**Performance Work Statement**

**(Includes associated Performance Requirements Summary (PRS))**

**1.General:** This is a non-personal service(s) contract under which the personnel rendering the service(s) are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

**1.1 Description of Services/Introduction:** This is a non-personal service(s) contract to provide the provide Lead Coordinator, Supervisory Program Coordinator, Program Coordinators, Operations Specialist, instructors, mechanics, support staff and coaches as defined in this PWS, and coordinate for all required personnel, equipment, supplies, facilities, tools, materials, supervision, and other items and non-personal services necessary to perform tasks as defined in this Performance Work Statement (except for those items specified as government furnished property and services in Part 3). The contractor shall perform to the standards in this contract.

**1.2 Background:** In accordance with Army Senior Leadership, Warrior Care and Transition (WCT) conducted a holistic analysis and went through a Restructuring process to become the Army Recovery Care Program (ARCP) as of 16 December 2019. The Restructure reflects a return to focus on complex care management and increased efficiency. Soldier Recovery Units (SRUs) execute the ARCP mission. The SRUs will reduce from 14 to 5 SRUs and 5 Definitive Care Units (DCUs) in 2026. These units provide critical support to wounded, ill, or injured Soldiers. They provide mission command, as well as primary care and medical management for Soldiers; establish enabling conditions for their healing; and promote timely return to the force and/or transition to Veteran status. SRUs resemble "line" Army units, with a professional cadre and integrated Army processes that build on the Army's strength of unit cohesion and teamwork so that wounded, ill, and injured Soldiers can focus on healing to transition back to the force and/or Veteran status.

The Adaptive Reconditioning Program is offered at the SRUs and consists of various moderate intensity activities, therapeutic activities, and adaptive sports to increase the mental, emotional, and physical well-being of Soldiers and to build resiliency and achieve individual goals. Adaptive Reconditioning is designed to incorporate activities which support Soldiers' recovery and improvements within one or more of six domains (physical, emotional, spiritual, social, family and career) based on specified diagnoses and identified goals in the Soldier's Adaptive Reconditioning Plan. SRU Adaptive Reconditioning typically consists of a variety of adaptive sports and physical conditioning activities, as well as therapeutic activities including, but not limited to, visual and performing arts, music performance and composition, writing, ministry, and gardening.

Personnel providing Adaptive Reconditioning support shall work with nurse case managers, physical and occupational therapists, military cadre and Department of

Defense agencies involved with the Soldier for the development and execution of Adaptive Reconditioning to support the Soldier's recovery plan. Adaptive Reconditioning utilizes therapeutic recreation programs and adaptive sports to enhance Soldier recovery in all domains.

**1.3 <u>Scope:</u>** The contractor shall provide non-personal services. ARCP is seeking a contractor to provide services to support the SRUs and ARCP in the execution of the Adaptive Reconditioning program, which is a key component of ARCP. The contractor will provide the following: Certified Therapeutic Recreation Specialists as Recreational Therapists (RT) to support the SRUs; a Project Manager (PM)/Sports Director, Supervisory RT, and an Operations Specialist to assist, ARCP and the enterprise in the execution of the Adaptive Reconditioning program. The contractor will also provide experienced coaches, mechanics, support staff and instructors for various Adaptive Reconditioning training and Adaptive Sporting events. The RT shall support the Adaptive Reconditioning Leads at the SRUs and ARCP in the implementation of unit-level adaptive reconditioning programs for Soldiers for the purposes of optimizing well-being, returning to an active, productive lifestyle, and achieving short-term and long-term goals. The Adaptive Reconditioning Team Lead at each SRU will create an adaptive exercise and activity plan, which will be enacted by the members of the team. ARCP is responsible for developing the policy on adaptive reconditioning that guides the SRUs in the execution of their adaptive reconditioning programs. In addition to unit-level adaptive reconditioning, ARCP and the SRUs work together to provide Soldiers opportunities to participate in local, regional, national and international adaptive sports competitions, to include Army Trials, Warrior Games, Invictus Games and other training opportunities.

**1.4 <u>Objectives:</u>** The objective of this contract is to provide full-time Recreational Therapists to support the Adaptive Reconditioning program as needed at the SRUs (locations specified in 1.6.5). Contract will provide one full-time Project Manager (PM)/Sports Director, one full-time Supervisory Recreation Therapist, and one full-time Operations Specialist with duty at ARCP headquarters. The Project Manager (PM)/Sports Director will oversee the contract and oversee all coaching requirements and Adaptive Reconditioning events. The Supervisory Recreation Therapist will supervise the Recreation Therapists at the SRUs, coordinate instructors, equipment maintenance and contract/administrative support at the SRUs and provide support at special adaptive reconditioning events. The Operations Specialist will provide contracted administrative and operational assistance with the planning and execution of all Adaptive Reconditioning events. The contract will provide the following as needed for events: coaches, mechanics, instructors, and support staff for Adaptive Reconditioning programs and events. All contracted personnel shall be able to read, write, speak and understand English to effectively communicate with all Soldiers and ARCP/Soldier Recovery Unit staff and leadership.

**1.5 General Information:**

**1.5.1 Quality Control Plan (QCP):** The Contractor shall develop and maintain a QCP to ensure services are performed in accordance with (IAW) this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is the means by which it assures that the work provided complies with the requirements of the contract.

The Contractor's Proposed QCP shall be submitted to the Contracting Officer (KO) through the Contracting Officer's Representative (COR) for review within 10 days after date of contract award.

The Government will review and either notify the Contractor in writing of acceptance of the plan or return their comments to the Contractor within 10 days. If the Government has provided comments, the Contractor shall then have 10 days to submit a Final QCP. After receipt of the Final QCP, the Contractor may receive the Contracting Officer's acceptance in writing. Any proposed changes to the accepted QCP are required to be resubmitted for acceptance by the Contracting Officer no later 10 days prior to the anticipated change and before implementation by the Contractor. The timeline noted above will apply for review and acceptance of proposed changes. At a minimum, the QCP must include and answer the following to be acceptable:

(a) A chart showing the organizational structure and lines of authority, the names, qualifications, duties, responsibilities, and classification of each member of the Contractor's Quality Control Team;

(b) How the Contractor will monitor work to ensure performance complies with all deliverables (etc. timelines, deadlines, and goals);

(c) How the Contractor will monitor work to ensure performance complies with all specifications and requirements of the contract, including the contract's clauses;

(d) How the Contractor will monitor and ensure staff qualifications remain current and valid;

(e) How the Contractor will identify, investigate, and correct any non-conforming performance and prevent similar deficiencies in the future; and

(f) How the Contractor will file and save all Quality Control related documents for the life of the contract plus 5 years.

**1.5.1.1** An Analysis of Quality Control and Timeliness of Submittals (i.e. deliverables) shall be provided to the COR within 30 days upon completion of each option period or Task Order.

**1.5.1.2** The Contractor shall inform the COR of issues or potential issues that might affect the performance as quickly as possible upon identifying those issues. Verbal reports shall be followed up by written reports within 7 days.

**1.5.2 <u>Quality Assurance</u>:** The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (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 acceptable quality levels (performance thresholds).

**1.5.3 <u>Recognized Holidays:</u>** The following provides information on recognized holidays for the purpose of the PWS. If submittal of any documentation (e.g. deliverables, submittals, etc.) deadlines fall on a holiday, the closest workday prior to the holiday will apply as the deadline for submittal.

**1.5.3.1 <u>U.S. Holidays:</u>** Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

| Holiday | Date |
|---|---|
| New Year's Day | January 1st |
| M.L. King Day | 3rd Monday in January |
| President's Day | 3rd Monday in February |
| Memorial Day | Last Monday in May |
| Juneteenth | June 19th |
| Independence Day | July 4th |
| Labor Day | 1st Monday in September |
| Columbus Day | 2nd Monday in October |
| Veteran's Day | November 11th |
| Thanksgiving Day | 4th Thursday in November |
| Christmas Day | December 25th |

**1.5.4 <u>Operating Hours</u>:** The Government facility office hours, facility operating hours, and the Contractor support hour requirements often coincide, however, they may differ. Please refer to the following.

**1.5.4.1 <u>Government Facility Office Hours</u>:** The Government facility office hours are 0900 to 1500 Monday through Friday, except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

**1.5.4.2 <u>Government Facility Operating Hours</u>:** The Government facility operating hours occur between the hours of 0600-1800 Monday through Friday. The Government facility may close due to local or national emergencies, administrative closings, or similar Government directed facility closings and will be communicated by the

Contracting Officer to the Contractor.

**1.5.4.3 <u>Contractor Support Hours</u>:** The Adaptive Reconditioning Program Coordinators at each SRU as well as the full-time contract staff at ARCP (Lead Event Coordinator, Supervisory Adaptive Reconditioning Program Coordinator, and Operations Specialist) shall perform services eight (8) hours per day, Monday through Friday, except when the Government is closed for Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Eight working hours must include core hours of 0900-1500. Work schedule for SRU RTs shall be coordinated with and approved by local SRU Adaptive Reconditioning Lead to best support unit level needs and programming. Contractor shall inform SRU AR Lead/government designee of any non-emergent leave dates at least two weeks prior to initiation of leave, to allow for adequate coverage of programming. The contractor shall submit all weekly reported hours to the SRU Adaptive Reconditioning Lead; the Lead will determine hours outside of core hours to best meet the needs of local adaptive reconditioning program. Work schedule that includes reporting to work after 0900 or finishing prior to 1500 (not to include instances when contractor is on leave) to support local events, should be coordinated with and approved in writing by the SRU AR Team Lead, the COR and the Supervisory Recreation Therapist at ARCP. The Contractor shall always maintain an adequate workforce, for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential

The Contractor must always maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. For absences greater than 4 weeks the contractor **<u>must</u>** backfill and/or provide substitutes.

When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential. In addition, Contractor personnel may be required to adjust their work schedules to accommodate work requirements. Adjustments to Contractor work schedules will not be considered overtime. Overtime requests, including performing work on a federal holiday, shall be in written format; submitted to the Government Functional Representative for assessment; and to the KO for possible contract modification and approval.

**1.5.5 <u>Training Holidays:</u>** Training holidays may affect access to military operated facilities. If scheduled work or access to facilities is required, coordination with Soldier Recovery Unit staff will be necessary or the work in the facilities affected shall be rescheduled after the training holiday. However, announced training holidays or exodus of military personnel may provide the Contractor with an opportunity for unrestricted access to facilities and areas. The Contractor shall take full advantage of such opportunities by planning maintenance or actions that are better accomplished when

such areas are vacant. Or, if applicable, the Contractor shall request telework request be submitted two weeks in advance of the planned training holiday.

**1.5.6 <u>Place of Performance</u>:** The primary place of performance for the Lead Event Coordinator, Supervisory Adaptive Reconditioning Program Coordinator, and Operations Specialist shall be at the Army Recovery Care Program Headquarters in Falls Church, VA. Other Government offices may be used as temporary facilities by Contractors as dictated by the Government or approved by the COR or Contracting Officer. Telework is also authorized if approved by the COR.

The primary place of duty for the Recreation Therapists will be at the SRUs or at the discretion of the COR, AR Lead, or by designated government official as needed by the AR Program. SRU Contractor personnel may perform duties via telework on an as-needed basis, if mission requirements can be met and telework is approved by both the SRU AR Team Lead and the Supervisory Adaptive Reconditioning Program Coordinator at ARCP. SRU contractors must live within the commuting area of the assigned SRU to complete deliverables.

Walter Reed National Military Medical Center SRU, Bethesda, MD
Fort Bragg SRU, North Carolina
Fort Hood SRU, Texas
Joint Base San Antonio SRU, Texas
Joint Base Lewis-McChord SRU, Washington
ARCP Headquarters, Falls Church, VA (NCR)

Contractors must ensure telework follows all appropriate procedures regarding protection of Soldier personal information as well as security of government information. If Contractor and Government (COR) approve contractor for telework, the contractor must provide the contractor with necessary equipment to conduct job duties remotely.

**1.6 <u>Security Requirements.</u>** All full-time staff working under this contract must be able to obtain and maintain a Public Trust (NACI) required for the life of the contract. The contract employee will sign a Nondisclosure, Conflicts of Interest, and Rules of Conduct Certificate (NDA) to be provided at time of award and at the beginning of every period of performance. The Contractor and local unit/work location shall be prepared for this process to take at least six (6) weeks, if not longer. However, the application must show OPEN in Defense Information Security System (DISS) within ninety (90) days of initiation by OPM. If the contract employee does not complete it within the required timeframe, the contracting company will reimburse the government the cost to reinitiate the application. Contractors will be required to have a CNACI check completed at the local unit and must maintain the level of security required for life of the contract.

**1.6.1 <u>Installation Access:</u>** Access to U.S. installations, buildings and controlled areas is limited to personnel who meet security criteria and are authorized. Failure to submit required information/data and obtain required documentation or clearances will be grounds for denying access to U.S. installations, buildings and controlled areas. The Contractor shall ensure that any subcontractors used in performance of this contract

complies with these requirements and that all employees, of both the Contractor and any subcontractor utilized by the Contractor, are made aware of and comply with these requirements.

The Contractor shall be aware of and comply with the requirements associated with Installation Access Control. The Government is not liable for any costs associated with performance delays due solely to a firm's failure to comply with Installation Access Control System (IACS) processing requirements.

**1.6.2 Common Access Cards (CAC) and CAC Log**. Within ten (10) calendar days after contract award, the Contractor shall provide the Contracting Officer's Representative (COR) with the necessary information to initiate CAC or installation access card processing for required personnel. This information includes: Full Name (Last, First, Middle), Date of Birth, primary email address, and a government-issued personal identifier (e.g., Social Security Number) as required for background vetting. The Contractor shall strictly safeguard all Personally Identifiable Information (PII) in accordance with DoD and Army regulations.

The Contractor shall establish and maintain a CAC log. The initial log shall be submitted to the COR within ten (10) calendar days of contract award. Any changes to personnel or CAC status must be updated on the log and submitted to the COR within five (5) business days (unless circumstances require otherwise and as directed by the Contracting Officer). The COR will provide the required log format and content instructions during the post-award meeting. Note: CACs are U.S. Government property, must be strictly accounted for, and must be immediately returned to the Government upon contract completion or personnel departure.

**1.6.3 Background Checks**. Proof of employment and a favorable background check (or interim security clearance) are required prior to the issuance of a CAC authorizing access to the installation and Government network systems. CACs will not be issued unless the Contractor's data record is resident in the Defense Enrollment Eligibility Reporting System (DEERS). The Trusted Associate Sponsorship System (TASS) is utilized as the secure and authorized means of entering Contractor data into DEERS and automating the CAC application and approval process.

To utilize TASS, the Contractor's personnel data must first reside in an authoritative source database, currently the Defense Information Security System (DISS) or its designated successor system. The Contractor's Facility Security Officer (FSO) must ensure employees have an established record in DISS prior to initiating a CAC request. Personnel requiring a CAC who are not tracked in DISS (e.g., certain contractors, foreign nationals, and DoD affiliates) must undergo equivalent background vetting in accordance with Federal Information Processing Standards (FIPS) Publication 201 and local installation security policies.

**1.6.4 <u>Physical Security:</u>** The Contractor shall safeguard all Government equipment, information, and property provided for Contractor use. At the close of each work period,

Government facilities, equipment, and materials shall be secured IAW the Army Physical Security Program (AR 190-13).

**1.6.5 Operations Security (OPSEC) Requirements**: Contractor personnel shall adhere to facility security policies and restrictions. The Contractor shall immediately report suspicious activities to security personnel.

**1.6.6. Key Control**: Keys will not be issued to contractor personnel for offices or doors located at the government office location.

**1.7 Post Award Conference/Periodic Progress Meetings:** The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Contracting Officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

**1.7.1** The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

**1.8 Contracting Officer's Representative (COR):** Refer to Part 2 of this PWS for the definition of a COR. As determined by the Contracting Officer, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

**1.9 <u>Key Personnel</u>:** The following full-time Contract personnel are considered key personnel by the Government: The Lead Event Coordinator, Supervisory Adaptive Reconditioning Program Coordinator, Adaptive Reconditioning Program Coordinators at the five SRUs, and Operations Specialist. Contractor shall designate the Lead Event Coordinator be responsible for the performance of the work. The name of this person and an Alternate Program/Contract Manager, who shall act for the Contractor when the Program/Contract Manager is absent, along with a Curriculum Vitae (CV) for each of these individuals, shall be provided in writing to the Contracting Officer no later than 5 days after contract award. The Contract Manager and Alternate Contract Manager shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. Qualifications for all key personnel are listed below:

**1.10 <u>Identification of Contractor Employees</u>:** All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties must identify themselves, to include proper marking of signature blocks in correspondence, to avoid creating an impression in the minds of members of the public that they are Government officials. The Contractor shall ensure that all documents or reports, produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

**1.11** Contractor workspace (staging site, on-site office, desk or work area, etc.) shall contain a sign signifying the space is occupied by Contractor employee(s) to ensure that Government employees and the public know that they are not Government employees. The proposed sign shall be submitted to the Contracting Officer via the COR for review and acceptance. Workspace sign location shall be coordinated with the COR. Contractor employees shall identify themselves by name and company affiliation when answering the telephone, presenting briefings, conducting or attending meetings, and seminars. All Contractor correspondence (written, facsimile, and email display) shall include their company name. Requirements for Contractor vehicles is addressed under Part 4 paragraph 4.4.

**1.13 <u>Contractor Travel:</u>** Contractor may be required to travel to adaptive reconditioning and adaptive sporting events during the performance of this contract to attend meetings, conferences, and training. Travel may include, but is not limited to, the Invictus Games, the Warrior Games, Army Trials, Army Camps/Clinics, to SRUs, and to other events as required by the Government. The Contractor may be authorized travel expenses at rates no higher than the substantive provisions of the Joint Travel Regulation (JTR), IAW FAR Part 31.205-46, and the limitation of funds specified in this contract. All travel requires Government approval and authorization by the Adaptive Reconditioning government representative prior to scheduled travel.

**1.14 <u>Other Direct Costs:</u>** All ODCs shall be submitted to the KO and COR 30 days prior to expenditure. The Contractor shall ensure Contractor personnel are trained on allowable expenses and all methods are taken to minimize Contractor's risk of invoice rejection due to non-allowable items. The Contractor shall maintain all costs within the not-to-exceed amount established in the corresponding CLINS. At such time as the not

to exceed amount reaches 75% of total CLIN amount, the Contractor must provide written notification to KO and COR. The Contractor shall include all other ODCs associated with successful performance of the work requirements as part of the firm-fixed price. The Government shall allow a negotiated material handling fee to be applied to the ODCs (not including travel) based on contract award.

**1.15 Data Rights:** The Government has unlimited rights to all documents and materials produced under this contract. All documents and materials, to include the source codes of software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership and copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

**1.17 Protection of Government and Contract Information**: Per Public Use Notice of Limitations stated by Defense imagery Management operations Center and contained at www.dimoc.mil/resources/limitations/ , the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

**1.18 Organizational Conflict of Interest (OCI):** Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCI as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's OCI Mitigation Plan will be determined to be acceptable solely at the discretion of the Contracting Officer. In the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

**1.19 Phase In /Phase Out Period:** To minimize decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board during the 15-day phase in/ phase out periods. During the phase in period, the Contractor shall become familiar with performance requirements to commence full performance of services on the contract start date.

**1.20 Required Training:** The following provides information on training requirements.

**1.20.1 Anti-Terrorism (AT) Level I Training:** All Contractor employees, including subcontractor employees, who are employed under the contract, shall complete AT Level I Training within the first 30 days after contract start date or effective date of

incorporation of this requirement into the contract, whichever applies, or within 30 days of CAC issuance after employment of new personnel. Contractor personnel travelling overseas shall complete area of responsibility (AOR) specific AT awareness training for U.S. based Contractor employees and associated subcontractor employees. The Contractor shall submit certificates of completion for each affected Contractor employee and subcontractor employee to the COR (or to the Contracting Officer, if a COR is not assigned) within 30 days after completion of this training by all employees and subcontractor personnel. AT Level I awareness training is available at https://jkodirect.jten.mil. Contractor personnel shall complete refresher training ***every*** twelve (12) months except AOR specific AT Level I training which shall be completed as required by local AT policies

If training cannot be conducted on the website, the Contractor shall coordinate with the COR who will contact the local AT Officer at their assigned location for classroom training. Contractor personnel completing training in the classroom will receive a certificate or the training attendance roster signed by the AT Officer. Verification of the training shall be provided to the COR within 30 days after completion of the training.

**1.23.2 OPSEC Training:** All Contractor employees, including subcontractors, shall complete Level I OPSEC training within 30 days of employment under this contract. Verification of the training shall be provided to the COR within 30 days after completion of the training. OPSEC Level I training is available at http://www.cdse.edu/catalog/elearning/GS130.html. Contractor personnel must complete refresher training every 12 months. Verification of the training shall be provided to the COR within 30 days after completion of the training.

If training cannot be conducted on the website, the Contractor shall coordinate with the COR, who will contact the local OPSEC Officer at their assigned location for classroom training. Contractor personnel completing training in the classroom will receive a certificate or the training attendance roster signed by the OPSEC Officer. Verification of the training shall be provided to the COR within 30 days after completion of the training.

**1.20.3 iWATCHTraining:** The Contractor and all associated subcontractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 days after the contract is awarded and within 30 days after new employees commence contract performance, with the results reported to the COR within 30 days after the contract is awarded and within 30 days after new employees commence contract performance. Verification of the training shall be provided to the COR within 30 days after completion of the training. Training slides can be found on the Army OneSource we site: https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf

**1.20.4 Information Assurance (IA) Training:** As required on the AT/OPSEC Cover Sheet.

**1.20.4.1 All** Contractor employees, including subcontractors, requiring access to Government information systems shall complete the DoD IA Cyber Awareness Training

within 30 days after contract start date or effective date of incorporation of this requirement into the contract, whichever applies, or 30 days after employment of new personnel. Verification of the training shall be provided to the COR within 30 days after completion of the training.

**1.20.4.2** All Contractor employees, including subcontractors, working information technology (IT)/IA functions shall comply with DoD and Army training requirements per Information Assurance Training Certification and Workforce Management DoD Directive (DoDD) 8570.01, Information Assurance Workforce Improvement Program DoD 8570.01-M, and Information Assurance AR 25-2 within thirty (30) calendar days of employment. Training is available at https://securityawareness.usalearning.gov/opsec/index.htm .

**1.20.4.3 All** Contractor employees, including subcontractors, performing services under this contract with access to a Government information system must be registered in the Army Training Certification Tracking System (ATCTS) (requires CAC to access. Verification of registration shall be provided to the COR within 30 days after registration. Contractor personnel must complete refresher training every twelve (12) months. Verification of the training shall be provided to the COR within 30 days after completion of the training.

**1.20.4 Personally Identifiable Information (PII):** Contractor employees, including subcontractors, performing services under this contract with access to PII and Government information shall complete “Identifying and Safeguarding PII” within 30 calendar days of employment. Contractor personnel shall complete refresher training every twelve (12) months from initial completion. The Contractor shall provide the COR a copy of the training certificates for its employees no later than five (5) days after completion.Training is available at https://public.cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii/

**1.20.5 Attire:** Contractors shall dress in business casual attire during the workday except when engaging in instruction of moderately intense activities (as notated on the Adaptive Reconditioning Activity Clearance Form) or follow the policy/guidance of the local unit. Coaches and support staff should follow dress code guidelines outlined in each event Operations Order.

## PART 2

## DEFINITIONS & ACRONYMS

### 2. Definitions and Acronyms

**2.1 Definitions:** Although not inclusive of every term used within this PWS, the following provides a list of definitions used throughout this PWS and commonly used in the acquisition field.

**Contracting Officer** – means a person with the authority to enter, administer, and/or terminate contracts and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

**Contracting Officer's Representative (COR)** – As defined in DFARS 202.101, means an individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. DoD Instruction (DoDI) 5000.72, Part II Definitions states the following when defining a COR: "Defined in subpart 202.101 of Reference (f). Any individual delegated responsibilities pursuant to subpart 1.602-2 of Reference (e), regardless of local terminology, must be certified in accordance with this instruction. For example, local terminology can be COR, Contracting Officer's technical representative, technical point of contact, technical representative, alternate COR, administrative COR, assistant COR, line-item manager, task order manager, quality assurance personnel, quality assurance evaluator, or COR management." In addition, Army Regulation 70-13, Chapter 2, paragraph 2-2g, states, in part, the following when providing other surveillance support personnel to assist the COR when needed, "…These other surveillance support personnel may serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR requirements and have been appointed by the Contracting Officer as alternate CORs."

**Army Recovery Care Program (ARCP)-** A comprehensive Department of the Army program designed to manage recovery, medical care management, rehabilitation, and

transition of wounded, ill, and injured Soldiers across all Army components (Active Duty, Army Reserve, and Army National Guard)

**Adaptive Reconditioning**- Adaptive Reconditioning includes moderate intensity physical conditioning, therapeutic activities, and adaptive sports that wounded, ill, and injured Soldiers participate in to optimize their physical, cognitive, and emotional well-being.

**Contractor** – means a supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

**Contractor-acquired Property** - means property acquired, fabricated, or otherwise provided by the Contractor for performing a contract and to which the Government has title.

**Day** – means, unless otherwise specified, a calendar day.

**Defective Service** – means a service output that does not meet the standard of performance associated with the Performance Work Statement.

**Deliverable** – means anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

**Government-furnished Property** – As reflected in FAR 52.245-1, Government-furnished Property "means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract

**Government Property** - means all property owned or leased by the Government. Government property includes both Government-furnished and Contractor-acquired

property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

**Property Administrator -** means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a Contractor.

**High Level Objective (HLO)** – means a key overarching result-based objective for a project necessary to achieve the project's vision. HLOs are similar to Level 2 in a Work Breakdown Structure. Each HLO may contain several statements to flesh out the areas necessary to meet the objective.

**Physical Security** – means that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

**Quality Assurance** – (or Government contract quality assurance) means the various functions, including, inspection, performed by the Government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

**Quality Assurance Surveillance Plan (QASP)** – means the key Government-developed surveillance process document and is applied to Performance-Based Service Contracting (PBSC). The QASP is used for managing Contractor performance assessment by ensuring that systematic quality assurance methods validate that Contractor quality control efforts are timely, effective, and are delivering the results specified in the contract or task order. The QASP directly corresponds to the performance objectives and standards (i.e., quality, quantity, timeliness) specified in the Performance Work Statement (PWS). It provides specific details on how the Government will survey, observe, test, sample, evaluate, and document Contractor performance results to determine if the Contractor has met the required standards for each objective in the PWS. QASP, with very few if any exceptions, is an internal to Government document.

**Quality Control** – means all necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

**Soldier Recovery Unit (SRU)-** Units that provide comprehensive recovery for wounded, ill, and injured Active Duty Service Members recovering from complex medical issues.

**SRU Adaptive Reconditioning Lead-** The SRU Physical Therapist or individual appointed by the SRU Commander as the lead for the Adaptive Reconditioning Program.

**Statement** – means the specific results-based activities required to satisfy HLOs. A statement contains a result, the context of the statement, and the required action(s). Statements focus on “what” is to be accomplished; however they are not prescriptive in describing “how” the outcome is to be achieved. Each HLO may have several statements to flesh out the areas necessary to meet the objective. Statements are similar to Level 3 in a Work Breakdown Structure.

**Subcontractor** – means one that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

**Work Day** - The number of hours per day the Contractor provides services in accordance with the contract.

**Work Week** - Monday through Friday, unless otherwise specified.

**2.2 Acronyms:** Although not inclusive of every term used within this PWS, or that may be included in an acquisition, the following provides a list of acronyms commonly used in the acquisition field

| | |
|---|---|
| ACOR | Alternate Contracting Officer's Representative |
| AE | Army in Europe |

| | |
|---|---|
| AFARS | Army Federal Acquisition Regulation Supplement |
| AHA | Activity Hazard Analysis |
| AOR | Area of Responsibility |
| AR | Army Regulation |
| AT | Anti-terrorism |
| ATCTS | Army Training Certification Tracking System |
| CAC | Common Access Card |
| CCE | Contracting Center of Excellence |
| CFE | Conventional Forces Europe |
| CFR | Code of Federal Regulations |
| CONUS | Continental United States (excludes Alaska and Hawaii) |
| COR | Contracting Officer's Representative |
| COTS | Commercial-Off-the-Shelf |
| DA | Department of the Army |
| DD250 | Department of Defense Form 250 (Receiving Report) |
| DD254 | Department of Defense Contract Security Requirement List |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DMDC | Defense Manpower Data Center |
| DoD | Department of Defense |
| FAR | Federal Acquisition Regulation |
| FRG | Federal Republic of Germany |
| GFP | Government Furnished Property |
| HLO | High Level Objective |
| HIPAA | Health Insurance Portability and Accountability Act of 1996 |
| IA | Information Awareness |
| IAC | Installation Access Control |
| IACO | Installation Access Control Office |

| | |
|---|---|
| ID | Identification |
| IGCE | Independent Government Cost Estimate |
| IT | Information Technology |
| JTR | Joint Travel Regulation |
| JPAS | Joint Personnel Adjudication System |
| KO | Contracting Officer |
| OCI | Organizational Conflict of Interest |
| OCONUS | Outside Continental United States (includes Alaska and Hawaii) |
| ODC | Other Direct Costs |
| OPSEC | Operations Security |
| PA | Property Administrator |
| PII | Personally Identifiable Information |
| PIPO | Phase In/Phase Out |
| POC | Point of Contact |
| PRS | Performance Requirements Summary |
| PWS | Performance Work Statement |
| QA | Quality Assurance |
| QAP | Quality Assurance Program |
| QASP | Quality Assurance Surveillance Plan |
| QC | Quality Control |
| QCP | Quality Control Program |
| RA | Requiring Activity |
| RCO | Regional Contracting Office |
| SIGE | Safety and Health Protection Plan |
| TE | Technical Exhibit |
| USAG | United States Army Garrison |

| | |
|---|---|
| USAREUR | United States Army Europe |
| UOM | Unit of Measure |

## PART 3
## GOVERNMENT PROPERTY (GP) AND SERVICES

**3.7 Training:** The Government will provide the following training: Initial Security Training, Health Insurance Portability and Accountability (HIPAA), Anti-Terrorism Level 1 Training,Operational Security (OPSEC), Controlled Unclassified Information (CUI), Active Shooter, Safety Orientation, Threat Awareness Reporting Program (TARP), Combat Trafficking In Persons (CTIP) General Awareness.

**3.8 Common Access Cards (CAC):** The Government will provide Common Access Cards (CAC) via the Trusted Associate Sponsorship System (TASS) (Web site https://www.cac.mil/Common-Access-Card/Getting-Your-CAC/For-Contractors/

End Part 3

## PART 4
## CONTRACTOR FURNISHED ITEMS AND SERVICES

### 4. Contractor Furnished Property and Services

**4.1 General:** The Contractor shall furnish all supplies, equipment, facilities, and services required to perform work under this contract that are not listed under Section 3 of the PWS.

**4.2 Materials:** The Contractor shall furnish the necessary materials, supplies, and equipment necessary to meet the requirements of the PWS that are not listed in Section 3 of the PWS. If contractor and government (COR) approve contractor for telework in accordance with 1.6.5, the contractor must provide the contractor with necessary equipment to conduct job duties remotely. This includes but is not limited to a laptop computer.

**4.3 Equipment:** The Contractor shall furnish the necessary equipment to meet requirements of the PWS that are not listed in Section 3.

End Part 4

## PART 5

## SPECIFIC TASKS

**5.1 Basic Services**: The Contractor shall provide an Adaptive Reconditioning Program Coordinator for each Soldier Recovery Unit (SRU) or as needed for the Adaptive Reconditioning Program. The Contractor shall provide a Lead Event Coordinator, a Supervisory Adaptive Reconditioning Program Coordinator, and an Operations Specialist for the Army Recovery Care Program (ARCP), Falls Church, VA. Employees shall perform the tasks listed in each respective section below in support of the enterprise Adaptive Reconditioning Programs. The Contractor will provide services for Army Recovery Care Program personnel, basic support, and supervision of employees who are assigned to meet the requirements of the Performance Work Statement (PWS). The Government shall oversee the planning, development, and execution of Adaptive Reconditioning program and events in conjunction with the Contractor. The Contractor shall provide personnel, materials, tools, equipment, and services required to plan, execute, and manage various Adaptive Reconditioning Programs and events including, but not limited to, Regional Trials, Army Trials, Warrior Games, Invictus Games, and ARCP/SRU camps and clinics. The Contractor will coordinate with the respective government lead to schedule maintenance and repair of identified equipment. The Contractor shall provide the requisite number of technically qualified staff who have the depth and breadth of experience, expertise, and skills necessary to perform the duties specified in this task order. Specified tasks for key personnel are detailed below.

<u>Soldier Recovery Units and Army Recovery Care Program Headquarters:</u>

- Walter Reed National Military Medical Center Soldier Recovery Unit, Bethesda, MD
- Fort Bragg Soldier Recovery Unit North Carolina
- Fort Hood Soldier Recovery Unit, Texas
- Joint Base San Antonio Soldier Recovery Unit, Texas
- Joint Base Lewis-McChord Soldier Recovery Unit, Washington
- Army Recovery Care Program Headquarters, Falls Church, Virginia (NCR)

**5.2 Kickoff Meeting:** The Contractor shall coordinate a kickoff meeting with the Army Recovery Care Program Adaptive Reconditioning team, KO and COR no later than (NLT) fifteen (15) business days after contract award. This meeting should include, but is not limited to: team introductions, PWS discussion, expectations, etc. The meeting may occur in person, via telephone, or video conferencing. The Contractor's attendance/participation at this meeting shall be at no additional expense to the Government. The Contractor shall send out a meeting invite, utilizing Microsoft (MS) Outlook, to the meeting participants no later than five (5) business days prior to the scheduled meeting. The Contractor shall also supply a kickoff meeting agenda NLT two (2) business days prior to the scheduled meeting date and supply kickoff meeting minutes NLT three (3) business days after the scheduled meeting date. The Contractor shall supply the meeting agenda and minutes, via email, to the COR and the AR

government representative or designee in Microsoft (MS) Word, Portable Document Format (PDF), or MS PowerPoint (PPT) format.

**Deliverables:** Meeting Invite (NLT 15 days after contract award and NLT 5 days prior to meeting), Kickoff Meeting Agenda (NLT 2 days prior to meeting), Kickoff Meeting Minutes (NLT 3 days post-meeting). One-time requirement.

**5.3 Contractor Points of Contact (POC) Information:** The Contractor shall provide contact information for Contractor POCs, to the KO, COR, and AR government representative NLT ten (10) business days of contract award. The contact information for the POCs should, at a minimum, include the following: Name (First and Last), Title/Role, Email, Work Phone, Work Address (Mailing and Physical Address). The Contractor will supply this information in PDF, MS Word, or MS Excel format. Contractor shall update and re-send with any staffing changes within five (5) days of change.

**Deliverables:** Contractor Points of Contact (NLT 10 days post award). One-time requirement with updates as needed.

**5.4 Program Management Plan:** The Contractor shall submit a Program Management Plan addressing how the Contractor shall manage the specific tasks identified in this PWS. The Contractor shall submit to the COR the Program Management Plan within fifteen (15) business days after the contract award date. The Contractor shall supply a softcopy, in either PDF or MS Word, of the Program Management Plan to the KO, COR via electronic mail (email) or collaboration site.

**5.5 Quality Control Plan:** The Contractor shall develop, implement, and maintain an effective Quality Control System which includes a written Quality Control Plan (QCP). The QCP shall implement standardized procedure/methodology for monitoring and documenting contract performance to ensure all contract requirements are met. The Contractors' QCP must contain a systematic approach to monitor operations to ensure acceptable services/products are provided to the Government. The QCP, at a minimum, shall address continuous process improvement; procedures for scheduling, conducting and documenting inspection; discrepancy identification and correction; corrective action procedures to include procedures for addressing Government discovered non-conformances; procedures for root cause analysis to identify the root cause and root cause corrective action to prevent re-occurrence of discrepancies; procedures for trend analysis; and procedures for collecting and addressing customer feedback/complaints. The contractor shall (upon request) provide to the Government their quality control documentation. The contractor shall submit their program support plan to the COR within 30 days after contract award. The QCP shall be submitted to the Contracting Officer (KO) and COR within five working days when changes are made thereafter. After acceptance of the quality control plan the contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to their QC system.

**Deliverable:** Quality Control Plan (NLT 30 days after contract award and within five (5) working days of any changes made thereafter). One-time requirement.

**5.6 Monthly Status Reports:** The Contractor shall ensure all deliverables are provided to the AR government representative on contracted timeline. The Contractor shall provide a Monthly Status Report to the AR government representative and/or designee documenting the tasks accomplished the preceding month and submit by the 15th calendar day of the month. The Monthly Status Report shall describe accomplishments for each PWS task listed in Part 5, updates on in-coming/out-going staff and CAC status, progress/status on contract deliverables, problems encountered, and actual or recommended corrective action(s). In addition, the report shall include monthly workload performed and quality control results.

**Deliverables:** Deliverables Status Report (NLT 15th day of each month). Monthly requirement.

**5.7 Monthly Contract Review Meeting**. The Contractor shall coordinate and convene a monthly contract review meeting (either by video-teleconference or in-person) to review status of deliverables and tasks and discuss contract issues/concerns as well as upcoming events. The meeting shall include, at a minimum the AR government representative and/or designee, the Lead Event Coordinator, and the Supervisory Adaptive Reconditioning Program Coordinator. Must at a minimum review contract burn rates, Army Recovery Care Program and Soldier Recovery Unit equipment, metrics, and any contract issues.

**Deliverables:** Contractor shall lead discussion on weekly review of contract burn rates, Army Recovery Care Program and Soldier Recovery Unit equipment, metrics, and any contract issues and will provide support documents to review with invested government representatives. Document Sharing. All products and Army Recovery Care Program templated deliverables created by the Contractor will be saved on a designated MS Teams channel for reference by the Adaptive Reconditioning government representative.

**5.8 Lead Event Coordinator Job Duties:** This individual will manage the contract as the Lead Event Coordinator for all Army Recovery Care Program and Soldier Recovery Unit Adaptive Reconditioning events. The Lead Event Coordinator shall be an integral member of the Army Recovery Care Program Adaptive Reconditioning team on all projects and responsible for ensuring the completion and delivery of all contract deliverables. The Lead Event Coordinator shall perform the tasks listed in sections 5.8.1 through 5.9.9 outlined below:

**5.8.1 Contractor Meetings.** The Lead Event Coordinator shall be responsible for hosting regularly scheduled meetings with the contracted event staff leading up to the events and invites the Adaptive Reconditioning COR or designee as needed. The Lead Event Coordinator shall facilitate appropriate communication between Army Recovery Care Program, Soldiers/Competitors and contracted event staff. Lead Event Coordinator shall provide information to contracted event staff that includes event schedule, Soldier/Competitor information, rules and adjudication process for each event, venue maps, and answer any questions from contracted staff. The Lead Event

Coordinator shall oversee the development and reporting of operations and facilitate appropriate communication between Soldiers and Coaches before, during and after events.

**Deliverable:** Schedule and facilitate weekly events meeting.

**5.8.2 Management/Oversight of Contract Staff.** The Lead Event Coordinator is responsible for recruitment, management and oversight of contracted support staff including full-time staff (Adaptive Reconditioning Program Coordinators, the Supervisory Adaptive Reconditioning Program Coordinator, and Operations Specialist). In the absence of full-time contractor staff due to leave, sickness, etc., Lead Event Coordinator will task an individual to complete duties/deliverables of the absent contractor. The Lead Event Coordinator is responsible for the recruitment, management, and oversight of part-time staff (coaches, mechanics, instructors, and support staff) for Soldier Recovery Unit and Army Recovery Care Program Adaptive Reconditioning events. The Lead Event Coordinator shall identify all necessary roles to execute events and make recommendations to the Adaptive Reconditioning (AR) government representative during contract meetings and events meetings. The number of contractor staff attending AR events must be approved by AR government representative in writing. Adaptive Reconditioning Program Coordinators may be utilized to support events but shall be approved by the Lead Event Coordinator and AR government representative. Upon approval of staff roles by AR government representative, the Lead Event Coordinator shall coordinate with all event staff and shall provide final contractor support list NLT 60 days prior to each event. The Lead Event Coordinator shall ensure that all events and competitions are managed by support staff and coaches with appropriate levels of certification.

**Deliverable:** Provide schedule to AR government representative for full-time contract staff with event coverage and leave dates reflected every 30 days. Monthly requirement. Provide full contractor event staff roster for each Army Recovery Care Program Event. (NLT 60 days prior to event).

**5.8.3 Soldier Recovery Unit Site Visits:** The Lead Event Coordinator shall conduct Soldier Recovery Unit site visits with the approval and at the direction of the Army Recovery Care Program AR government representative. During the site visit the Lead Event Coordinator shall observe local programming, ensure Soldier Recovery Unit contracted staff are completing deliverables, assist contracted staff with troubleshooting any discrepancies, review equipment and inventory. The Lead Event Coordinator shall coordinate directly with the Supervisory Adaptive Reconditioning Program Coordinator and the Adaptive Reconditioning Program Coordinators to ensure that Army Recovery Care Program hosted events held at the Soldier Recovery Unit are adequately supported by contract personnel and with appropriate safe equipment. Must organize and attend In-Progress Reviews (IPRs) with local Soldier Recovery Units a minimum of 60 days in advance of Army Recovery Care Program hosted events held at the Soldier Recovery Unit.

**Deliverable:** Conduct a minimum of one IPR prior two weeks prior to scheduled SRU site visit. Conduct a minimum of two IPRs prior (at four and two weeks prior) to Army Recovery Care Program hosted event at the Soldier Recovery Unit. Complete Army Recovery Care Program provided checklist after each site visit.

**5.8.4 Sporting Event Concept of Operations and Event Schedule.** The Lead Event Coordinator shall provide a sporting event concept of operations and event schedule for all Army Recovery Care Program adaptive sporting events. The Government shall provide the Lead Event Coordinator with the general concept and timeline on all enterprise-wide Adaptive Reconditioning events, which may include Regional/Soldier Recovery Unit AR events, Army Trials, Virtual Veteran Trials, Warrior Games and Invictus Games as well as non-sporting recreational events. The Lead Event Coordinator shall design a Concept of Operations (CONOPS) using the provided Army Recovery Care Program template to include practice and competition schedules, detailed operation schedules for each event, inclement weather plans, venue requirements, venue staffing, and equipment needs. These items will be due to the AR government representative NLT 120 days prior to the event and updated throughout planning timeline.

**Deliverables:** Event CONOPS and Event Schedule using template provided by Army Recovery Care Program (NLT 120 days prior to event, updated as required). Required for each Army Recovery Care Program adaptive sporting event.

**5.8.5 Venue Identification**. The Lead Event Coordinator shall support Army Recovery Care Program Adaptive Reconditioning government representative in identifying venues and personnel support requirements for Army Recovery Care Program Adaptive Reconditioning events and activities. The Lead Event Coordinator shall research venues and present options to the Army Recovery Care Program Adaptive Reconditioning government representative for decision utilizing a venue Course of Action (COA) brief with these requirements will be due to the Adaptive Reconditioning representative 180 days prior to the event and updates will be due at least once a month.

**Deliverable:** Venue COA brief NLT180 days in advance of the event. Updates will be presented at least once a month during the events meeting. Required for each Army Recovery Care Program Event.

**5.8.6 Event Venue Coordination.** The Lead Event Coordinator shall be responsible for working with the chosen military installation(s) venue and/or facilities manager to reserve facilities and work through any facility issues/tasks and communicate any issues to government the POC. The Lead Event Coordinator will provide status updates to AR government representative or designee as needed and at In-Progress Reviews (IPR).

**Deliverable:** Status updates on event venue coordination and reservations as requested by the AR government representative during events meetings and as requested.

**5.8.7 Event Site Visits.** The Lead Event Coordinator shall conduct pre-event site visits to review proposed facilities, equipment, and staff support as required for regional, national, and international Adaptive Reconditioning events. The Lead Event Coordinator shall coordinate the tracking of pertinent data and information and shall be responsible for identifying and coordinating necessary components to execute events and communicating needs that must be met by the government to Army Recovery Care Program AR government representative government representative. Checklist and status of all items shall be provided by the Lead Event Coordinator to the AR government representative for at least five (5) days prior to site visit for review and modification and five (5) days post-site visit to report status.

**Deliverable:** Generate site visit checklist with status (5 days pre and post site visit). Required for each, Army Recovery Care Program Event.

**5.8.8 Event Equipment Identification and Coordination.** The Lead Event Coordinator shall aid the Government in identification of equipment requirements for Adaptive Reconditioning events. The Lead Event Coordinator ensures that Army Recovery Care Program equipment is accounted for on Army Recovery Care Program internal tracker, maintained, and transported to events. The Lead Event Coordinator is responsible for SME knowledge of Army Recovery Care Program equipment deficiencies, and which Soldier Recovery Units have equipment to fill those deficiencies. Must communicate with Army Recovery Care Program AR COR to ensure those items are requested in OPORD prior to events.

**Deliverable:** Updates Army Recovery Care Program internal equipment tracker. Informs Army Recovery Care Program manager during events meeting on equipment accountability, storage, maintenance, and transport. As requested.

**5.8.9 Sports equipment storage, shipment, and staging.** The Lead Event Coordinator, as the Army Recovery Care Program equipment SME, shall provide guidance and recommendations in COA format to assist Army Recovery Care Program with sports equipment storage, shipment, and organization while stored. The Lead Event Coordinator shall also be responsible for ensuring all equipment is staged and present at every sporting venue prior to event execution. The Lead Event Coordinator is also responsible for ensuring all equipment is safe and ready for use during events. Additionally, the Lead Event Coordinator will work with event coaches to ensure equipment is properly identified, consolidated, and ready for shipment/storage at the conclusion of the event.

**Deliverable:** The Lead Event Coordinator shall brief the closeout equipment summary at the conclusion of each sporting event during the functional lead meeting conducted daily during each event. At the end of the event, must complete Army Recovery Care

Program provided equipment tracker by sport and brief during events meeting within 30 days of event conclusion.

**5.9.1 Expendable Items for Adaptive Sporting events**. Lead Event Coordinator shall ensure that expendable items are provided for the event including but not limited to the following: Air pellets, bike tubes, air tanks, targets, medical expendable items, and Army Recovery Care Program promotional items.

**Deliverable:** Notify AR government personnel of all Adaptive Reconditioning equipment and expendable items required for each event in the CONOP and using the equipment tracker provided by Army Recovery Care Program. Brief during Army Recovery Care Program led contract meetings during expendables items discussion. Required for each AR Event.

**5.9.2 Army Recovery Care Program Equipment Management.** The Lead Event Coordinator shall coordinate with Army Recovery Care Program logistics representative to conduct AR equipment reviews quarterly and identify Army Recovery Care Program equipment deficiencies and repairs needed. Assist with regular equipment checks as requested.

**Deliverable:** Quarterly update of Army Recovery Care Program maintained AR equipment tracker.

**5.9.3 Track Event Sports Data**: The Lead Event Coordinator shall obtain and track pertinent data in spreadsheets such as classifications, sports, start rights, qualification metrics, etc. for Army Trials, Warrior Games, Veteran Virtual Trials, and Invictus Games. The Lead Event Coordinator shall develop athlete spreadsheets with this information and any additional information requested by the AR government representative on timeline congruent with event operations order.

**Deliverable:** Event participant data spreadsheets to include above metrics (as identified by AR government representative). Required for each Army Recovery Care Program Event (Army Trials, Warrior Games, Veteran Virtual Trials, and Invictus Games). Present spreadsheets during events meetings to all components of the Army Recovery Care Program AR event planning teams.

**5.9.4 Competition Results.** The Lead Event Coordinator shall be responsible for ensuring competition results are accurate and are provided to AR government representative within one week of event culmination, or earlier as required. Lead Event Coordinator shall compile all results into a single spreadsheet at the end of the event and deliver to the Adaptive Reconditioning representive no greater than five (5) days after event culmination.

**Deliverable:** Individual sport results (NLT 24 hours after each event); Entire event results (NLT 5 days after event culmination). Event competition results must be emailed

to AR representatives NLT one week after the culmination of the event. Required for each Army Recovery Care Program Event.

**5.9.5 Competitor Selection.** The Lead Event Coordinator shall aid the Army Recovery Care Program Adaptive Reconditioning government personnel in selecting Soldiers and Veterans to compete at events, including evaluation based on abilities, skills, and coach recommendations, as well as non-skill/ability qualities such as teamwork, attitude, work ethic, etc. The Lead Event Coordinator shall provide spreadsheet notating feedback from coaches on each athlete and the sports he/she competed in and provide to Adaptive Reconditioning representative and NLT five (5) days post-event.

**Deliverable:** Competitor selection matrix provided by Army Recovery Care Program completed (NLT 5 days post event). Required after Army Trials events.

**5.9.6 Rules and Classifications.** The Lead Event Coordinator shall review rules for each event/classification and review rules with individual coaches for each event to ensure compliance, both at the events and in the event selection process. The Lead Event Coordinator shall advise Adaptive Reconditioning government representative in matters regarding rules and classification and any updates required.

**Deliverable:** Reviews Rules and Classifications Handbook, provides feedback to Army Recovery Care Program government representatives. Attends Rules and Classification meetings.

**5.9.7 Event Lodging Plan.** The Lead Event Coordinator shall coordinate, plan and execute the lodging plan for event staff (contractor and government) and athletes/participants. Initial lodging plan is due to the Adaptive Reconditioning government representative six (6) months prior to event and final version is due NLT thirty (30) days prior to event.

**Deliverable:** Lodging plan (initial draft 6 months prior to event, final version 30 days prior to event). Lodging reservation confirmation emailed to government representative immediately after lodging secured. Required for each Army Recovery Care Program Event.

**5.9.8 After Action Reports Compilation.** The Lead Event Coordinator shall aid in the development of After-Action Reports (AAR) by soliciting and collecting feedback from contracted event staff (coaches, mechanics, and support staff) and provide to the Supervisory Adaptive Reconditioning Program Coordinator for consolidation. These AAR comments should be collected after Army Trials and Warrior Games events at a minimum.

**Deliverable:** All event support staff AARs provided to Lead Event Coordinator NLT fifteen (15) days post event and emailed to Supervisory Adaptive Reconditioning Program Coordinator with AR government representative included on the email.

**5.9.9 External Partner Coordination.** The Lead Event Coordinator shall coordinate with other organizations as needed, including, but not limited to: Department of Veteran's Affairs (VA); Military, Community and Family Programs Morale, Welfare and Recreation (MWR); Other Service Wounded Warrior Programs; Non-Governmental Organizations (NGO); Veteran's Service Organizations (VSO); Various Disabled Service Organizations and Non-Profit Organizations. The Lead Event Coordinator will work closely with donor groups, the gift coordinator, volunteer groups and non-profit organizations for events as needed including event venues, travel, per-dem, meals, supplies and equipment required and provide meeting minutes to AR government representative.

**Deliverables:** Present external partner coordination event related notes during events meetings and during contract meetings as requested.

**5.10. Supervisory Adaptive Reconditioning Program Coordinator Job Duties:** The Supervisory Adaptive Reconditioning Program Coordinator has duty at Army Recovery Care Program and shall serve as the Lead Adaptive Reconditioning Program Coordinator for those tasks defined in 5.10.1-5.10.16 and manage the Adaptive Reconditioning Program Coordinators at the five (5) Soldier Recovery Units. Additionally, the Army Recovery Care Program Supervisory Adaptive Reconditioning Program Coordinator shall perform the tasks listed below in Sections 5.10.1.1-5.11.13 in support of the Army Recovery Care Program Adaptive Reconditioning Program at Army Recovery Care Program, under the direction of the AR government representative:

**5.10.1 Management of Adaptive Reconditioning Program Coordinators**. The Supervisory Adaptive Reconditioning Program Coordinator will manage the Adaptive Reconditioning Program Coordinators at the five (5) Soldier Recovery Units, ensuring all Soldier Recovery Unit Adaptive Reconditioning Program Coordinators are meeting their deliverables. The Supervisory Adaptive Reconditioning Program Coordinator is also responsible for ensuring each Adaptive Reconditioning Program Coordinator is adhering to core hours and leading at least ten (10) activities a week. The Supervisory Adaptive Reconditioning Program Coordinator shall report status on Soldier Recovery Unit RT deliverables NLT the 15th of each month to the AR government representative.

**Deliverables:** Spreadsheet notating Soldier Recovery Unit RT deliverable status including number of events led each week by Adaptive Reconditioning Program Coordinator (NLT 15th day of each month). Monthly Requirement.

**5.10.2 Communication to Soldier Recovery Unit Adaptive Reconditioning Program Coordinators**. The Supervisory Adaptive Reconditioning Program Coordinator will ensure that priorities identified by the Army Recovery Care Program AR government representatives are communicated to the Adaptive Reconditioning Program Coordinators in a timely fashion and provide necessary guidance to achieve standardization and consistency across the enterprise. Supervisory Adaptive Reconditioning Program Coordinator will conduct meetings with Soldier Recovery Unit Adaptive Reconditioning Program Coordinators as needed.

**Deliverables:** Regular communication with Soldier Recovery Unit Adaptive Reconditioning Program Coordinators and meetings. As needed.

**5.10.3 Soldier Recovery Unit Visits.** The Supervisory Adaptive Reconditioning Program Coordinator shall conduct Soldier Recovery Unit site visits as needed with the approval and at the direction of the Army Recovery Care Program AR government representative. During the site visit the Supervisory Adaptive Reconditioning Program Coordinator shall observe local programming, ensure Soldier Recovery Unit contracted staff are completing deliverables, assist contracted staff with troubleshooting any discrepancies, review equipment and assist with AR programming support as requested by Adaptive Reconditioning government representative. The Supervisory Adaptive Reconditioning Program Coordinator shall provide a report summarizing the visit to include items outlined above as well as any additional information requested by the AR government representative (5) days post-site visit.

Deliverable: Soldier Recovery Unit site visit report (5 days post site visit). Required for each Soldier Recovery Unit Site Visit.

**5.10.4 Adaptive Reconditioning Equipment Identification.** The Supervisory Adaptive Reconditioning Program Coordinator shall aid the Government in identification of equipment requirements for Soldier Recovery Unit Adaptive Reconditioning events. The Supervisory Adaptive Reconditioning Program Coordinator coordinates with the Adaptive Reconditioning Program Coordinators to ensure AR equipment is available and safe to support Army Recovery Care Program sponsored events. Ensures Soldier Recovery Units maintain safe and user ready AR equipment to support AR programming.

**Deliverable:** Submit AR equipment tracker and maintenance requests to AR government representative. Monthly requirement.

**5.10.5 External Partner Coordination.** The Supervisory Adaptive Reconditioning Program Coordinator shall coordinate with Adaptive Reconditioning Program Coordinators and other organizations as needed, including, but not limited to: Department of Veteran's Affairs (VA); Military, Community and Family Programs Morale, Welfare and Recreation (MWR); Other Service Wounded Warrior Programs; Non-Governmental Organizations (NGO); Veteran's Service Organizations (VSO); Various Disabled Service Organizations, Non-Profit Organizations. The Supervisory Adaptive Reconditioning Program Coordinator updates the Veteran Resources and Adaptive Sports and Recreation Database with local adaptive sports and non-profit organizations contacts and shares with Soldier Recovery RTs quarterly.

**Deliverable:** Update the Veteran Resources and Adaptive Sports and Recreation Database quarterly and ensure Soldier Recovery Unit RTs are providing this resource to Soldiers in Recovery participating in Adaptive Reconditioning. The Adaptive Reconditioning Program Coordinator shares this resource with the AR government

representative during contract meetings and reports how RTs are supplying these resources to the SRs.

**5.10.6 Adaptive Reconditioning Program Coordinator Deliverables Summary.** The Supervisory Adaptive Reconditioning Program Coordinator shall provide analysis of the monthly Adaptive Reconditioning Program Coordinator Deliverable summary. Ensures AR standardized metrics tracker is being appropriately utilized by Soldier Recovery Unit RTs. Analyzes and reports overall enterprise Adaptive Reconditioning participation, Soldier Recovery Units meeting adaptive reconditioning requirements, number and percentages of Soldiers participating each month, number and type of activities offered, number of Soldiers meeting minimum Adaptive Reconditioning requirements and any additional metrics as requested by AR government representative. Supervisory RT shall provide standardized format for monthly metrics collection to Soldier Recovery Unit RTs NLT thirty (30) days post-contract award to ensure uniformity in reporting.

**Deliverable:** Enterprise Adaptive Reconditioning Program Coordinator provides Deliverables summary (15th day of the month), presented to AR government representative during contract meetings as requested. Ensure Soldier Recovery Unit RTs are assisting with completion of AR standardized metrics tracker provided by Army Recovery Care Program.

**5.10.7 Coordinate Enterprise Instructor Requests.** The Supervisory Adaptive Reconditioning Program Coordinator shall coordinate instructor requests. The Supervisory Adaptive Reconditioning Program Coordinator provides a standard form for instructor requests to the AR government representative for approval NLT thirty (30) days post-contract award to disseminate to Soldier Recovery Unit Adaptive Reconditioning Leads once it has been approved. Forms shall include type of activity, certification required for instructor, dates of activity, goal of activity, approval signature by Soldier Recovery Unit Adaptive Reconditioning Lead (in the event Adaptive Reconditioning Program Coordinator initiates request) and the date request was submitted to Soldier Recovery Unit Adaptive Reconditioning Program Coordinator, at a minimum. Supervisory Adaptive Reconditioning Program Coordinator shall receive Instructor Request Forms from Adaptive Reconditioning Program Coordinators and present to AR government representative for approval/disapproval. Supervisory Adaptive Reconditioning Program Coordinator shall provide a status update of all instructor requests by Soldier Recovery Unit and remaining funds NLT the 8th day of each month to AR government representative. Army Recovery Care Program Instructor requests shall be submitted directly from the AR government representative to the Supervisory Adaptive Reconditioning Program Coordinator.

**Deliverables:** Standard Soldier Recovery Unit instructor request form (NLT 30 days post contact award). One time requirement. Enterprise instructor request and overall usage status report (NLT 8th day of each month). Monthly Requirement.

**5.10.8 Instructor Hours.** The Supervisory Adaptive Reconditioning Program Coordinator tracks instructor funds requests across the Army Recovery Care Program and the Soldier Recovery Unit enterprise. The Supervisory Adaptive Reconditioning Coordinator shall allocate a set number of instructor hours per Soldier Recovery Unit and track the funding and burn rate over the contract year. The Supervisory Adaptive Reconditioning Coordinator briefs instructor funds requests at AR contract meetings to receive funding approval by the AR government representative. The Supervisory Adaptive Reconditioning Program Coordinator completes funding transactions for approved instructor for the Army Recovery Care Program and the Soldier Recovery Units.

**Deliverables:** Presents instructor hour utilization tracker and burn rates during contract meetings and during monthly AR Lead Synchronization meetings. As requested.

**5.10.9 Soldier Recovery Unit and Army Recovery Care Program Equipment Maintenance**. The Supervisory Adaptive Reconditioning Program Coordinator shall ensure Adaptive Reconditioning Program Coordinators identify, manage and request equipment maintenance and repair in accordance with routine maintenance schedule. Supervisory RT shall ensure maintenance/repair is satisfactorily completed within thirty (30) days of initial request. If subcontractor cannot complete request within this timeline, reason must be notated on monthly report. The Supervisory Adaptive Reconditioning Program Coordinator will also complete equipment maintenance orders on behalf of Army Recovery Care Program. Each month the Supervisory RT will provide AR government representative a report of maintenance requested by each Soldier Recovery Unit and Army Recovery Care Program, and status of requests and remaining funds available NLT the 15th day of the month.

**Deliverables:** Soldier Recovery Unit Equipment Maintenance Request Form to Soldier Recovery Unit Adaptive Reconditioning Program Coordinator NLT 30 days post contract award. One time requirement; Collect, process, order and track Soldier Recovery Unit maintenance request/. Monthly requirement. Enterprise maintenance status report (NLT 8th day of each month) briefed during Army Recovery Care Program AR contract meetings. Monthly Requirement.

**5.11 Soldier Recovery Unit and Army Recovery Care Program Expendable Items Requests.** The Supervisory Recreational Therapist shall provide expendable item supplies for Army Recovery Care Program events and Soldier Recovery Unit AR events. See 5.18.3 for definition and examples of expendable items that support events.

**Deliverable**: Expendable item purchase review and burn rate review during weekly contract meetings and during events meetings as needed.

**5.11.1 Event Applications and Registration/Coordination.** The Supervisory RT shall develop and/or refine the AR event application (specific to the event) and coordinate registration of Soldiers/Veterans for AR events including: Army Trials, Warrior Games, Invictus Games, Army Recovery Care Program Camps/Clinics, and other Army

Recovery Care Program/Soldier Recovery Unit events requiring registration. The contractor shall assist with creation of registration forms and coordinate and track completion of registration across the enterprise on timeline determined by Adaptive Reconditioning government representative.

**Deliverable:** Event Applications and event participant data spreadsheets (Deadline or as requested). As needed.

**5.11.2 Adaptive Sports Competition Results**. The Supervisory Adaptive Reconditioning Program Coordinator will monitor and collect results from all competitive adaptive sporting competitions. The Supervisory Adaptive Reconditioning Program Coordinator will develop a spreadsheet tracker annotating raw scores and placing (i.e. first, second, third, etc) within relevant classification for all competition sports and events within each sport.

**Deliverables:** Develop and/or populate Adaptive Sports results tracking, medaling, and selection data matrixes/spreadsheets. Upon Request.

**5.11.3 Monitor Adaptive Reconditioning Email.** The Supervisory Adaptive Reconditioning Program Coordinator is responsible for monitoring the Adaptive Reconditioning Group Email inbox and responding to emails and inquiries. If the Supervisory Adaptive Reconditioning Program Coordinator cannot answer the inquiry, the email should be forwarded to the appropriate POC on the Adaptive Reconditioning Team. The Adaptive Reconditioning Group Email box should be checked at a minimum of once a week.

**Deliverables:** Check Adaptive Reconditioning Email Box and respond to all inquiries. Weekly. Discuss email inquiries as requested during Contract meetings. As requested.

**5.11.4 Veteran and Family and Friends POC and Info Collection and System Entry**. The Supervisory Adaptive Reconditioning Program Coordinator may serve as the event Family and Friends POC and shall collect and enter information for Veteran athletes and athlete Family and Friends in flight information systems (i.e. Hero Miles), for flights provided to these individuals by non-profit organizations. This may include contacting individuals flying to collect information required for system entry and flight reservation.

**Deliverables:** Family and Friends POC and system data entry for non-profit provided flights. Percent completion presented during events meetings. As requested.

**5.11.5 After Action Report Compilation.** The Supervisory Adaptive Reconditioning Program Coordinator shall create, disseminate and consolidate data from After Action Reports (AAR) for Army Recovery Care Program Adaptive Reconditioning events at the request of the AR government representative or designee. Adaptive Reconditioning shall submit a request to Supervisory Adaptive Reconditioning Program Coordinator for event AAR and Supervisory Adaptive Reconditioning Program Coordinator shall create the AAR format following the template provided by the AR government representative,

collect AAR feedback from designated event participants, compile all AAR feedback into an organized format, and submit for approval. Once approved, AAR should be disseminated and data should be consolidated and submitted in a report to the AR government representative within twenty (20) days following event, or at time specified by AR government representative.

Deliverable: AAR (NLT 20 days following event or at time requested by AR government representative. As requested.

**5.11.6 Monthly Good News Story**. Army Recovery Care Program Supervisory Adaptive Reconditioning Program Coordinator will collect monthly Good News Stories from the (5) five Soldier Recovery Units and present to the Army Recovery Care Program Adaptive Reconditioning government representative. Monthly good news stories will be saved on the AR MS Teams Channel. The Supervisory RT determines the top Good News Stories for the month and sends to the AR government representative . The Supervisory RT will develop Good News Stories for Army Recovery Care Program specific events at the request of the AR government representative.

**Deliverable:** Good News Story Compilation (NLT 30th day of the preceding month) saved to AR Teams Channel, review during weekly contract meetings or during Army Recovery Care Program meetings as required. Monthly. Army Recovery Care Program Event Good News Stories. As requested.

**5.12 Adaptive Reconditioning Program Coordinator Job Duties:** The Adaptive Reconditioning Program Coordinator is an integral member of the Soldier Recovery Unit Adaptive Reconditioning team, typically led by the Soldier Recovery Unit Physical Therapist (PT) or an Soldier Recovery Unit designated AR Lead. The Adaptive Reconditioning Program Coordinator develops and leads AR programming consisting of adaptive sports, therapeutic events, and moderate intensity adapted activities for AR eligible Soldiers at the Soldier Recovery Unit (SRU) or the Definitive Care Units (DCU). The Adaptive Reconditioning Program Coordinator shall perform the tasks listed in sections 5.12.1 through 5.13.2 outlined below:

**5.12.1 Adaptive Reconditioning Program Development.** The Adaptive Reconditioning Program Coordinator will develop and implement Adaptive Reconditioning (AR) programming, under the direction of the Soldier Recovery Unit Adaptive Reconditioning Team Lead, based on the needs of the Soldier Recovery Unit Soldier population. The Adaptive Reconditioning Program Coordinator utilizes information from the Adaptive Reconditioning Team Lead's assessment to identify Soldier needs and provide the appropriate activities with consideration to age, injury, capabilities, and tolerance levels. The AR Program Coordinator develops AR programming that provides introduction to adaptive sports, addresses physical conditioning, or leads therapeutic activities that assist eligible Soldiers with meeting their goals. The Adaptive Reconditioning Program Coordinators are responsible for identifying and coordinating all components necessary to execute AR Program Coordinator led classes/events and communicating these with local Soldier Recovery

Unit Adaptive Reconditioning Lead. The Adaptive Reconditioning Program Coordinators shall conduct pre-event/pre-activity site visit(s) to review proposed facilities, equipment, and support for local events and classes. The Adaptive Reconditioning Program Coordinators shall complete comprehensive event site-visit assessment as needed to include: equipment, support, personnel, and a schedule for event set-up and tear down.

**Deliverable:** Attends weekly AR meetings to synchronize with the AR lead to ensure AR calendar events meet the needs of the Soldier Recovery Unit population. Weekly requirement. Designs AR monthly calendar. Monthly requirement.

**5.12.2 Lead Activities**. The Adaptive Reconditioning Program Coordinator is responsible for planning, scheduling, and executing (including on-site supervision for the duration of the activity) a minimum of ten (10) Adaptive Reconditioning activities per week. Each class/event/activity shall be at least an hour in length. In the case a class/event/activity is longer than an hour, it still counts as a single event, except for special multi-day pre-approved events. These activities shall be notated on the Adaptive Reconditioning monthly calendar. The Adaptive Reconditioning Program Coordinator shall ensure cancellation or alternate coverage of an event if he or she is not able to attend. The Adaptive Reconditioning Program Coordinators will report local event plans and status directly to the Soldier Recovery Unit's designated Adaptive Reconditioning Lead.

**Deliverable:** The Adaptive Reconditioning Coordinator develops an Adaptive Reconditioning Calendar with a minimum of 10 Adaptive Reconditioning activities per week. Monthly requirement. Monthly requirement.

**5.12.3 Maintain Adaptive Reconditioning Calendar**. The Adaptive Reconditioning Program Coordinator shall maintain calendars of Soldier Recovery Unit adaptive reconditioning events and activities to include the dates, times, locations and POC of each scheduled adaptive reconditioning event or activity. The Adaptive Reconditioning Program Coordinator shall provide calendar to AR Team Lead for approval on a timeline stated by Soldier Recovery Unit AR Team Lead, but no later than the 15th day of the preceding month. Calendar format should be professional in nature and follow guidelines set forth by Adaptive Reconditioning government representative.

**Deliverable:** Calendar of events (NLT 15th day of the month) provided to Adaptive Reconditioning. Monthly.

**5.12.4 Adaptive Sports Expertise.** The Adaptive Reconditioning Program Coordinator shall have knowledge and expertise in all adaptive sporting events offered during Army Trials events and Warrior Games events. The Adaptive Reconditioning Program Coordinator shall be the adaptive sports SME at the Soldier Recovery Unit, ensuring Soldiers in Recovery understand adaptive sports, participate withing their ability, and that adaptive sports are executed safely at the unit level. Adaptive Reconditioning Program Coordinators shall attend Army Recovery Care Program sponsored adaptive

sports education series when offered to ensure they have a robust understanding of adaptive sports to include rules, scoring, adaptations, and equipment.

**Deliverable:** The Adaptive Reconditioning Program Coordinators are the lead for adaptive sporting events on the Soldier Recovery Unit AR calendars. The Adaptive Reconditioning Program Coordinators attend training coordinated by the Supervisory Adaptive Reconditioning Program Coordinator to have robust knowledge of adaptive sports offered by the Army Recovery Care Program.

**5.12.5 Event Training**. The Adaptive Reconditioning Program Coordinator shall assist Adaptive Reconditioning Lead in identifying and training Soldiers for Army Recovery Care Program, Army, intra-service, national and international therapeutic and sporting events including, but not limited to, Army Trials, Warrior Games, Invictus Games, and Army Recovery Care Program/Soldier Recovery Unit events.

**5.12.6 Event Support.** Recreational Therapists shall support Army Recovery Care Program events if a need is identified by the Supervisory Adaptive Reconditioning Program Coordinator, Adaptive Reconditioning government representative. All contractor event staff roles/number of contractors attending event must be approved by the Adaptive Reconditioning government representative or designee and COR. Job duties may vary from typical job duties outlined in the contract to include venue management, score report generation, heat sheet generation, etc. and will be determined by the Supervisory Adaptive Reconditioning Program Coordinator.

**5.12.7 Event Registration/Coordination**. The Adaptive Reconditioning Program Coordinators shall coordinate and track completion of registration for Soldier Recovery Unit Soldiers participating in Adaptive Reconditioning competitions requiring registration (i.e., Regional/Local Trials, Army Trials, Warrior Games, Invictus Games, Endeavor Games, Valor Games, and Army Recovery Care Program/Soldier Recovery Unit events). The Adaptive Reconditioning Program Coordinators shall turn forms into Soldier Recovery Unit AR Lead,/government designee for submission to Army Recovery Care Program/ NLT 48 hours prior to deadline or as requested b. Deliverable: Event participant data spreadsheets (48 hours prior to Soldier Recovery Unit deadline or as requested). As needed. 5.12.5 Offsite AR event planning. The Adaptive Reconditioning Program Coordinators shall assist with planning and carrying out Soldier trips into the local, regional, and national community. This will include assistance with the following: travel planning and supplies and equipment required, as well as coordination of activities, and special events under direction of Adaptive Reconditioning Team Lead.

**5.12.8 Equipment Maintenance.** The Adaptive Reconditioning Program Coordinator shall request, schedule, and track routine local Soldier Recovery Unit equipment maintenance as well as unscheduled maintenance/equipment repair utilizing the form provided by the Supervisory Adaptive Reconditioning Program Coordinator. Recreational Therapist will input equipment maintenance requests to Supervisory Adaptive Reconditioning Program Coordinator and will provide AR Lead or designee with monthly updates NLT the 8th day of the month, utilizing spreadsheet developed by

the Supervisory Adaptive Reconditioning Program Coordinator. Scheduled/routine maintenance shall be requested NLT thirty (30) days prior to when it is due and unscheduled maintenance/repair shall be requested NLT five (5) days after need for repair has been identified.

**Deliverable:** Soldier Recovery Unit maintenance status in the AR equipment and maintenance tracker in above timelines (NLT 8th day of the month). Monthly requirement.

**5.12.9 Conduct Minor Adaptive Reconditioning Equipment Maintenance and Repair.** The Adaptive Reconditioning Program Coordinators shall perform minor equipment maintenance as able and needed on adaptive reconditioning equipment. Equipment maintenance may include, but not limited to, changing bike and wheelchair tires, adjusting archery sights, and ensuring equipment is cleaned and properly stored. If unable to conduct maintenance and repair, submit a maintenance request.

**5.13 Adaptive Reconditioning Program Coordinator Metrics and Soldier Activity Attendance/Compliance**. The Adaptive Reconditioning Program Coordinator shall track Soldier attendance and compliance metrics on the AR standardized tracker provided by Army Recovery Care Program. The Adaptive Reconditioning Program Coordinators will coordinate process for collection of Soldier AR logs and/or event sign-in rosters and serve as the final collection point. If the Adaptive Reconditioning Program Coordinators is not present at the event, he/she shall provide the sign-in roster to the individual in charge of sign-in prior to the event or activity and shall collect the sign-in roster from the individual in charge of event/activity sign-in following the event/activity. Attendance data shall be input into Army Recovery Care Program AR standardized tracker within 24 hours after the class/event. All attendance data from previous week shall be input into system of record NLT than close of business the following Monday.

**Deliverable:** Adaptive Reconditioning Program Coordinators Metrics (Monthly NLT 8th day of the month) and AR standardized tracker(NLT COB Monday for preceding week). Weekly.

**5.13.1Community and External Partner Coordination**. The Adaptive Reconditioning Program Coordinators shall coordinate with other organizations including but not limited to: Local adaptive sporting organizations; Department of Veteran's Affairs (VA); Military, Community and Family Programs; Morale, Welfare and Recreation (MWR); Other Service Wounded Warrior Programs; Non-Governmental Organizations (NGO); Veteran's Service Organizations (VSO); Various Disabled Service Organizations. Enter local resources into the Veteran resources database managed by the Supervisory Recreational Therapist. Highlight external partnerships and/or community resources that regularly support Soldiers in the Soldier Recovery Unit in either a good news story or email submitted to the Supervisory Adaptive Reconditioning Program Coordinator.

**Deliverable:** Update Veteran resource database quarterly. Submit relevant good news stories or emails to Supervisory Recreational Therapist upon completion of engagement. Quarterly and as requested.

**5.13.2 Instructor Identification**. The Adaptive Reconditioning Program Coordinator shall utilize instructors to expand the breadth of Soldier Recovery Unit adaptive reconditioning activities. Instructor requests shall be submitted by the Soldier Recovery Unit Adaptive Reconditioning staff to the Adaptive Reconditioning Program Coordinator utilizing the Instructor Request Form provided to the Adaptive Reconditioning Program Coordinator by the Supervisory Adaptive Reconditioning Program Coordinator. The Adaptive Reconditioning Program Coordinator shall identify a qualified instructor and submit request to Supervisory Adaptive Reconditioning Program Coordinator. Adaptive Reconditioning Program Coordinator will provide updates of instructor status to Adaptive Reconditioning Lead weekly until instructor is provided. Instructor request shall either be fulfilled or denied within six weeks of the request. See detailed description of instructor funds in 5.18.1.

**Deliverable:** Status update to AR Lead/government designee on pending instructor requests (NLT 10 days post request) until instructor starts classes or class/instructor is denied. Weekly Requirement (when there is a pending request).

**5.14 Operations Specialist Job Duties:** The Operations Specialist is responsible for supporting the Lead Event Coordinator by assisting with the planning, coordination, and execution of Adaptive Reconditioning Events. The Operations Specialist coordinates, schedules, staffs, and maintains status on required actions to include taskings, current operations, staffing actions, short range plans, event de-confliction, and acts as the assistant administrator/coordinator for the Adaptive Reconditioning Program. The Operations Specialist is the primary point of contact (POC) with Soldiers/Athletes participating in Army Recovery Care Program events. The Operations Specialist shall perform the tasks listed below in Sections 5.14.1 – 5.15.4 in support of the Army Recovery Care Program Adaptive Reconditioning Program at Army Recovery Care Program, under the direction of the Adaptive Reconditioning government representative.

**5.14.1Collaboration with Lead Event Coordinator and Coach/Support Staff Coordination.** The Operations Specialist shall assist the Lead Event Coordinator with communication, management, and direction of event coaches, assistant coaches, and support staff for all events. Additionally, the Operations Specialist shall assist the Lead Event Coordinator with identifying adaptive sporting coaches and support staff for every Army Recovery Care Program adaptive sporting event and camp.

**Deliverable:** Provides schedules, travel, and reservations for coaching and contracted event support staff. As requested.

**5.14.2 Coordinate AR Events/Army Recovery Care Program Activities.** The Operations Specialist assists the Lead Event Coordinator with Army Recovery Care Program events, mandated intra-service and international event requirements to include

but not limited to: equipment, expendable items, venues, and schedule planning for events including adaptive sports camps, Army Trials, Warrior Games, Invictus Games, and all other Army Recovery Care Program/ Soldier Recovery Unit events, and Adaptive Reconditioning Program events.

**5.14.3 Event Site Visits**. The Operations Specialist shall conduct pre-event site visits to review proposed facilities, equipment, and staff support as requested by the Adaptive Reconditioning government representative for regional, national, and international Adaptive Reconditioning events. The Operations Specialist shall inform the Adaptive Reconditioning government representative of information from the site visit and shall be responsible for identifying and coordinating necessary components to execute events and communicate needs that must be met. Event site visit report shall be provided to the Adaptive Reconditioning government representative NLT five (5) days post-site visit to report status.

**Deliverables:** Site visit report (5 days post site visit). Required for each Event Site Visit.

**5.14.4 Sports and Event Schedules.** The Operations Specialist assists the Lead Event Coordinator with development of sports and/or event schedules for each Adaptive Reconditioning event. The schedules will include a day-by-day overview and events by hour for the duration of the event, including familiarization and competition (as applicable). Schedules shall include timelines, run of show, and detailed operation schedules for each event (as applicable), and may also include inclement weather plans and event staffing (troop-to-task list). These items will be due to the AR government representative NLT 120 days prior to the event and updated throughout planning timeline.

**Deliverables:** Presents schedules and spreadsheets reflecting athlete sport participation as requested and during events meetings. Schedules and conduct Team Calls and develops support materials to disseminate information on MS Teams calls. As requested. Sports and Event Schedules (NLT 120 days prior to event, updated as required). Required for each Army Recovery Care Program Event.

**5.14.5 Soldier in Recovery (SR)/Competitor registration and data entry.** The Operations Specialist is responsible for taking information from SR/competitors applications and gathering other information as needed and entering into the database of record for the event. The Operations Specialist is responsible for entry of sport-specific information into database of record. Regularly updates database of record as needed. Completes data entry and travel information for non-profit organizations to assist with Veteran travel as required. Enters travel information for competitors in the database of record. Completes documentation and/or spreadsheets required for the support of adaptive reconditioning events, including but not limited to, rosters, packing lists, lodging/rooming lists, transportation, athlete meetings.

**Deliverable:** Entering data into database of record to meet published event timelines, or sooner if information updates are available. Enter sports-specific data into database of

record to meet published event timelines. Complete data entry to coordinate travel to meet published timelines or as required.

**5.14.6 Soldier in Recovery (SR)/Competitor Coordination. The** Operations Specialist shall serve as the main SR/competitor point of contact, responsible for communicating all requirements for adaptive sporting events to Soldier Recovery Unit Soldiers/athletes and Veteran athletes selected for the events, and collecting all necessary data and information from the Soldiers/athletes. Means of communication may be through email, phone call, text message, or application based messaging such as Signal or WhatsApp. Adaptive Sporting events include Army Trials, Warrior Games, Invictus Games, and other Adaptive Reconditioning camps, clinics, and events.

**Deliverable:** Communication and coordination with Soldiers and athletes. As required.

**5.14.7 Planning and Preparation for Adaptive Sporting Events**. The Operations Specialist shall assist the adaptive reconditioning team with the planning and preparation for all Adaptive Reconditioning Events including Army Trials, Warrior Games, Invictus Games, Camps/Clinics, and Army Recovery Care Program/Soldier Recovery Unit events. Planning and preparation may include, but not be limited to, participation in planning meetings, development of event schedules, facility identification and reservation meal planning and pick-up, and development of event Concept of Operations (CONOPS).

**Deliverable:** Planning and preparation products and/or reservations. CONOPS and other planning documents review during events meetings. Upon request.

**5.14.8 Soldier/Athlete Biography Book and Photo Collection.** The Operations Specialist shall assist with the collection of biography book information and photos from Soldiers and/or Veterans. The Operations Specialist will gather necessary documentation and send to the Army Recovery Care Program lead as needed.

**Deliverables:** Collect Soldier/athlete biography book information, photographs, and other related documentation. Upon request.

**5.14.9 Competitor Training Schedules**. The Operations Specialist will develop individual training schedules for competitors as required, as well as coordinate group event training for the duration of the adaptive sporting event. The training schedules must be complete and delivered to the competitors prior to the start of the event (as required).

**Deliverable:** Soldier/Athlete Training Schedules NLT the first day of the event or as requested by the Adaptive Reconditioning Government representative.

**5.15 Execution of Adaptive Reconditioning Events.** The Operations Specialist shall assist with the execution of all Adaptive Reconditioning Events including Army Trials, Warrior Games, Invictus Games, and Army Recovery Care Program camps/clinics.

Execution duties may include but are not limited to the following: Welcome brief, Soldier/Athlete arrival and departure, Soldier/athlete management and accountability, support staff and coach coordination.

**Deliverable:** Event assistance with execution of all adaptive reconditioning events. Required for specified events as determined by the Adaptive Reconditioning government representative.

**5.15.1 Event Support.** The Operations Specialist communicates with venue managers, coaches and supplemental staff. Attends sport technical meetings as directed by AR government representative. Assist with the collection of and reporting of participant information to event organizers. Assist with compiling information for and assisting with proofing of official event publications. Assist with event planning and coordination at site visits. Track event results.

**Deliverables:** Adaptive Reconditioning event documents, spreadsheets, and reports reflecting event staffing, event participants, and event descriptive data (including team medals). Attends sport technical meetings at adaptive sporting events. Upon request.

**5.15.2 Athlete Apparel Information Collection and Distribution.** The Operations Specialist will collect athlete apparel sizes for general and sports specific sizing and capture on a spreadsheet provided by sponsoring uniform company. The Operations Specialist will consolidate all uniform sizes for submission. Additionally, at events, the Operations Specialist will assist with the distribution of uniforms to athletes and coordinate any necessary swaps.

**Deliverable:** Spreadsheet complete with all athlete uniform sizes. Upon request.

**5.15.3 Heat Sheet Distribution.** At each event, the Operations Specialist shall be responsible for developing and/or distributing heat sheets. Foreach Army Recovery Care Program hosted event distributes heat sheets 48 hours prior to the start of each event, or earlier if required. For adaptive sporting events not hosted by Army Recovery Care Program, the Operations Specialist shall distribute the heat sheet immediately upon receipt. Deliverable: Event heat sheets (NLT 48 hours prior to event). Required for each Army Recovery Care Program Event. Required for non-Army Recovery Care Program hosted adaptive sporting events that Army competitors are participating in.

**5.15.4 Supply and Equipment Assistance.** The Operations Specialist shall work with the sport coaches for equipment distribution and set up. The Operations Specialist shall assist with the procurement of adaptive sports/reconditioning-related supplies and equipment. Coordinate with Army Recovery Care Program government representative for adaptive sporting equipment to ensure that adequate equipment is provided, maintained, and safe for event execution.

**Deliverable:** Attend technical meetings and coordinate with event coaches to ensure necessary equipment and venue set up has occurred 24 hours prior to event. Report on equipment status during event meetings.

**5.16 Coaches Job Duties:** The Coaches shall be coordinated through this contract utilizing a cost-reimbursement model Coaches are skilled experts in each respective adaptive sport and are contracted to provide expert coaching to the Army athletes at Army Recovery Care Program special events to include camps, clinics, Army Trials, Warrior Games and other events as requested by Army Recovery Care Program. The coaches shall travel to events, as requested by Army Recovery Care Program and provide individual, group and virtual coaching as requested by Army Recovery Care Program. Additionally, the coaches shall perform the tasks listed below in Sections 5.16.1-5.17.5 in support of the Army Recovery Care Program Adaptive Reconditioning Program at Army Recovery Care Program.

**5.16.1 Rules and Regulation**s. Coaches must read the most current version of the Warrior Games event Rules and Regulations provided by the government. Must demonstrate understanding of the most up-to-date rules and regulations of their sports.

**5.16.2 SafeSport Training.** All Coaches must have SafeSport training.

**Deliverable:** All Coaches provide a valid SafeSport training certificate to the Lead Event Coordinator. Provided to Adaptive Reconditioning government representative as requested.

**5.16.3 Equipment Assessment.** The Coaches shall assist the Lead Event Coordinator and Operations Specialist in identifying all equipment and necessary to execute successful adaptive reconditioning events. The Coaches shall request equipment no later than 45 days prior to the event and assist in maintaining accountability of all equipment assigned to the sport venue. Coaches shall ensure all non-individual equipment necessary to perform the event is present, accounted for, and in working order. Coaches shall assist with maintenance of equipment while at event and maintain longevity of equipment while being utilized at events. Coaches must notify government of equipment that needs to be replaced due to safety concerns or lack of operation as soon as possible. Notice of unusable equipment shall be reported and provided to the Lead Event Coordinator and Operations Specialist.

**Deliverables:** The Coaches coordinate with the Lead Event Coordinator and the Operations Specialist to review the Army Recovery Care Program standardized sports equipment checklist 24 hours prior to the event and upon venue close out. Any equipment that needs replacement is identified on the equipment checklist. The ARCP standardized sports equipment checklist is due to the Lead Event Coordinator upon venue closeout. As requested.

**5.16.4 Manpower Assessment for Event Execution.** The Contracted Coaches will assess the manpower required to execute the event successfully and communicate

manpower needs for their sport(s) with the Lead Event Coordinator at the time the Concept of Operations is developed. The Coaches will communicate any changes in manpower needs to execute the sport successfully as soon as identified with the Lead Event Coordinator.

**5.16.5 Management of Team Rosters.** The Coaches shall coordinate with the appropriate Adaptive Reconditioning points of contact to manage team rosters.

**5.16.6 Volunteer Assessment**. The Coaches shall assist the Lead Event Coordinator in identifying all volunteer needs necessary to execute a successful event.

**5.16.7 Official/Referee Requirements**. Coaches shall be responsible for assisting the Lead Event Coordinator in identifying official/referee requirements necessary to execute a successful event.

**5.16.8 Venue Set-Up.** The Coaches shall assist the Lead Event Coordinator and Operations Specialist to ensure the venue is setup at least 24 hours prior to execution of the event. Coaches shall assist with venues and equipment in areas such as, but not limited to, venue preparation, equipment distribution, and venue set-up. The Coaches shall assess venue needs such as water, ice, towels, etc. and report any needs and/or deficiencies to the Operations Specialist and Army Recovery Care Program Adaptive Reconditioning management team no later than 24hours before the event.

**Deliverable:** Coaches collaborate with Lead Event Coordinator to verify venue is set up 24 hours in advance of the sporting event. Coaches review any deficiencies with the Lead Event Coordinator in the technical meeting prior to the sporting event, or sooner as requested.

**5.16.9 Event Meetings**. The Coaches shall be responsible for attending all required meetings as established by the Lead Event Coordinator and the Army Recovery Care Program Adaptive Reconditioning management team in preparation for and during the events. Meetings may include technical meetings and hot washes.

**5.17 Heat Sheet Development.** Coaches shall assist the Lead Event Coordinator in developing and distributing event heat sheets 24 hours prior to the start of each event. The Coaches shall coordinate with the Lead Event Coordinator to develop and publish the training schedule with approval of Army Recovery Care Program Adaptive Reconditioning management team for the various events.

**5.17.1 Venue Tear-Down/Closeout:** The Coaches shall assist the Lead Event Coordinator and Operations Specialist to ensure the venue is torn-down and closed out at the conclusion of their sporting event.

**Deliverable:** Coaches collaborate with Lead Event Coordinator to ensure the venue is appropriately closed out at the conclusion of the sporting event. Performed at the conclusion of each sport after adaptive sporting events.

**5.17.2 Equipment packing**. At the conclusion of the event, Coaches are responsible for assisting with equipment break down and packing. During packing, Coaches will use their subject matter expertise to ensure equipment is packed to endure shipment with damage control measures in place. At the request of ARCP, Coaches shall stay to ensure adaptive sporting equipment is appropriately packed and accounted for prior to shipment at the conclusion of the sporting event.

**5.17.3 Results.** The Coaches shall be directly responsible for coordinating and confirming accurate event results following completion of each event and providing results to the Lead Event Coordinator immediately following results publication. Coaches, as appropriate, shall provide Athlete Assessments on each athlete that competes in their sport to include qualitative (observations on athlete's performance and recommendations, etc.) as well as capturing quantifiable data results (i.e., recorded times, scores, measurements, etc.).

**5.17.4 Inclement Weather Planning.** The Coaches shall assist the Lead Event Coordinator in developing a Safety/Inclement Weather Plan and shall coordinate with the and the Army Recovery Care Program Adaptive Reconditioning management team to prepare and execute an inclement weather plan if needed.

**5.17.5 After Action Review (AAR).** The Coaches shall be responsible for completing an After-Action Report (AAR) according to the Government format and ensure it is submitted to the Supervisory within five (5) days of event completion.

**5.17.6 Training Sessions.** The Coaches shall prepare, coordinate, and lead virtual and in-person training sessions for select adaptive sports, upon request of Army Recovery Care Program. Virtual and in-person training sessions may include training camps, Regional/Army Trials, tournaments, or virtual instruction. Coaches shall also act as a venue/sports manager for virtual sport training sessions as requested, which includes leading and facilitation of virtual and in-person training sessions and competitions.

**Deliverables:** Scheduling training sessions should be confirmed at a minimum of one week prior to the training session date. Mock meeting on virtual platform, review of presentation materials with Lead Event Coordinator 24 hours prior to session, session materials prepared for sharing with Army Recovery Care Program staff and competitors as requested.

**5.18 Adaptive Sports Logistics Coordinator Job Duties:** The Adaptive Sports Logistics Coordinator shall serve as the primary logistical planner and property accountability lead for all Army Recovery Care Program (ARCP) adaptive sporting events, clinics, and camps. The Logistics Coordinator ensures that all necessary adaptive sports equipment, medical supplies, and venue materials are properly inventoried, maintained, shipped, and staged to execute safe and successful events. The Logistics Coordinator must possess a working knowledge of military property

accountability systems and the unique handling requirements for specialized adaptive equipment. The Logistics Coordinator shall perform the tasks listed below in Sections 5.18.1 – 5.18.6 in support of the Army Recovery Care Program, under the direction of the Adaptive Reconditioning government representative.

**5.18.1 Equipment Inventory and Accountability.** The Logistics Coordinator shall maintain a real-time, comprehensive inventory of all ARCP and Soldier Recovery Unit (SRU) adaptive sports equipment using designated military property tracking systems (such as DPAS, GCSS-Army, or ARCP-specific databases). The Logistics Coordinator shall conduct periodic physical inventories, utilize standard hand-receipt processes (e.g., DA Form 3161 / DA Form 2062) for temporary loans, and reconcile any discrepancies in accordance with FAR Part 45 (Government Property) and Army regulations.

**Deliverable:** Quarterly Physical Inventory Report. Required quarterly or as directed by the government representative.

**5.18.2 Shipping, Transportation, and Staging.** The Logistics Coordinator shall plan, coordinate, and execute the secure shipment of delicate, high-value adaptive sporting equipment from SRUs or centralized storage facilities to event venues (e.g., Army Trials, Warrior Games). The Logistics Coordinator shall ensure all equipment is properly packed using damage-control measures specifically designed for custom adaptive sports gear to prevent transit damage. The Logistics Coordinator shall execute the receiving, staging, and breakdown of equipment at the event venue.

**Deliverable:** All gear must be fully staged and operational NLT 24 hours prior to the start of the event/competition. Shipping Manifests provided as requested.

**5.18.3 Maintenance Coordination.** The Logistics Coordinator shall actively identify equipment requiring repair or lifecycle replacement and track the status of maintenance work orders. The Logistics Coordinator shall coordinate directly with adaptive sports coaches, certified technicians, and SRU staff to ensure all specialized equipment meets manufacturer safety standards before being returned to service and authorized for athlete use.

**5.18.4 Venue Logistics and Supply Chain Management.** The Logistics Coordinator shall procure, track, and manage expendable items and venue support materials (e.g., targets, compressed air tanks, medical kits, branding materials) required for event execution. The Logistics Coordinator shall assess and confirm all venue logistical requirements, to include securing temporary storage solutions, verifying power/utility access, and coordinating specialized transport needs for athletes and their equipment.

**5.18.5 Coordination and Reporting.** The Logistics Coordinator shall serve as the primary liaison between event coaches, the Lead Event Coordinator, and military logistics personnel regarding all equipment, supply, and transportation matters. The Logistics Coordinator shall generate and present logistical status reports during scheduled planning meetings and compile post-event property closeouts.

**Deliverable:** Post-Event Property Closeout Summary and After-Action Review (AAR) logistical inputs. Provided NLT five (5) days post-event execution.

**5.18.6 Adaptive Reconditioning Equipment Subject Matter Expert.** The Logistics Coordinator shall serve as the Adaptive Reconditioning equipment subject matter expert (SME) for the Army Recovery Care Program (ARCP). The Logistics Coordinator shall advise ARCP headquarters and Soldier Recovery Units (SRUs), as directed, on the disposition, storage, inventory, shipment, and hand-receipt development of specialized equipment. As requested, the Logistics Coordinator shall support SRU site visits, either in person or virtually, to provide technical guidance to leadership on the management, storage, disposition, shipping, or handling of adaptive reconditioning equipment.

**Deliverable:** For virtual coordination or advising sessions, the Logistics Coordinator shall schedule and host the virtual meeting platform (e.g., MS Teams), distribute all supporting technical documentation, and provide written recommended courses of action (COAs) to all attendees NLT 24 hours prior to the scheduled meeting. Following any in-person SRU site visit, the Logistics Coordinator shall submit a comprehensive Site Visit Advisory Report containing supporting data, localized gear assessments, and recommended logistical courses of action to the ARCP government representative NLT five (5) business days post-visit. As requested.

**5.19 Other Direct Costs.** The Contractor shall be reimbursed for allowable, allocable, and necessary Other Direct Costs (ODCs) incurred in the direct performance of this contract, provided they are not otherwise recovered through labor rates or indirect overhead. Approved ODCs under this contract are strictly limited to expendable items, instructor hours, venue and support fees, and medals. All ODCs must be pre-approved in writing by the Contracting Officer's Representative (COR) prior to purchase, shall be billed at actual cost without any administrative markup or fee, and must be supported by receipts or invoice documentation upon submission for payment. Details for ODCs supported by the contract are detailed in 5.18.1 through 5.18.5.

**5.19.1 Instructors.** Instructors shall be coordinated through this contract utilizing a cost-reimbursement model. Instructors will provide specialized Adaptive Reconditioning classes and training in areas that are not within the expertise of the Soldier Recovery Unit AR staff. The classes and training will include Struggle Well + Training, adaptive sports, or other adaptive reconditioning activities as identified by Army Recovery Care Program AR government representative and Soldier Recovery Unit Adaptive Reconditioning Lead. Instructors will have appropriate certification to teach class or skillset requested by Army Recovery Care Program AR government representative or Adaptive Reconditioning Lead. During classes and training events, the instructor is responsible for training of Soldiers and staff participating in the program and/or instruction. Instructor may perform a "train the trainer" event to instruct Soldier Recovery Unit staff in the basics of leading similar events or to provide Soldier Recovery Unit staff with specialized training in areas such as Paralympic classification, adaptive reconditioning equipment basic repair and upkeep, or other areas as identified by Army Recovery Care Program.

**5.19.2 Equipment Maintenance**. The Contractor provides funding for equipment maintenance of adaptive reconditioning equipment. Equipment maintenance funds are utilized to make small repairs (under $500 threshold) and to provide general

maintenance of adaptive sporting equipment for Army Recovery Care Program and the Soldier Recovery Unit Adaptive Reconditioning programs. Equipment maintenance is intended to ensure that equipment is safe for competitors and remains safe for the duration of it's projected lifecycle. The Supervisory AR Program Coordinator works with the Soldier Recovery Unit AR Program Coordinators to ensure equipment maintenance is tracked, performed regularly, recorded, ensures equipment is safe to operate, and that AR equipment is optimized through projected lifecycle. Any Adaptive Reconditioning equipment repair must comply with manufacturer specifications or specific safety standards.

**5.19.2.1 Equipment Maintenance Cost Controls and Safety Certifications.** All equipment maintenance funded through the ODC CLIN shall be executed on a cost-reimbursable basis with no contractor markup. The Contractor is authorized to perform routine preventative maintenance and minor repairs under $500.00 per equipment item without prior COR approval, provided the expense is entered into the ARCP provided equipment tracker. Any repair estimated to exceed $500.00 requires a written quote and COR written authorization prior to the purchase of parts or performance of service.

**5.19.3 Expendable Items.** Expendable items are defined as tangible goods consumed, worn out, or destroyed during the direct performance of this contract. All expendable items purchased under this contract must be directly related to an authorized adaptive reconditioning (AR) event or adaptive sports execution.

- Authorized Examples: Examples of allowable expendable items include precision air pellets, air tanks, labeling items, plywood for temporary venue build-outs, medical consumables (e.g., athletic tape, first aid refills) directly supporting AR activities, and event-specific marketing/enhancement materials (banners, signs, tablecloths, cheer gear).
- Property & Tool Constraints: Non-consumable tools (e.g., power tools, hand tools) required for venue build-outs shall not be purchased under this CLIN unless explicitly authorized in writing by the COR. Any such tools or reusable marketing assets (e.g., non-event-specific banners, tablecloths) purchased with ODC funds shall remain the property of the Government and must be inventoried and added to the ARCP or SRU hand receipt after completion of the event as applicable.
- Medical & Branding Approvals: All medical expendables must be approved by the AR government representative prior to purchase to ensure compliance with clinical safety standards. All marketing, branding, and venue enhancement materials must strictly adhere to current Army and ARCP branding guidelines and receive COR design approval prior to production.

**5.19.4 Venue and Event Support Fees.** The Contractor shall procure and coordinate necessary venue rentals and event-specific support services to facilitate the execution of Army Recovery Care Program (ARCP) sponsored events. These fees are strictly limited to temporary space rentals, logistical systems, and event-specific utility support.

- Authorized Fees & Services: Allowable venue and event support fees include Morale, Welfare, and Recreation (MWR) venue rental fees, commercial venue reservation and meeting room fees, professional event timing/scoring systems, temporary sanitation rentals (e.g., porta-potties), and short-term equipment storage fees.
- Separation of Scope (No Overlap): All physical materials, consumables, tools, and air tank refills used during venue build-out or event execution must be billed exclusively under Section 5.18.3 (Expendable Items) and shall not be billed under this section.
- Storage Constraints:
    - Temporary/Hotel Storage: Procurement of commercial hotel rooms solely for equipment storage is authorized only on an exceptional, short-term basis during active event execution and requires prior COR approval. The Contractor must first coordinate with the local Soldier Recovery Unit (SRU) or installation leadership to utilize available, no-cost government space before procuring commercial storage.
    - Long-Term Storage: Any long-term (exceeding thirty [30] calendar days) commercial storage facility rental must be pre-approved in writing by the Contracting Officer (CO). The Contractor shall ensure any approved storage facility provides adequate climate control and physical security to prevent damage or theft of high-value adaptive sporting equipment.

**5.19.5 Army Recovery Care Program Medals.** The Contractor shall procure custom Army Recovery Care Program (ARCP) medals to support adaptive sporting events.

- Quality & Design Standards: All medals shall be of high-quality construction (e.g., die-cast metal).
- Approval Process: The Contractor shall submit digital design proofs to the AR Government Representative for review. Upon digital approval, and for bulk orders exceeding one hundred (100) units, the Contractor shall provide high-resolution physical photographs of the first pre-production sample to verify metal finish, ribbon quality, and spelling accuracy prior to full production.
- Logistics & Delivery: The Contractor is responsible for all logistics, shipping, handling, and tracking associated with medal distribution. Medals must be securely packaged to prevent damage during transit.

**Deliverable:** Physical delivery of approved medals, complete with tracking information, are delivered to the designated government event no later than thirty (30) calendar days prior to the scheduled start of the Army Trials, Warrior Games, or other designated ARCP event.

**Exhibit A: Performance Requirement Summary**

Note: The contractor service requirements are summarized as performance objectives that relate directly to mission-essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success. The basis for acceptance shall be compliance with the requirements set forth in this PWS, the contractor's proposal and other terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses. Cost reimbursable items, such as travel, will be accepted upon receipt of proper documentation as specified in this PWS.

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| The Contractor shall coordinate a Kick-off meeting NLT 15 days after award and send out a meeting invite, to the meeting participants no later than five (5) business days prior to the scheduled meeting. The Contractor shall also supply a meeting agenda NLT two (2) business days prior to the scheduled meeting date and supply meeting minutes NLT three (3) business days after the scheduled meeting date IAW PWS 5.2. | This meeting should include, but is not limited to: team introductions, PWS discussion, expectations | 100% Inspection | Meeting Scheduled NLT 10 Business Days after contract award |
| The Contractor shall provide contact information for their POCs, via email, to the KO, COR, and AR Division Chief NLT ten (10) business days of contract award IAW PWS 5.3. | Contact information for the POCs should, at a minimum, include the following: Name (First and Last), Title/Role, Email, Work Phone, Work Address | 100% Inspection | Receipt within 10 days of contract award |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | (Mailing and Physical Address). This Contractor will supply this information in PDF, MS Word, or MS Excel format. | | |
| The Contractor shall submit a Program Management Plan (PMP) to the KO, COR, and AR Division Chief NLT 15 days after award IAW PWS 5.4. | PMP shall address how the Contractor shall manage the specific tasks in this PWS. The Contractor shall supply a softcopy, in either PDF or MS Word, of the PMP. | 100% Inspection | Submitted according to the terms of the contract. Inspection |
| The Contractor shall submit a Program Quality Control Plan (QCP) to the KO, COR, and AR Division Chief addressing how the Contractor shall manage the specific tasks in this PWS NLT 30 days after award IAW PWS 5.5. | QCP must contain a systematic approach to monitor operations to ensure acceptable services/products are provided to the Government. The Contractor shall supply a softcopy, in either PDF or MS Word | 100% Inspection | Submitted to the KO and COR NLT 30 days after contract award |
| The Contractor shall submit an Equipment Maintenance and Expendable Item Supply Plan to the KO, COR, and AR Division Chief NLT 30 days after award Plan IAW 5.6. | The Contractor shall submit an Equipment Maintenance and Expendable Item Supply Plan to Adaptive Reconditioning Division Chief and COR for approval within 30 days of contract award. | 100% Inspection | Plan received NLT 30 Days after contract award and within five working days of any changes made thereafter |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | Maintenance and supplies shall be requested utilizing the process and providing deliverables outlined in 5.12.6. | | |
| The Contractor shall provide a monthly Status Report to the COR, and AR Division Chief by the 15th day of each month IAW 5.7. | Status Report shall describe accomplishments for each PWS task listed in Part 5, updates on in-coming/out-going staff and CAC status, progress/status on contract deliverables, problems encountered, and actual or recommended corrective action(s). | 95% Inspection | Status report received NLT 15th day of each month. Monthly Requirement |
| The Contractor shall coordinate and convene a monthly contract review meeting to include the COR, AR government representative and ARCP Contract staff to review status of deliverables and tasks and discuss contract issues/concerns as well as upcoming events IAW 5.8. | The Contractor shall send out a meeting invite to the meeting participants no later than five (5) business days prior to the scheduled meeting. The Contractor shall also supply a meeting agenda NLT two (2) business days prior to the scheduled meeting date and supply meeting minutes NLT three (3) business days after the scheduled meeting date. | 95% Inspection | Meeting Invite (NLT 5 days prior to meeting), Meeting Agenda (NLT 2 days prior to meeting), Meeting Minutes (NLT 3 days post-meeting). Monthly requirement |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| **Lead Event Coordinator Job Duties:** This individual will manage the Contract as the Lead Event Coordinator for all ARCP and SRU AR events. IAW 5.8. | The Lead Event Coordinator oversees and manages all contracted staff supporting this contract (full-time and part-time "job" employees). This individual will be an integral member of the ARCP Adaptive Reconditioning team on all projects and responsible for ensuring the completion and delivery of all contract deliverables | 95% Inspection | Ongoing review of deliverables and performance during weekly contract performance review |
| **Contractor Meetings.** The Lead Event Coordinator shall be responsible for hosting regularly scheduled meetings with the contracted event staff leading up to the events and provide Adaptive Reconditioning Branch Chief or designee with meeting minutes. IAW 5.8.1 | The Lead Event Coordinator shall facilitate appropriate communication between ARCP, Soldiers/Competitors and contracted event staff. The Lead Event Coordinator shall provide information to the contracted event staff that include event schedule, Soldier/Competitor information, rules and adjudication process for each event, venue maps, and answer any questions from contracted staff. | 95% Inspection | The Lead Events Coordinator schedules and facilitates the weekly events meeting. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| **Management/Oversight of Contract Staff.** The Lead Event Coordinator is responsible for recruitment, management and oversight of contracted support staff including full-time staff (Adaptive Reconditioning Program Coordinators, the Supervisory Adaptive Reconditioning Program Coordinator, and Operations Specialist) and part-time staff (coaches, mechanics, instructors, and support staff). IAW 5.8.2 | The Lead Event Coordinator is responsible for recruitment, management and oversight of contracted support staff including full-time staff (Adaptive Reconditioning Program Coordinators, the Supervisory Adaptive Reconditioning Program Coordinator, and Operations Specialist). In the absence of full-time contractor staff due to leave, sickness, etc., Lead Event Coordinator will task an individual to complete duties/deliverables of the absent contractor. The Lead Event Coordinator is responsible for the recruitment, management, and oversight of part-time staff (coaches, mechanics, instructors, and support staff) for Soldier Recovery Unit and Army Recovery Care Program Adaptive | 95% Inspection | Provide schedule for full time contract staff with event coverage and leave dates reflected every 30 days. Provide full contractor event staff roster for each Army Recovery Care Program Event. (NLT 60 days prior to event). |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | Reconditioning events. | | |
| **SRU Site Visits.** the Lead Event Coordinator shall conduct SRU site visits with the approval and at the direction of the ARCP AR government representative. IAW 5.8.3 | During the site visit the Lead Event Coordinator shall observe local programming, ensure SRU contracted staff are completing deliverables, assist contracted staff with troubleshooting any discrepancies, review equipment and inventory and assist in any additional ways as requested by Adaptive Reconditioning government representative. | 95% Inspection | Conduct a minimum of one IPR prior to Soldier Recovery Unit site visit. Conduct a minimum of two IPRs prior to Army Recovery Care Program hosted event at the Soldier Recovery Unit. Complete Army Recovery Care Program provided checklist after each site visit. |
| **Sporting Event Concept of Operations and Event Schedule.** Will perform duties as the Lead Events Coordinator for ARCP adaptive recreation and all sporting events. IAW 5.8.4 | The Government shall provide the Lead Events Coordinator with the general concept and timeline on all enterprise-wide Adaptive Reconditioning events, which may include Regional Sporting Events, Army Trials, Virtual Veteran Trials, Warrior Games and Invictus Games as well as non-sporting recreational events | 95% Inspection | Event CONOPS and Event Schedule using template provided by Army Recovery Care Program (NLT 120 days prior to event, updated as required). Required for each Army Recovery Care Program adaptive sporting event. |
| **Venue Identification.** The Lead Events Coordinator shall support ARCP | The Lead Events Coordinator shall research venues | 95% Inspection | Venue COA brief a minimum of 180 days in |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| Adaptive Reconditioning Program Team in identifying venues and personnel support requirements for ARCP Adaptive Reconditioning events and activities. IAW 5.8.5 | and present options to the ARCP Adaptive Reconditioning Branch Chief or designee for decision and coordinate the scheduling of the selected venue. | | advance of the event. Updates will be presented at least once a month during the events meeting. Required for each Army Recovery Care Program Event. |
| **Event Venue Coordination.** The Lead Events Coordinator shall be responsible for working with the chosen military installation venue and/or facilities manager to reserve facilities and work through any facility issues/tasks, and communicate any issues to government the POC. IAW 5.8.6 | The Lead Events Coordinator will provide status updates to Adaptive Reconditioning government representative | 95% Inspection | Status updates on event venue coordination and reservations as requested by the AR government representative during events meetings and as requested. |
| **Event Equipment Identification and Coordination.** The Lead Event Coordinator shall aid the Government in identification of equipment requirements for Adaptive Reconditioning events. IAW 5.8.8 | . The Lead Event Coordinator ensures that Army Recovery Care Program equipment is accounted for on Army Recovery Care Program internal tracker, maintained, and transported to events. The Lead Event Coordinator is responsible for SME knowledge of Army Recovery Care Program equipment deficiencies, and which Soldier | 95% Inspection | Updates Army Recovery Care Program internal equipment tracker. Informs Army Recovery Care Program manager during events meeting on equipment accountability, storage, maintenance, and transport. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | Recovery Units have equipment to fill those deficiencies. Must communicate with Army Recovery Care Program AR COR to ensure those items are requested in OPORD prior to events. | | |
| **Sports equipment storage, shipment, and staging.** The Lead Event Coordinator is the SME for ARCP equipment. IAW 5.8.9. | The Lead Event Coordinator provides guidance and recommendations in COA format to assist Army Recovery Care Program with sports equipment storage, shipment, and organization while stored. The Lead Event Coordinator shall also be responsible for ensuring all equipment is staged and present at every sporting venue prior to event execution. The Lead Event Coordinator ensures all equipment is safe and ready for use during events. Works with event coaches to ensure equipment is properly identified, | 95% Inspection | The Lead Event Coordinator shall brief the closeout equipment summary at the conclusion of each sporting event during the functional lead meeting conducted daily during each event. At the end of the event, must complete Army Recovery Care Program provided equipment tracker by sport and brief during events meeting within 30 days of event conclusion. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | consolidated, and ready for shipment/storage at the conclusion of the event. | | |
| **Track Soldier/Athlete Data.** The Lead Event Coordinator shall obtain and track pertinent data in spreadsheets such as classifications, sports, start rights, qualification metrics, etc. IAW 5.9.3 | The Lead Event Coordinator shall develop spreadsheets with information requested by the AR government representative on a timeline congruent with event operations order | 95% Inspection | Event participant data spreadsheets with metrics (as identified by AR government representative). Required for each Army Recovery Care Program Event. Present spreadsheets during events meetings to all components of the Army Recovery Care Program AR event planning teams. |
| **Competition Results.** The Lead Event Coordinator shall be responsible for ensuring competition results are accurate and are provided to AR government representative within one week of event culmination, or earlier as required. IAW 5.9.4 | The Lead Events Coordinator shall compile all results into a single spreadsheet at the end of the event and deliver to Adaptive Reconditioning government representative no greater than five (5) days after event culmination. | 95% Inspection | Individual sport results (NLT 24 hours after each event); Entire event results (NLT 5 days after event culmination). Event competition results must be emailed to AR representatives NLT one week after the culmination of the event. Required for |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | | | each Army Recovery Care Program Event. |
| **Competitor Selection.** The Lead Event Coordinator shall aid the Army Recovery Care Program Adaptive Reconditioning government personnel in selecting Soldiers and Veterans to compete at events, including evaluation based on abilities, skills, and coach recommendations, as well as non-skill/ability qualities such as teamwork, attitude, work ethic, etc. IAW 5.9.5 | The PM/Sports Director shall provide spreadsheet notating feedback from coaches on each athlete and the sports he/she competed in and provide to Adaptive Reconditioning government representative. | 95% Inspection | Competitor selection matrix provided by Army Recovery Care Program completed (NLT 5 days post event). Required after Army Trials events. |
| **Rules and Classifications.** The Lead Event Coordinator shall review rules for each event/classification and review rules with individual coaches for each event to ensure compliance, both at the events and in the event selection process. IAW 5.9.6 | The Lead Event Coordinator shall advise Adaptive Reconditioning government representative in matters regarding rules and classification and any updates required. | 95% Inspection | Reviews Rules and Classifications Handbook, provides feedback to Army Recovery Care Program government representatives. Attends Rules and Classification meetings. |
| **Event Lodging Plan.** The Lead Event Coordinator shall coordinate, plan and execute the lodging plan for event staff (contractor and government) and athletes/participants. IAW 5.9.7 | Initial lodging plan is due to the Adaptive Reconditioning government representative six (6) months prior to event and final version is due NLT | 95% inspection | Lodging plan (initial draft 6 months prior to event, final version 30 days prior to event). Required for each ARCP Event. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | thirty (30) days prior to event. | | |
| **After Action Reports Compilation.** The Lead Event Coordinator shall aid in the development of After-Action Reports (AAR) by soliciting and collecting feedback from contracted event staff (coaches, mechanics, and support staff) and provide to the Supervisory Adaptive Reconditioning Program Coordinator for consolidation. IAW 5.9.8 | Development of AARs after each event | 95% Inspection | All event support staff AARs provided to Lead Events Coordinator NLT fifteen (15) days post event. |
| **External Partner Coordination.** The Lead Event Coordinator shall coordinate with other organizations as needed. IAW 5.9.9. | Lead Events Coordinator connects with other organizations as needed, including, but not limited to: Department of Veteran's Affairs (VA); Military, Community and Family Programs Morale, Welfare and Recreation (MWR); Other Service Wounded Warrior Programs; Non-Governmental Organizations (NGO); Veteran's Service Organizations (VSO); Various Disabled Service Organizations, Non- | 95% Inspection | Present external partner coordination event related notes during events meetings and during contract meetings as relevant. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | Profit Organizations. | | |
| **Management of AR Program Coordinators.** Supervisory Adaptive Reconditioning Program Coordinator manages the AR Program Coordinators at the five (5) SRUs and provides monthly report to the AR government representative NLT the 15th day of each month IAW 5.10.1. | Supervisory Adaptive Reconditioning Program Coordinator manages the AR Program Coordinators ensuring adherence to core hours, initiating at least one new activity a month; leading at least ten (10) activities a week. The Supervisory Adaptive Reconditioning Program Coordinator shall report status on these items NLT the 15th of each month to the AR government representative. | 95% Inspection | Ongoing review of deliverables and performance during weekly contract performance review |
| **Communication to Soldier Recovery Unit Adaptive Reconditioning Program Coordinators** IAW 5.10.2 | Supervisory Adaptive Reconditioning Program Coordinator will conduct meetings with Soldier Recovery Unit Adaptive Reconditioning Program Coordinators as needed. | 95% Inspection | Ongoing review of deliverables and performance during weekly contract performance review |
| **Soldier Recovery Unit Site** | The Supervisory | 95% | Soldier |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| **Visits.** IAW 5.10.3 | Adaptive Reconditioning Program Coordinator shall conduct Soldier Recovery Unit site visits as needed with the approval and at the direction of the Army Recovery Care Program AR government representative. | Inspection | Recovery Unit site visit report (5 days post site visit). Required for each Soldier Recovery Unit Site Visit. |
| **Adaptive Reconditioning Equipment Identification.** IAW 5.10.4 | The Supervisory Adaptive Reconditioning Program Coordinator shall aid the Government in identification of equipment requirements for Soldier Recovery Unit Adaptive Reconditioning events. | 95% Inspection | Submit AR equipment tracker and maintenance requests to AR government representative. |
| **External Partner Coordination.** The Supervisory Adaptive Reconditioning Program Coordinator shall coordinate with Adaptive Reconditioning Program Coordinators and other organizations as needed. IAW 5.10.6 | Coordinate with other organizations as needed | 95% Inspection | Update the Veteran Resources and Adaptive Sports and Recreation Database quarterly and ensure Soldier Recovery Unit RTs are providing this resource to Soldiers in Recovery participating in Adaptive Reconditioning. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | | | The Adaptive Reconditioning Program Coordinator shares this resource with the AR government representative during contract meetings and reports how RTs are supplying these resources to the SRs. |
| **Adaptive Reconditioning Program Coordinator Deliverables Summary.** IAW 5.10.6 | Ensures AR standardized metrics tracker is being appropriately utilized by Soldier Recovery Unit RTs. Analyzes and reports overall enterprise Adaptive Reconditioning participation, Soldier Recovery Units meeting adaptive reconditioning requirements, number and percentages of Soldiers participating each month, number and type of activities offered, number of Soldiers meeting minimum Adaptive Reconditioning | 95% Inspection | Enterprise Adaptive Reconditioning Program Coordinator provides Deliverables summary (15th day of the month), presented to AR government representative during contract meetings as requested |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | requirements and any additional metrics as requested by AR government representative. | | |
| **Coordinate Enterprise Instructor Requests.** IAW 5.10.7 | The Supervisory Adaptive Reconditioning Program Coordinator provides a standard form for instructor requests to the AR government representative for approval NLT thirty (30) days post-contract award to disseminate to Soldier Recovery Unit Adaptive Reconditioning Leads once it has been approved. | 95% Inspection | Standard Soldier Recovery Unit instructor request form (NLT 30 days post contact award). One time requirement. Enterprise instructor request and overall usage status report (NLT 8th day of each month). Monthly Requirement |
| **Instructor Hours.** IAW 5.10.8 | The Supervisory Adaptive Reconditioning Program Coordinator tracks instructor funds requests across the Army Recovery Care Program and the Soldier Recovery Unit enterprise. | 95% Inspection | Presents instructor hour utilization tracker and burn rates during contract meetings and during monthly AR Lead Synchronization meetings. As requested. |
| **Soldier Recovery Unit and Army Recovery Care Program Equipment Maintenance**. IAW 5.10.9 | The Supervisory Adaptive Reconditioning Program Coordinator shall ensure Adaptive Reconditioning | 95% Inspection | Soldier Recovery Unit Equipment Maintenance Request Form to Soldier Recovery Unit |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | Program Coordinators identify, manage and request equipment maintenance and repair in accordance with routine maintenance schedule. | | Adaptive Reconditioning Program Coordinator NLT 30 days post contract award. One time requirement; Collect, process, order and track Soldier Recovery Unit maintenance request/. Monthly requirement. Enterprise maintenance status report (NLT 8th day of each month) briefed during Army Recovery Care Program AR contract meetings. Monthly Requirement. |
| **Soldier Recovery Unit and Army Recovery Care Program Expendable Items Requests.** IAW 5.11. | The Supervisory Recreational Therapist shall provide expendable item supplies for Army Recovery Care Program events and Soldier Recovery Unit AR events. | 95% Inspection | Expendable item purchase review and burn rate review during weekly contract meetings and during events meetings as needed. |
| **Event Applications and Registration/Coordination.** | The Supervisory RT shall develop and/or | 95% Inspection | Event Applications |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| IAW 5.11.1 | refine the AR event application (specific to the event) and coordinate registration of Soldiers/Veterans for AR events | | and event participant data spreadsheets (Deadline or as requested). As needed. |
| **Adaptive Sports Competition Results.** IAW 5.11.2. | The Supervisory Adaptive Reconditioning Program Coordinator will monitor and collect results from all competitive adaptive sporting competitions. | 95% Inspection | Reviewed as needed during monthly contract status meeting. Develop and/or populate Adaptive Sports results tracking, medaling, and selection data |
| **Monitor Adaptive Reconditioning Email.** IAW 5.11.3. | The Supervisory Adaptive Reconditioning Program Coordinator is responsible for monitoring the Adaptive Reconditioning Group Email inbox and responding to emails and inquiries | 95% Inspection | Check Adaptive Reconditioning Email Box and respond to all inquiries. Weekly. Discuss email inquiries as requested during Contract meetings. As requested. |
| **Veteran and Family and Friends POC and Info Collection and System Entry.** IAW 5.11.4 | The Supervisory Adaptive Reconditioning Program Coordinator may serve as the event Family and Friends POC and shall collect and enter information for Veteran athletes and athlete Family and Friends in flight information systems | 95% Inspection | Family and Friends POC and system data entry for non-profit provided flights. Percent completion presented during events meetings. As needed. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | (i.e. Hero Miles), for flights provided to these individuals by non-profit organizations. | | |
| **After Action Report Compilation.** IAW 5.11.5 | The Supervisory Adaptive Reconditioning Program Coordinator shall create, disseminate and consolidate data from After Action Reports (AAR) for Army Recovery Care Program Adaptive Reconditioning events | 95% Inspection | Deliverable: AAR (NLT 20 days following event or at time requested by AR government representative. As requested. |
| **5.11.6 Monthly Good News Story**. IAW 5.11.6 | Army Recovery Care Program Supervisory Adaptive Reconditioning Program Coordinator will collect monthly Good News Stories from the (5) five Soldier Recovery Units and present to the Army Recovery Care Program Adaptive Reconditioning government representative | 95% Inspection | Good News Story Compilation (NLT 30th day of the preceding month) saved to AR Teams Channel, review during weekly contract meetings or during Army Recovery Care Program meetings as required. Monthly. Army Recovery Care Program Event Good News Stories. As requested. |
| **Adaptive Reconditioning Program Development.** | The Adaptive Reconditioning | 95% Inspection | Attends weekly AR meetings to |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| The Adaptive Reconditioning Program Coordinator will develop and implement Adaptive Reconditioning (AR) programming, under the direction of the Soldier Recovery Unit Adaptive Reconditioning Team Lead, based on the needs of the Soldier Recovery Unit Soldier population. IAW 5.12.1. | Program Coordinators are responsible for identifying and coordinating all components necessary to execute AR Program Coordinator led classes/events and communicating these with local Soldier Recovery Unit Adaptive Reconditioning Lead. | | synchronize with the AR lead to ensure AR calendar events meet the needs of the Soldier Recovery Unit population. Weekly requirement. Designs AR monthly calendar. Monthly requirement. |
| **Lead Activities**. The Adaptive Reconditioning Program Coordinator is responsible for planning, scheduling, and executing (including on-site supervision for the duration of the activity) a minimum of ten (10) Adaptive Reconditioning activities per week. IAW 5.12.2 | These activities shall be notated on the Adaptive Reconditioning monthly calendar with the Adaptive Reconditioning Program Coordinator as the POC. | 95% Inspection | AR Calendar and Monthly Metrics Reporting |
| **Maintain Adaptive Reconditioning Calendar**. The Adaptive Reconditioning Program Coordinator shall maintain calendars of Soldier Recovery Unit adaptive reconditioning events and activities to include the dates, times, locations and POC of each scheduled adaptive reconditioning event or activity. IAW 5.12.3 | The Adaptive Reconditioning Program Coordinator shall provide calendar to AR Team Lead for approval on a timeline stated by Soldier Recovery Unit AR Team Lead, but no later than the 15th day of the preceding month. Calendar format should be | 95% inspection of monthly tracking submission and formatting compliance by the AR government representative | Monthly inspection |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | professional in nature and follow guidelines set forth by Adaptive Reconditioning government representative. | | |
| **Adaptive Sports Expertise.** The Adaptive Reconditioning Program Coordinator shall have knowledge and expertise in all adaptive sporting events offered during Army Trials events and Warrior Games events. IAW 5.12.4. | The Adaptive Reconditioning Program Coordinator shall be the adaptive sports SME at the Soldier Recovery Unit, ensuring Soldiers in Recovery understand adaptive sports, participate withing their ability, and that adaptive sports are executed safely at the unit level. | 95% inspection of unit AR calendars and training attendance | Random surveillance for compliance |
| **Equipment Maintenance.** The Adaptive Reconditioning Program Coordinator shall request, schedule, and track routine local Soldier Recovery Unit equipment maintenance as well as unscheduled maintenance/equipment repair utilizing the form provided by the Supervisory Adaptive Reconditioning Program Coordinator. IAW 5.12.8 | Recreational Therapist will input equipment maintenance requests to Supervisory Adaptive Reconditioning Program Coordinator and will provide AR Lead or designee with monthly updates NLT the 8th day of the month, utilizing spreadsheet developed by the Supervisory Adaptive Reconditioning Program | 95% inspection of equipment maintenance requests. 95% compliance with timelines. | Monthly inspection. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | Coordinator. Scheduled/routine maintenance shall be requested NLT thirty (30) days prior to when it is due and unscheduled maintenance/repair shall be requested NLT five (5) days after need for repair has been identified. | | |
| **Adaptive Reconditioning Program Coordinator Metrics and Soldier Activity Attendance/Compliance**. IAW 5.12 | Attendance data shall be input into Army Recovery Care Program AR standardized tracker within 24 hours after the class/event. All attendance data from previous week shall be input into system of record NLT than close of business the following Monday. | 95% inspection, 95% compliance with timelines. | Monthly inspection. |
| **Community and External Partner Coordination**. The Adaptive Reconditioning Program Coordinators shall coordinate with other organizations. IAW 5.13.1. | Update Veteran resource database quarterly. Submit relevant good news stories or emails to Supervisory Recreational Therapist upon completion of engagement. | 95% inspection | Random surveillance of meeting minutes. Quarterly review of Veteran resource database. Monthly review of Good News Stories. |
| **Instructor Identification**. The Adaptive Reconditioning Program | The Adaptive Reconditioning Program | 95% inspection. Monthly | Adaptive Reconditioning Program |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| Coordinator shall utilize instructors to expand the breadth of Soldier Recovery Unit adaptive reconditioning activities. IAW 5.13.2. | Coordinator shall identify a qualified instructor and submit request to Supervisory Adaptive Reconditioning Program Coordinator. Adaptive Reconditioning Program Coordinator will provide updates of instructor status to Adaptive Reconditioning Lead weekly until instructor is provided. Instructor request shall either be fulfilled or denied within six weeks of original request. | review of instructor requests with AR government representative. | Coordinators identify qualified instructors and submit forms. 95% inspection threshold for compliance with identifying instructors and following process as described. |
| **Collaboration with Lead Event Coordinator and Coach/Support Staff Coordination.** IAW 5.14.1. | The Operations Specialist shall assist the Lead Event Coordinator with communication, management, and direction of event coaches, assistant coaches, and support staff for all events. | 95% inspection | Provides schedules, travel, and reservations for coaching and contracted event support staff. As requested. |
| **Event Site Visits**. The Operations Specialist shall conduct pre-event site visits to review proposed facilities, equipment, and staff support as requested by the | Event site visit report shall be provided to the Adaptive Reconditioning government | 95% Inspection | Site visit report (5 days post site visit). Required for |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| Adaptive Reconditioning government representative for regional, national, and international Adaptive Reconditioning events. IAW5.14.3. | representative NLT five (5) days post-site visit to report status. | | each Event Site Visit. |
| **Sports and Event Schedules.** The Operations Specialist assists the Lead Event Coordinator with development of sports and/or event schedules for each Adaptive Reconditioning event. IAW 5.14.4. | Presents schedules and spreadsheets reflecting athlete sport participation as requested and during events meetings. Schedules and conduct Team Calls and develops support materials to disseminate information on MS Teams calls. As requested. | 95% Inspection | Sports and Event Schedules (NLT 120 days prior to event, updated as required). Required for each Army Recovery Care Program Event. |
| **Soldier in Recovery (SR)/Competitor registration and data entry.** The Operations Specialist is responsible for taking information from SR/competitors applications and gathering other information as needed and entering into the database of record for the event. IAW 5.14.5. | Entering data into database of record to meet published event timelines, or sooner if information updates are available | 95% Inspection | Complete data entry to coordinate travel to meet published timelines or as required. |
| **Planning and Preparation for Adaptive Sporting Events**. IAW 5.14.7 | Planning and preparation may include, but not be limited to, participation in planning meetings, development of event schedules, facility identification and reservation meal planning and | 95% Inspection | Reviewed during events meetings or as requested. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | pick-up, and development of event Concept of Operations (CONOPS). | | |
| **Soldier/Athlete Biography Book and Photo Collection.** | Collect Soldier/athlete biography book information, photographs, and other related documentation | 95% Inspection | As requested. |
| **Competitor Training Schedules**. The Operations Specialist will develop individual training schedules for competitors as required, as well as coordinate group event training for the duration of the adaptive sporting event. IAW 5.14.9. | The training schedules must be complete and delivered to the competitors prior to the start of the event (as required). | 95% Inspection | As requested. |
| **Execution of Adaptive Reconditioning Events.** The Operations Specialist shall assist with the execution of all Adaptive Reconditioning Events including Army Trials, Warrior Games, Invictus Games, and Army Recovery Care Program camps/clinics. IAW 5.15. | Execution duties may include but are not limited to the following: Welcome brief, Soldier/Athlete arrival and departure, Soldier/athlete management and accountability, support staff and coach coordination. | 95% Inspection | As requested. |
| **Event Support.** IAW 5.15.1. | The Operations Specialist communicates with venue managers, coaches and supplemental staff. Attends sport technical meetings as directed by AR | 95% Inspection | Adaptive Reconditioning event documents, spreadsheets, and reports reflecting event staffing, event participants, |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | government representative. Assist with the collection of and reporting of participant information to event organizers. Assist with compiling information for and assisting with proofing of official event publications. Assist with event planning and coordination at site visits. Track event results. | | and event descriptive data (including team medals). Attends sport technical meetings at adaptive sporting events. Upon request. |
| **Athlete Apparel Information Collection and Distribution.** IAW 5.15.2. | The Operations Specialist will collect athlete apparel sizes for general and sports specific sizing and capture on a spreadsheet provided by sponsoring uniform company. The Operations Specialist will consolidate all uniform sizes for submission. Additionally, at events, the Operations Specialist will assist with the distribution of uniforms to athletes and | 95% Inspection | Random surveillance, upon request. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | coordinate any necessary swaps. | | |
| **Supply and Equipment Assistance.** IAW 5.15.4 | Attend technical meetings and coordinate with event coaches to ensure necessary equipment and venue set up has occurred 24 hours prior to event. Report on equipment status during event meetings. | 95% Inspection | Random surveillance, upon request. |
| **SafeSport Training.** IAW 5.16.2 | All Coaches must have SafeSport training. | 100% Inspection | Must provide digital copy of SafeSport Training to Lead Event Coordinator. Inspected as required. |
| **Equipment Assessment.** IAW 5.16.3 | The Coaches shall assist the Lead Event Coordinator and Operations Specialist in identifying all equipment necessary to execute successful adaptive reconditioning events. | 95% inspection | Coaches will update the Army Recovery Care Program provided equipment spreadsheet Army Trials and Warrior Games equipment set for their respective sports annually with the Lead Event Coordinator. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | | | Annually and as requested. |
| **Venue Set-Up.** IAW 5.16.8 | The Coaches shall assist the Lead Event Coordinator and Operations Specialist to ensure the venue is setup at least 24 hours prior to execution of the event. | 95% inspection | Coaches collaborate with Lead Event Coordinator to verify venue is set up 24 hours in advance of the sporting event. Coaches review any deficiencies with the Lead Event Coordinator in the technical meeting prior to the sporting event, or sooner as requested. |
| **Venue Tear-Down/Closeout.** IAW 5.17.1 | The Coaches shall assist the Lead Event Coordinator and Operations Specialist to ensure the venue is torn-down and closed out at the conclusion of their sporting event. | 95% inspection | Coaches collaborate with Lead Event Coordinator to ensure the venue is appropriately closed out at the conclusion of the sporting event. At the conclusion of each sport after adaptive sporting events. |
| **Training Sessions.** IAW 5.17.6 | The Coaches shall prepare, coordinate, and lead virtual and in-person training sessions for select adaptive sports, upon request of | 95% inspection | Scheduling training sessions should be confirmed at a minimum of one week prior to the training |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | Army Recovery Care Program. | | session date. Mock meeting on virtual platform, review of presentation materials with Lead Event Coordinator 24 hours prior to session, session materials prepared for sharing with Army Recovery Care Program staff and competitors as requested. |
| **Equipment Inventory and Accountability.** IAW 5.18.1 | The Logistics Coordinator shall maintain a real-time, comprehensive inventory of all ARCP and Soldier Recovery Unit (SRU) adaptive sports equipment using designated military property tracking systems (such as DPAS, GCSS-Army, or ARCP-specific databases). The Logistics Coordinator shall conduct periodic physical inventories, utilize standard hand-receipt | 100% inspection | Quarterly review, and as requested. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | processes (e.g., DA Form 3161 / DA Form 2062) for temporary loans, and reconcile any discrepancies in accordance with FAR Part 45 (Government Property) and Army regulations. | | |
| **Shipping, Transportation, and Staging.** IAW 5.18.2 | The Logistics Coordinator shall plan, coordinate, and execute the secure shipment of delicate, high-value adaptive sporting equipment from SRUs or centralized storage facilities to event venues (e.g., Army Trials, Warrior Games). The Logistics Coordinator shall ensure all equipment is properly packed using damage-control measures specifically designed for custom adaptive sports gear to prevent transit damage. The Logistics Coordinator shall execute the receiving, staging, and breakdown of | 95% inspection | Inspection of staged equipment. Inspection of shipping manifests as requested. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| | equipment at the event venue. | | |
| **Coordination and Reporting. IAW** 5.18.5. | The Logistics Coordinator shall generate and present logistical status reports during scheduled planning meetings and compile post-event property closeouts. | 95% inspection | Inspection of post-event property closeout summary and AAR provided NLT 5 days post event execution. |
| **Adaptive Reconditioning Equipment Subject Matter Expert.** IAW 5.18.6 | The Logistics Coordinator shall advise ARCP headquarters and Soldier Recovery Units (SRUs), as directed, on the disposition, storage, inventory, shipment, and hand-receipt development of specialized equipment. As requested, the Logistics Coordinator shall support SRU site visits, either in person or virtually, to provide technical guidance to leadership on the management, storage, disposition, shipping, or handling of adaptive reconditioning equipment. | 95% inspection | Inspection of supporting documentation and COAs of in-person and virtual visits as requested. |

| Performance Objective (Include PWS Ref) | Performance Standard | Performance Threshold | Method of Surveillance |
|---|---|---|---|
| **Army Recovery Care Program Medals.** IAW 5.19.5 | Physical delivery of approved medals, complete with tracking information, are delivered to the designated government event no later than thirty (30) calendar days prior to the scheduled start of the Army Trials, Warrior Games, or other designated ARCP event. | 100% inspection | Physical inspection of medals and tracking information. |

**Exhibit B: Deliverables**

Note: The Government shall have 14 calendar days to review the deliverables and respond to the Contractor in writing as to the acceptance of a deliverable. The Government shall provide a written description of all deficiencies and discrepancies discovered during the review to the Contractor; the Contractor shall submit corrected deliverable within 14 calendar days at no additional cost to the Government.

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| Kick-off meeting Meeting Invite; Kickoff Meeting Agenda; Kickoff Meeting Minutes IAW 5.2 | MS Teams Meeting invite, agenda and meeting minutes: Microsoft (MS) Word, Portable Document Format (PDF), or | NLT 5 days prior to meeting; NLT 2 days prior to meeting; NLT 3 days post meeting | AR government representative. | One-time requirement |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| | MS PowerPoint (PPT) format. | | | |
| Contractor Points of Contact (POC) Information IAW 5.3 | PDF, MS Word, or MS Excel | NLT 10 days after award | KO and AR government representative. | One-time requirement and updates as needed |
| Program Management Plan IAW 5.4 | PDF or MS Word | NLT 15 days after award | AR government representative. | One-time requirement and updates as needed |
| Quality Control Plan IAW 5.5 | PDF or MS Word | NLT 30 days after award and NLT 5 days of any changes made thereafter | AR government representative. | One-time requirement and updates as needed |
| Monthly Status Report IAW 5.6 | MS Excel | NLT 15th day of each month | AR government representative. | Monthly |
| Monthly Contract Review Meeting IAW 5.8 | Meeting Invite: MS Teams Meeting Agenda and Minutes PDF or MS Word | Meeting Invite (NLT 5 days prior to meeting), Meeting Agenda (NLT 2 days prior to meeting), Meeting Minutes (NLT 3 days post-meeting) | AR government representative. | Monthly |
| Contractor Meetings IAW 5.8.1 | Meeting invite: MS Teams | Weekly recurring meeting invite, or as requested. | AR government representative. | Monthly |
| Management/Oversight of Contract Staff IAW 5.8.2 | Update MS Teams AR Long Range Calendar (LRC) with event coverage staff and leave dates. Provide Excel document with | Update LRC monthly. Provide Excel document with Contract staff NLT 60 days prior to event. | AR government representative. | LRC updated monthly. Excel file provided NLT 60 days prior to event. |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| | full contractor event staff roster for each ARCP event. | | | |
| Soldier Recovery Unit Site Visits IAW 5.8.3 | MS Teams meeting IPRs scheduled prior to the event. | 2 weeks prior to SRU site visit, 2 & 4 weeks prior to ARCP-hosted event. | AR government representative. | 2 weeks prior to SRU site visit, 2 & 4 weeks prior to ARCP-hosted event. |
| Sporting Event Concept of Operations and Event Schedule IAW 5.8.4 | PPT, using template provided by ARCP | NLT 120 days prior to event, updated as required | AR government representative. | NLT 120 days prior to event, updated as required |
| Venue Identification | PPT COA brief | NLT 180 days in advance of the event, presented during the weekly AR events meeting. | AR government representative. | NLT 180 days in advance of the event, presented during the weekly AR events meeting. |
| Event Venue Coordination | MS Teams | Briefed during weekly events meeting on MS Teams, updated as required. | AR government representative. | Briefed during weekly events meeting on MS Teams, updated as required. |
| Event Equipment Identification | Excel document, utilizing ARCP internal equipment tracker template. | Briefed during weekly events meeting on MS Teams, updated as required. | AR government representative. | Briefed during weekly events meeting on MS Teams, updated as required. |
| Sports Equipment Storage, Shipment, and Staging IAW 5.8.9 | Excel Equipment tracker | At the end of each sporting event, during the functional meeting, and as requested. | AR government representative. | At the end of each sporting event, during functional lead meeting, as requested. |
| Expendable items IAW 5.9.1 | Annotated in the CONOP using PowerPoint template | Briefed weekly during events meeting as | ARCP government representative. | Briefed weekly during events meeting as |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| | provided by ARCP | required, and as requested. | | required, and as requested. |
| Army Recovery Care Program Equipment Management IAW 5.9.2 | Excel | Quarterly, and as requested. Brief during weekly contract meetings as requested. | ARCP government representative. | Quarterly, and as requested. Brief during weekly contract meetings as requested. |
| Track Event Sports Data IAW 5.9.3 | Excel | Required for each ARCP adaptive sporting event. Presented during events meetings, and as requested. | ARCP government representative. | Required for each ARCP adaptive sporting event. Presented during events meetings, and as requested. |
| Competition Results IAW 5.9.4 | Email | Emailed to AR representative NLT one week after the event. | ARCP government representative. | Emailed to AR representative NLT one week after the event. |
| Competitor Selection IAW 5.9.5 | Excel, Matrix completed using the template provided by ARCP | Competitor Selection Matrix Completed NLT 5 days after the event | ARCP government representative. | Competitor Selection Matrix Completed NLT 5 days after the event |
| Rules and Classifications IAW 5.9.6 | PDF, MS Teams Meeting | Reviews Rules and Classifications Handbook, attends Rules and Classifications meetings | ARCP government representative. | Reviews Rules and Classifications Handbook, attends Rules and Classifications meetings |
| Event Lodging Plan IAW 5.9.7 | PPT slide, include with CONOP slide | Presented during weekly events meeting NLT 6 months prior to event. Additionally, as requested. | ARCP government representative. | Presented during weekly events meeting NLT 6 months prior to event. Additionally, as requested. |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| After Action Reports Compilation IAW 5.9.8 | MSvExcel format, email | Provided NLT 15 days post event | ARCP government representative. | Provided NLT 15 days post event |
| External Partner Coordination 5.9.9 | MS Excel or Powerpoint. | As requested | ARCP government representative. | As requested |
| Management of AR Program Coordinators IAW 5.10.1 | MS Excel Spreadsheet | NLT 15th of each month | ARCP government representative. | Monthly |
| Communication to Soldier Recovery Unit Adaptive Reconditioning Program Coordinators. | MS PowerPoint/ MS Teams | NLT 15th day of the month | ARCP government representative. | Monthly |
| Supervisory Adaptive Reconditioning Program Coordinator SRU Site Visit Report IAW 5.10.3 | MS PowerPoint | NLT 5 days post visit for each SRU Site Visit | ARCP government representative. | Required for each site visit. |
| Adaptive Reconditioning Equipment Identification. IAW 5.10.4 | MS Excel (AR Equipment Tracker) | Email and save in MS Teams AR equipment tracker and maintenance requests. | ARCP government representative. | Monthly |
| External Partner Coordination. IAW 5.10.5 | MS Excel and/or MS PowerPoint | The Adaptive Reconditioning Program Coordinator shares this resource with the AR government representative during contract meetings and reports how RTs are supplying these resources to the SRs. | ARCP government representative. | Quarterly |
| Adaptive Reconditioning Program Coordinator Deliverables Summary. IAW 5.10.6 | MS Excel | The Supervisory Adaptive Reconditioning | ARCP government representative. | Monthly |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| | | Program Coordinator shall compile the monthly Adaptive Reconditioning Program Coordinator Deliverable summary. | | |
| Coordinate Enterprise Instructor Requests. IAW 5.10.7 | MS Word (Standard Soldier Recovery Unit Request form) & MS Excel | Enterprise instructor request and overall usage status report NLT 8th day of each month. | ARCP government representative. | Monthly |
| Instructor Hours. IAW5.10.8 | MS Excel | The Supervisory Adaptive Reconditioning Coordinator shall allocate a set number of instructor hours per Soldier Recovery Unit and track the funding and burn rate over the contract year. The Supervisory Adaptive Reconditioning Coordinator briefs instructor funds requests at AR contract meetings to receive funding approval by the AR government representative. The Supervisory Adaptive Reconditioning Program | ARCP government representative. | Monthly and as requested. |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| | | Coordinator completes funding transactions for approved instructor for the Army Recovery Care Program and the Soldier Recovery Units. | | |
| Soldier Recovery Unit and Army Recovery Care Program Equipment Maintenance. IAW 5.10.9 | MS Excel | Soldier Recovery Unit Equipment Maintenance Request Form to Soldier Recovery Unit Adaptive Reconditioning Program Coordinator NLT 30 days post contract award. One time requirement; Collect, process, order and track Soldier Recovery Unit maintenance request/. Monthly requirement. Enterprise maintenance status report (NLT 8th day of each month) briefed during Army Recovery Care Program AR contract meetings. Monthly Requirement. | ARCP government representative. | 30 days post-contract award; Monthly |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| | | | | |
| Soldier Recovery Unit and Army Recovery Care Program Expendable Items Requests. IAW 5.11. | MS Excel | AR contract meetings. Monthly Requirement. | ARCP government representative. | AR contract meetings. Monthly Requirement. |
| Event Applications and Registration/Coordination. IAW 5.11.1 | MS Forms/ MS Excel | Email as requested. | ARCP government representative. | As requested. |
| Adaptive Sports Competition Results. IAW 5.11.2 | MS Excel/MS Powerpoint | Email as requested. | ARCP government representative. | As requested. |
| Monitor Adaptive Reconditioning Email. IAW 5.11.3. | Outlook Group Inbox | Weekly | ARCP government representative. | As requested. |
| Veteran and Family and Friends POC and Info Collection and System Entry. IAW 5.11.4 | Family and Friends specific database | As requested. | ARCP government representative. | As requested. |
| After Action Report Compilation. IAW 5.11.5 | MS Forms/MS Powerpoint | As requested. | ARCP government representative. | As requested. |
| Monthly Good News Story. 5.11.6 | MS PowerPoint | NLT 30th day of the preceding month | ARCP government representative. | Monthly |
| Adaptive Reconditioning Program Development. IAW 5.12.1. | In-Person Meetings or emails; MS PowerPoint | As requested. | ARCP government representative. | Weekly & Monthly as requested. |
| Lead Activities. IAW 5.12.2. | MS PowerPoint or similar | Monthly. | ARCP government representative. | Monthly or as requested. |
| Maintain Adaptive Reconditioning Calendar. IAW 5.12.3. | MS PowerPoint or similar | NLT 15th day of the month. | ARCP government representative. | Monthly or as requested. |
| Adaptive Sports Expertise. IAW 5.12.4. | MS PowerPoint or similar; MS Teams | Monthly/as offered | ARCP government representative. | Monthly or as requested. |
| Equipment Maintenance. IAW 5.12.8 | MS Excel | NLT the 8th day of the month. | ARCP government representative. | Monthly or as requested. |
| Adaptive Reconditioning Program Coordinator Metrics and Soldier Activity Attendance/Compliance. IAW 5.13 | MS Excel | Submit AR Program Coordinator metrics monthly. Enter data into AR standardized | ARCP government representative. | Complete Adaptive Reconditioning Program metrics |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| | | tracker NLT COB Monday for preceding week. | | monthly. Complete Soldier participation entry weekly or as requested. |
| Community and External Partner Coordination. IAW 5.13.1 | MS Excel | Update Veteran resource database quarterly. Submit relevant good news stories upon completion. Submit meeting minutes as applicable. | ARCP government representative. | Update Veteran resource database quarterly. Other requirements as requested. |
| **Instructor Identification**. IAW 5.13.2 | MS word form, emails | NLT 10 days post request, weekly email update when there is a pending request. | ARCP government representative. | As requested or weekly. |
| **Collaboration with Lead Event Coordinator and Coach/Support Staff Coordination.** IAW 5.14.1 | Email of relevant documents, reports during events meetings. | As requested. | ARCP government representative. | As requested. |
| **Event Site Visits**. IAW 5.14.3 | Email or MS Power Point | 5 days post site visit. | ARCP government representative. | After each site visit or as requested. |
| **Sports and Event Schedules.** IAW 5.14.4. | Email or MS Excel/PowerPoint | As requested. NLT 120 prior to event. | ARCP government representative. | As requested. NLT 120 prior to event. |
| **Soldier in Recovery (SR)/Competitor registration and data entry. IAW 5.14.5** | Entry into database of record | IAW published event timelines or sooner if updates are available. | ARCP government representative. | IAW published event timelines or sooner if updates are |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| | | | | available. As requested. |
| **Planning and Preparation for Adaptive Sporting Events**. IAW 5.14.7 | MS PowerPoint | As requested. | ARCP government representative. | As requested. |
| **Soldier/Athlete Biography Book and Photo Collection.** | Various formats | As requested. | ARCP government representative. | As requested. |
| **Competitor Training Schedules**. IAW 5.14.9. | MS Excel or PowerPoint. | NLT the first day of the event, or as requested. | ARCP government representative. | NLT the first day of the event, or as requested. |
| **Execution of Adaptive Reconditioning Events.** IAW 5.15. | Various formats. | As requested. | ARCP government representative. | As requested. |
| **Event Support.** IAW 5.15.1. | Attends meetings, assists with collection of information, tracks event results. | As requested. | ARCP government representative. | As requested. |
| **Athlete Apparel Information Collection and Distribution.** IAW 5.15.2. | MS Excel | As requested. | ARCP government representative. | As requested. |
| **Supply and Equipment Assistance.** IAW 5.15.4 | Attends meetings, reports status. | As requested. | ARCP government representative. | As requested. |
| **SafeSport Training.** IAW 5.16.2 | Digital training certificate. | As requested. | ARCP government representative. | As requested. |
| **Venue Set-Up.** IAW 5.16.8 | Meeting | 24 hours in advance of sporting event | N/A | 24 hours in advance of sporting event |
| **Venue Tear-Down/Closeout.** IAW 5.17.1. | Meeting | At the conclusion of each sporting event. | N/A | At the conclusion of each sporting event. |
| **Training Sessions.** IAW 5.17.6 | MS Teams with supporting documents | Scheduling training sessions should be confirmed at a minimum of one week prior to the training session date. Mock meeting | ARCP government representative. | Meeting scheduled 1 week prior to session; materials reviewed 24 hours prior. As requested. |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| | | on virtual platform, review of presentation materials with Lead Event Coordinator 24 hours prior to session, session materials prepared for sharing with Army Recovery Care Program staff and competitors as requested. | | |
| **Equipment Inventory and Accountability.** IAW 5.18.1 | MS Excel or designated military tracking system | Quarterly | ARCP government representative. | Quarterly and as requested. |
| **Shipping, Transportation, and Staging.** IAW 5.18.2 | Shipping manifests | As requested | ARCP government representative. | As requested |
| **Coordination and Reporting.** IAW 5.18.5. | Post-Event Property Closeout Summary and After-Action Review (AAR) logistical inputs. | Provided NLT five (5) days post-event execution. | ARCP government representative. | Provided NLT five (5) days post-event execution. |
| **Adaptive Reconditioning Equipment Subject Matter Expert.** IAW 5.18.6 | The Logistics Coordinator shall advise ARCP headquarters and Soldier Recovery Units (SRUs), as directed, on the disposition, storage, inventory, shipment, and hand-receipt development of specialized equipment. | Documentation and scheduling of virtual meetings submitted 24 hours in advance. Documentation submitted NLT 5 days after completion of site visit for in-person visits. | ARCP government representative. | As requested. |

| Deliverable | Format | Due | Distribution/Copies | Frequency and Remarks |
|---|---|---|---|---|
| **Army Recovery Care Program Medals.** IAW 5.19.5 | Physical delivery of approved medals, complete with tracking information, are delivered to the designated government event no later than thirty (30) calendar days prior to the scheduled start of the Army Trials, Warrior Games, or other designated ARCP event. | NLT 30 calendar days prior to the start of designated ARCP event. | ARCP government representative. | NLT 30 calendar days prior to the start of designated ARCP event |