PERFORMANCE WORK STATEMENT (PWS)
FOR
737th Training Group (TRG), Basic Military Training (BMT)
Military Training Instructors (MTI) Deliberate Development
37th Training Wing (TRW) Human Performance (HP) Program
03 Aug 2026

1. Description of Services

1.1. Requirements: The Contractor shall provide non-personal services necessary to perform work in support of Air Force BMT and HP program at the 37th TRW at Joint Base San Antonio (JBSA) – Lackland Air Force Base (AFB), Texas in accordance with this PWS. Contractor personnel shall perform services and support compatible with BMT and HP training facilities, operating capacity and equipment for the application of advanced survey methodology and statistical analysis to develop and implement effective organizational and/or individual behavioral change strategies involved in the deliberate development of MTIs through their direct supervisors and continuation training as well as enhanced human performance of all members of the 37th TRW.

1.2. Specific tasks: Contractor shall perform specific survey administration and data analysis tasks, and training for MTI supervisors and MTIs, necessary for MTI deliberate development as well as for the HP program. This work is needed to help Air Force leaders better understand trends related to the BMT organizational climate and behavior of MTIs within BMT, to include but not limited to the general BMT environment, trainee and MTI well-being, maltraining and maltreatment and sexual assault in accordance with (IAW) Air Force Instruction (AFI) 36-2909. On the HP side, this work is necessary to identify wellness and readiness factors impacting work performance and overall health for members of the 37th TRW.

1.2.1. Behavioral Analyst BMT - Survey and Data Analysis Tasks: These tasks involve implementing, managing and updating organizational surveys, analyzing and integrating survey and other organizational data, developing metrics to monitor trends, preparing reports and briefings of findings and providing recommendations on effective strategies to promote organizational change, where necessary.

1.2.1.1. Survey management, data analysis and trend monitoring. Apply survey research methodology and advanced statistical analysis to track trends in organizational climate and behavior (e.g., the BMT environment, trainee and MTI well-being, maltreatment, maltraining, etc.). This involves managing, updating and analyzing multiple organizational survey data, and integrating data from various sources (e.g. BMT production data, End of Course Survey/MTI Core Competency data, Trainee Feedback Forms, Misconduct Report data, MTI Multi-Dimensional Assessment data, Manpower Staffing data, Military Training Counseling Services Annual Resiliency Counseling data, MTI Student Field Interview results, and RAND Trainee Survey and RAND MTI Survey data) on misconduct, and sexual abuse. Research and provide appropriate benchmarking data consistent with accepted industry standards. Gather, clean, manipulate, and recode raw data into government defined standard formats for analysis.

1.2.1.1.1. Make specific data query requests to Headquarter Air Education Training Command Occupational Analysis (HQ AETC/OA) Division on Research and Development (RAND) Trainee and MTI Surveys, as well as uses results of HQ AETC/OA analysis in performing tactical level analysis.

1.2.1.2. Develop and continually re-assess metrics, evaluating existing programs, training and policies. Use evaluation methods and techniques to assess adequacy of existing programs, training and policies aimed at developing and maintaining a productive, positive, professional organizational climate. Specific tasks include identifying relevant outcomes to measure program or training effectiveness, developing appropriate effectiveness metrics, gathering relevant program and training data (e.g., usage rates, satisfaction measures, measures of behavior/ attitude/knowledge change), and evaluating policy implications. Provide best practice information on BMT program evaluation. Review all BMT survey products, semi-annually.

1.2.1.3. Disseminate Analysis Findings to 737th TRG/TD, Career and Technical Education (CTE) or Contracting Officer Representative (COR) and other key BMT leaders.

1.2.1.3.1. Contractor shall provide a written weekly status report to 737th TRG/CTE or COR on the first business day of the week that includes course of action, status of current analysis projects, and next steps.

1.2.1.3.2. Provide written report or a thorough slide presentation of analyses, quarterly, includes data listed in 1.2.l.l. recommendations for effective strategies to promote organizational change and assessment of existing metrics to the 737th TRG/CTE or COR. Contractor will also conduct 1-3 iterative briefings on report findings to organizational leadership, incorporating commander revisions, from various organizational levels, as appropriate, per quarter. Reports and briefings must be completed no later than (NLT) 45 days upon completion of the quarter and will be notified by 737th TRG/CTE or the COR of exact day and time to present briefings.

1.2.1.3.3. Create slide presentation summary which highlights key points from the written report and conduct 3-5 briefings, incorporating commander revisions, from various organizational levels, as appropriate, per quarter. Briefings must be completed NLT 45 days upon completion of the quarter and will be notified by 737th TRG/CTE or the COR of exact day and time to present briefings.

1.2.1.3.4. Create or review quarterly logic model metrics to assess the health of BMT in a slide presentation. Prepare and present 3-5 formal, iterative briefings, incorporating commander revisions as appropriate, per quarter based on the findings to various levels of leadership. Briefings must be completed NLT 45 days upon completion of the quarter and will be notified by 737th TRG/CTE or the COR of exact day and time to present briefings.

1.2.1.4. Provide expert consultation on BMT policy matters by attending semiannual strategy sessions with 737th TRG/TD and other key BMT leaders. Use analysis findings to make recommendations for effective strategies to promote organizational change where data indicate they are necessary. Assist leadership in designing appropriate interventions. Facilitate planning sessions with staff to determine, prioritize and measure staff interventions based on analytic findings.

1.2.1.5. Apply different analytic approaches in organizing data from multiple sources using a government-provided logic model, to provide a framework that can be used for monitoring the health of the BMT environment and to be used as a tool to track improvements.

1.2.1.6. Attend weekly organizational strategy meetings, and other pertinent meetings as identified by 737th TRG/TD or CTE/COR, for background information and assist in improving and assessing metrics/data. 737th TRG/TD or CTE/COR will provide notice in advance for attendance.

1.2.2. Behavioral Development Specialist - This task involves instructional delivery & executive coaching focused on a values-based learning approach to accelerate MTI adoption of and development in applying MTI core leadership competencies to effectively transform recruits into Airmen.

Note: Flight commanders & instructor supervisors, applies to -100 personnel with random and infrequent turnover of 1/3 to 1/2 throughout any 12-month period.

1.2.2.1. Flight commander and instructor supervisor orientation to basic behavioral tools: Provide a personal, one-on-one or small group, orientation (one or two sessions) to each incoming flight commander (FLT CC) and instructor supervisor (IS) on tools/model adopted within BMT to develop MTI core leadership competencies using a values-based approach that starts by having them receive their own personal feedback on these tools. Contractor will be notified by 737th TRG/CTE of these new personnel arrivals. Upon notification, the contractor has 60 days to complete orientation. Orientation will include:

1.2.2.1.1. Administration of the Emotional Quotient-EQi-2.0 and MBTI assessments as pre-work for the session/s.

1.2.2.1.2. Feedback on the Myers Briggs Type Indicator (MBTI) (to include type, temperament, leadership development and goal setting).

1.2.2.1.3. Feedback on the EQi-2.0 (to feed directly into relationship management work and underpin a personal leadership development action plan).

1.2.2.1.4. Produce a written Personal Leadership Development Plan (PLDP) (identifies leadership and relationship management challenges on which to focus).

1.2.2.2. FLT-CC & IS Executive Coaching on Personal Application of Basic Behavioral Development Tools: Provide values-based follow-on coaching support to flight commanders and instructor supervisors in attainment of their individual leadership goals, both those identified in their PLOP and whatever new challenges that arise. Contractor will take the initiative to "check in" with FLT-CCs and 1Ss, as requested or deemed needed as indicated by data analysis, but in any case, not less than once quarterly. Follow-on coaching session will include:

1.2.2.2.1. Review of or focus upon PLOP progress.

1.2.2.2.2. EQ practice - discussion and practice of exercising new and needed EQ elements.

1.2.2.2.3. Review of and support for effective conflict management and feedback techniques.

1.2.2.2.4. Planning and practicing having difficult or sensitive conversations.

1.2.2.2.5. Mediation of specific personnel difficulties or conflicts.

1.2.2.2.6. FLT-CC & IS communication or teaming difficulties.

1.2.2.3. FLT-CC & IS Training in Use of Basic Behavioral Tools for MTI Development: Provide values-based instruction on how to use the basic behavioral tools to develop MTI core leadership competencies for MTIs to effectively transform recruits into Airmen. This will consist of:

1.2.2.3.1. Values-based coaching so each FLT-CC & IS develops the skillset to coach MTIs who directly report to them on PLDP development, using data and data analysis from a variety of data sources (e.g. End of Course Survey data, trainee feedback, RAND Surveys, etc.).

1.2.2.3.2. Values-based coaching on how to resolve conflict and give feedback, so each FLT-CC & IS can effectively give and receive feedback, and more importantly, effectively teach their MTIs how to give and receive feedback with their trainees.

1.2.2.4. Deliver transformational "introductory" classroom continuation training and as part of a model to deliberately develop MTIs in adopting/applying MTI core leadership competencies throughout their tour of duty.

1.2.2.4.1. Administer the Meyers Briggs Type Indicator (MBTI) Assessment to students attending the MTI Course (-350 annually).

1.2.2.4.1.1. Classes are:

1.2.2.4.1.1.1. "Communication & Leadership Styles" (MBTI Type Assessment Feedback and Leadership application) - *5* hours"

1.2.2.4.1.2. "Motivating & Influencing Skills (MBTI, Keirsey's Temperaments, Behavioral Development)" - 8 hours

1.2.2.4.1.3. "Giving and Receiving Feedback" - 4 hours

1.2.2.4.1.4. "Practicing Leader" - 16 hours

1.2.2.4.1.5. Advise on classroom curriculum to include facilitation of experiential learning techniques for adult learning. Provide recommendations upon request.

1.2.2.4.2. Deliver monthly interactive classes for 10-20 students using lesson material provided by the government.

1.2.2.5. Deliver monthly transformational "intermediate" and "advanced" continuation training classes for up to 20 students using lesson material provided by the government as part of the model to deliberate develop **MTIs** in adopting/applying MTI core leadership competencies throughout their tour of duty.

1.2.2.5.1. Classes are:

1.2.2.5.1.1. "Intermediate Train-For-Success: The Leader in Control" - 16 hours.

1.2.2.5.1.2. "Advanced Train-For-Success: The Inspiring Leader" - 16 hours

1.2.2.5.2. Curriculum refinement.

1.2.2.5.2.1. Provides recommendations to improve the effectiveness of Values-Based Curriculum or its delivery; including collaboration with Military Training Consult Service (MTCS) staff and 737th TRG training development team. Provide recommendation upon

request.

1.2.2.6. Deliver and/or assist the Initial Military Values-Based Instruction Fundamentals for the MTI Initial Course and the Flight-Commander-Instructor Supervisor course. Minimally requires two people to co-teach material due to application events. MTI Course: 30 classes per year, 5 workdays of course delivery (350 MTIs/year) FC-IS Course: 15 classes per year, 2.5 workdays of course delivery (100 FC- ISs/year)

1.2.2.7. Contractor must have plans to cover scheduled classes and tasks when the Behavioral Development Specialist is unavailable due to illness, vacation, etc. The Behavioral Development Specialist must give 24-hour notice to make proper arrangements for scheduled classes to be covered.

1.2.3. Military Values-Based Instruction.

1.2.3.1. Minimum of 3 hours of "reach-back" for application of classroom principles for 264 MTIs/FC-ISs/year. This 3 hour involves proactively attending or observing staff conducting the classes and providing advice and feedback on the performance.

1.2.3.2. Create a monthly report on the feedback from the students on the training they received during the Values-Based Instruction and the observations made during the 3-hour "reach back." Provide report to 737th TRG/TD/CTE.

1.2.3.3. Aid MTI trainers in skills and techniques to develop new MTIs. Attend or observe 1-4 MTI trainers to student training classes/ sessions per month and provide advice and feedback on the performance.

1.2.3.4. Create a monthly report on the feedback from the MTI trainers on the training they received, and the observations made during the monthly observations. Provide report to 737th TRG/TD/CTE.

1.2.4. Survey Administration & Data Analysis Tasks.

1.2.4.1. Administers (i.e. takes roll, identifies missing students, notifies and reschedules missing students, prepares computer workstations, operates audiovisual equipment, provides briefing/instructions, etc.) and proctors the RAND Trainee Survey to up to 900 trainees weekly. Sessions occur Monday through Friday, up to 4 sessions per day for no more than 120 students per session. Will provide a daily after action report consisting of technical issues, accountability and other pertinent information and delivers data results to the evaluations analyst located in the 737th TRG HQ building.

1.2.4.2. Picks-up, sorts, classifies (urgent or routine) IAW with Air Education and Training Command Instruction (AETCI) policy definitions and BMT local instructions (see Attachments 1 & 2), and processes (i.e.: scans, logs into database, emails, etc.) unsolicited comment forms from email and up to 120 locations three times per week (Mon, Wed & Fri) from different locations around the Lackland AFB area and delivers to the 737th TRG/CTE evaluations analyst located in the 737th TRG HQ building. Urgent comment forms must be processed immediately; all others must be processed by the end of the business day. Note: On weeks with holidays, the pick-up and processing as described above will move to a non-holiday day.

1.2.4.3. Sorts, classifies (urgent or routine) IAW with AETCI policy definitions and BMT local instructions (see Attachments 1 & 2) and processes (i.e.: scans, logs into database, emails, etc.) written comments from the BMT End of Course Survey for trainees (up to 900) weekly (must be

accomplished on Fridays & Mondays) from all training squadrons and delivers these to the 737th TRG/CTE evaluations analyst located in the 737th TRG HQ building. Records responses to urgent comments into a spreadsheet and actively tracks through completion (e.g.: When no further action is being taken on the complaint). Urgent comments must be processed immediately; all others must be processed by the end of the business day.

1.2.4.4. Administers (i.e. identifies random/targeted flight of trainees, schedules survey, prepares paper surveys, goes to trainee classrooms located at seven training squadrons, takes roll, identifies missing students, provides briefing/instructions, etc.), proctors, sorts, classifies (urgent or routine) IAW with AETCI policy definitions and BMT local instructions (see Attachments 1 & 2) and processes (i.e. scans, logs into database/spreadsheet, emails, etc.) survey results from the Trainee Safety and Well-being Survey. Survey will be randomly given 3-5 times per week (up to 120 students per session) and delivered to the 737th TRG/CTE evaluations analyst located in the 737th TRG HQ building. Survey is not given in conjunction with other tasks and occurs at various times during the 7.5-week BMT training program. Records responses to urgent comments into a spreadsheet and actively tracks through completion (e.g.: When no further action is being taken on the complaint). Urgent comments must be processed immediately; all others must be processed by the end of the business day.

1.2.4.5. Administers (i.e. takes roll, identifies missing MTIs, reschedules missing MTIs, prepares workstations, operates audiovisual equipment, provides briefing/instructions, etc.) and proctors the RAND MTI Survey to the entire assigned MTI population (require two sessions per day not to exceed 5 days) on a semi-annual basis and at the conclusion of each day the survey was given will provide an after action report consisting of technical issues, accountability and other pertinent information and delivers results to the 737th TRG/CTE evaluations analyst located in the 737th TRG HQ building.

1.2.4.6. Administers Special Interest Surveys (i.e. identifies trainees, schedules survey, prepares paper surveys, takes roll, identifies missing students, provides briefing/instructions, etc.), proctors, sorts, classifies (urgent or routine) IAW with AETCI policy definitions and BMT local instructions (see Attachments 1 & 2) and processes (i.e. scans, logs into database/spreadsheet, emails, etc.) survey results. Records responses to urgent comments into a spreadsheet and actively tracks through completion (e.g.: When no further action is being taken on the complaint). Urgent comments must be processed immediately; all others must be processed by the end of the business day. Survey will be given quarterly for up to 500 trainees per quarter.

1.2.4.7. Manages filing system for feedback sources and surveys (-1000 documents per week) in government-provided folders/cabinets. Regulatory guidance and procedures are outlined in paragraph 2.8.

1.2.4.8. Provides an automated system (computer and software) to log all feedback into database software with approximately eight fields of associated data per form (e.g. Name, Flight, Squadron, Date, Priority Level, Category, and Comment). Uses software to email original feedback documents to BMT leadership within 24 hours of receipt.

1.2.4.9. Data Processor/ Text Reader: Using voice recognition computer software and a microphone, read out loud ~ 20 hand-written feedback comment sheets per week, of 80 words per sheet, on average (from the End of Course Survey, Trainee Comment Forms and the Safety & Well-Being Survey) loading this information into an MS Excel spreadsheet or database software with approximately eight fields of associated data per form (e.g. Name, Flight, Squadron, Date, Priority Level, Category, and Comment); then uploads this data into an analytical software tool.

1.2.4.10. Data Processor/ Text Reader: Using voice recognition computer software and a microphone, read out loud ~ 1600 hand-written feedback comment sheets per week, of 80 words per sheet, on average (from the End of Course Survey, Trainee Comment Forms and the Safety & Well- Being Survey) loading this information into an MS Excel spreadsheet or database software with approximately eight fields of associated data per form (e.g. Name, Flight, Squadron, Date, Priority Level, Category, and Comment); then uploads this data into an analytical software tool.

1.2.5. Data Operations Manager

1.2.5.1. Assign an experienced Data Operations Administrator to manage and supervise the entire feedback and data operations process. The responsibilities include ensuring all processes are done in a timely manner meeting the government requirements. Provide expertise in understanding the nuances of feedback and experience in assigning appropriate classifications for sensitive personal information. Should understand the Privacy Act and its requirements and ensure the data meets these requirements. Manage the increased volume of feedback to include the addition of EF which increases the volume of feedback from ~100k to ~500K annually with each item being tracked individually. The Data Operations Manager also owns the management of the contractor-developed SharePoint Online intake, classification, and routing automation environment supporting the data operations function (see Section 2.2.10).

1.2.5.2. Creates reports of each of the feedback and data operations processes (surveys, feedback forms, and automated intake routing logs) upon request. Reports can consist of the number (volume) and type of comments received and other related information.

1.2.5.3. Supervises the Survey Administration & Data Analysis Specialists (Section 1.2.4) and may perform or assist in any task identified in 1.2.4.1 through 1.2.4.9 if the data operations team is short-staffed of if the Manager's direct intervention is necessary to maintain timeliness standards.

1.2.6. Behavioral Analyst HP- Survey and Data Analysis Tasks: These tasks involve implementing, managing and updating organizational surveys, analyzing and integrating surveys and other organizational data, developing metrics to monitor trends, preparing reports and briefings of findings and providing recommendations on effective strategies to promote organizational change and improve human performance where necessary.

1.2.6.1. Survey management, data analysis and trend monitoring. Apply survey research methodology and advanced statistical analysis to track trends in organizational climate and behavior. This involves managing, updating and analyzing multiple organizational survey data, and integrating data from various sources on misconduct, and sexual abuse, wellness, resilience, health, well-being, and performance. Research and provide appropriate benchmarking data consistent with accepted industry standards. Gather, clean, manipulate, and recode raw data into government defined standard formats for analysis. The expected formats of raw data are Portable Document Format (PDF), Microsoft Excel, and Microsoft Word.

1.2.6.1.1. Request, collect, and analyze data from 59th Medical Wing (MDW) Group Practice Managers, specialty clinics, and base helping agencies. Data collected will include but is not limited to medical and mental health diagnoses by PAS code, service utilization and satisfaction with support services provided by the 37th TRW, 59th MDW, and JBSA helping agencies. Data will include hand-written, free-form, paper and other manual formats which must be transcribed and stored for data analysis. Data will be attached automatically to workflows developed by 3rd

party software integration systems to inform interventions used to address detected areas of concern.

1.2.6.1.2. Develop and continually re-assess metrics, evaluating existing programs, training and policies. Use evaluation methods and techniques to assess adequacy of existing programs, training and policies aimed at developing and maintaining a productive, positive, professional organizational climate. Specific tasks include identifying relevant outcomes to measure program or training effectiveness, developing appropriate effectiveness metrics, gathering relevant program and training data (e.g., usage rates, satisfaction measures, measures of behavior/ attitude/knowledge change), and evaluating policy implications. Provide best practice information on HP program evaluation. Review all HP survey products, semi-annually.

1.2.6.1.3. Disseminate Analysis Findings to the COR for review/approval for further dissemination to 37th TRW HP leaders.

1.2.6.1.4. Provide weekly status updates including course of action, status of current analysis projects, and next steps.

1.2.6.1.5. Providing written reports or a thorough slide briefing of analyses, quarterly, includes data listed in 1.2.6.1 recommendations for effective strategies to promote organizational change and assessment of existing metrics. Conduct 1-3 iterative briefings on report findings to the COR for review/approval for further dissemination to organizational leadership, incorporating commander revisions, from various organizational levels, as appropriate, per quarter.

1.2.6.1.6. Create slide briefing summary which highlights key points from the written report and conduct 3-5 briefings for the COR, incorporating commander revisions, from various organizational levels, as appropriate, per quarter.

1.2.6.1.7. Create or review quarterly logic model metrics to assess health in a slide presentation. Prepare and present 3-5 formal, iterative briefings, incorporating commander revisions as appropriate, per quarter based on the findings to the COR for review/approval for further dissemination to various levels of leadership.

1.2.6.2. Provide expert consultation on policy matters by attending semiannual strategy sessions with key HP and 37th TRW leaders. Use analysis findings to make recommendations for effective strategies to promote organizational change where data indicate they are necessary. Assist leadership in designing appropriate interventions. Facilitate planning sessions with staff to determine, prioritize and measure staff interventions based on analytic findings.

1.2.6.3. Apply different analytic approaches in organizing data from multiple sources using a government-provided logic model, to provide a framework that can be used for monitoring the health of the environment for HP programs and to be used as a tool to track improvements.

1.2.6.4. Attend weekly organizational strategy meetings, and other pertinent meetings as identified by key leaders, for background information and to assist in improving and assessing metrics/data. Leaders for HP will provide notice in advance for attendance.

1.2.7. Estimated Number of Full-Time Employees (FTE):

FTE Description	Est. # of FTEs
Behavioral Analyst for BMT	1
Behavioral Development Specialist	2
Survey Administration & Data Analysis Specialists	3
Data Operations Manager	1
Instructor of Military Value-Based Instruction	2
Behavioral Analyst for HP	1

2. General Information.

2.1. Qualifications, Education, and Experience:

2.1.1. Behavioral Analyst – BMT.

- Doctorate degree in psychology, sociology, or other related social science discipline reflecting advanced training in quantitative research methods.
- Minimum of three years' experience managing, administering, and analyzing, organizational surveys and preparing reports or briefings of findings.
- Knowledge of survey research methodology.
- Knowledge of Center for Disease Control & Prevention (CDC) logic model constructs.
- Knowledge of program evaluation methods and techniques.
- Knowledge of scientific literature on effective strategies to promote organizational change.
- Knowledge of curriculum design and educational program assessment
- Familiarity/experience with military training environments.
- Knowledge of federal regulations governing human subjects research activities. Completion of Collaborative Institutional Training (CITI) or equivalent training or experience working with Institutional Review Boards preferred.
- Proficient using computer software for statistical analysis (for example, SPSS, SAS, STATA, R).
- Proficiency in Microsoft Office (PowerPoint, Excel, Word).
- Excellent analytical skills.
- Excellent written and verbal communication skills.
- Excellent oral presentation skills.
- Excellent interpersonal skills and ability to work effectively as a member of an interdisciplinary team.
- Although not required, a working knowledge of organizational misconduct, to include sexual harassment and interpersonal violence, is preferred.

2.1.2. Behavioral Development Specialist.

- Certified practitioner in MBTI; Minimum of two years (more preferred) experience administering, interpreting and coaching based on MBTI results.
- Certified practitioner in EQ-i 2.0; Minimum of two years (more preferred) experience administering, interpreting and coaching based on EQi-2.0results
- Minimum of a bachelor's degree in psychology, sociology, organizational development or related field.
- Obtained/qualified to obtain, within 6 months of start date, Associate Certified Coach
- credentials through the International Federation of Coaches or equivalent.
- Experience in supervisory/management/leadership training (minimum of seven years).

- Comprehensive understanding of current leadership and basic supervisory principles.
- Minimum of two years' experience applying group facilitation techniques.
- Adept at experiential group training techniques.
- Experience in teaching/coaching how to apply personal conflict management tools.
- Knowledge of the processes of cultural change within large/hierarchical/power-imbalanced organizations.
- Ability to interact effectively with multiple levels within a military organization, from commander at squadron/group level leadership to front-line workers.
- Understanding of and experience with challenges specific to supervising military personnel in a basic military training environment.

2.1.3. Instructor of Military Values-Based Instruction

- A master's degree with concentration of 18 graduate hours in counseling, Education, Management, Human Resources, Human Relations, Business Administration, Public Administration, Organizational Leadership or Organizational Behavior; and extensive experience building trust, mutual respect and professionalism within highly diverse teams.
- Or…
- Master's degree that includes at least 125 hours of intermediate or higher coach-specific certification training in a recognized Coaching Certification Course and Approved Coach Specific Training Hours (ACTP) program.
- Or…
- Bachelor's degree with at least 3 years' experience in coach-specific certification training along with certification in a recognized coaching certification course.

2.1.4. Data Processor/Survey Administrators.

- Must be physically fit; able to walk up and down 70 stairwells within nine geographically separated training facilities to collect trainee feedback forms at those locations, as well as several other locations, three times per week.
- Proficiency in Microsoft Office (PowerPoint, Excel, Word).
- Excellent written and verbal communication skills.
- Excellent oral presentation skills.
- Excellent interpersonal skills and ability to work effectively as a member of an interdisciplinary team.

2.1.5. Data Operations Manager.

- Bachelor's degree in human resources or other discipline reflecting training in survey/feedback analysis and/or study in personal interactions/relations.
- Minimum 3-5 years' experience in feedback review/analysis and preparing reports.
- Supervisory experience to lead a team to accomplish mission critical tasks and manage high volume processes with little to no errors.
- Demonstrated experience in management of Microsoft SharePoint Online site architectures and document libraries, audit logging, and integration with downstream data stores; and advanced Excel Online multi-user collaborative file governance.
- Working knowledge of federal Privacy Act (1974) and FOUO handling requirements applicable to sensitive personal information processed through both manual and automated intake channels
- Although not required, a working knowledge of organizational misconduct, to include sexual harassment and interpersonal violence, is preferred.
- Must be physically fit; able to walk up and down 70 stairwells within nine geographically separated training facilities to collect trainee feedback forms at those locations, as well as

several other locations, three times per week.
- Proficiency in Microsoft Office (PowerPoint, Excel, Word).
- Excellent written and verbal communication skills.
- Excellent oral presentation skills.
- Excellent interpersonal skills and ability to work effectively as a member of an interdisciplinary team.
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2.1.6. Behavioral Analyst. - Human Performance

- Doctorate degree in psychology, sociology, or other related social science discipline reflecting advanced training in quantitative research methods.
- Minimum of three years' experience managing, administering, and analyzing, organizational surveys and preparing reports or briefings of findings.
- Knowledge of survey research methodology.
- Knowledge of Center for Disease Control & Prevention (CDC) logic model constructs.
- Knowledge of program evaluation methods and techniques.
- Knowledge of scientific literature on effective strategies to promote organizational change.
- Knowledge of curriculum design and educational program assessment
- Familiarity/experience with military training environments.
- Knowledge of federal regulations governing human subjects research activities. Completion of Collaborative Institutional Training (CITI) or equivalent training or experience working with Institutional Review Boards preferred.
- Proficient using computer software for statistical analysis (for example, SPSS, SAS, STATA, R).
- Proficiency in Microsoft Office (PowerPoint, Excel, Word).
- Excellent analytical skills.
- Excellent written and verbal communication skills.
- Excellent oral presentation skills.
- Excellent interpersonal skills and ability to work effectively as a member of an interdisciplinary team.
- Although not required, a working knowledge of organizational misconduct, to include sexual harassment and interpersonal violence, is preferred.

2.1.7. Credentialing Package: The Contractor shall submit a credentialing package for each prospective employee to the 502 CONS, NLT 30 Days after award. The credentialing packages will consist of resume and support training to help determine if the FTE possesses the requisite education, experience and certification requirements listed in paragraphs 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, and 2.1.6 of this PWS.

2.2. Property, Equipment and Services Incidental to Contract: The government will provide, without cost, the facilities, equipment, materials and/or services identified below. If the need of the government requires the utilization of specialized equipment, the government will request a cost from the contractor. The contractor will supply all software and equipment necessary to accomplish Text Reader tasks and to log specific feedback data/email original feedback documents in accordance with paragraph 1.2.3.

Adjustment of allocations by the Government may be necessary from time to time, with due consideration to limiting impact on the contractor's operations. Incidental property will be used by the contractor for performance only under the terms of this contract.

2.2.1. Incidental Property: Government will provide four to six networked computer/ workstations (CPU with all necessary peripherals and 19-24" widescreen monitor), desks, chairs, phones and printer access in building 6420, 737th TRG HQ Building.

2.2.2. Facilities. The contractor shall return Government Furnished Facilities (office space) to the Government in the same condition as received, fair wear and tear, and approved modifications excepted. The Government maintains responsibility for maintenance and care of all facilities.

2.2.3. Telephone: The Government will provide unsecured local and Defense Switched Network (DSN) telephone service (Class A) within the assigned facility and access to voice and message communication. Attachment 1 – Performance Work Statement

2.2.4. Custodial and Refuse Service. The Government will provide custodial and refuse services but will not exceed services normally provided by base contracting.

2.2.5. Insect and Rodent Control. IAW site policy and current services provided.

2.2.6. Grounds Maintenance. IAW site policy and current services provided.

2.2.7. Security Forces and Fire Protection. IAW site policy and current services provided.

2.2.8. Emergency Transport. The Government will provide all emergency medical transportation and treatment for contractors and Government personnel from training locations if required. The contractor shall reimburse the Government for the costs of these medical services performed on contractor personnel at current civilian rates.

2.2.9. Conservation of Utilities. The contractor shall ensure employees practice utilities conservation. The contractor shall be responsible for operating under conditions which prevent the waste of utilities and other resources, which shall include, by not be limited to: light shall be used only in areas where work is actually being performed, contractors shall not adjust electromechanical equipment controls for heating, ventilation, and air conditioning systems and water faucets or values shall be turned off when not in use.

2.2.10 Other Direct Cost - Meyers-Briggs Type Indicator Reports. The Contractor shall furnish Myers-Briggs Type Indicator (MBTI) Complete Global Step 1 reports as required to support administrations of the MBTI Assessment under PWS Sections 1.2.2.1.1, 1.2.2.1.2, 1.2.2.4.1, up to three hundred (300) reports per contract year. The reports shall be priced as a Firm-Fixed Price Other Direct Cost line item on the contract pricing schedule. Reports above the 300 annual thresholds shall be furnished as a separately priced Other Direct Cost at the then-current commercial rate published by The Myers-Briggs Company.

2.2.10.1. Within sixty (60) calendar days following award, the Government shall furnish the Contracting Officer Representative (COR) and the Contractor a five-year projected MTI Initial Course throughput estimate, including projected counts of MTI students, FLT-CCs, and Instructor Supervisors who will receive MBTI assessments under PWS Sections 1.2.2. This projection shall serve as the planning basis for MBTI report volume.

2.2.10.2. The Contractor shall maintain records of all MBTI reports administered and shall report quarterly to the COR on year-to-date administrations against the 300-annual-report planning basis. The Contractor shall notify the COR no later than thirty (30) calendar days

before the planning basis is reached in any contract year.

2.2.11. Technical Development and Sustainment Allocation. The Contractor shall furnish ongoing technical development, support, and maintenance work for the SharePoint Online and Power BI environments operated under this contract. This work includes design and deployment of new digital intake forms in response to evolving 737th TRG/CTE requirements, refinements to Power Automate workflows, build-out and maintenance of Power BI dashboards, integration enhancements, change-control documentation, and ongoing platform support. Demonstrated experience in design, deployment, and ongoing administration of Microsoft SharePoint Online site architectures and document libraries; configuration and maintenance of Microsoft Power Automate workflows including conditional logic, audit logging, and integration with downstream data stores; and advanced Excel Online multi-user collaborative file governance. Including custom intake form development, Microsoft Power Automate workflow configuration, and Excel Online master file integration.

2.3. Hours of operation. Normal working hours are between 7:30 a.m. and 4:30 p.m. Monday through Friday, excluding Government Holidays.

2.3.1 Removal of Contractor Personnel from Performing on the Contract. The Government, through the CO, reserves the right to require immediate removal from contract performance on the installation or any Government facility. Any individual whose actions raise reasonable suspicion that services may be compromised in any way, or that pose a threat of harm to other contractor/ Government personnel or self. Removal under other circumstances will be subsequent to, and at the direction of the CO only.

2.3.2 If a situation meriting removal occurs as outlined in the previous paragraph, the Contracting Officer Representative (COR) will contact the Contracting Officer (CO) and the contractor's representative within twenty-four (24) hours. A meeting may be required with the CO, COR and contractor representatives to discuss further action.

2.3.3 The CO will notify the contractor when permanent removal is required. In the event of a disagreement between the Government and the contractor, the decision of the CO will be final. During the period between the removal and the final decision of the CO, the contractor agrees to provide backup/replacement contractor personnel in accordance with the terms of this contract.

2.4. Holidays Observed. New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

2.5. Quality Control. The contractor shall be responsible for quality control for all work accomplished during the performance of the task. The contractor shall provide and maintain a Quality Control Plan (QCP) which ensures the requirements in this PWS are met. As a minimum, the contractor shall develop quality control procedures that address the areas identified in Section 3, Service Summary. The QCP shall be submitted to the COR and CO no later than 30 days after contract award.

2.6. Quality Assurance. The government will evaluate the contractor's performance monthly by appointing a COR(s) to monitor performance to ensure services are received. Contractor’s performance will be compared to the contract standards and Services Summary outlined in the Government Quality Assurance Surveillance Plan and PWS. The government may use a variety of surveillance methods to evaluate the contractor's performance to determine if it meets the contract standards. The contractor will

be notified of the COR designated on the contract after award.

2.7. Security Requirements. This contract involves IT-Level III computer access and contractor personnel will require, as a minimum, a National Agency Check with Inquiries (NACI), before being issued a CAC and operating Government-furnished workstations. The contractor shall comply with the DoD 5200.2-R, Personnel Security Program, AFMAN 33-152, User Responsibilities and Guidance for Information Systems, and AFI 33-200, Air Force Cybersecurity Program Management, requirements. NACI investigations requests are initiated using Standard Form 85 and are submitted to the installation Information Protection Office through the using agency's Unit Security Manager within five days of contract start.

2.8. Obtaining and Retrieving Identification Media. As prescribed by AFFARS 5352.242-9000, Contractor access to Air Force installations, the contractor shall comply with the following requirements:

2.8.l. No later than three days prior to start of contract work, the contractor shall submit a written request on company letterhead (or e-mail correspondence) to the project manager (with copy to contract administrator) listing the following: project title, project number, contract number, location of work site, contract start and stop dates, work schedule, and names of contractor employees needing access to the base, including full legal name, date of birth, sex, race, Social Security Number (SSAN), state issued I.D. Card/Driver's License#, and name of sub-contractor if not employed directly by contractor (Government will provide template to be used in submitting visitor pass request). The authorized program manager will endorse the request and forward it to the issuing base pass and registration office or security forces for processing. Contractors will present government (state or federal) issued ID, and INS Form 9 (19), before being issued a pass to initially enter the installation. A Wants and Warrants check is conducted for every person before a pass is issued. Personnel employed by the contractor must provide the installation Visitor Reception Center proof of following:

(1) Liability Insurance
(2) Current License Plates
(3) Current State Inspection Sticker (If required)
(4) Valid State Driver License
(5) A phone number for sponsor on base

2.8.2. Upon completion or termination of the contract or expiration of the identification passes, the contractor shall ensure that all identification issued to contractor employees are returned to the issuing office. If a contractor employee has been terminated, the identification will need to be retrieved and returned to the using agency or Security Forces so that employee does not have base access. If the pass is not retrieved, then SF will need to be notified so base access is not allowed. Upon completion of the contract, returning all issued installation access passes to the issuing authority.

2.8.3. Failure to comply with these requirements may result in withholding of final payment.

2.9. Freedom of Information Act Program (FOIA). The contractor shall comply with DoD Regulation 5400.7-R/Air Force Supplement, DoD Freedom of Information Act Program, requirements. The regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding For Official Use Only (FOUO) material. The contractor shall comply with AFI 33-332, Air Force Privacy and Civil Liberties Program, when collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. The contractor shall remove or destroy official records only in accordance with AFMAN 33-363, Management of Records, or other directives authorized in AFI 33-322, Records

Management Program.

2.10. Reporting Requirements. The contractor shall comply with AFI 71-101, Volume- 1, Criminal Investigations Program, and Volume-2, Protective Service Matters, 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 DoD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter."

2.11. Records Management. The Contractor shall manage all data created for Government use or legally controlled by the Government, in support of the functional activity or required by AF publication, IAW with the AF records management procedures in AFI 33-322, Records Management Program, paragraph 10, AFMAN 33-363, paragraph 6.4, AFI 33-364, paragraph 2.10, and the Air Force Records Disposition Schedule (AF RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm.

2.12. Air Force Antiterrorism (AT) Program. The AT program seeks to deter or limit the effects of terrorist acts against the AF by giving guidance on collecting and disseminating timely threat information, providing training to all AF members, developing comprehensive plans to deter and counter terrorist incidents, allocating funds and personnel and implementing AT measures. In accordance with AFI 10-245, Antiterrorism (AT), paragraphs 2.18 and paragraph 2.25, DOD contractors and subcontract personnel shall be offered Level 1 - AT Awareness Training. Compliance with the training will be monitored by the contracting officer representatives.

2.13. Key Control: Government will provide contract personnel key access to appropriate facilities which the contractor shall return upon contract completion or earlier, if requested by the Government.

3. Service Summary / Deliverables.

Behavioral Analyst - BMT

P.O. #	Performance Objective	PWS Paragraph	Performance Threshold
1.	Provide weekly status update including course of action, status of current analysis projects and next steps.	1.2.1.3.1	No more than one (1) missed update or failure to provide updated information every semi-annual period (Jan-Jun, Jul-Dec). INSPECTION METHOD: Random sampling of weekly updates
2.	Attend weekly organizational strategy meetings	1.2.1.6	No more than three (3) missed meetings per quarter. INSPECTION METHOD: Random sampling of attendance

3.	Provide written report or slide presentation of analysis quarterly and conduct 1-3 iterative briefings of findings.	1.2.1.1 & 1.2.1.3.2	Not more than 98 calendar days may pass between written reports but may miss (1) of the 3-5 briefing per quarter. INSPECTION METHOD: Random sampling of report and briefings
4.	Create slide presentation which summarizes quarterly written report; conduct 3-5 briefings.	1.2.1.1 & 1.2.1.3.3	Presentation must be completed NLT 45 days after the completion of each quarter but may miss (1) of the 3-5 briefing per quarter. INSPECTION METHOD: Random sampling of presentation and briefing
5.	Create or review logic model metrics and present 3-5 iterative briefings per quarter.	1.2.1.1 & 1.2.1.3.4	Presentation must be completed NLT 45 days after the completion of each quarter but may miss (1) of the 3-5 briefing per quarter. INSPECTION METHOD: Random sampling of presentation and briefing
6.	Review of all BMT survey products, semi-annually	1.2.1.2	100% compliance. Task must be completed twice a year. Contractor will submit review showing task was completed NLT last day in June and NLT last day in December each year. INSPECTION METHOD: Random sampling of review
7.	Attend strategy session with training director and key BMT leaders, semi-annually	1.2.1.4	100% compliance. Task must be completed twice a year. The Contractor will coordinate with the training director to ensure they attend meetings. INSPECTION METHOD: Random sampling of attendance
8.	Using government and civilian sources to develop benchmarks to apply against analyzed data to establish trends and goals.	1.2.1.1	Sources must be identifiable and statistically sound using industry standards. 100% accuracy required. COR will inspect data for accuracy. INSPECTION METHOD: Random sampling data accuracy
9.	Statistical techniques must be consistent with industry standards.	1.2.1.1 & 1.2.1.2	No more than one (1) data entry or calculation discrepancy per month. INSPECTION METHOD: Random sampling of data

3.1. Behavioral Development Specialist

P.O. #	Performance Objective	PWS Paragraph	Performance Threshold

10.	Flt CC and IS orientation to basic behavioral tools completed within 60 days of arrival.	1.2.2.1	No more than one (1) missed orientation per 60-day period. INSPECTION METHOD: Random sampling of attendance
11.	Review all PLDPs and work with FLT-CCs and ISs.	1.2.2.2	No more than one (1) missed review per quarter. INSPECTION METHOD: Random sampling of reviews
12.	Provide value-based coaching to each Flt CC and IS to develop skills and effectively give and receive feedback.	1.2.2.3.1 & 1.2.2.3.2	100% compliance. Contractor will keep a record of all sessions to verify each Flt CC and IS received coaching. INSPECTION METHOD: Random sampling of attendance record
13.	Deliver transformational classroom continuation training.	1.2.2.4 & 1.2.2.5	Courses are conducted IAW the Program of Instruction and occur as scheduled, unless approved by the government. No more than one (1) missed course per quarter. Contractor will keep a record of all classes to verify each was performed. INSPECTION METHOD: Random sampling of attendance
14.	Delivers Initial Military Values-Based Instruction Fundamentals Courses for MTIs.	1.2.2.6	Courses are conducted IAW the Program of Instruction and occur as scheduled, unless approved by the government. No more than one (1) missed course per quarter. Contractor will keep a record of all classes to verify each was performed. INSPECTION METHOD: Random sampling of attendance
15.	Delivers Initial Military Values-Based Instruction Fundamentals Courses for FC-IS.	1.2.2.6	Courses are conducted IAW the Program of Instruction and occur as scheduled, unless approved by the government. No more than one (1) missed course per quarter. Contractor will keep a record of all classes to verify each was performed. INSPECTION METHOD: Random sampling of attendance

3.2 Military Values-Based Instruction

P.O. #	Performance Objective	PWS Paragraph	Performance Threshold
16.	"Reach-back" application of classroom principles	1.2.3.1	Courses are conducted IAW the Program of Instruction and occur as scheduled, unless approved by the government. No more than one (1) missed course per quarter. Contractor will keep a record of all classes to verify each was performed. INSPECTION METHOD: Random sampling of attendance
17.	Monthly values-based training report	1.2.3.2	Report must be provided NLT 15 days after the conclusion of the month. INSPECTION METHOD: Random sampling of reports

18.	Assisting MTI trainers and observing 1-4 training sessions per month	1.2.3.3	Provide training based on government approved instruction with a minimum of 1 training session per month. Contractor will keep a record of observations. INSPECTION METHOD: Random sampling of records
19.	Monthly MTI trainer report	1.2.3.4	Report must be provided NLT 15 days after the conclusion of the month. INSPECTION METHOD: Random sampling of reports

3.3 Survey Administration & Data Analysis Specialists.

P.O. #	Performance Objective	PWS Paragraph	Performance Threshold
20.	Administers and proctors each session of the RAND Trainee Survey.	1.2.4.1	100% compliance. No missed sessions. INSPECTION METHOD: Random sampling of attendance
21.	Daily RAND Trainee Survey after action report.	1.2.4.1	No more than one (1) missed report per quarter. INSPECTION METHOD: Random sampling of reports
22.	Picks up, sorts, classifies and processes feedback forms.	1.2.4.2	100% compliance. Must be completed as described. Only exception is federal holidays or facility closures. INSPECTION METHOD: Random sampling of collection process
23.	Classifies and processes all written comments from the BMT End of Course Survey.	1.2.4.3	100% compliant to include tracking of urgent comments. Must be completed as described each time. INSPECTION METHOD: Random sampling of classification process
24.	Administers, proctors, sort, classifies and processes Safety and Well-Being survey.	1.2.4.4	No more than one (1) missed survey session per quarter. 100% tracking of urgent comments required. INSPECTION METHOD: Random sampling of attendance
25.	Administers and proctors each session of the RAND MTI Survey.	1.2.4.5	100% compliance. No missed sessions. INSPECTION METHOD: Random sampling of attendance
26.	Daily RAND MTI Survey after action report.	1.2.4.5	No more than one (1) missed report per semi-annual session. INSPECTION METHOD: Random sampling of reports
27.	Administers, processes, sorts, classifies and proctors each session of the Special Interest Survey.	1.2.4.6	No more than one (1) missed survey session annually. 100% tracking of urgent comments required. INSPECTION METHOD: Random sampling of attendance

28.	Manages and maintains filing system for written survey and critique comments.	1.2.4.7	No more than 3 improperly filed documents per quarter. INSPECTION METHOD: Random sampling of filing system data
29.	Logs feedback data into database and emails original documents to leadership	1.2.4.8	100% compliance. Must be completed as described. Data is reviewed quarterly for accuracy. INSPECTION METHOD: Random sampling of data
30.	Reads feedback comment sheets, populates data fields, into a software generated text file, and uploads this file into analytical software.	1.2.4.9	Uploads are 98% accurate and occur within 24 hours upon receipt. INSPECTION METHOD: Random sampling of system data
31.	Process electronic feedback twice daily.	1.2.4.10	100% compliance. Must be completed as described. Data is reviewed quarterly for accuracy. INSPECTION METHOD: Random sampling of data

3.4. Data Operations Manager

P.O. #	Performance Objective	PWS Paragraph	Performance Threshold
32.	Creates process reports based on the feedback processes upon request.	1.2.5.2.	Report data must be accurate with no more than one data error per report. INSPECTION METHOD: Random sampling of reports
33.	Complied with Privacy Act requirements	1.2.5.1	No more than one (1) error per quarter. INSPECTION METHOD: Random sampling
34.	Administers and proctors each session of the RAND Trainee Survey.	1.2.4.1	100% compliance. No missed sessions. INSPECTION METHOD: Random sampling of attendance
35.	Daily RAND Trainee Survey after action report.	1.2.4.1	No more than one (1) missed report per quarter. INSPECTION METHOD: Random sampling of reports
36.	Picks up, sorts, classifies and processes feedback forms.	1.2.4.2	100% compliance. Must be completed as described. Only exception is federal holidays or facility closures. INSPECTION METHOD: Random sampling of collection process
37.	Classifies and processes all written comments from the BMT End of Course Survey.	1.2.4.3	100% compliant to include tracking of urgent comments. Must be completed as described each time. INSPECTION METHOD: Random sampling of classification process

38.	Administers, proctors, sort, classifies and processes Safety and Well-Being survey.	1.2.4.4	No more than one (1) missed survey session per quarter. 100% tracking of urgent comments required. INSPECTION METHOD: Random sampling of attendance
39.	Administers and proctors each session of the RAND MTI Survey.	1.2.4.5	100% compliance. No missed sessions. INSPECTION METHOD: Random sampling of attendance
40.	Daily RAND MTI Survey after action report.	1.2.4.5	No more than one (1) missed report per semi-annual session. INSPECTION METHOD: Random sampling of reports
41.	Administers, processes, sorts, classifies and proctors each session of the Special Interest Survey.	1.2.4.6	No more than one (1) missed survey session annually. 100% tracking of urgent comments required. INSPECTION METHOD: Random sampling of attendance
42.	Manages and maintains filing system for written survey and critique comments.	1.2.4.7	No more than 3 improperly filed documents per quarter. INSPECTION METHOD: Random sampling of filing system data
43.	Logs feedback data into database and emails original documents to leadership	1.2.4.8.	100% compliance. Must be completed as described. Data is reviewed quarterly for accuracy. INSPECTION METHOD: Random sampling of data
44.	Reads feedback comment sheets, populates data fields, into a software generated text file, and uploads this file into analytical software.	1.2.4.9	Uploads are 98% accurate and occur within 24 hours upon receipt. INSPECTION METHOD: Random sampling of system data
45.	Process electronic feedback twice daily.	1.2.4.10.	100% compliance. Must be completed as described. Data is reviewed quarterly for accuracy. INSPECTION METHOD: Random sampling of data

3.5. Behavioral Analyst - HP

P.O. #	Performance Objective	PWS Paragraph	Performance Threshold
46.	Provide weekly status update including course of action, status of current analysis projects and next steps.	1.2.6.1.4	No more than one (1) missed update or failure to provide updated information every semi-annual period (Jan-Jun, Jul-Dec). INSPECTION METHOD: Random sampling of weekly updates
47.	Attend weekly organizational strategy meetings	1.2.6.1.4	No more than three (3) missed meetings per quarter. INSPECTION METHOD: Random sampling of attendance
48.	Provide written report or slide presentation of analysis	1.2.6.1 & 1.2.6.1.5	Not more than 98 calendar days may pass between written reports, but may miss (1) of the

	quarterly and conduct 1-3 iterative briefings of findings.		3-5 briefings per quarter. INSPECTION METHOD: Random sampling of report and briefings
49.	Create slide presentation which summarizes quarterly written report; conduct 3-5 briefings.	1.2.6.1 & 1.2.6.1.6	Presentation must be completed NLT 45 days after the completion of each quarter but may miss (1) of the 3-5 briefing per quarter. INSPECTION METHOD: Random sampling of presentation and briefing
50.	Create or review logic model metrics and present 3-5 iterative briefings per quarter.	1.2.6.1 & 1.2.6.1.7	Presentation must be completed NLT 45 days after the completion of each quarter but may miss (1) of the 3-5 briefing per quarter. INSPECTION METHOD: Random sampling of presentation and briefing
51.	Review of all HP survey products, semi-annually	1.2.6.1.2	100% compliance. Task must be completed twice a year. Contractor will submit review showing task was completed NLT last day in June and NLT last day in December each year. INSPECTION METHOD: Random sampling of review
52.	Attend strategy session with HP director and key 37th TRW leaders, semi-annually	1.2.6.2	100% compliance. Task must be completed twice a year. Contractor will coordinate with the HP director to ensure they attend meetings. INSPECTION METHOD: Random sampling of attendance
53.	Using government and civilian sources develop benchmarks to apply against analyzed data to establish trends and goals.	1.2.6.1	Sources must be identifiable and statistically sound using industry standards. 100% accuracy required. COR will inspect data for accuracy. INSPECTION METHOD: Random sampling data accuracy
54.	Statistical techniques must be consistent with industry standards.	1.2.6.1 & 1.2.6.1.2	No more than one (1) data entry or calculation discrepancy per month. INSPECTION METHOD: Random sampling of data

4.0 DELIVERABLES NOTE: suspense dates will be coordinated with the contractor at the time of notification**:**

Item	Description	Reference	Format	Frequency	# Copies	POC
1.	Status Update	1.2.1.3.1	Microsoft Word	Weekly	N/A	737th TRG TD or CTE
2.	Analyses Report	1.2.1.1, 1.2.1.3.2	Microsoft Word	Quarterly	8 Color	737th TRG/TD
3.	Iterative Briefing of Written Report	1.2.1.1, 1.2.1.3.2,	Verbal Presentations	1-3 Briefings Quarterly	N/A	737th TRG/TD

4.	Slide Presentation	1.2.1.1, 1.2.1.3.3	Microsoft PowerPoint	Quarterly	20	737th TRG/TD
5.	Briefing of Slide Presentation	1.2.1.1, 1.2.1.3.3	Verbal Presentations	3-5 Briefings Quarterly	N/A	737th TRG/TD
6.	Logic Model Metrics	1.2.1.1, 1.2.1.3.4	Microsoft PowerPoint or Similar	Quarterly	20	737th TRG/TD
7.	Briefing of Logic Model Metrics	1.2.1.1, 1.2.1.3.4	Verbal Presentations	3-5 Briefings Quarterly	N/A	737th TRG/TD
8.	Strategy Meeting	1.2.1.4	N/A	Semi- annual	N/A	737th TRG/TD
9.	Flt CC/IS Orientations	1.2.2.1	Verbal Presentations	Within 60 Days of Flt CC/IS arrival	N/A	737th TRG/TD
10.	Review all PLDPs and Work with Flt CC/IS	1.2.2.2	Verbal Presentations	Quarterly or More if Needed/Requested	N/A	737th TRG/TD
11.	Value Based Coaching	1.2.2.3.1 & 1.2.2.3.2.	Verbal Presentations	Upon Flt CC/IS Arrival	N/A	737th TRG/TD
12.	Training Courses	1.2.2.4 & 1.2.2.5	Verbal Presentations	Microsoft Word	N/A	737th TRG/TD
13.	Value based instruction and MTI trainer reports	1.2.3.2 & 1.2.3.4.	Microsoft Word	Microsoft Word	2	737th TRG/TD & CTE
14.	RAND Trainee Survey After Action Report	1.2.4.1	Microsoft Word	Daily	2	737th TRG/TD & CTE
15.	Feedback Forms	1.2.4.2	Microsoft Excel	3 Time per Week	N/A	737th TRG/CTE
16.	BMT End of Course Survey	1.2.4.3.	Microsoft Excel	Weekly	N/A	737th TRG/CTE

17.	Safety and Well-Being Survey	1.2.4.4	Microsoft Excel	Weekly	N/A	737th TRG/CTE
18.	RAND MTI Survey After Action Report	1.2.4.5	Microsoft Word	Semi-Annual	N/A	737th TRG/TD & CTE
19.	Special Interest Survey	1.2.4.7	Microsoft Excel	Quarterly	N/A	737th TRG/CTE
20.	Feedback/Survey Reports	1.2.5.2.	Microsoft Word	Upon Request	4	737th TRG/CTE
21.	Quality Control Plan	2.5	Microsoft Word	NLT 30 Days After Award	2	737th TRG/TD & 502 CONS JBKAE
22.	Comments Uploaded and Emailed	1.2.4.10 & 1.2.4.8.	Microsoft Excel	Uploaded Analytical Files Within 24 Hours of Comment Sheet Receipt	1	737th TRG/CTE
23.	MTI Initial Military Values-Based Instruction Fundamental Course	1.2.2.6	Verbal Presentations	As Scheduled	N/A	737th TRG/TD
24.	FC-IS Initial Military Values-Based Instruction Fundamentals Course	1.2.2.6	Verbal Presentations	As Scheduled	N/A	737th TRG/TD
25.	"Reach-Back" Application of Classroom Principles	1.2.3.1	Verbal Presentations	Upon Request	N/A	737th TRG/TD
26.	Status Update	1.2.5.3.1	Microsoft Word	Weekly	N/A	HP
27.	Analyses Report	1.2.5.1 & 1.2.5.3.2	Microsoft Word	Quarterly	8 Color	HP

28.	Iterative Briefing of Written Report	1.2.5.1 & 1.2.5.3.2	Verbal Presentations	1-3 Briefings Quarterly	N/A	HP
29.	Slide Presentation	1.2.5.1 & 1.2.5.3.3	Microsoft PowerPoint	Quarterly	20	HP
30.	Briefing of Slide Presentation	1.2.5.1 & 1.2.5.3.3	Verbal Presentations	3-5 Briefings Quarterly	N/A	HP
31.	Logic Model Metrics	1.2.5.1 & 1.2.5.3.4	Microsoft PowerPoint or Similar	Quarterly	20	HP
32.	Briefing of Logic Model Metrics	1.2.5.1 & 1.2.5.3.4	Verbal Presentations	3-5 Briefings Quarterly	N/A	HP
33.	Strategy Meeting	1.2.5.4	N/A	Semi- annual	N/A	HP