

**PERFORMANCE WORK STATEMENT (PWS)**  
**COURSE OF INSTRUCTION IN ADVANCED FORCE OPERATIONS**  
**FOR**  
SFG(A) 1-1,  
Torii Station, Okinawa, Japan

**28 July 2015**

1.0 Background: 1<sup>st</sup> Battalion, 1<sup>st</sup> Special Forces Group (Airborne) (1-1 SFG (A)) is a flexible, multi-faceted command capable of executing special operations (both Special Warfare and Surgical Strike) in direct support of COMSOPAC (Commander Special Operations Command, United States Pacific Command), the PACOM (Pacific Command) Commander, or as directed by Chairman of the Joint Chiefs of Staff (CJCS) and the National Command Authority (NCA). For 1-1 SFG (A) to be fully capable of conducting its PACOM directed mission as the PACOM Commander's Crisis Response Force, the unit must be proficient in Advanced Force Operations. In order to remain proficient in this highly refined skill set, 1-1 SFG(A) must ensure its operators maintain their skills by attending regular, mission critical training. Their instruction will directly enhance 1-1 SFG (A)'s capability to support the PACOM Commander's contingency plan and overseas contingency plan objectives.

2.0 This recurring training requirement is vital to 1-1 SFG (A)'s role in support of Overseas Contingency Operations (OCO), operational deployments in support of multiple Campaign Plans(CAMPLANS), Operation Plan (OPLANS), Contingency Plans(CONPLANS), Joint Combined Services exercises(JCS), and Joint Combined Exchanges for Training (JCET).

3.0 Services Summary: For 1-1 SFG (A) individuals to strengthen and refine their capability and capacity to conduct Advanced Force Operations in order to provide the PACOM Commander with an enhanced capability that supports the crisis prevention and response missions of the Commander's In-Extremis Force.

4.0 Scope: The Contractor will provide 1-1 SFG (A) with a Course of Instruction (COI) in Advanced Force Operations, providing high quality instruction focusing on topics that directly or indirectly support technical surveillance operations in non-permissive environments. This Performance Work Statement (PWS) addresses the requirements of instruction, as well as the organizational requirements and administrative tasks essential to delivering this COI. The Contractor shall be required to work closely with the designated Technical Point of Contact (TPOC) upon award of contract to ensure all aspects of the COI logistical and instructional, meet 1-1 SFG (A)'s requirements.

Contracting Officer Representative (COR): The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: Assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contract concerning technical aspects of the contract, monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government furnished property and provide site entry of contractor personnel. A letter of appointment is issued to the COR which states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the contract.

5.0 Requirement: The Contractor shall provide the following:

5.1 Period of Instruction: Two(2) three-week courses of instruction comprising eight hours of instruction per day to be held beginning with an in-progress training between 21 and 25 September 2015. Training will commence on 12 October 2015 and end on 30 October 2015. Second iteration will be from 11 April 2016 to 29 April 2016. This is the only block of time available for the target audience. The three weeks will be strictly for instruction and will not include time for travel, administration, or training preparation and set up. Contractor will be prepared to provide at least eight hours of instruction per day, at Torii Station, Okinawa, Japan. After contract agreement course dates or times may be adjusted upon agreement between the Government and Contractor.

The training should be broken into three phases with the following covering the following topics:

Phase I:

- Identification and function of various lock families
- Warded, bit key, disc tumbler and pin tumbler locks
- Wheel and dial combination locks
- Padlock bypass techniques
- Foreign padlock defeat exercise
- Simplex and mechanical push button locks
- Schlage wafer lock picking and decoding
- Key casting and key impressioning
- Building entry operations and door hardware bypass techniques
- Tubular key and cruciform key locks
- Master key system exploitation
- Pin tumbler decoding and sight reading
- Digital door hardware and click locks
- Key mensuration and use of code machines and key duplicators
- Working with pin tumbler cylinders – mortise, rim, europrofile, key-in-knob
- Hotel mag-stripe card key cloning
- RFID Credential Cloning
- Working with Europrofile cylinders
- Picking and decoding rotating disc tumbler locks
- Picking and impressioning dimple key locks
- Advanced Key impressioning techniques

Phase II:

- Visual decoding of edge cut and high security automobile keys
- Picking, decoding, generating keys to European Ford / Jaguar Tibbe locks
- Generating keys to automotive dimple key locks
- Visual tumbler decoding techniques
- Advanced automotive key impressioning
- Use of various mechanical picking and decoding tools
- Automotive key generation – standard and high security vehicle locks
- Use of hand held clippers to generate high security keys by code
- Use of electronic code machines to generate and duplicate high security keys
- Selected transponder bypass techniques
- Vehicle access and key generation practical exercises

Phase III:

- Physical restraint escape techniques, tool construction and concealment
- Mitigation of overseas operational constraints
- Tactical planning considerations
- CTR in support of building entry and key generation operations
- CTR in support of vehicle access operations
- Open source tools and data bases in support of CTR operations
- Restricted data bases in support of CTR operations
- Use of technical collection tools in support of key generation missions
- Culminating team tactical exercises

5.2 Location of Instruction: The contractor's on-site training location as stipulated in the award.

5.3 Number of Attendees: COI must be able to accommodate training for up to 10 individuals per iteration.

5.4 Curriculum: The curriculum for the COI will be a blended method of delivery, consisting of: plenary (full class), discussion groups, case studies, and practical exercises.

The instruction should incorporate student feedback in the form of a post course survey with a

percentile of no less than 95% stating that the training was either relevant or extremely relevant to their mission.

5.5 Teaching Materials: All teaching aids and materials will be procured and provided by the Contractor. Required student reading materials in electronic and hard copy will be provided by the Contractor. If advance reading is recommended by the Contractor electronic copies will be provided to the TPOC to disseminate to COI attendees. The published negotiation reference book used in the course will be provided to all students.

#### 5.6 Government Furnished Services:

The Contractor shall not make use of any property or services described in this section for any purpose other than performing the requirements of this contract. Contractor personnel are responsible for safeguarding Government Furnished Property, equipment, and facilities. The Contractor shall be required to reimburse the Government for lost, damaged, or misappropriated property for which Contractor personnel are responsible.

Safety Provisions: The Contractor shall comply with all fire, safety, and security provisions.

Emergency Medical Treatment: Government furnished medical service is not available to Contractor personnel, except in emergency on-the-job situations when Contractor personnel suffer serious injury or acute pain. Government emergency treatment will be provided as the first point of medical care. Transfer to non-Government facilities shall be affected as soon as possible and as determined by attending medical authorities. Contractor employees experiencing emergency on-the-job injuries or illnesses may use Guthrie Clinic, located on Torii Station. The Contractor shall be responsible for any charges resulting from treatment at an Army Medical Facility.

Fire Protection: The Government will provide fire protection and prevention services to the contract site.

Police Protection and Law Enforcement: The Government will provide Police Protection and Law Enforcement services to the Contractor and Contractor personnel on the installation. This service shall also include any investigative services related to physical security of Government owned property and incidents involving Contractor owned property inclusive of privately owned property of Contractor personnel if the incident occurs on the installation.

#### 5.7 Instructor Qualifications/Requirements:

##### **Primary Instructor:**

Minimum/General Experience: Extensive operational experience (15 years minimum), within the US and/or overseas, applying the same technical surveillance related skills operationally that are being taught in the training course. Must have a proven record of consistently excellent performance as an instructor. Must hold and maintain a current Top Secret security clearance. The need for a Top Secret Security clearance is based upon the fact that the students being trained have a classified mission essential task listing. The instructors must have a Top Secret clearance to know why and how their instruction is applicable to the mission.

Functional Responsibility: Primarily responsible for the overall conduct of the training course, teaching skills and techniques unique to his proven area of expertise.

Minimum Education: College – 2 year degree preferred but high school graduate acceptable.

##### **Assistant Instructor:**

Minimum/General Experience: Extensive operational experience (10 years minimum), within the US and/or overseas, applying the same technical surveillance related skills operationally that are being taught in the training course. Must have a proven record of consistently excellent performance as an instructor. Must hold and maintain a current Top Secret security clearance.

Functional Responsibility: Together with the Primary Instructor, responsible for the overall conduct of

the training course, teaching skills and techniques unique to his proven area of expertise.

Minimum Education: College – 2 year degree preferred but high school graduate acceptable.

The Government, through the Contracting Officer, shall have the "right of refusal" of any instructor considered unqualified.

5.8 Personnel Requirements: The Contractor shall provide a lead instructor that meets the qualifications outlined in Paragraph 4.7.

5.9 Dress Code/Grooming Standards: The Contractor shall ensure that all Contractor instructors and teaching assistants that come in contact with 1-1 SFG(A) students maintain a professional standard of grooming, personal appearance, and attire.

5.10 Teaching Environment: The contractor shall maintain an orderly and professional atmosphere in all settings and shall have authority commensurate with this responsibility.

5.11 Contractor Relationship to Military Authorities: All Contractor personnel shall conform to and comply with the rules, regulations, and other requirements of the Department of Defense and Department of the Army for contract personnel integrity, grooming, conduct, speech, student fraternization, safety, and security. In addition, Contractor personnel shall maintain high personal standards of relevant technical knowledge and demonstrate professional competence in delivering training material.

1-1 SFG (A) members whose conduct is not professional shall be cautioned and counseled in the presence of the TPOC. If the inappropriate behavior continues, the 1-1 SFG(A) person shall be referred by the Contractor to their respective Department Head for further disciplinary action. In the event of formal military action against students under their tutelage, Contractor personnel may be requested to provide written statements to or appear in person as a witness in a student's non-judicial punishment or court martial proceedings. Such statements or appearances may be directly related to charges or may provide information for use in determining appropriate punishment. The Contractor shall report any disciplinary problem (e.g. fraternization, sexual harassment, discrimination, etc.) between Contractor employees and 1-1 SFG (A) or other military staff to the TPOC. The Government shall investigate the validity of the complaint and provide a recommendation to the appropriate military department for action. Contractor personnel shall cooperate with all investigations and assist Government personnel until the investigation is complete.

## 6.0 Stipulating Conditions:

6.1 Contractor Incurred Expenses(COI): All expenses incurred by Contractor and employees while executing the COI, to include, but not limited to: travel expenses (taxi, plane, rental vehicle, fuel, and public transportation), lodging, and dining will be the sole responsibility of the Contractor to procure. Any and all compensation for these expenses will be the responsibility of the Contractor, and thus considered as included in provided pricing quote.

6.2 Non-Personal Service Statement: Contractor employees performing services under this contract will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor shall not employ any person who is an employee of the U.S. Government if the employment of that person would create a conflict of interest. Contractor management will ensure that employees properly comply with the performance work standards outlined in the PWS. Contractor employees will perform many of their duties, independent of, and without the supervision of any Government official. However, due to the high risk nature of the training, the Contract Manager and/or other Government representative may provide direction and/or guidance within the execution of the training. The tasks, duties, and responsibilities set forth in this contract may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Part 37.1 of the Federal Acquisition Regulation (FAR).

## 7.0 Security:

- 7.1 Privacy Act Compliances: The Contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The Contractor shall ensure that its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to DoD and DoN regulations that implement the Privacy Act. The Contractor shall identify and safeguard data, information and reports accordingly. In addition, the Contractor shall ensure that contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work. The Contractor will safeguard any 1-1 SFG(A) student names, personally identifiable information, or personal contact information obtained during the COI and not divulge them without 1-1 SFG(A) or student permission.
- 7.2 Confidentiality Agreement: The Contractor and Contractor personnel shall be prepared and willing to enter a confidentiality agreement regarding material, operational, or sensitive information discussed during the COI. The Contractor will not publicize testimonials using 1-1 SFG(A)'s name or members of its command.
- 7.3 Contractor employees will be required to obtain and display identification badges. Anticipate delays in getting commercial vehicles on base and allow time for commercial vehicles to reach their destination by driving designated routes at posted speed limits throughout the base. Procedures for commercial vehicle access to the base are subject to change without prior notice.
- 7.4 ID Passes, Badges and Vehicle Stickers: The contractor is responsible to obtain such clearances and/or passes as required for his/her employees to enter military installations on Okinawa prior to start of work. The contractor shall be responsible for all passes issued to his/her employees under this contract. Applications shall be coordinated through the CO or designated representative. At the time of application, Security Forces may conduct a background check on employees. Upon termination of employment, the contractor shall be responsible for returning identification cards and base passes to Security Forces within 24 hours.
- 7.5 The contractor shall submit a request for base passes for his employees to the 18th Contracting Squadron, Attention: 18 CONS/LGCB, Kadena Air Base, for recommendation of approval by the Pass and ID Section. After approval from 18 CONS/LGCB, the contractor shall follow the instructions for acquiring designated pass for entry into applicable Army facilities at Camp Foster, Bldg 456, at DSN 645-2239/7519 or from off base dial 098-970-2239/7519.
- 7.6 For vehicle access, follow the instruction from Vehicle Registration, Bldg 5638, Camp Foster, at DSN 645-3200 or from off base dial 098-970-3200. The prime contractor shall be responsible for all passes issued to his/her or his subcontractor's employees under this contract. The Government reserves the right to obtain certification of receipt for all base passes upon termination of employment or completion of contract, prior to payment of final invoice. Contractor employees will be required to display identification badges.

## 8.0 Deliverables:

8.1 Contact Information: The TPOC will be assigned to the Contractor and will be the principle point of contact for COI coordination, including student management, schedule, and curriculum. Additional points of contact will be promulgated following contract award.

1-1 SFG(A) Primary TPOC: CPT Kedrick Palmer  
1-1 SFG(A) Secondary TPOC: CPT Nguyen Cuong

8.2 Course Coordination: At least 2 weeks prior to COI convening dates, the TPOC will provide

the Contractor with Attendee Personal Assessments. Prior to COI convening dates TPOC will schedule a time to discuss details of course curriculum.

8.3 COI Convening Location: Upon award of contract, the 1-1 SFG (A) TPOC will confirm COI convening location with the Contractor.

#### 9.0 Government Observations:

9.1 Government personnel, other than Contracting Officers (COs) and quality assurance personnel (QAPs), may from time to time, with CO coordination, observe contractor operations. However, these personnel may not interfere with contractor performance or make any changes to the contract.

#### 10.0 Quality Assurance:

10.1 Any matter concerning a change to the scope, prices, terms or conditions of this contract shall be referred to the Contracting Officer and not to the QAP(s).

10.2 The services to be performed by the contractor during the period of this contract shall at all times and places are subject to review by the Contracting Officer or authorized representative(s).

#### 11.0 Contract Administration:

11.1 Important Notice: The Contractor shall not accept any instructions issued by any person other than the Contracting Officer (KO), Administrative Contracting Officer (ACO), or his/her authorized representative acting within the limits of his/her authority. No information other than that which may be contained in any authorized amendment to this solicitation or any authorized modification to any resulting contract issued by the Contracting Officer, which may be received from any person employed by the U.S. Government or otherwise, shall be considered as grounds for deviation from any provisions, conditions or other terms of these documents.

#### 11.2 Contracting Officer's Representatives and Their Authority:

The Contracting Officer will designate individual(s) to act as the Contracting Officer's Representative (COR) under this contract. Such designations will be made by letter from the Contracting Officer with an information copy furnished to the Contractor. The COR will represent the Contracting Officer in the administration of the contract but will not be authorized to change any of the terms and conditions of the contract.

No oral statements of any person, whomsoever, will in any manner or degree modify, or otherwise affect the terms and conditions of this contract. The Contracting Officer shall be the only person authorized to approve changes in any of the requirements under this contract, and notwithstanding any provisions contained elsewhere in this contract, said authority shall remain solely with the Contracting Officer.