PERFORMANCE WORK STATEMENT

FOR

HH-60W Aircrew Conversion Training

JOINT BASE ANDREWS, MD

U.S. AIR FORCE

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1. General Information

1.1. Introduction

This Performance Work Statement (PWS) describes the requirements of this contract. While there are separate sections in this PWS, the Contractor shall consider the PWS in its totality, as most sections complement other sections. The Contractor shall develop their processes, procedures, and approaches, to accomplish requirements of this contract.

1.2. Scope, Background, and Objective

The scope of this PWS is for a contractor to deliver the foundational training required for UH-1N aircrew to achieve Basic Aircraft Qualification (BAQ) on the HH-60W platform, in accordance with AFMAN 11-2HH-60W Vol 1, Vol 2, and Vol 3. The contractor shall provide a turn-key training solution that includes all instruction, courseware management, syllabus development, and program management necessary to safely execute academic, simulator, and flight training.

The 316th Operations Group (316 OG) is responsible for the requirements at Joint Base Andrews, MD (JBA) to establish a formal training program for the new HH-60W platform. This need is driven by the fact that the unit currently lacks the organic capability to qualify its experienced aircrew on the new weapon system. This requirement is therefore established to procure a contract solution to provide foundational training necessary for HH-60W operations.

The primary objective is to produce Pilots and Special Mission Aviators (SMAs) who are proficient and certified in the safe operation of the aircraft and its core systems under normal and emergency conditions. This effort provides the foundational qualification upon which the Government will build advanced mission and combat skills.

Note: The lead MAJCOM for the HH-60W is Air Combat Command (ACC).

1.3. Acronyms

Acronym	Definition

1 HS	1st Helicopter Squadron
AC	Aircraft Commander
ACA	Associate Contractor Agreement
ACC	Air Combat Command
AFI	Air Force Instruction
AIS	Advanced Instrument School
AT	Anti-Tamper
ATO	Authorization to Operate
BAQ	Basic Aircraft Qualification
CAC	Common Access Card
CBT	Computer-Based Training
CDRL	Contract Data Requirements List
CFII	Certified Flight Instructor - Instrument
CM	Configuration Management
CO	Contracting Officer
COMSEC	Communications Security
CONUS	Continental United States
COR	Contracting Officer's Representative
CPI	Critical Program Information
CPT	Cockpit Procedures Trainer
CRM	Crew Resource Management
CRO	COMSEC Responsible Officer
DISS	Defense Information System for Security

DoD	Department of Defense
FAA	Federal Aviation Administration
FE	Flight Examiner
FOC	Fully Operational Capability
FRZ	Flight Restricted Zone
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFP	Government Furnished Property
GFR	Government Flight Representative
HH-60W	Combat Rescue Helicopter
IMI	Interactive Multimedia Instruction
IQT	Initial Qualification Training
JBA	Joint Base Andrews, MD
JTR	Joint Travel Regulations
LMS	Learning Management System
MAJCOM	Major Command in the United States Air Force
MTTL	Master Training Task List
NCR	National Capital Region
NVG	Night Vision Goggle
OFT	Operational Flight Trainer
OPSEC	Operations Security
PII	Personally Identifiable Information
PMR	Program Management Review

PPP	Program Protection Plan
PWS	Performance Work Statement
QA	Quality Assurance
QCP	Quality Control Plan
RAB	Restricted Area Badge
RIO	Risk, Issue, and Opportunity
RMF	Risk Management Framework
SCORM	Sharable Content Object Reference Model
SFRA	Special Flight Rules Area
SGTO	Small Group Try-Out
SMA	Special Missions Aviator
SME	Subject Matter Expert
T.O.	Technical Order
TCP	Training Change Proposal
TMS	Training Management System
TRB	Training Review Board
UH-1N	Utility Helicopter, "Huey"
WST	Weapons System Trainer

1.4. Definitions

Aircraft Commander (AC): An experienced pilot who has been formally certified by the Government to command the aircraft and be responsible for the crew and mission.

Basic Aircraft Qualification (BAQ): A BAQ crewmember is qualified in the assigned crew position to perform basic aircraft duties in the aircraft. This qualification is the prerequisite for all subsequent missions and combat training.

Contracting Officer's Representative (COR): The Government official designated in writing by the Contracting Officer to serve as the technical point of contact for monitoring and managing contractor performance.

Courseware: All instructional materials used for training, including but not limited to, the syllabus, lesson plans, student guides, presentations, examination materials, and Interactive Multimedia Instruction (IMI).

Flight Examiner (FE): A Government Pilot or Special Missions Aviator (SMA) who is specifically certified by the Air Force to conduct flight evaluations and grant qualifications.

Full Operational Capability (FOC): The state achieved when the contractor has verifiably completed all readiness activities required to begin training on Day One of the Period of Performance.

Initial Qualification Training (IQT): The formal, comprehensive course of instruction that qualifies an aircrew member for the first time on a new Mission Design Series (MDS) aircraft.

Master Training Task List (MTTL): The Government-approved, comprehensive list of all individual and crew tasks, conditions, and standards that must be trained and evaluated for a specific course. It is the source document for all courseware development.

Program Manager (PM): The contractor employee designated as the single point of contact responsible for overall contract performance and communication with the Government COR.

Training Management System (TMS): The official Government-approved software or system used for scheduling, tracking, and documenting all student training records and progress.

Training Review Board (TRB): A formal board, chaired by a designated Government representative, convened to review the performance of students who are failing to meet course standards and to determine a final disposition.

1.5. Applicable Documents & Publications

Document	Title
AFMAN 11-202V1	*Aircrew Training*
AFMAN 11-202V2	*Aircrew Standardization/Evaluation Program*
AFMAN 11-202V3	*General Flight Rules*
AFMAN 11-2HH-60WV1	*HH-60W Series - Aircrew Training*

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AFMAN 11-2HH-60WV2	*HH-60W Series - Aircrew Standardization/Evaluation*
AFMAN 11-2HH-60WV3	*HH-60W Series - Operations Procedures*
AFI 11-215	*Flight Manuals Program (FMP)*
AFMAN 11-290	*Cockpit/Crew Resource Management*
DAFMAN 11-401	*Aviation Management*
AETCI 36-2605	*Flying Training*
AFI 36-2909	*Air Force Professional Relationships and Conduct*
T.O. 1H-60(H)W-1	*Flight Manual, HH-60W*
DAFI 36-2710	*Equal Opportunity Program*
DAFI 91-202	*The Department of the Air Force Mishap Prevention Program*
AETCI 11-203	*Flying Training Simulator Instructor Programs*
HH-60W 3-3	*Tactics, Techniques, and Procedures*

Note: The Government reserves the right to update the list of applicable documents as necessary to ensure the training program remains in compliance with the most current regulations, instructions, and standards. Any formal changes to this list will be communicated to the contractor by the Contracting Officer.

1.6. Period of Performance

The total Period of Performance (POP) for this contract is planned for twelve (12) months with a 6-month option period, if required. The contractor shall achieve Full Operational Capability (FOC) prior to the start of the POP and be fully staffed, equipped, and prepared to commence all training services outlined in this PWS immediately upon the contract start date.

2. Program Management

2.1. General Management and Contractor Responsibilities

The Contractor shall provide all management, support personnel, staff, hardware, software, materials, equipment, consumables, peripherals, tools, packaging and shipping, as required to accomplish the requirements of this contract and to maintain flexibility to react to real-world events and changing requirements. The Contractor shall remain solely responsible for providing fully qualified personnel on Day One and maintaining their own staffing levels.

All Contractor personnel shall communicate in English and shall be fluent in reading, speaking, and writing in English. The Contractor shall provide management, support personnel, and staff who have thorough knowledge of their jobs, including the job duties and tasks, and the associated intellectual skills to accomplish job duties and tasks.

The Contractor shall provide the PMO and COR written notification of employee hires, and terminations within three working days of event.

The Contractor shall maintain professional relationships, in accordance with Air Force Instruction AFI 36-2909, *Air Force Professional Relationships and Conduct*, Department Air Force Instruction 36-2710, *Equal Opportunity Program*. Contract employees, who have had complaints of violations of AFI 36-2909 made against them, will be addressed through the cognizant contracting officer.

Contractor shall not engage in unauthorized and unwanted physical contact with another, maltreatment, or improperly depriving another of basic physical necessities.

All communication with students will be on student training matters, the Contractor shall not establish contact with an individual student outside of regular business hours unless it is to inform the student of a change in training. The Contractor will also only contact either the class senior ranking officer or the entire class.

The Contractor shall support Government no-notice tests, inspections, audits, certifications, and validations and shall acknowledge the receipt of findings within three (3) working days and report corrective actions proposed/taken to correct discrepancies found within fifteen (15) working days in Contractor Format or via the DD Form 1232 when requested.

The Contractor shall coordinate, collaborate, and co-operate with other contractor of other contracts, providing services to accomplish requirements of this contract.

The Contractor shall monitor reference documents, publications, and Technical Orders (TOs) identified within the Reference Document List for updates.

The contractor shall deliver to the Government quarterly notification of formal Reference Document List with changes detailing the updates, changes, and impacts to this contract.

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Contractor personnel and their subcontractors must identify themselves as Contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract.

Contractor-occupied facilities (on Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, nameplates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

Meetings and communication, whether virtual or in-person, between Contractor personnel and Government personnel shall not be recorded in any manner without explicit permission from the Government.

The contractor shall manage all activities specified in this PWS to ensure the successful execution of the HH-60W training program. The contractor shall designate a Program Manager (PM) who will be the single point of contact for the government Contracting Officer's Representative.

2.2. Post-Award / Kickoff Meeting

Within 30 business days of contract award, the contractor shall coordinate with the government to conduct a Post-Award Kickoff Meeting. The contractor shall prepare and deliver a presentation that includes introductions of key personnel, the program schedule, and draft Readiness Plan. The costs incurred shall be considered a cost of doing business and will not be reimbursable. The Contractor is not responsible for Government travel, lodging and meals.

2.3. Program Management Review (PMRs)

The contractor shall conduct quarterly Program Management Reviews with government representatives. The contractor shall present program status, schedule updates, cost performance, student throughput statistics, and a summary of risks and issues.

2.4. Working Groups, Boards, and Meetings

The contractor shall participate in meetings, reviews, and working groups as required by the Government to ensure effective communication, program oversight, and the resolution of technical and administrative issues. Contractor participation may be required either in person at government facilities, or via teleconference.

Required meetings include, but are not limited to:

- Program Management Reviews (PMRs): Conducted quarterly, as detailed in Section 2.3.
- Training Review Boards (TRBs): Conducted as needed to adjudicate student performance issues, as detailed in Section 3.2.
- Monthly Forecast Meeting (MFM): Training forecast provided for students, which may be combined with the Monthly Status Report (MSR).

- Weekly Scheduling Meetings: A recurring meeting to deconflict and approve the weekly and daily training & flying schedules.
- Ad Hoc Technical or Programmatic Meetings: As required by the COR to address emergent issues related to training, courseware, or contract performance.
- Maintenance Meetings: Maintenance production and scheduling meeting hosted by the aircraft maintenance provider

The contractor shall be responsible for preparing and delivering meeting agendas, presentation materials, and formal meeting minutes as specified in the Contract Data Requirements List (CDRL).

2.5. Reporting Requirements

The contractor shall provide a Monthly Status Report (MSR). This report shall be delivered in accordance with the Contract Data Requirements List (CDRL), no later than the 10th calendar day of the month following the reporting period. The MSR shall detail, at a minimum:

- All training conducted during the reporting period, including student progress and graduation statistics.
- Current instructor and student manning levels.
- Simulator availability rates and any significant downtime.
- A summary of all training schedule deviations greater than three (3) business days from the Government-approved schedule, including the root cause of the delay and any corrective actions taken or proposed.
- A summary of any other significant issues encountered during the reporting period that may impact cost, schedule, or performance.

2.6. Government Furnished Property, Equipment, and Information (GFP/GFE/GFI)

The Government will provide the property, equipment, and information necessary for the performance of this contract, as specified in *Appendix 2: List of Government Furnished Property.* All GFP/GFE/GFI shall be used for official contract purposes only. This includes, but is not limited to, providing access to HH-60W aircraft for all syllabus-required flight training, government facilities as specified in the appendix, and access to an electronic library of all required Technical Orders (T.O.s) and publications. The contractor is responsible for the proper management, control, and accountability of all items furnished by the Government.

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2.7. Place of Performance & Contractor Travel

2.7.1 Primary Government Place of Performance

The primary place of performance is Joint Base Andrews (JBA), MD, utilizing Government-provided facilities, classrooms, squadron spaces, aircraft, and simulators. The contractor is solely responsible for all costs associated with employee recruitment, hiring, and relocation to the National Capital Region to support operations at this location.

2.7.2 Secondary Contractor Performance Locations

The contractor shall identify in their proposal any contractor-owned, operated, or other facilities intended for use in the performance of this contract (e.g., for simulator, academic or flight training). These proposed locations are subject to Government evaluation and approval. Such proposals may be submitted for Government review and approval by the Contracting Officer. If approved, they will be incorporated into the contract as formal Secondary Performance Locations.

2.7.3 Local Operating Area

JBA Local Operating Area: This area is defined as the airspace and facilities within a 100 nautical mile radius of JBA.

Contractor Local Operating Area: Each approved Secondary Performance Location shall also have a Local Operating Area, defined as the facilities and airspace within a 100 nautical mile radius of that location.

Any travel or performance at alternate locations outside the primary place of performance (JBA) will be funded and reimbursed as a separate reimbursable travel CLIN in accordance with the Joint Travel Regulations (JTR).

- JBA Simulator Availability Baseline: The primary plan is to utilize the simulator planned for installation at JBA.
- Alternative Training Venues (TDY Operations): In the event that the JBA simulators are unavailable, undergo extended maintenance, or experience delivery/certification delays, the Government may direct the contractor to conduct simulator training events at an alternate military installation (e.g., Moody AFB, GA, or Kirtland AFB, NM).

2.8. Readiness Plan

The contractor shall manage a seamless transition at both the beginning and end of the contract period to ensure no degradation of the training mission. The objective is to achieve a transparent and efficient handover of responsibilities with no negative impact on the quality or scheduling of student training.

2.8.1 The Readiness and Phase-Out Plan Deliverable

The contractor shall develop and deliver a comprehensive Readiness and Phase-Out Plan as a formal written contract deliverable, in accordance with the CDRL. To ensure no disruption in training, the initial Readiness Plan shall be submitted with the Contractor's proposal and the final version shall be validated at the post-award kickoff meeting.

The plan must detail the contractor's timeline, procedures, and risk mitigation strategies for achieving Full Operational Capability (FOC) on Day One of the Period of Performance (POP), as well as procedures for the contract Phase-Out period at the end of the contract.

Because the POP does not include a transition-in phase, the contractor's Readiness Plan must demonstrate how all requisite personnel and resources will be in place to assume full performance responsibility on the POP start date. These readiness activities shall include, at a minimum:

- Confirmation of recruitment, hiring, and onboarding of all key personnel and initial instructor cadre.
- Verification of active security clearances and the immediate initiation of Common Access Card (CAC), IT network, and flight line access requests upon contract award.
- A joint inventory, with Government personnel, of all Government Furnished Property (GFP) including facilities, simulators, and training materials, to be conducted prior to executing training.
- Instructor familiarization with Government procedures and Government Furnished Courseware to ensure full instructional capability on Day One.
- Status and timeline for establishing required Associate Contractor Agreements (ACAs).

During the Phase-Out period (the final days of the POP), as detailed in the approved plan, the contractor shall ensure an orderly transfer of all functions to the Government or a successor contractor. These activities shall include, at a minimum:

- Transition-out and organic stand-up milestones to systematically hand training operations back to military personnel prior to the end of the Period of Performance. The Contractor shall execute a time-phased schedule with the following mandatory milestones:

    - Transition Milestone 1 (Transition Plan Approval – Month 8 of POP): The Contractor shall deliver a finalized Transition-Out and Stand-Up schedule to the COR, aligning timelines and resources with the tasks defined in Section 3.7.

    - Transition Milestone 2 (Co-Instruction Phase—Months 9–10 of POP): Contractor instructors shall conduct joint academic, simulator, and flight training sessions, with military instructor candidates actively shadowing, co-teaching, and co-flying to build instructional proficiency.

- Transition Milestone 3 (Military-Led Instruction - Month 11 of POP): Qualified military instructors shall assume lead instructional roles for at least 50% of the active student load. Contractor personnel shall transition into advisory, safety backup, and quality assurance roles.

- Transition Milestone 4 (Full Handover Validation - Month 12 of POP): By no later than fifteen (15) calendar days prior to the expiration of the POP, military personnel shall assume 100% of primary scheduling, registrar, and instructional functions. The contractor shall conduct final validation checkrides and transition entirely to administrative close-out tasks.

- A final, joint inventory of all GFP.
- The complete transfer of all student records, instructor certification records, courseware, data, and other materials generated in the performance of the contract.
- Full cooperation with incoming personnel to ensure a seamless transition of all responsibilities.

2.9. Quality Assurance (QA)

The contractor shall establish and maintain a comprehensive Quality Control Program to ensure all services provided meet the standards of this PWS. The contractor's program shall be formally documented in a Quality Control Plan (QCP), which shall be delivered in accordance with the CDRL, at the post award kickoff meeting.

2.9.1 Contractor Quality Control

The QCP shall detail the contractor's methodology for internal quality surveillance. The QCP shall include, at a minimum:

- A program of regular self-inspections and performance monitoring.
- Procedures for conducting internal evaluations of all instructor personnel to ensure proficiency and standardization.
- A system for documenting all quality control activities, including spot checks, evaluations, and findings.
- A corrective action process to identify the root cause of any deficiencies and prevent their recurrence.

2.9.2 Government Quality Assurance Surveillance

Government oversight of this PWS will be performed by the designated Government Flight Representative (GFR). The purpose of Government surveillance is not to replace the contractor's quality control system, but to verify its effectiveness and ensure all PWS requirements are met.

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The GFR will monitor contractor performance and verify the quality of instruction through various methods of surveillance, which may include, but are not limited to:

- Periodic and no-notice spot-checks of contractor operations.
- Direct observation of academic, simulator, and in-flight instruction.
- Attendance at flight briefings and debriefings.
- Review of student training records, contractor quality control documentation, and instructor evaluation files.

The GFR will notify the contractor of any identified deficiencies, and the contractor shall be responsible for documenting and executing corrective actions through their QCP.

2.10. Risk, Issue, and Opportunity (RIO) Management

The contractor shall maintain a Risk, Issue, and Opportunity (RIO) log. This log shall be reviewed and updated during each Program Management Review (PMR). High-priority risks and issues shall be communicated immediately to the COR.

2.11. Safety Program

The contractor shall establish and maintain a comprehensive Safety Program to ensure the protection of all personnel and Government resources. The contractor is responsible for instilling a culture of safety and shall be held accountable for the safety of all operations conducted under this PWS.

The contractor shall comply with all applicable Federal, State, local, and DoD/USAF safety regulations. In the event of conflicting safety regulations, the most stringent requirement shall apply. This includes, but is not limited to, compliance with DAFI 91-202, *The Department of the Air Force Mishap Prevention Program*.

The contractor shall utilize the principles of Operational Risk Management (ORM) in all aspects of contract performance. The contractor shall have a documented process for identifying, assessing, and mitigating risks associated with all training events, particularly flight and simulator training.

The contractor shall immediately report all mishaps, incidents, and identified hazards to the Government Ground and/or Flight Safety Representative and the COR. This includes any event that results in injury to personnel or damage to Government property. The contractor shall cooperate fully with any subsequent Government safety investigation.

The contractor shall designate a primary and alternate Safety Point of Contact (POC) who will be responsible for managing the contractor's safety program and will serve as the primary interface with the Government Safety office.

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2.12. Key Personnel

The Government has identified the following positions as Key Personnel for this contract due to their critical impact on program success. The contractor agrees that the individuals proposed and accepted for these positions are essential to the successful performance of this PWS.

- Program Manager (PM): The single point of contact for the Government, responsible for overall contract management, performance, and issue resolution. The PM shall have a minimum of five (5) years of experience managing government contracts of similar size and complexity, preferably in aviation or training services.
- Site Lead / Lead Instructor(s): The on-site leader responsible for the day-to-day execution of the training program, direct supervision of the instructor cadre, and ensuring the quality and standardization of instruction. The Site Lead shall meet or exceed all qualifications for an instructor pilot as specified in Section 3.4.1 and possess a minimum of three (3) years of supervisory or management experience in a flight training environment.

2.12.1. Replacement of Key Personnel

The contractor shall not replace or reassign any Key Personnel without the prior written consent of the Contracting Officer (CO) or the designated Contracting Officer's Representative (COR). In the event a replacement is necessary, the contractor shall submit a formal request to the COR at least 30 days in advance, if possible. The request must include a detailed resume for the proposed substitute, highlighting their qualifications as they relate to the requirements of this PWS.

Any proposed substitute for a Key Personnel position shall have qualifications, experience, and certifications that are equal to or greater than the qualifications of the person being replaced. The Government reserves the right to interview the proposed substitute and approve or disapprove the replacement at its sole discretion. To ensure a seamless transition, the contractor shall provide for a minimum of a ten (10) business day overlap period where the outgoing and incoming Key Personnel work together, unless this requirement is waived in writing by the COR.

2.13 Associate Contractor Agreement

The Government's HH-60W operations at Joint Base Andrews are supported by multiple contractors. To ensure the seamless integration of operations, the contractor shall enter into an Associate Contractor Agreement (ACA) with the designated JBA HH-60W aircraft maintenance services contractor. Additionally, the contractor shall establish an ACA with the future designated operator of the HH-60W simulator, once that entity is identified.

The purpose of this ACA is to contractually define the shared responsibilities and communication protocols necessary for mission success. The agreement shall, at a minimum, establish clear procedures for:

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- The sharing of Government-furnished facilities, data, and equipment.
- Joint participation in planning and scheduling meetings.
- The de-confliction of flight line and maintenance activities.
- The timely communication of aircraft status, flight schedules, and any issues affecting operations.

A copy of the fully executed ACA shall be delivered to the Contracting Officer within 60 days of the contract start date.

3. Training Management and Execution

3.1. General Training Requirements

The contractor shall provide all management, supervision, personnel, and resources necessary to conduct a formal and comprehensive HH-60W training program. All training shall be conducted in strict accordance with this PWS, the government-approved syllabus of instruction, the Master Training Task List (MTTL), and all applicable publications listed in Section 1.5. The contractor shall ensure the program is sufficient to bring all students to the proficiency levels required to achieve Basic Aircraft Qualification (BAQ). Safety shall be the paramount concern in all training environments, and the contractor is responsible for maintaining a professional atmosphere conducive to learning and the development of military airmanship.

3.1.1 Estimated Student Workload

The estimated annual student throughput for courses of instruction is specified in Appendix 1. These numbers are provided for contractor planning and proposal purposes and do not constitute a minimum guarantee of student load. The actual number of students enrolled may vary based on Government requirements and funding availability. The core Initial Qualification Training (IQT) course is expected to have a duration of approximately eight (8) weeks for each class, with a standard class composition of four (4) pilots and two (2) Special Mission Aviators (SMAs). The contractor shall maintain sufficient instructor staffing, resources, and scheduling capacity to support the estimated workload specified in Appendix 1.

3.2. Training Review Board (TRB)

The contractor shall establish and facilitate a formal Training Review Board (TRB) process to review the performance and progress of students who fail to meet course standards. The TRB shall be chaired by the Commander, 1st Helicopter Squadron (1 HS) or, upon unit activation, the commander of the new HH-60W squadron, or their designated representative. While the contractor shall provide a formal recommendation, final disposition authority for all students rests solely with the Government chairperson.

Contractor responsibilities for the TRB process shall include, at a minimum:

- Preparing and presenting all required documentation for each student, to include academic records, performance data, instructor comments, and records of any prior counseling or remedial training.
- Providing a formal recommendation for student disposition, such as a formal warning, a structured remedial training plan, or elimination from the course.
- Executing the final disposition as directed by the Government TRB chairperson.
- Recording and delivering the official meeting minutes of the TRB for Government review and approval, in accordance with the CDRL.

3.3. Student Services

The contractor shall perform all administrative functions necessary to manage the student population from in-processing through graduation. These services are critical for ensuring the orderly flow of students through the training pipeline and for the accurate documentation of all training accomplishments. This responsibility includes the following requirements for scheduling and records management.

3.3.1. Scheduling

The contractor shall be solely responsible for the independent management, execution, and deconfliction of all student, instructor, and training resource schedules. The contractor shall deliver a fully optimized and deconflicted weekly, daily, and monthly training schedule to ensure the maximum utilization of training assets.

All scheduling activities shall be managed independently by contractor personnel using contractor-established workflows, without day-to-day Government supervision or staff integration.

The contractor shall meet the following outcome-based deliverables:

- Monthly Schedules: Submitted to the COR for review and approval no later than five (5) business days prior to the start of the execution month.
- Weekly Schedules: Submitted and locked no later than 12:00 PM every Thursday for the following week's training.
- Daily Schedule Adjustments: Published and distributed to all students and instructors no later than 16:00 the business day prior to execution.
- Unplanned Deviations: The contractor shall resolve and reschedule any scheduling conflicts arising from unplanned resource or instructor unavailability within two (2) hours of the conflict's identification.

3.3.2. Registrar & Student Records

The contractor shall support all registrar and student records management functions. The contractor shall provide qualified registrar personnel to support and integrate with the Government's records management process. In either capacity, the contractor is responsible for ensuring the following tasks are accomplished:

- In-processing new students, creating, maintaining, and auditing official student training records within the Government-approved Training Management System (TMS).
- Documenting all training events, grades, and comments in the TMS within one (1) business day of the event's completion.
- Out-processing graduating personnel and preparing the final, completed training record for inclusion in the member's permanent records.

3.4. Instructor Management

The contractor shall provide and maintain a cadre of instructor personnel who meet or exceed all qualifications set forth in this PWS. The contractor is responsible for all aspects of instructor management, including recruitment, qualification screening, and managing the recurring evaluation and certification process under Government oversight.

3.4.1. Instructor Qualifications & Prerequisites

The contractor shall ensure all instructor personnel meet, at a minimum, the following prerequisite qualifications prior to being presented for Government certification.

- Flight Experience & Instructional Qualifications: Possess a minimum of 1,000 hours in any combination of H-60 or S-70 aircraft, and a minimum of 300 hours as a certified instructor pilot or SMA in any aircraft.
- Candidates must provide formal documentation proving they are instrument qualified, have successfully completed a formal Crew Resource Management (CRM) course, and are qualified in Night Vision Goggle (NVG) operations. Furthermore, instructors shall demonstrate proficiency through completion of an HH-60W systems familiarization course of instruction, or equivalent Government-approved training.
- Advanced Instrument School (AIS): Graduates of AIS are highly desired but not required.
- Federal Aviation Administration (FAA) Certification: While not a mandatory requirement, it is highly desired for candidates to hold a current FAA rating of Certified Flight Instructor - Instrument (CFII).
- National Capital Region (NCR) Airspace Qualification: For flight operations in the NCR, candidates must be current and qualified on NCR airspace procedures, including but not limited to, FAA-mandated Flight Restricted Zone (FRZ) and Special Flight Rules Area (SFRA) training. Candidates not currently qualified for flight operations in the NCR

must successfully complete all required government-administered training to obtain this qualification before beginning instruction.

- Medical Certification: Hold a current and valid FAA Class II Medical Certificate (or military equivalent).
- Security Clearance: Possess and maintain a SECRET security clearance.

All Key Personnel and the initial cadre of instructors must be fully hired, credentialed, cleared, and ready to perform duties on the first day of the Period of Performance. In exceptional cases, the Government, at its sole discretion, may consider a waiver for candidates who do not meet one or more of the specific prerequisites listed above but who possess other unique and highly valuable experience. The contractor must submit a formal written request for a waiver to the Contracting Officer's Representative (COR), providing detailed justification for why the candidate is suitable for the position. The Government is under no obligation to grant such a waiver, and approval must be granted in writing by the COR before the candidate may be presented for Government certification.

Upon receipt of a complete and qualified candidate package, the Government will expedite the certification evaluations for proposed instructors to prevent delays to the training schedule.

3.4.2. Instructor Certification & Evaluation

All contractor instructors, regardless of prior experience, must be formally evaluated and certified by a Government Flight Examiner (GFE), GFR, or designated government instructor prior to instructing students. The contractor shall manage an Instructor Certification Program, approved by the Government, that prepares candidates for this evaluation. Following initial certification, all contractor instructors will be subject to annual proficiency evaluations conducted by the Government. The Government reserves the right to conduct no-notice evaluations of any instructor at any time.

3.5. Training Program Execution

The contractor shall execute the HH-60W training program using a phased approach as detailed in the Government approved syllabus. Each phase builds upon the previous one, ensuring a logical progression from foundational knowledge to advanced application. Progression to the next phase is contingent upon the student's successful completion of the preceding phase's requirements.

3.5.1. Phase I: Academic Ground Instruction

The contractor shall deliver all academic and ground instruction required to provide students with a comprehensive, system-level understanding of the HH-60W. All academic subjects, lesson objectives, and performance standards shall be taught in strict accordance with the Government-approved syllabus. Successful completion of all required academic examinations is required to advance to Phase II.

The Contractor shall provide academic instructors who are trained, evaluated, qualified, certified, current, and documented IAW AETCI 36-2604, *Flying Training Instructor Programs.*

3.5.2. Phase II: Simulator and Training Device Instruction

The contractor shall provide instruction in certified HH-60W training devices to apply academic knowledge in a controlled environment. Instruction shall primarily utilize the HH-60W specific Cockpit Procedures Trainer (CPT), Operational Flight Trainer (OFT), or Weapons System Trainer (WST). The use of other training devices, such as those based on commercial S-70 or other UH-60 variants, requires the advance written approval of the COR. Use of any training devices other than the Government-Furnished Property requires the advance written approval of the Contracting Officer's Representative (COR). The contractor shall submit a formal request with all technical specifications of the proposed device. The Government will provide a written determination of approval or disapproval within 30 calendar days of receiving a complete request. All required simulator events, profiles, and performance standards shall be conducted as specified in the Government approved syllabus. Students must demonstrate proficiency in all required simulator events before progressing to Phase III.

The Government reserves the right to supplement simulator instruction with active-duty aircrew in a not to interfere basis, (to include adding visual databases). The Contractor shall still be responsible for on-time graduation and student throughput when the Government supplements simulator instruction.

3.5.3. Phase III: Aircraft Flight Training

Upon successful completion of Phase II, the contractor shall conduct live flight training in the HH-60W aircraft. This capstone phase shall integrate all previously learned skills to qualify students in real-world aircraft operations. All required flight maneuvers, procedures, and evaluation criteria shall be in accordance with the Government-approved syllabus to achieve Basic Aircraft Qualification (BAQ). The final event of this phase is the successful completion of a formal qualification flight evaluation (checkride) administered by a Government Flight Examiner.

3.6. Aircrew Conversion Training

The contractor shall develop and conduct an Aircrew Training Conversion Course based on government approved syllabus, designed to take qualified USAF UH-1N rotary wing aircrew and produce qualified HH-60W aircrew. The aircrew training shall include all instruction and flight training necessary to operate the aircraft and its systems in the intended operational conditions and configurations. Criteria shall utilize AFMAN 11-2HH-60WV1, AFMAN 11-2HH-60WV3 and evaluation criteria IAW AFMAN 11-2HH-6W0V2 as a baseline for aircrew training development.

3.6.1. Aircraft for Training

The Government will provide access to HH-60W aircraft to support the training syllabus. The maintenance and availability of these aircraft as Fully Mission Capable (FMC) is the responsibility of a separate, designated maintenance contractor. While the Government's objective is to provide a minimum of two (2) FMC aircraft at each location, the daily training schedule must be based on the actual number of available aircraft reported by the maintenance provider. Cancellations or delays to training events caused by the unavailability of FMC aircraft from the maintenance provider shall not be considered a performance deficiency of the training contractor. The training contractor is responsible for adjusting their schedule to maximize the use of available assets.

3.7. Military Instructor Cadre Knowledge Transfer and Transition Training

The contractor shall execute a dedicated task and associated Contract Data Requirements List (CDRL) deliverable for "Military Instructor Cadre Knowledge Transfer and Transition Training." This deliverable shall detail the specific timeline, milestones, and curriculum the contractor will use to train, qualify, and transition flight training operations back to military instructors prior to the end of the Period of Performance, ensuring the organic stand-up of military instructor pilots and Special Mission Aviators (SMAs).

4. Courseware Management

The contractor shall be responsible for the management and delivery of all courseware required to execute the training syllabus. All courseware used in this program, regardless of origin, shall be technically accurate, instructionally sound, and traceable to the Government-approved Master Training Task List (MTTL).

4.1. Syllabus Development and Adaptation

The contractor shall be responsible for the comprehensive HH-60W training syllabus required to execute the 316th Operations Group mission. The training program shall encompass academic, simulator, and live-flight instruction, specifically tailored for operations within the National Capital Region.

4.2. Contractor Courseware Responsibilities

The contractor shall provide all necessary instructional materials to instruct courseware. The contractor’s responsibilities include:

- Syllabus: Provide a comprehensive 316 OG-specific training syllabus that meets all operational requirements and safely integrates NCR flight restrictions.

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- Lesson Plan: Provide detailed lesson plans, presentation materials, student study guides, and instructor grading rubrics to support the syllabus.
- Local Area Integration: Ensure all flight profiles and simulator scenarios accurately reflect the operational realities of Joint Base Andrews and the surrounding airspace.
- Technical Accuracy: The contractor is solely responsible for ensuring the technical accuracy and safety of flight parameters within all generated materials

4.3 Government Review and Approval

Prior to the commencement of student training, the contractor shall submit the completed syllabus and associated primary courseware to the Government for review and approval. The Government, acting through the Contracting Officer's Representative (COR) and the Government Flight Representative (GFR), must formally approve the syllabus before it can be executed.

4.4 Continuous Improvement and Maintenance

Once the syllabus is approved, the contractor shall maintain the currency of all courseware. The contractor shall act as a primary source of feedback, formally documenting any identified deficiencies, required updates, or potential improvements. Substantive changes to the approved syllabus must be submitted to the COR for written approval prior to implementation.

4.5. Learning Management System (LMS)

The Government will provide a fully cleared, secure, and operational Learning Management System (LMS) on Day One of the Period of Performance. The LMS will be web-accessible to students and instructors via their existing Government-networked workstations. The contractor shall not price, host, or provide an independent LMS, nor shall they be required to obtain an Authorization to Operate (ATO).

The contractor shall utilize the Government-provided LMS to host all training materials, administer examinations, and track individual student progress. The contractor's responsibilities regarding the LMS are strictly limited to:

1. Formatting and uploading all contractor-developed, SCORM-conformant courseware and lesson plans into the Government LMS.
2. Inputting, managing, and maintaining daily student records, grades, and progression data within the system.
3. Ensuring all uploaded materials function correctly within the Government's web-based IT environment.

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The Government will provide the necessary network access (e.g., Common Access Cards) and administrative user permissions to authorized contractor personnel to perform these functions upon contract start.

4.6. Training Change Proposal (TCP) Process

The contractor shall manage a formal TCP process for all proposed modifications to Government approved courseware. This process shall be the formal mechanism for submitting any substantive updates or improvements to the approved courseware for COR review.

4.7. Master Training Task Lists (MTTL)

All courseware content, examination questions, and evaluation criteria shall be traceable to a specific task, condition, and standard. Using the baseline GFI provided, the contractor shall develop and maintain an NCR-specific MTTL. This adapted MTTL must be submitted to the Government for approval alongside the syllabus.

4.8. Test and Examination Development and Management

The contractor shall develop, maintain, and secure a bank of examination questions for all academic modules. All test questions shall be traceable to the Government-approved MTTL. The contractor is responsible for test administration, scoring, analysis, and maintaining the integrity of all test materials.

5. System Security

The contractor shall comply with all security requirements as specified in this section and the DD Form 254, *Contract Security Classification Specification*.

5.1. General Security & Cybersecurity Requirements

The contractor shall conduct all work in strict compliance with a DD Form 254, which delineates the security requirements for the program. The contractor is further tasked with supporting the Government's Program Protection Plan (PPP) by providing engineering and technical expertise to identify, assess, and protect Critical Program Information (CPI) throughout the system's life cycle.

The contractor shall safeguard all Personally Identifiable Information (PII) collected, processed, or stored in the performance of this contract, in accordance with the Privacy Act of 1974 and DoD 5400.11-R, *DoD Privacy Program*. PII includes, but is not limited to, student and instructor records, security clearance data, and any other information that can be used to distinguish or trace an individual's identity. Any suspected or actual breach of PII shall be immediately reported to the COR in accordance with the procedures outlined in Section 5.6.

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To safeguard the weapon system, the contractor shall implement a robust cybersecurity program capable of securing an Authorization to Operate (ATO) under the Risk Management Framework (RMF), as required by DoD Instruction DoDI 8510.01. This includes conducting thorough risk assessments, implementing security controls, and continuously monitoring system performance to detect and respond to emerging threats.

In furtherance of program security, the contractor shall design, develop, and implement Anti-Tamper (AT) measures to prevent reverse engineering, exploitation, or duplication of CPI in the event the system is captured or compromised, in alignment with DoDI 5200.47E. The contractor is responsible for ensuring full compliance with the RMF, and failure to meet these requirements may constitute a breach of contractual obligations per FAR 52.204-21, *Basic Safeguarding of Covered Contractor Information Systems*.

5.2. Industrial & Personnel Security

The contractor shall comply with DoDM 5200.02, *Procedures for the DoD Personnel Security Program*. All contractor personnel requiring access to classified information, or who have unescorted access to restricted areas, must possess and maintain a SECRET security clearance. The contractor is responsible for verifying clearances via the Defense Information System for Security (DISS) or working with a dedicated government Security Manager to accomplish.

5.3. Physical Security & Access Control

The contractor shall safeguard all government facilities and equipment entrusted to their use. The contractor shall comply with all Joint Base Andrews entry control procedures for base access. Furthermore, the contractor is responsible for obtaining all required credentials for their personnel, including but not limited to, Common Access Cards (CAC) for network access and Restricted Area Badges (RAB) for unescorted access to the flight line and other controlled areas.

The contractor shall establish and maintain an effective system of administrative control over all issued badges and access credentials. The contractor is responsible for immediately retrieving all government identification, including CACs and RABs, from their personnel upon transfer, termination of employment, or contract completion.

5.4. Communications Security (COMSEC)

The contractor shall be responsible for the safeguarding, control, and use of all COMSEC materials provided for training purposes, in accordance with AFMAN 17-1302-0. The contractor shall appoint a COMSEC Responsible Officer (CRO) who will be trained and certified by the government and be held 100% accountable for all COMSEC material.

5.5. Operations Security (OPSEC)

The contractor shall establish and maintain an Operations Security OPSEC program to protect critical information and observable activities from unauthorized collection and analysis. The

contractor shall ensure that sensitive, unclassified information—such as training schedules, student names, instructor rosters, aircraft tail numbers, and maintenance status—is appropriately protected from public disclosure. All contractor personnel shall complete the initial and annual OPSEC awareness training provided by the Government and shall comply with all local OPSEC procedures.

5.6. Security Violations and Reporting

The contractor shall immediately report all potential or actual security violations, incidents, or compromises to the government Security Manager and the Contracting Officer's Representative (COR). This includes, but is not limited to, the loss or suspected compromise of classified information or any other security anomaly. The contractor shall cooperate fully with any subsequent government investigation.

The contractor shall appoint a primary and alternate COMSEC Responsible Officer (CRO) who must be formally trained and certified by the supporting Government COMSEC office prior to assuming their duties. The contractor shall maintain 100% accountability of all COMSEC material and shall immediately report any known or suspected COMSEC incident, including the potential loss or compromise of material, to the Government COMSEC Manager and the Contracting Officer's Representative (COR).

6. Configuration & Data Management

6.1. Configuration Management

The contractor shall establish and maintain a Configuration Management (CM) process. This process shall ensure all courseware, training devices, and simulators accurately reflect the operational configuration of the HH-60W aircraft, including all hardware, software, and technical publication updates. The contractor shall participate in government CM boards as required to remain current.

6.2. Data Management and Access

All data, including but not limited to reports, plans, schedules, and training records, generated in the performance of this contract is the property of the U.S. Government. The contractor shall be responsible for the management, storage, and delivery of all contract data and shall ensure that government personnel have access to all systems and data used in performance of this PWS.

6.3. Contract Data Requirements List (CDRL) Deliveries

The contractor shall prepare and deliver all data items specified on the DD Form 1423, Contract Data Requirements List, attached to this contract. All CDRL submissions shall conform to the format and delivery instructions on the form. Key data deliverables include, but are not limited to, the Monthly Status Report, the Quality Control Plan, and meeting minutes.

6.4. Library Management

The contractor shall maintain a complete and current library of all technical and procedural publications required for training. This includes all applicable Technical Orders (T.O.s), Air Force Instructions (AFIs), and MAJCOM supplements. The contractor shall be responsible for posting all official changes and updates to publications within five (5) business days of receipt.

6.5. Data Rights

The government has unlimited rights to all data delivered under this contract or in accordance with the contractor's data assertions under DFARS clauses 252.227-7013 & 7014.

6.6. Records Management

All records created and received by the contractor in the performance of this contract shall be maintained and readily accessible. All such records shall remain the property of the U.S. Government.

Appendices

Appendix 1: Courses and Student Throughput

Course List

Course List	Crew Position
HH-60W Initial Qualification Training (IQT)	Pilots & SMA

Estimated Student Throughput

The following table provides the estimated annual student throughput for each course of instruction. These numbers are provided for contractor planning and proposal purposes and do not constitute a minimum guarantee of student load. The actual number of students enrolled may vary based on Government requirements and funding availability.

Course	Estimated Student Throughput
HH-60W Pilot Initial Qualification Training (IQT)	48
HH-60W SMA Initial Qualification Training (IQT)	24

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Appendix 2: List of Government Furnished Property & Equipment

Category	Item Description
Aircraft & Flight Ops	HH-60W Aircraft
	HH-60W Courseware (At Government Discretion)
Training Facilities	Classroom Space (JBA)
	Simulator Bays (JBA)
	Office Space (JBA)
	Secure Storage / Vaults (JBA)
	Briefing Rooms (JBA)
Training Devices & Services (GFE)	Operational Flight Trainer (OFT)
	Egress Trainer
Information & Data (GFI)	Technical Orders (T.O.s) & AFI's
	Baseline HH-60W Training Syllabus
	Master Training Task List (MTTL)
	Training Management System (TMS)
	Classified Mission Data
	316 OG Local Area Flying Directives
	NCR Airspace Guidance

Appendix 3: Performance Requirements Summary

Performance Objective	PWS Reference	Performance Standard	Method of Surveillance

1. Provide Qualified Instructors	3.4.1	100% of all contractor instructors presented for certification shall meet or exceed all prerequisite qualifications listed in the PWS.	COR will perform a 100% audit of qualification records (logbooks, certs) for all new hire instructor candidates prior to Government certification.
2. Successful Student Training	3.1	95% of all students who start a course shall graduate, excluding students who are eliminated by a formal Government-chaired Training Review Board (TRB).	COR will review graduation statistics as presented in the contractor's Monthly Status Report (MSR) and validated against the Training Management System (TMS).
3. Timely Documentation of Student Records	3.3.2	100% of all training events (academic, simulator, and flight) shall be documented in the Training Management System (TMS) within one (1) business day of event completion.	COR will conduct weekly random sampling of student records within the TMS to verify timeliness of entries.
4. Maintain Courseware Concurrency	4.1 / 6.1	100% of all mandatory safety-of-flight or emergency procedure changes shall be incorporated into all affected courseware within 30 calendar days of the official publication release.	COR will conduct quarterly random sampling of courseware and compare against the master list of publication changes.

5. Deliver Timely CDRL Reports	6.3	100% of all required CDRL deliverables (e.g., Monthly Status Report) shall be submitted on or before the due date specified in the DD Form 1423.	COR will track the submission date of all CDRL items.
6. Reschedule training impacted by GFP device unavailability.	Appendix 2	Reschedule or provide alternative training within two (2) business hours of outage notification.	COR will review daily training logs.

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