Section C - Descriptions and Specifications

Performance Work Statement (PWS)

(U) 1 Objective

The overall objective is to find Curriculum Developers and Instructors for the Joint Targeting Staff courses taught at Joint Targeting School. Students of the courses are members of the Joint Targeting Enterprise, including but not limited to: Joint Professional Military Education institutions, the Joint Staff, the Combatant Commands, the Intelligence Community, Federal Departments and Service Components. The contracted Curriculum Developers and Instructors will also participate in the Joint Targeting School's in-residence version of the Joint Targeting Staff course, to ensure familiarity with the Joint Targeting School's courseware and to coordinate and collaborate with the military instructors. The Joint Targeting School is located on the Dam Neck Annex of Naval Air Station Oceana in Virginia Beach, Virginia. Additional responsibilities include compiling and archiving student demographic data and test scores, certifying learning objectives and providing input and assistance with curriculum development and revision, for both the in-residence and distance learning courses.

Curriculum Developers and Instructors will provide curriculum and programmatic support at Joint Targeting School, Dam Neck Annex, Naval Air Station Oceana, Virginia Beach, Virginia to create, update and maintain online training content for Web-based learning options of Joint Targeting School course offerings, a key component in the delivery of a comprehensive and effective program of studies. Modules will provide familiarity with Joint Targeting doctrine and fundamentals, and they should simulate Joint staff processes involved in the Joint Targeting cycle, in order to enhance and reinforce training objectives. Curriculum Developers and Instructors will use NIPR/SIPR Microsoft Teams as a learning management system. Modules will meet established training objectives, incorporate sound instructional design, and provide engaging presentations in consistent style and format.

Curriculum Developers and Instructors will provide curriculum and programmatic support at Joint Targeting School, Dam Neck Annex, Naval Air Station Oceana, Virginia Beach, Virginia for in-person training already taking place at the schoolhouse, in order to assure consistency of instruction across both methodologies and consistency of content throughout the Joint Targeting School courseware; as technological systems and Joint Targeting doctrine evolve, instructional content must keep pace. Lesson plans, instructor and student guides, presentation slides, and job aids will comply with instructional systems design (ISD) principles, established training objectives, and published format and style conventions. Course catalogs and pamphlets will provide current training information tailored to the needs of the Joint Targeting Enterprise.

Curriculum Developers and Instructors will consult with the Joint Targeting Staff course manager and military instructors on developing broad aspects of the Joint Targeting Staff course, subordinate school accreditation, and long-term milestones IAW the Joint Publication 3-60, *Joint Targeting*.

Three Curriculum Developers and Instructors will support the DOD Collateral Damage Estimation (CDE) Qualification Program, the Combat Assessment (CA) Program, and the Weaponeering Applications Program at the Joint Targeting School, Dam Neck Annex, Naval Air Station Oceana, Virginia Beach, Virginia. The contractors will consult with the CDE, CA, and Weaponeering Applications Program Managers on developing broad aspects of DOD CDE, CA, and Weaponeering Applications Courses, subordinate school accreditation, and long-term milestones IAW the CJCSI 3160.01 series.

(U) 2 Background

The Joint Targeting School (JTS) was established as the Joint Targeting Training Program (JTTP) in September 1992 when the United States Senate encouraged heads of the military services, the Secretary of Defense, the Director of Defense Intelligence Agency, and the Chairman of the Joint Chiefs of Staff to support the development of, and to make funds available for the creation of the JTTP, initially located at Naval Air Station Fallon, Nevada. On 17 June 1994, The Joint Staff and the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence formally endorsed the establishment of JTTP which was relocated to Dam Neck Annex, Oceana Naval Air Station. JTTP was redesignated as the JTS on 13 November 1995. JTS was commissioned in a ribbon cutting ceremony on 7 February 1996 and the first official Joint Targeting (currently designated the Joint Targeting Staff) course was held on 20 February 1996.

JTS is a schoolhouse under the Joint Chiefs of Staff (JCS), J7, Joint Functional Schools Division (JFSD) delivering adult training to Combatant Commands, Services, Agencies and Allied and Partner nations using resident training events or sending a mobile training team (MTT) to other government locations (CONUS and OCONUS). JTS uses the latest in training and education technology, doctrine and Tactics, Techniques, and Procedures (TTPs).
The contractor shall support the JTS Director as the subject matter experts on reviews and by providing support for the modification of curriculum. Curriculum changes and modifications are coordinated with the JTS Director to always ensure the most current curriculum.

JTS is a Joint Functional schoolhouse aligned with JCS J7 and JFSD. JTS provides doctrinally based joint targeting education and training in order to prepare Service, Interagency, and Allied personnel for operational level targeting duties. JTS teaches four classes:

- Joint Targeting Staff Course
- Combat Assessment Course (CA)
- Collateral Damage Estimation (CDE) Course
- Weaponeering Applications Course

JTS course managers and assistant course managers design and develop plans of instruction to meet training objectives. Guided by DoD references and informed by Learning and Development Industry, programs of study combine online and offline courseware to provide high quality functional training on Joint Targeting, Combat Assessment, Collateral Damage Estimation, and Weaponeering applications in the modern learning environment. The curriculum development team, including the contractor support, shall work closely with Joint Targeting School course managers to deliver online requirements, and produce all instructional and promotional materials in coordination with JTS instructors and course managers.

All courseware products and materials are the sole property of the JTS and are not for disclosure or dissemination to anyone outside of JTS without express written permission from the Director of the JTS or his designated representative.

The following Joint Targeting Staff course class, practical exercise and exam list constitutes functional training. These classes, practical exercises and exams may be expanded or reduced in accordance with mission objectives, training doctrine, and system modernization efforts. The Contractor shall be capable of providing instructor services and curriculum development support for all the following:

Classes:

- Joint Targeting Processes and Definitions
- Law of War
- Joint Planning
- Commander's Objectives, Targeting Guidance, and Intent
- Combatant Command and Joint Task Force Targeting Organizations and Architecture
- Intelligence Support
- Introductions to Target Development and Prioritization
- Target System Analysis
- Target Development
- Organization Support to Targeting
- Target List Management
- Capabilities Analysis
- Weaponeering Familiarization
- Air-to-Surface weapons and Fuzes
- Air Component Fires Assets
- Surface-to-Surfaces Fires
- Targeting in the Electromagnetic Spectrum
- Operations in the information Environment
- Space Support to Joint Targeting
- Joint Targeting in Cyberspace
- Collateral Damage Estimation Methodology
- Commander's Decision and Force Assignment
- Introduction to Mission Planning and Force Execution
- Dynamic Targeting (Find, Fix, Track, Target, Engage, Assess)
- Air Tasking Cycle
- Land Component Targeting Process – Decide, Detect, Deliver, and Assess
- Combat Assessment

Practical Exercises

- Commander's Objectives, Targeting Guidance, and Intent
- Target System analysis and Target Development Nomination
- Target Development
- Target List Management
- Capabilities Analysis
- Combat Assessment
- Joint Target Coordination Board (Capstone practical exercise)

Evaluations:

- Examination 1 (Phases 1 and 2 of the Joint Targeting Cycle)
- Examination 2 (Phases 3 through 6 of the Joint Targeting Cycle)
- Consolidated Examination (Phases 1 through 6 of the Joint Targeting Cycle)

(U) 3 Scope

In support of the JTS training program the Contractor shall provide instruction services and assist with supporting the design and development of online and offline curricula (existing and new), as well as

provides programmatic support to the Collateral Damage Estimation, Combat Assessment, and Weaponeering Applications programs.

(U) 4 Applicable Documents

The following Documents are related to this PWS. These are available on the Joint Electronic Library which is a public facing unclassified Joint Staff web site. https://www.jcs.mil/Library/. Others are available on the Joint Electronic Library + which is CAC enabled. https://jdeis.js.mil/jdeis/index.jsp? . Only the publications "on SIPRNET" may not be available until execution.(U) DoD Directive 8500.01, Information Assurance

(U) DoD 552200.22-M National Industrial Security Program Manual
(U) MIL-HDBK-29612-2
(U) DJSM 30603-09 Joint Individual Learning Certification Criteria
(U) JP 1, Doctrine for the Armed Forces of the United States
(U) JP 2-0, Joint Intelligence (**and Appendix C. on SIPRNET**)
(U) JP 3-0, Joint Campaigns and Operations
(U) JP 3-01, Countering Air and Missile Threats
(U) JP 3-03, Joint Interdiction
(U) JP 3-04, Information in Joint Operations
(U) JP 3-05, Joint Doctrine for Special Operations
(U) JP 3-09, Joint Fire Support
(U) JP 3-09.3, Close Air Support
(U) JP 3-12, Cyberspace Operations (**and Appendix A. on SIPRNET**)
(U) JP 3-13.2, Military Information Support Operations
(U) JP 3-13.3, Operations Security
(U) JP 3-13.4, Military Deception (**and Appendix C on SIPRNET**)
(U) JP 3-14, Space Operations
(U) JP 3-16, Multinational Operations
(U) JP 3-24, Counterinsurgency
(U) JP 3-25, Countering Threat Networks
(U) JP 3-26, Joint Combatting Terrorism
(U) JP 3-30, Joint Air Operations
(U) JP 3-31, Joint Land Operations
(U) JP 3-32, Joint Maritime Operations
(U) JP 3-33, Joint Force Headquarters
(U) JP 3-36, Joint Air Mobility and Sealift Operations
(U) JP 3-57, Civil-Military Operations
(U) JP 3-60, Joint Targeting
(U) JP 3-61, Public Affairs
(U) JP 3-84, Legal Support
(U) JP 3-85, Joint Electromagnetic Spectrum Operations
(U) JP 5-0, Joint Planning

(U) CJCSI 3160.01, No-Strike and Collateral Damage Estimation Methodology
(U) CJCSI 3122.06, Sensitive Target Approval and Review (STAR) Process (**SIPRNET Access only**)
(U) CJCSI 3162.02, Methodology for Combat Assessment
(U) CJCSI 3370.01, Target Development Standards (**SIPRNET Access only**)
(U) CJCSM 3108.01, Joint Fires Element
(U) Multi-Service Tactics Techniques and Procedures (MTTP) Dynamic Targeting
(U) MTTP JFIRE
(U) MTTP Operational Assessment
(U) MTTP SCAR

(U) ATP 3-60, Targeting
(U) MCWP 3-31, Marine Air-Ground Task Force Fires
(U) DIA Critical Elements Handbook (**SIPRNET Access only**)
(U) DIAI 3000.002 US/Allied Target Analysis Program (**SIPRNET Access only**)
(U) DIAP 5210.002-M (**SIPRNET Access only**)
(U) DIAP Management Guidance (**SIPRNET Access only**)
(U) Defense Space Strategy
(U) DOD Dictionary of Military and Associated Terms
(U) Department of Defense Cyber Strategy
(U) Department of Defense Electromagnetic Spectrum Superiority Strategy
(U) DOD Law of War Manual
(U) Joint Munitions Effectiveness Manuals (JMEMs) (Controlled Distribution)
(U) DOD Weaponeering Guide
(U) JMEM Weaponeering Software
(U) Mission Planning Environment integration standards
(U) National Defense Strategy
(U) National Military Strategy
(U) National Military Strategy for Cyberspace Operations
(U) National Security Presidential Memorandum 13 (**SIPRNET Access only**)
(U) National Security Strategy
(U) Joint Staff/J7 Targeting Policy and Guidance
(U) Joint Targeting Instructor Qualification Program

(U) 5 Performance Requirements
The following section specifies the Performance Objectives and Performance Elements for the contract.

(U) 5.1 Provide instructor services to teach Joint Targeting Staff course in traditional classroom and virtual environments
The Contractor shall have experience in Joint Targeting Cycle (minimum 4 years). The Contractor shall conduct training in residence at Dam Neck Annex and virtual (NIPR/SIPR Microsoft Teams LMS) at Dam Neck Annex or other designated location (telework). The Contractor shall perform duties as subject matter experts at internal and external meetings, conferences, or working groups as detailed below. The Contractor shall be familiar with adult learning theories and instructional system design to assist in validating and improving curriculum and instructional aids. The Contractor shall provide instruction as a two-person team but may be required to perform individually.

<u>Deliverables</u>
(U) A002 Summary of Finances and Tasks
(U) A003 Travel Request
(U) A004 JTS Instructor Services

(U) 5.1.1 The Contractor shall provide instruction in Joint Targeting Staff course in residence, and in virtual environments
The Contractor shall provide instruction services for up to 45 courses per year inclusive of the following: (1) Resident training conducted at Dam Neck Annex to Oceana Naval Air Station, Virginia Beach, VA, and (2) Virtual courses taught from Dam Neck or other designated location (telework) using learning management systems. The Contractor shall provide instruction services as part of a two-person team but may be required to teach individually. The Contractor shall be responsible for ensuring instructional materials developed and delivered are available for coordination and review as directed to ensure appropriate support, including IT systems provided by the government are available. The Contractor shall complete pre and post class administrative tasks IAW JTS and host location procedures. JTS is a tenant

organization on Dam Neck Annex and must adhere to both Commander, Oceana Naval Air Station regulations and those of The Joint Staff. These tasks include but are not limited to physical security and intelligence community security requirements.

Deliverables
(U) A004 JTS Instructor Services
(U) A006 After Action Reports

(U) 5.1.2 The Contractor shall provide subject matter expertise to curriculum review, internal and external meetings, conferences and working groups
The Contractor shall provide subject matter expertise for up to 16 events per years including attending meetings, conferences, and supporting curriculum review boards These include, but not limited to, attendance at the Collateral Damage Curriculum Review meeting, Collateral Damage Working Group, Military Targeting Committee meetings, Joint Doctrine Development Conferences, and Joint Doctrine Working Groups which are all held in CONUS. The Contractor shall provide assistance and insight for developing new curriculum based on their familiarity with adult learning theories and instructional system design. The Contractor shall compile student test information, certify students learning objectives, as well as provide input and assistance to curriculum content and distance learning courseware. All Contractor staff are required to maintain a professional image and adhere to acceptable standards of professional conduct at all times.

Deliverables
(U) A004 JTS Instructor Services
(U) A006 After Action Reports

(U) 5.2 Update and develop effective online training content for Joint Targeting Staff course
The Contractor shall provide dedicated curriculum development support to collaborate effectively with JTS. The Contractor shall maintain the turnover of personnel to an absolute minimum in order to support and ensure the continuity of all projects. The Contractor shall be responsible for the performance of the following tasks:
Maintain, convert, and modify existing distributed learning modules using the government provided Learning Management System (e.g. NIPR/SIPR Microsoft Teams). Design and develop online training modules providing up to 10 student contact hours annually for optimal functionality on the NIPR/SIPR Microsoft Teams learning management system and multiple browser platforms. Demonstrate comprehensive working knowledge of adult learning theories, instructional system design methodologies, e-Learning technologies, and Bloom's Revised Taxonomy. Become familiar with the guidelines published in Military Handbook (MIL-HDBK) 29612 series. Apply theories and principles in order to create or improve upon JTS curricula to enhance the learning experience, to include content designed for instructor-led and self-paced virtual training. Analyze course delivery methodology and provide recommendations in order to improve effectiveness of instruction. Experience includes curriculum development and classroom delivery of instruction that is endemic of the systematic approach to the Analysis, Design, Development, Implementation, and Evaluation of learning materials and activities

Participate in the development and update of course design documents in preparation for online content programming. Collaborate with subject matter experts (i.e. - instructors, training developers, curriculum manager) to produce storyboards for distributed learning modules. The storyboards must provide a detailed picture of what is to be presented online. Demonstrate thorough understanding of storyboard development processes, quality assurance, developed content management, and version control. Provide course design documents, storyboards, and other collaborative tools to support the continual review of curriculum development.

Follow JTS curriculum development course and product design, formatting, styles, systems, and tools to best present course content. Ensure training content is compatible and sustainable with applications used by JTS for instructional presentation. Evaluate media and product requirements to determine the most appropriate user experience strategy for virtual learning environments. Recommend strategies and technologies to leverage digital media for instruction and education.

Obtain access and upload modules in NIPR/SIPR Microsoft Teams LMS. Provide in-progress reviews and sufficient rounds of beta testing to validate functionality and correct discrepancies prior to final delivery to Joint Targeting Staff course manager. Ensure courses are fully operational on NIPR environment, in accordance with UNCLASS content classification.

The contractor must have expert proficiency with Microsoft Office Word and PowerPoint and working knowledge of other Microsoft Office suite products and Adobe Acrobat DC.

Organize and maintain all finished products, working documents, and supporting files in designated locations on JTS information systems, or as coordinated with the COR.

Provide online training development expertise at recurring curriculum review meetings and make recommendations for improving curriculum materials.

Deliverables
(U) A009 Distributed Learning Modules
(U) A010 Documentation
(U) A011 Courseware for Beta Testing
(U) A012 Design Documents
(U) A013 Storyboards
(U) A014 Support Materials/Training Aides

(U) 5.3 Update and develop classroom training curricula and support materials for Joint Targeting Staff course

The Contractor is responsible for the performance of the following tasks:
Update, revise, and develop course materials for nine 100-hour in-residence courses annually in accordance with guidance from course manager and subject matter experts (i.e., instructors, program managers). The contractor shall update and maintain, instructor guides, student guides, visual aids, graphics files, and instructional support material. Support material may include, but is not limited to PowerPoint slides, posters, cards, checklists, and other training aids. Priority effort is to Joint Targeting Staff instructor guides, student guides, visual aids, graphics files, and instructional support material. Secondary effort to other JTS courses us of Joint Targeting Staff products.

Continually apply adult learning theories and ISD principles in order to create or improve upon JTS curricula for enhanced learning. Analyze course delivery methodology and provide recommendations in order to improve effectiveness of instruction. Recommendations are to be provided to the Director and the primary course manager courses.

Provide recommendations to improve check-on-learning methodologies and increase reliability and validity of testing. Develop or revise test items given throughout the training sessions to ensure student knowledge or skill progression meet training objectives, using guidance from MIL-HDBK-29612-2 and Bloom's Revised Taxonomy.
Organize and maintain all finished products, working documents, and supporting files in designated locations on JTS information systems, or as coordinated with the COR.

Deliverables
(U) A007 Student Guides
(U) A008 Instructor Guides
(U) A014 Support Materials/Training Aides

(U) 5.4 Provide support to execute the DoD Collateral Damage Estimation (CDE) Qualification Program within the Joint Targeting School.

The Contractor shall provide programmatic support to the DOD Collateral Damage Estimation (CDE) Qualification Program at the Joint Targeting School, Dam Neck Annex, Naval Air Station Oceana, Virginia Beach, Virginia within the Joint Staff J7. JTS annually trains between 200-250 new CDE analysts at Dam Neck Naval Annex, with another 1,000 trained across the remaining 9 JTS-accredited CDE schools. Courses are provided through in-residence and mobile sessions. The Contractor shall assist and coordinate with the DOD CDE Qualification Program Manager on identifying and developing broad aspects of the DOD CDE Qualification Course, subordinate school accreditation, and long-term milestones IAW the CJCSI 3160.01 series. The contractor may advise CCMD and service CDE certification programs but is not responsible for the execution of those CDE certification programs. The Contractor shall provide subject matter expertise at internal and external meetings, conferences, and working groups. The Contractor shall be familiar with adult learning theories and instructional system design in order to assist with the accreditation of CCMD and Service CDE programs and the development, maintenance and updating of all CDE Courseware in accordance with DoD CDE qualification curriculum standards.

The Contractor is responsible for providing day-to-day oversight of actions relating to the DOD CDE Qualification Program. The Contractor is responsible for developing, standardizing, and distributing DOD CDE qualification courseware. The Contractor shall maintain the standardization instructor criteria and shall assist the Joint Staff with qualifying CDE standardization instructors. The Contractor shall identify Joint Staff Targeting CDE program managers and standardization instructors by entering their names in the Joint Staff CDE registry. The Contractor shall attend CDE-related conferences, working groups, and meetings as required by the JTS Director.

The Contractor shall assist with qualifying additional instructors and standardization instructors for both JTS and subordinate CDE programs. The Contractor shall maintain a record of personnel who graduate from the JTS CDE qualification course and update analysts' initial qualification and track instructors via the Joint Staff Targeting SIPRNET SharePoint site CDE Registry.

The Contractor is responsible for coordinating and synchronizing training efforts between the Joint Targeting School and subordinate DOD CDE qualification programs. The Contractor is responsible for developing, maintaining, and making available to Service and CCMD CDE programs a current set of CDE qualification courseware and a master question file. The Contractor is responsible for providing training guidance and soliciting feedback from subordinate CDE programs. The Contractor shall facilitate an annual curriculum review of the CDE qualification courseware.

The Contractor shall assist with providing standardization and accreditation of subordinate Service and CCMD CDE qualification programs and ensuring compliance with the CDE Program Standards IAW CJCSI 3160.01 series. The Contractor shall assist with coordinating audits and accreditations of Service and CCMD CDE qualification programs in accordance with the CDE Program Standards. The Contractor shall capture the results of the standardization review in writing and distribute the results across all CDE programs to ensure standardization and consistent application of the collateral damage methodology. The

Contractor shall develop studies, position papers, and fact sheets for the purpose of clarifying issues, and determining recommendations for issues directed by the Director or Joint Staff. The Contractor shall maintain a master list of accredited CDE qualification programs and coordinate with Joint Staff targeting for initial CDE program accreditation.

Deliverables
(U) A015 Schedule of CCMD and Service audit and accreditation
(U) A016 Audit and accreditation final report
(U) A017 CDE qualification courseware and Master Question File
(U) A018 Schedule and Execution of CDE Annual Curriculum Review
(U) A019 Maintenance of names in the Joint Staff CDE registry

(U) 5.5 Provide support to execute the Joint Targeting School (JTS) Combat Assessment (CA) Program.

The Contractor shall provide programmatic support to the Combat Assessment Program at the Joint Targeting School, Dam Neck Annex, Naval Air Station Oceana, Virginia Beach, Virginia within the Joint Staff J7. JTS annually trains between 280-300 new CA students at Dam Neck Naval Annex, with another 200 trained across the remaining 4 JTS-accredited CA programs. Courses are provided through in-residence and mobile sessions. The Contractor shall participate as a member of the instructional cadre of the Joint Targeting School which includes instruction through face-to-face, and distance delivery. The Contractor shall assist and coordinate with the CA Program Manager on identifying and developing broad aspects of the JTS CA Course, subordinate school accreditation, and long-term milestones IAW the CJCSI 3162.02 series. The contractor may advise CCMD and service CA programs but is not responsible for the execution of those CA programs. The Contractor shall provide subject matter expertise at internal and external meetings, conferences, and working groups. The Contractor shall be familiar with adult learning theories and instructional system design in order to assist with the accreditation of CCMD and Service CA programs and the development, maintenance and updating of all CA Courseware in accordance with JTS curriculum standards.

The Contractor is responsible for providing day-to-day oversight of actions relating to the JTS CA Program. The Contractor is responsible for developing, standardizing, and distributing CA courseware. The Contractor shall maintain the standardization instructor criteria and shall assist the Joint Staff with CA standardization instructors. The Contractor shall identify Joint Staff Targeting CA program managers and standardization instructors by entering their names in the JTS CA registry. The Contractor shall attend CA-related conferences, working groups, and meetings as required by the JTS Director.

The Contractor shall assist with qualifying additional instructors and standardization instructors for both JTS and subordinate CA programs. The Contractor shall maintain a record of personnel who graduate from the JTS CA course in support of CCMDs, Components, Services, and Intelligence Community.

The Contractor is responsible for coordinating and synchronizing training efforts between the Joint Targeting School and CA programs. The Contractor is responsible for developing, maintaining, and making available to Service and CCMD CA programs a current set of CA courseware and a testing question file. The Contractor is responsible for providing training guidance and soliciting feedback from subordinate CA programs.

The Contractor shall assist with providing standardization and accreditation of subordinate Service and CCMD CA programs, ensuring compliance with the CJCSI 3162.02 series. The Contractor shall assist with coordinating audits and accreditations of Service and CCMD CA programs in accordance with the JTS CA Program Standards. The Contractor shall capture the results of the standardization review in

writing and distribute the results across all CA programs to ensure standardization and consistent application of the combat assessment. The Contractor shall develop studies, position papers, and fact sheets for the purpose of clarifying issues, and determining recommendations for issues directed by the Director or Joint Staff. The Contractor shall maintain a master list of accredited CA programs and coordinate with Joint Staff targeting for initial CA program accreditation.

Deliverables
(U) A015 Schedule of CCMD and Service audit and accreditation
(U) A016 Audit and accreditation final report
(U) A017 CA courseware and Testing Question File

(U) 5.6 Provide support to Weaponeering Applications Program.

The Contractor shall provide technical, programmatic, and analytical support the area of Weaponeering Applications. Support shall include the development, maintenance, integration, and validation of software tools, models, and methodologies that enable accurate prediction of weapon effects against a variety of target sets. The Contractor shall ensure all weaponeering applications remain consistent with Joint Staff guidance, current Joint Munitions Effectiveness Manuals (JMEMs), and the DoD Weaponeering Guide.

The Contractor shall provide in-resident classroom and Mobile Training Team instruction on the unguided, guided, bridge, bunker, building, and linear methods of weaponeering within JMEMs Weaponeering System (JWS) or other applicable software. The Contractor shall provide day-to-day programmatic and technical oversight of weaponeering application activities and serve as subject matter experts (SMEs) at internal and external meetings, working groups, and conferences involving weaponeering, JMEMs, or effects modeling. The Contractor shall provide reports, studies, and recommendations to the Government on weaponeering methodology improvements and implementation.

The Contractor shall develop, update, and maintain weaponeering applications in alignment with the latest JMEMs data, methodologies, and DoD Weaponeering Guide and integrate new munitions, targets, and effects data into weaponeering tools as directed. The Contractor shall ensure interoperability with mission planning systems, targeting applications, and relevant C2 environments.

The Contractor shall conduct annual verification and validation (V&V) of all weaponeering applications against authoritative JMEM data and prepare documentation packages to support government accreditation of applications.
The Contractor shall maintain a master list of accredited weaponeering tools, models, and algorithms.

The Contractor shall develop, deliver, and update training modules, user guides, and courseware on the use of weaponeering applications. The Contractor shall maintain a registry of qualified instructors and certified users of government-provided weaponeering software and facilitate annual curriculum reviews of training materials to ensure alignment with the most current JMEMs updates and DoD Weaponeering Guide.

The Contractor shall maintain a secure repository of validated weaponeering models, algorithms, and datasets and
ensure updates are reflected in both classified and unclassified environments as appropriate. The Contractor shall track user feedback and integrate into future updates.

Deliverables
(U) A015 Schedule of CCMD and Service audit and accreditation

(U) A016 Audit and accreditation final report
(U) A018 Annual Curriculum Review
(U) A020 Updated Weaponeering Application Software and Master Algorithm File; Master List of Accredited Weaponeering Tools and Algorithms.
(U) A021 Schedule of JMEMs and Weaponeering Guide-driven updates

(U) 6 Deliverables

All deliverables shall become the property of the United States Government, and the Contractor shall provide the deliverables with unlimited data and reproduction rights. Any developed software for the government will include data rights and or source code as part of the deliverable. Each deliverable shall be provided in both electronic and hard copy formats as required by the Government. Deliverables shall comply with classification, formatting, and dissemination standards outlined in CJCSI directives.

Number	Name	Frequency	Quantity	PWS Sect
(U) A001	Transition Plan as outlined in section 14.2			
(U) A002	Summary of Finances and Tasks Provide a monthly summary of tasks complete, status of tasks in progress, courses/exercises supported, and expenditures and projected travel costs. Due no later than the 15th of the following month to the COR	Monthly		
(U) A003	Travel Request Contractor must submit a request for travel to the COR prior to expending any funds on a trip. A standard form will be provided for this deliverable. Requests should be submitted at least 14 days prior to travel to the COR.	14 days prior		
(U) A004	JTS Instructor Services Provide trained instructors capable of teaching Joint Targeting Staff course classes in accordance with the description and requirements outlined in 5.1. Instructors must be fully trained and have experience with the Joint Targeting Cycle teaching in a traditional classroom environment and virtual learning environment to meet JTS published course schedule.	Continual Up to 45 events per year		5.1
(U) A006	After Action Reports Deliver an after action report (AAR) summarizing the event and providing details on any problems, concerns, and recommendations on courses taught, meetings attended, and exercises supported. Provide comments, concerns, and questions on training aids used for student instruction.	7 days post event		5.1

	Training aids include classroom presentation slides, handouts, lesson plans, test materials, and all other materials used for training. SME inputs include student feedback, internal reviews and meetings necessary for updating content to meet adult learning standards, editing, formatting, adding, deleting content, figures, tables, images, etc. AARs submitted to the JTS Director.		
(U) A007	Student Guides Student guides are updated or created according to data gathered from SME inputs, student feedback, curriculum content review boards, and internal reviews. Student guides will match instructor guide content and be formatted according to JTS style guide. Student guides will be ready for use according to curriculum task schedule. Updates include updating content to meet adult learning standards, editing, formatting, adding, deleting content, figures, tables, images, etc. Student guides shall be delivered to the Course Manager.	Quarterly	5.3
(U) A008	Instructor Guides Instructor guides are updated or created according to data gathered from SME inputs, student feedback, curriculum content review boards, and internal reviews. Instructor guides will be formatted according to JTS style guide and ready for use according to curriculum task schedule and delivered to the Course Manager. Updates include updating content to meet adult learning standards, editing, formatting, adding, deleting content, figures, tables, images, etc.	Quarterly	5.3
(U) A009	Distance Learning Course Provide fully interactive training modules meeting the requirements of the design document and curriculum provided, delivered to the Course Manager. Courses may include graphics, narratives, statistical charts, and graphs as they pertain to JTS e-learning projects and are fully operational and accessible to students. Functionality is consistent throughout the course and has the same look and feel as previous modules.	Continual/As completed	5.2
(U) A010	Software Documentation Documentation of routines and products used to create all software products delivered to the Government.	7 days post completion	5.2, 5.3
(U) A011	Courseware for Beta Testing	30 days prior to release	5.2, 5.3

	Provide completed software products for beta testing by the government prior to release.			
(U) A012	Design Document Design document will be developed or updated for each online course development or update and delivered to course manager.	Continual/As completed		5.2, 5.3
(U) A013	Storyboards Storyboards will be created or updated prior to online module development or updates and delivered to Course Manager.	Continual/As completed		5.2, 5.3
(U) A014	Support Materials/Training Aides Upon completion of courseware and curriculum updates or developments, all support materials will be submitted to the government (Course Manager). Support material includes but is not limited to data/audio/video files, graphics, programs, etc. used to develop or update courses, course catalogs, handbooks and other promotional materials.	Quarterly		5.3
(U) A015	Schedule of CCMD and Service audit and accreditation Develop, update and maintain schedule of bi-annual CCMD and Service CDE, CA, and Weaponeering Applications program audits and accreditation visits. Schedule must be coordinated with the CCMD and Service CDE, CA, and Weaponeering Applications program representatives, augmenting audit team members, and de-conflicted with the JTS master course schedule and delivered to respective JTS PMs.	Quarterly	1	5.4, 5.5, 5.6
(U) A016	Audit and accreditation final report (ACR) Deliver an after-action report (AAR) summarizing each CDE, CA, and Weaponeering Applications audit and accreditation event, providing details on any problems, concerns, and recommendations on the delivery and standardization of the CDE, CA, and Weaponeering Applications Qualification Courses to the respective PMs. Provide comments, concerns, questions on instructor delivery and training aids used for student instruction, non-standard material used, and status of the unit's accreditation to the CDE, CA, and/or Weaponeering Applications PM.	14 days post completion	1 each, 5 annually	5.4, 5.5, 5.6

(U) A017	CDE and CA qualification courseware and Master Question Files Proactively updates all CDE and CA Qualification courseware to include lessons, practical exercises, quizzes, tests, the master question file and student guides upon completion of the annual curriculum review and upon the update of applicable CDE and CA publications such as CJCSI 3160 Series to the CDE and CA PMs.	Annually following the ACR, and after revisions to applicable CJCSI/M		5.4, 5.5
(U) A018	Schedule and Execution of CDE, CA, and Weaponeering Applications Annual Curriculum Review Contractor will schedule, coordinate and facilitate an annual curriculum review of the CDE qualification, CA, and Weaponeering Applications courseware, providing a documented summary of changes report to the JTS Director	Annually	1	5.4, 5.5, 5.6
(U) A019	Maintenance of names in the Joint Staff CDE registries Identify to Joint Staff Targeting CDE program managers and standardization instructors by entering their names in the Joint Staff CDE registries. Additionally, Contractor shall maintain a record of personnel who graduate from the JTS CDE qualification course and update analysts' initial qualification and track instructors via the Joint Staff Targeting SIPRNET SharePoint site CDE Registries.	7 days post completion		5.4
(U) A020	Updated Weaponeering Application Software and Master Algorithm File; Master List of Accredited Weaponeering Tools and Algorithms. Maintain a master list of accredited weaponeering tools, models, and algorithms and provide to the government (Weaponeering Appr Course Manager).	Continual, as completed		5.6
(U) A021	Schedule of JMEMs and Weaponeering Guide-driven updates Track, report, and submit to the Weaponeering Applications Course Manager a running schedule of all guide-driven updates to JMEMs and Weaponeering Applications.	Continual, as completed		5.6

(U) 7 Quality Assurance

This section describes the Quality Control components for this effort. The following sub-sections provide details of various considerations on this effort.

(U) 7.1 Contractor Quality Control Program

The Contractor shall develop and maintain an effective quality control (QC) program to ensure services are performed in accordance with this contract. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of unsatisfactory products and services. The Contractor's QC program is the means by which he assures himself that his work complies with the requirements necessary for the successful execution of the awarded TO and an acceptable level of quality for the products and services delivered. Within thirty days of receipt of the initial TO, or as specified in the initial TO, the Contractor shall submit a QCP, to the TO COR for review and comment. The TO COR has been designated as the Government Quality Assurance Evaluator. The QCP shall identify the procedures that the Contractor shall implement to ensure the successful completion of tasks. The TO COR will provide any pertinent comments and questions within 10 days of receipt of the contractor's QCP. Within thirty days of receipt of the TO COR's comments, the Contractor shall provide a finalized QCP to the TO COR. The Contractor shall implement and modify, as necessary, the procedures specified within the QCP to ensure the provision of services that will produce the desired outcomes and result in performance of work within the required standards

The Contracting Officer may notify the Contractor of required modifications to the plan during the period of performance. The Contractor then shall coordinate suggested modifications and obtain acceptance of the plan by the Contracting Officer. Any modifications to the program during the period of performance shall be provided to the Contracting Officer for review no later than 10 working days prior to effective date of the change. The QCP shall be subject to the Governments review and approval. The Government may find the QCP "unacceptable" whenever the Contractors procedures do not accomplish quality control objective(s). The Contractor shall revise the QCP within 10 working days from receipt of notice that QCP is found "unacceptable."

(U) 7.2 Quality Assurance Surveillance Plan (QASP)

The Government will evaluate the Contractor's performance under this contract in accordance with the QASP. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s). The Government will consider the technical content and accuracy of deliverables and work products, product and task quality, timeliness, cost management, and other aspects of contract management, as well as any other aspects of performance as defined in FAR 42.1501. The Contractor is responsible for the analysis of results based upon quantitative and qualitative data collected as defined in the Quality Assurance Plan and the Government will assess the outcome and use this information in the evaluation process in assessing Contractor performance.

(U) 8 Security

Clearance Level--All JTS on-site contractor personnel shall have and maintain a final US TOP SECRET clearance with Sensitive Compartmentalized Information (SCI) access based on a National Agency Check (NACLAC) completed within the last 5 years (in-scope).

Visitor Group Security Agreement--The contractor shall sign a Contractor Visitor Group Security Agreement to protect classified information involved in performance under this contract or Task Order. The Agreement will outline responsibilities in the following areas: Contractor security supervision; Standard Practice Procedures; access, accountability, storage, and transmission of classified material; marking requirements; security education; personnel security clearances; reports; security checks; security guidance; emergency protection; protection of government resources; DD Forms 254; periodic security reviews; and other responsibilities, as required.

Contractor shall comply with all applicable security requirements associated with training classified SECRET applications. All Contractors shall take all security and Information assurances training from Joint Staff J-7, Joint Staff Security Office (JSSO), and the Joint Training and Experimentation Network (JTEN) as required. Contractors requiring JTS government email accounts (NIPR and SIPR) will take all necessary training required by Joint Staff regulations.

All security personnel actions will be processed via JSSO in Suffolk. All Contractors will in-process and out-process through DD JCDE/JSSO. The Contractor is responsible to coordinate their DD JCDE/JSSO appointments.

Mishap Notification and Investigation: The contractor and its subcontractors (if applicable) shall promptly report pertinent facts regarding mishaps involving Government property damage (including a government vehicle) or injury to Government personnel and to cooperate in any resulting safety investigation. The contractor shall notify (via telephone) the cognizant contracting officer, the contracting officer's representative, and/or other applicable members within four (4) hours of all mishaps or incidents. The Government person notified by the contractor will in-turn notify the Safety office. If requested by the cognizant contracting officer, the contracting officer's representative, and/or the cognizant program manager, the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records until released by the investigating safety office. If the Government investigates the mishap, the contractor and the subcontractors shall cooperate fully and assist the Government personnel until the investigation is completed.

(U) 8.1 Building Access

Contractors may require access to Building 199 outside normal business hours, only in advance coordination with and concurrence from the COR. Building 199 is a secure facility with open storage to the SECRET level. This requires a key, combination, and security access code to gain entrance. Therefore, if a contractor requires the key and/or security access code, they will be required to sign a statement agreeing to comply with the responsibilities of this action. In the interest of keeping access to a minimum, all individuals granted a security code and building key agree to open and/or close the building for business.

Contractors will be required to follow their company's policies for weather or security closures. However, when Building 199 is secured for weather, Federal Holidays, or for other security reasons, contractors will not access without explicit permission from the Director or Deputy Director. The Contractor shall establish and implement methods in accordance with the National Industrial Security Program Operating Manual (DoD 5220.22-M) to ensure all keys, combinations, and security access codes issued contractors are not used by unauthorized persons.

NOTE: All references to keys include combinations and security access codes. No keys issued to the Contractor by the Government shall be duplicated or shared. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost, stolen or duplicate keys to the JTS Security

Officer. JTS must change combinations, and security access codes when personnel leave. Therefore, the contractor shall notify JTS Security Officer immediately when they become aware of a change in personnel with key access.

In the event keys are lost, stolen or duplicated, or combinations/codes are compromised, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. The Contractor shall prohibit the use of Government issued keys or sharing of combinations and security codes by any persons other than the Contractor to whom it was assigned.
All visitors must go through the JTS front office to be signed in and given an ESCORT badge. The Contractor shall prohibit entrance of persons other than employees without checking in through the front office. Escorts are required for all non-JTS visitors.

(U) 8.2 Negligent Discharge of Classified Information (NDCI)
When information is placed on or processed on an information system with insufficient security controls to appropriately protect it (e.g., classified data on an unclassified system) there is potential for an unauthorized disclosure. Such actions will be classified as a security violation, specifically a negligent discharge of classified information or NDCI. Contractors that cause NDCIs during the course of the contract shall be held financially liable for all actual accumulated restoration costs incurred, as described below, but not less than $5,000.00 per incident. Such costs will be deducted from the contract price and are not reimbursable.

(U) 9 Place of Performance
The primary place for performance is the JTS, 1905 Regulus Road, Virginia Beach, VA. This location makes up approximately 80% of the annual training requirement. Some curriculum development contractors may not have JTS as the primary work site but may occasionally be required to travel to Joint Staff Complex, Suffolk for coordination meetings. For such meetings, the contractor must be able to gain authorized installation access to Joint Staff Complex as required to attend meetings, working groups and conferences. All JTS contractors are given access to the Suffolk Joint Staff complex upon on-boarding.

Normal workdays are Monday through Friday, except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. Flextime workers will not start earlier than 0600 and not later than 0900 unless specified by the government. Core hours of work are from 0900 to 1500 daily.

Travel may be conducted outside of the immediate Hampton Roads area at other government facilities CONUS. Travel consists of approximately 20% of the total training mission. Contractors will be required to follow their company's policies for weather or security closures. However, when the Government offices are closed for weather, holidays, or for security reasons, contractors will not be allowed to access building 199 without explicit permission.

(U) 10 COR Information
The COR is responsible for providing continuous technical oversight of the contractor's performance. The COR uses the QASP to conduct the oversight/surveillance process. The COR shall keep a Quality Assurance file that accurately documents the contractor's actual performance. The purpose is to ensure that the contractor meets the performance standards contained in the contract. The COR is responsible for reporting early identification of performance problems to the KO. The COR is required to provide an annual performance assessment to the KO which will be used in documenting past performance. The QASP is the primary tool for documenting contractor performance.

The COR is not empowered to make any contractual commitments or to authorize any contractual change on the Government's behalf.

Name: Dan Evans
Organization: Joint Deployment Training Center
Phone: (757) 878-6361
Email: Daniel.t.evans.civ@mail.mil

The JTS Director is the technical expert for the overall content and quality of training at JTS. The Director will assist the COR by approving the content of all curriculum tools, certify instructors as qualified, and approve scheduling. He/she reviews all student surveys and will address any problems to the contractor and the COR. Problems may include, but are not limited to, technical problems, course content, course delivery, or classroom environment. Student surveys are used in conjunction with the after-action reports provided by the instructors.

JTS Technical Expert: CDR Alexander Graves
Organization: Joint Targeting School
Telephone: (757) 492-0267
Email: alexander.m.graves1.mil@mail.mil

(U) 11 Period of Performance (POP)
The Period of Performance consists of a one-year Base Period with four, one-year Option Periods.
Base year: 25 September 2026 to 24 September 2027
If exercised,
Option Year One: 25 September 2027 to 24 September 2028
Option Year Two: 25 September 2028 to 24 September 2029

(U) 12 Travel / Temporary Duty (TDY)
All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the COR and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 31.205-46 Travel Costs.

Travel for training conducted outside of the immediate Hampton Roads area at other government facilities CONUS and OCONUS will be reimbursed as authorized by Government Travel Regulations. Contractor travel will not exceed 20% of the total training mission. The primary place for performance is the JTS, NAS Oceana Dam Neck Annex, with minimal travel to other various government facilities. Other government facility locations include Combatant Commands and other Military agencies.
Contractor travel should be estimated as follows:

Base year: $60,978.24

If exercised:

Option year 1: $62,802.90
Option year 2: $64,686.99

DOD INST4500.36, Change 1, October 25, 2013, allows for contractor use of non-tactical government vehicles for official business. Government vehicle usage is required for travel reimbursement for travel within 400 miles of Hampton Roads when the vehicle is available. A certificate of non-availability must be submitted for reimbursement for POV mileage, rental car, train, plane or other transportation within 400 miles of Dam Neck Annex. Contractors are required to know and follow all regulations and policies regarding government vehicle usage while on official travel.

(U) 13 General Requirements
The following general requirements pertain across all aspects of this contract for all requirements. These requirements may be performed at the location that provides the best value to the government. The contractor shall provide appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall maintain proper and accurate time keeping records of personnel assigned to work on the requirement.

(U) 13.1 Monthly Plans
The contractor shall provide a monthly summary of tasks complete, status of tasks in progress, courses/exercises supported, labor hours expended and travel costs for the previous month. Provide a monthly management plan for accomplishing scheduled curriculum development to include computer-based instruction.

(U) 13.2 Transition
The contractor shall provide manpower for increased scope of this modification as soon as feasible after modification award.

(U) 13.3 Non-Personal Services
The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

The contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. At all times, contractor personnel will wear appropriate identification identifying themselves as contractor personnel. At all meetings, conferences, or sessions with the Government personnel, contractor personnel shall clearly identify their status as contractor employees to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors shall identify themselves on any attendance sheet or any coordination documents they may review. Email signatures and other correspondence shall clearly identify their status as contractor employees and identify company affiliation.

(U) 13.4 Business Relations
The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

The Contractor shall work most closely with the Government course managers (Joint Targeting Staff). The program managers work directly for the Director, Joint Targeting School. The Contractor shall support the program managers as the subject matter experts for review and modification of curricula pursuant to the specifications identified above. Curriculum changes and modifications are coordinated

with the Director via the COR, in coordination with the course managers, to ensure the most current curriculum at all times.

(U) 12.5 Contract Administration and Management
The following subsections specify requirements for contract, management, and personnel administration.

(U) 13.5.1 Contract Management
The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at JTS, and the contractor's corporate offices.

(U) 13.5.2 Contract Administration
The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement.

(U) 13.5.3 Personnel Administration
The contractor shall provide the following management and support as required. The contractor shall provide for employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions. The contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).

(U) 13.5.4 Subcontract Management
The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification in writing to the Procuring Contracting Officer (PCO) or Contracting Officer Representative (COR). Cross teaming may or may not be permitted. The contractor will provide an updated roster to the COR any time there's a change in personnel (leaving or hiring).

(U) 13.6 Identification of Contractor Employees
The contractor shall accomplish the work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources. A contracted man-year is estimated at 1920 hours in a 12 month period. The government intends to purchase support by the man-year.

All contractors are required to obtain a Joint Staff Security Office badge for access to Joint Staff facilities. Although physically located in Virginia Beach, VA, Buildings 199 is a Joint Staff facility and requires appropriate badges. Contractors operating on Government installations shall also wear a contract furnished identification badge on the front of the body, between the neck and waist, and it shall be visible at all times. Badges shall be removed during times when pictures may be taken and when exiting the government facilities. Badges should never be worn in public.

Contractors must always identify themselves as contractors when teaching, attending meetings, assisting with exercises, or performing other actions where a reasonable person could assume they are a government employee. The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract.

(U) 14.0 Performance Requirement Summary (PRS)

Statements		Standards/AQLs	Incentive/Remedy
(U) 5.1	Provide capable instructor services to teach Joint Targeting Staff course in traditional classroom and virtual environments.	(U) a) Experienced and competent in the Joint Targeting Cycle. AQL: 4 year experience, Graduate of one or more Joint Targeting Staff Courses, 1 year experience in adult training or equivalent education. (U) b) Experienced in Joint Training System and service or combatant command major exercises. AQL: 5 years military or DOD support contractor experience. (U) c) Familiarity with Instructional System Design (ISD). AQL: Ability to provide support in the curriculum development process, answer JPES questions, and review curriculum with minimal assistance.	(U) If an instructor's ten class overall performance rating is less than four out of five, vendor must provide a corrective action plan to address the critiqued shortfalls.
(U) 5.1.1	The Contractor shall provide instruction in Joint Targeting Staff course in residence, and in virtual environments.	(U) Provide support for up to 45 Joint Targeting Staff courses as 1/2 of a 2 person team. AQL: Class critique: Receive an overall feedback score of 4 or better 95% of the evaluation Government periodic evaluation: Receive a grade of satisfactory or higher 95% of evaluations.	(U) If an instructor's ten class overall performance rating is less than four out of five, vendor must provide a corrective action plan to address the critiqued shortfalls. (U) If an instructor's overall performance rating is less than satisfactory, the vendor must provide a corrective action plan to address the observed shortfalls.
(U) 5.1.2	The Contractor shall provide subject matter expertise to curriculum review, internal and external meetings, conferences and working groups.	(U) Provide subject matter expert (SME) support for up to 16 events meeting JTS and customer requirements. Requirements are established for each event.	

Statements		Standards/AQLs	Incentive/Remedy
(U) 5.2	The Contractor shall update and develop	(U) a) Standard: Online training content is complete, covering all	

effective online training content for Joint Targeting Staff course	required learning objectives and module components, and delivered on time IAW JTS task schedule. b) Standard: Online training content follows principles of Instructional Systems Design (ISD) as outlined in MIL-HDBK-29612, Bloom's Revised Taxonomy, and supplemental guidance. c) Standard: Online training content is standardized across modules and courses using the same or similar tone, appearance, and flow for all JTS curricula. e) Standard: Online training content is accurate IAW instructional content provided, and free of errors which reduce materially the usability of the product for its intended purpose. f) Standard: Online training content is functional with NIPR/SIPR Microsoft Teams learning management system, compatible with multiple browsers, and sustainable long-term through software and personnel changes. AQL: 100% of training content design and development documents, programming code, and supporting data is accessible and able to be reviewed, updated, expanded, and modified by JTS. f) Standard: Dedicated curriculum developers and instructors collaborate effectively with JTS, leveraging trained, experienced personnel IAW prescribed design and development processes.	

Statements	**Standards/AQLs**	**Incentive/Remedy**
(U) 5.3 The Contractor shall update and develop classroom training curricula and support materials for Joint Targeting Staff course	(U) a) Standard: Classroom training content is complete, covering all required learning objectives and module components, and delivered on time IAW JTS schedule. b) Standard: Classroom training content follows principles of	

		Instructional Systems Design (ISD) as outlined in MIL-HDBK-29612, Bloom's Revised Taxonomy, and supplemental guidance. c) Standard: Classroom training content is standardized across lesson plans using the same or similar tone, appearance, and flow for all JTS curricula. e) Standard: Classroom training content is accurate IAW instructional content provided, and free of errors which reduce materially the usability of the product for its intended purpose. f) Standard: Classroom training content is functional with systems and technologies used by JTS, and sustainable long-term through software and personnel changes. AQL: 100% of training content design and development documents, supporting data, and published training materials is accessible and able to be reviewed, updated, expanded, and modified by JTS. f) Standard: Dedicated curriculum developers collaborate effectively with JTS, leveraging training and experience IAW prescribed design and development processes.	
(U) 5.4	Provide capable SME to support the DoD CDE Qualification Program, maintain a standard CDE curriculum and test bank, plan and execute CDE program certification events.	(U) a) Standard: Expert knowledge and understanding of collateral damage methodology, precedent, procedures, and regulations issued by the DOD, JS, and the JS J7. **AQL**: Expert knowledge on the concepts, principles, practices, laws and regulations that apply to collateral damage estimation analysis to support acquisition and development of courseware and services. Comprehensive knowledge of employment of military forces in the joint environment; in-depth understand of the Joint Targeting Cycle; familiarity with the Targeting community and key participants in Joint Targeting and Joint Planning Process. Must be a graduate of the	If the curriculum is not updated within 3 months of the Annual Curriculum Review or 2 months of publication of a new Joint Publication or Chairman's Instruction, contractor shall provide a corrective action plan to address the critiqued shortfalls. All eligible students added to the registry within 10 business days of course completion.

		DOD CDE Qualification Course. Experience conducting CDE or managing a CDE program highly desired. b) Standard: Familiarity with Instructional System Design (ISD). **AQL**: Comprehensive, practical knowledge of a wide range of instructional design principles and methods sufficient to independently plan, coordinate, and design instruction for complex, innovative joint targeting training programs. The incumbent exercises expert knowledge of and experience of a very broad range of instructional program principles and theories sufficient to advise on or direct complete, major joint targeting training programs in either a staff or line capacity. c) Standard: High degree of knowledge in preparing and directing the preparation of correspondence, reports, briefings, graphs and charts to effectively present finding and recommendation in a clear, concise and comprehensive manner. **AQL**: Proficient with Microsoft Office software, including Word, PowerPoint and Excel.	
(U) 5.5	Provide capable SME to support the DoD CA Program, maintain a standard CA curriculum and test bank, plan and execute CA program certification events.	(U) a) Standard: Expert knowledge and understanding of combat assessment methodology, precedent, procedures, and regulations issued by the DOD, JS, and the JS J7. **AQL**: Expert knowledge on the concepts, principles, practices, laws and regulations that apply to combat assessment to support acquisition and development of courseware and services. Comprehensive knowledge of employment of military forces in the joint environment; in-depth understand of the Joint Targeting Cycle; familiarity with the Targeting community and key participants in Joint Targeting and Joint Planning Process. Must be a graduate of the DOD CA Course. Experience	If the curriculum is not updated within 3 months of the Annual Curriculum Review or 2 months of publication of a new Joint Publication or Chairman's Instruction, contractor shall provide a corrective action plan to address the critiqued shortfalls. All eligible students added to the registry within 10 business days of course completion.

		conducting CA or managing a CA program highly desired. b) Standard: Familiarity with Instructional System Design (ISD). **AQL**: Comprehensive, practical knowledge of a wide range of instructional design principles and methods sufficient to independently plan, coordinate, and design instruction for complex, innovative joint targeting training programs. The incumbent exercises expert knowledge of and experience of a very broad range of instructional program principles and theories sufficient to advise on or direct complete, major joint targeting training programs in either a staff or line capacity. c) Standard: High degree of knowledge in preparing and directing the preparation of correspondence, reports, briefings, graphs and charts to effectively present finding and recommendation in a clear, concise and comprehensive manner. **AQL**: Proficient with Microsoft Office software, including Word, PowerPoint and Excel.	
(U) 5.6	Provide capable SME to manage the Weaponeering Applications program, maintain a standard Weaponeering Apps curriculum and test bank, plan and execute Weaponeering Apps program certification events.	(U) a) Standard: Expert knowledge and understanding of Weaponeering Applications methodology, precedent, procedures, and regulations issued by the DOD, JS, and the JS J7. AQL: Expert knowledge on the concepts, principles, practices, laws and regulations that apply to Weaponeering Applications to support acquisition and development of courseware and services. Comprehensive knowledge of employment of military forces in the joint environment; in-depth understand of the Joint Targeting Cycle; familiarity with the Targeting community and key participants in Joint Targeting and Joint Planning Process. Must be a graduate of the DOD CA Course. Experience using Weaponeering Applications or	If the curriculum is not updated within 3 months of the Annual Curriculum Review or 2 months of publication of a new Joint Publication or Chairman's Instruction, contractor shall provide a corrective action plan to address the critiqued shortfalls. All eligible students added to the registry within 10 business days of course completion.

	managing a Weaponeering Applications program highly desired. b) Standard: Familiarity with Instructional System Design (ISD). AQL: Comprehensive, practical knowledge of a wide range of instructional design principles and methods sufficient to independently plan, coordinate, and design instruction for complex, innovative joint targeting training programs. The incumbent exercises expert knowledge of and experience of a very broad range of instructional program principles and theories sufficient to advise on or direct complete, major joint targeting training programs in either a staff or line capacity. c) Standard: High degree of knowledge in preparing and directing the preparation of correspondence, reports, briefings, graphs and charts to effectively present finding and recommendation in a clear, concise and comprehensive manner. AQL: Proficient with Microsoft Office software, including Word, PowerPoint and Excel.	

(U) 15.0 Personnel Resource Bands and Labor Categories

The Contractor is responsible for the selection, training, management and performance of the workforce provided to accomplish the tasks specified in the PWS requirements contained herein. The LOE labor categories and associated minimum personnel requirements applicable to this task order are specified herein at Section B and likewise summarized below. These labor categories and minimum personnel requirements.

LABOR CATEGORIES	
Operational Support Resource Band/ Labor Category	**Qualifications and Education**
Instructor/Operations Specialist II or equivalent	**a. Education**: • No degree with a minimum of 4 years' experience **b. Experience:** • Demonstrated success in three (3) or more of the following operational areas: – At least 4 years' experience in joint training. – Experienced and competent in the Joint Targeting Cycle. – Graduate of one or more Joint Targeting Staff Courses

	– Expert knowledge and understanding of collateral damage methodology, precedent, procedures, and regulations issued by the DOD, JS, and the JS J7. – 1 year experience in adult training or equivalent education. – Knowledge and experience with Joint and Service doctrine, combat, combat service, combat service support and equipment. – Knowledge and ability to develop and present briefs for problem resolution. – Knowledge and experience with communications and information systems training. – Experience in military and national level intelligence gathering techniques and analysis. Training and operational experience as a military intelligence officer/non-commissioned officer strongly preferred. – Knowledge and experience in Joint Doctrine and Chairman's Instructions/Manuals – Experience designing and developing interactive web-based learning and blended learning courses.
Operational Support Resource Band/ Labor Category	**Qualifications and Education**
Curriculum Development/Operations Specialist II or equivalent	**a. Education**: • No degree with a minimum of 4 years' experience **b. Experience:** • Demonstrated success in three (3) or more of the following operational areas: – At least 4 years' experience in joint training. – Knowledge and experience in Joint Doctrine and Chairman's Instructions/Manuals – Experience designing and developing interactive web-based learning and blended learning courses. – Experience with eLearning and curriculum and courseware authoring for web-based training and education development. – At least 3 years' experience as an Instructional Systems Designer in developing complex level interactive courseware. – At least 3 years' experience with eLearning practices and technology strategies in a military training environment. – At least 3 years' experience with Learning Management Systems (LMS).

Analysts Resource Band/ Labor Category	**Qualifications and Education**
Senior Analyst Specialist II or equivalent	Senior Analyst Specialist II Qualifications: **a. Education**: • No degree with at least 7 years warfighting operational experience. **b. Experience**: • Demonstrated success in three (3) or more of the following areas: – Expert knowledge and understanding of collateral damage methodology, precedent, procedures, and regulations issued by the DOD, JS, and the JS J7.

	– Familiarity with the Targeting community and key participants in Joint Targeting and Joint Planning Process – Graduate of the DOD CDE Qualification Course. – Familiarity with the Targeting community and key participants in Joint Targeting and Joint Planning Process. – Experience with communications and information systems training. – Experience in training deficiency resolution. – Experience in the Intelligence system and capabilities for both the US and opposing force to include management, collection, processing and dissemination of intelligence. – Knowledge of Joint Doctrine and Chairman Instructions/Manuals – Experience in Counterinsurgency operations and Irregular Warfare; – Experience in Cyberspace Operations Training; Electronic Warfare; Civilian Harm Mitigation – Knowledge of Rules of Engagement. – Experience with communications and information systems training. – Experience with collecting data, analytical analysis and determining courses of action. – Experience with providing strategies and recommending solutions for risk mitigation. – Experience in conducting quantitative and qualitative analysis and evaluations.

(U) 16.0 Contractor Manpower Reporting

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Joint Chiefs of Staff (J7) via the System for Award Management (SAM). The contractor is required to completely fill in all required data fields using the following web address: https://www.sam.gov.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2026. Contractors may direct technical questions regarding the reporting system to the Federal Service Desk at https://www.fsd.gov.

(U) 17.0 Reimbursement of Travel Cost

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

Medical Examinations
Immunization
Passports, visas, etc.
Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.