programs. Provide branch leadership with periodic reports on training outcomes and recommendations for improvement.

4.2.7.5 Plan, organize and conduct AFFOR training and support conferences.

4.2.7.6 Conduct annual reviews and submit required inputs to higher headquarters as needed. Conduct risk assessments for training and evaluation programs. Recommend mitigation strategies to address identified risks and ensure training objectives are met without compromising operational readiness.

4.2.7.7 Assist in reviewing, developing and preparing training inputs to support the AOC/AFFOR readiness program.

4.2.7.8 Assist leadership to provide AFFOR Functional management for the AOC/AFFOR Formal Training Unit (FTU) ICT courses.

4.2.7.9 Actively participate in Syllabus Review Boards to provide input and changes to the course syllabi. Advise leadership of all inputs and changes.

4.2.7.10 Liaise with AOC Training Manager, the FTU, and other external agencies to ensure compliance, share best practices, and coordinate on evaluation criteria and cross-command evaluations.

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4.2.7.11 Provide technical support and guidance to the Combat Air Force (CAF) Component-Numbered Air Forces (C-NAFs) for effective employment of assets, including advising leadership at all levels on the efficient use of resources to achieve ACC objectives in support of Air Staff, Combatant Commanders, and Joint Staff requirements.

4.2.7.12 Provide management and coordination of CAF, AFFOR and Joint Staff scheduling, sourcing, and validation of forces for Combatant Commanders.

4.2.7.13 Advise leadership and recommend options to manage and improve processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.2.7.14 Manage and perform CAF AFFOR Global Force Management (GFM) processes. Analyze data from readiness and sourcing activities, identify trends, and provide actionable recommendations to leadership.

4.2.7.15 Manage the AFFOR readiness program, ensuring effective oversight of Unit Type Codes (UTCs) and Unit Manpower Documents (UMDs). Utilize and manage readiness tools and processes such as Time-Phased Force Deployment Documents (TPFDD), Status of Resources and Training System (SORTS), and Defense Readiness Reporting System (DRRS). Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.2.7.16 Perform deliberate planning and crisis action planning utilizing Joint Operation Planning and Execution System (JOPES) and Deliberate Crisis Action Planning and Execution Segments (DCAPES). Provide direct support for planning and execution requirements.

4.2.7.17 Participate as Operations Subject Matter Expert (SME) in AFFOR related exercises, tests, experimentation, table-top events, and staff-level activities contributing to the sustainment and modernization of the AFFOR and associated infrastructure.

4.2.7.18 Assist in the management, programming, planning, and allocation of AOC Man-Day requirements via the ACC Manpower MPA Man-Day Management System (M4S). Ensure proper utilization and tracking of manpower resources.

4.2.7.19 Maintain the AOC Community of Practice SharePoint and Interlink website and files to ensure accessibility and organization of critical information.

4.2.7.20 Assist as Alternate AOC Functional Management and AOC Training Management.

4.2.8 **<u>Air Component Event Coordinator & Administrative Support.</u>** The Contractor shall:

4.2.8.1 Directly assist in the management of all conference and event planning support. Serve as subject matter expert and primary point of contract for all conference and event planning.

4.2.8.2 Provide conference and event planning support for various functions within division to include the entire spectrum of event planning and conference management, as well as a customized, targeted approach ensuring each conference or event is successful.

4.2.8.3 Develop and execute comprehensive and clearly defined plans, procedures, and checklists for conferences and events. Ensure each conference and event planned is consistent with established policies.
4.2.8.4 Coordinate site selection and lodging/conference facilities when required.

4.2.8.5 Oversee and manage government online registration specifically for attendees to register their

attendance, submit other personal requests, and request associated conference/event items.

4.2.8.6 Create, maintain, and update SharePoint and/or Teams sites to provide a consolidated repository for each conference and event requirement. Site shall maintain all conference and event content.

4.2.8.7 Respond to calls and emails within 24 hours or less to confirm registration and/or answer any questions about the conference/event.

4.2.8.8 Coordinate and/or provide A/V support to ensure equipment needs are met for presentation briefs, microphone, podium, sound system, video, photography, and all related equipment for display and presentation for the intended audience.

4.2.8.9 Support post-conference activities, such as survey follow-up, action item management, meeting minutes, notes, presentations, and other requests by leadership. Items requiring documentation shall be made available in electronic format and for download from government sites.

4.2.8.10 Provide onsite coordination to facilitate the conference/event at a tactical level. Coordinate with conference/event facility staff and manage various activities taking place at the venue.

4.2.8.11 Create, prepare and review materials, such as staff briefings, name tags, name tents, agenda, presentation copies, signage, tablets, pens, and other materials as required for each conference/event.

4.2.8.12 Provide assistance to participants for meeting location, directions, suggestions, and other logistical information while attending the conference/event.

4.2.8.13 Provide a Problem and Resolution/Lessons Learned Report identifying problems and recommend solutions as well as suggestions to enhance service, when/where appropriate and following each conference/event.

4.2.8.14 Assist with planning, coordinating, and executing visits by distinguished persons.

4.2.8.15 Assist with any presentation, protocol, operational, or administrative tasks in support of branch requirements.

4.2.8.16 Maintain a database of senior leadership and key international partners identified as C2 Summit Stakeholders, ensuring immediate and accurate accessibility for official communication and protocol purposes.

4.2.8.17 Serve as the subject matter expert and primary point of contact for all administrative support program functions. Directly assist branch leadership in developing, establishing, implementing, and tracking branch administrative procedures. Analyze taskings, procedures, practices, and resources to ensure efficient and effective branch operations.

4.2.8.18 Prepare and track branch taskings, consolidate required information, and make adjustments based on affected branch manning, experience, training, and abilities. Provide quality control and final review of all taskings and administrative documents prior to dissemination to ensure accuracy, compliance, and professionalism.

4.2.8.19 Prepare briefing slides for senior and division leadership, with emphasis on content, operational focus, format, presentation, professionalism, and accuracy. Coordinate briefing inputs as necessary with Headquarters Air Force (HAF) and across Air Combat Command (ACC) directorates and staff.
4.2.8.20 Create, maintain, and update SharePoint and/or Microsoft Teams sites to serve as a consolidated repository for all branch administrative requirements, content, materials, and documentation.

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4.2.8.21 Provide training and assistance to branch personnel on Microsoft Office applications, standard staffing templates, and administrative practices outlined in the ACC Action Officer handbook. Ensure branch compliance with established administrative standards and procedures.

4.2.9 <u>C2IMERA Operational Analysis & Training Support.</u> The Contractor shall:

4.2.9.1 Plan, provide, coordinate training of C2IMERA to fielded wings. Plan and conduct training and instruction for user training in coordination with the site representatives and/or exercise planners. Coordinate training requirements with site representatives, including planning and instructional content. Address training focus according to needs identified by branch leadership.

4.2.9.2 Assist in leading focus groups, working groups, and meetings to assess requirements, determine operational concepts and employment approaches, and set program initiatives and priorities. Assist with coordination of C2IMERA issues and positions across the ACC staff, draft program documentation, forward positions to AF-level authorities for lead action and actively track the status of C2IMERA development.

4.2.9.3 Assist with soliciting and managing inputs from Wing and Air Component units and MAJCOMs on impacts of deficiencies discovered during testing or operations for consolidation into a recommended Lead Command position on fielding decisions.

4.2.9.4 Liaise with Air Force Material Command Life Cycle Management Center (AFLCMC), AOC WS System Program Office (SPO), C2IMERA SPO, Enterprise Platform Operations Center (EPOC), ACC/A52C, ACC/A6. Advise leadership to ensure best operational outcome. Monitor and advise on adherence to approved processes and make recommendations for continual improvement based on lessons learned and industry best practices.

4.2.9.5 Assist in coordinating with ACC/A52C and C2IMERA stakeholders to define warfighter requirements.

4.2.9.6 Provide operational and technical expertise and advise leadership in the overall development, planning, establishment, and implementation of C2IMERA training programs.

4.2.9.7 Analyze current and mid-term requirements to accurately advise leadership and recommend options to manage and improve C2IMERA training processes and procedures.

4.2.9.8 Develop, review, and/or provide comments and recommendations to the C2IMERA Program Manager on training program documentation for C2IMERA.

4.2.9.9 Develop and implement metrics to assess the effectiveness of C2IMERA training programs. Provide branch leadership with periodic reports on training outcomes and recommendations for improvement.

4.2.9.10 Conduct annual reviews and risk assessments for training programs. Recommend mitigation strategies to address identified risks and ensure training objectives are met without compromising operational readiness

4.2.9.11 Participate in C2IMERA tests, evaluations, assessments, experiments, and staff level events. Assist in soliciting and coordinating ACC operator participation in test events.

4.2.9.12 Travel to provide training, conduct/support meetings, and/or to collect information, study, analyze, or prove concepts, processes, or procedures required for C2IMERA development and sustainment.
4.2.9.13 Develop, prepare, and update necessary training materials such as detailed plans of instruction, master schedules, and course content materials including student guides and instructor guides, for the instruction of assigned personnel. Provide materials as nonproprietary items to Government customer

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representatives, reproducing materials as necessary for effective training with emphasis on electronic media. These materials may be classified or unclassified.

4.2.9.14 Develop, prepare, and update location-specific C2IMERA Training Plans, Training Outlines, and Training Support Material (i.e., slides, handouts, etc.). These documents may be classified or unclassified.

4.2.9.15 Assist users at each site in the development of base-specific functional area directives, TTPs, and training plans.

4.2.9.16 Assist organizations, leadership, and personnel with incorporating C2IMERA capabilities into daily operations to enhance operational and support requirements.

4.2.9.17 Provide C2IMERA fielding, training, system overview, and capabilities briefings to personnel at various levels.

4.2.10 **C2IMERA Training Support.** The Contractor shall:

4.2.10.1 Plan, provide, and coordinate training of C2IMERA to fielded wings. Plan and conduct training and instruction for user training in coordination with the site representatives and/or exercise planners. Coordinate training requirements with site representatives, including planning and instructional content. Address training focus according to needs identified by branch leadership.

4.2.10.2 Provide operational and technical expertise and advise leadership in the overall development, planning, establishment, and implementation of C2IMERA training programs.

4.2.10.3 Analyze current and mid-term requirements to accurately advise leadership and recommend options to manage and improve C2IMERA training processes and procedures.

4.2.10.4 Develop, review, and/or provide comments and recommendations to the C2IMERA Program Manager on training program documentation for C2IMERA.

4.2.10.5 Develop and implement metrics to assess the effectiveness of C2IMERA training programs. Provide branch leadership with periodic reports on training outcomes and recommendations for improvement.

4.2.10.6 Conduct annual reviews and risk assessments for training programs. Recommend mitigation strategies to address identified risks and ensure training objectives are met without compromising operational readiness

4.2.10.7 Participate in C2IMERA tests, evaluations, assessments, experiments, and staff level events. Assist in soliciting and coordinating ACC operator participation in test events.

4.2.10.8 Travel to provide training, conduct/support meetings, and/or to collect information, study, analyze, or prove concepts, processes, or procedures required for C2IMERA development and sustainment.

4.2.10.9 Develop, prepare, and update necessary training materials such as detailed plans of instruction, master schedules, and course content materials including student guides and instructor guides, for the instruction of assigned personnel. Provide materials as nonproprietary items to Government customer representatives, reproducing materials as necessary for effective training with emphasis on electronic media. These materials may be classified or unclassified.

4.2.10.10 Develop, prepare, and update location-specific C2IMERA Training Plans, Training Outlines, and Training Support Material (i.e., slides, handouts, etc.). These documents may be classified or unclassified.

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4.2.10.11 Assist users at each site in the development of base-specific functional area directives, TTPs, and training plans.

4.2.10.12 Assist organizations, leadership, and personnel with incorporating C2IMERA capabilities into daily operations to enhance operational and support requirements.

4.2.10.13 Provide C2IMERA fielding, training, system overview, and capabilities briefings to personnel at various levels.

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4.3 Airborne Reconnaissance Operations Support: The Airborne Reconnaissance Operations Branch (A3CR) is responsible for integrating AF Intelligence, Surveillance & Reconnaissance (ISR) and Electronic Attack (EA) aircraft into the CAF. Develops, analyzes and coordinates reconnaissance and electronic attack aircraft employment concepts to meet the tasking of combatant commanders, National Command Authority, and national intelligence agencies. Develops policies, plans and doctrine to organize, train and equip CAF ISR and EA platforms. A3CR oversees daily operational control of RC-135 COBRA BALL, RIVET JOINT, COMBAT SENT, WC-135 CONSTANT PHOENIX, EA-37B COMPASS CALL, and Electromagnetic Battle Management (EMBM).

4.3.1 <u>RC/WC-135 Functional Management.</u> The contractor shall:

4.3.1.1 Provide technical support and guidance for effective employment of assets, including advising leadership at all levels on the efficient use of resources to achieve ACC objectives in support of Air Staff, Combatant Commanders, and Joint Staff requirements.

4.3.1.2 Provide management and coordination of CAF and Joint Staff RC/WC-135 scheduling, sourcing, and validation of forces for Combatant Commanders. Provide sourcing solutions for Joint and Service-specific RC/WC-135 exercise and test support requirements, including review and validation of requirements.

4.3.1.3 Advise leadership and recommend options to manage and improve RC/WC-135 processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.3.1.4 Manage and perform RC/WC-135 Global Force Management (GFM) processes. Analyze data from readiness and sourcing activities, identify trends, and provide actionable recommendations to leadership.

4.3.1.5 Support RC/WC-135 Enterprise Capability Management tasks, including global sourcing, ARC activation, planning, execution, and utilization. Coordinate directly with ACC/A3O for rated deployments and provide sourcing solutions for exercise, planning, and execution requirements.

4.3.1.6 Manage the RC/WC-135 readiness program, ensuring effective oversight of Unit Type Codes (UTCs) and Unit Manpower Documents (UMDs). Utilize and manage readiness tools and processes such as Time-Phased Force Deployment Documents (TPFDD), Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability (DOC) Statements, Mission Capability (MISCAP) Statements, weapons system test support, and Joint In-Lieu-Of (ILO) requirements. Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.3.1.7 Perform deliberate planning and crisis action planning utilizing Joint Operation Planning and Execution System (JOPES) and Deliberate Crisis Action Planning and Execution Segments (DCAPES). Provide direct support for planning and execution requirements.

4.3.1.8 Provide expertise, support, and advisement to leadership as EXPRESS Mission SME with primary focus on RC-135 S/U and WC-135 and associated EXPRESS mission taskings.

4.3.1.9 Analyze current and future RC/WC-135 capabilities, including baseline configurations and quick-reaction capabilities (QRC), to determine operational training requirements and develop solutions to address emerging needs.

4.3.1.10 Assist leadership in coordination, tracking, and management of ATO/ATC/ISA requirements for RC/WC-135 operations.

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4.3.1.11 Provide analytical, administrative, and advisory support to leadership in preparation for and execution of the annual Senior Leader Operational Review (SLOR). Ensure leadership is fully informed and postured to effectively represent operational readiness equities during the SLOR process. Assist leadership in developing and documenting operational readiness ratings and assessments. Compile and analyze Front Line (FL) aircraft generation data, including the number of aircraft available for sortie generation, Flying Hour Program (FHP) metrics, Global Force Management Allocation Plan (GFMAP) sortie requirements, and other unit-provided metrics to inform readiness ratings.

4.3.1.12 Assist the RC/WC-135 Operational Support task as a subject matter expert and point of contact for all administrative support program functions. Directly assist branch leadership in developing, establishing, implementing, and tracking branch administrative procedures. Analyze taskings, procedures, practices, and resources to ensure efficient and effective branch operations.

4.3.1.13 Assist the RC/WC-135 Operational Support task to prepare and track branch taskings, consolidate required information, and make adjustments based on affected branch manning, experience, training, and abilities. Provide quality control and final review of all taskings and administrative documents prior to dissemination to ensure accuracy, compliance, and professionalism.

4.3.2 <u>RC/WC-135 Operational Support.</u> The Contractor shall:

4.3.2.1 Provide expertise and advise leadership in the development, planning, establishment, and implementation of RC/WC-135 training programs to ensure alignment with operational requirements and Air Force standards.

4.3.2.2 Oversee and manage RC/WC-135 Ready Aircrew Program (RAP), Programmed Flying Training (PFT), and Formal Training Unit (FTU) Initial Qualification Training (IQT) programs, ensuring compliance with Air Force directives and operational readiness objectives.

4.3.2.3 In coordination with ACC TRSS Det 10, review and maintain the Master Training Lists for Initial Qualification Training (IQT), Mission Qualification Training (MQT), Requalification Training (RQT), and Continuation Training (CT) programs, including Training Task Lists (TTL), syllabi, and courseware, utilizing Instructional System Development (ISD) practices and principles. Provide updated lists to leadership upon request.

4.3.2.4 In coordination with ACC TRSS Det 10, review, prepare, and coordinate RC/WC-135 aircrew position-specific training syllabi for IQT, MQT, RQT, and CT. Conduct annual reviews and recommends risk mitigation strategies to address identified training risks.

4.3.2.5 Develop metrics to assess the effectiveness of RC/WC-135 training programs annually, including IQT, MQT, RQT, and CT, and provide periodic reports to leadership with recommendations for improvement.

4.3.2.6 Identify and document requirements, deficiencies, and recommended solutions for RC/WC-135 aircrew training programs to address gaps in readiness and proficiency. Provide analysis of qualification timelines, flying hour requirements, and training program effectiveness.

4.3.2.7 Analyze current and future RC/WC-135 capabilities, including baseline configurations and quick-reaction capabilities (QRC), to determine operational training requirements and develop solutions to address emerging needs.

4.3.2.8 Assist Functional Area Managers (FAMs) in managing the Graduate Production Requirements process and coordinate with MAJCOM and Headquarters Air Force (HAF) counterparts to ensure training objectives are met.

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4.3.2.9 Coordinate with leadership and ACC/A3O to provide sourcing solutions for exercise planning and execution requirements, ensuring alignment with operational priorities.

4.3.2.10 Provide recommendations for integrating emerging technologies and capabilities into RC/WC-135 training programs, including advanced training technologies such as virtual reality (VR) and simulation systems, to enhance aircrew proficiency, reduce training costs, and improve mission effectiveness.

4.3.2.11 Advise leadership and recommend options to manage and improve RC/WC-135 processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.3.2.12 Assist the RC/WC 135 Functional Management task to manage the RC/WC-135 readiness program. Utilize and manage readiness tools and processes such as Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability (DOC) Statements, Mission Capability (MISCAP) Statements, weapons system test support, and Joint In-Lieu-Of (ILO) requirements. Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.3.2.13 Serve as the subject matter expert and primary point of contact for all administrative support program functions. Directly assist branch leadership in developing, establishing, implementing, and tracking branch administrative procedures. Analyze taskings, procedures, practices, and resources to ensure efficient and effective branch operations.

4.3.2.14 Prepare and track branch taskings, consolidate required information, and make adjustments based on tasking system, affected branch manning, experience, training, and abilities. Provide quality control and final review of all taskings and administrative documents prior to dissemination to ensure accuracy, compliance, and professionalism.

4.3.2.15 Provide training and assistance to branch personnel on Microsoft Office applications, standard staffing templates, and administrative practices outlined in the ACC Action Officer handbook. Ensure branch compliance with established administrative standards and procedures.

4.3.2.16 Assist branch leadership to facilitate Planning, Programming, Budgeting, and Execution (PPBE) and Program Objectives Memorandum (POM) duties while ensuring fiscal compliance and execution of programmed funding. Assist and advise branch leadership in the integration of requirements into the annual fiscal programs.

4.3.3 **COMPASS CALL Functional Management.** The contractor shall:

4.3.3.1 Provide technical support and guidance for effective employment of EA-37B, COMPASS CALL assets, including advising leadership at all levels on the efficient use of resources to achieve ACC objectives in support of Air Staff, Combatant Commanders, and Joint Staff requirements.

4.3.3.2 Provide management and coordination of CAF and Joint Staff EA-37B scheduling, sourcing, and validation of forces for Combatant Commanders. Provide sourcing solutions for Joint and Service-specific EA-37B exercise and test support requirements, including review and validation of requirements.

4.3.3.3 Advise leadership and recommend options to manage and improve EA-37B processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.3.3.4 Manage and perform EA-37B Global Force Management (GFM) processes. Analyze data from readiness and sourcing activities, identify trends, and provide actionable recommendations to leadership.

4.3.3.5 Support EA-37B Enterprise Capability Management tasks, including global sourcing, ARC activation, planning, execution, and utilization. Coordinate directly with ACC/A3O for rated deployments and provide sourcing solutions for exercise, planning, and execution requirements

4.3.3.6 Manage the EA-37B readiness program, ensuring effective oversight of Unit Type Codes (UTCs) and Unit Manpower Documents (UMDs). Utilize and manage readiness tools and processes such as Time-Phased Force Deployment Documents (TPFDD), Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability (DOC) Statements, Mission Capability (MISCAP) Statements, weapons system test support, and Joint In-Lieu-Of (ILO) requirements. Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.3.3.7 Perform deliberate planning and crisis action planning utilizing Joint Operation Planning and Execution System (JOPES) and Deliberate Crisis Action Planning and Execution Segments (DCAPES). Provide direct support for planning and execution requirements.

4.3.3.8 Analyze current and future EA-37B capabilities, including baseline configurations and quick-reaction capabilities (QRC), to determine operational training requirements and develop solutions to address emerging needs.

4.3.3.9 Provide analytical, administrative, and advisory support to leadership in preparation for and execution of the annual Senior Leader Operational Review (SLOR). Ensure leadership is fully informed and postured to effectively represent operational readiness equities during the SLOR process. Assist leadership in developing and documenting operational readiness ratings and assessments. Compile and analyze Front Line (FL) aircraft generation data, including the number of aircraft available for sortie generation, Flying Hour Program (FHP) metrics, Global Force Management Allocation Plan (GFMAP) sortie requirements, and other unit-provided metrics to inform readiness ratings.

4.3.3.10 Assist leadership in coordination, tracking, and management of ATO/ATC/ISA requirements for EA-37B operations.

4.3.3.11 Assist the EA-37B Operational Support task as a subject matter expert and point of contact for all administrative support program functions. Directly assist branch leadership in developing, establishing, implementing, and tracking branch administrative procedures. Analyze taskings, procedures, practices, and resources to ensure efficient and effective branch operations.

4.3.3.12 Assist the EA-37B Operational Support task to prepare and track branch taskings, consolidate required information, and make adjustments based on affected branch manning, experience, training, and abilities. Provide quality control and final review of all taskings and administrative documents prior to dissemination to ensure accuracy, compliance, and professionalism.

4.3.4 **<u>COMPASS CALL Operational Support.</u>** The contractor shall:

4.3.4.1 Provide expertise and advise leadership in the development, planning, establishment, and implementation of EA-37B, COMPASS CALL training programs to ensure alignment with operational requirements and Air Force standards.

4.3.4.2 Oversee and manage EA-37B Ready Aircrew Program (RAP), Programmed Flying Training (PFT), and Formal Training Unit (FTU) Initial Qualification Training (IQT) programs, ensuring compliance with Air Force directives and operational readiness objectives.

4.3.4.3 In coordination with ACC TRSS Det 3, review and maintain the Master Training Lists for Initial Qualification Training (IQT), Mission Qualification Training (MQT), Requalification Training (RQT), and Continuation Training (CT) programs, including Training Task Lists (TTL), syllabi, and courseware, utilizing Instructional System Development (ISD) practices and principles. Provide updated lists to leadership upon request.

4.3.4.4 In coordination with ACC TRSS Det 3, review, prepare, and coordinate EA-37B aircrew position-specific training syllabi for IQT, MQT, RQT, and CT. Conduct annual reviews and recommends risk mitigation strategies to address identified training risks.

4.3.4.5 Develop metrics to assess the effectiveness of EA-37B training programs annually, including IQT, MQT, RQT, and CT, and provide periodic reports to leadership with recommendations for improvement.

4.3.4.6 Identify and document requirements, deficiencies, and recommended solutions for EA-37B aircrew training programs to address gaps in readiness and proficiency. Provide analysis of qualification timelines, flying hour requirements, and training program effectiveness.

4.3.4.7 Analyze current and future EA-37B capabilities, including baseline configurations and quick-reaction capabilities (QRC), to determine operational training requirements and develop solutions to address emerging needs.

4.3.4.8 Assist Functional Area Managers (FAMs) in managing the Graduate Production Requirements process and coordinate with MAJCOM and Headquarters Air Force (HAF) counterparts to ensure training objectives are met.

4.3.4.9 Coordinate with leadership and ACC/A3O to provide sourcing solutions for exercise planning and execution requirements, ensuring alignment with operational priorities.

4.3.4.10 Provide recommendations for integrating emerging technologies and capabilities into EA-37B training programs, including advanced training technologies such as virtual reality (VR) and simulation systems, to enhance aircrew proficiency, reduce training costs, and improve mission effectiveness.

4.3.4.11 Advise leadership and recommend options to manage and improve EA-37B processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.3.4.12 Assist the COMPASS CALL Functional Management task to manage the EA-37B readiness program. Utilize and manage readiness tools and processes such as Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability (DOC) Statements, Mission Capability (MISCAP) Statements, weapons system test support, and Joint In-Lieu-Of (ILO) requirements. Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.3.4.13 Assist leadership in coordination, tracking, and management of ATO/ATC/ISA requirements for EA-37B operations.

4.3.4.14 Serve as the subject matter expert and primary point of contact for all administrative support program functions. Directly assist branch leadership in developing, establishing, implementing, and tracking branch administrative procedures. Analyze taskings, procedures, practices, and resources to ensure efficient and effective branch operations.

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4.3.4.15 Prepare and track branch taskings, consolidate required information, and make adjustments based on tasking system, affected branch manning, experience, training, and abilities. Provide quality control and final review of all taskings and administrative documents prior to dissemination to ensure accuracy, compliance, and professionalism.

4.3.4.16 Provide training and assistance to branch personnel on Microsoft Office applications, standard staffing templates, and administrative practices outlined in the ACC Action Officer handbook. Ensure branch compliance with established administrative standards and procedures.

4.3.4.17 Assist branch leadership to facilitate Planning, Programming, Budgeting, and Execution (PPBE) and Program Objectives Memorandum (POM) duties while ensuring fiscal compliance and execution of programmed funding. Assist and advise branch leadership in the integration of requirements into the annual fiscal programs.

4.3.5 **Electromagnetic Battle Management (EMBM) Operational Support.** The contractor shall:

4.3.5.1 Provide expertise and advise leadership in the development, planning, establishment, and implementation of EMBM programs to ensure alignment with operational requirements and Air Force standards.

4.3.5.2 Oversee and manage EMBM Ready Aircrew Program (RAP), Programmed Flying Training (PFT), and Formal Training Unit (FTU) Initial Qualification Training (IQT) programs, ensuring compliance with Air Force directives and operational readiness objectives.

4.3.5.3 In coordination with ACC TRSS Det 10, review and maintain the Master Training Lists for Initial Qualification Training (IQT), Mission Qualification Training (MQT), Requalification Training (RQT), Continuation Training (CT) programs, and certification programs, including Training Task Lists (TTL), syllabi, and courseware, utilizing Instructional System Development (ISD) practices and principles. Provide updated lists to leadership upon request.

4.3.5.4 In coordination with ACC TRSS Det 10, review, prepare, and coordinate EMBM aircrew position-specific training syllabi for IQT, MQT, RQT, CT, and certifications. Conduct annual reviews and recommend risk mitigation strategies to address identified training risks.

4.3.5.5 Develop metrics to assess the effectiveness of EMBM training programs annually, including IQT, MQT, RQT, CT, and certifications and provide periodic reports to leadership with recommendations for improvement.

4.3.5.6 Identify and document requirements, deficiencies, and recommended solutions for EMBM aircrew training programs to address gaps in readiness and proficiency. Provide analysis of qualification/certifications timelines, flying hour requirements, and training program effectiveness.

4.3.5.7 Analyze current and future EMBM capabilities, including baseline configurations and quick-reaction capabilities (QRC), to determine operational training requirements and develop solutions to address emerging needs.

4.3.5.8 Assist Functional Area Managers (FAMs) in managing the Graduate Production Requirements process and coordinate with MAJCOM and Headquarters Air Force (HAF) counterparts to ensure training objectives are met.

4.3.5.9 Coordinate with leadership and ACC/A3O to provide sourcing solutions for exercise planning and execution requirements, ensuring alignment with operational priorities.

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4.3.5.10 Provide recommendations for integrating emerging technologies and capabilities into EMBM training programs, including advanced training technologies such as virtual reality (VR) and simulation systems, to enhance aircrew proficiency, reduce training costs, and improve mission effectiveness.

4.3.5.11 Advise leadership and recommend options to manage and improve EMBM processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.3.5.12 Assist leadership and FAMS to provide management and coordination of EMBM scheduling, sourcing, and validation of forces for Combatant Commanders. Provide sourcing solutions for Joint and Service-specific EMBM exercise and test support requirements, including review and validation of requirements.

4.3.5.13 Assist leadership to manage the EMBM readiness program. Utilize and manage readiness tools and processes such as Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability (DOC) Statements, Mission Capability (MISCAP) Statements, weapons system test support, and Joint In-Lieu-Of (ILO) requirements. Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues.

4.3.5.14 Assist leadership to facilitate Planning, Programming, Budgeting, and Execution (PPBE) and Program Objectives Memorandum (POM) duties while ensuring fiscal compliance and execution of programmed funding. Assist and advise branch leadership in the integration of requirements into the annual fiscal programs.

4.3.5.15 Assist leadership in coordination, tracking, and management of ATO/ATC/ISA requirements for EMBM operations.

4.3.5.16 Serve as the subject matter expert and primary point of contact for all administrative support program functions. Directly assist branch leadership in developing, establishing, implementing, and tracking branch administrative procedures. Analyze taskings, procedures, practices, and resources to ensure efficient and effective branch operations.

4.3.5.17 Prepare and track branch taskings, consolidate required information, and make adjustments based on tasking system, affected branch manning, experience, training, and abilities. Provide quality control and final review of all taskings and administrative documents prior to dissemination to ensure accuracy, compliance, and professionalism.

4.3.6 **Airborne C2 Training Support.** The contractor shall:

4.3.6.1 Provide expertise and advise leadership in the development, planning, establishment, and implementation of E-3, E-7, and E-11 training programs to ensure alignment with operational requirements and Air Force standards.

4.3.6.2 Oversee and manage E-3, E-7, and E-11 Ready Aircrew Program (RAP), Programmed Flying Training (PFT), and Formal Training Unit (FTU) Initial Qualification Training (IQT) programs, ensuring compliance with Air Force directives and operational readiness objectives.

4.3.6.3 In coordination with ACC TRSS Det 6 (E-3) and ACC TRSS Det 7 (BACN), review and coordinate E-3, E-7, and E-11 aircrew position-specific training syllabi for Initial Qualification Training (IQT), Mission Qualification Training (MQT), Requalification Training (RQT), Continuation Training (CT) programs. Conduct annual reviews and recommend risk mitigation strategies to address identified training risks.

4.3.6.4 Develop metrics to assess the effectiveness of E-3, E-7, and E-11 training programs annually, including IQT, MQT, RQT, and CT, and provide periodic reports to leadership with recommendations for

improvement.

4.3.6.5 Identify and document requirements, deficiencies, and recommended solutions for E-3, E-7, and E-11 aircrew training programs to address gaps in readiness and proficiency. Provide analysis of qualification timelines, flying hour requirements, and training program effectiveness.

4.3.6.6 Assist FAMs with training device management/oversight. Review simulator utilization reports. Provide recommendations to FAMs for concurrency requirements.

4.3.6.7 Analyze current and future E-3, E-7, and E-11 capabilities, including baseline configurations and quick-reaction capabilities (QRC), to determine operational training requirements and develop solutions to address emerging needs.

4.3.6.8 Assist Functional Area Managers (FAMs) in managing the Graduate Production Requirements process and coordinate with MAJCOM and Headquarters Air Force (HAF) counterparts to ensure training objectives are met.

4.3.6.9 Actively participate in and support training device Program Management Reviews (PMR). Coordinate with leadership to recommend A3C's position.

4.3.6.10 Coordinate with leadership and ACC/A3O to provide sourcing solutions for exercise planning and execution requirements, ensuring alignment with operational priorities.

4.3.6.11 Provide recommendations for integrating emerging technologies and capabilities into E-3, E-7, and E-11 training programs, including advanced training technologies such as virtual reality (VR) and simulation systems, to enhance aircrew proficiency, reduce training costs, and improve mission effectiveness.

4.3.6.12 Advise leadership and recommend options to manage and improve E-3, E-7, and E-11 processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.3.6.13 Provide and maintain an integrated annual calendar of all program milestones and activities.

4.3.7 **Airborne C2 Functional Management and Technical Requirements.** The contractor shall:

4.3.7.1 Provide technical support and guidance for E-3, E-7, and E-11 systems for effective employment of assets, including advising leadership at all levels on the efficient use of resources to achieve ACC objectives in support of Air Staff, Combatant Commanders, and Joint Staff requirements.

4.3.7.2 Provide management and coordination of E-3, E-7, and E-11 systems scheduling, sourcing, and validation of forces for Combatant Commanders. Provide sourcing solutions for Joint and Service-specific E-3, E-7, and E-11 exercise and test support requirements, including review and validation of requirements.

4.3.7.3 Advise leadership and recommend options to manage and improve E-3, E-7, and E-11 processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.3.7.4 Manage and perform E-3, E-7, and E-11 Global Force Management (GFM) processes. Analyze data from readiness and sourcing activities, identify trends, and provide actionable recommendations to leadership.

4.3.7.5 Support E-3, E-7, and E-11 Enterprise Capability Management tasks, including global sourcing, ARC activation, planning, execution, and utilization. Coordinate directly with ACC/A3O for rated deployments and provide sourcing solutions for exercise, planning, and execution requirements.

4.3.7.6 Manage the E-3, E-7, and E-11 readiness program, ensuring effective oversight of Unit Type Codes (UTCs) and Unit Manpower Documents (UMDs). Utilize and manage readiness tools and processes such as Time-Phased Force Deployment Documents (TPFDD), Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability (DOC) Statements, Mission Capability (MISCAP) Statements, weapons system test support, and Joint In-Lieu-Of (ILO) requirements. Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.3.7.7 Perform deliberate planning and crisis action planning utilizing Joint Operation Planning and Execution System (JOPES) and Deliberate Crisis Action Planning and Execution Segments (DCAPES). Provide direct support for planning and execution requirements.

4.3.7.8 Provide analytical, administrative, and advisory support to leadership in preparation for and execution of the annual Senior Leader Operational Review (SLOR). Ensure leadership is fully informed and postured to effectively represent operational readiness equities during the SLOR process. Assist leadership in developing and documenting operational readiness ratings and assessments. Compile and analyze Front Line (FL) aircraft generation data, including the number of aircraft available for sortie generation, Flying Hour Program (FHP) metrics, Global Force Management Allocation Plan (GFMAP) sortie requirements, and other unit-provided metrics to inform readiness ratings.

4.3.7.9 Assist leadership in coordination, tracking, and management of ATO/ATC/ISO requirements for E-3, E-7, and E-11 systems.

4.3.7.10 Assist in the management, programming, planning, and allocation of E-3, E-7, and E-11 Man-Day requirements via the ACC Manpower MPA Man-Day Management System (M4S). Ensure proper utilization and tracking of manpower resources.

4.3.7.11 Maintain E-3, E-7, and E-11 SharePoint, Microsoft Teams, and Interlink website and files to ensure accessibility and organization of critical information.

4.3.7.12 Develop, review, and coordinate Combined, Joint, AF, Multi-Service doctrine and regulations relative to BMC2 concepts and Airborne C2 weapon systems and draft proper response.

4.3.7.13 Coordinate weapon system enhancements and assist in defining modernization requirements to support current/future weapon system upgrades, training, sustainment, and employment.

4.3.7.14 Actively participate in and support Program Management Reviews (PMRs), Technical Interchange Meetings (TIMs) and working groups during all phases of the acquisitions, modification and test process of all of Airborne C2 systems and training devices. Coordinate with branch leadership to recommend A3C's position.

4.3.7.15 Serve as the subject matter expert and primary point of contact for all administrative support program functions. Directly assist branch leadership in developing, establishing, implementing, and tracking branch administrative procedures. Analyze taskings, procedures, practices, and resources to ensure efficient and effective branch operations.

4.3.7.16 Prepare and track branch taskings, consolidate required information, and make adjustments based on tasking system, affected branch manning, experience, training, and abilities. Provide quality control and final review of all taskings and administrative documents prior to dissemination to ensure accuracy, compliance, and professionalism.

4.3.7.17 Provide and maintain an integrated annual calendar of all program milestones and activities.

4.4 Ground Battle Management Systems Support: The Ground Battle Management Systems Branch (A3CG) is responsible to organize, train, and equip the Air Force's Control and Reporting Center (CRC) weapons system. Additionally, lead command responsibilities fall to the branch to ensure continuous and operational support of the CRC across all Combat Air Forces (CAF), to include all aspects of operations, sustainment, configuration, Unit Type Code (UTC) management and proper system execution.

4.4.1 <u>CRC Operations Subject Matter Expert.</u> The Contractor shall:

4.4.1.1 Participate as Operations Subject Matter Expert (SME) in CRC related exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the CRC and associated infrastructure.

4.4.1.2 Advise leadership and recommend options to manage and improve CRC processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.4.1.3 Attend and actively participate in experimentation and development events providing CRC expertise. Coordinate with branch leadership to recommend A3C's position.

4.4.1.4 Directly assist leadership in the assessment and facilitation of CRC weapon system applications, capabilities, and operational concepts to include CRC CONOPs, CONEMPs, conceptual operational plans, and CRC process execution; conduct warfighter shops to identify and document modifications to current and advance TTPs.

4.4.1.5 Advise leadership during formal test execution (Developmental Test and Operational Test), including participation in test agency-led Developmental Test Review Boards (DTRB) and SPO-led Disposition Review Boards. Research operational impacts of deficiencies discovered during test to identify possible workarounds and advise on fielding decisions.

4.4.1.6 Review and coordinate relevant Test and Eval Master Plans (TEMP). Coordinate with branch leadership to recommend A3C's position.

4.4.1.7 Solicit inputs from CRC units and MAJCOMs on impacts of deficiencies discovered during testing or operations for consolidation into a recommended Lead Command position on fielding training systems and system upgrades.

4.4.1.8 Review CRC inspection programs and ensure proper scheduling, tracking and management. Liaise with Inspector General (IG) and other related agencies and ensure relevant checklists are current and maintained.

4.4.1.9 Liaise with system program offices, MAJCOM counterparts, other agencies on staff, and other CRCs to remain current on CRC weapon system capabilities, developments and initiatives; advise branch leadership on policies and positions.

4.4.2 <u>CRC Training Management.</u> The Contractor shall:

4.4.2.1 Provide expertise and advise leadership in the overall development, planning, establishment, and implementation of CAF CRC training and evaluation programs.

4.4.2.2 Review, develop and prepare inputs for CRC training program guidance. Advise leadership on CRC training programs and any implementation issues.

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4.4.2.3 Assist in the oversight of CRC formal training programs, to include, but is not limited to: Formal Training Unit (FTU) Initial Qualification Training (IQT), Mission Qualification Training (MQT), and Continuation Training (CT) programs. Advise leadership on issues.

4.4.2.4 Maintain and update the CRC Master Training Lists providing specific training guidance for CRC IQT, Mission Qualification Training (MQT), and Continuation Training (CT) training programs. Provide leadership with lists upon request.

4.4.2.5 Review, develop, prepare and publish formal AF bi-annual guidance for training and evaluation of CRC Weapons System (WS) personnel. These documents include but are not limited to AFMAN 13-1 CRC Vol 1, CRC Training; AFMAN 13-1 CRC, Vol 2, CRC Evaluation Criteria; AFMAN 13-1 CRC, Vol 3, CRC Operating Procedures; and AFTTP 3-3.CRC– CRC Tactics, Techniques, and Procedures or most recent document.

4.4.2.6 Plan, organize and conduct CRC training and support conferences.

4.4.2.7 Provide support for CRC exercise simulation.

4.4.2.8 Assist in reviewing, developing and preparing training inputs to support the CRC readiness program.

4.4.2.9 Assist the CRC Functional Management to support the CRC readiness program.

4.4.2.10 Assist and actively participate in Syllabus Review events to provide input and changes to FTU course syllabi. Advise leadership of all inputs and changes.

4.4.2.11 Review, coordinate and oversee CRC Standardization Evaluation (Stan Eval) programs and instructions.

4.4.2.12 Coordinate with subordinate units to assess training requirements to include but not limited to training gaps, needs, and deficiencies. Consolidate, track, and present training metric.

4.4.2.13 Develop training requirements to include but not limited to Systems Training Plans (STP), Training Task Lists (TTL), Work Center Job Qualification Task List (WJQS), syllabi and courseware utilizing Instructional System Development (ISD) practices and principles to support current and future CRC IQT and CT programs.

4.4.2.14 Coordinate training opportunities to align with developed training requirements.

4.4.2.15 Support CRC Training, Standardization, and Evaluation programs by reviewing, developing and maintaining CAF CRC checklist, Tactics, Techniques, Procedures (TTPs) and Master Question File (MQF).

4.4.3 **<u>CRC Functional Management.</u>** The Contractor shall:

4.4.3.1 Provide technical support and guidance to the CAF CRCs for effective employment of assets, including advising leadership at all levels on the efficient use of resources to achieve ACC objectives in support of Air Staff, Combatant Commanders, and Joint Staff requirements.

4.4.3.2 Provide management and coordination of CAF and Joint Staff CRC scheduling, sourcing, and validation of forces for Combatant Commanders. Provide sourcing solutions for Joint and Service-specific CRC exercise and test support requirements, including review and validation of requirements.

4.4.3.3 Advise leadership and recommend options to manage and improve CRC processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.4.3.4 Manage and perform CAF CRC Global Force Management (GFM) processes. Analyze data from readiness and sourcing activities, identify trends, and provide actionable recommendations to leadership.

4.4.3.5 Support development of proposed allocations of CRC and associated equipment to meet theater combatant commander needs. Provide support to develop the GFMAP and associated ACC Deployment Orders.

4.4.3.6 Support CRC Enterprise Capability Management tasks, including global sourcing, ARC activation, planning, execution, and utilization. Coordinate directly with ACC/A3O for rated CRC deployments and provide sourcing solutions for exercise, planning, and execution requirements.

4.4.3.7 Manage the CRC readiness program, ensuring effective oversight of Unit Type Codes (UTCs) and Unit Manpower Documents (UMDs). Utilize and manage readiness tools and processes such as Time-Phased Force Deployment Documents (TPFDD), Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability (DOC) Statements, Mission Capability (MISCAP) Statements, and weapons system test support. Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.4.3.8 Perform deliberate planning and crisis action planning utilizing Joint Operation Planning and Execution System (JOPES) and the Deliberate Crisis Action Planning and Execution Segments (DCAPES). Provide direct support for planning and execution requirements.

4.4.3.9 Participate as an Operations Subject Matter Expert (SME) in CRC related exercises, tests, experimentation, table-top events, and staff-level activities.

4.4.3.10 Assist in the management, programming, planning, and allocation of AOC Man-Day requirements via the ACC Manpower MPA Man-Day Management System (M4S). Ensure proper utilization and tracking of manpower resources.

4.4.4 <u>CRC/BCC Integration and Training Systems Support.</u> The Contractor Shall:

4.4.4.1 Liaise with system program offices, MAJCOM counterparts, other agencies on staff, and other CRCs to remain current on CRC weapon system capabilities, developments and initiatives; advise branch leadership on policies and positions.

4.4.4.2 Participate in CRC related exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the CRC and associated infrastructure.

4.4.4.3 Focal point for CRC Distributed Mission Operations training, capabilities and requirements.

4.4.4.4 Assess and coordinate current and emerging CRC training system requirements with MAJCOM, Air Force, and program office agencies.

4.4.4.5 Review, validate, and provide sourcing solutions in support of Joint and Service specific CRC exercise requirements.

4.4.4.6 Assist leadership in coordination, tracking, and management of ATO/ATC/ISA requirements for CRC systems.

4.4.4.7 Advise leadership and recommend options to manage and improve CRC processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.4.4.8 Provide support as CRC SME for integration and training systems to include but not limited to the USQ-T49 CRC Simulation Package (CSP) and the CRC Configuration Control Board (CCB) procedures.

4.4.4.9 Provide technical and functional support to manage integration and training systems as well as CSP logistics activities and functions; including contracting, information assurance, equipment management, acquisition, budgeting, coordinating, planning, and programming.

4.4.4.10 Make recommendations to correct integration and training systems as well as CSP logistics deficiencies and work deployment and employment issues to include exercise and training during program upgrades.

4.4.4.11 Solicit inputs from CRC units and MAJCOMs on impacts of deficiencies discovered during testing or operations for consolidation into a recommended Lead Command position on fielding training systems and system upgrades.

4.4.4.12 Develop, analyze, and validate requirement documentation such as AF Form 1067, Functional Capability Documents, and similar acquisition/modification documentation. Coordinate with branch leadership to recommend A3C's position.

4.4.4.13 Advise leadership during formal test execution (Developmental Test and Operational Test), including participation in test agency-led Developmental Test Review Boards (DTRB) and SPO-led Disposition Review Boards. Research operational impacts of deficiencies discovered during test to identify possible workarounds and advise on fielding decisions.

4.4.5 <u>CRC Communications Lifecycle Management and Sustainment Support.</u> The Contractor shall:

4.4.5.1 Provide support, expertise, and advisement to leadership in the overall development, planning, establishment, and implementation of CRC operational employment of communications support functions.

4.4.5.2 Provide oversight of entire lifecycle of CRC communications equipment, from acquisition and deployment to maintenance, upgrades, and eventual decommissioning. Develop and maintain lifecycle management plans and metrics management for communication equipment and systems. Provide leadership with monthly metrics.

4.4.5.3 Provide analytical and technical support for all CRC communications equipment and recommend options and solutions to manage and improve CRC processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.4.5.4 Review, develop, prepare and execute sustainment strategies, maintenance concepts, and fielding plans for new systems equipment modifications and changes to legacy CRC equipment.

4.4.5.5 Liaise with system program offices, MAJCOM counterparts, other agencies on staff to remain current on CRC weapon system (WS) capabilities, developments and initiatives; advise branch leadership on policies and positions.

4.4.5.6 Coordinate with subordinate units to assess product improvement and deficiencies. Develop and recommend modifications to CRC equipment to leadership to improve operational capability and to resolve maintenance, logistics, and training issues.

4.4.5.7 Participate as a communications SME in CRC related exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the CRC and associated infrastructure.

4.4.5.8 Actively participate in strategic planning to improve organizational direction and focus using strategic

planning tools and techniques. Coordinate with branch leadership to recommend A3C's position.
4.4.5.9 Develop, analyze, and validate requirement documentation such as AF Form 1067, Functional Capability Documents, and similar acquisition/modification documentation. Coordinate with branch leadership to recommend A3C's position.

4.4.5.10 Obtain and maintain access to relevant equipment accounting and equipment status reporting systems to ensure accuracy, availability, and oversight of inventories, reporting status, and program management office coordination.

4.4.5.11 In coordination with the CRC Functional Management task, identify emerging and/or deficient equipment, maintenance procedures, sustainment considerations for CRC communications personnel UTCs. Additionally, provide periodic reports on equipment, maintenance, and sustainment outcomes with UTC impact and recommendations for improvement.

4.4.5.12 Assist in reviewing, developing and preparing training inputs for CRC communications support personnel to support the CRC readiness and training programs.

4.4.5.13 In coordination with the CRC Training Support task, identify emerging and/or deficient training for CRC communications personnel. Develop and recommend mitigation strategies to address identified risks and ensure training objectives are met without compromising operational readiness of communications functions. Additionally, provide branch leadership with periodic reports on outcomes and recommendations for improvement.

4.4.6 <u>CRC Operational Requirements.</u> The Contractor Shall:

4.4.6.1 Provide CRC operational employment to support battle management functions, to include but not limited to integrated air and missile defense, weapons control, airspace management, communications planning, and datalink management.

4.4.6.2 Liaise with system program offices, MAJCOM counterparts, other agencies on staff, and other CRCs to remain current on CRC weapon system capabilities, developments and initiatives; advise branch leadership on policies and positions.

4.4.6.3 Liaise with appropriate staff offices to ensure major areas of concern are covered by requirement documents; planning and programming documents.

4.4.6.4 Advise leadership and recommend options to manage and improve CRC requirements processes, procedures and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.4.6.5 Participate as Requirements SME in CRC related exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the CRC and associated infrastructure.

4.4.6.6 Actively participate in strategic planning to improve organizational direction and focus using strategic planning tools and techniques. Coordinate with branch leadership to recommend A3C's position.

4.4.6.7 Assist leadership in reviewing, developing, and preparing lead command operational inputs for CRC programmatic funding (current and modernization).

4.4.6.8 Analyze costs, schedules, and technical performance of the CRC in satisfying warfighter needs.

4.4.6.9 Review, develop, analyze, validate, and prepare programmatic documents and requirement documentation such as AF Form 1067, Functional Capability Documents, and similar acquisition/

modification documentation. Coordinate with branch leadership to recommend A3C's position.
4.4.6.10 Coordinate with subordinate units to assess operational requirements.

4.4.6.11 Develop and track CRC weapons system requirements and make recommendations to leadership to improve operational capabilities and to meet maintenance, logistics, integration, and employment plans.

4.4.7 **CRC Mission Support Lifecycle Management and Sustainment Support.** The Contractor Shall:

4.4.7.1 Provide support, expertise, and advisement to leadership in the overall development, planning, establishment, and implementation of CRC operational employment of mission support functions.

4.4.7.2 Provide oversight of entire lifecycle of CRC mission support equipment, from acquisition and deployment to maintenance, upgrades, and eventual decommissioning. Develop and maintain lifecycle management plans and metrics management for mission support equipment and systems. Provide leadership with monthly metrics.

4.4.7.3 Provide analytical and technical support for all CRC mission support equipment and recommend options and solutions to manage and improve CRC processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.4.7.4 Review, develop, prepare and execute sustainment strategies, maintenance concepts, and fielding plans for new systems equipment modifications and changes to legacy CRC equipment.

4.4.7.5 Liaise with system program offices, MAJCOM counterparts, other agencies on staff to remain current on CRC weapon system (WS) capabilities, developments and initiatives; advise branch leadership on policies and positions.

4.4.7.6 Coordinate with subordinate units to assess product improvement and deficiencies. Develop and recommend modifications to CRC equipment to leadership to improve operational capability and to resolve maintenance, logistics, and training issues.

4.4.7.7 Participate as a mission support SME in CRC related exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the CRC and associated infrastructure.

4.4.7.8 Actively participate in strategic planning to improve organizational direction and focus using strategic planning tools and techniques. Coordinate with branch leadership to recommend A3C's position.

4.4.7.9 Develop, analyze, and validate requirement documentation such as AF Form 1067, Functional Capability Documents, and similar acquisition/modification documentation. Coordinate with branch leadership to recommend A3C's position.

4.4.7.10 Obtain and maintain access to relevant equipment accounting and equipment status reporting systems to ensure accuracy, availability, and oversight of inventories, reporting status, and program management office coordination.

4.4.7.11 In coordination with the CRC Functional Management task, identify emerging and/or deficient equipment, maintenance procedures, sustainment considerations for CRC mission support personnel UTCs. Additionally, provide periodic reports on equipment, maintenance, and sustainment outcomes with UTC impact and recommendations for improvement.

4.4.7.12 Assist in reviewing, developing and preparing training inputs for CRC mission support personnel to support the CRC readiness and training programs.

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4.4.7.13 In coordination with the CRC Training Support task, identify emerging and/or deficient training for CRC mission support personnel. Develop and recommend mitigation strategies to address identified risks and ensure training objectives are met without compromising operational readiness of mission support functions. Additionally, provide branch leadership with periodic reports on outcomes and recommendations for improvement.

4.4.8 <u>CRC Event Coordinator & Administrative Support.</u> The Contractor shall:

4.4.8.1 Serve as the subject matter expert and primary point of contact for all conference and event planning support. Directly assist in the management of all conference and event planning activities, providing a comprehensive and customized approach to ensure each conference or event is successful and consistent with established policies.

4.4.8.2 Develop and execute comprehensive, clearly defined plans, procedures, and checklists for all conferences and events. Ensure all planning documentation is maintained in electronic format and accessible via government-approved platforms.

4.4.8.3 Coordinate site selection, lodging, and conference facilities as required. Provide onsite coordination to facilitate conferences and events at a tactical level, managing venue staff interactions and overseeing all activities taking place at the venue.

4.4.8.4 Oversee and manage government online registration systems, enabling attendees to register attendance, submit personal requests, and request associated conference or event items. Respond to all calls and emails within 24 hours to confirm registration and address attendee questions.

4.4.8.5 Create, maintain, and update SharePoint and/or Microsoft Teams sites to serve as a consolidated repository for all conference and event requirements, content, materials, and documentation.

4.4.8.6 Coordinate and provide audio/visual (A/V) support to ensure all equipment needs are met, including presentation systems, microphones, podiums, sound systems, video, photography, and all related display and presentation equipment for the intended audience.

4.4.8.7 Create, prepare, and review all conference and event materials, including staff briefings, name tags, name tents, agendas, presentation copies, signage, and other required materials for each conference or event.

4.4.8.8 Provide assistance to participants with meeting locations, directions, logistical information, and general support while attending the conference or event.

4.4.8.9 Support all post-conference activities, including survey follow-up, action item management, meeting minutes, notes, and presentations. Develop and submit a Problem and Resolution/Lessons Learned Report following each conference or event, identifying problems, recommending solutions, and suggesting enhancements to service delivery. All documentation shall be made available in electronic format and accessible for download from government-approved sites.

4.4.8.10 Assist with planning, coordinating, and executing visits by distinguished persons. Provide support for any presentation, protocol, operational, or administrative tasks in support of branch requirements.

4.4.8.11 Serve as the subject matter expert and primary point of contact for all administrative support program functions. Directly assist branch leadership in developing, establishing, implementing, and tracking branch administrative procedures. Analyze taskings, procedures, practices, and resources to ensure efficient and effective branch operations.

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4.4.8.12 Prepare and track branch taskings, consolidate required information, and make adjustments based on affected branch manning, experience, training, and abilities. Provide quality control and final review of all taskings and administrative documents prior to dissemination to ensure accuracy, compliance, and professionalism.

4.4.8.13 Prepare briefing slides for senior and division leadership, with emphasis on content, operational focus, format, presentation, professionalism, and accuracy. Coordinate briefing inputs as necessary with Headquarters Air Force (HAF) and across Air Combat Command (ACC) directorates and staff.

4.4.8.14 Create, maintain, and update SharePoint and/or Microsoft Teams sites to serve as a consolidated repository for all branch administrative requirements, content, materials, and documentation.

4.4.8.15 Provide training and assistance to branch personnel on Microsoft Office applications, standard staffing templates, and administrative practices outlined in the ACC Action Officer handbook. Ensure branch compliance with established administrative standards and procedures.

4.5 Combat Integration Support: Supports Theater Air Control System (TACS) integration with Joint and Coalition partners with focus on Battle Control Centers (BCC), Joint Air Defense Operations Center (JADOC), National Capitol Region-Integrated Air Defense System (NCR-IADS), Homeland Defense, Integrated Air and Missile Defense (IAMD), and other emergent programs. Additional topics of interest include Counter Unmanned Aerial Systems (C-UAS), Hybrid Defense of Restricted Airspace (HyDRA), Joint All Domain Command and Control (JADC2), Advanced Battle Management Systems (ABMS), Agile Combat Employment (ACE) Integrated Fire control (IFC) and integration of advanced non-kinetic capabilities. Primary responsibilities include: integration of advanced Combat Air Force (CAF) TACS capabilities with Joint Theater Air Ground System (TAGS); Space based capability integration; Common Mission Control Center (CMCC); identification of employment and integration solutions support within Joint and Service Doctrine; Tactics, Techniques and Procedures (TTP) and concept development; Core Function Support Planning; Battle Control System-Fixed (BCS-F);Wide Areas Surveillance (WAS) and other emergent sensor integration; Cloud Based Command and Control (CBC2); Golden Dome and other Homeland Defense projects; and BCC Functional Area Management.

4.5.1 <u>IAMD Conceptual Operations Subject Matter Expert.</u> The Contractor shall:

4.5.1.1 Participate as SME in IAMD and AOC related exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the TACS (C2 and GIISR), AOC, and associated infrastructure.

4.5.1.2 Advise leadership and recommend options to manage and improve TACS (C2 and GIISR) and IAMD combat integration processes, procedures, and doctrine; efficiency and effectiveness; equipment capabilities; associated training requirements.

4.5.1.3 Actively participate in lead command strategy sessions, TACS (C2 and GIISR) and IAMD deep dives and other miscellaneous WS meetings. Review and coordinate relevant information. Coordinate with branch leadership to recommend A3C's position.

4.5.1.4 Directly assist leadership in the management of operational concepts to include Concept of Operations (CONOPs) and Concept of Employments (CONEMPs), conceptual operational plans, and process execution.

4.5.1.5 Plan, schedule, facilitate and execute IAMD and TACS Integration meetings, Working Groups, Secure Video Teleconferences (SVTC), and any other government directed meetings/events.

4.5.1.6 Develop products in support of the Command and Control (C2) and Global Integrated Intelligence,

Surveillance and Reconnaissance (GIISR) Core Function Team (CFT).
4.5.1.7 Liaise with system program offices, MAJCOM counterparts, and other agencies on staff to remain current on weapon system capabilities, developments, and initiatives; advise leadership on combat integration status and issues, specifically TACS and IAMD policies and positions.

4.5.1.8 Support Command and Control Battle Management Communications (C2BMC) and IAMD Planner integration; liaison with other ACC Divisions, MAJCOMs, Tri-Service Cell and HQ AF Staffs on addressing CAF integration and training issues.

4.5.2 **BCC Operational Support.** The Contractor shall:

4.5.2.1 Advise leadership and recommend options to manage and improve BCC, JADOC and NCR-IADS processes, procedures, and doctrine; BCC manning levels; efficiency and effectiveness.

4.5.2.2 Liaise with system program offices, Federal Aviation Administration (FAA), Homeland Security, 1st Air Force, North American Aerospace Defense Command (NORAD), Air Forces Northern (AFNORTH), NCR-IADS, applicable program offices, and Combatant Commanders to remain current on and assist in managing BCC weapon system capabilities, developments, and initiatives; advise leadership on program status, policies and positions.

4.5.2.3 Review, coordinate and prepare inspection planning to include wing generated exercises and ACC/IG Combat Readiness Exercises (CRE) and inspections (CRI), and Staff assisted visits led by ACC. Liaise with Inspector General (IG) and other related agencies and ensure relevant checklists are current and maintained.

4.5.2.4 Monitor, plan and execute BCC electronic unit self-inspection checklists through Management Internal Control Toolset (MICT) or other current systems.

4.5.2.5 Assist leadership and FAM with management and coordination of BCC scheduling, sourcing, and validation of forces for Combatant Commanders.

4.5.2.6 Manage the BCC readiness program, ensuring effective oversight of Unit Type Codes (UTCs) and Unit Manpower Documents (UMDs). Utilize and manage readiness tools and processes such as Time-Phased Force Deployment Documents (TPFDD), Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability (DOC) Statements, Mission Capability (MISCAP) Statements, weapons system test support, and Joint In-Lieu-Of (ILO) requirements. Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.5.2.7 Participate in BCC related exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the BCC, JADOC and NCR-IADS and associated infrastructure.

4.5.2.8 Provide expertise and advise leadership in the overall management, development, planning, establishment, and implementation of BCC training programs.

4.5.2.9 Review, develop and prepare inputs for BCC training program guidance. Advise leadership on BCC training programs and any implementation issues.

4.5.2.10 Maintain and update the BCC Master Training Lists providing specific training guidance for BCC IQT, MQT, and CT training programs. Provide leadership with lists upon request.

4.5.2.11 Assist and actively participate in Syllabus Review events to provide input and changes to FTU course

syllabi. Advise leadership of all inputs and changes.

4.5.2.12 Provide support in developing, writing, editing, and publishing formal AF bi-annual guidance for training and evaluation of BCC WS personnel. These documents include but are not limited to AFI 13-1 BCC Vol 1, BCC Training; AFI 13-1 BCC, Vol 2, BCC Standards and Evaluation; AFI 13-1 BCC, Vol 3, BCC Organization; AFTTP 3-1.BCC– BCC Tactics, Techniques, and Procedures; and AFTTP 3-3.BCC– BCC Tactics, Techniques, and Procedures or most recent document.

4.5.2.13 Review, coordinate and oversee BCC Standardization Evaluation programs and instructions.

4.5.2.14 Develop training requirements to include but not limited to Training Task Lists (TTL), syllabi and courseware to support BCC IQT and CT programs utilizing ISD practices and principles.

4.5.2.15 Support BCC Training, Standardization, and Evaluation programs by reviewing, developing and maintaining BCC checklist, TTP's, and MQF's.

4.5.3 **BCC Programming Support.** The Contractor shall:

4.5.3.1 Assist branch leadership to facilitate Planning, Programming, Budgeting, and Execution (PPBE) and Program Objectives Memorandum (POM) duties for BCC, JADOC, North Warning System (NWS), Joint Surveillance System (JSS), NCR-IADS, and other relevant programs while ensuring fiscal compliance and execution of programmed funding. Assist and advise branch leadership in the integration of requirements into the annual fiscal programs.

4.5.3.2 Liaise with system program offices MAJCOM counterparts, and other staff agencies to remain current on BCC weapon system capabilities, developments, and initiatives; advise leadership on policies and positions.

4.5.3.3 Liaise with appropriate staff offices to ensure major areas of concern are covered by requirement documents; planning and programming documents.

4.5.3.4 Provide support and advice to branch leadership on reprogramming of funds and funding levels due to manpower or other changes.

4.5.3.5 Actively participate in strategic planning to improve organizational direction and focus using strategic planning tools and techniques.

4.5.3.6 Assist in the creation and maintenance of the annual Operations and Maintenance (O&M) budget. Assist A3C Resources Program Manager and branch leadership to coordinate and validate program requirements and actively prioritize unfunded requirements through the fiscal year.

4.5.3.7 Advise branch leadership on day-to-day funding and programming issues as they pertain to the execution of the current fiscal year budget and the programming of the Future Years Defense Program (FYDP).

4.5.3.8 Review, develop and prepare lead command operational inputs for CC, JADOC, NWS, JSS, NCR-IADS, and other relevant programmatic funding (current and modernization).

4.5.3.9 Analyze costs, schedules, and technical performance of the BCC, JADOC, NWS, JSS, NCR-IADS, and other relevant programs in satisfying warfighter needs.

4.5.3.10 Review, develop and prepare programmatic documents supporting the BCC, JADOC, NWS, JSS, NCR-IADS, and other relevant programs.

4.5.3.11 Advise and recommend programmatic options to manage and improve BCC processes, procedures,

and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.5.3.12 Provide programmatic representation in BCC, JADOC, NWS, JSS, NCR-IADS, and other relevant program exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the BCC, JADOC, NWS, JSS, NCR-IADS, and other relevant programs and their associated infrastructure.

4.6 C2ISR Operations Division Level Support. Provide division level expertise and daily continuity for program management of administrative, travel, staff training, security, and mobility & personnel management programs.

4.6.1 <u>Executive Administrative Support.</u> The contractor shall:

4.6.1.1 Provide daily administrative and personnel support for approximately 100 personnel, including military, government civilians, and contractors. Coordinate, track, review, and process all staff actions including Officer and Enlisted Performance Reports (OPR/EPR), promotion recommendation forms, performance feedback forms, assignment and training notifications, and awards and decorations. Develop and implement metrics to measure the status and effectiveness of administrative and personnel management actions. Provide monthly and periodic status reports with outcomes and recommendations for improvement.

4.6.1.2 Manage the division awards program in its entirety, including drafting and distributing solicitation messages, compiling nomination packages, organizing selection boards, communicating results, and publishing announcements. Ensure timely and accurate processing of all military and civilian awards and decorations in accordance with applicable Air Force instructions and command policies.

4.6.1.3 Serve as the division point of contact for the Automated Records Management System (ARMS) or equivalent Air Force personnel system; assist personnel with accessing records, resolving system discrepancies, and ensuring data integrity across all personnel management platforms used by the division.

4.6.1.4 Maintain, review, and correct personnel records to ensure accuracy and currency, including duty status, duty title changes, change of raters, position number changes, deployment band indicators, and aircrew position indicators (API). Initiate corrections as discrepancies are identified and coordinate with the appropriate offices to resolve record errors in a timely manner.

4.6.1.5 Coordinate and track the in-processing and out-processing of all division personnel. Manage and maintain division-level checklists and coordinate updates with A3E to ensure alignment with current directorate-level in/out-processing requirements.

4.6.1.6 Manage the division leave program and serve as the unit administrator for LeaveWeb. Ensure all leave requests are submitted, reviewed, and processed accurately and in full compliance with applicable Air Force leave policies and command guidance.

4.6.1.7 Provide guidance and assistance to division personnel in completing annual, force, and event ancillary training through directed automated learning platforms. Track individual and organizational training completion status and submit training completion reports to division leadership upon request.

4.6.1.8 Assist division leadership with manpower management actions, including review and maintenance of Unit Manning Documents (UMD) and preparation and submission of Authorization Change Requests (ACR). Track the status of all pending manpower actions and provide status reports to division leadership upon request.

4.6.1.9 Provide comprehensive information management and executive administrative support to the division chief and deputies, including maintaining and synchronizing office calendars and schedules; managing conference and meeting agendas, office calls, briefings, travel plans, leave, and special projects; monitoring the

organizational inbox and assigning taskers to the correct Office of Primary Responsibility (OPR); and managing incoming telephone calls and visitor coordination to ensure efficient and professional front-office operations.

4.6.1.10 Maintain and coordinate division records management in accordance with Air Force Records Information Management System (AFRIMS) policies. Serve as the primary liaison with Information Managers to ensure proper file plan establishment, records disposition, and compliance with all applicable records management directives and Air Force instructions.
4.6.1.11 Maintain and track administrative office supplies and equipment for the division. monitor inventory levels, identify shortfalls, and submit supply and equipment requests through appropriate procurement channels as required to ensure uninterrupted operations.

4.6.1.12 Assist with division-level mail management and distribution, ensuring all incoming and outgoing correspondence is handled accurately, routed to the appropriate office or individual, and processed in a timely manner.

4.6.1.13 Assist the division Security Manager in accomplishing required security training, coordinating visit requests for secure facilities and programs, managing personnel investigation and re-investigation processes, administering read-in access, and conducting quarterly inspections in coordination with A3 or the 633 ABW Security Office. Ensure entry access letters and alarm access letters are established, maintained, and updated as personnel in- and out-process or as otherwise required.

4.6.1.14 Create, maintain, and update SharePoint and/or Microsoft Teams sites to serve as a consolidated, accessible repository for all division administrative requirements, content, materials, and documentation; ensure sites are organized, current, and accessible to authorized personnel.

4.6.1.15 Manage, distribute, and track access badges and cards for all HQ ACC/A3C personnel and authorized visitors. Verify appropriate clearance levels prior to granting access to SIPR Café and other controlled areas. Routinely update the Entry Access Letter on a monthly basis or as personnel in- or out-process.

4.6.1.16 Support division leadership in planning and executing organizational events, ceremonies, commander's calls, and recognition functions; coordinate logistics including venue, invitations, agendas, audio-visual support, and post-event documentation.

4.6.1.17 Continuously analyze administrative processes and workflows; identify inefficiencies and recommend improvements, best practices, and lessons learned to division leadership to streamline operations and enhance overall organizational effectiveness.

4.6.2 **<u>Systems Administrator Support.</u>** The contractor shall:

4.6.2.1 Perform duties as Client Systems Technician (CST) and Information Systems Security Officer (ISSO) for NIPRNET, SIPRNET, and Joint World Wide Communications System (JWICS) computer and peripheral systems.

4.6.2.2 Provide oversight, maintenance, and administrative support to ensure network connectivity and uninterrupted accomplishment of the division's daily operations.

4.6.2.3 Install, configure, and maintain workstations and peripheral equipment in accordance with AFNet Ops and local Communications Squadron directives/guidance.

4.6.2.4 Monitor, test, troubleshoot, and repair hardware and software Information Assurance (IA) and Information Technology (IT) issues, engaging the helpdesk or local Communications Squadron as necessary for resolution. Monitor all trouble tickets submitted to the helpdesk, keeping affected personnel informed of ticket status and resolution progress.

4.6.2.5 Ensure all software, hardware, and firmware comply with appropriate security configuration guidelines, policies, and procedures for an Information System.

4.6.2.6 Provide assistance and support to division personnel on NIPRNET, SIPRNET, and JWICS systems, including web-based programs, IT policy, procedures, troubleshooting, and guidance.

4.6.2.7 Administer, create, maintain, and update SharePoint and/or Microsoft Teams sites to serve as a consolidated, accessible repository for all division administrative requirements, content, materials, and documentation; ensure sites are organized, current, and accessible to authorized personnel.

4.6.2.8 Administer, create, maintain and update division ISSO SharePoint site to serve as a consolidated, accessible repository and continuity for all division information systems requirements. Ensure the site includes policy, guidance, directions, ITEC and software license inventory, internal trouble ticketing processes, and tracking.

4.6.2.9 Create and maintain division NIPRNET, SIPRNET, and JWICS websites, SharePoint, and Microsoft Teams. Ensure only authorized personnel have access to classified materials. Provide tools for individual personnel and units to author, store, and retrieve local procedures and related information.

4.6.2.10 Serve as Primary Information Technology Equipment Custodian (ITEC) Manager. Maintain automated inventory control over all accountable ITEC items, ensuring compliance with AFMAN 33-153 Information Technology Asset Management and local standards. Maintain and display inventory as a dashboard on the ISSO SharePoint page.

4.6.2.11 Develop and implement metrics detailing a modernization plan with purchase options for division's annual technology refresh. Provide status reports with outcomes, recommended mitigation strategies to address identified risks, and recommendations for improvement.

4.6.2.12 Research and recommend emerging technologies to improve operational efficiency and security. Provide cost-benefit analyses for proposed technology upgrades.

4.6.2.13 Assist the Communications Security (COMSEC) Responsible Officer in maintaining COMSEC account requirements, including Tactical Local Area Network Encryptor (TACLANE) equipment.

4.6.2.14 Perform as the division primary for the Computer Security program, ensuring compliance and readiness for inspections. Draft, coordinate, and implement division security policies, guidance, and directions.

4.6.2.15 Manage the Information System Security Officer/Cybersecurity Liaison (ISSO/CSL) and TEMPEST programs.

4.6.2.16 Maintain DoW 8570 baseline certification training for Information Assurance Technical (IAT) Level II (Security+) and all annual training requirements for roles such as ITEC, CSA, USLM, ISSO, and Cybersecurity Liaison (CL).

4.6.3 **<u>Video-Teleconferencing Support.</u>** The contractor shall:

4.6.3.1 Provide on-site technical support, oversight, operation, maintenance, and administrative support for video-teleconferencing (VTC) and secure video-teleconferencing (SVTC) services and infrastructure.

4.6.3.2 Serve as the primary contact responsible for scheduling and organizing point-to-point and multipoint audio and video conferences via NIPR, SIPR, and JWICS networks within HQ ACC/A3C. Provide technical subject matter expertise on VTC/SVTC architecture, compatibility, integration, and emerging technologies.

4.6.3.3 Coordinate and manage conference room scheduling, including non-VTC/SVTC events, and resolve

scheduling conflicts as needed.

4.6.3.4 Administer, create, maintain and update division VTC/SVTC SharePoint site to serve as an accessible consolidated repository and continuity for all division VTC/SVTC requirements. Site shall include government documentation or active links to authoritative sources (e.g., policy, guidance, and directions); Automated scheduling and tracking; Internal trouble ticketing processes and tracking; Equipment and infrastructure tracking; Operational documentation.

4.6.3.5 Load, configure, and maintain video conferencing software applications to ensure compliance with Defense Intelligence Security Agency (DISA) Security Technical Implementation Guides (STIGs) and AFNETOPS directives. Verify all equipment settings before engaging secure connectivity. Perform regular maintenance and updates on VTC/SVTC systems to ensure optimal performance and compliance with security standards.

4.6.3.6 Conduct operational checks on all VTC/SVTC systems at the beginning of each workday to ensure functionality. Maintain, troubleshoot, and remediate VTC/SVTC suite outages, including conducting periodic test calls.

4.6.3.7 Perform and enforce Information Assurance (IA) policies and procedures in accordance with DISA STIGs and AFNETOPS directives for C2 and Intelligence Systems.

4.6.3.8 Observe and enforce safeguards for personnel entering or exiting during classified sessions. Conduct end-of-day security checks of rooms with VTC/SVTC capabilities.

4.6.3.9 Ensure all software, hardware, and firmware comply with appropriate security configuration guidelines, policies, and procedures for an Information System.

4.6.3.10 Provide an overview of videoconferencing settings (e.g., mode, microphone use) and deliver remote and onsite video conferencing training for room facilitators, conference participants, and equipment users. Coordinate with users and remote site facilitators on equipment or room configuration requirements.

4.6.3.11 Maintain full control of A3C public VTC/SVTC rooms and access to bridge aliases. Troubleshoot back-end issues and maintain access to Crestron Graphical User Interface.

4.6.3.12 Assist the System Administration Support task to provide assistance and support to division personnel on NIPRNET, SIPRNET, and JWICS systems, including web-based programs, IT policy, procedures, troubleshooting, and guidance.

4.6.3.13 Assist the System Administration Support task to install, configure, and maintain workstations and peripheral equipment in accordance with AFNet Ops and local Communications Squadron directives/guidance.

4.6.3.14 Serve as an Information Technology Equipment Custodian (ITEC) Manager. Maintain automated inventory control over all accountable ITEC items, ensuring compliance with AFMAN 33-153 Information Technology Asset Management and local standards. In coordination with the System Administration Support task, maintain and display inventory as a dashboard on the ISSO SharePoint page.

4.6.3.15 Develop and implement metrics detailing a modernization plan with purchase options for division's annual technology refresh. Provide status reports with outcomes, recommended mitigation strategies to address identified risks, and recommendations for improvement.

4.6.3.16 Research and recommend emerging technologies to improve operational efficiency and security. Provide cost-benefit analyses for proposed technology upgrades.

4.6.3.17 Assist the Communications Security (COMSEC) Responsible Officer in maintaining COMSEC account requirements, including Tactical Local Area Network Encryptor (TACLANE) equipment.

4.6.3.18 In coordination with the System Administration Support task, perform as the division alternate for the Computer Security program, ensuring compliance and readiness for inspections. Draft, coordinate, and implement division security policies, guidance, and directions.

4.6.3.19 Assist the System Administration Support task to manage the Information System Security Officer/Cybersecurity Liaison (ISSO/CSL) and TEMPEST programs.
4.6.3.20 Assist the division Security Manager in accomplishing required security training, coordinating visit requests for secure facilities and programs, managing personnel investigation and re-investigation processes, administering read-in access, and conducting quarterly inspections in coordination with A3 or the 633 ABW Security Office. Ensure entry access letters and alarm access letters are established, maintained, and updated as personnel in- and out-process or as otherwise required.

4.6.3.21 Maintain DoW 8570 baseline certification training for Information Assurance Technical (IAT) Level II (Security+) and all annual training requirements for roles such as ITEC, CSA, USLM, ISSO, and Cybersecurity Liaison (CL).

4.6.4 <u>SharePoint and Knowledge Management Support.</u> The Contractor shall:

4.6.4.1 Design, develop, administer, and maintain ACC/A3C SharePoint sites, Microsoft Teams sites, libraries, workflows, dashboards, and web-based solutions across NIPRNET, SIPRNET, and JWICS environments, serving as an accessible consolidated repository for all division requirements, content, materials, and documentation. Ensure sites are organized, current, and accessible to authorized personnel.

4.6.4.2 Ensure SharePoint integration throughout the division to facilitate easy access, sharing, and dissemination of information. Ensure standardized layout development, accessibility, security, and compliance with ACC/USAF Web and SharePoint Standardization Concepts and Air Force Portal standards, including CAC-enabled access on unclassified and classified servers.

4.6.4.3 Serve as the primary point of contact for SharePoint-related inquiries. Collaborate with leadership and end users to gather requirements and design tailored SharePoint and web-based solutions - including but not limited to web parts, forms, Microsoft Office integration applications, workflows, page templates, customizations, search scopes, and web services.

4.6.4.4 Develop and maintain automated workflows, reporting tools, and search capabilities to streamline data management processes. Develop and maintain dashboards using tools such as Microsoft Power BI and SharePoint and provide reports as required.

4.6.4.5 Provide training and develop training materials, user guides, and other deliverables as needed to enhance user proficiency in SharePoint, Microsoft Teams, and other KM tools and features. Provide technical support to end users, including troubleshooting and resolving SharePoint and collaboration platform issues.

4.6.4.6 Assist in the maintenance of established KM processes and governance. Provide analysis of division processes and KM activities and provide inputs to improve efficiency and align with mission requirements.

4.6.4.7 Assist in documenting and cataloging division documentation and activities including but not limited to meetings, working groups, conferences, and Air Force Corporate structures. Perform data gathering, analysis, and research to ensure timely access to relevant operations information and research resources, supporting staff decision-making and organizational priorities.

4.6.4.8 Assist in maintaining division knowledge continuity plans and transition packages to preserve institutional knowledge during personnel transitions, retirements, and permanent change of station (PCS) moves.

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4.6.4.9 Serve as the division primary point of contact and liaison with ACC/A3 to support their goal to accelerate the adoption and operational integration of Artificial Intelligence (AI) and Robotic Process Automation (RPA) capabilities.

4.6.4.10 Assist in ensuring division KM processes, data repositories, and SharePoint environments comply with applicable CUI handling requirements per 32 CFR Part 2002, DoDI 5200.48, and applicable Air Force instructions, including proper marking, storage, and dissemination controls.
4.6.4.11 Maintain DoD 8570 baseline certification training for Information Assurance Technical (IAT) Level II and all annual training requirements for applicable roles.

4.6.5 **Risk Management Framework and Authority To Operate/Connect Program Support.** The Contractor shall:

4.6.5.1 Provide overall management, guidance, and coordination of C2ISR Authority to Operate (ATO), Authority to Connect (ATC), and various agency Interconnection Service Agreements (ISA) requirements using the USAF Risk Management Framework (RMF) for the following WS and Programs to include but not limited to: AOC, AWACS, BACN, BCS, Compass Call, CRC, C2IMERA, JSS, Link 16, Manned Reconnaissance Systems, NCR-IADS, NWS, and RADES.

4.6.5.2 Use the USAF Risk Assessment Framework (RMF) in the development of all capability Assessment and Authorization requirements. Assist with risk management planning, identification, analysis, mitigation, response planning, and monitoring and control for all C2ISR WS and Program systems.

4.6.5.3 Serve as division subject matter expert and primary point of contact for all C2ISR ATO/ATC/ISA requirements ensuring leadership and branches have visibility of current status and can accurately project requirements with minimal impacts to operations.

4.6.5.4 Monitor and advise on adherence to approved processes and make recommendations for continual process improvement based on lessons learned and best practices.

4.6.5.5 Provide technical expertise and directly assist branch leadership and POC's in developing, preparing, reviewing, coordinating, and managing WS and Programs ATO/ATC/ISA requirements.

4.6.5.6 Review RMF security packages and system security packages to ensure all security controls applicable to the system are addressed to include system description and details; security control Implementation Plan and System-level Continuous Monitoring Plan; risk assessments; supporting artifacts; Assessment Procedures and Control Correlation Identifiers; Plans of Action and Milestones (POAM) for any non-compliant or partially implemented controls.

4.6.5.7 Liaise with HQ ACC/A589, HQ ACC/A6, HQ ACC/A3C leadership and branches, program management offices, and other support office as required. Ensure requirements are being submitted and worked within given timeframe.

4.6.5.8 Recommend solutions and way forward to leadership and branches for any identified issues.

4.6.5.9 Advise leadership on effective and efficient processes to achieve ACC objectives in support of Air Staff, combatant commanders and Joint Staff requirements.

4.6.5.10 Assist leadership in developing standardized repeatable processes in accordance with C2ISR WS and program AFI's and applicable federal laws.

4.6.5.11 Develop and implement metrics management for all managed WS and Program systems, ensuring C2ISR ATO/ATC/ISA's are properly tracked from start to completion.

4.6.5.12 Provide monthly metrics on all C2ISR WS and Program systems. Metrics at a minimum will include WS/Program, ATO/ATC/ISA status, expiration, and continuous monitoring.

4.6.5.13 Develop and maintain tracking system for C2ISR WS and Program systems ATO/ATC/ISA requirements status. Ensure tracking system highlights repeatable requirements, such as annual reviews and quarterly reporting requirement, to reduce late reporting; identifies all deficiencies.
4.6.5.14 Maintain and update program documentation to provide a consolidated repository for all C2ISR ATO/ATC/ISA requirements IAW the DoW RMF. Maintain a complete set of the Government documentation or active links to the most current authoritative sources, including standards, manuals, regulations, plans, concepts of operation, system/segment specifications and models, and technical interchange and review meeting minutes. Ensure all documents and/or links to official references are maintained on the Division SharePoint site.

4.7 Additional Optional Support. The contractor shall provide optional FTEs capable of supporting generic C2ISR Programs or Weapon Systems (WS) as outlined in the subtasks below. The specific Program or WS will be identified at the time the optional FTE is exercised and will be exercised using the pre-priced rates determined at award. The task accomplishment and experience will be based on an identified Program or WS at time of option. Attachment B: Level of Effort Requirements, will be updated to identify optioned Program or WS FTEs as needed.

4.7.1 <u>Program Support.</u> The contractor shall:

4.7.1.1 Provide technical support and guidance for effective employment of assets, including advising leadership at all levels on the efficient use of resources to achieve ACC objectives in support of Air Staff, Combatant Commanders, and Joint Staff requirements.

4.7.1.2 Provide management and coordination of CAF and Joint Staff Program or WS scheduling, sourcing, and validation of forces for Combatant Commanders. Provide sourcing solutions for Joint and Service-specific exercise and test support requirements, including review and validation of requirements.

4.7.1.3 Advise leadership and recommend options to manage and improve Program or WS processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

4.7.1.4 Manage and perform Program or WS Global Force Management (GFM) processes. Analyze data from readiness and sourcing activities, identify trends, and provide actionable recommendations to leadership.

4.7.1.5 Manage the Program or WS readiness program, ensuring effective oversight of Unit Type Codes (UTCs) and Unit Manpower Documents (UMDs). Utilize and manage readiness tools and processes such as Time-Phased Force Deployment Documents (TPFDD), Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability (DOC) Statements, Mission Capability (MISCAP) Statements, weapons system test support, and Joint In-Lieu-Of (ILO) requirements. Analyze readiness data provided by units to identify trends, gaps, and shortfalls, and develop actionable recommendations to address these issues. Provide leadership with regular briefings on readiness status, challenges, and proposed solutions, ensuring informed decision-making and effective program management.

4.7.1.6 Perform deliberate planning and crisis action planning utilizing Joint Operation Planning and Execution System (JOPES) and Deliberate Crisis Action Planning and Execution Segments (DCAPES). Provide direct support for planning and execution requirements.

4.7.1.7 Participate in exercises, tests, experimentation, table top and staff level events contributing to the sustainment and modernization of the Program or WS and associated infrastructure.

4.7.1.8 Provide expertise and advise leadership in the overall development, planning, establishment, and implementation of Program or WS training programs.

4.7.1.9 Oversee and manage Program or WS Ready Aircrew Program (RAP), Programmed Flying Training (PFT), and Formal Training Unit (FTU) Initial Qualification Training (IQT) programs, ensuring compliance with Air Force directives and operational readiness objectives.

4.7.1.10 Maintain and update the Program or WS Master Training Lists, providing specific training guidance for IQT, Mission Qualification Training (MQT), Requalification Training (RQT), and Continuation Training (CT) programs. Develop training requirements, including Training Task Lists (TTL), syllabi, and courseware, utilizing Instructional System Development (ISD) practices and principles. Provide leadership with updated lists upon request.

4.7.1.11 Develop and implement metrics to assess the effectiveness of Program or WS training programs, including IQT, MQT, and CT. Provide branch leadership with periodic reports on training outcomes and recommendations for improvement.

4.7.1.12 Review, develop, and prepare lead command operational inputs for Program or WS programmatic funding (current and modernization). Review, develop, and prepare programmatic documents supporting the Program or WS program.

4.7.1.13 Facilitate Planning, Programming, Budgeting, and Execution (PPBE) and Program Objectives Memorandum (POM) duties while ensuring fiscal compliance and execution of programmed funding. Assist and advise branch leadership in the integration of requirements into the annual fiscal programs.

4.7.1.14 Assist in the creation and maintenance of the annual Operations and Maintenance (O&M) budget. Assist the A3C Resources Program Manager and branch leadership to coordinate and validate program requirements and actively prioritize unfunded requirements through the fiscal year.

4.7.1.15 Advise and recommend options to manage and improve Program or WS processes, procedures, and doctrine; manning levels; efficiency and effectiveness; equipment capabilities; training requirements.

5.0 CONTRACT DATA REQUIREMENTS LIST (CDRL) AND OTHER DELIVERABLES. The Contractor shall provide the Government with timely, accurate, and accessible deliverables in a format mutually agreed upon by the Government and the contractor. If a deliverable due date falls on a weekend or holiday, the contractor shall submit the deliverable on the last workday prior to the due date. The Contractor is encouraged to use innovative delivery methods, such as real-time dashboards, to minimize redundant reporting and reduce administrative burden, provided all outputs remain accessible through government-approved or FedRAMP-authorized platforms. See Attachment D for CDRL and Deliverable examples.

Table 1 - Deliverables

Deliverables	PWS Reference	Deliver To	Due Date
CDRL A01	Atch D	CO/CM/COR	See Atch D, DD Form 1423-1
Organizational Conflict of Interest (OCI) Mitigation Plan	5.1	CO/CM and COR	Within 30 calendar days from notice of award
Transition Plan	10.0	CO/CM and COR	Within 30 calendar days from notice of award
Hiring Status Report	5.2	CM and COR	1st Friday after notice of award then every Friday until all positions are filled, or as requested by CO
Monthly Status Report	5.3	COR	On or before the 15th of each month after notice of award
Trip Report	5.4	COR	Within 5 business days after return

Deliverables	PWS Reference	Deliver To	Due Date
Quality Control Plan	5.5	CO/CM, COR, and QAPC	Within 30 calendar days from notice of award and within 10 calendar days of updates
Continuity Folders	5.6	COR	Quarterly; Final revision 10 calendar days prior to contract end date
Meeting Reports	5.7	COR	Within 2 business days of tasking
Telework Policy and Procedures	5.8	CO/CM and COR	Within 30 calendar days from notice of first approved telework task

5.1 Organizational Conflict of Interest (OCI) Mitigation Plan. The contractor shall provide a plan that describes the processes and procedures they will implement to avoid or mitigate any actual or perceived OCI. The plan shall outline how the contractor evaluates, mitigates (where necessary), and reevaluates any potential or perceived conflicts between this contract and other work performed by the contractor or team members.

5.2 Hiring Status Report (HSR)/Personnel Roster. The contractor shall provide an HSR every Friday, starting with the first Friday after notice of award, until all positions are filled, or as requested by the CO. The HSR shall contain, as a minimum, the name, security clearance and adjudication date, and projected start date for each new hire. The last HSR provided shall also contain the number of incumbent offers and acceptances**.** After contract start, the HSR will become the Personnel Roster.

5.2.1 Personnel Roster. The contractor shall maintain a current listing of employees. The list shall include the employee's name, task, task title, start or vacancy date, termination date, level of security clearance with adjudication date, and when applicable company identification when using a sub-contractor. An updated listing shall be provided when an employee's status or information changes. When a vacancy is identified, an updated listing shall be provided every Friday until all positions are filled, or as requested by the CO.

5.3 Monthly Status Report. The contractor shall provide status reports for the duration of the effort. The report shall summarize accomplishments during the reporting period and shall provide supporting documentation for the monthly invoice. The report shall also include the following:

5.3.1 Planned versus actual task completion, anticipated activity (including anticipated Contract Data Requirements List (CDRL) deliveries) for the next reporting period.

5.3.2 A narrative review of work accomplished during the reporting period, significant events and whether it was in support of normal or contingency operations.

5.3.3 Anticipated work to be accomplished for the next reporting period.

5.3.4 Progressive and problem areas to include and outstanding issues and recommendations.

5.3.5 Lessons learned, risks, significant accomplishments, and training completed

5.3.6 Certifications or security clearances expiring

5.3.7 Pending or lapsed and mitigation plan.

5.3.8 Description of all travel or unique services provided during the period.

5.3.9 Tracking sheets depicting current and prior option year travel expenditures and future travel projections for each task. At a minimum, show name of traveler and associated task, dates of travel, location of travel, actual cost of travel if trip has been completed or projected cost of trip for future travel.

5.3.10 Tracking sheet depicting labor costs for current and prior option years.

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5.4 Trip Report. The Contractor shall deliver a trip report for every TDY or multi-day conference attended (Reports are not required for local meetings attended during the course of a normal business day). Within 5 business days of the following official travel, the contractor shall prepare and submit the report to their branch leadership and the COR. Only one trip report is required when multiple contractors attend the same TDY. The report shall detail the following at a minimum:

- Traveler's name.
- Dates and locations of the trip/conference.
- Title and brief overview of purpose of the trip/conference to include individuals contacted.
- Details of any agreements reached or any other significant issues identified during the travel.
- Details of Action Items assigned where attendee or office they represent are the Office of Primary Responsibility (OPR) or Office of Coordinating Responsibility (OCR).

5.5 Quality Control Plan (QCP). The contractor shall develop and maintain an effective quality control program to ensure the services of this PWS are being met. The contractor shall develop a QCP that includes quality control processes and procedures and apply them to meet this requirement. The QCP shall be submitted to the CO for acceptance no later than 30 calendar days after notice of award. Updated versions of QCP shall be submitted to the CO for acceptance no later than 10 calendar days of implementation by the contractor. It should include as a minimum:

- Introduction and Purpose
- Management Structure
- Roles and Responsibilities of Contractor Key Personnel
- Processes and Procedures for the Performance Objectives in the Services Summary
- Internal Staffing Procedures
- Subcontractor Relationships (if applicable)
- Contractor and Subcontractor Invoicing
- Government-issued Minor and Major Non-Conformance
- Deliverables
- Summary

5.6 Continuity Folders. Each task area shall create and maintain continuity folders for each task that shall be left with the Government upon an FTE's departure or end of the contract. Each folder shall be delivered to the supported branch chief for review on a quarterly basis and shall contain as a minimum a current copy of the PWS and each sub-task/process with a detailed systematic guide on how to accomplish the tasks to include any links, phone numbers, POCs, or locations.

5.7 Meeting Reports. The Contractor shall deliver a meeting report upon request from branch or division leadership. The report will include at a minimum: the purpose of the meeting, attendees, date, issues discussed, decisions/recommendations made, and a list of action items with associated assignments.

5.8 Telework Policy and Procedures. The contractor's policy and procedures should be closely aligned to that of the Government to ensure continuity and timeliness in completing tasks. Additionally, the policy and procedures shall address local and remote telework to include check-in/check-out procedures for overseeing task accomplishment, procedures on managing CAC issuance and retrieval, Government laptop transportation, security, and maintenance, and protection of classified information (when applicable).

6.0 GOVERNMENT FURNISHED PROPERTY.

6.1 Government Provided Documentation. The Government will provide access to relevant policies, procedures, and reference materials required to perform the tasks in this PWS as required and available.

6.2 Government Provided Equipment/Office. The Government shall provide office space, Local Area

Network (LAN) connections, computer (hardware and software), unclassified and classified e-mail and internet access, and other standard office equipment necessary to support the contractor. The Government may issue laptops, tokens, or other equipment via hand-receipt, when necessary, with all equipment returned at the end of the period of performance or upon contract termination in the same condition as it was when issued.

6.3 Government Directed Training. When the Government directs specific or emerging commercial or government training beyond what is required by each position, all training costs incurred including tuition, per diem and travel will be reimbursed as approved by the COR.

7.0 DATA.

7.1 Rights to Data. The Government has unlimited rights to all deliverables produced under this contract to include training materials, metrics, dashboards, knowledge repositories, reports, and any technical data derived from the completion of briefings, papers, studies, or other Government-directed work. Unlimited rights shall include the ability to reproduce, use, disclose, modify, or distribute deliverables in whole or in part, in any manner and for any purpose, without restriction.

7.2 Data Accessibility. All deliverables and data shall be maintained on Government-approved or FedRAMP-authorized platforms, ensuring accessibility to ACC personnel for the duration of the contract and beyond. Deliverables containing classified information shall remain on the appropriate enclave (NIPRNet for unclassified, SIPRNet for Secret, JWICS for Top Secret).

7.3 Data Protection and Compliance. The Contractor shall ensure all data management practices comply with applicable DoW and Air Force directives. Contractor personnel shall handle data in accordance with classification requirements and established information assurance protocols.

8.0 TRAVEL The contractor shall be required to travel to CONUS and OCONUS to attend meetings in support of tasks listed above to fulfill PWS requirements. All travel shall comply with the Joint Travel Regulations (JTR) and FAR 31.205-46 and shall be coordinated and pre-approved in writing by the COR. The Government will only reimburse allowable costs IAW FAR 31.205-46. The contractor shall be required to provide all travel receipts to the COR as attachments with travel voucher in Wide Area Work Flow (WAWF). Travel projections are subject to change based on Government requirements. Local travel within the commuting area of a contractor's primary duty location is considered a cost of doing business and will not be reimbursed.

8.1 Defense Base Act Insurance. Defense Base Act (DBA) Insurance coverage is required for employees of all contractors working outside of the United States, according to the Department of Labor (FAR 28.305). Insurance costs shall not be included in the fully burdened labor rate, but as cost reimbursable item in the travel estimate and subsequent invoice.

Table 2 – Travel

Origin	Destination	Travelers Per Year	Trips Per Traveler	Est. Days Per Trip
JB Langley-Eustis, VA	CONUS Locations	29	4	5
JB Langley-Eustis, VA	OCONUS Locations	10	2	5

9.0 SECURITY. The contractor and all contractor personnel shall abide by all Air Force and local rules, procedures and standards of conduct. A DoW Contract Security Classification Specification (DD FM 254) is required for access to classified material. The contractor shall also perform in accordance with the Compliance with National Industrial Security Program Operating Manual (NISPOM—32 CFR Part 117).

9.1 Visitor Group Security Agreement (VGSA). The contractor shall enter into a long term VGSA with the host base Information Protection Office if contract performance is on base for 90 days or more. The contractor will be contacted by the host base Information Protection Office (IPO) to relay local security instructions via

email, letter or telephone. The Contractor is no longer required to sign the VGSA. This agreement shall outline how the contractor integrates security requirements for contract operations with the Air Force to ensure effective and economical operation on the installation. The agreement should address:

9.1.1 Security support provided by the Air Force to the contractor to include storage containers for classified information/material, use of base destruction facilities, classified reproduction facilities, use of base classified mail services, security badging, base visitor control, investigation of security incidents, base traffic regulations, the use of security forms, and conducting inspections required by DoW 5220.22-R, Industrial Security Regulation, and Air Force Instruction 16-1406, Air Force Industrial Security Program.
9.1.2 Security support requiring joint Air Force and contractor coordination includes packaging classified information, mailing and receiving classified materials, implementing emergency procedures for protection of classified information, security checks, and internal security controls for protection of classified material and high value pilferable property.

9.1.3 On base, the long-term visitor group security agreement may take the place of a Standard Practice Procedure (SPP).

9.2 Security Clearances. All personnel performing on this PWS shall require a security clearance as detailed on the table at Attachment B. The contractor must possess a facility security clearance at the Top Secret level to submit an offer IAW paragraph H.7.1 of the GSA OASIS MAC contracts. The contractor shall request security clearances by submitting clearance paperwork through Defense Counterintelligence security Agency (DCSA) to the National Background Investigations Bureau (NBIB) for personnel requiring access to classified information within 15 days after receiving a facility clearance or, if the contractor is already cleared, within 15 days after notice of award. Due to costs involved with security investigations, requests for contractor security clearances shall be kept to an absolute minimum necessary to perform contract requirements. Contractor personnel shall have appropriate clearances prior to commencing work on any contract unless otherwise approved in writing by the CO. The contractor shall also complete visit requests for each individual that will be performing work on a contract in the Defense Information System for Security (DISS) prior to performance start unless otherwise approved in writing by the CO. The prime contractor shall ensure that any teaming partners or subcontractors have the appropriate clearances prior to beginning performance.

9.2.1 Employee Clearance Documentation. Prior to contract start, and as changes occur, the contractor shall provide the COR with a list of all company employees assigned to this contract. The list shall include the employee's name, position, and level of security clearance. The list shall be validated and signed by the company FSO and provided to the Sponsoring Agencies Security Manager. The HSR/Personnel Roster may be used to satisfy this requirement.

9.3 Notification. The contractor shall notify the Servicing Security Activity (SSA) at each location and the local unit through the DISS, 30 days prior to contract performance on base. In the remarks section in the DISS visit request, add the contract number and the company Facility Security Officer's (FSO) name and contact number.

9.4 Security Assistant Appointment. The contractor shall appoint a security assistant for the on base visitor group as an additional duty position. The security assistant and sponsoring agency's security manager shall ensure all contractor personnel are integrated into sponsoring agencies Information Protection Program and receive initial and recurring security education training IAW DOW 5200.01, DoW Information Security Program Manual, and AFMAN 16-1404, Air Force Information Security Program.

9.5 Pass and Identification Items. The contractor shall ensure the pass and identification items required for contract performance are obtained for employees and non-Government owned vehicles.

9.6 Retrieving Identification Media. The contractor shall retrieve all identification media, including vehicle passes from employees who depart for any reason before the contract expires; e.g. terminated for cause, retirement, etc.

9.7 Traffic Laws. The contractor and its employees shall comply with base traffic regulations.

9.8 Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned vehicle or privately owned vehicle while on any Government installation.

9.9 Controlled Unclassified Information (CUI). The contractor shall comply with DoDI 5200.48, Controlled Unclassified Information program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding CUI material.
9.10 Reporting Requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoW personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment.

9.11 Physical Security. The contractor shall be responsible for safeguarding all Government property and controlled forms provided for contractor use. At the end of each work period, all Government facilities, equipment, and materials shall be secured.

9.12 Controlled/Restricted Areas. The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work. An AF Form 2586, Unescorted Entry Authorization Certificate, must be completed and signed by the sponsoring agencies Security Manager before a restricted area badge will be issued.

9.13 Key Control/Access Badge Control. The contractor shall establish and implement methods of making sure all keys and badges that are issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the Government.

9.13.1 Lost Keys. The contractor shall immediately report to the COR or PM any occurrences of lost or duplicated keys. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the CO, to re-key or replace the affected lock or locks without cost to the Government. The Government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the contractor.

9.13.2 Prohibited Use. The contractor shall prohibit the use of keys, issued by the Government, by any persons other than the contractor's employees and the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in performance of contract work requirements in those areas.

9.14 Lock Combinations. The contractor shall control access to all Government provided lock combinations to preclude unauthorized entry. The contractor is not authorized to record lock combinations without written approval by the Government PM. Records with written combinations to authorized secure storage containers, secure storage rooms, or certified vaults, shall be marked and safeguarded at the highest classification level as the classified material maintained inside the approved containers.

9.15 Automatic Data Processing Equipment (ADPE). Visitor groups are prohibited from establishing their own Information Technology (IT) systems/networks LAN, Wide Area Networks (WAN), Cellular phone/USB Modem as WAN, Wi-Fi as WAN etc.) without the direct permission of governing communications and responsible information systems office. If permission is granted, the Government office approving the request is responsible for providing oversight to ensure the system is properly accredited/authorized and all DoW and Air Force IT requirements are met. Contractor employees who need access to Government IT systems are determined to be trustworthy by the completion of a favorable personnel security investigation commensurate with assigned duties and by a designated Government official prior to IT access being granted. This is

accomplished through the system authorization access request, DD Form 2875, process. The contractor shall establish and implement procedures to ensure all ADPE issued to the contractor by the Government, to include laptops and other data processing devices, are not lost or misplaced, are not used by unauthorized persons, and are not subject to unauthorized external devices. The contractor shall immediately report to the CO or PM any occurrences of lost ADPE within two (2) hours of discovery of occurrence. In the event that ADPE is lost, the contractor may be required, upon written direction of the CO, to replace the equipment at no additional cost to the Government. The Government may replace the equipment and deduct the cost of such from the monthly payment due the contractor.

9.16 Non-Government Networks. The contractor is prohibited from establishing their own IT systems/ networks LAN, WAN, Cellular phone/USB Modem as WAN, Wi-Fi as WAN etc.) without the direct permission of governing communications and responsible information systems office and direction by the Government CO. If permission is granted, the Government office approving the request is responsible for providing oversight to ensure the system is properly accredited/authorized and all DoW and Air Force IT requirements are met. The contractor shall provide point of contact information of such Government office to the Government PM. Contractor employees who need access to Government IT systems are determined to be trustworthy by the completion of a favorable personnel security investigation commensurate with assigned duties and by a designated Government official prior to IT access being granted. This is accomplished through the system authorization access request, DD Form 2875, process.

9.17 Communications Security (COMSEC). Contractors may require access to COMSEC information. The DD FM 254 will give further instructions on safeguarding and managing COMSEC material.

9.18 NIST SP 800-171 DoD Assessment Requirements. The Contractor (including sub-contractors) must implement the 110 security requirements in NIST SP 800-171 on covered contractor information systems that process controlled unclassified information (CUI), including but not limited to Federal Contract Information (FCI) and Controlled technical information (CTI) pursuant to DFARS clause 252.204-7012. If the contractor cannot implement a requirement, they must document in their system security plan and plans of action the requirements that aren't implemented, when they will be implemented, and make available for government review. At a minimum, the contractor will be required to complete a basic assessment, upload the resulting score to the Supplier Risk Management System (SPRS) and recertify every 3 years.

9.18.1 If required by the government post award, contractor will have to complete a medium or high assessment as determined by the contracting officer, granting the government access to facilities, systems, and personnel as necessary for the government to conduct applicable assessments.

9.18.2 Contractors shall abide by DoDI 8500.1 "Cybersecurity" and derivative agency policies, as applicable and/or required, for C4I task orders.

9.18.3 Provide certified personnel to perform Cybersecurity or network administrative functions IAW DoW 8140.01 (DoW 8570.01-M Change 4), AFMAN 17-1303 and appendix M. Personnel performing Cyber security functions that establish policies or implement security measures or those performing technical support or managerial support shall be baseline certified IAW DoW 8570.01-M and Air Force Policy and follow account creation process per operating location enclave.

10.0 TRANSITION PLAN.

10.1 Transition In. The Transition-In plan shall detail how the contractor will meet Transition-In requirements including discussions of workload estimates, priority allocations of personnel and resources, scheduled completion dates of key events (i.e. milestone charts), and plans for mitigating risk factors. The transition period will be thirty (30) calendar days to process and obtain required security badges, ID/CAC cards, computer system access requests, and receive workplace orientation/ briefings for all contracted employees to ensure FTEs are in place for task order PoP start.

10.2 Transition Out. Prior to the end of the period of performance, the incumbent contractor shall support a 30-calendar day transition period with incoming personnel. During this period, all programs, information, data, etc. will be passed from the incumbent contractor to the incoming contractor so there is no break in customer or mission support. The contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain continuity and consistency of the services required by this contract. The contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

10.3 Continuity of Operations. Throughout transition periods, the Contractor shall ensure no degradation to mission support. Personnel and resources must be managed to sustain ongoing services while transition activities occur.

11.0 ADMINISTRATION CONSIDERATIONS.

11.1 Performance Schedule. The contractor shall perform this task as detailed in Section F – Deliveries or Performance of the contract.

11.2 Place of Performance. The contractor shall be located on Joint Base Langley-Eustis, VA unless approved for local or remote telework.

11.3 Contractor Identification. Contractors shall clearly identify themselves as "Contractors at all times, in all communications and representation, including in the workplace, at meetings, in conversations, telecommunications, mail, e-mail, and faxes, whether with Government personnel, other Contractor personnel, or with the public. All Contractors executing duties or present in facilities in support of this contract shall, wear in plain view on the upper portion of their outer garment a metal or plastic identification badge to be furnished by the Contractor, containing the company name, employee name, and the section where the employee works. Contractors with access to the base Local Area Network (LAN) or with an official Government e-mail address shall include their company name and task title in the signature block and the designation "CTR" in the global address. The Contractor shall notify the Government if the "CTR" designation is not included in the global address.

11.4 Duty Hours. The Contractor shall provide services primarily Monday through Friday, 0800-1700. Flexible hours may be established on a case-by-case basis subject to COR approval. Contractor employee will be notified of hours prior to Temporary Duty (TDY) departure. United States Federal Holidays will be observed in accordance with the OASIS IDIQ contract for personnel working at CONUS locations.

11.4.1 During Exercise support and other key events, the duties hours may shift, but total hours will not exceed nine hours per day. Known changes to duty hours will be coordinated 48 hours in advance and shall conform to a schedule agreed upon by the Contractor and the COR. The contractor shall not exceed the proposed annual hours per year per FTE. Work outside the normal duty hours may be authorized and will be approved by the COR and agreed to by the Contractor.

11.4.2 The potential exists for some Task positions (IAW paragraph 4.1.16) to pull a CAT shift. This shift may be at a nonstandard time and an extended duty day. The Contractor will be authorized to take compensatory time off during the normal work cycle to compensate for any time required filling a CAT requirement.

11.5 Base Shutdown/Inclement Weather. Contractor personnel will follow guidance of the installation containing their place of performance to determine reporting schedules whether due to a base closure or inclement weather.

11.6 ACC Family Days and Down Days. ACC family and down days apply to active military personnel only. Contractor personnel may be permitted the following options:

- Work from an alternate work location

- Take personal time off or earned compensation time
- Work within the facility if access is permitted

11.7 Alternate Work Location. Alternate work locations may be permitted on a case-by-case basis with branch leadership recommendation and COR approval. Additionally, if requested by the Government, contractor personnel will provide a verbal and/or written summary of work performed from alternate work location. If primary duty location is not available to contractor personnel (i.e. office closed, security restrictions), then the contractor may be permitted to work from an alternate location or may take personal time off or earned compensation time. Working from an alternate location shall not involve working with or transporting classified information.
11.7.1 Local Telework. Telework performed at regular intervals, up to and including full-time, or on a situational basis within the local commuting area of contract place of performance is authorized following guidance as listed in paragraph 11.7, Alternate Work Location. Tasks other than situational, approved for telework will be identified in Attachment B: Level of Effort Requirements.

11.7.2 Remote Telework**.** Telework performed on a full-time basis by the contractor employee from a location that is geographically separated from and does not report to the contract's Place of Performance (Para 11.2) on a regular and recurring basis is authorized following guidance as listed in paragraph 11.7, Alternate Work Location. Tasks approved for Remote Telework will be identified in Attachment B: Level of Effort Requirements.

11.7.3 All approved telework shall be performed in accordance with the contractor's government approved telework policy and procedures, see PWS paragraph 5.8. If the contractor elects to use, and is approved for remote telework, the contractor shall be responsible for any required travel to the primary place of performance, not to exceed four trips per year, and will not be separately reimbursed for these trips. If more than four trips are required by the directorate during the performance year, the contractor may request additional travel as a reimbursement under the Travel CLIN.

11.7.4 The Government reserves the right to approve, disapprove, or rescind previously approved telework locations based on mission requirements.

11.8 Kickoff Meeting. Contractor shall participate in a kickoff meeting specific to this requirement with the COR and the CO within ten business days of notice of award. The purpose of this meeting is to review contract requirements, establish points of contact, and confirm initial priorities. The contractor shall provide concurrence with the date, time, and location for the meeting via email notification to the COR and CO/CM at least three business days prior to the scheduled meeting.

12.0 COR DESIGNATION. The CO will provide the contractor with a COR Designation Memorandum to inform the contractor of the COR assigned to the contract.

12.1 Performance Evaluation. Contractor performance is subject to Government COR surveillance to ensure PWS compliance. The contractor shall comply with the following:

12.1.1 Access. The contractor shall permit the CO or authorized representative access to all work areas, records, and data used in the performance of the contracted services. The contractor shall provide support, and not interfere with the CO, CORs, state, federal, and other designated personnel in the performance of their official duties. Access shall be provided as soon as possible, but not to exceed one workday after the request.

12.1.2 Non-conformances. The contractor shall respond to non-conformances through root cause analysis, corrective actions, and preventive actions. Focus on eliminating the cause to prevent reoccurrence. Maintain records of non-conformities and actions taken. Correct and provide response to all Government-identified non-conformances IAW timeframes specified by the CO. This contract identifies two types of non-conformances: minor and major.

12.1.3 Minor Non-conformance. A minor non-conformance is a non-conformance, which by itself does not adversely impact mission, safety of personnel and/or equipment, performance (quality), schedule (delivery), or cost. It normally does not increase risk to the Government. Minor non-conformances are typically low risk and are communicated through notices. First notices are issued for any identified non-conformance, and second notices are issued for repeat non-conformances or failing to correct issues within a reasonable amount of time. Upon receipt of a first or second notice, the contractor shall complete applicable sections and return it to the CO within time constraints directed by the CO in the notice. A corrective action plan is not required for notices.

12.1.4 Major Non-conformance. A major non-conformance is a non-conformance that adversely impacts (or has the potential to impact) mission, safety of personnel and/or equipment, performance (quality), schedule (delivery), or cost. This type of nonconformance increases risk to the Government and therefore has a risk assessment rating of moderate or high. An example of increasing risk would be a significant number of recurring non-conformances, which is an indication of inadequate preventive measures/actions and lowers the Government's confidence that the contractor can provide quality services on time and within costs. The CO will communicate major non-conformances on a Corrective Action Request (CAR) form with a suspense date for the contractor's corrective action plan. As a minimum, the contractor's corrective action plan will address:

- Action taken to fix the immediate problem
- Root cause analysis of the problem to determine cause
- Corrective action on the cause of the problem
- Actions taken to prevent recurrence

13.0 ENVIRONMENTAL, SAFETY, AND HEALTH.

13.1 Environmental Requirements. The contractor shall comply with all applicable federal, state and local environmental statutes, instructions, manuals, handbooks, regulations, guidance, policy letters and rules (including all changes and amendments), and all Presidential Executive Orders in effect on the date of issuance of this contract. The contractor shall comply with the highest degree of environmental protection where any disagreements exist. For OCONUS work, the contractor shall also comply with all applicable host nation statutes and agreements. In addition, the contractor shall comply with the following publications: the DoW Overseas Environmental Baseline Guidance Document (OEBGD) or the Final Governing Standards (FGS), if adopted for a particular location.

13.2 Safety and Health Requirements. The contractor shall comply with all applicable Occupational Safety and Health Administration (OSHA) and Air Force Occupational Safety and Health (AFOSH) standards, technical orders, regulations and referenced publications both within and outside of the United States. The contractor shall comply with the highest degree of safety protection where any disagreements exist.

14.0 HUMAN RESOURCE MANAGEMENT.

14.1 Personnel Qualifications. Recruit, hire, and retain personnel with the qualifications, clearances, and competencies required to perform all tasks defined in this PWS. Provide qualified personnel fully capable of executing tasks at contract performance start that meet or exceed the stated KSAs qualification requirements in the contract, or as stated in the proposal when considered as an evaluation factor relevant to an award decision and incorporated into the resulting contract award. The Contractor is responsible for ensuring staff are fully capable of executing duties at the time of contract start and for maintaining continuity of qualified personnel throughout contract performance.

14.1.1 Notice of Impending Hire. The Contractor shall deliver an electronic notice of impending hire once the decision is made to recommend an individual to fill an open position. Notice shall be sent to the CO, Contract Manager (CM), and COR(s). The notice will be reviewed by the COR to ensure compliance with the PWS. The notice will include:

- Candidate's KSA Qualification Summary

- Candidate's Redacted Resume. There shall be no Personally Identifiable Information included.
- Candidate's Background Check and Security Clearance Status
- Candidate's Projected Start Date

14.2 Personnel Maintenance. Maintain continuity and minimal personnel turnover of qualified personnel throughout the life of the contract. Ensure continuation of services during personnel absences due to sickness, leave, and voluntary or involuntary termination from employment such that impact to the Government is minimal. Once the contractor is aware an employee is leaving and will no longer support a task, the contractor shall provide a Notice of Impending Vacancy. Position vacancies, to include military reserve and guard orders, shall not exceed 30 calendar days unless approved in writing or otherwise directed in advance by the CO.
14.2.1 Notice of Impending Vacancy. The Contractor shall deliver an electronic notice of impending vacancy within three business days of the employee advising the contractor of their intent to leave. Notice shall be sent to the CO, CM, and COR(s). The notice will include:

- Date and time the position will become vacant
- Reason the employee will no longer work on the task
- Anticipated Replacement Date
- Management corrective action(s) that will be taken to ensure task mission completion.

14.3 Replacement/Substitution. Prior to replacing/substituting personnel performing on this contract, the contractor shall provide a Notice of Impending Hire as detailed in paragraph 14.1.1. The contractor shall coordinate with the CO and COR prior to removing any personnel performing under this contract.

14.4 Recruitment and Retention. The Contractor shall implement recruiting and retention strategies that ensure continuity of service, particularly for cleared positions requiring access to SIPRNet and JWICS. Plans shall include risk mitigation strategies for workforce attrition, transition plans for departing personnel, and mechanisms to quickly onboard replacements without disruption to mission activities.

14.5 Removal of Personnel at Government Request. The Government may request removal (permanent or temporary) of personnel on this contract for security, safety, or health reasons, upon discovery of fraudulent resume documentation, or when contractor personnel behave in an unprofessional manner that would be considered unacceptable by a reasonable person. Any Government request to remove personnel from this contract shall be made by the CO only. The contractor shall follow the guidelines in PWS paragraph 14.3 prior to replacing/substituting personnel under these circumstances.

14.6 Personnel Expectations. Contractors are expected to conform with Air Force policies, local base regulations, and their assigned facility office policy to include dress code, professional appearance, professional demeanor, and general office behavior.

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Attachment A: Services Summary

Table 4 - Services Summary

Item	Performance Objective	PWS Paragraph	Performance Threshold
Quality			
Q1	Provide quality service IAW the PWS		1. Exceptional – a. COR/CO receive multiple positive feedbacks from Mission Partners (cognizant A3 orgs) indicating how Contractor exceeded expectations; and b. No Major Non-conformances and no unresolved Minor Non-conformances. 2. Very Good – a. COR/CO receive positive feedback from Mission Partners indicating how Contractor exceeded expectations; and b. No Major Non-conformances and no unresolved Minor Non-conformances. 3. Satisfactory – No unresolved Major Non-conformances, no recurring Major Non-conformances, no more than one resolved Major Non-conformances, and no negative mission impact realized due to Non-conformances. 4. Marginal – No unresolved Major Non-conformances. 5. Unsatisfactory – Any unresolved Major Non-Conformance.
	Replace/substitute personnel.	14.2, 14.3	Performance is acceptable when: a) written notice of vacancy is provided within three business days of discovery; b) vacancies are filled with qualified personnel within 30 days of vacancy, unless approved in writing or otherwise directed in advance by the CO; c) projected start dates, detailed qualification summaries, and background check and security clearance statuses are provided for all positions; d) candidates meet 100% of PWS KSA requirements; e) there is no mission impact due to position vacancies; and f) less than 3.5% Lapse Rate across all contracted positions (See CDRL A01).
Schedule			
S1	Develop and submit all required deliverables	5.0	Performance is acceptable when deliverable requirements are met and received on time with critical information is accurate.
S2	Provide timely and accurate submission of labor and travel invoices.	8.0	Performance is acceptable when accurate labor and travel invoices are submitted in WAWF within 30 calendar days of the completion of the invoice cycle. 1. Exceptional – a. All deliverables are timely and accurate on the first submission; and b. Consistently responds to COR/CO and Mission Partner communications within one workday. 2. Very Good –

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Item	Performance Objective	PWS Paragraph	Performance Threshold
			a. All deliverables are timely and accurate, with no more than two exceptions to being accurate on first submission; and b. Consistently responds to COR/CO and Mission Partner communications within one workday. 3. Satisfactory – a. No more than 5 deliverables are untimely and all deliverables are accurate; and b. Consistently responds to COR/CO and Mission Partner communications within two workdays. 4. Marginal – a. More than five deliverables are untimely or inaccurate: or b. Consistently takes more than two workdays to respond to COR/CO or Mission Partner communications. 5. Unsatisfactory – a. More than ten deliverables are untimely or inaccurate: or b. A pattern of being nonresponsive, or of delaying to similar effect, to COR/CO or Mission Partner communications.
Management			
M1	Provide qualified personnel at contract start	14.1	Performance is acceptable when: a) qualified personnel are on the job at contract start unless previously negotiated by the CO; b) projected start dates, detailed qualification summaries, and background check and security clearance statuses are provided for all positions; c) candidates meet 100% of PWS KSA requirements; and d) the mission is not impacted due to position vacancies or personnel qualifications. Performance is acceptable when: a. All positions have qualified personnel identified NLT the last workday of the Transition In period; and b. All positions begin work on the first day of performance unless previously negotiated with the CO.
M2	Replace/substitute personnel. Provide qualified personnel to resolve vacancies in a timely manner and maintain required security clearances IAW the PWS	14.2, 14.3	Performance is acceptable when: a) written notice of vacancy is provided within three business days of discovery; b) vacancies are filled with qualified personnel within 30 days of vacancy, unless approved in writing or otherwise directed in advance by the CO; c) projected start dates, detailed qualification summaries, and background check and security clearance statuses are provided for all positions; d) candidates meet 100% of PWS KSA requirements; e) there is no mission impact due to position vacancies; and f) less than 3.5% Lapse Rate across all contracted positions (See CDRL A01). 1. Exceptional – a. All vacancies filled with qualified personnel within 30 calendar days; b. No negative mission impact during vacancies; and

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Item	Performance Objective	PWS Paragraph	Performance Threshold
			c. All required security clearances are kept current. 2. Very Good – a. No more than one vacancy exceeding 30 calendar days; b. No negative mission impact during vacancies; and c. All required security clearances are kept current. 3. Satisfactory – a. No more than two vacancies exceeding 30 calendar days; b. No negative mission impact during vacancies; and c. No negative mission impact due to lack/lapse of required security clearance(s). 4. Marginal – a. Any number of vacancies longer than 30 calendar days having minor negative mission impact; or b. Lack/lapse of required security clearance(s) having minor negative mission impact. 5. Unsatisfactory – a. Any number of vacancies longer than 30 calendar days having major negative mission impact; or b. Lack/lapse of required security clearance(s) having major negative mission impact or potential negative mission impact.

Note: The Government reserves the right to inspect or test services that have been tendered for acceptance. The Government may require performance of any nonconforming services at no increase in contract price. If performance will not correct the performance issue or is not possible, the Government may seek an equitable price reduction or contractual processes will begin to terminate the contract. Past performance history will be reported in Contractor Performance Assessment Reporting System (CPARS) to reflect satisfactory or unsatisfactory performance.

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Attachment B: Level of Effort Requirements

Table 5 – Attachment B

CORE TASKS – 33 FTEs			
Task	**Position**	**Clearance Required**	**Start Date**
4.2.1 4.2.2 4.2.3 4.2.4 4.2.5 4.2.6 4.2.7 4.2.8 4.2.9 4.2.10	AOC/AFFOR Programming Support AOC Operations Subject Matter Expert AOC Testing Subject Matter Expert AOC WS Configuration Management AOC Training Management AOC Functional Management AFFOR Functional Management Air Component Event Coordinator & Administrative Support C2IMERA Operational Analysis & Training Support C2IMERA Training Support	Top Secret/SCI	1 Jan 2027
4.3.1 4.3.2 4.3.3 4.3.4 4.3.5	RC/WC 135 Functional Management RC/WC-135 Operational Support (Remote Work Eligible) COMPASS CALL Functional Management COMPASS CALL Operational Support (Remote Work Eligible) Electromagnetic Battle Management Operational Support	Top Secret/SCI	1 Jan 2027
4.4.1	Airborne C2 Training Support	Secret	1 Jan 2027
4.4.2	Airborne C2 Functional Management & Technical Requirements	Top Secret/SCI	1 Jan 2027
4.5.1 4.5.2	CRC Operations Subject Matter Expert CRC Training Management	Secret	1 Jan 2027
4.5.3	CRC Functional Management	Top Secret/SCI	1 Jan 2027
4.5.4	CRC/BCC Integration and Training Systems Support	Secret	1 Jan 2027
4.5.5 4.5.6 4.5.7 4.5.8	CRC Communications Lifecycle Mgmt & Sustainment Support CRC Operational Requirements CRC Mission Support Lifecycle Mgmt & Sustainment Support CRC Event Coordinator & Administrative Support	Secret	1 Jan 2027
4.6.1 4.6.2 4.6.3	IAMD Conceptual Operations Subject Matter Expert BCC Operational Support BCC Programming Support	Top Secret/SCI	1 Jan 2027
4.7.1	Executive Administrative Support	Secret	1 Jan 2027
4.7.2 4.7.3 4.7.4 4.7.5	System Administrator Support Video-Teleconferencing Support SharePoint and Knowledge Management Support Risk Management Framework & ATO/C Program Support	Top Secret/SCI	1 Jan 2027

Notes:

OPTIONAL TASKS – 10 FTEs				
Task	**Position / Program or WS Supported**	**Clearance Required**	**Exercised Date & Mod**	**Task/FTE Start/End Date**
4.8.1	Optional Support (5 FTEs)	Top Secret/SCI		
4.8.1	Optional Support (5 FTEs)	Secret		

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Attachment C: Knowledge, Skills, and Abilities

Table 6 – Attachment C

KSA #	Experience and Education Requirement	Min.
	4.2 AOC & AFFOR SUPPORT	
4.2.1 AOC/AFFOR Programming Support		
4.2.1(a)	Experience as a USAF 11, 12, 13B or previous 17XX or 13O AFSCs or a comparable DoW equivalent AFSC	8 Years
4.2.1(b)	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working AOC program and funding actions, weapons system capabilities, developments and initiatives	3 Years
	OR	
	AOC operational experience with AOC weapons system capabilities, developments and initiatives	5 Years
4.2.1(c)	Experience with PPBE process and fiscal planning/forecasting for POM	6 Years
4.2.1(d)	Financial resource management experience including budget cycle, execution/spend plan preparation, and program financial baseline analysis experience	3 Years
4.2.1(e)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.1(f)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.1(g)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.2.2 AOC Operations Subject Matter Expert		
4.2.2(a)	Experience as a USAF 11, 12, 13B or previous 17XX or 13O AFSCs or a comparable DoW equivalent AFSC	10 Years
4.2.2(b)	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working AOC program and funding actions, weapons system capabilities, developments and initiatives	3 Years
	OR	
	AOC operational experience with AOC weapons system capabilities, developments and initiatives	5 Years
4.2.2(c)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.2(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.2(e)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.2.3 AOC Testing Subject Matter Expert		
4.2.3(a)	Experience as a USAF 11, 12, 13B or previous 17XX or 13O AFSCs or a comparable DoW equivalent AFSC	8 Years
4.2.3(b)	AOC operational experience or higher headquarters level staff to include program and funding actions, preferably in AOC support	3 Years
4.2.3(c)	Experience working test and evaluation policies and instructions; implementing Technical Order 00-35D-54, USAF Deficiency Reporting, Investigation and Resolution	3 Years
4.2.3(d)	Experience working with Theater Air Control System (TACS) and AOC weapon systems, Tactics, Techniques, and Procedures (TTP) as well as Joint C2 systems that interface with TACS and AOC weapon system 10.1, preferably within last 10 years	4 Years
4.2.3(e)	Experience with systems acquisition management	2 Years

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KSA #	Experience and Education Requirement	Min.
4.2.3(f)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.3(g)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.3(h)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.2.4 AOC WS Configuration Management		
4.2.4(a)	Experience working USAF or DoW comparable equivalent maintenance, lifecycle sustainment and Logistics. Preferably in AOC support	8 Years
4.2.4(b)	Experience with configuration database or job control systems	4 Years
4.2.4(c)	Experience with Information Assurance controls and procedures, including Department of Defense Information Assurance Certification and Accreditation Process (DIACAP) and National Institute of Standards and Technology (NIST) submission	5 Years
4.2.4(d)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.4(e)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.4(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.2.5 AOC Training Management		
4.2.5(a)	USAF or DoW comparable equivalent Training program management experience	8 Years
4.2.5(b)	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working AOC program and funding actions, weapons system capabilities, developments and initiatives	3 Years
	OR	
	AOC operational experience with AOC weapons system capabilities, developments and initiatives	5 Years
4.2.5(c)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.5(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.5(e)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.2.6 AOC Functional Management		
4.2.6(a)	USAF or DoW comparable equivalent Headquarters Functional Area Manager experience. Preferably in AOC and/or AFFOR	10 Years
4.2.6(b)	Functional Area Manager (FAM) experience to include working with DCAPES, JOPES and updating Joint Capability Requirement Management (JCRM) with sourcing nominations. Preferably in AOC and/or AFFOR and completion of initial DCAPES Course	8 Years
4.2.6(c)	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working AOC program and funding actions, weapons system capabilities, developments and initiatives	3 Years
	OR	
	AOC operational experience with AOC weapons system capabilities, developments and initiatives	5 Years

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KSA #	Experience and Education Requirement	Min.
4.2.6(d)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.6(e)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.6(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.2.7 AFFOR Training and Functional Management.		
4.2.7(a)	USAF or DoW comparable equivalent Headquarters Functional Area Manager experience. Preferably in AOC and/or AFFOR	10 Years
4.2.7(b)	Functional Area Manager (FAM) experience to include working with DCAPES, JOPES and updating Joint Capability Requirement Management (JCRM) with sourcing nominations. Preferably in AOC and/or AFFOR and completion of initial DCAPES Course	8 Years
4.2.7(c)	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working AFFOR and/or AOC program and funding actions, weapons system capabilities, developments and initiatives	3 Years
	OR	
	AFFOR and/or AOC operational experience with AOC weapons system and/or AFFOR capabilities, developments and initiatives	5 Years
4.2.7(d)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.7(e)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.7(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.2.8 Air Component Event Coordinator and Administrative Support		
4.2.8(a)	USAF or DoW comparable equivalent USAF Headquarters protocol and operations staffing/administrative experience. Preferably in AOC and/or AFFOR	6 Years
4.2.8(b)	Protocol experience with General Officer-level event planning and coordination; itinerary development; and knowledge of USAF protocol regulations	3 Years
4.2.8(c)	Experience with DOW and USAF automated data processing standards, policies, and techniques	3 Years
4.2.8(d)	Experience planning and executing government meetings, conferences, working groups, and symposiums	4 Years
4.2.8(e)	Experience with all forms of multimedia, to include computer-generated graphics, music, and video for use within Microsoft PowerPoint presentations	3 Years
4.2.8(f)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.8(g)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.8(h)	Experience and proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	4 Years
4.2.9 C2IMERA Operational Analysis & Training Support		

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KSA #	Experience and Education Requirement	Min.
4.2.9(a)	Experience with and operating C2IMERA or legacy applications such as UL/UC2, UC2, TBMCS-UL OPS, or BICES	2 Years
4.2.9(b)	Experience supporting Air Force operational command and control (C2) operations, Emergency Management, Flight Operations, or Installation C2	2 Years
4.2.9(c)	USAF or DoW comparable equivalent Training program management experience	2 Years
4.2.9(d)	Experience providing briefings or instructions to large professional groups	2 Years
4.2.9(e)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.9(f)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.9(g)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.2.10 C2IMERA Training Support		
4.2.9(a)	Experience with and operating C2IMERA or legacy applications such as UL/UC2, UC2, TBMCS-UL OPS, or BICES	2 Years
4.2.9(b)	Experience supporting Air Force operational command and control (C2) operations, Emergency Management, Flight Operations, or Installation C2	2 Years
4.2.9(c)	USAF or DoW comparable equivalent Training program management experience	2 Years
4.2.9(d)	Experience providing briefings or instructions to large professional groups	2 Years
4.2.10(e)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.10(f)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.10(g)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.3 AIRBORNE RECONNAISSANCE OPERATIONS SUPPORT		
4.3.1 RC/WC-135 Functional Management		
4.3.1(a)	Experience as a USAF RC/WC-135 weapon systems aircrew member or a comparable DoW equivalent within the last 10 years OR USAF Headquarters Staff (NAF, MAJCOM, or above) experience working RC/WC-135 programs within the last 8 years	6 Years
4.3.1(b)	Functional Area Manager (FAM) experience to include working with DCAPES, JOPES and updating Joint Capability Requirement Management (JCRM) with sourcing nominations. Preferably in RC/WC-135 and completion of initial DCAPES Course	4 Years
4.3.1(c)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.3.1(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.3.1(e)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.3.2 RC/WC-135 Operational Support		

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KSA #	Experience and Education Requirement	Min.
4.3.2(a)	Experience as a USAF RC/WC-135 weapon systems aircrew member or a comparable DoW equivalent within the last 10 years	6 Years
	OR	
	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working RC/WC-135 programs within the last 8 years	4 Years
4.3.2(b)	USAF or comparable DoW equivalent Training program management and standardization/ evaluation programs experience. Preferably in RC/WC-135	4 Years
4.3.2(c)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.3.2(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.3.2(e)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.3.3 COMPASS CALL Functional Management		
4.3.3(a)	Experience as a USAF EC-130/EA-37B COMPASS CALL aircrew member or a comparable DoW equivalent within the last 8 years	5 Years
	OR	
	Experience as a USAF Electronic Warfare/Electronic Attack (EW/EA) aircrew member or a comparable DoW equivalent within the last 8 years	
	OR	
	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working COMPASS CALL programs within the last 5 years	
4.3.3(b)	Functional Area Manager (FAM) experience to include working with DCAPES, JOPES and updating Joint Capability Requirement Management (JCRM) with sourcing nominations. Preferably in COMPASS CALL and completion of initial DCAPES Course	3 Years
4.3.3(c)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.3.3(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.3.3(e)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.3.4 COMPASS CALL Operational Support		
4.3.4(a)	Experience as a USAF EC-130 and/or EA-37B COMPASS CALL aircrew member or a comparable DoW equivalent within the last 8 years	5 Years
	OR	
	Experience as a USAF Electronic Warfare/Electronic Attack (EW/EA) aircrew member or a comparable DoW equivalent within the last 8 years	
	OR	
	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working with an Operations Weapon System or program within the last 5 years	
4.3.4(b)	USAF or comparable DoW equivalent Training program management and standardization/ evaluation programs experience. Preferably in COMPASS CALL	4 Years
4.3.4(c)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years

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KSA #	Experience and Education Requirement	Min.
4.3.4(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.3.4(e)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.3.5 EMBM Operational Support		
4.3.5(a)	Experience as a USAF RC-135, EC-130, or EA-37B aircrew member or a comparable DoW equivalent within the last 8 years.	5 Years
	OR	
	Experience as a USAF Electronic Warfare/Electronic Attack (EW/EA) aircrew member or a comparable DoW equivalent within the last 8 years.	
	OR	
	Experience as an Air Operations Center (AOC) member with aircrew experience within the last 8 years.	
	OR	
	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working with an Operations Weapon System or program within the last 5 years.	
4.3.5(b)	Experience in Electromagnetic Spectrum Operations (EMSO), encompassing electronic warfare principles - Electronic Attack (EA), Electronic Protection (EP), and Electronic Support (ES) - as well as Joint Electromagnetic Spectrum Operations (JEMSO) doctrine and associated tactics, techniques, and procedures (TTPs).	4 Years
4.3.5(c)	Functional Area Management (FAM) Experience: Experience with DCAPES, JOPES and updating Joint Capability Requirement Management (JCRM) with sourcing nominations. Completion of initial DCAPES Course preferred.	2 Years
4.3.5(d)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.3.5(e)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.3.5(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.4 AIRBORNE COMMAND AND CONTROL SYSTEMS SUPPORT		
4.4.1 Airborne C2 Training Support		
4.4.1(a)	USAF or a comparable DoW equivalent flying experience (Rated or Career Enlisted Aviator (CEA))	8 Years
	OR	
	Experience as a USAF E-3 aircrew member or a comparable DoW equivalent within the last 8 years	5 Years
	OR	
	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working E-3, E-7, E-8 or E-11 programs within the last 5 years	4 Years
4.4.1(b)	USAF or comparable DoW equivalent Training program management and standardization/evaluation programs experience	4 Years
4.4.1(c)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.4.1(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings,	3 Years

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KSA #	Experience and Education Requirement	Min.
	building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	
4.4.1(e)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.4.2 Airborne C2 Functional Management and Technical Requirements		
4.4.2(a)	USAF or a comparable DoW equivalent flying experience (Rated or Career Enlisted Aviator (CEA)) with preferable experience as USAF Flight/Aircrew Instructor	10 Years
	OR	
	Experience as a USAF E-3 aircrew member or a comparable DoW equivalent within the last 8 years with preferable experience as USAF Flight/Aircrew Instructor	5 Years
	OR	
	USAF Headquarters Staff (NAF, MAJCOM, or above) experience working E-3, E-7, E-8, or E-11 programs within the last 5 years	4 Years
4.4.2(b)	Functional Area Manager (FAM) experience to include working with DCAPES, JOPES and updating Joint Capability Requirement Management (JCRM) with sourcing nominations. Preferably in E-3, E-7, E-8 and E-11 programs and completion of initial DCAPES Course	2 Years
4.4.2(c)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.4.2(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.4.2(e)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.5 GROUND BATTLE MANAGEMENT SYSTEMS SUPPORT		
4.5 1 CRC Operations Subject Matter Expert		
4.5.1(a)	Experience as a USAF Air Battle Manager (AF AFSC 13B) or a comparable DoW equivalent AFSC	10 Years
	OR	
	Experience as an Aerospace Control and Warning Systems Operator (AF AFSC 1C5) or a comparable DoW equivalent AFSC	15 Years
4.5.1(b)	Experience with CRC weapons system or comparable DoW equivalent operations, capabilities, developments and initiatives, sustainment, and organizational structure	3 Years
4.5.1(c)	Experience with USAF testing procedures, planning, execution, and reporting; working test and evaluation policies and instructions; implementing Technical Order 00-35D-54, USAF Deficiency Reporting, Investigation and Resolution	2 Years
4.5.1(d)	USAF Training program management and standardization/evaluation programs experience. Preferably in CRC	2 Years
4.5.1(e)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.5.1(f)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.5.1(g)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.5.2 CRC Training Management		
4.5.2(a)	Experience as a USAF Air Battle Manager (AF AFSC 13B) or a comparable DoW equivalent AFSC	10 Years

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KSA #	Experience and Education Requirement	Min.
	OR	
	Experience as an Aerospace Control and Warning Systems Operator (AF AFSC 1C5) or a comparable DoW equivalent AFSC	15 Years
4.5.2(b)	Experience with CRC weapons system or comparable DoW equivalent operations, capabilities, developments and initiatives, sustainment, and organizational structure	3 Years
4.5.2(c)	USAF or comparable DoW equivalent Training program management and standardization/evaluation programs experience. Preferably in CRC	4 Years
4.5.2(d)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.5.2(e)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.5.2(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.5.3 CRC Functional Management		
4.5.3(s)	Experience as a USAF Air Battle Manager (AF AFSC 13B) or a comparable DoW equivalent AFSC	10 Years
	OR	
	Experience as an Aerospace Control and Warning Systems Operator (AF AFSC 1C5) or a comparable DoW equivalent AFSC	15 Years
4.5.3(b)	Experience with CRC weapons system or comparable DoW equivalent operations, capabilities, developments and initiatives, sustainment, and organizational structure	3 Years
4.5.3(c)	Functional Area Manager (FAM) experience to include working with DCAPES, JOPES and updating Joint Capability Requirement Management (JCRM) with sourcing nominations. Preferably in CRC and completion of initial DCAPES Course	6 Years
4.5.3(d)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.5.3(e)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.5.3(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.5.4 CRC/BCC Integration and Training Systems Support		
4.5.4(a)	Experience as a USAF Air Battle Manager (AF AFSC 13B) or a comparable DoW equivalent AFSC	10 Years
	OR	
	Experience as an Aerospace Control and Warning Systems Operator (AF AFSC 1C5) or a comparable DoW equivalent AFSC	
4.5.4(b)	Experience with CRC weapons system or comparable DoW equivalent operations, capabilities, developments and initiatives, sustainment, and organizational structure	3 Years
4.5.4(c)	USAF or comparable DoW equivalent Training program management and standardization/evaluation programs experience. Preferably in CRC	3 Years
4.5.4(d)	Experience with distributed training systems and infrastructure	3 Years
4.5.4(e)	Experience with Information Assurance Accreditation requirements and processes for certifying and maintaining system Authority/Certificate to Operate for training systems	4 Years
4.5.4(f)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.5.4(g)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings,	3 Years

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KSA #	Experience and Education Requirement	Min.
	building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	
4.5.4(h)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.5.5 CRC Communications, Lifecycle Management/Sustainment, and Logistics Support		
4.5.5(a)	Experience as USAF Radar, Airfield & Weather Systems (AF AFSC 1C8), Material Management (AF AFSC 2S0), Cyber Defense Operations (AF AFSC 1D7) or a comparable DoW equivalent AFSC with focus on ground radios or radar maintenance	10 Years
	OR	
	Experience as Cyberspace Operations Officer (AF AFSC 17D) or a comparable DoW equivalent AFSC with focus on ground radios or radar maintenance	
4.5.5(b)	Experience with CRC weapons system or comparable DoW equivalent communications functions; overall CRC weapons system operations, capabilities, developments and initiatives, sustainment, and organizational structure	3 Years
4.5.5(c)	Experience with maintenance/sustainment/logistics functions and the USAF Lifecycle Sustainment Processes	3 Years
4.5.5(d)	Experience with USAF provisioning processes, technical order development, maintenance training, and allowance source requirements development and review	3 Years
4.5.5(e)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.5.5(f)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.5.5(g)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.5.6 CRC Operational Requirements		
4.5.6(a)	Experience as a USAF Air Battle Manager (AF AFSC 13B) or a comparable DoW equivalent AFSC	10 Years
	OR	
	Experience as an Aerospace Control and Warning Systems Operator (AF AFSC 1C5) or a comparable DoW equivalent AFSC	15 Years
4.5.6(b)	Experience with CRC weapons system or comparable DoW equivalent operations, capabilities, developments and initiatives, sustainment, and organizational structure	3 Years
4.5.6(c)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.5.6(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.5.6(e)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.5.7 CRC Mission Support Requirements		
4.5.7(a)	Experience within one of the following mission support or maintenance USAF AFSC's or a comparable DoW equivalent AFSC: USAF Radar, Airfield & Weather Systems (AF AFSC 1C8), Electrical Systems (AF AFSC 2E0), Logistics Plans (AF AFSC 2G0), Material Management (AF AFSC 2S0), Vehicle Management (AF AFSC 2T3), Electrical Power Production (AF AFSC 3E0), HVAC – Heating, Ventilation, Air Conditioning and Refrigeration (AF AFSC 3E1), or Cyber Defense Operations (AF AFSC 1D7)	10 Years

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KSA #	Experience and Education Requirement	Min.
	OR	
	Experience as Cyberspace Operations Officer (AF AFSC 17D) or comparable DoW equivalent AFSC with focus on ground radios or radar maintenance	
4.5.7(b)	Experience with CRC weapons system or comparable DoW equivalent mission support or maintenance functions; overall CRC weapons system operations, capabilities, developments and initiatives, sustainment, and organizational structure	3 Years
4.5.7(c)	Experience with maintenance/sustainment/logistics functions and the USAF Lifecycle Sustainment Processes	3 Years
4.5.7(d)	Experience with USAF provisioning processes, technical order development, maintenance training, and allowance source requirements development and review	3 Years
4.5.7(e)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.5.7(f)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.5.7(g)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.5.8 CRC Event Coordinator and Administrative Support		
4.2.8(a)	USAF or DoW comparable equivalent Headquarters protocol and operations staffing/administrative experience. Preferably in CRC	6 Years
4.2.8(b)	Protocol experience with General Officer-level event planning and coordination; itinerary development; and knowledge of USAF protocol regulations	3 Years
4.2.8(c)	Experience with DOW and USAF automated data processing standards, policies, and techniques	3 Years
4.2.8(d)	Experience planning and executing government meetings, conferences, working groups, and symposiums	4 Years
4.2.8(e)	Experience with all forms of multimedia, to include computer-generated graphics, music, and video for use within Microsoft PowerPoint presentations	3 Years
4.2.8(f)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.2.8(g)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.2.8(h)	Experience and proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	4 Years
4.6 COMBAT INTEGRATION SUPPORT		
4.6.1 IAMD Conceptual Operations Subject Matter Expert		
4.6.1(a)	Experience as USAF 11, 12, 13, 1C5, 1A34, previous 17XX, similar Air Weapons Controller/Air Battle Manager AFSCs or a comparable DoW equivalent AFSC	10 Years
4.6.1(b)	Recent experience within the last 10 years with BCC, IAMD, or TACS	3 Years
4.6.1(c)	Experience working IAMD planning, execution and integration support in addition to IAMD document development and review; (i.e., Concepts, Roadmaps, Core Function Support Plans, Joint and Service Doctrine, Capability Requirements Documents, Requirements Working Groups, Task Training Lists, Mission Essential Tasks etc.)	3 Years
4.6.1(d)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.6.1(e)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above	3 Years

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KSA #	Experience and Education Requirement	Min.
	level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	
4.6.1(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.6.2 BCC Operational Support		
4.6.2(a)	Experience as USAF 11, 12, 13, 1C5, 1A34, previous 17XX, similar Air Weapons Controller/Air Battle Manager AFSCs or a comparable DoW equivalent AFSC	10 Years
4.6.2(b)	Recent experience within the last 10 years with BCC or TACS	3 Years
4.6.2(c)	Experience working Homeland Defense, BCC, JADOC or NCR-IADS weapons systems specifically working warfighter capability requirements to support document development and review, (i.e., capability requirements documents, requirements working groups, task training lists, mission essential tasks, etc.), programs/issues, weapon system capabilities (sensor to glass), developments and initiatives	3 Years
4.6.2(d)	Functional Area Manager (FAM) experience to include working with DCAPES, JOPES and updating Joint Capability Requirement Management (JCRM) with sourcing nominations. Preferably in BCC and completion of initial DCAPES Course	4 Years
4.6.2(e)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.6.2(f)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.6.2(g)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.6.3 BCC Programming Support		
4.6.3(a)	Experience as USAF 11, 12, 13, 1C5, 1A34, previous 17XX, similar Air Weapons Controller/Air Battle Manager AFSCs or a comparable DoW equivalent AFSC	10 Years
4.6.3(b)	Recent experience within the last 10 years with BCC, IAMD, or TACS	3 Years
4.6.3(c)	Experience working Homeland Defense, BCC, JADOC or NCR-IADS weapons systems specifically working warfighter capability requirements to support document development and review, (i.e., capability requirements documents, requirements working groups, task training lists, mission essential tasks, etc.), programs/issues, weapon system capabilities (sensor to glass), developments and initiatives	3 Years
4.6.3(d)	Experience with PPBE process and fiscal planning/forecasting for POM	6 Years
4.6.3(e)	Financial resource management experience including budget cycle, execution/spend plan preparation, and program financial baseline analysis experience	3 Years
4.6.3(f)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.6.3(g)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.6.3(h)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.7 C2ISR OPERATIONS DIVISION LEVEL SUPPORT		
4.7.1 Executive Administrative Support		
4.7.1(a)	Experience serving in an administrative assistant or senior-level administrative support role within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with demonstrated	4 Years

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KSA #	Experience and Education Requirement	Min.
	ability to independently manage complex administrative functions and support senior military and civilian leadership.	
4.7.1(b)	Experience reviewing, editing, and processing Officer Performance Reports (OPR), Enlisted Performance Reports (EPR), and military and civilian awards and decorations packages in accordance with applicable Air Force instructions and command standards	8 Years
4.7.1(c)	Experience in information management supporting military and civilian personnel functions and records management, including proficiency with Air Force Records Information Management System (AFRIMS), Automated Records Management System (ARMS) or equivalent personnel and records management systems	5 Years
4.7.1(d)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	6 Years
4.7.1(e)	Experience and proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	8 Years
4.7.2 Systems Administrator Support		
4.7.2(a)	Current DoW 8570.01-M certification requirements for IAT Level II	Meets
4.7.2(b)	Experience in Network Administration and oversight	8 Years
4.7.2(c)	Experience in Information Assurance	8 Years
4.7.2(d)	Experience providing engineering and/or technical services required to maintain unclassified and/or classified websites (i.e. AF Portal, SharePoint, Communities of Practice, etc.)	5 Years
4.7.2(e)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.7.2(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint	4 Years
4.7.3 Video-Teleconferencing Support		
4.7.3(a)	Current DoW 8570.01-M certification requirements for IAT Level II	Meets
4.7.3(b)	Experience providing technical expertise and support for VTC/SVTC systems, including installation, configuration, operation, resolution of interoperability issues, and administration of hardware and software	5 Years
4.7.3(c)	Experience in managing enterprise VTC solutions supporting both secured and unsecured services in a DoW Information Network (DoWIN) environment	3 Years
4.7.3(d)	Experience in Network Administration and oversight	2 Years
4.7.3(e)	Experience providing engineering and/or technical services required to maintain unclassified and/or classified websites (i.e. AF Portal, SharePoint, Communities of Practice, etc.)	2 Years
4.7.3(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint	4 Years
4.7.4 SharePoint and Knowledge Management Support		
4.7.4(a)	Current DoW 8570.01-M certification requirements for IAT Level II	Meets
4.7.4(b)	Experience administering, designing, and maintaining SharePoint sites and Microsoft Teams environments—including workflows, dashboards, web-based solutions, technical support, and troubleshooting—across multiple security domains (NIPRNET, SIPRNET, JWICS)	3 Years
4.7.4(c)	Experience with Knowledge Management (KM) principles, processes, cataloging, and governance in a DoD or AF environment	2 Years
4.7.4(d)	Experience in records management, archiving, and information lifecycle in a DoD or AF environment	2 Years

KSA #	Experience and Education Requirement	Min.
4.7.4(e)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.7.4(f)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint	4 Years
4.7.5 Risk Management Framework and Authority To Operate/Connect Program Support		
4.7.5(a)	Current DoW 8570.01-M certification requirements for IAT Level II	Meets
4.7.5(b)	Preferable Certified Information Systems Security Professional (CISSP) certification	Meets
4.7.5(c)	Experience with Information Assurance Accreditation requirements and processes for certifying and maintaining system Authority/Certificate to Operate systems	4 Years
4.7.5(d)	Operational experience working with C2ISR WS and programs	4 Years
4.7.5(e)	Experience working with Enterprise Mission Assurance Support Service (eMASS) or predecessor systems such as the Enterprise Products List (EPL)	2 Years
4.7.5(f)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.7.5(g)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.7.5(h)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets
4.8 Additional Optional Support		
4.8.1 Program Support		
4.8.1 (a)	C2ISR Program or Weapons Systems experience	10 Years
4.8.1 (b)	Relevant experience as a project and/or program manager with demonstrated ability to perform as a senior level expert and serve as a senior project lead	4 Years
4.8.1 (c)	Experience working within a USAF Headquarters Staff environment at the NAF, MAJCOM, or above level, with experience producing decision documents, developing and presenting staff-level briefings, building staff packages, coordinating actions across staff directorates and major command elements, and interfacing with senior USAF leadership and external staffs	3 Years
4.8.1 (d)	Proficiency with Microsoft Office 365 applications and platforms, including but not limited to Word, Excel, Access, PowerPoint, Outlook, Teams, and SharePoint, with the ability to produce professional documents, briefings, data analyses, and collaborative workspaces in support of senior leadership	Meets

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Attachment E: Acronyms

Table 8 – Acronyms

Acronym	Definition
A3	Operations Directorate
ABW	Air Base Wing
ACC	Air Combat Command
ACCI	Air Combat Command Instruction
ABMS	Advanced Battle Management Systems
ACE	Agile Combat Employment
ADPE	Automated Data Processing Equipment
AF	Air Force
AFERB	Air Force Education Requirements Board
AFFOR	Air Force Forces
AFGSC	AF Global Strike Command
AFI	Air Force Instruction
AFMAN	Air Force Manual
AFNORTH	Air Forces Northern
AFOSH	Air Force Occupational Safety and Health
AFRIMS	Air Force Records Information Management System
AFSPC	Air Force Space Command
AFTTP	Air Force Tactics, Techniques and Procedures
AIB	Accident Investigation Board
AMC	Air Mobility Command
AMIC	Acquisition Management and Integration Center
ANG	Air National Guard
ANSI	American National Standards Institute
AO	Action Officer
AOC	Air Operations Center
API	Aircrew Position Indicators
ARC	Air Reserve Component
ATC	Air Traffic Control
ATO/ATC	Approval to Operate/Connect
AWACS	Airborne Warning & Control System
BACN	Battlefield Airborne Communications Node
BCC	Battle Control Center
BCS-F	Battle Control System-Fixed
BER	Budgeting Execution Report
C2	Command & Control
C2BMC	Command and Control Battle Management Communications
C2IMERA	Command and Control Incident Management Emergency Response Application
C2ISR	Command & Control, Intelligence, Surveillance, and Reconnaissance
CAC	Common Access Card
CAF	Combat Air Force
CAR	Corrective Action Request
CAT	Crisis Action Team
CCMCS	COMPASS CALL Mission Crew Simulator
CDRL	Contract Data Requirements List
CEA	Career Enlisted Aviator
CFT	Core Function Team
CISSP	Certified Information Systems Security Professional

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Acronym	Definition
CJCSI	Chairman Joint Chiefs of Staff Instruction
CL	Cybersecurity Liaison
CM	Contract Manager
CMP	Configuration Management Plan
CMWG	Configuration Management Working Group
CO	Contracting Officer
COCOM	Combatant Command
COMACC	Commander Air Combat Command
COMSEC	Communications Security
CONEMP	Concept of Employment
CONOPS	Concept of Operations
CONUS	Contiguous United States
COR	Contracting Officer's Representative
CPARS	Contractor Performance Assessment Reporting System
CPS	Consolidated Planning System
CRB	Configuration Review Board
CRC	Control and Reporting Center
CSA	Client System Administrator
CST	Client Systems Technician
CT	Continuation Training
CTR	Contractor
CUI	Controlled Unclassified Information
C-UAS	Counter Unmanned Aerial Systems
DCAPES	Deliberate Crisis Action Planning and Execution Segments
DEPORD	Deployment Order
DIACAP	Department of Defense Information Assurance Certification and Accreditation Process
DMO	Distributed Mission Operations
DMDC	Defense Manpower Data Center
DMOC	Distributed Mission Operations Center
DMOC-S	Distributed Mission Operations Center - Space
DOC	Designed Operational Capability
DOW	Department of War
DRRS	Defense Readiness Reporting System
DSS	Defense Security Service
DTRB	Developmental Test Review Board
DV	Distinguished Visitor
EA	Electronic Attack
ECN	Enterprise Change Notice
ECR	Enterprise Change Requests
eCMRA	Enterprise Contractor Manpower Reporting Application
ECWG	Engineering Configuration Working Group
eMASS	Enterprise Mission Assurance Support Service
EMR	Enterprise Management Review
FAA	Federal Aviation Administration
FAM	Functional Area Manager
FAR	Federal Acquisition Regulation
FGS	Final Governing Standards
FM	Financial Management
FOIA	Freedom of Information Act
FOUO	For Official Use Only

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Acronym	Definition
FSO	Facility Security Officer
FTE	Full Time Equivalent
FTU	Formal Training Unit
FYDP	Future Years Defense Program
GCCS	Global Command and Control System
GFM	Global Force Management
GFMAP	Global Force Management Allocation Plan
GIISR	Global Integrated Intelligence, Surveillance and Reconnaissance
GSA	General Services Administration
HAF	Headquarters Air Force
HQ	Headquarters
HQ ACC	Headquarters Air Combat Command
HSR	Hiring Status Report
HyDRA	Hybrid Defense of Restricted Airspace
IA	Information Assurance
IAT	Information Assurance Technical
IAW	In Accordance With
IAMD	Integrated Air and Missile Defense
IFC	Integrated Fire Control
ID	Identification
IDIQ	Indefinite Delivery/Indefinite Quantity
IG	Inspector General
IP	Implementation Plan
IQT	Initial Qualification Training
ISA	Interconnection Service Agreement
ISD	Instructional System Development
ISR	Intelligence, Surveillance, and Reconnaissance
ISSO	Information System Security Officer
IT	Information Technology
ITEC	Information Technology Equipment Custodian
JADC2	Joint All Domain Command and Control
JADOC	Joint Air Defense Operations Center
JAOPC	Joint Air Operations Planner's Course
JBLE	Joint Base Langley-Eustis
JCIDS	Joint Capabilities Integration and Development System
JCRM	Joint Capability Requirement Management
JOPES	Joint Operation Planning and Execution System
JPAS	Joint Personnel Adjudication System
JSS	Joint Surveillance System
JTF	Joint Task Force
JTR	Joint Travel Regulation
JWICS	Joint World Wide Communications System
KSA	Knowledge Skills and Abilities
LAN	Local Area Network
LMS	Learning Management System
LOE	Level of Effort
M4S	Manpower MPA Man-Day Management System
MAF	Mobility Air Forces
MAJCOM	Major Command
METL	Mission Essential Task List

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Acronym	Definition
METS	Mission Essential Tasks
MICT	Management Internal Control Toolset
MQF	Master Question File
MQT	Mission Qualification Training
NAF	Numbered Air Force
NBIB	National Background Investigations Bureau
NCR-IADS	National Capitol Region-Integrated Air Defense System
NDA	Non-Disclosure Agreement
NWS	National Weather Service
NGB	National Guard Bureau
NIPR	Non-Secure Internet Protocol Router
NIPRNET	Non-Secure Internet Protocol Router Network
NISPOM	National Industrial Security Program Operating Manual
NIST	National Institute of Standards and Technology
NORAD	North American Aerospace Defense Command
NWS	North Warning System
O&M	Operations and Maintenance
OASIS	One Acquisition Solution for Integrated Services
OCI	Organizational Conflict of Interest
OCONUS	Outside the Contiguous United States
OCR	Office of Collateral Responsibility
ODC	Other Direct Costs
OEBGD	Overseas Environmental Baseline Guidance Document
OPR	Office of Primary Responsibility
OSHA	Occupational Safety and Health Administration
PACAF	Pacific Air Forces
PFT	Programmed Flying Training
PM	Program Manager
PMR	Program Management Review
POAM	Plans of Action and Milestones
POC	Point of Contact
POM	Program Objectives Memorandum
POP	Period of Performance
PPBE	Planning, Programming, Budgeting, and Execution
PWS	Performance Work Statement
QAPC	Quality Assurance Program Coordinator
QCP	Quality Control Plan
QRC	Quick Reaction
RADES	Radar Evaluation Squadron
RAP	Ready Aircrew Program
REWG	Requirements Engineering Working Group
RFV	Requests for Variance
RIMS	Records Information Management System
RMF	Risk Management Framework
RQT	Requalification Training
RTFB	Realistic Training Review Board
RTM	Ready Aircrew Program Tasking Memorandum
RWG	Requirements Working Group
SAP	Special Access Program
SAR	Special Access Required

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Acronym	Definition
SB	Small Business
SCI	Sensitive Compartmented Information
SF	Standard Form
SIB	Safety Investigation Board
SIPR	Secure Internet Protocol Router
SIPRNET	Secure Internet Protocol Router Network
SME	Subject Matter Expert
SOCOM	Special Operations Command
SORTS	Status of Resources and Training System
SPO	System Program Office
SPP	Standard Practice Procedure
SSA	Servicing Security Activity
STE	Secure Telephone Equipment
SVTC	Secure Video Teleconferences
SWG	Sustainment Working Group
TACS	Theater Air Control System
TACLANE	Tactical Local Area Network Encryptor
TAGS	Theater Air Ground System
TBMCS	Theater Battle Management Control System
TDY	Temporary Duty
TEMP	Test and Eval Master Plans
TM	Training Manager
TMT	Task Management Tool
TO	Task Order
TPFD	Time Phased Force Deployment
TPFDD	Time Phased Force and Deployment Documents
TRQI	Training Requester Quota Identifier
TTL	Training Task Lists
TTP	Tactics, Techniques, and Procedures
UMD	Unit Manning Document
USAF	United States Air Force
USAFE	US Air Forces Europe
USLM	Unit Software License Manager
USNORTHCOM	US Northern Command
UTC	Unit Type Code
VGSA	Visitor Group Security Agreement
VTC	Video Teleconferencing
WAN	Wide Area Network
WAWF	Wide Area Work Flow
WJQS	Work Center Job Qualification Task List
WS	Weapon System

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