PERFORMANCE WORK STATEMENT (PWS)

FOR

Latvia Liaison to MIARNG (Overseas Deployment Training Coordination) Services

1.0 General:

1.1 Scope: The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in paragraph 3.0 as government furnished, to perform liaison, training development, administration, and consultation services, as defined in this PWS.

1.2 Background: The Michigan National Guard (MING) and the Republic of Latvia have worked closely through the State Partnership Program (SPP) since 1993. This partnership increases the capability, readiness and lethality of both formations through the joint understanding, familiarization, and standardization of each other's process and procedures. The partnership benefits from an ongoing liaison relationship that maintains continuity of efforts during periods of staffing turnovers.

1.3 Period of Performance (PoP): The Period of Performance shall be 1 Base Year of 12 months and four 12-month option-years.

1.4 General Information:

1.4.1 Quality Control (QC): The contractor shall develop and keep an effective QC Plan (QCP) to ensure performance of services per this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is how it assures itself that the work follows the requirements of the contract. At a minimum, the contractor shall develop QC procedures that address the areas outlined in Technical Exhibit 1, Performance Requirements Summary (PRS). The contractor shall send a final QCP to the Contracting Officer Representative (COR) not later than 10 days after the contract award. After acceptance of the QCP, the contractor shall obtain the Contracting Officer's (KO's) acceptance in writing of any proposed changes to its QCP.

1.4.2 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract via the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines the application of performance standards, the frequency of surveillance, and acceptable quality level(s) or defect rate(s).

1.4.3 Recognized Holidays: The United States (US) recognizes the following holidays. The contractor *shall not* perform services on these days:

1.4.3.1 New Year's Day: January 1st
1.4.3.2 Birthday of Martin Luther King, Jr
1.4.3.3 Washington's Birthday
1.4.3.4 Memorial Day
1.4.3.5 Juneteenth National Independence Day
1.4.3.6 Independence Day: July 4th
1.4.3.7 Labor Day
1.4.3.8 Columbus Day
1.4.3.9 Veteran's Day: November 11th
1.4.3.10 Thanksgiving Day
1.4.3.11 Christmas Day: December 25th

1.4.4 Place and Performance of Services: The contractor shall provide services between the hours of *0730-1630* on *Monday through Friday,* except on recognized US holidays or when the Government closes a facility/installation due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings. Performance shall be at the Joint National Army Forces Headquarters in Riga, Latvia, 9/11 Krustabaznicas Street with an alternate location at the U.S. Office of Defense Cooperation (ODC). The intent is to maintain consistent presence with the Latvian National Armed Forces on behalf of the MING with a secondary duty to support the Bilateral Affairs Officer in the ODC. The contractor shall always maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility/installation is not closed for the above reasons. When hiring personnel, the contractor must be mindful that the stability and continuity of the workforce are essential. Teleworking is authorized.

1.4.4.1 Telework: The Government may allow teleworking by contractor employees when determined to be in the best interest of the Government in meeting work requirements. In furtherance of Continuity of Operations Planning (COOP), a telework program may be enacted to ensure that the Government's mission-critical operations stay operational during times of national emergency or incidents of national significance. Telework shall be at no added cost to the Government.

1.4.4.2 Security Gates and Vehicle Operations: Unscheduled gate closures by the Security Police may occur at any time causing all personnel that are entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

1.4.4.3 Observing Installation Requirements: The contractor's employees shall become familiar with and obey the regulations of the installation; including fire, traffic, safety, and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees must always carry proper identification with them and shall be subject to

such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation which may affect performance. The Government reserves the right to direct the removal of an employee for misconduct, security reasons, or any actions that can reasonably be seen as damaging to the relationship between MING and the Republic of Latvia. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

1.4.5 Security Requirements: The contractor shall obey all applicable installation/facility access and local security policies and procedures. The COR can aid in obtaining these policies and procedures. The contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by Department of Defense (DoD), Headquarters Department of Army (HQDA) and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

1.4.5.1 Common Access Cards: For contractors requiring Common Access Card (CAC): The CAC is the DoD Federal Personal Identity Verification (PIV) credential. The DoD issues CACs per Department of Defense Manual (DoDM) 1000.13- V1, DoD Identification (ID) Cards: ID Card Life Cycle, July 01, 2025. Initial issuance of a CAC requires, at a minimum, the completion of a Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) (or investigation approved in Federal Investigative Standards) to the Under Secretary of Defense for Intelligence (USD(I)) approved investigative service provider. The issuance of a CAC will be based on four criteria: (a) eligibility for a CAC; (b) verification of DoD affiliation from an authoritative data source; (c) completion of background vetting requirements according to the Federal Information Processing Standards Publication 201-3, Personal Identity Verification (PIV) of Federal Employees and Contractors, January 2022, and DoD Manual 5200.02, Procedures for the DoD Personnel Security Program (PSP), April 3, 2017, and (d) verification of a claimed identity. Each applicant must register sponsorship and enrollment information in the Defense Enrollment Eligibility Reporting System (DEERS) through either the Real-Time Automated Personnel ID System (RAPIDS) using the DD Form 1172-2, or the Trusted Associate Sponsorship System (TASS).

1.4.5.1.1 Background Investigation Requirements for CAC Issuance: The contractor shall ensure that all contractor and subcontractor personnel whose duties require CAC issuance obtain them and shall process all CAC applications. The contractor bears the costs associated with Secret or higher security clearances. Applicants requiring Secret or higher-level clearances should refer to their contractor for completion of requisite documents and investigations. To receive a CAC the applicant shall provide a copy of this PWS, the applicant's resume (required for Centralized Suitability Service Center (CSSC) to make interim determination), an OF 306 filled out in its entirety, and

fingerprints (can be submitted digitally with a recruiter or in the Joint Forces Headquarters G2 Office; use codes SOI: Z256 / SON:.3357 / ALC: 21008711). Once the CSSC grants an interim determination, the JG2 security managers will sign the TASS form to allow the applicant to receive a CAC. Questions can be directed to the G2 group mailbox at MIARNG_JG32_PERSEC@army.mil.

1.4.5.1.2 Personnel Security Investigation Portal (PSIP) Process: The contractor shall ensure that all employees requiring a background investigation complete a PSIP form as soon as possible. Once the applicant submits the PSIP request form, the applicant will then receive two e-mail messages. The first will confirm that the investigative service provider has received the request, and the second will provide instructions for the completion of the appropriate form via the Electronic Questionnaires for Investigations Processing (e-QIP) system. Upon completion of the e-QIP questionnaire and submittal of all required documents, including fingerprint cards to the security manager, the background investigation (BI) will be initiated. The applicant must ensure immediate compliance with all instructions regarding background investigation processing, including those provided verbally, by e-mail, or via a government system. The contractor should note that the entire process from submitting the PSIP form to return of the FBI fingerprint check may routinely take from two to six weeks and shall factor this time into its hiring/placement process. The contractor shall make all reasonable efforts to ensure that contractor employees meet CAC eligibility standards upon assignment to the contract and is liable for delaysThe Government will inform the contractor's applicant, via email, of determinations made, approval, rejection, or return for corrections or additional information. The contractor shall maintain records of all approved and rejected applications.

1.4.5.1.3 CAC Appointment and Issuance: At the RAPIDS station, the RAPIDS Verification Officer will verify the contractor employee by SSN and two forms of identification. Identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 1615-0047, "Employment Eligibility Verification." Consistent with applicable law, at least one document from the Form I-9 list shall be a valid (unexpired) State or Federal Government-issued picture ID. The Identity documents will be inspected for authenticity and scanned and stored in the DEERS upon issuance of an ID. The photo ID requirement cannot be waived, consistent with applicable statutory requirements. The Verification Officer will capture primary and alternate fingerprints, a picture, and updates to DEERS, and will then issue a CAC. Issued CACs will be valid for no longer than three years, or until the individual's contract ends (inclusive of any options), whichever is earlier.

1.4.5.1.4 Departure of Dismissal: The contractor shall return issued CACs to the DEERS office upon departure or dismissal of each contractor employee, and shall obtain receipt for each card and provide it to the TA/COR.

1.4.5.1.5 New CAC or Renewal: The contractor shall manage requests for new or renewal of CACs in sufficient time to ensure that all contractor employees have them when needed to perform work under this contract. The contractor shall provide at least

10 calendar days advance notice to the TA, unless there are extenuating circumstances approved by the COR or KO.

1.4.5.1.6 The contractor shall obtain a “.mil” email address for each applicant, including subcontractors, who may be deployed or require logical access to a government computer network. Include this request on a DD 2875, System Authorization Access Request when requesting access to other systems

1.4.5.2 ***RESERVED***

1.4.5.3 Communications Security/Information Technology (COMSEC/IT) Security. All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.5.4 Use of Government Information Systems (IS) and access to Government networks is a revocable privilege, not a right. Users are the foundation of the DoD strategy, and their actions affect the most vulnerable portion of the Army Enterprise Infostructure (AEI). Contractor employees shall have a favorable background investigation or hold a security clearance and access approvals commensurate with the level of information processed or available on the system. Contractor employees shall:

1.4.5.4.1 Comply with the command's Acceptable Use Policy (AUP) for Government owned IS and sign an AUP prior to or upon account activation https://cs.signal.army.mil/.

1.4.5.4.2 Complete initial and/or annual Cyber Awareness training at https://cs.signal.army.mil/

1.4.5.4.3 Mark and safeguard files, output products, and storage media per classification level and disseminate them only to individuals authorized to receive them with a valid need to know.

1.4.5.4.4 Protect IS and IS peripherals located in their respective areas in accordance with physical security and data protection requirements.

1.4.5.4.5 Practice safe network and Internet operating principles and take no actions that threaten the integrity of the system or network.

1.4.5.5 ***RESERVED***

1.4.5.6 AT Level 1 Awareness Training (AT): All contractor employees, including subcontractor employees, requiring access to Army installations, facilities, and controlled access areas shall complete Level 1 AT within 30 calendar days after contract start date and within 30 calendar days of new employees commencing performance. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee to the KO within 15 calendar days after completion of training. Level 1 AT is available at https://jkodirect.jten.mil/, course title "Level I Antiterrorism Awareness Training".

1.4.5.7 Information Assurance (IA)/Information Technology (IT) Training: All contractor employees and associated subcontractor employees shall complete the DoD IA Awareness Training before issuance of network access and annually thereafter. All contractor employees performing services involving IA/IT functions shall comply with DoD and Army workforce training requirements in DoDD 8140.01, DoD 8570.01-M and AR 25-2 within six months of the start of contract performance. In accordance with DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, contractor employees performing Information Assurance Technical (IAT) functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M shall be completed upon contract award.

1.4.5.8 Information Awareness: All contractor employees with access to a government information system shall be registered in the Army Training Certification Tracking System (ATCTS) (https://atcts.army.mil/iastar/index.php) at commencement of services, and shall successfully complete the DoD Cyber Awareness training prior to access to the IS and then annually thereafter at https://cs.signal.army.mil/.

1.4.5.9 **RESERVED**

1.4.5.10 OPSEC Training: In accordance with AR 530-1, Operations Security, new contractor employees shall complete OPSEC training within 30 calendar days of their reporting for duty and annually thereafter. The contractor shall submit certificates of completion for each contractor employee to the KO within 15 calendar days after completion of training. OPSEC training is available at https://securityawareness.dcsa.mil/opsec/index.htm.

1.4.5.11 OPSEC SOP/Plan. The contractor shall develop an OPSEC Standard Operating Procedure (SOP)/Plan and provide it to the COR within 90 calendar days of contract award to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, Operations Security. This SOP/Plan shall include a process to identify the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. The contractor shall implement OPSEC measures as required by the Government.

1.4.5.12 Classified Information. The contractor shall comply with Federal Acquisition Regulation (FAR) Clause 52.204-2, Security Requirements. This clause applies to contracts that involve access to information classified “Confidential,” “Secret,” or “Top Secret,” and requires contractors to comply with the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M) and applicable updates/changes. Contract employee will be required to maintain a “Secret” security clearance.

1.4.5.13 Threat Awareness and Reporting Program (TARP). Per AR 381-12, Threat Awareness and Reporting Program (TARP), contractor employees with security clearances must receive annual TARP training by a counterintelligence (CI) agent or other trainer as specified in Chapter 2 Threat Awareness and Education, Section II, paragraph 2-4b. The contractor shall identify annual TARP training, personnel trained and date of training with the Monthly Progress Report.

1.4.6 Physical Security. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.4.7 Special Qualifications:

1.4.7.1 Current and historical understanding (within the last 5 years) of the Latvian National Armed Forces (LNAF) to include but not limited to detailed knowledge of LNAF priorities, task organization, geography of associated units, unit commanders, and key personnel.

1.4.7.2 Understanding of NATO Enhanced Forward Presence (EFP) and Multi-National Division-North (MND-N) and how their tasks and purposes nest within the U.S. Country Plan and the Republic of Latvia’s national plans.

1.4.7.3 Knowledge of the Department of State Country Plan for Latvia.

1.4.7.4 Understanding of the EUCOM plan for Latvia.

1.4.7.5 Experience working with the following agencies within Latvia:

1.4.7.5.1 Latvian Ministry of Defense
1.4.7.5.2 Latvian National Armed Forces
1.4.7.5.3 U.S. Embassy – Riga
1.4.7.5.3 U.S. Office of Defense Cooperation (ODC)
1.4.7.5.4 U.S. European Command (EUCOM)
1.4.7.5.5 U.S. Air Force Europe (USAFE)
1.4.7.5.6 U.S. Marine Forces Europe (MARFOREUR)
1.4.7.5.7 U.S. Navy Europe (NAVEUR)
1.4.7.5.8 U.S. Special Operations Command Europe (SOCOEUR)

1.4.7.5.9 U.S. Army Europe -Africa (USAREUR)
1.4.7.5.10 U.S. Regional Aligned Forces (RAF) to include all enablers
1.4.7.5.11 NATO Force Integration Units (NFIU)
1.4.7.5.12 NATO Enhanced Forward Presence (EFP)
1.4.7.5.13 NATO Multi-nation Division North (MND-N)
1.4.7.5.14 NATO Strategic Command (STRATCOM)
1.4.7.5.15 Task Force (TF) Latvia – Canadian HQ

1.4.7.5.16 Michigan Air and Army National Guard
1.4.7.5.17 West Virginia Air and Army National Guard

1.4.8 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO in accordance with FAR Subpart 42.5. The KO, COR and other Government personnel, as appropriate, may meet periodically with the contractor to review the contactor's performance. At these meetings, the KO 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. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

1.4.9 Contract Manager (CM): The contactor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through KO to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.4.10 Identification of Contractor Employees: All contractor personnel attending meetings, answering Government telephones and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government employees. The contractor shall ensure that all documents or reports produced by contractor personnel are suitably marked as contractor products or that contractor participation is appropriately disclosed. The contractor's status as a "contractor" shall be predominantly displayed in all correspondence types (to include signature blocks on e-mail) and dealings with Government or non-Government entities. Contractor personnel shall wear identification badges distinguishing themselves as such. The badges shall have the company name, employee name and the word "contractor" displayed. The contractor shall retrieve all identification media (including vehicle passes) from its employees who depart employment for any reason. The contractor shall return all

identification media (i.e., badges and vehicles passes) to the KO within 14 days of an employee's departure.

1.4.11. Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in trafficking of persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.12 Travel: Contractor Travel. A separate Not to Exceed (NTE) Contract Line-Item Number (CLIN) will be added to the contract to pay for travel expenses. The contractor shall travel to Lansing (MI), In/Around Latvia, and to USAREUR/EUCOM during the performance of this contract to attend meetings and planning sessions.

1.4.12.1 The contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires COR recommendation for approval and/or authorization by the KO prior to travel arrangements being made.

1.4.13 Data Rights: The Government has unlimited rights to all documents/materials produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the KO. 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.

1.4.14 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services 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 OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO 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 KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose 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.

2.0 Definitions and Acronyms:

2.1 Definitions:

2.1.1 Contractor: 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.

2.1.2 Contracting Officer (KO): A person with authority to enter into, 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.

2.1.3 Contracting Officer Representative (COR): An employee of the U.S. Government designated by the KO to monitor contractor performance. Such appointment will be in writing and will state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.5 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.6 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.8 Quality Assurance: The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.11 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 Acronyms:

AEI	Army Enterprise Infostructure
AR	Army Regulation
AT/OPSEC	Antiterrorism/Operational Security
BAO	Brigade Aviation Officer
BI	Background Investigation
CM	Contract Manager
CMRA	Contractor Manpower Reporting Application
COR	Contracting Officer Representative
CCSD	Critical Combat Skills Development
DA	Department of the Army
DD254	Department of Defense Contract Security Classification Specification
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
EFP	Enhanced Forward Presence
EUCOM	European Command
FAR	Federal Acquisition Regulation
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
HQDA	Headquarters, Department of the Army
HSPD	Homeland Security Presidential Directive
IA	Information Assurance
IS	Information System(s)
JELC	Joint Event Life Cycle
KO	Contracting Officer
MARFOREUR	Marine Forces Europe
NFIU	NATO Force Integration Units
NGB	National Guard Bureau
OCI	Organizational Conflict of Interest
ODC	Office of Defense Cooperation
ODT	Overseas Deployment Training
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RAF	Regional Aligned Forces
SSN	Social Security Number
SOCOM	Special Operations Command
STRATCOM	Strategic Command
TE	Technical Exhibit

TCT	Travelling Contact Teams
USAFE	US Army Air Force
USAREUR	U.S. Army Europe
USD(I)	Under Secretary of Defense for Intelligence

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): The Government will provide the property, material, equipment, and/or services listed below solely for the purpose of performance under this contract:

3.1 Property: The Government will aid in the coordination for the necessary workspace for the contractor to perform services outlined in this PWS. The government will approve, and fund resources required by the contractor. The contractor must request specific equipment, material, and services required to perform duties.

3.2 Materials: **RESERVED**

3.3 Equipment: **RESERVED**

3.4 Services: **RESERVED**

3.5 Utilities: All utilities in the facility will be available for the contactors' use in the performance of this contract. The contractor shall instruct employees in utilities conservation practices. The contractor shall operate under conditions that preclude the waste of utilities, and other resources.

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E):

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

4.2 Secret Facility Clearance: The contractor shall possess or be eligible to receive and maintain a SECRET facility clearance from the Defense Security Services. The contractor's employees performing work in support of this contract shall have been granted a SECRET security clearance from the Defense Industry Security Clearance Office.

5.0 Requirements: The contractor shall:

5.1 Coordinate engagements between Latvian National Armed Forces, MING, the Bilateral Affairs Officer (BAO) and Office of Defense Cooperation (ODC). Support Travelling Contact Teams (TCT) / MING SPP Teams training.

5.1.1 Provide monthly report of unit participation status that tracks all planned training events, meetings/conferences, and Joint Event Life Cycle (JELC) milestones. Report will highlight and include recommendations for areas of concern.

5.2 Coordinate all MING and Latvian participation in EUCOM Exercises within the Republic of Latvia.

5.2.1 Primary planner for MING Overseas Deployment Training (ODT) to Latvia and Latvian NORTHERN STRIKE and State Annual Training participation.

5.2.2 Track training objectives by participating units. Translate and provide consolidated tracker prior to JELC events for senior leadership to reference.

5.3 Coordinate staff exchanges from MIARNG to Latvia for Army lines of effort.

5.3.1 Develop agendas and itineraries for Key Leader Engagements (KLEs).

5.3.2. Known upcoming ODT's and SPP bi-lateral exercises between Michigan to Latvia are: USEURAF DEFENDER, ARCANE THUNDER, DYNAMIC FRONT series, USAFE AIR DEFENDER, ASTRAL KNIGHT series, MING STATE AT, MING NORTHERN STRIKE, BALTIC VIKING, and other emerging initiatives as directed.

5.3.3 Track resource requirements by type and unit. Document and file applicable correspondence and facilitate resolution to resource gaps through the proper chain of command. This includes MOUs, SORs, and MOAs.

5.3.4 Attend JELC events and workshops aligned with MING and EUCOM exercises and long-term planning.

5.4 Obtain access to all systems required for the position to include but not limited to: Concept and Funding Request (CFR), Army Training Information Management System (ARTIMS), MIARNG SharePoint / Army 365 and enterprise email.

6.0 Applicable Publications: Publications applicable to this PWS are listed below:

Publication (Chapter/Page)	Date of Publication	Mandatory or Advisory	Website
Federal Acquisition Regulation			https://www.acquisition.gov/?q=browsefar
Defense Federal Acquisition Regulation Supplement			http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html
DoDM 1000.13-M-V1 DoD Identification (ID) Cards (Enclosure 2, paragraph 3.b)	01/23/2014		http://www.esd.whs.mil/Directives/issuances/dodm/
Federal Information Processing Standards (FIPS) Publication 201-3 Personal Identity Verification (PIV) of Federal Employees and Contractors (paragraph 9)	August 2013		https://doi.org/10.6028/NIST.FIPS.201-3

DoDM 5200.2 Regulation 5200.02 Procedures for the DoD Personnel Security Program (PSP)	04/03/2017		https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/520002m.PDF?ver=YMf-3XVWDdl4IodzbSsLnA%3d%3d
Army Directive 2014-05 Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors	03/07/2014		https://armypubs.army.mil/epubs/DR_pubs/DR_c/NOCASE-ARMY_DIR_2014-05-000-WEB-0.pdf
AR 190-13 The Army Physical Security Program	06/27/2019		http://www.apd.army.mil/ProductMaps/PubForm/AR.aspx
Homeland Security Presidential Directive (HSPD)-12 Policy for a Common Identification Standard for Federal Employees and Contractors	08/27/2004		https://www.dhs.gov/homeland-security-presidential-directive-12
DoDI 5400.11 Department of Defense Privacy and Civil Liberties Programs	1/29/2019 (Change 1: 12/8/2020)		https://www.esd.whs.mil/Directives/issuances/dodi/
DoDD 8140.01 Cyberspace Workforce Management	10/5/2020	OK	https://www.esd.whs.mil/Directives/issuances/dodd/
DoDM 8140.03 Cyberspace Workforce Qualification and Management Program	2/15/2023	OK	https://www.esd.whs.mil/Directives/issuances/dodm/
AR 25-2 Army Cybersecurity	04/04/2019	OK	http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
AR 530-1 Operations Security	09/26/2014	OK	http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
National Industrial Security Program Operating Manual	02/28/2006 (Change 2: 05/18/2016)	OK	https://www.federalregister.gov/documents/2021/08/19/2021-17688/national-industrial-security-program-operating-manual-nispom-amendment
AR 381-12 Counterintelligence Awareness and Reporting	06/13/2025	OK	http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx

6.1 Applicable Forms: Forms applicable to the PWS are listed below:

Form	Date	Website
DD 1172-2 Application for Identification Card/DEERS Enrollment	2/5/2025	https://www.esd.whs.mil/Directives/forms/dd1000_1499/
I-9 Employment Eligibility Verification	1/20/25	https://www.uscis.gov/sites/default/files/files/form/i-9.pdf
DD 441 Department of Defense Security Agreement	3/1/2020	https://www.esd.whs.mil/Directives/forms/dd0001_0499/
DD 250 Material Inspection and Receiving Report	8/1/2000	https://www.esd.whs.mil/Directives/forms/dd0001_0499/

TECHNICAL EXHIBIT 1

Performance Requirements Summary (PRS)

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

Performance Objective	**Performance Standard: Contractor Shall**	**Acceptable Quality Levels (AQL)**	**Surveillance Method / By Whom**
5.1.1 Monthly report on unit participation status	Provide a tracker that shows all planned training events, meetings/conferences, JELC milestones. Report will highlight and include recommendations for areas of concern. Submit monthly on the 1st of the month.	Report is received no more than four times later than the 7th day of the month during the period of performance.	Periodic Inspection / COR
5.2.2 Training objective Tracker	Track training objectives by participating units. Translate and provide consolidated tracker prior to JELC events for senior leadership to reference.	Tracker is received later than 24 hours prior to a planning meeting, or upon request no more than two times during the period of performance	Periodic Inspection / COR
5.3.3 Track Resource Requirements	Track resource requirements by type and unit. Document and file applicable correspondence and facilitate resolution to resource gaps through the proper chain of command. Submit Bi-Weekly or upon request. Can be combined with weekly status update.	Trackers are received late no more than four times during the period of performance.	Periodic Inspection / COR

TECHNICAL EXHIBIT 2

Deliverables Schedule

PWS Reference / Deliverable Title	Frequency	Number of Copies	Medium/Format	Submit To
5.1.1 Monthly report on unit participation status	Monthly	1	Excel Spreadsheet/Email	SCD
5.2.2 Training objective Tracker	Per JELC Timeline or upon request	1	Excel Spreadsheet/Email	SCD
5.3.3 Track Resource Requirements	Bi-Weekly or upon request	1	Excel Spreadsheet/Email	SCD
1.4.1 QCP	NLT 10 days Following Contract Award	1	Electronic Submission	COR/KO
1.4.5.6 AT Level 1 Awareness Training Certificates	Provide within 15 calendar days after employee completes training.	1	Electronic Submission	COR/KO
1.4.5.10 OPSEC Training Certificates	Provide within 15 calendar days after employee completes training.	1	Electronic Submission	COR/KO
1.4.10 Identification Media	Return within 14 days of employee's departure from contract performance.	Original(s)	Hard Copy	KO