

Air Development Command (ADC) 338 ESS

Non-Personnel Service Award

On behalf of ADC/A9
Joint Base San Antonio (JBSA)
Randolph, Texas

**Performance Work
Statement (PWS)**

**Professional Services
Schedule (PSS)**

Draft v5.1
19 July 2024

PWS Summary of Changes

Date	Mod Number	PWS Section	Para/Page	Line/Note Table	Description of Changes

DRAFT

PERFORMANCE WORK STATEMENT

1. **BACKGROUND**: This is a Non-Personal Services PWS to provide comprehensive Data Analytic Support Services for the Headquarters Airman Development Command (HQ ADC) A9 Directorate at JBSA-Randolph AFB. The HQ ADC/A9 Directorate contributes significantly to ADC's mission through rigorous, responsive, and relevant analytics enabling data-driven decision-making and excellence in education and training.

2. **MISSION**: This directorate focuses on shaping the future of education, training, and development to meet the demands of a digital-age Air Force. It provides studies and analyses to support strategic planning, operational requirements, modernization and recapitalization of systems and programs, and the Planning, Programming, Budgeting, and Execution (PPBE) Process. This includes, but is not limited to, applying analysis and assessment capabilities to conduct operations assessment of strategic lines of effort; developing data driven ADC inputs to the PPBE process; and partnering with appropriate organizations to lead timely studies, analyses, and assessments to inform ADC leaders on the command's readiness to execute and support operational plans, alternative courses of action, and production and sustainment for reconstitution. Additionally:

2.1. Advise the ADC commanders on the strengths and weaknesses of both internally and externally led studies, analyses, and assessments to ensure analytic and technical integrity for such products.

2.2. In response to ADC Leadership directive and/or precipitating events, conduct special studies and collections, coordinate with external offices, integrate findings, and report trend analysis.

2.3. Guide development of multi-domain strategic analysis roadmaps and force development requirements to support development of capabilities in areas of emerging significance.

2.4. Contribute to and maintain a "ready knowledge base" for studies, analyses, models, and data and ensure ADC develops and coordinates standardized data and studies baselines.

2.5. Identify and serve as the ADC point of contact for strategic partnerships within the analytic community. Support ADC's Operational Test and Evaluation mission in accordance with DAFI 99-103.

3. **PURPOSE**: The Analysis and Assessments Directorate (HQ ADC/A9) plays a crucial role within ADC as the trusted expert for enabling data-driven decisions. ADC requires advances in data, analytics, and artificial intelligence (AI) to transform recruiting, training, and education for the Air Force. The objective of this contracting effort is to enable ADC to accomplish data, analytic, and AI work to support

ADC data-informed decision making. Data and analytics shall support ADC in their mission to recruit, educate, develop, and train the workforce needed for the Air Force to accelerate change and ensure readiness for peer or near-peer conflicts. Advancing data, analytics, and AI for the Command will require a Multi-Functional Team (MFT) with a multi-disciplinary mix of expertise including statisticians, mathematical modelers, operations research analysts, research engineers and scientists, data scientists, ML and AI experts, data engineers, systems analysts, SMEs, programmers, and resource analysts.

3.1. This effort will aid and provide advisory services in the areas of data governance, Enterprise Data Management (EDM) and Security, integration with training/learning mission partners through data stewardship, and to integrate business data sources that contain training/ learning portfolio data with a centralized accessible location for on-demand reuse. This will greatly expand the data available for the organization for analytics and ultimately enable analysts to spend less time obtaining, integrating, cleansing, and formatting data and more time analyzing how the business is functioning.

4. SCOPE: In support of this mission, ADC requires a professional Advisory and Assistance Services (A&AS) contract in the areas of operations research, research engineering and science, subject matter expertise (SME), data science, machine learning (ML), AI, and software development expertise. This is a non-personal services contract. The Government shall neither exercise supervision nor control over the individual Contractor employees performing the services herein. As such Contractor employees shall be accountable solely to the Contractor who, in turn is responsible to the Government. The Contractors shall provide support to ADC/A9 and partner organizations in the following areas:

4.1. The Contractor shall create, enhance, and expand ADC data and analytic services including but not limited to mathematical and statistical analysis of data, data cleaning, data visualization, mathematical modeling, design of experiments, support to operational test and evaluation, data collection techniques including survey development and analysis, and enterprise data management.

4.2. The Contractor shall utilize the current Department of Defense (DoD) and Department of the Air Force (DAF) data fabrics and standards for data and analytic efforts. Conduct studies and analyses across the range of ADC mission areas

4.3. The Contractor shall assist with the development and use of advanced methods and algorithms to conduct analysis.

4.4. The Contractor shall develop advanced data visualization and dashboarding capabilities, including real time data connections with authoritative data sources.

4.5. The Contractor shall ensure future interoperability with other DoD and DAF models, analytic capabilities, and data systems.

4.6. The Contractor shall develop and maintain data and analysis products and services on various DoD networks to sustain current and future analytic capabilities within ADC and across the command.

4.7. The Contractor shall support enterprise data management activities in cloud environments, data governance, data security, enterprise data architecture, and operationalization of data to support ADC mission areas.

4.8. The Contractor shall perform work as part of a Government-led MFT working daily with a Government Program Manager (PM) and the Contracting Officer's Representative (COR).

4.9. The Contractor shall ensure all work products delivered to the Government-led MFT are compliant with applicable Department of Air Force Instructions (DAFIs), DoD Instructions (DoDIs), and higher headquarters policy and guidance.

4.10. The Contractor shall provide the appropriate support services with the skill set to meet ADC requirements. The Contractor employees shall have the level of technical expertise and experience necessary to support the scope of this PWS.

5. KEY PERSONNEL: Key Personnel are those Contractor personnel considered to be essential to the performance of this task order. Non-Key Personnel are those Contractor personnel considered to be non-essential to the performance of this task order.

5.1. Key personnel shall serve as the interface with Government personnel, to include the Government PM and COR.

5.2. Key personnel remote and or telework schedules must be approved in writing by COR

5.3. Key personnel must reside within commutable distance of JBSA Randolph unless otherwise approved in writing by the COR.

5.4. For planned removal or movement of key personnel, the Contractor shall provide the CO and COR with notice of movement of contract staff prior to implementation of movement. This written notification shall include the date and time the position will be vacant, anticipated replacement date, and what management corrective action will be taken to ensure mission completion. from both the Contracting Officer (CO) and COR prior to making any changes in Key Personnel.

5.5. All proposed substitutes of personnel shall meet or exceed the qualifications required of the position.

5.6. Key Personnel title is given for each area indicative of the function(s) performed by these personnel and do not necessarily represent individual labor categories.

5.7. All requests for approval of changes of personnel hereunder must be in writing, via email, and provide a detailed explanation of circumstances necessitating the proposed change. Aside from the resume of a newly selected employee the request must also include: A comparison of skills and qualifications to those set forth in the accepted resume proposed for substitution.

5.8. The Government may designate additional Contractor personnel as *Key* or *Non-Key* at the time of award.

6. RETENTION.

6.1. The Contractor shall make every effort to retain all personnel to ensure continuity of services within key and non-key personnel positions.

6.2. The Contractor shall ensure that any replacement or substitutions meet the minimum qualifications as proposed for the affected position. Position vacancies shall not exceed 60 calendar days unless approved in writing or otherwise directed in advance by the CO.

6.3. Government may request removal (permanent or temporary) of personnel from performance on a task order for documented performance concerns, security, safety, or health reasons, upon discovery of fraudulent qualification documentation, or when Contractor personnel behave in an unprofessional manner that would be considered unacceptable by a reasonable person.

7. TECHNICAL WRITING AND DOCUMENTATION.

7.1. The Contractor shall provide technical writing services.

7.2. The Contractor shall design, write, organize, and edit documents to deliver clear and consistent information.

7.3. The Contractor shall provide technical writer and/or copy editor personnel trained in the art of presenting detailed technical information in a user-friendly fashion aimed at an audience with widely varied organizational and educational backgrounds.

7.4. The Contractor shall prepare and maintain technical documentation on ADC/A9 MS Teams and/or a SharePoint collaboration site unless otherwise directed by the Government.

7.5. The Contractor shall support ADC/A9 in the creation of technical papers, reports, publications, and other documents per the Government's requirement. This technical documentation includes

documentation consistent with industry standard practices, generation of technical reports consistent with scientific and industry best practices including specific methodology, data used in the analysis, data cleaning processes applied, results, interpretations, and recommendations, and documentation on using models generated.

8. BRIEFINGS AND GRAPHICS SUPPORT: The Contractor shall generate graphics, briefings, web pages, dashboards, Bullet Background Papers (BBP), publications, and multimedia presentations. Preparation shall include creating graphs, diagrams, and charts, as directed by designated personnel. The Government shall provide direction for the format and specific information required per before the Contractor begins work on a project/assignment.

9. MEETINGS (REMOTE OR IN-PERSON): The Contractor shall develop presentation material and deliver briefings, formal and informal talks, and opinions to personnel at ADC staff meetings and at other functions as requested by the Government. Presentation material shall be provided for Government approval in accordance with ADC staff rules, two (2) working days before distribution or presentation, unless otherwise specified. Meeting minutes shall include at a minimum:

- Attendance (Invited/Attended)
- Items Discussed
- Decisions/Determinations
- Suspense Dates
- Action Items
- Schedule (show major tasks, milestones, and deliverables, planned and actual start and completion dates for each)

10. CONFLICTS OF INTEREST. The Contractor shall not employ any person who is a current Department of Defense employee, either military or civilian, if such employment is contrary to the Government's policies including AFI 64-106, *Contractor Labor Relations Activities*, Chapter 3, and DoD 5500.07-R, *Joint Ethics Regulation (JER)* Chapter 5, unless such person has received written waivers of any installation policies restricting employment and/or written approval of off-duty employment.

10.1. The Contractor shall not employ any person who is a spouse or dependent of a Department of the Air Force employee (military or civilian) when such employment would create an actual or perceived conflict of interest.

11. NON-PERSONAL SERVICES. The Government shall not supervise Contractor employees nor control the method by which the Contractor performs required services.

11.1. The Contractor shall manage its employees to guard against any actions that are of the nature of personal services or give the perception of personal services.

11.2. If the Contractor feels that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the CO immediately. See Appendix C for Certification of Nonpersonal Services.

12. CONTRACT MANPOWER REPORTING. The Contractor shall report all Contractor labor hours (including sub-Contractor labor hours) required for performance of services provided under this contract via a secure data collection site. The System for Award Management (SAM) [<https://www.sam.gov>] is the secure data website and collection point for SCR information. Data for service requirements must be uploaded to the SAM website at <https://www.sam.gov>.

12.1. The Contractor shall create an initial contract record in the applicable electronic SAM tool within fifteen (15) business days after the contract start date.

12.2. The Contractor is required to completely fill in all required data fields using the sam.gov address provided above.

12.3. Once logged into the SAM site, click on the icon for the Department of Defense (DoD) organization that is receiving or benefitting from the contracted services.

12.4. Reporting inputs shall be for the labor executed during the Period of Performance (PoP) during each Government fiscal year (FY), which runs from 01 October through 30 September. While inputs may be reported at any time during the FY, all data shall be reported NLT 31 October of each calendar year.

12.5. The SCR Guidebook, SCR Frequently Asked Questions (FAQ), and the Customer Service Helpdesk for Government personnel and Contractors are available at <https://www.sam.gov>.

13. CONTRACTOR QUALITY CONTROL REQUIREMENTS. The Contractor shall develop and maintain a quality process to ensure services are performed in accordance with commonly accepted commercial practices and existing quality control systems throughout the life of the order.

13.1. The Contractor shall develop and implement procedures to identify, prevent and ensure non recurrence of defective services. However, the Government reserves the right to perform

inspections on services provided to the extent deemed necessary to protect the Government's interests.

13.2. The Contractor must control the quality of the services and deliverables provided in support of this task: the Contractor must maintain substantiating evidence that services conform to task quality requirements and furnish such information to the Government if requested.

13.3. The Contractor shall establish and maintain a complete Quality Control Plan (QCP) to ensure the services are performed in accordance with PWS and commonly accepted commercial practices, throughout the life of the award. The QCP shall include a Quality Control Matrix (QCM) that addresses all deliverables and the QCM shall annotate the method and level of required performance and quality expectations.

14. PERFORMANCE STANDARDS. Tasks will be evaluated for completeness, timeliness and accuracy. Positive and negative performance will be documented in the Contractor Performance Assessment Report System (CPARS). See Appendix D.

14.1. Schedule – Schedules will vary based on project. The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the task.

Table 14.1 PERFORMANCE THRESHOLDS/OBJECTIVES

No.	PERFORMANCE OBJECTIVE	PWS REF	PERFORMANCE THRESHOLD
SS-1	Overall Fill Rate		Greater than or equal to 80%
SS-2	On-Time Fill Percentage		Greater than or equal to 80%
SS-3	Turnover Rate		Less than or equal to 25%
SS-4	Replenish Rate		Greater than or equal to 80%
SS-5	Complaint Resolution Percentage		Greater than or equal to 92%
SS-6	Customer Satisfaction Rate		Greater than or equal to 95%
SS-7	Key Personnel List		NLT 10 business days after award
SS-8	Initial Placement of personnel: Qualifying Package		Within 5-7 business days After Receipt of the Awarded contract
SS-9	Initial Placement of personnel		Within 30 business days after approval from the section.
SS-10	Replacement of personnel: Qualifying documentation (i.e., qualifying package; credentialing package)		NLT 60 days after vacancy occurs for all Contractor personnel
SS-11	Quality Control Plan		Monthly or as required by the COR
SS-12	Mission Essential Services Plan (IAW DFARS Clause 252.237-7023 and Para 1.5.9. of this		Within 30 Business Days of contract Award

	document		
SS-13	Metrics for contract as reported in the CPRS		Monthly or as required by the COR

14. PERIOD OF PERFORMANCE: The Period of Performance (PoP) for this effort is a one (1) year base period and four (4) option years.

15. PLACE OF PERFORMANCE: The primary place of performance is building 671 and 862 at Joint Base San Antonio (JBSA)-Randolph, TX, and at the Contractor's facility. Other comparable on-site locations determined by HQ ADC/A9A may be used.

16. DATA RIGHTS: The Government shall have unlimited data rights to the following deliverables: all source code, dashboards, analysis tools, and databases created, as well as any data collected, under this contract.

16.1. Award Deliverables: The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the task and Quality Assurance Surveillance Plan for the required content, quality, timeliness, and accuracy.

Table 16.1 AWARD DELIVERY SUMMARY

Required Deliverable s/ Reports	Format	Required Due Date	Send To	Planned Frequency	PWS Ref	Performance Threshold
Post Award Conference	In-person or virtual	14 days post award	N/A	Once, post-initial award		100% Compliance/ On-Time Delivery
Monthly Status Reports	PDF	Once a month	COR/ PM and CO	10th Working Day of the Month		100% Compliance/ On-Time Delivery
Quality Control Plan	PDF	15 days after contract award or Option exercise	COR/ PM, CO	Update Annually		100% Compliance/ On-time delivery
Technical Work Product Specified on CDRL	TBD	TBD	COR/ PM, CO	As specified on the CDRL TBD		100% Compliance/ On-time delivery
Final Invoice	Submit by e-mail	Due 60 days from completion.	WAWF	After completion		100% Timely/Accurate Delivery

Release of Claims	Submit by e-mail	Due within fifteen (15) calendar days of final payment.	COR and CO	15 days after final payment,	100% Timely/Accurate Delivery
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16.2. Project Plan: The vendor will deliver a Project Plan within 30 days of Period of Performance start date.

16.3. Quality Control Plan (QCP). The CO will notify the Contractor of acceptance or required modifications to the plan. The Contractor shall make appropriate modifications (at no additional costs to the Government) and obtain acceptance of the plan by the CO. The Government has the right to require revisions of the QCP (at no cost to the Government) should the plan fail to control the quality of the services provided at any time during the Award performance. The plan shall include, but is not limited to the following:

16.3.1. A description of the inspection system covering all services listed

16.3.2. The specification of inspection frequency

16.3.3. The title of the individual(s) who shall perform the inspection and their organizational placement

16.3.4. A description of the methods for identifying, correcting, and preventing defects in the quality of service performed before the level becomes unacceptable

16.3.5. On-site records of all inspections conducted by the Contractor are required

16.3.6. The format of the inspection record shall include, but is not limited to, the following:

- Date, time, and location of the inspection.
- A signature block for the person who performed the inspection.
- Rating of acceptable or unacceptable.
- Area designated for deficiencies noted and corrective action taken.
- Total number of inspections. Monthly Status, Labor Hour, and Expenditure Report (MSR)

17. SECURITY REQUIREMENTS: A DD-254 will be added to this contract to support classified requirements. All Contractor employees' work under this contract must meet the specific security requirements stated below. Government furnished data and information generated by the Contractor because of performing these tasks may be sensitive.

- 17.1. The Contractor shall be required to handle all sensitive information in a secure manner, in accordance with prescribed security procedures and regulations.
- 17.2. To meet this requirement, the Contractor must have enough cleared personnel ready to accomplish the work required by the Government when a Task Order is issued.
- 17.3. Contractor personnel shall not release or remove system documentation, data, or reports generated by or through use of Government systems. All requests for information shall be forwarded to the COR.
- 17.4. The COR will assist Contractor personnel in processing the necessary DoD forms to obtain base access to Government facilities.
- 17.5. The Contractor shall not divulge any information regarding files, data, process activities/functions, user IDs, passwords, or other knowledge that may be gained, to anyone who is not authorized to have access to such information.
- 17.6. Contractor personnel shall abide by all Government rules, procedures, and standard of conduct. Contractor personnel who require access to Government Automated Information Systems (AIS) shall have background investigations and security awareness training completed prior to the start of contract or Task Order performance.
- 17.7. When the period of performance is complete and/or Contractor personnel leave work on this contract or any Task Order awarded under this contract, they will have 5 days to terminate all their network user accounts and to return all access cards and base/facility identification badges.

18. BACKGROUND INVESTIGATIONS AND SECURITY CLEARANCES: Contractor employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Contractor employees nominated by Contracting Officer Representative for consideration to support this contract shall submit the following:

- 18.1. Contractor employees working on classified projects must possess or obtain an appropriate facility security clearance, (Top Secret, Secret, Confidential-select one) prior to performing work on a classified Government contract.

- 18.2. If the Contractor does not possess a facility clearance the Government will request one.
- 18.3. The Government assumes costs and conducts investigations for Top Secret, Secret, and Confidential facility security clearances.
- 18.4. The Contractor shall request personnel security clearances, at the company's expense, for employees requiring access to classified information within 15 days after receiving a facility clearance or, if the Contractor is already cleared, within 15 days after service award.
19. **SECURITY AGREEMENTS:** The Contractor shall enter into a security agreement if service performance is on base. This agreement shall outline how the Contractor integrates security requirements for service operations with the Air Force to ensure effective and economical operation on the installation. The agreement shall include:
- 19.1. Security support provided by the Air Force to the Contractor shall include storage containers for classified information/material, use of base destruction facilities, classified reproduction facilities, use of base classified mail services, investigation of security incidents, and the use of security forms and conducting inspections required by DoDM 5220.22 Vol 2, National Industrial Security Program: Industrial Security Procedures for Government Activities, Air Force Policy Directive 16-14, Security Enterprise Governance, and Air Force Manual 16-1406, National Industrial Security Program: Industrial Security Procedures for Government Activities.
- 19.2. Security support requiring joint Air Force and Contractor coordination includes packaging classified information, mailing and receiving classified materials, implementing emergency procedures for protection of classified information, security checks and internal security controls for protection of classified material and high-value pilferable property.
- 19.3. On base, the long-term installation security agreement may take the place of a Standard Practice Procedure (SPP).
20. **IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL:** Personal Identity Verification of Contractor Personnel. (FAR 52.204-9)(Jan 2006) is incorporated by reference and the Contractor shall insert this clause in all subcontracts when the subContractor is required to have physical access to a federally controlled facility or access to a Federal information system.
21. **CONTRACTOR FACILITY SECURITY REQUIREMENTS:** The Contractor must comply with the Facility Security Clearance requirements outlined in the DD Form 254 as issued by the Government

investigations, requests for personnel security clearances shall be kept to the minimum amount employees required to perform contract requirements.

22. SUBCONTRACTOR DD254 SUBMISSION: The Contractor must submit a DD Form 254 for all assigned Subcontractors within 30 calendar days of receipt at which point classified work is expected to be completed.

23. COMMON ACCESS CARDS: DoD Common Access Card (CAC), (AFI 36-3026 Vol 2, Common Access Card), used for contracts for more than six months and requirement exists for access to the Government computer systems and software. CAC applications are accomplished by unit security manager.

23.1. When applicable, all Contractor/subcontractor personnel shall wear AF-approved picture identification badges on the outer clothing on the front of the body between the neck and waist at all times to distinguish themselves from Government employees.

23.2. When conversing with Government personnel during business meetings, over the telephone, or via electronic mail, Contractor/subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees.

23.3. Contractors/subcontractors shall identify themselves on any attendance sheet or any coordination documents that is necessary for review per Government specification.

23.4. Electronic email signatures shall reflect Contractor status.

23.5. Where practicable, Contractor/subcontractors occupying collocated space with their Government program customer should identify their workspace area with their name and Contractor status.

24. OBTAINING AND RETRIEVING IDENTIFICATION MEDIA: The HQ ADC/A9A Government PM or COR will assist Contractor personnel in processing the necessary DoD forms within 10 business days after contract award to obtain base or area badges for access to Government facilities. For base and data system access, the Contractor shall be required to obtain and maintain Common Access Card (CAC) for each employee and shall ensure that each employee has a complete National Agency Check (NAC). Contractor employees seeking to obtain CAC shall submit personal background information for the purpose of a NAC investigation. The Contractor employee will be authorized a CAC upon the adjudication of a favorable NAC investigation.

25. CONTRACTOR VISITOR GROUP SECURITY AGREEMENTS: As identified by the basic contract, work may require Contractor personnel to work onsite for extended periods of the contract. The CR and/or ACR will coordinate a Contractor Visitor Group Security Agreements (VGSA) as required. The VGSA will detail the actions to be taken by each party to protect classified information involved in contract performance while onsite.

26. OPSEC REQUIREMENTS: Operational Security (OPSEC) requirements are necessary to reduce program vulnerability from successful adversary collection and exploitation of critical information. Contractor personnel will participate in OPSEC program activities. OPSEC will be applied to all activities under this contract. Critical Information lists will be provided by the Government. OPSEC Surveys to measure the effectiveness of the OPSEC program may be conducted by the Government.

27. LIST OF EMPLOYEES: The Contractor shall maintain a current list of employees. The list shall include employee's name, social security number, and level of security clearance. The list shall be validated and signed by the company Facility Security Officer (FSO) and provided to the contracting officer and Information Protection Office (IP Office) at each performance site 30 days prior to the service start date. Updated listings shall be provided when an employee's status or information changes. A Visit Request for all employees with a security clearance is required to be sent through the Defense Information System for Security (DISS) or successor system and must be updated at least annually. The Contractor shall notify the Information Protection Office at each operating location 30 days before on-base performance of the service. The notification shall include:

- Name, address, and telephone number of company key management representative.
- The contract number and contracting agency
- The highest level of classified information to which employees require access.
- The location(s) of service performance and future performance, if known.
- The date service performance begins.
- Any change to information previously provided within this paragraph.

28. SUITABILITY INVESTIGATIONS: Contractor personnel not requiring access to classified shall successfully complete, as a minimum, a Tier 1 (T1) investigation, before operating Government furnished workstations.

- 28.1.** The Contractor shall comply with the DoDM 5200.02, Procedures for the Department of Defense Personnel Security Program and AFI 17-130, Cybersecurity Program Management,

requirements.

- 28.2. T1 investigation requests are initiated using the Standard Form (SF) 85 and are submitted to the installation Information Protection Office through the using agency's Security Assistant (SA).
- 28.3. T1 investigations are different from the Wants and Warrants checks and are provided by the Government at no additional cost to the Contractor.
- 28.4. For contracts requiring IT-Level I and II access with no access to classified material, the Contractor shall complete Tier 5 (T5) formerly called an SSBI or Tier 3 (T3) investigations, respectively. These investigations are provided by the Government at no additional cost to the contractor and submitted using the SF 86 and are submitted to the Information Protection Office through the using agency Unit Security Assistant within five calendar days after contract start.

29. SECURITY MONITOR APPOINTMENT:

- 29.1. The Contractor shall appoint a security representative for the on base long term visitor group.
- 29.2. The security representative may be a full-time position or an additional duty position.
- 29.3. The security representative shall work with the host organization to provide employees with training required by DoDM 5200.01, Information Security Program, AFRPD 16-14, Security Enterprise Governance, and AFI 16-1404, Air Force Information Security Program.
- 29.4. The Contractor shall provide initial and follow-on training to Contractor personnel who work in Air Force controlled/restricted areas. Air Force restricted and controlled areas are explained in AFI 31-101, Integrated Defense.

30. ADDITIONAL SECURITY REQUIREMENTS: IAW DoDM 5200.01 and AFI 16-1404, the Contractor shall comply with the following:

- Air Force Systems Security Instruction (AFSSI) 7700 Emission Security (EMSEC)
- AFSSIs for Communications Security (COMSEC)
- Applicable Air Force COMSEC General Publications (AFKAGs)
- AFI 10-701, Operation Security (OPSEC)
- DoD Standard 22-Level I Anti-Terrorism (AT) Awareness Training

- DoD Standard 13-Force Protection Condition Measures
- AFI 10-245-Air Force Anti-Terrorism
- DoDI O-2000.16V1_AFI 10-245-O, Anti-Terrorism (AT) Program Implementation.
 - Level I AT Awareness training is available for Contractor personnel to complete at the Joint Knowledge Online website. By following the link below, individuals can register for the course and complete required training. After successful completion, individuals will type in their first and last name, save a copy of their certificate and provide to their entity's security manager. <https://jko.jten.mil/courses/AT-level1/launch.html> IAW DoDM 5200.01, Information
 - Security Program and AFMAN 16-1404, the Contractor shall comply with local communications squadron policy.

31. FREEDOM OF INFORMATION ACT PROGRAM (FOIA): The Contractor shall comply with DoD Manual 5400.07 AFMAN33-302, DoD Freedom of Information Act Program requirements.

32. REPORTING REQUIREMENTS: The Contractor shall comply with AFI 71-101, Volume- 1 Criminal Investigations, and Volume-4, Counterintelligence, requirements, as referenced in AFMAN 16-1406, para 2.2.e.

33. PHYSICAL SECURITY: Areas controlled by Contractor employees shall comply with AFI 31-101.

34. OPERATING INSTRUCTIONS: For controlled areas used exclusively by the Contractor, the Contractor shall develop an Operating Instruction (OI) for internal circulation control, protection of resources and to regulate entry into Air Force controlled areas during normal, simulated and actual emergency operations. The OI shall be written in accordance with AFI 31-101 and coordinated through the Information Protection (IP) office.

35. LOCK COMBINATIONS: The Contractor shall comply with DoDM 5200.01, Vol 3 security requirements for changing combinations to storage containers used to maintain classified materials.

36. TRAINING: Contractor personnel are required to possess the skills necessary to support their company's minimum requirements of the labor category under which they are performing. Training necessary to meet minimum requirements will not be paid for by the Government or charged by Contractors.

36.1. The Contractor's employees shall take periodic mandatory training courses as directed and

provided through the agency, such as:

- 36.1.1.** Cyber Awareness Training: Cyber Awareness Challenge training is available for Contractor personnel to complete at the DoD Cyber Exchange public website or the MyLearning site. By following the links below, individuals can complete required training.
- 36.1.2.** After successful completion, individuals will type in their first and last name, save a copy of their certificate and provide to their entity's security manager
<https://public.cyber.mil/training/cyber-awareness-challenge> <https://lms-jets.cce.af.mil/moodle/>
- 36.1.3.** Controlled Unclassified Information (CUI) and other training required by statute, regulation, USAF, DOD, or DISA policy.
- 36.1.4.** No other training of Contractor personnel shall be provided by the Government unless authorized by the Contracting Officer or COR.

37. RECORDS, FILES, AND DOCUMENTS: All physical and electronic records, files, documents, and work papers maintained by the Contractor, provided/generated by the Government, or for the Government in performance of this PWS, shall be transferred or released to the Government or successor Contractor, and shall become and remain Government property.

- 37.1.** These records shall be maintained and disposed of IAW Air Force Instruction AFI33-322 Records Management and Information Governance Program; Federal Acquisition Regulation (FAR), and Defense Federal Acquisition Regulation Supplement (DFARS), as applicable.
- 37.2.** Nothing in this section alters the rights of the Government or the Contractor with respect to patents, data rights, copyrights, or any other intellectual property or proprietary information as set forth in any other part of this PWS.
- 37.3.** The Contractor shall prepare documents used by the Government or its customers in the conduct of its work. Examples include, but are not limited to, project documents, third party technical review of proposals, reports, plans and planning programming and budgeting utilizing appropriate software, documentation, or methodologies.

38. ORGANIZATIONAL CONFLICT OF INTEREST. Contractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications, or work statements, etc.) or perform evaluation services, which may create a current or subsequent

Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5.

- 38.1. The Contractor shall notify the CO immediately whenever they become aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the CO to avoid or mitigate any such OCI issues.
- 38.2. The Contractor's mitigation plan shall be determined to be acceptable solely at the discretion of the CO and in the event the CO unilaterally determine that any such OCI cannot be satisfactorily avoided or mitigated, the CO may implement 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.

39. NON-DISCLOSURE AGREEMENTS (NDA): The Contractor shall provide signed Non-disclosure Agreements of every Contractor working on this effort due to the access to sensitive information.

40. FURNISHED PROPERTY AND SERVICES: Government Property (GP) means all property owned or leased by the Government. GP is incidental to the place of performance, when the contract requires Contractor personnel to be located on a Government site or installation, and when the property used by the Contractor within the location remains accountable to the Government. Items considered to be incidental to the place of performance include but are not limited to office space, desks, chairs, telephones, computers, copiers, and fax machines. GP does not include intellectual property and software.

- 40.1. The Contractor shall be provided with GP for the duration of this contract and only as needed for the performance of this contract. GP is being furnished on an "As Is" basis.
- 40.2. The Government maintains accountability for the GP. The Contractor shall be required to sign for the GP as required and requested by the COR and/or designated personnel.
- 40.3. All GP will remain the property of the Government and will be returned to the responsible Government QAP upon request or at the end of the period of performance.
- 40.4. The Contractor shall be required to perform IAW the contract terms and conditions and this PWS regardless of availability of GP.
- 40.5. The Contractor is responsible for the security, integrity, and authorized use of their systems interfacing with the Government and or used for the transaction of all Government business.
- 40.6. The Government, at its discretion, may suspend or terminate the access and/or use of any or

all Government access and systems for conducting business with any/or all Contractors when a security or other electronic access, use or misuse issue gives cause for such action. The suspension or termination may last until such time as the Government determines that the situation has been corrected or no longer exists.

41. GOVERNMENT FURNISHED PROPERTY: When Contractor is required to work in a Government facility, the Government will furnish or make available working space, network access, and equipment to include:

- 41.1.** Windows PC with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.) for each contract employee working onsite shall be hand-receipted to the Contractor equipment serial number will be given out at contract initiation.
- 41.2.** If telework is approved the Government will issue a Windows PC with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.) or a CAC reader for Remote Desktop.
- 41.3.** Telephone (local/long distance calls authorized as dictated by contract performance requirements) Copier, Printer etc.
- 41.4.** Copies of required Government furnished materials cited in the solicitation, PWS, DD Form 254, and/or in the contract will be provided to the Contractor in hard copy or soft copy.
- 41.5.** All materials will remain the property of the Government and will be returned to the COR upon request or at the end of the contract period of performance.
- 41.6.** Equipment purchased by the Contractor with the approval of the Government and directly charged to this contract shall be considered Government Owned-Contractor Operated (GOCO) equipment.
- 41.7.** The Contractor shall conduct a joint inventory and turn in this equipment to the COR upon request or completion of the contract.

42. OTHER DIRECT COSTS:

- 42.1.** The Contractor shall identify ODC and miscellaneous items such as hardware and software licenses.
- 42.2.** The Contractor shall not procure any hardware, supplies, software, or material without prior written approval of the Contracting Officer and COR. The COR will determine if funds are available on the ODC CLIN, review and validate. After approvals are obtained the Contractor

shall procure from approved Government mandatory source and procedure. If no mandatory source exists, then from best value determination.

42.3. No profit or fee will be added; however, DCAA approved burden rates are authorized.

42.4. Title to all property purchased by the Contractor for which the Contractor is entitled to be reimbursed as a direct item of cost under this contract shall pass to and vests in the Government upon the vendor's delivery of property.

43. REQUIRED GUIDANCE/FORMATS/TEMPLATES: Work products/analysis will be IAW applicable DoD, AF, FAR, DFARS, and Air Force Federal Acquisition Regulation Supplement (AFFARS) rules, regulations, and laws. Any required guidance, formats, and/or templates will be provided by the Government.

44. NORMAL HOURS OF OPERATION: The Government typical core business hours are Monday through Friday, eight (8) hours per day (must include the core hours of 0900-1500) excluding Federal Holidays. The Contractor shall respond to Government communications via telephone or e-mail within four (4) business hours after receiving inquiries, with no more than two (2) discrepancies allowed per quarter. The following days are observed as federal holidays therefore limiting access to federal personnel and/or facilities:

New Year's Day	Martin Luther King Jr's Birthday
President's Day	Memorial Day
Independence Day	Columbus Day
Christmas Day	Juneteenth
Labor Day	Thanksgiving Day
Veteran's Day	

45. CONTRACTOR TRAVEL: For all travel, the Contractor shall submit Trip Reports five (5) working days after completion of a trip. The Trip Report shall include the following information:

Personnel Traveling	Dates of travel
Destination(s)	Purpose of Trip
Task objective supported	MAJCOM supported (if applicable)
Actual Trip Costs	Summary of trip events and accomplishments
Approval Authority (Copy of the e-mail authorizing travel by Government official)	

45.1. The Contractor shall reconcile the Trip Reports with each invoice such that they can be

matched month by month.

46. FREEDOM OF INFORMATION ACT PROGRAM (FOIA): The Contractor shall comply with DoDM 5400.07 and DoD Freedom of Information Act (FOIA) Program requirements. The regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding CUI material.

46.1. The Contractor shall comply with AFI 33-332, Air Force Privacy and Civil Liberties Program, when collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013.

46.2. The Contractor shall remove or destroy official records only in accordance with AFI 33-322, Records Management and Information Governance Program.

47. PHYSICAL SECURITY: The Contractor shall safeguard all Government property, including controlled forms, provided for Contractor use. At the close of each work period, Government training equipment, support equipment, and other valuable materials shall be secured during increased Force Protection Conditions (FPCONS), Contractors may have limited access to the installation and should expect entrance delays.

48. PERFORMANCE OF SERVICES DURING A CRISIS: In accordance with (IAW) DoDI1100.22, and DFARS 237.76, "Continuation of Essential Contractor Services", unless otherwise directed by an authorized Government representative, it is determined that services as identified in this PWS are NOT essential for performance during a crisis. In the event of an unforeseen natural or military crisis (i.e., hurricane, insurrection, etc.), the Contractor's primary responsibility is to safeguard the Contractor's employees.

49. EMERGENCY PREPAREDNESS PLAN: Contractor Employees shall participate in executing the Emergency Preparedness Plan (drills and actual emergencies) as scheduled by the Government (typically semiannually).

49.1. HQ ADC maintains a personnel recall list with personal contact information for all military, civil service and Contractor employees which is required to prepare in advance for an actual emergency.

49.2. Upon commencement of performance, the Contractor shall provide the COR with a list of personal contact information for a designated Contractor representative as well as all

Contractor staff performing services.

- 49.3.** Should an emergency occur, which will affect the workers' shifts, the designated Contractor representative and the task employees will be contacted.

50. ENVIRONMENTAL MANAGEMENT: The Contractor's work under this contract shall conform with all operational controls identified in the applicable agency or facility Environmental Management Systems and provide monitoring and measurement information necessary for the Government to address environmental performance relative to the goals of the Environmental Management Systems.

51. ATTACHMENTS:

APPENDIX A – Acronym List

APPENDIX B – Labor Categories

APPENDIX C – Certification of Nonpersonal Services DD-295

APPENDIX D – CPARS

APPENDIX D – Contractor Travel Form

APPENDIX E - Reserved

APPENDIX A

ACRONYMS AND ABBREVIATIONS.

ADC	Airman Development Command
AF	Air Force
AFB	Air Force Base
AFFARS	Air Force Federal Acquisition Regulation Supplement
AFFORGE	Air Force-Force Generation
AFI	Air Force Instruction
AFMAN	Air Force Manual
AFRC	Air Force Reserve Command
AFSC	Air Force Specialty Code
AFSSI	Air Force Systems Security Instruction
AI	Artificial Intelligence
AR	Augmented Reality
ARIS	Automated Readiness Information System
AT	Anti-Terrorism
CC	Commander
CFE	Contractor Furnished Equipment
CM	Configuration Management
CO	Contracting Officer
COA	Course of Action
COMSEC	Communications Security
COR	Contracting Officers Representative
CUI	Controlled Unclassified Information
DAF	Department of the Air Force
DBIDS	Defense Biometric Identification System
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
eCMRA	Enterprise Contractor Manpower Reporting Application
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FOIA	Freedom of Information Act
FPCON	Force Protection Condition
FY	Fiscal Year
G and A	General and Administrative Expenses

GFE	Government Furnished Equipment
GFM	Government Furnished Material
GSA	General Services Administration
M/L	Machine Learning

APPENDIX B

LABOR CATEGORIES.

The required personnel for this task order are as follows:

1. JUNIOR LEVEL OPERATIONS RESEARCH ANALYST

A9 leverages operations research expertise to design and execute studies and analyses using scientifically-validate methodologies to assess the outcomes, and value to Airmen and commanders, of force development policies, programs, and activities.

This position shall possess the following skills and attributes and perform duties as listed below:

- Assist the government with analytic studies, to include cost-benefit analysis across a broad range of ADC topics to better inform organizational decision and Air Force leadership.
- Implement advanced methods such as design of experiments, optimization, advanced statistical analysis, and modeling and simulation in support of studies and analysis activities as directed by the Government.
- Research, develop, test, and deliver advanced techniques and methods to support current and future analysis to provide quantitative insight to ADC organizational decisions and leadership.
- Advise and/or train Government personnel to allow for implementation, use, and continued enhancement of the capabilities created and maintained within this effort, including training on operations research techniques.
- Leverages modern capabilities and techniques in descriptive, predictive, and prescriptive analytics and AI.
- Work cooperatively in integrated multi-disciplinary active-duty military, government civilian, and contractor teams to conduct advanced analytics in complex mission areas.
- Communicate with government subject matter experts within diverse ADC mission areas to inform studies and analyses.
- Use programming languages to aid in creating programs in Python, R, and other languages as necessary for use cleaning, analyzing data and visualizing data.
- Manipulates and cleans large, disparate datasets for bulk analysis to identify connections.

- Maintains knowledge of and complies with DoD/DAF policy on data protection (e.g., PII)

MINIMUM EDUCATION: Certification in an approved training program, or a bachelor's degree or higher in operations research, data science, mathematics, statistics, computer science, or engineering.

2. MID-LEVEL OPERATIONS RESEARCH ANALYST

This position shall possess the following skills and attributes and perform duties as listed below:

- Experience and knowledge of all tasks and functions performed by the Junior Operations Research Analyst.
- 3+ years of experience in operations research.
- 1+ years of in-depth knowledge of analytical/statistical language (Python, R)
- 1+ years of experience manipulating unstructured data from different platforms.
- 1+ years of experience with data visualization tools.

MINIMUM EDUCATION: Bachelor's degree or higher in operations research, data science, mathematics, statistics, computer science, or engineering.

3. SENIOR LEVEL OPERATIONS RESEARCH ANALYST:

This position shall possess the following skills and attributes and perform duties as listed below:

- Experience and knowledge of all tasks and functions performed by the Junior & Mid Operations Research Analyst.
- 10+ years of experience in operations research.
- 5+ years of in-depth knowledge of at least one (1) analytical/statistical language (e.g. Python, R).
- 2+ years of experience manipulating unstructured data from different platforms.
- 2+ years of experience with data visualization tools.
- 1+ year of leadership experience functioning as a team lead, lead analyst, etc.
- 1+ year experience managing multiple projects.

MINIMUM EDUCATION: Master's degree or higher in operations research, data science, mathematics, statistics, computer science, or engineering.

4. JUNIOR LEVEL DATA SCIENTIST

A9 leverages data Scientist expertise to monitor, report, and analyze qualitative and quantitative data to understand current and future ADC production, programs, and activities.

This position shall possess the following skills and attributes and perform duties as listed below:

- Write and document reproducible code to support ADC data, analytics, and AI.
- Maintain current knowledge of advancements in DoD AI Ethical Principles and Responsible AI.
- Collaborate with appropriate personnel to address Personal Health Information (PHI), Personally Identifiable Information (PII), and other data privacy and data reusability concerns for AI solutions.
- Manipulate and clean large, disparate datasets for bulk analysis to identify connections.
- Plan, coordinate, and execute complex studies using advanced data modeling techniques and procedures, data trend analysis, and data algorithms.
- Plan and conduct complex analytical, mathematical, and statistical research that informs operational requirements.
- Assist integrated project teams identify, curate, and manage test data.
- Build predictive, prescriptive, or descriptive models in collaboration with stakeholders.
- Train and evaluate machine learning models.
- Evaluate energy implications (e.g., graphical processing unit, tensor processing unit, etc.) when designing AI solutions, as required.
- Utilize programming languages, as appropriate, and apply quantitative techniques (e.g., descriptive and inferential statistics, sampling, experimental design, parametric and non-parametric tests of difference, ordinary least squares regression, general line).
- Program custom algorithms.
- Analyze data sources to provide actionable recommendations.
- Design, develop, and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design.
- Conduct hypothesis testing using statistical processes.
- Utilize technical documentation or resources to implement a new mathematical, data science, or computer science method.
- Expand, enhance, and use the data environments for ADC to support their mission of recruiting, training, and education of Air Force personnel necessary to support Air Force

and DoD warfighting capabilities.

- Support data architecture definition, development, and implementation within the ADC common data environment, and other related database environments. This also includes work within the DAF Data Fabric which includes but not limited to Air Force Envision, VAULT, BLADE environment and enterprise server and cloud platforms.
- Research, develop, test, and deliver advanced techniques and methods to support current and future analysis to provide quantitative and qualitative insight to ADC organizational decisions and leadership. The contractor shall support the Government with the integration of developed methods and analytic capabilities into the ADC data environment.
- Advise and/or train ADC personnel to allow for implementation, use, and continued enhancement of the capabilities created and maintained within this effort. Expected areas of training include but are not limited to data analysis and data visualization.
- Work cooperatively in integrated multi-disciplinary active-duty military, government civilian, and contractor teams to conduct advanced analytics in complex mission areas.
- Communicate with government subject matter experts within diverse ADC mission areas to inform studies and analysis.
- Support test and evaluation activities.

MINIMUM EDUCATION: Certification in an approved training program, or a bachelor's degree or higher in data science, operations research, mathematics, statistics, computer science, or engineering.

5. MID-LEVEL DATA SCIENTIST

This position shall possess the following skills and attributes and perform duties as listed below:

- Experience and knowledge of all tasks and functions performed by the Junior Data Level Scientist.
- 3+ years of experience in a data science field to include mathematic/statistics/ program modeling.
- 1+ years of in-depth knowledge of at least on analytical/statistical language (Python, R)
- 1+ years of experience manipulating unstructured data from different platforms.
- 1+ years of experience with data visualization tools such Elastic X-Pack, Power BI, or Tableau.

MINIMUM EDUCATION: Bachelor's degree or higher in data science, operations research, mathematics, statistics, computer science, or engineering.

6. SENIOR LEVEL DATA SCIENTIST

This position shall possess the following skills and attributes and perform duties as listed below:

- Experience and knowledge of all tasks and functions performed by the Junior & Mid-Level Data Scientist.
- 10+ years of experience in a data science field to include mathematic/statistics/ program modeling.
- 5+ years of in-depth knowledge of at least one analytical/statistical language (Python, R)
- 2+ years of experience manipulating unstructured data from different platforms.
- 2+ years of experience with data visualization tools such Elastic X-Pack, Power BI, or Tableau.
- 1+ year of leadership experience as functioning as a team lead, lead analyst, etc., in a data science field.
- 1+ year experience managing multiple projects.

MINIMUM EDUCATION: Master's degree or higher in data science, operations research, mathematics, statistics, computer science, or engineering.

7. JUNIOR LEVEL ML/AI SPECIALIST

A9 leverages ML/AI expertise increasing the efficiency and effectiveness of ADC production, programs, and activities.

This position shall possess the following skills and attributes and perform duties as listed below:

- Write and document reproducible code.
- Use knowledge of business processes to create or recommend AI solutions.
- Identify and submit exemplary AI use cases, best practices, failure modes, and risk mitigation strategies, including after-action reports.
- Consider energy implications (graphical processing unit, tensor processing unit, etc.) when designing AI solutions as applicable.
- Manipulate and clean large, disparate datasets for bulk analysis to identify connections.

- Determine methods and metrics for quantitative and qualitative measurement of AI risks so that sensitivity, specificity, likelihood, confidence levels, and other metrics are identified, documented, and applied.
- Implement Responsible AI best practices and standards within AI solutions according to the DoD AI Ethical Principles, Responsible AI Guidelines, and/or any other pertinent laws.
- Collaborate with appropriate personnel to address Personal Health Information (PHI), Personally Identifiable Information (PII), and other data privacy and data reusability concerns for AI solutions.
- Ensure that AI design and development activities are properly documented and updated.
- Design and develop machine learning models to achieve organizational objectives.
- Design, develop, and implement AI tools and techniques to achieve organizational objectives.
- Assess and address the limitations of methods to deliver machine learning models.
- Design and develop continuous integration/continuous delivery (CI/CD) in a containerized or other reproducible computing environment to support the machine learning life cycle.
- Research the latest machine learning and AI tools, techniques, and best practices.
- Conduct AI risk assessments to ensure models and/or other solutions are performing as designed.
- Use models and other methods for evaluating AI performance.
- Develop secure code and error handling.
- Perform secure programming and identify potential flaws in codes to mitigate vulnerabilities.
- Design, develop, and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design.
- Correct errors by making appropriate changes and rechecking the program to ensure the desired results are produced.
- Conduct hypothesis testing using statistical processes.
- Use generative AI and language models to aid in the research, development, and testing of advanced techniques and methods to support current and future analysis.

- Use language models to aid in creating programs in Python, R, and other languages as necessary for use analyzing data.
- Use machine learning to create and train algorithms to perform analytic tasks in support of ADC mission goals.
- Work cooperatively in integrated multi-disciplinary active-duty military, government civilian, and contractor teams to conduct advanced analytics in complex mission areas.
- Communicate with government subject matter experts within diverse ADC mission areas to inform studies and analysis.
- Advise ADC on AI/ML including but not limited to methods, state-of-the art capabilities that could yield opportunities, risks, and related areas as needed.

MINIMUM EDUCATION: Certification in an approved training program, or a bachelor's degree or higher in data science, operations research, mathematics, computer science, or engineering.

8. MID-LEVEL ML/AI SPECIALIST

ML/AI (Machine Learning/Artificial Intelligence)

This position shall possess the following skills and attributes and perform duties as listed below:

- Experience and knowledge of all tasks and function performed by Junior Level ML/AI Specialist.

3+ years of experience in ML/AI.

MINIMUM EDUCATION: Bachelor's degree or higher in data science, operations research, mathematics, statistics, computer science, or engineering.

9. SENIOR LEVEL ML/AI SPECIALIST: (Machine Learning/Artificial Intelligence)

This position shall possess the following skills and attributes and perform duties as listed below:

- Experience and knowledge of all task and functions performed by Mid & Junior Level ML/AI Specialist
- 5+ years of experience in ML/AI.
- 1+ year of leadership experience, such as functioning as a team lead, lead analyst, etc., in a data science field.
- 1+ year experience managing multiple projects.

MINIMUM EDUCATION: Master's degree or higher in data science, operations research, mathematics, statistics, computer science, or engineering.

10. JUNIOR LEVEL DATA ENGINEERING SERVICES

A6 Command Data Officer (CDO) is responsible for Data Governance, Enterprise Data Management and Security, integration with training/ learning mission partners through Data Stewardship, and to integrate business data sources that contain training/learning portfolio data with a centralized accessible location for on-demand reuse.

This position shall possess the following skills and attributes and perform duties as listed below:

- Interface with mission area partners to bring data into the Enterprise ecosystem.
- Assist in collecting, tagging, and processing data.
- Support implementation of enterprise and domain specific data management policies.
- Maintain quality of data through efforts such as data auditing and data profiling.
- Optimize the delivery of mission services at the enterprise level.
- Support curation of data and metadata in within the Enterprise Management Environment.
- Advise key business/mission and technology decisions to align with strategic goals.
- Assist in developing Enterprise data management environment.
- Lead and support Data Stewardship Efforts.
- Support analysts in acquiring data from external sources.
- Support Knowledge management team with identification of data and moving data into the EDM environment needed for organization analytics.
- Use knowledge of business processes to create or recommend AI solutions.
- Build automated data management conduits.
- Maintain current knowledge of advancements in DoD Data Standards, AI Ethical Principles and Responsible AI.
- Comply with data classification and handling requirements through access control and security best practices.
- Assess and address the limitations of methods to deliver data.
- Manipulate and clean large, disparate datasets for bulk analysis to identify connections.
- Apply data acquisition, cleaning, transformation, and ingestion best practices for machine learning data conduits.

- Collaborate with appropriate personnel to address Personal Health Information (PHI), Personally Identifiable Information (PII), and other data privacy and data reusability concerns for AI solutions.
 - Assist integrated project teams to identify, curate, and manage data.
 - Advise higher level leadership on critical data management issues.
 - Program custom algorithms.
 - Read, interpret, write, modify, and execute simple scripts (e.g., PERL, VBS) on Windows and UNIX systems. (e.g., those that perform tasks such as: parsing large data files, automating manual tasks, and fetching/processing remote data)
 - Develop and implement data mining and data warehousing programs.
 - Implement data management standards, requirements, and specifications.
 - Manage the compilation, cataloging, caching, distribution, and retrieval of data
 - Implement data mining and data warehousing applications
 - Develop secure code and error handling
 - Perform secure programming and identify potential flaws in codes to mitigate vulnerabilities.
 - Record and manage test data.
 - Manipulate and clean large, disparate datasets for bulk analysis to identify connections.
 - Support Metadata Management, Data dictionary of database/data warehouse integrating all data sources
 - Extract, Transform, and Load (ETL) scripts and documentation for integrating the data sources into database/data warehouse
 - Develop and execute xAPI and API statements for various environments to include but not limited to commercial and government LRS, LMS and potentially systems DB level
 - Train government personnel in the use of associated EDM tools and technologies
- MINIMUM EDUCATION:** Certification in an approved training program, or a bachelor's degree or higher in computer science or similar discipline.

11. MID LEVEL DATA ENGINEERING SERVICES

This position shall possess the following skills and attributes and perform duties as listed below:

- Experience and knowledge of all task and functions performed by Junior Level Data Engineers.

- 6+ years of experience as a data engineer.

MINIMUM EDUCATION: A bachelor's degree or higher in computer science or similar discipline.

12. SENIOR LEVEL DATA ENGINEERING SERVICES

This position shall possess the following skills and attributes and perform duties as listed below:

- Experience and knowledge of all task and functions performed by Mid & Junior Level Data Engineers
- 6+ years of experience as a data engineer
- 1+ year of leadership experience, such as functioning as a team lead, lead analyst, etc., in a data science field
- 1+ year experience managing multiple projects.

MINIMUM EDUCATION: A master's degree or higher in computer science or similar discipline.

13. JUNIOR LEVEL DATA ARCHITECT

A6 is responsible for Data Governance, Enterprise Data Management and Security, integration with training/ learning mission partners through Data Stewardship, and to integrate business data sources that contain training/ learning portfolio data with a centralized accessible location for on-demand reuse.

This position shall possess the following skills and attributes and perform duties as listed below:

- Advise higher level leadership on critical data management issues.
- Maintain current knowledge of advancements in DoD AI Ethical Principles and Responsible AI.
- Examine and identify database structural necessities by evaluating operations, applications, and programming.
- Prepare database design and architecture reports.
- Consult with customers and key stakeholders to evaluate functional requirements for AI and data applications.
- Collaborate with appropriate personnel to address Personal Health Information (PHI), Personally Identifiable Information (PII), and other data privacy and data reusability

concerns for AI solutions.

- Analyze information to determine, recommend, and plan the development of a new applications or modifications of an existing application.
- Provide recommendations on new database technologies and architectures.
- Effectively allocate storage capacity in the design of data management systems.
- Confer with systems analysts, engineers, programmers, and others to design applications.
- Analyze and plan for anticipated changes in data capacity requirements.
- Responsible for “understanding of the data environment” – working with the ADC Data Team, Enterprise Architect, and Mission Data Stewards to ensure required conceptual and physical models.
- Building/maintaining data inventory that identifies authoritative data sources and other appropriate artifacts.
- Responsible for defining Data platform engineering framework to support Business Intelligence, Advanced Analytics, Machine Learning model architectures to support ADC Command Analytic Office.
- Maintains data flows for all mission critical data sets and integration
- Work with mission owners to strategically design, develop, integrate, and implement data models for applications and systems at conceptual, logical, business area, and application layers.
- Follow policies and standards as identified by the ADC Enterprise Architect
- Act as the primary advocate of data modeling methodologies and data processing best practices.
- Ensure all artifacts developed are provided to the ADC Enterprise Architect

MINIMUM EDUCATION: Certification in an approved training program, or a bachelor's Degree or higher in computer science or similar discipline.

14. MID LEVEL DATA ARCHITECT

This position shall possess the following skills and attributes and perform duties as listed below:

- Knowledge and experience of all task and functions performed by Junior Level Data Architects.

- 4+ years in data engineering or data architecture.

MINIMUM EDUCATION: A bachelor's Degree or higher in computer science or similar discipline.

15. SENIOR LEVEL DATA ARCHITECT

This position shall possess the following skills and attributes and perform duties as listed below:

- Knowledge and experience of all task and functions performed by Mid & Junior Data Level Architects.
- 8+ years in data engineering or data architecture.
- 1+ year of leadership experience, such as functioning as a team lead, lead analyst, etc., in a data science field.
- 1+ year experience managing multiple projects.

MINIMUM EDUCATION: Master's Degree or higher in computer science or similar discipline.

16. MID-LEVEL DATA SECURITY SPECIALIST

Supports ADC CDO and Data Office in Ensuring data security across all platforms and levels. Monitors mission and business data-related systems to ensure compliance with organizational standards and industry standards. Works closely with security team and Informs CDO of any risk-related concerns and mitigation plans.

This position shall possess the following skills and attributes and perform duties as listed below:

- Ensure MAJCOM is in compliance with all federal laws and regulations, to include but not limited to DoD, USAF, and MAJCOM policies applicable to the data in their custody.
- Follow data handling and protection policies and procedures established by DoD, DAF, MAJCOM and program/ system owners
- Comply with applicable DoD cybersecurity standards for handling of Data not limited to but include PII and PHI.
- Provide recommendations for data collection requirements, and policy configurations to include but not limited to Zero Trust and Roll based access of deployed security technologies.
- Manage and direct access and security activities in a multi-platform environment to

ensure correct user access to system.

- Drive data security efforts across the MAJCOM working with various Information System Security Managers (ISSMs) ensuring data is protected within Risk Management Framework (RMF) security controls.
- Provide thorough analysis of security risks and development of appropriate mitigating strategies
- Work with the Information Security Manager and Program Managers to ensure the CDO is meeting data requirements and provide periodic updates to the relevant management levels.
- Audit, implement and report compliance to the CDO monthly
- Ensure exchanged data is secure (e.g., Intelligence Community – Information Security Marking, encryption).

MINIMUM EDUCATION: A Bachelor's Degree or higher in computer science or similar discipline with 4+ years of experience as identified specialized experience in the labor category.

17. DATA GOVERNANCE SERVICES SUBJECT MATTER EXPERT

A6 is responsible for Data Governance, Enterprise Data Management and Security, integration with training/ learning mission partners through Data Stewardship, and to integrate business data sources that contain training/ learning portfolio data with a centralized accessible location for on-demand reuse.

This position shall possess the following skills and attributes and perform duties as listed below:

- Assist the ADC Data Team in creating and refining Data Governance policies and procedures.
- Support ADC CDO and Data Office to establish protection, sharing, and governance guidelines.
- Ensure governance contains rules and procedures for data names, definitions, data integrity rules, and domain values.
- Ensure compliance with legal and policy requirements, and conformance to data policies and standards.
- Ensure appropriate security controls are codified in governance documents.
- Provides support and advisory services on alignment of strategic goals and key

business and technology decisions

MINIMUM EDUCATION: Bachelor's Degree or higher in computer science or similar discipline with 5+ years of experience as identified specialized experience in data governance.

18. ENTERPRISE DATA SECURITY SERVICES EXPERT

This position shall possess the following skills and attributes and perform duties as listed below:

- Advise and assist Data Team in ensuring data security across all platforms/services (on premise and cloud based) and levels.
- Monitor mission and business data-related systems to ensure compliance with organizational standards and industry standards,
- Work closely with security team and inform CDO of any risk-related concerns and mitigation plans.
- Support DoD and AF level analytical monitoring and dashboard tools
- Work closely with system owners to identify required system security logs to include servers (on prem and cloud), switches, routers, Wi-Fi, VoIP and any other associated communications equipment

MINIMUM EDUCATION: Bachelor's Degree or higher in computer science or similar discipline with 3+ years of experience.

19. SUBJECT MATTER EXPERT SERVICES

Subject Matter Expert Services will provide expertise in the operations, education, and/or training of DAF systems or personnel to support data management, studies, analyses, advanced analytics and AI activities within and across ADC.

This position shall possess the following skills and attributes and perform duties as listed below:

MINIMUM EXPERIENCE: 10+ years of professional experience in relevant DAF system, DoD system, or mission area for which they are serving as an expert.

NOTE: For all labor categories, the Contractor may deviate from the definitions above when responding to task order solicitations so long as the deviations are clearly identified in their task order proposal. For example, an employee with a

higher than required degree but less experience may be proposed for a labor category; similarly, an employee with more experience than is required but a lesser degree may be proposed for a labor category. Deviations shall be clearly identified in proposals submitted in response to task order solicitations. Security clearance level will be determined by the task order.

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APPENDIX B Table 1.1 LABOR CATEGORIES

	Base Year	OY1	OY2	OY3	OY4
LABOR CATEGORY POSTION					
Operations Research Analyst/ Senior	4	4	4	4	4
Operations Research Analyst/ Mid	2	3	3	3	3
Operations Research Analyst/ Junior	1	1	1	1	1
Data Scientist/ Senior	1	1	1	1	1
Data Scientist/ Mid	2	3	3	3	3
Data Scientist/ Junior	5	6	6	6	6
ML/AI Specialist/ Senior	0	0	0	1	1
ML/AI Specialist/ Mid	1	1	1	1	1
ML/AI Specialist/ Junior	0	1	1	1	1
Data Engineer/ Senior	2	3	3	3	3
Data Engineer/ Mid	4	6	6	6	6
Data Engineer/ Junior	1	1	1	1	1
Data Architect/ High	1	1	1	1	1
Data Architect/ Mid	1	1	1	1	1
Data Architect/ Junior	1	1	1	1	1
Data Security Specialist/ Mid	1	1	1	1	1
Enterprise Data Security	1	1	1	1	1
Subject Matter Expert/ High	1	1	1	1	1

NOTE: Program Manager duties will be performed by one of the Senior level positions listed above.

RESERVED FOR APPENDIX C

APPENDIX D

CONTRACTOR PERFORMANCE ASSESSMENT REPORT SYSTEM (CPARS)

5153.303 Contractor Performance Assessment Report System initial registration consolidated format.

(Submit a copy to the Contractor Performance Assessment Report System (CPARS) focal point upon award, along with the CPARS access request format at 5153.303-10. Other formats may be used if all applicable information below is included)

CONTRACT NUMBER: _____

ORDER NUMBER: _____

(Include General Services Administration (GSA) number and basic procurement instrument identification "F" order number.)

CONTRACT TITLE/EFFORT DESCRIPTION: _____

CAGE CODE: _____ **DUNS:** _____ **PSC:** _____ **NAICS:** _____

CONTRACTOR NAME, ADDRESS (as listed in System for Award Management, www.sam.gov)

BUSINESS SECTOR (Circle one): Systems or Non-systems

LOCATION OF CONTRACTOR PERFORMANCE: (if other than contractor address above):

CONTRACT AWARD DATE _____ **EFFECTIVE DATE:** _____

COMPLETION DATE: (Include last possible date, if all options exercised) _____

DOLLAR VALUES: _____

AWARDED VALUE: Grand total, including unexercised options): _____

CURRENT VALUE: (Current funded amount as of registration date. Use target price or total estimated amount for incentive contracts.):

CONTRACT TYPE

(Circle one. For hybrid, put a "P" next to the predominate type and identify other type with an "O" next to it.):

FFP __ FPI __ FPR __ CPFF __ CPIF __ CPAF __ HYBRID __ OTHER: _____

COMPETITIVE: (Basis of award): YES or NO

PROGRAM/PRODUCT/PROJECT MANAGER: _____

E-MAIL: _____ TELE: _____

CONTRACT SPECIALIST: _____

E-MAIL: _____ TELE: _____

CONTRACTING OFFICER: _____

E-MAIL: _____ TELE: _____

GOVERNMENT COR/QUALITY ASSURANCE EVALUATOR: _____

E-MAIL: _____ TELE: _____

CONTRACTOR PROGRAM MANAGER: _____

E-MAIL: _____ TELE: _____

PERIOD OF PERFORMANCE (POP) FOR 1ST ASSESSMENT:

FROM: _____ TO: _____ CPAR COMPLETED: _____

OPTION 1 POP FROM: _____ TO: _____ CPAR COMPLETED: _____

OPTION 2 POP FROM: _____ TO: _____ CPAR COMPLETED: _____

OPTION 3 POP FROM: _____ TO: _____ CPAR COMPLETED: _____

OPTION 4 POP FROM: _____ TO: _____ CPAR COMPLETED: _____

(View completed reports in the Past Performance Information Retrieval System-Report Card, available via the Internet at <https://www.ppirs.gov>.)

APPENDIX E

TRAVEL AUTHORIZATION FORM

Contractor Travel Authorization Request				
Traveler Name:	Employee #:	Contract & Travel CLIN #:	Request Date:	
TRAVEL & COST DETAILS				
All travel transportation and lodging arrangements should be made in accordance with Joint Travel Regulations (JTR).				
Travel From (City, State):	Travel To (City, State):	Dates of Travel:	# of Days:	
		to		
List Any Additional TDY Destinations:				
Facility to be visited (Name and Location):		Government Sponsor/Approver (Name, Title, Email, Phone No.):		
Purpose/Justification of Travel:				
Justification For Deviations (not choosing lowest fare, exceeding allowable lodging rate, larger car, any other non-standard travel arrangements):				
Estimated Total Trip Cost:	Airfare Total:	M&IE (Rate/Total):	Lodging (Rate/Total):	Rental Car (Rate/Total):
\$	\$	\$	\$	\$
Additional Travel Costs (Include items such as Hotel Taxes, Baggage Fees, Parking Fees, Mileage, Rental Car Fuel, Conference Fees, etc.)				
SEMINAR / TRAINING / CONFERENCE COORDINATION				
Seminar/Training/Conference Title:		Fee:	Fee Deadline:	
		\$ 0		
Description and Applicability to Task Order:				
SECURITY INFORMATION				
Visit Request Required: <input type="checkbox"/> No, visit request not required <input type="checkbox"/> Yes, visit information included at right <input type="checkbox"/> Yes, previous request valid until		SMO Code: Visit Access Level: <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret	OCONUS Travel Only: Coordinate with contractor FSO before approval of this form Yes <input type="checkbox"/> No <input type="checkbox"/>	
Traveler will ensure VR is coordinated with appropriate agencies				
GOVERNMENT APPROVAL				
This travel or training is required to support the Task Order Performance Work Statement responsibilities, is necessary for contractor's function in assigned work environment, and is a direct benefit to the government.				
Government Sponsor/Approver:	Signature:	Title/Office:	Phone:	
CONTRACTOR COORDINATION				
Traveler:	Signature:	Title/Office:	Phone:	
Program Manager:	Signature:	Title/Office:	Phone:	