

PERFORMANCE WORK STATEMENT

FOR

EDUCATION AND TRAINING

ROBINS AFB, GA

22 February 2000

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EDUCATION AND TRAINING****TABLE OF CONTENTS**

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SECTION C-1

GENERAL INFORMATION

1.1. SCOPE OF WORK. The service provider shall provide all personnel, supervision, equipment, tools, materials, and other items and services necessary to perform the Education and Training services as defined in this Performance Work Statement (PWS) except as specified in section C-3, Government Furnished Property and Services at Robins AFB. The service provider shall perform to the standards in this contract. The estimated quantities of work are listed in Technical Exhibit 2, Workload Estimates.

1.2. SERVICE PROVIDER PERSONNEL:

1.2.1. Contract Manager. The service provider shall provide a full-time contract manager who shall be responsible for the performance of the work. The name of this person and an alternate(s) who shall act for the service provider when the manager is absent shall be designated in writing to the Contracting Officer (CO) within ten days after contract award. The service provider shall provide telephone numbers of the contract manager and alternate(s) where these persons may be contacted outside of normal duty hours.

1.2.1.1. The contract manager or alternate(s) shall have full authority to act on behalf of and/or for the service provider on all matters relating to the daily operations of this contract on the installation.

1.2.1.2. The contract manager or alternate shall be available within 2 hours to meet on the installation with government personnel designated by the CO to discuss problem areas. The contract manager or alternate shall be on-site during normal duty hours and contingencies requiring work beyond normal duty hours.

1.2.1.3. The contract manager and alternate(s) must be able to read, write, speak, and understand English.

1.2.2. Service provider Employees. The service provider shall not employ persons for work on this contract if such employee is identified to the service provider by the CO as a potential threat to the health, safety, security, general well being or operational mission of the installation and its population.

1.2.2.1. Service provider personnel shall present a neat, professional appearance and be easily recognized as service provider employees. The service provider shall furnish an identifying badge, which shall include as a minimum, the person's name, the name of the service provider, and the function. Each employee shall wear the badge on the outer garments on the front of the body between the neck and the waist so that the badge is visible at all times.

1.2.2.2 Reserved

1.2.2.3. The service provider shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest. The service provider shall not employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to the DoD 5500.7-R, *Joint Ethics Regulations (JER)*. In addition, the service provider shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies contained in AFI 64-106, *Air Force Industrial Labor Relations Activities*.

1.2.2.4. The service provider is cautioned that off-duty active military personnel hired under this contract may be subject to permanent change of station, change in duty hours, or deployment. Military reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the service provider's ability to perform. Their absence at any time shall not constitute an excuse for nonperformance under this contract.

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1.2.2.5. The service provider is prohibited from employing off-duty Quality Assurance Evaluators (QAEs) who are surveying any contracts and subcontracts awarded to the service provider.

1.2.2.6. Control of Service provider Employees. The selection, assignment, reassignment, transfer, supervision, management, and control of service provider employees in performance of this work statement shall be the responsibility and prerogative of the service provider. However, the service provider shall comply with the requirements set forth in the PWS and in Robins AFB regulations concerning conduct of employees as referenced herein.

1.2.2.7. Service provider personnel shall comply with directives pertaining to operation of privately owned vehicles on Robins Air Force Base per AFI 31-204, Motor Vehicle Traffic Supervision.

1.2.3. **Security Requirements.** The Service Provider shall comply with all instructions and requirements contained in Technical Exhibit 9, Security Requirements, of this PWS.

1.2.4. Employee Training.

1.2.4.1. The contractor shall ensure that those employees required to work with education and training management information systems are trained and proficient in the ETMS, DCPDS, and PCIII Data Systems as applicable.. This training will include instruction on the Privacy Act. The Government will provide this training on-site during the contract orientation period. The service provider shall request this training for specified personnel in writing to the Contracting Officer prior to the start of the orientation period.

1.2.4.2. The service provider shall ensure that all employees assigned to the preparation of travel orders are trained in accordance with Joint Travel Regulation (JTR). The Government will provide this training on-site during the contract orientation period. The service provider shall request this training for specified personnel in writing to the Contracting Officer prior to the start of the orientation period.

1.2.4.3. The service provider shall ensure that course instructors have completed an appropriate Air Force Academic or Technical Instructor Course (depending upon their instructional assignment), or commercially equivalent course(s), at service provider expense.. (For example, individuals who instruct in a purely technical training environment, e.g., instructors in aircraft maintenance, on-the-job training, electronics board repair, etc., should attend a Technical Instructor Course. Conversely, individuals who instruct in a purely academic training environment, e.g., management principles, leadership theories, etc., should attend an Academic Instructor Course.) . Course requirement may be waived in the event service provider representative has adequate training, experience, qualifications, or combination thereof, as deemed appropriate by the contract's ACO, FAC, and QAE. Suitable training shall include, as a minimum, the following objectives: to develop attitudes appropriate for Air Force instructors, to apply basic principles of learning to specific learning situations, to plan meaningful instruction, to use sound teaching methods, to communicate effectively, and to evaluate the achievement of learning objectives.

1.2.4.4. The service provider shall ensure that instructors have completed an Air Force Instructional Systems Design (ISD) course, or commercially equivalent course, at service provider expense.. Course requirement may be waived in the event service provider representative has adequate training, experience, qualifications, or combination thereof, as deemed appropriate by the contract's ACO, FAC, and QAE. Suitable training shall include, as a minimum, mastery of the ISD phases (evaluation, analysis, design, development, and implementation) called for by the USAF ISD Model.

1.2.5. **Top Management Meetings.** Meetings may periodically be held between top level base personnel and service provider management to discuss contract status (at no additional cost to the government). The CO will notify the service provider in writing at least five (5) days in advance of the place and time of required meetings.

1.3. QUALITY CONTROL:

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1.3.1. Quality Control Program. In compliance with the clause entitled "Inspection of Services", FAR 52-246-4, Part I, Section E, the service provider shall establish and maintain a complete Quality Control Plan to ensure the requirements of this contract are provided as specified. The CO will notify the service provider of acceptance or required modifications to the plan before the contract start date. The service provider shall make appropriate modifications (at no additional costs to the government) and obtain acceptance of the plan by the CO before the start of the first operational performance period.

1.4. QUALITY ASSURANCE. According to the Inspection of Services-Fixed Price clause, 52.246-4, Part I, The Schedule, Section E, the government will evaluate the service provider's performance under this contract. For those tasks listed on the Performance Requirements Summary (PRS) (Technical Exhibit 1), the QAE(s) will follow the methods of surveillance specified in the contract. The government will record all surveillance observations. When an observation indicates defective performance, the QAE will require the contract manager or representative to initial the observation indicating acknowledgment of deficiencies. The initialing of the observation does not necessarily constitute service provider concurrence with the observation, only acknowledgment that the service provider has been made aware of the defective performance. Government surveillance of tasks not listed in the PRS or by methods other than those listed in the PRS (such as provided for by the "Inspection of Services" clause) may occur during the performance period of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the CO as a result of surveillance will be according to the terms of this contract.

1.4.1. Performance Evaluation Meetings. The contract manager may be required to meet at least weekly with the QAE and the CO during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the CO. However, if the service provider requests, a meeting will be held whenever a Contract Discrepancy Report is issued. The written minutes of all performance evaluation meetings shall be prepared by the government and signed by the contract manager, CO, and QAE. Should the service provider not concur with the minutes, the service provider shall so state any areas of non-concurrence in writing to the CO within ten (10) calendar days of receipt of the signed minutes. The minutes will be included in the contract file.

1.4.3. Quality Assurance Evaluator:

1.4.3.1. The QAE(s) is/are a representative(s) of the CO and will participate in the administration of this contract except where exemptions have been approved by the Functional Area Chief (FAC) and the CO according to AFMAN 64-108, paragraph 1.4. Subsequent to contract award, the identity of the QAE with a brief resume of their duties and authority will be promptly furnished to the successful bidder/offeror.

1.4.3.2. The QAE(s) or alternate(s) will inform the contract manager in person when discrepancies occur and will request corrective action. The QAE(s) or alternate(s) will make a notation of the discrepancy on their tally/surveillance checklist with the date and time the discrepancy was noted and will request that the contract manager (or authorized representative) initial to the entry on the tally/surveillance checklist.

1.4.3.3. Any matter concerning a change to the scope, prices, terms, or conditions of this contract shall be referred to the CO and not to the QAE(s).

1.4.3.4. The services to be performed by the service provider during the period of this contract shall at all times and places be subject to review by the CO or authorized representative(s).

1.5. PHYSICAL SECURITY. The service provider shall be responsible for safeguarding all government property provided for service provider use. At the close of each work period, government facilities, property, and materials shall

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be secured. The service provider shall conform to the provisions of AFI 31-209, The Resources Protection Program, for safeguarding the government-furnished facilities and material contained therein.

1.5.1. Key Control. The service provider shall establish and implement methods of ensuring that all keys and key cards issued to the service provider by the government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the service provider by the government shall be duplicated. The service provider shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

1.5.1.1. The service provider shall immediately report the occurrences of lost or duplication of keys to the CO.

1.5.1.2. In the event keys, other than master keys, are lost or duplicated, the service provider shall, upon direction of the CO, re-key or replace the affected lock(s); however, the government, at its option, may replace the affected lock(s) or perform re-keying. When the Government performs the replacement of locks or re-keying, the total cost of re-keying or the replacement of the lock(s) shall be deducted from the monthly payment due the service provider. In the event a master key is lost or duplicated, the Government shall replace all locks and keys for that system and the total cost deducted from the monthly payment due the service provider.

1.5.1.3. The service provider shall prohibit the use of government issued keys by any persons other than the service provider's employees. The service provider shall prohibit the opening of locked areas by service provider employees to permit entrance of persons other than service provider's employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the CO.

1.5.2. Lock Combinations. The service provider shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The service provider shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the service provider's Quality Control Plan.

1.6. HOURS OF OPERATION:

1.6.1. Normal Duty Hours. The service provider shall perform work required under this contract during the following hours: 0700-1630 hours, Monday through Friday, except as indicated below. In addition, the service provider shall ensure functional areas are manned and operated during lunch hours and break times. The service provider may work, with prior approval of the CO, extended hours to ensure timely completion of work at no additional cost to the government. In the event of unforeseen circumstances requiring operation during other than normal duty hours, the service provider will be given at least two hours prior notice of required operation. Such notice will only be given by the contracting officer or contracting officer's representative. If there is an increase or decrease in cost as a result of change in duty hours, the service provider shall inform the CO pursuant to the notice requirements of FAR 52.243-7.

1.6.1.1. **Recognized Holidays.** The service provider is not required to provide service on the following days: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas. If the holiday falls on a Saturday, it is observed on Friday. If the holiday falls on Sunday, it is observed on Monday.

1.6.1.2. **Reduced Service Hours.** The ACO/CO will notify the service provider of any requirement to operate on a reduced basis (fewer than 8 hours per day or fewer than 5 days per week). The requirement for reduced service hours may result from special or emergency situations (weather, base closure, base energy day observation, reduced activity on or around holidays, etc). Any energy day designated by the ALC Commander may affect the availability of the work place and/or the functional areas.

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1.6.2. Emergency Services. On occasion, services may be required to support an activation or exercise of contingency plans outside the normal duty hours described above. The service provider's responsibilities for emergency support are described in Section C-5.

1.7. CONSERVATION OF UTILITIES. The service provider shall instruct employees in utility conservation practices. The service provider shall be responsible for operating under conditions which prevent the waste of utilities, which shall include the following:

1.7.1. Lights shall be used only in areas where and when work is actually being performed.

1.7.2. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the service provider or by service provider employees unless authorized.

1.7.3. Water faucets or valves shall be turned off after the required usage has been accomplished.

1.7.4. Government telephones shall be used only for official government business.

1.8. RECORDS. The service provider shall be responsible for creating, maintaining, and disposing of only those government required records that are specifically cited in this PWS or required by the provisions of a mandatory directive listed in Section C-6, Applicable Publications and Forms. This includes, but is not limited to, automated systems of records (i.e., Education and Training Management System, Defense Civilian Personnel Data System, and PC III data system), their output products, and hard copy records. Both hard copy and automated systems of records are covered by the Privacy Act and implementing guidance, with which the service provider must comply (see Section C-6). On receipt of an authorized request for information the service provider shall provide requested information by the suspense date.

1.9. ENVIRONMENTAL CONTROLS

1.9.1. Compliance with Laws and Regulations. The service provider shall be knowledgeable of and comply with all applicable interstate, Federal, State, and local laws, regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the service provider is required to comply as such laws come into effect. If there is an increase or decrease in cost as result of the change, the service provider shall inform the CO pursuant to notice requirements of FAR 52.243-7.

1.9.1.1 COMPLIANCE OBLIGATIONS: The Service Provider shall comply with all applicable Federal, State, and local laws and regulations covering environmental protection, pollution control, and abatement including but not limited to the CAA, CWA, RCRA, CERCLA, TSCA, FIFRA, CZMA, ESA, NHPA, NEPA, EPCRA, OPA, PAA, other Federal environmental laws and regulations, and any State or local equivalents or additional requirements. Although the Service Provider may request assistance from the applicable environmental management function through the Contracting Officer in delineating applicable environmental laws and regulations as defined above, reliance by the Service Provider upon the response to such a request will not absolve the Service Provider of its responsibility to make a proper determination. Environmental violations include but are not limited to violations of permit terms (e.g., reporting, record keeping, exceeding limitations on emissions or effluents, etc.), statutory or regulatory violations (e.g., failure to notify, consult, or obtain permits), releases (e.g., failing to report, etc.), and any other negligent, intentional or criminal conduct giving rise to an environmental violation of applicable environmental laws and regulations, as defined above. In addition, the Service Provider shall comply with the specific environmental requirements of this contract.

1.9.2. NOTIFICATION OF ENVIRONMENTAL SPILLS: If the Service Provider spills or releases any substance covered by 40 CFR 302, 40 CFR 355, or any other applicable environmental spill statute or regulation on base, the

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Service Provider or its agent shall immediately report the incident to the Base Fire Department (78 CEG/CEF) at emergency number 911. The Service Provider must also report all spills that occur on base or which involve Air Force materials to the Base EM by calling 926-1197. **It is essential that all spills (regardless of where and when they occur) or reportable quantities of hazardous substances, extremely hazardous materials, hazardous wastes, etc., must be reported immediately to the appropriate regulatory agency. Therefore, the Service Provider is responsible for reporting its reportable spills to the appropriate regulatory agencies.** The liability for the spill or release of such substances by a contractor shall rest solely with the contractor and/or its agent(s).

1.9.3. **Material Storage and Use.** The Service provider shall follow manufacturer's guidelines and recommendations for control of humidity, temperature, cleanliness, and materials handling. This includes hazardous materials.

1.9.3.4. **Recycling.**

1.9.3.4.1. The Service provider is encouraged to participate in the Base Recycling Program.

1.10. GOVERNMENT OBSERVATIONS. Government personnel, other than COs and QAEs, may from time-to-time, with CO coordination, observe or inspect service provider operations. However, these personnel may not interfere with service provider performance.

1.11. SAFETY REQUIREMENTS: In performing work under this contract, the service provider shall:

1.11.1. Conform to the safety requirements contained in Technical Exhibit 8, Contract Safety, Health, and Fire for Education and Training, of this PWS for all activities related to the accomplishment of the work.

1.11.2. Take such additional immediate precautions as the CO requires for safety and mishap prevention purposes.

1.11.3. Develop and provide at the start of the orientation period or the start of the first operational performance period (If there is no orientation period) a safety plan for the protection of government facilities and property and to provide a safe work environment for service provider personnel.

1.11.4. Provide protection of government property to prevent damage during the period of time the property is under the control or in possession of the service provider.

1.11.5. Include a clause in all subcontracts to require sub-service providers to comply with the safety provisions of this contract.

1.11.6. In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons and property, and preserve evidence until released by the accident/mishap investigative authority through the CO and WR-ALC/SE.

1.11.7. If the government elects to conduct an investigation of the accident/mishap, the service provider shall cooperate fully and assist government personnel conducting the investigation until it is completed.

1.11.8. Include a clause in each applicable subcontract requiring the sub-service provider's cooperation and assistance in accident/mishap reporting and investigation.

1.11.9. Comply with safety provisions listed in the technical publications within the PWS.

1.12. ORIENTATION PERIOD:

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(a) To ensure a smooth transition in the change of work effort from current "in-house" to contract, the service provider shall begin the orientation as required by line item 0001 Section "B" of the solicitation and contract. The purpose of this orientation period is to:

- (1) Observe work accomplished by in-house government employees.
- (2) Become thoroughly familiar with work requirements and work procedures.
- (3) Complete personnel requirements (workforce) including the hiring of personnel to assure satisfactory performance beginning on the contract start date. Soliciting government personnel for employment during their duty hours is prohibited, unless interview arrangements are made through the CO and personnel offices at this installation.
- (4) Obtain security clearances, if required.
- (5) Complete training requirements and accomplish necessary training of service provider employees.
- (6) Complete the development of necessary work plans and procedures.
- (7) Complete the development of quality control plans and procedures.
- (8) Become thoroughly familiar with the computation method for withholding payments resulting from deficiencies exceeding the number allowed by the PWS.

(b) Include this orientation period in the phase-in schedule presented to the government technical evaluation team.

(c) The service provider will be allowed access to facilities to familiarize supervisors, key personnel and staff with equipment, reporting, work scheduling, and procedures. However, such access will not interfere with the on going work efforts of current government personnel. To preclude such interference, arrangements for access to the government facilities will be made with the CO.

1.13. PHASE OUT:

1.13.1. If there is a change in service provider or if the operation reverts to in-house, the incumbent service provider shall provide familiarization, as described in paragraph 1.12, to the government or the follow-on service provider, whichever the case may be. During the phase-out familiarization period, the incumbent shall be fully responsible for operation of all phases of this contract.

1.13.2. The government reserves the right to conduct site visits in all service provider operated facilities in conjunction with the solicitation of offers for the follow-on contract. In the event the follow-on contract is awarded to other than the incumbent, the incumbent service provider shall cooperate to the extent required to permit an orderly change over to the successful service provider. With regard to the successor service provider's access to incumbent employees, a recruitment notice may be placed in each facility.

SECTION C-2

DEFINITIONS AND ACRONYMS

2.1. GENERAL DEFINITIONS:

2.1.1. **Administering Contracting Officer (ACO)**. Refers to a contracting officer who is authorized to perform post-award contract administration duties, monitor contractor's performance, and perform post-award contractual functions.

2.1.2. **Contracting Officer (CO)**. The only person with the authority to obligate government funds and enter into, administer, and/or terminate contracts.

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2.1.3. **Defective Service.** A service output that does not meet the standard of performance specified in the contract for that service.

2.1.4. **First Operational Performance Period.** The interval of time during which the service provider is solely responsible for accomplishment of all activities set forth in the PWS through day-to-day management of the required service. (This period excludes the orientation period and any interval between award of the contract and commencement of performance.)

2.1.5. **Indifference Quality Level (IQL) Sampling Plan.** A sampling plan, which minimizes the risk to the government of acceptance of excessive error rates while also minimizing the risk to the service provider of rejection of acceptable performance. In such a plan the government and the service provider equally share in the probability of acceptance or rejection of a service with marginal error rates.

2.1.6. **Lot.** The total number of service outputs in a surveillance period, as defined in the Performance Requirements (PR) column of the PRS.

2.1.7. **Performance Requirement.** The point that divides acceptable and unacceptable performance of a task according to the PRS and the "Inspection of Services" clause. In the case of surveillance by random sampling, the PR is the maximum number of defectives in the random sample chosen that may occur before the government will effect the price computation system according to the PRS and the "Inspection of Services" clause. When the method of surveillance is other than random sampling, the PR is the number of defectives or maximum percent defective in the lot before the government will effect the price computation system according to the PRS and the "Inspection of Services" clause.

2.1.8. **Performance Requirements Summary (PRS).** A listing of the service outputs under the contract to be evaluated by the government QAE on a regular basis to assure contract performance standards are met by the service provider, the surveillance methods to be used for these outputs, and the PR of the listed outputs.

2.1.9. **Quality Assurance.** A planned and systematic pattern of all actions necessary to provide confidence to the government that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved. For the purpose of this document, Quality Assurance refers to actions by the government.

2.1.10. **Quality Assurance Evaluator (QAE).** A functionally qualified government person responsible for surveillance of service provider performance.

2.1.11. **Quality Assurance Surveillance Plan (QASP).** An organized written document used for quality assurance surveillance. The document contains specific methods to perform surveillance of the service provider.

2.1.12. **Quality Control.** Those actions taken by a service provider to control the production of outputs to ensure that they conform to the contract requirements.

2.1.13. **Random Sampling.** A sampling method where each service output in a lot has an equal chance of being selected for quality assurance surveillance.

2.1.14. **Sample.** A sample consists of one or more service outputs drawn from a lot for quality assurance surveillance. The number of outputs in the sample is the sample size.

2.1.15. **Sampling Guide.** The part of the surveillance plan which contains all the information needed to perform surveillance of the service output(s) for each task in the PRS.

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2.2. TECHNICAL DEFINITIONS

2.2.1 **Academic Institution (AI).** An accredited school, college or university.

2.2.2 **Acquisition Professional Development Program (APDP).** A development program for acquisition personnel which applies to officers, enlisted, and civilian personnel occupying acquisition positions. APDP certification is the process where employees are certified at Level I (basic), Level II (intermediate), or Level III (advanced), ensuring they have met each level's standards established in DoD 5000.52M.

2.2.3 **Administer.** To take direction from management and ensures completion.

2.2.4 **Advisory Documents.** Non-binding directives which the service provider may use for information and guidance.

2.2.5 **Air Command and Staff College (ACSC).** The intermediate professional military education program for Air Force officers, O-4 (Major) and above, and civilian employees GS-12 and above. Offered by correspondence, seminar, and in-residence.

2.2.6 **Air Education and Training Command (AETC).** USAF major command with primary responsibility for education and training of active duty military forces.

2.2.7 **Air Force Acquisition Training Office (AFATO).** The USAF office which manages the daily operation of filling quotas in Defense Acquisition University (DAU) courses.

2.2.8 **Air Force Career Field Manager (AFCFM).** HQ Air Force designees who manage an enlisted career field to include establishment and management of policies that govern all enlisted issues relative to a specific career field.

2.2.9 **Air Force Catalog 36-2223 (AFCAT).** Catalog of USAF formal school courses detailing course descriptions, prerequisites, travel information, and administrative procedures.

2.2.10 **Air Force Civilian Career Programs.** Programs in which civilian employees may register to be considered for reassignment or promotion worldwide, within a specific occupational series. Career programs are used to identify and develop personnel with exceptional performance and potential to progress to key management positions.

2.2.11 **Air Force Institute of Technology (AFIT).** Located at Wright-Patterson AFB OH. AFIT conducts short and long term credit and non-credit courses in scientific, technological, managerial, medical, and other fields of study.

2.2.12 **Air Force Job Qualification Standard (AFJQS).** A comprehensive task list common to all persons serving in the duty position, which describe a particular job type or duty position.

2.2.13 **Air Force Personnel Center (AFPC).** Located at Randolph AFB TX. The office is designated to manage the USAF-wide personnel programs for all active duty service members and civilian employees.

2.2.14 **Air Force Specialty (AFS).** A group of positions (with the same title and code) that require common qualifications.

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- 2.2.15 **Air Force Specialty Code (AFSC).** The code(s) assigned to military members identifying their particular occupation and specialty. Members may have primary and secondary duty codes.
- 2.2.16 **Airman Education and Commissioning Program (AECP).** The AECP allows active duty airmen to earn initial or additional academic degrees to meet Air Force needs. Airmen selected for the AECP attend a civilian educational institution full-time and remain on active duty throughout attendance.
- 2.2.17 **Air Force Technical Training Centers.** The Air Force centers where students attend USAF technical training schools and courses.
- 2.2.18 **Air Technology Network (ATN).** An Air Force distance learning program for delivery of education and training through electronically mediated instruction including satellite, videotape, audio graphic computer and multimedia technology.
- 2.2.19 **Air University (AU).** The main campus for USAF sponsored advanced degree programs, Maxwell AFB AL.
- 2.2.20 **Air War College (AWC).** Located at Maxwell AFB AL. Chartered for the professional development of the senior officer corps.
- 2.2.21 **Ancillary Training Programs (ATP).** Programs or courses which contribute to mission accomplishment, but are separate from the requirements in an individual's primary AFSC. They ensure the workforce receives an adequate blend of both general and technical knowledge and capabilities.
- 2.2.22 **Annual Career Program Training Survey.** A survey of training requirements for employees registered in an USAF-wide civilian career program. These are noted on the Career Enhancement Plans.
- 2.2.23 **Appropriated Fund Civilian Personnel.** Employees whose wages are paid from funds appropriated by Congress, irrespective of appointment type or tenure. Within the USAF, the most common pay plans are General Schedule (GS), Senior Executive Service (SES), Scientific and Technical (ST), and Federal Wage Systems (WG, WL, WS).
- 2.2.24 **Armed Forces Staff College (AFSC).** Conducts Joint Electronic Warfare Staff Officer, Joint C3 Staff Operations, and Joint Command and Control Warfare Staff Officer courses for Captain through Lieutenant Colonel, and their DoD civilian equivalents, operating in a joint environment.
- 2.2.25 **Army Logistics Management Center (ALMC).** Located at Fort Lee VA, is a member of the Defense Acquisition University (DAU) consortium providing acquisition-related training to USAF personnel.
- 2.2.26 **Army Management Engineering Training Center (AMETC).** Located in Rock Island IL, is a member of the Defense Acquisition University (DAU) consortium providing acquisition related training courses to USAF personnel.
- 2.2.27 **Associates or Associate Unit (AKA tenants).** All organizations located on but not assigned to the host base.
- 2.2.28 **AUTODIN.** The Automatic Digital Information Network is a computer-controlled, worldwide telecommunications network managed by the Defense Communications Agency (DCA) that transmits narrative message and data pattern messages on a store-and-forward (message switching) principle.

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- 2.2.29 **Base Education Planning and Advisory Committee (BEPAC).** Base-level advisory committee for Education Services whose mission is to provide guidance for the overall program and assistance in solving long-range problems.
- 2.2.30 **Bogey.** An annual financial target plan and budget estimate issued by Comptroller of the Air Force.
- 2.2.31 **Career Broadening.** Career broadening allows participants to gain “hands on” knowledge of different disciplines within a career field.
- 2.2.32 **Career Development Plan (CDP).** Designed to give employees at all levels a recommended road map for obtaining the breadth and depth of education, training, and experience needed to perform successfully.
- 2.2.33 **Career Enhancement Plan (CEP).** Documents required training and development needs for registrants in the Air Force career programs.
- 2.2.34 **Career Field Education and Training Plan (CFETP).** A comprehensive Air Force core training document that identifies: life-cycle education and training requirements, training support resources and minimum core task requirements for a specialty.
- 2.2.35 **Career Path Guide (CPG).** Developed by Air Force for military officers to assist in determining overall Air Force career goals.
- 2.2.36 **Centrally-Funded Training.** Training programs funded by Air Staff and usually managed by MAJCOM, AFIT, etc.
- 2.2.37 **Certification.** A formal indication of an individual's ability to perform a task to required standards.
- 2.2.38 **Certification Official.** A person whom the commander assigns to determine an individual's ability to perform a task to required standards.
- 2.2.39 **Change.** A formal message or letter change issued to alter, add to, or remove text from a publication. After you establish a requirement for a standard publication, you automatically receive copies of its formal and message changes.
- 2.2.40 **Civilian Occupational Series.** The numerical designator assigned to each civilian occupation.
- 2.2.41 **Civilian Personnel Flight (CPF).** The office handling civilian personnel support programs for the installation.
- 2.2.42 **Civilian Policy Board (CPB).** The board comprised of senior management officials establishing civilian personnel policy for all LAAFB organizations and associates.
- 2.2.43 **Computer-Generated Forms.** Fall under the same requirements of standard forms but are computer generated.
- 2.2.44 **Command Training Manager (CTM).** HQ AFMC Education and Training program manager(s) for one or more occupations. CTMs serve as a link between the HQ AFMC functional populations and the training organization.
- 2.2.45 **Community College of the Air Force (CCAF).** The CCAF is a two-year, federally chartered, degree-granting institution serving the job-related educational needs of the USAF enlisted community.

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- 2.2.46 **Contingency Operations.** Unanticipated increases or decreases in the level of service required.
- 2.2.47 **Continued Service Agreement (CSA).** Written document signed by the employee agreeing to remain with the agency for a specific length of time following completion of more than 80 hours of training.
- 2.2.48 **Contract Manager.** A person who is responsible for the performance of the work identified in the PWS.
- 2.2.49 **Control Air Force Specialty Code (CAFSC).** The occupation specialty code determining a military member's reassignment in the military personnel worldwide system.
- 2.2.50 **Core Task.** Tasks identified by the appropriate Air Force Career Field Manager (AFCFM) as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable Career Field Education and Training Plan (CFETP) narrative.
- 2.2.51 **Critical Tasks.** Tasks that have been identified by the work-center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as core tasks but are mandatory if identified as 'critical' to the individual's position by the supervisor or work-center.
- 2.2.52 **Custodian.** A person who receives publications to post, file, and maintain in the publications library.
- 2.2.53 **Customer Account Representative (CAR).** A person appointed to set up requirements with the Publishing Distribution Office (PDO) to get publications and forms.
- 2.2.54 **Customer Service.** Point of contact for training and education services programs to serve internal and external types of customers.
- 2.2.55 **Customers.** Eligible clients for education and training services are either external; those individuals who request training and education services, and internal; AIs or military units working in partnership with the education and training flight.
- 2.2.56 **Defense Activity for Nontraditional Education Support (DANTES).** Primary mission is the administration and sponsorship of voluntary education programs for active duty military, National Guard, Reserve Personnel, US Coast Guard, and other designated agencies and client groups.
- 2.2.57 **Defense Acquisition University (DAU).** A consortium of schools within DoD sharing the responsibility for training the DoD acquisition workforce.
- 2.2.58 **Defense Acquisition Workforce Improvement Act (DAWIA).** An act passed by Congress in 1990, designed to enhance the acquisition process within DoD, by improving the effectiveness of the military and civilian acquisition workforce.
- 2.2.59 **DD Form 1556.** The form used to request, authorize, purchase, and document training for the DoD workforce.
- 2.2.60 **Defense Civilian Personnel Data System (DCPDS).** The base level computer system designed to improve the accuracy, responsiveness and usefulness of data required for personnel management at base level, major commands and Air Force.
- 2.2.61 **Departmental Publication.** Air Force or other government agency publications issued or prescribed for Air Force use by HQ USAF.

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- 2.2.62 **Distance Learning (DL).** Structured learning that takes place without the physical presence of an instructor.
- 2.2.63 **Education and Training Flight (E&TF).** The organization responsible for the management and delivery of education and training to military and civilian personnel at the installation.
- 2.2.64 **Education Services Officer (ESO).** The education services officer is responsible for negotiating with institutions of higher learning, to ensure high quality, cost-effective educational opportunities, from learning basic skills through graduate-level degree programs available on-base. The ESO manages quality assurance, the military tuition assistance program (obligates government funds), on-base testing services, and education related counseling.
- 2.2.65 **Education Training Management System (ETMS).** An automated, integrated system providing comprehensive training information to supervisors, unit training monitors, and center education and training personnel.
- 2.2.66 **Employee Development Specialist (EDS).** Civilian training personnel who manage resources and procure and deliver training for an installation.
- 2.2.67 **Enrollment.** Participation in any Air Force course or program offered through the ESF.
- 2.2.68 **External Evaluation.** Acquisition and analysis of data from outside the training environment to evaluate the training product in the operating environment.
- 2.2.69 **Entry-Level Copper Cap.** An intern program designed to develop well-qualified, high potential individuals to occupy positions in the contracting career field.
- 2.2.70 **Equal Employment Opportunity (EEO).** The federal program instituted to ensure unbiased, non-discriminatory hiring and other practices.
- 2.2.71 **Extension Course Institute (ECI).** ECI offers correspondence courses in various areas available to military and civilian personnel.
- 2.2.72 **Field Forms.** Field forms are other than departmental forms issued by Air Force activities. They are Major Command (MAJLCOM), Field Operating Agency (FOA), Joint Use and Field Activities Forms. These forms are prescribed in standard or specialized publications for use by two or more activities assigned, attached to, and within the originating organization.
- 2.2.73 **Field Publications.** Publications issued by an Air Force activity below HQ USAF.
- 2.2.74 **Field Training Backlog.** A backlog of trainees that the Air Force specifically identifies (according to the classifications of "available," "priority," and "total") in order to manage field training requirements more efficiently.
- 2.2.75 **Field Training Detachment (FTD).** An organization delivering Air Force technical training to schools established at the Air Force installations worldwide. Some courses previously delivered through FTD are now being offered by DL.
- 2.2.76 **Functional.** An organization, or an organization's representative, considered the major stakeholder for the performance of a particular occupation (i.e., logistics, test and evaluation, and contracting).
- 2.2.77 **Functional and Additional Duty Ancillary Training.** Formal training for a specific group of persons in subjects with a direct mission

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impact and individuals preparing for an additional duty in a specific functional area.

2.2.78 **Functional Training (also see Organic Training).** Training courses taught by E&TF instructors.

2.2.79 **General Ancillary Training.** Periodic formal training with an indirect mission impact in subjects that apply to all military and civilian personnel.

2.2.80 **Individual Development and Educational Advancement (IDEA) Program.** Program designed to assist military personnel with educational deficiencies which are directly related to their job training or work performance and to assist personnel to achieve the secondary level which will prepare them for post-secondary collegiate or technical occupational studies. (NOTE: Not to be confused with the Innovative Development through Employee Awareness (IDEA) Program which replaced the Air Force Suggestion Program).

2.2.81 **Individual Development Plan (IDP).** Document designed to address the individual's future competencies and progression path. It is a shared responsibility between the supervisor and employee.

2.2.82 **Individual Training Plan (ITP).** A plan built by the supervisor and their employee that includes specific training required for that individual.

2.2.83 **Initial Skills Training.** A formal school course that results in an AFSC 3 skill-level award.

2.2.84 **Installation.** An Air Force, Army, Marine, or Naval base, station, site, etc.

2.2.85 **Internal Evaluation.** Collection of data from within the training environment.

2.2.86 **Integrated Management Plan (IMP).** Document that details the Service Provider's understanding of the tasks (inherent and defined) and performance objectives of the Education and Training Service Contract and describes the management and business practices to be used in addressing those contract requirements.

2.2.87 **Job Performance Requirements (JPR).** Duties or responsibilities required for successful performance of a job.

2.2.88 **Job Site Training.** Formal courses that a training wing or a service provider develops for export to a field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor.

2.2.89 **Long-Term Training (LTT).** A program involving more than 120 consecutive duty days of off-the-job training, designed to keep the Air Force abreast of professional, management, technical, and scientific advancements through the development of selected employees.

2.2.90 **Mandatory Documents.** Documents or directives in which the service provider must comply and perform strictly according to the instructions contained herein.

2.2.91 **Master Publications Library.** A centralized repository of standard publications.

2.2.92 **Master Task Listing (MTL).** Document maintained within the work-center that identifies all tasks performed in work-center. This includes core, critical, position qualification, and wartime tasks. This document can be automated.

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2.2.93 Memorandum of Understanding (MOU). On-base academic programs that apply to direct agreements between the institution and the base or command. This applies to full degree programs, a single course, or a seminar, regardless of funding method or source (including no cost to the individual or the Air Force).

2.2.94 Nathan Altschuler Award for Excellence in Education Program. An award established to give Air Force-wide and national recognition to those education services centers which demonstrate outstanding achievement in providing and managing voluntary education program opportunities during the reporting year.

2.2.95 New Employee Orientation (NEO) Program. Provides information to new employees (military and civilian) to help in understanding missions, functions of their units, and conditions of employment. Briefing topics include HIV/AIDS awareness, safety, disaster preparation, computer security, Equal Employment Opportunity 2000, and diversity training.

2.2.96 Non-Appropriated Fund Personnel (NAF). The DoD workforce paid from the proceeds of their activities; not congressional appropriated funds.

2.2.97 Occupational Template. An Air Force Materiel Command (AFMC) management tool that identifies an occupation's Job Performance Requirements (JPRs) and corresponding education and training management information.

2.2.98 Occupational Training Manager (OTM). The center program manager for all training activities for a particular occupation or set of occupations.

2.2.99 Off-Site Training. Training offered at locations other than the base.

2.2.100 Office of Primary Responsibility (OPR). Any headquarters, agency or activity having primary functional interest in, and responsibility for a specific action, project, plan, program, or problem.

2.2.101 On-Site Training. Training offered on the base.

2.2.102 On-The-Job Training (OJT). A delivery method used to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training. It is hands-on, over-the-shoulder training conducted at the duty station.

2.2.103 On-duty Developmental Courses. Job related courses required for training or work performance and conducted on duty and fully (non-TA) funded.

2.2.104 Off-duty Developmental Courses. Refresher or deficiency courses conducted off-duty that are partially funded to assist personnel achieve a secondary level which will prepare them for a post secondary collegiate or technical occupational studies.

2.2.105 Operation Bootstrap. Program that provides for permissive temporary duty for resident study of qualified and eligible Air Force military personnel to complete a baccalaureate or higher degree within one (1) year.

2.2.106 Organic Training (See Functional Training). Training courses taught by E&TF instructors.

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2.2.107 Orientation Period. 60 day period of time for the service provider's selected personnel to come and observe the in-house performance of the activity.

2.2.108 Out-of-Cycle Training Requests. Unit requested training out of the normal screening cycle.

2.2.109 Outreach Services. An organized effort to extend counseling/briefing services beyond the usual counseling setting.

2.2.110 Overlay. A template covering two types of command wide situations--(1) job performance requirements common to more than one occupation (e.g. orientation, Base Operating System environment, supervision, quality, etc.) and, (2) job performance requirements with a single occupation that define specialties found at multiple locations (e.g. aerial photography, surgical nursing).

2.2.111 Overseas. Any area outside of the contiguous 48 continental United States and the District of Columbia. The area also includes Hawaii and Alaska.

2.2.112 Palace Acquire (PAC). A recruitment program designed to attract high potential men and women to careers as federal employees within the Air Force.

2.2.113 Palace Knight. Air Force-wide, centrally-funded trainee program designed to increase the doctorate level of scientist and engineering personnel.

2.2.114 Personnel Data System (PDS). The base level computer system designed to improve the accuracy, responsiveness and usefulness of data required for personnel management at base level, major commands and Air Force.

2.2.115 Professional Military Education (PME). The education and training provided to military and civilian to improve member's general qualifications and ability in military science and tactics.

2.2.116 Qualification Training. Hands-on performance training that personnel designs to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

2.2.117 Quality Air Force Assessment (QAFA). Air Force criteria for world class performance centered on customer defined quality.

2.2.118 Quality Performance Indicator (QPI). Graphical representation of process performance used for proactive process management and improvement.

2.2.119 Reconcile. Process of checking the accuracy of school invoices against issued tuition assistance.

2.2.120 Required Training Format. Format specified by the Education and Training Flight (E&TF) for customers to submit training requirements.

2.2.121 Self-Development. Education, training or other developmental activity which is self-initiated, funded by the employee, and taken on the employee's own time to better qualify them for their work or profession.

2.2.122 Specialized Skill Training. Air Force specialty training that provides the skills and knowledge needed to perform at an advanced skill level or in a supervisory position. Members receive this training after gaining work experience in an Air Force specialty.

2.2.123 Special Training. Formal courses of instruction that personnel design to meet specific, on-time training needs.

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2.2.124 **Systems Utility Reporting File (SURF).** A computerized summary of military and/or civilian career information.

2.2.125 **Temporary Duty (TDY).** Duty location beyond the local area. Once duty is complete, member returns to local area for normal duty.

2.2.126 **Test Compromise.** A violation of test procedures as defined by applicable policies.

2.2.127 **Test Control Officer (TCO).** The TCO manages the base-testing program and oversees the test examiner. The TCO implements policies and procedures outlined in AFI 36-2605, Air Force Personnel Military Testing System. TCOs involved with DANTES, must comply with the policies and procedures contained in DANTES Examination Program Handbook.

2.2.128 **Test Examiner.** Responsible for conducting testing sessions and controlling test material, making sure that all procedures are followed properly, assigning and controlling test proctors and making sure the minimum number of proctors (AFI 36-2605) are present.

2.2.129 **Trainer.** A trained and certified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

2.2.130 **Training Capability.** The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

2.2.131 **Training Equipment.** The generic term for items that trainers use to train aircrew, missile, maintenance, support, or operator personnel. Trainers teach with these items by picturing, simulating, or otherwise demonstrating the characteristics of a system, facility, or piece of equipment.

2.2.132 **Training Need.** Training necessary to meet occupation's JPR.

2.2.133 **Trained Personnel Requirements (TPR).** The end production goal (graduates) of personnel entering an initial skills course, e.g., 95 graduates (TPR) plus elimination (5%) equals 100 students (total entries) see also STR.

2.2.134 **Training Provider.** An organization that develops or conducts training.

2.2.135 **Transaction Register.** Automated response to data input.

2.2.136 **Training Requirement.** Training needed by an individual that has not been met.

2.2.137 **Training Survey.** Annually, supervisors and managers identify employee-training requirements and assign priorities.

2.2.138 **Transition Period.** 60 day period of time for the service provider to ramp up to total performance of the in-house operation.

2.2.139 **Tuition Assistance (Civilian).** A program by which the Air Force pays a percentage of the tuition for mission-related college courses that improve the skills necessary for effective performance and the agency's mission. The particular funding level is determined by the individual funding source. This program applies to civilian Federal Civil Service employees only.

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2.2.140 Tuition Assistance (Military). A program by which the Air Force pays 75% of the tuition cost for eligible military members pursuing career related or post military career degree programs.

2.2.141 Upgrade Training. Training that leads to the award of a higher skill level.

2.2.142 Unit Deployment Manager (UDM). The unit's focal point for identifying and distributing tasking and information at execution of real world and exercise contingencies. The UDM must maintain a detailed outline of the unit's deployment requirements for each OPPlan, review all unit deployment documents, and identify the units total deployment requirements and capability. Knowledgeable of SORTS reporting, the UDM serves as a member of the Deployment Process Working Group and carries out specific mobility preparation requirements. The UDM fills vacancies using available personnel and determines replacement priorities when necessary. The UDM must track personnel readiness using AF Form 4005, DeMs and TG-3 systems. The UDM must create and maintain a mobility folder on each individual assigned to unit tasking code (UTC). The UDM reviews each personnel and OJT record on a regular basis, updating information as changes occur, tracking training, immunizations, and mobility requirements, and scheduling new requirements as they occur, carrying out specific preparation requirements according to AFI 10-403.

2.2.143 Weighted Airman Promotion System (WAPS). Air Force enlisted promotion system based on: performance reports, testing, awards and decorations, time-in-grade, and time-in-service.

2.3. ACRONYMS

AAC Assignment Availability Code

AB Air Base

ACC Air Combat Command

ACO Administrative Contracting Officer

ACSC Air Command and Staff College

ADP Automatic Data Processing

ADPE Automatic Data Processing Equipment

ADSC Active Duty Service Commitment

ADTM Additional Duty Training Manager

AECP Airman Education and Commissioning Program

AETC Air Education and Training Command

AFB Air Force Base

AFATO Air Force Acquisition Training Office

AFCAT Air Force Catalog

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AFCFM	Air Force Career Field Manager
AFCSM	Air Force Computer Systems Manual
AFIND	Air Force Index
AFDW	Air Force District of Washington
AFI	Air Force Instruction
AFIT	Air Force Institute of Technology
AFTTC	Air Force Technical Training Centers
ATN	Air Technology Network
ATP	Ancillary Training Program
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFP	Air Force Pamphlet
AFPC	Air Force Personnel Center
AFPD	Air Force Policy Directive
AFR	Air Force Regulation
AFRC	Air Force Reserve Command
AFROTC	Air Force Reserve Officer Training Corp
AFSC	Air Force Specialty Code / Armed Forces Staff College
AFSIA	Air Force Safety and Inspection Agency
AFSOC	Air Force Special Operations Command
AFSPC	Air Force Space Command
AI	Academic Institution
ALS	Airman Leadership School
AMC	Air Mobility Command

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ANG	Air National Guard
APDP	Acquisition Professional Development Program
APF	Appropriated Funds
AQL	Acceptable Quality Level
AS	Air Station
ASVAB	Armed Services Vocational Aptitude Battery
ATRRS	Army Training Referral Retrieval System
AU	Air University
AWC	Air War College
BCCC	Base Communications Computer Center
BEPAC	Base Education Partnership Committee
BITC	Base Information Transfer Center
BITS	Base Information Transfer System
BOS	Base Operating Support
BSS	Base Service Store
C4	Command, Control, Communications & Computer Systems
CAAP	Collegiate Assessment of Academic Proficiency
CAFSC	Control Air Force Specialty Code
CAI	Computer Assisted Instruction
CAPF	Central Appropriated Funds
CAR	Customer Account Representative
CBI	Computer Based Instruction
CCAF	Community College of the Air Force
CD	Compact Disk
CDC	Career Development Course

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CDP	Career Development Plan
CDR	Contract Discrepancy Report
CD-ROM	Compact Disk Read Only Memory
CE	Course Examination
CEP	Career Enhancement Plan
CFETP	Career Field Education and Training Plan
CICA	Competition in Contracting Act
CLEP	College Level Examination Program
CLIN	Contract Line Item Number
CO	Contracting Officer
COB	Close of Business
COMSEC	Communications Security
COMPUSEC	Computer Security
CONUS	Continental United States
CP	Command Post
CPF	Civilian Personnel Flight
CPU	Central Processing Unit
CSA	Continued Service Agreement
CSAF	Chief of Staff, US Air Force
CTM	Command Training Manager
CY	Calendar Year
D & F	Determination and Findings
DANTES	Defense Activity for Nontraditional Education Support
DAU	Defense Acquisition University
DCMAO	Defense Contract Management Area Office

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DDN	Defense Data Network
DEPH	DANTES Examination Program Handbook
DET	Detachment
DETC	Distance Education and Training Council
DFAS	Defense Finance and Accounting Service
DISC	DANTES Independent Study Catalog
DL/DLC	Distance Learning/Distance Learning Center
DoD	Department of Defense
DODD	Department of Defense Directive
DoE	Department of Education
DoDAAC	Department of Defense Activity Account Code
DoDI	Department of Defense Instruction
DPS	Defense Printing Services
DRMO	Defense Re-utilization and Marketing Office
DRU	Direct Reporting Unit
DSN	Defense Switching Network (formerly AUTOVON)
DVA	Department of Veterans Administration
EAID	Equipment Authorized In-use Data
EAP	Education Assessment Program
ECI	Extension Course Institute
EEIC	Element of Expense Investment Code
EEO	Equal Employment Office
E-MAIL	Electronic Mail
EPA	Environmental Protection Agency
ESC	Education Services Center

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ESO	Education Services Officer
EST	Enlisted Specialty Training
ETMS	Education Training Management System
E&TF	Education and Training Flight
EWI	Education with Industry
FAC	Functional Area Chief
FAX	Facsimile
FM	Functional Manager
FMFL	Finance Liaison Office
FOA	Field Operating Agency
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FSC	Family Support Center
FSS	Federal Supply Schedule
FTE	Full Time Equivalent
FY	Fiscal Year
GAO	General Accounting Office
GFP	Government-Furnished Property
GLAC	General Ledger Account Code
GPO	Government Printing Office
GSA	General Services Administration
HAF	Headquarters Air Force
HHQ	Higher Headquarters
HQ	Headquarters
HQ USAF	Headquarters United States Air Force

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HTSA	Host Tenant Support Agreement
IAG	Interagency Agreement
IAW	In Accordance With
ICW	Interactive Courseware
ID	Initial Distribution
IDEA	Individual Development and Educational Advancement
IDEA	Innovative Development through Employee Awareness (former Air Force Suggestion Program)
IDP	Individual Development Plan
IG	Inspector General
IOD	Information on Demand
IOI	Item of Interest
IPT	Integrated Product Team
IQL	Indifference Quality Level
ISD	Instructional Systems Development
ISS	Intermediate Service School
ITP	Individual Training Plan
J&A	Justification & Approval
JAG	Judge Advocate General
JON	Job Order Number
JPR	Job Performance Requirement
JST	Job-site
JTR	Joint Travel Regulation
LAN	Local Area Network
LEAD	Leaders Encouraging Airman Development
LG	Logistics Group

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MAJCOM	Major Command
MER	Maximum Error Rate
MCP	Military Construction Program
MGIB	Montgomery GI Bill
MILCON	Military Construction
MIVER	Military Installation Voluntary Education Review
MIS	Management Information System
MOL	Maximum Order Limitation
MOP	Marketing Objective Plan
MOU	Memorandum of Understanding
MPF	Military Personnel Flight (Formerly CBPO)
MR	Memorandum for Record
MTL	Master Task Listing
NA or N/A	Not Applicable
NAF	Numbered Air Force
NATO	North Atlantic Treaty Organization
NCO	Non-commissioned Officer
NCOA	NCO Academy
NCOIC	Noncommissioned Officer in Charge
NLT	Not Later Than
NORAD	North American Aerospace Defense Command
NPSC	Non-Personal Services Contract
NSN	National Stock Number
NTU	National Technical University
OA	Obligation Authority

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OBAN	Operating Budget Account Number
O&M	Operation and Maintenance
OI	Operating Instruction
OJT	On-the-Job Training
OL	Operating Location
OMB	Office of Management and Budget
OPDP	Officers Professional Development Program
OPM	Office of Personnel Management
OPR	Office of Primary Responsibility
OSHA	Occupational Safety and Health Act
OSR	Occupational Survey Report
OTS	Officer Training School
PA	Public Affairs or Privacy Act
PAC	Production Acceptance Certification
PACAF	Pacific Air Forces
PACOM	Pacific Command
PAIS	Public Affairs Information Service
PAS	Pre-Award Survey
PC-III	Personnel Concept III
PCS	Permanent Change of Station
PDI	Professional Development Institute
PDO	Publications Distribution Office
PDS	Personnel Data System
PFE	Proficiency Fitness Evaluation
PME	Professional Military Education

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PO	Purchase Order
POC	Point of Contact
POI	Plan of Instruction
POM	Program Objective Memorandum
POV	Privately Owned Vehicle
PR	Purchase Request
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QAE	Quality Assurance Evaluator
QAEP	Quality Assurance Evaluation Program
QAEPCC	Quality Assurance Evaluation Program Coordinator
QAFA	Quality Air Force Assessment
QAP	Quality Assurance Plan
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QES	Quality Education System
QI	Quality Improvement
QPI	Quality Performance Indicator
RFP	Request for Proposal
RIMS	Records Information Management System
RIP	Report of Individual Personnel
RRRP	Resource Recovery and Recycling Program
SAA	State Approving Agency
SAF	Secretary of the Air Force
SAV	Staff Assistance Visit

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SF	Standard Form
SG	Surgeon General
SKT	Specialty Knowledge Test
SMC	Space and Missile Systems Center
SNCOA	Senior Non-commissioned Officer Academy
SOAR	Scholarships for Outstanding Airmen to ROTC
SOC	Service Member's Opportunity College
SOS	Squadron Officer School
SOW	Statement of Work
SP	Security Police
SSN	Social Security Number
SSQ	Special Skills Qualification
SSS	Staff Summary Sheet or Senior Service School
STRATCOM	Strategic Command
STS	Specialty Training Standard
SURF	Systems Utility Reporting File
TA	Table of Allowances or Tuition Assistance
TCF	Test Control Facility
TCO	Test Control Officer or Telephone Control Officer
TD	Training Detachment
TDY	Temporary Duty
TIG	The Inspector General
TPR	Trained Personnel Requirements
TR	Transaction Register
TMO	Traffic Management Office

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TRANSCOM	Transportation Command
TSC	Training Status Code
UEI	Unit Effectiveness Inspection
UGT	Upgrade Training
UMD	Unit Manpower Document
USAF	United States Air Force
USAFA	United States Air Force Academy
USAFE	United States Air Forces in Europe
USCENTAF	United States Central Command Air Forces
USCENTCOM	United States Central Command
UTM	Unit Training Manager
VA	Veterans Administration
VARO	Veterans Administration Regional Office
VEAP	Veterans Education Assistance Program
VHS	Video Home System
VIP	Very Important Person
WAN	Wide Area Network
WAPS	Weighted Airman Promotion System

SECTION C-3

GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3. GENERAL. The government shall provide, without cost, the facilities, equipment, materials, and/or services listed below or in Technical Exhibits 5a through 5d.

FOR OFFICIAL USE ONLY**3.1. GOVERNMENT-FURNISHED PROPERTY:**

3.1.1. Facilities. The government shall furnish and/or make available facilities described in Technical Exhibit 5a. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which workarounds have been established. Should a hazard be subsequently identified, the government corrects OSHA hazards in accordance with base-wide government developed and approved plans of abatement, taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided thereunder merely because of this contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that workaround procedures will not be necessary or that the facilities as furnished will be adequate to meet the responsibilities of the service provider. Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the service provider. The government will assume no liability or responsibility for the service provider's compliance or noncompliance with such responsibilities, with the exception of the aforementioned responsibility to make corrections according to approved plans of abatement subject to base-wide priorities. Prior to any modification of the facilities performed by the service provider at his or her expense, the service provider must furnish the ACO/CO documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the ACO/CO; however, in the case of alterations necessary for OSHA compliance, such permission shall not be unreasonably withheld. The service provider shall return the facilities to the government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall only be used for performance of this contract.

3.1.1.1. The service provider shall submit requests for additional facilities or modifications to existing facilities required in the performance of the contract through the Functional Area Chief (FAC) to the ACO/CO. The service provider shall appoint a facilities manager and alternate, in writing, and provide a copy to the QAE within ten (10) days after contract award. Appointment may be an additional duty or full time position.

3.1.2. Government-Furnished Equipment. The government shall provide the service provider property listed in Technical Exhibit 5b and 5d. This property shall remain under accountable management of the service provider throughout the life of the contract. Equipment procured by the government during life of the contract shall remain the property of the government. Equipment provided by the service provider deemed necessary to meet the customer needs under this PWS shall remain the property of the service provider. Government-furnished property designated in 3.1.2.2 below and Technical Exhibit 5b shall be managed in accordance with the provisions of FAR 45.5, AFMAN 23-110, AFI 33-113, and DoD 4161.2_m. The procedures specified are in addition to those required by the Government Property Clause of the contract.

3.1.2.1. Equipment Inventory. Equipment Inventory. The service provider shall designate custodians and alternates to receipt and account for Government-furnished Equipment Authorization Inventory Data (EAID) and ADPE listed in TE 5b IAW AFMAN 23-110V2, Part Thirteen, and AFI 33-112. The service provider shall provide the names of the custodian and alternate to the ACO/CO at the Post Award Conference. An inventory of Government-furnished equipment shall be done NLT 5 calendar days prior to the start of the first operational performance period, within 10 calendar days of the start of any option periods, and NLT 10 calendar days before completion of the contract period (including any option periods). The service provider and a government representative (identified by the ACO/CO) shall conduct a joint inventory of all Government-furnished equipment listed in each functional-specific TE 5b, and the service provider shall sign a receipt for all equipment provided by the Government. The service provider and a government representative (identified by the ACO/CO) shall jointly determine the working order and condition of all equipment. Items of equipment missing or not in working order shall be recorded and the ACO/CO notified in writing. The Government will replace missing items and repair all items not in working order or the ACO/CO will direct the service provider to replace the missing item(s) or accomplish the repair and the service provider will be reimbursed. The government representative will give disposition instructions for

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items beyond repair. The service provider and the government representative shall certify their agreement as to the working order of the equipment. If the service provider does not participate in the inventory, the service provider must accept as accurate the listing and stated condition of equipment provided by the Government. If the service provider participates in the inventory, but does not agree with the government representative's determination as to the working order of the equipment, this failure of the service provider to agree on working order and defectives shall be treated as a dispute pursuant to the clause of this contract entitled "Disputes." Annual inventories must be conducted and the results provided to the Government Property IAW DoD 4161.2-M.

Custodian Authorization/Custody Receipt Listing (CA/CRL). The CA/CRL provided by the FAC and the equipment stated in TEs 5b shall be maintained in balance during the contract period. The service provider shall comply with AFMAN 23-110V2, Part Thirteen, on all transactions involving Government-furnished equipment.

3.1.2.2. Obtaining Replacement of Accountable Government-Furnished Equipment. The service provider shall submit requests for replacement of accountable government-furnished equipment to the QAE for processing. Such requests shall specify the reason for the replacement request. (I.E., Computers do not meet the ADPE standards established by 78 CS/SC; major system software used by the facility requires greater capability, e.g., processing speed or memory, than current desktop systems can support.) Other circumstances for replacement are the responsibility of the service provider.

3.1.2.3. Equipment Maintenance. The Government will be responsible for the maintenance of the ADPE equipment (computers, monitors, printers, etc.) listed in Technical Exhibit 5b for the duration of the contract. Government-furnished small computer equipment shall be maintained under the base-wide Small Computer Maintenance Contract in accordance with AFR 33-112 and processes defined in Robins AFB Small Systems Maintenance Handbook. The service provider shall be responsible for the maintenance of non-ADPE equipment listed in Technical Exhibit 5b during the contract. The service provider shall notify the QAE or FAC immediately of any equipment requiring maintenance.

3.1.2.4. Property leased by the Government. The government will maintain and repair property leased/rented by the government and provided to the service provider except that in the case of loss or damage, the service provider's liability shall be to reimburse the government for 100 percent of all expense incurred. Property leased by the government which will be provided to the service provider is listed in Technical Exhibit 5d.

3.1.3. Government-Furnished Materials.

3.1.3.1. The Government will furnish existing courseware materials required by this contract to the service provider. The existing courseware will be delivered to the service provider in the existing condition and format. The Government will also furnish all approved (currently in the inventory) student and classroom materials required by the approved lesson plans. If additional materials are needed, the service provider should request such additional materials by providing a written request to the FAC at least 60 calendar days before the required delivery date of the materials. At the end of the contract, the service provider shall return all residual inventories to the Government.

3.1.3.2. Computer Systems Management. The government will provide computer systems and associated equipment necessary for mission accomplishment as listed in Technical Exhibit 5b. The service provider shall designate a computer system custodian for the equipment. Prior to contract start date, the service provider and a representative of the government shall jointly inventory listed equipment. The management of the computer systems and associated equipment

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is maintained in accordance with AFI 23-111 and AFI 33.112. The Government will retain custody and will be responsible for the maintenance of this equipment. All work orders for the computer systems equipment will be submitted to the SC Help Desk at 926-4357. The service provider shall be responsible for the proper use of this equipment and shall report any problems to the Quality Assurance Evaluator (QAE).

3.1.4. Government-Furnished Records, Files, Documents, and Work Papers. The government shall furnish those records listed in Technical Exhibit 5c. All records, files, documents, and work papers provided by the government or generated in support of this contract are government property and shall be maintained and disposed of per AFR 4-20, Disposition of Air Force Records - - Records Disposition Schedule. At the time of the disposition the service provider shall box, label contents, and turn them over to the QAE. If there is no QAE, the records will be turned over to the ACO/CO.

3.2. GOVERNMENT-FURNISHED SERVICES.

3.2.1. Utilities. The government will furnish electricity, water, sewage, heating for facility, and compressed air.

3.2.2. Postal/Installation Distribution. The government will provide on-base mail distribution, United States Postal Service and United Parcel Service limited to official government mail matter, required under terms of the PWS.

3.2.3. Telephone and Data Communications Services. The government will provide necessary telephone instruments, telephone lines, data lines, and repair services for such instruments and lines that are mandated for education and training services. The communications equipment and services are for official use only during the period of the contract in accordance with AFI 33-103 and AFI 33- 111.

3.2.4. Custodial Services. The government will provide custodial service to the extent provided in the Base Custodial Contract(s) for the facilities provided.

3.2.5. Refuse Collection. The government will provide for refuse service to the extent provided in the Refuse Collection Contract(s) for the facilities provided.

3.2.6. Real Property Maintenance. The government will provide maintenance and repair of real property facilities. The service provider shall notify the FAC , in writing, of any maintenance, repair, or construction of a non-emergency nature that is required of occupied facilities. The service provider shall phone the Base Civil Engineering (BCE) Customer Service Desk (78 CEG/CEOE, extension 6-5657) for emergency maintenance when waiting to inform the FAC may result in damage to life or property.

3.2.7. Base Civil Engineering. The government will provide fire prevention and protection, inspection and maintenance of government-furnished fire extinguishers and systems, and insect and rodent control. Fire Department telephone extension is 911 for emergencies and 926-5523 for routine calls.

3.2.8. Grounds Maintenance. The government will provide grounds maintenance to the extent provided in the grounds maintenance contract for the facilities provided.

3.2.9. Security Police. The government will provide general on-base Security Police service. Security Police extensions 911 for emergencies, and 926-2187 for the law enforcement desk.

3.2.10. Graphics and Photographic Support. The Government, through the Training QAE, will provide graphics and photographic support for approved rewrites and revisions of existing courseware, and for creation of approved new courseware covered under the training sections of this PWS. The

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service provider shall provide graphics and photographic support for all other courseware materials.

3.2.11. LAN Services. The government will provide LAN services to the service provider. The service provider, with a valid National Agency Check verified through the Automated Security Clearance Approval Systems (ASCAS) roster or validation from the service provider security manager, will be provided by the government access to the hosting base's unclassified computer network and its inherent capabilities including, but not limited to: Internet access, electronic mail, file and print services. The service provider will be held accountable for all actions that he or she initiates while on the hosting base's network and will conduct his or her business in accordance with all Air Force, Air Force Materiel Command, and local base instructions, manuals, and policies. Any conduct that does not adhere to sound or just network usage as stipulated in official guidance will cause revocation of all network privileges. The service provider will allow all computer hardware/software to be inspected by Air Force personnel to insure compliance with this contract and Air Force instructions, manuals, and policies.

3.2.12. NTU Subscriber Unit and NTU supplied Low Noise Block Down converters. The government will provide maintenance service on this equipment. The service provider will request maintenance services in writing to the FAC.

3.3. PROPERTY CONTROL PROCEDURES. The service provider shall prepare and present written property control procedures to the ACO/CO within 30 days after contract award or at the pre-performance conference, whichever is later. The service provider's procedures shall be prepared according to, and shall, meet the requirements of FAR 52.245-2.

3.4. FORMS AND PUBLICATIONS. The government will provide forms and publications (C-6), expressly required to perform the work in this PWS. The government will provide custodian and alternate training for forms and publication management.

SECTION C-4

CONTRACTOR-FURNISHED ITEMS AND SERVICES

4.1. GENERAL INFORMATION. Except for those items or services specifically stated to be government furnished in Section C-3 and Technical Exhibits 5a – 5c, the contractor shall furnish everything required to perform this contract according to all of its terms.

SECTION C-5

SPECIFIC TASKS

5. GENERAL INFORMATION. The service provider shall manage and administer comprehensive Education and Training Services and Programs that meet mission and performance objectives. The Education and Training service provider shall be dedicated to providing a broad range of education and training services to active duty, guard, reserve, DOD civilian employees, and eligible family members of the Robins AFB community. These services and programs are critical to mission accomplishment and individual development of the Robins AFB customers. The service provider is expected to provide: proactive and effective management services; accurate and courteous customer services; correct and timely data services; diverse Education and Training programs administration; appropriate assessment and counseling services; effective testing services; and support for special interest events. The service provider shall ensure quality work performance in accordance with applicable standards and guidelines. Additionally, the service provider is expected to be

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a partner with the Robins AFB community in continuously improving the quality of programs and service offered to customers.

5.1. MANAGEMENT AND ADMINISTRATIVE SERVICES: Management and administration of the overall contract requirements shall demonstrate the service provider's ability to execute duties and responsibilities in a proactive and flexible manner. Service provider shall establish a business approach that embodies sound financial management concepts and control, stewardship, flexibility, and best business practices. The tasks of this section apply contract-wide. The service provider shall:

5.1.1. Respond to changing service requirements and prioritize activities to best accomplish the intent of the contract in terms of mission support, base initiatives, and customer service.

5.1.2. Review program and operations requirements documents to assess capabilities and ensure compliance with mandatory directives and procedures.

5.1.3. Annually conduct and tabulate needs assessment surveys which support existing and additional education and training programs.

5.1.4. Classify and prioritize all work.

5.1.5. Collect and input required data into government management information systems and databases to support government reporting requirements.

5.1.6. Support meetings, working groups, briefings, and inspections associated with education and training programs.

5.1.7. Prepare correspondence, ready for routing and transmittal, in the proper format in accordance with established directives and guidelines. Incoming correspondence will be provided to the service provider in handwritten, typed, or computer generated form.

5.1.8. Provide reports, plans, and other information requests levied on the Base Education and Training function by directive, letter, message, or verbal communications by the requested due date. If a response cannot be made by the requested time; inform the requester and the FAC before expiration of the suspense date and seek a mutually agreeable extension.

5.1.9. Establish and maintain a suspense tracking system and ensure that all actions are completed and responses meet suspense dates.

5.1.10. Perform tasks required to support the management of education and training information. These tasks include, but are not limited to, preparing travel orders for temporary duty (TDY), updating student records, and maintaining course records, providing statistical reports, filing, and management of correspondence.

5.1.11. Maintain files and established file maintenance and disposition plans. All file and disposition plans shall be reviewed, updated annually, and submitted to the FAC for approval. The service provider shall prepare education and training files for destruction or transition to the staging facility. Privacy Act information should be destroyed by shredding or

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tearing so as to prevent reconstruction and then placed in recycling containers. Service provider discretion is allowed for the creation and destruction of working files for day-to-day management of the various functional training programs.

5.1.12. Perform tasks required to ensure the availability of supplies, equipment, and references on hand to support all functional training tasks.

5.1.13. Post and maintain office reference resources to include college catalogs on microfiche and Technical Orders for weapons systems for which WR-ALC has depot maintenance training responsibilities.

5.1.14. Schedule the usage of all classroom facilities belonging to the Education and Training Flight (current facilities are identified in Technical Exhibit 5A).

5.1.15. Inspect classrooms after usage to ensure they are free of debris and properly arranged for follow-on use.

5.1.16. Notify the government, in writing, of any maintenance, repair, or construction of a non-emergency nature that is required for the interior and exterior of the service provider occupied facility. The request shall include details as to the location, nature, and scope of the deficiency. The service provider shall phone the Base Civil Engineering (BCE) Customer Service Desk (78 CEG/CEOE, extension 6-5657) for emergency maintenance when waiting to inform the FAC may result in damage to life or property. Upon completion of the emergency call, the service provider shall inform the FAC of the nature of the call and the BCE assigned work request number as soon as possible but no later than the start of the next duty day. The service provider shall inform the FAC of any work being performed by BCE and again when the work is completed

5.1.17. Develop, maintain, and analyze metrics for Education and Training processes and requirements and provide management reviews. The service provider shall develop plans to track process improvement efforts for all metrics not meeting performance goals.

5.1.18. Provide metrics and get well plans (if required) to the FAC monthly or as otherwise required.

5.1.19. The service provider shall research issues and prepare responses within the established suspense time for the Commander's Action Line Program as tasked by the FAC

5.1.20. The service provider shall make evaluations and prepare responses for the Air Force Innovative Development through Employee Awareness (IDEA) Program as tasked by the FAC.

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5.1.21. Perform Equipment Custodian (EC) duties for all ADPE outlined in this PWS.

5.1.22. The service provider is required to comply with all provisions of FAR 52.224-1, Privacy Act Notification and FAR 52.224-2, Privacy Act.

5.2. FINANCIAL MANAGEMENT. Employ best business practices in sound financial management of education and training costs while responding to the financial reporting needs of the government. Flexible and innovative procedures are necessary to ensure compliance with various costs charging policies based on category of customer and sources of funds.

5.2.1. Assist the FAC in the preparation of annual education and training budgets and financial plans.

5.2.1.1. Collect and provide to the FAC financial plan inputs according to guidance provided to include unfunded requests and critical unfunded requirements data surveys.

5.2.1.2. Prepare annual base education and training budgets, in final format, according to guidance provided and submit to the FAC for approval.

5.2.2. Ensure a financial management system capable of maintaining complete cost integrity and interfacing with an automated work management system.

5.2.3. Develop and implement processes to track and compare actual Education and Training expenditures to budget allocations including local training budget, military Tuition Assistance budget, and APDP budget.

5.2.4. Report on costs on a weekly basis with capability of identifying costs to a daily level.

5.2.5. Validate, process, and recommend for obligation expenditure requests including contracted courses, civilian tuition assistance, and military tuition assistance.

5.2.6. Receive, review, and recommend certification of invoices for Education and Training expenditures within 10 work days to avoid monetary penalties to the Government. The service provider shall resolve discrepancies and forward invoices to the FAC for signature.

5.3. CUSTOMER SERVICE. Provide a customer service function that facilitates customer interface, provides accurate and timely information on available programs, offers access to a referral base of education and training resources, and produces satisfied customers. The service provider shall:

5.3.1. Respond to customer inquiries in a timely manner on requests that include but are not limited to scheduling appointments, course enrollments, making referrals, testing, processing program application packages, and in researching education and training program information. Establish an agreeable suspense date for those service calls and inquiries that cannot be resolved on the same day.

5.3.2. Receive and direct customer inquiries to the appropriate office personnel.

5.3.3. Schedule appointments and maintain appointment logs.

5.3.4. Provide services to include performing research required to answer inquiries on education and training programs, prescribing directives, and policy clarification.

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5.3.5. Ensure training courses are provided to meet training requirements listed in ETMS or other validated sources of input.

5.3.6. Provide forums to enhance communication with customers that include commanders, supervisors, training managers, training monitors, and education and training program participants.

5.3.7. Interface with Training Managers from Robins AFB organizations to communicate on issues concerning training functions.

5.4. ASSESSMENT AND COUNSELING. Perform effective assessment and counseling on education and training services and programs provided. The service provider shall:

5.1.1.5.4.1. Provide professional education counselors who meet the requirements as stipulated in Office of Personnel Management qualifications standards.

5.1.2.5.4.2. Develop, assess, and analyze client academic history using professional counseling methods. Assist clients in determining academic and career goals, attaining those goals, and the use of all financial benefits

5.1.3.5.4.3. Counsel military personnel on the provisions of education services programs including Community College of the Air Force (CCAF), Educational Deferment Program, Commissioning Opportunities, Operation Bootstrap, and Tuition Assistance Program.

5.1.4.5.4.4. Act as a liaison with other base counseling agencies

5.1.5.5.4.5. Conduct outreach-counseling services.

5.5. MANAGE EDUCATION AND TRAINING DATA The service provider shall:

5.5.1. Manage and Administer Education and Training Management System (ETMS Web), a controlled-access (network accessible) on-line, interactive automated education and training management information system. Provide authorized users electronic access to this system and other on-line management information systems and databases. Access shall include the ability to read and download data (i.e., from the course catalog) and the ability to construct and execute ad hoc queries and custom reports with current and historical data. Data shall be compatible with Microsoft software products or be made available through a front-end user interface. Develop and maintain user's guides and training for user access to on-line systems and databases.

5.5.2. Utilize ETMS Web to identify training requirements.

5.5.3. Monitor all education and training transactions in the automated personnel data system including mandatory CDC transactions, Veteran's Affairs (VA) codes, tuition assistance enrollments, PME enrollments, CCAF progression, DANTES participation, Training Line Numbers, Training Quotas, and educational levels to ensure accuracy and coordinate updates.

5.5.4. Update and maintain individual education and training data contained in the automated personnel data system for military and civilian personnel.

5.5.5. Implement and maintain a training program for all levels of ETMS Web users. The different levels of system users include instructors, resource managers, training monitors, and supervisors.

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5.5.6. Activate programs to download data from ETMS Web, upload data to Personnel Data System (PDS), and process PDS rejects.

5.5.7. Check the transaction registers daily to identify and to take required actions on training line numbers (TLN) not accompanied by a course number.

5.6. FUNCTIONAL TRAINING. The service provider shall perform academic instruction using lesson plans to accomplish required lesson tasks. Academic instruction shall include courses in the following functional areas:

Aircraft Maintenance
Avionics Maintenance
Logistics Systems and Processes
Desktop Computer Software Applications

5.6.1. Establish and publish quarterly and annual schedules of courses to address training requirements identified from ETMS Web and from other data sources as specified by the FAC.

5.6.2. Ensure that qualified instructors teach all scheduled courses.

5.6.3. Ensure that instructors have technical knowledge of the subject matter being taught.

5.6.4. Plan, develop, implement, and conduct courses in accordance with Instructional Systems Design (ISD) as provided by AFH 36-2235 Vols. 1-11 or other nationally accepted curriculum development methodology.

5.6.5. Develop or obtain course materials (Study Guides, Workbooks, Worksheets and audio visual aids).

5.6.6. Review resources to ensure support facilities and services are adequately maintained.

5.6.7. Identify training prerequisites and suspense training allocations to units for nominations.

5.6.8. Provide minor course maintenance to ensure that locally instructed courses remain current.

5.6.9. Provide local and on-site instruction for all courses in accordance with the course Plan of Instruction (POI).

5.6.10. Provide course facilitation for courses taught by visiting instructors.

5.6.11. Ensure that all class material and teaching aids required by the POI are available for each class conducted.

5.6.12. Ensure that required classroom equipment is available and operating for classes conducted.

5.6.13. Ensure that classroom and laboratory environment (heating/air conditioning) is conducive for conducting classes.

5.6.14. Ensure that classrooms and furnishings match the number of students being trained.

5.6.15. Ensure that training materials and aids are up-to-date, legible, and available for all students.

5.6.16. Ensure that a student critique system is implemented and conducted for each class taught or facilitated.

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5.6.17. Evaluate instructors and take actions to correct identified weaknesses.

5.6.18. Ensure that classroom facility information is up-to-date and available in ETMS Web.

5.7. PRODUCTION ACCEPTANCE CERTIFICATION (PAC) AND SPECIAL SKILLS QUALIFICATION (SSQ) PROGRAMS. Conduct functional training courses, perform academic instruction, and administer tests required to support PAC and SSQ programs of WR-ALC maintenance activities as required by AFMCI 21-108. The service provider shall:

5.7.1. Conduct research to ensure up-to-date information for courses taught.

5.7.2. Develop, maintain, administer, and store tests required to support PAC and SSQ programs.

5.7.2.1. Gather pertinent research materials for test development review.

5.7.2.2. Interview SSQ qualifying officials for test development review.

5.7.2.3. Interview subject matter experts (SMEs) for test development inputs.

5.7.2.4. Develop multi-choice test questions to support a two-phase testing cycle for standard and CBT testing.

5.7.2.5. Design test booklets for each SSQ test.

5.7.2.6. Validate test materials.

5.7.2.7. Develop administrative testing procedures for non-CBT testing requirements.

5.7.2.8. Develop and implement test results notification procedures.

5.7.2.9. Print copies of test materials to meet SSQ testing requirements in standard and CBT testing processes.

5.7.2.10. Administer tests to meet identified requirements.

5.7.2.11. Review the accuracy and currency of SSQ tests annually.

5.7.2.12. Develop and implement security for SSQ tests.

5.7.2.13. Notify directorates with requirements of testing results.

5.7.3. Maintain a library of technical reference material including weapons systems Technical Orders and SSQ skill/knowledge information required to support aircraft training and avionics training courses.

5.8. ACQUISITION PROFESSIONAL DEVELOPMENT PROGRAM (APDP). Identify, coordinate, schedule, and document training requirements and completions of military and civilian personnel on acquisition-coded positions as required by Department of Defense guidance and instructions. The service provider shall:

5.8.1. Administer the APDP for all WR-ALC military personnel and civilian employees on Acquisition Coded positions in accordance with DoD 5000.52M.

5.8.2. Provide SURFs on military and civilian personnel to meet suspense or customer need.

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- 5.8.3. Counsel individuals upon request on certification requirements (education, training, and experience) based on data provided within the SURFs.
- 5.8.4. Conduct field visits to RAFB units and other WR-ALC geographically separated units to conduct training on APDP requirements identification, records review, and update procedures.
- 5.8.5. Chair and participate in WR-ALC APDP working group meetings quarterly with functional APDP monitors.
- 5.8.6. Update the ETMS from the Command Integrated Database (CID) quarterly.
- 5.8.7. Obtain the list of Defense Acquisition University (DAU) quotas and budget for upcoming fiscal year from the Air Force Acquisition Training Office (AFATO).
- 5.8.8. Assist the FAC with the tracking of actual expenditures against the budget throughout the fiscal year.
- 5.8.9. Use the ETMS Web and coordination with the directorate level Training Managers to identify APDP training requirements (priority 1 through priority 4).
- 5.8.10. Notify functional training monitors of the number of quotas received and request a listing of employees requiring training, by priority and course date.
- 5.8.11. Validate functional listing and input application for training directly into the Army Training Referral Retrieval System (ATRRS).
- 5.8.12. Confirm selection for training through ATRRS or ETMS Web and review TDY orders. Upon completion of the training, the service provider shall confirm that personnel records are properly updated in ATRRS and ETMS Web. If the records have not been properly updated within sixty days of graduation, the service provider shall update the training record using the training completion certificate provided by the employee.

5.9. CIVILIAN TRAINING OPERATIONS. Assess civilian employee training needs and develop appropriate training delivery strategies.

- 5.9.1. Develop annual installation training plan for civilian employees.
- 5.9.2. Deliver training modules to address requirements including contracting for services and courses.
- 5.9.3. Administer special training programs including but not limited to:

Cooperative Education Programs
Palace Acquire Programs
Centralized Civilian Career Enhancement Programs
Developmental Opportunity Program
Veteran's Readjustment Act (VRA) Program
Air Force Civilian Competitive Development Programs
Local Long-Term, Full-Time (LTFT) Training Program

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- 5.9.4. Announce the Required Training Format (RTF) to all career program registrants during the annual training survey cycle.
 - 5.9.5. Announce the Civilian Career Programs Training and Development Guide to all registrants and non-registrants eligible for Air Force-wide funded programs to include short-term training and LTFT training.
 - 5.9.6. Update the Required Training Area (RTA) of the PDS in conjunction with the annual CEP training survey.
 - 5.9.6.1. Conduct follow-up actions on RTFs that are not returned and efforts shall be documented and provided to the affected senior functional managers.
 - 5.9.7. Process Nomination Report on Individual Personnel (NOMRIPs) for the purpose of documenting centrally funded training requirements sponsored by MAJCOM or the various Civilian Career Programs.
 - 5.9.7.1. Produce the NOMRIP from the PDS, if not provided by MAJCOM or Career Programs.
 - 5.9.7.2. Send NOMRIPs to the supervisors of the nominated employees for employee statements, endorsements, and employee and management signatures.
 - 5.9.7.3. Receive and quality check NOMRIPs for completion and forward to AFPC. Incomplete NOMRIPS shall be returned to the unit for rework.
 - 5.9.8. Provide career counseling and publicize self-development programs.
 - 5.9.9. Process DD Forms 1556, *Request, Authorization, Agreement, Certification of Training and Reimbursement*, to ensure regulatory compliance IAW AFI 36-401, Atch 11.
 - 5.9.10. Respond to all requirements surveys (data calls) IAW direction provided as part of the survey suspense.
 - 5.9.11. Process formal training quotas administered through PDS.
 - 5.9.12. Ensure receipt of training allocations from MAJCOM.
 - 5.9.13. Identify training prerequisites and suspense training allocations to units for nominations.
 - 5.9.14. Acquire and maintain DoD and other government agency courses to meet the training requirements of Robins AFB. Document completion by updating PDS and ETMS Web. Ensure applicable file documentation (i.e., travel orders, travel vouchers, DD Form-1556, etc.) is complete, accurate, and maintained in accordance with file maintenance and disposition plan.
 - 5.9.15. Ensure the update of the CSA upon course completion in PDS-C .
 - 5.9.16. Track local civilian tuition assistance allocations to ensure compliance with the AF directed funding caps. (Career Program personnel will be responsible for tracking career program allocations.)
 - 5.9.17. Manage the Supervisory Training Program that includes the USAF Basic Supervisors Course, Civilian Personnel Management Course, and the Military Personnel Management Course.
- 5.10. ENLISTED SPECIALTY TRAINING (EST).** Provide comprehensive On-the-Job (OJT) consultant services to all units with military members in formal upgrade training programs. Assist customers in developing effective OJT

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planning, scheduling, managing, evaluating, and documenting functions that support unit operations, mission priorities, and Career Field Education and Training Plan (CFETP) requirements. The service provider shall:

5.10.1. Provide OJT consultant service to support assigned units, to include reservists (Individual Mobilization Augmentees) assigned or attached to units.

5.10.1.1. Analyze training capability and capacity to ensure units maintain a qualified work force.

5.10.1.2. Schedule and conduct annual staff assistance visits (SAV) with the unit education and training managers and submit written reports of the visit as required by AFI 36-2201.

5.10.1.3. Schedule and conduct additional SAVs as requested by commanders, and when trends or deficiencies in unit programs indicate assistance is needed.

5.10.1.4. Disseminate and implement the OJT policy and program changes upon receipt. Work to resolve policy misunderstandings, conflicts, and disputes between supported units, installation commanders, and/or MAJCOM training managers.

5.10.1.5. Review base level and unit-level training publications, supplements, and operating instructions for adequacy and compliance with established policies. Coordinate the documents for approval with the appropriate approval authority.

5.10.1.6. Provide upon request guidance and assistance in developing ancillary training programs.

5.10.1.7. Update the personnel data system (PDS) within three duty days, when customer inquiries reveal updates are needed.

5.10.2. Produce training reports, and analyze the report data for trends.

5.10.2.1. Produce base specific and higher headquarters directed statistical data reports.

5.10.2.2. Analyze training data for trends in efficiency and effectiveness of training, and advise commanders and higher headquarters of significant trends. When trends indicate corrective actions are needed, coordinate the corrective actions between units involved and training support agencies.

5.10.3. Monitor all mandatory career development course (CDC) transactions entered into PC-III to ensure correctness. Coordinate necessary corrective actions and order CDC materials for valid requirements at least every two duty days, as a minimum frequency.

5.10.3.1. Provide OJT rosters, coordinate AF Form 2096, update training status code (TSC) changes, order CDCs, and other PC-III actions for units without PC-III.

5.10.3.2. Monitor the transaction registers (TR) to identify and coordinate training actions requiring updates.

5.10.4. Process exceptions to policy and TSC actions for personnel in upgrade training.

5.10.4.1. Review and recommend approval/disapproval for reactivations, reenrollments, extensions, and waivers of CDCs IAW AFMAN 36-2247 paragraphs 3.2, 3.5, and 3.6.

5.10.4.2. Process TSC actions using definitions IAW AFI 36-2201, Atch 4, to ensure timely, accurate personnel records.

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- 5.10.4.3. Review AFSC withdrawals IAW AFI 36-2101, Ch 4.
- 5.10.4.4. Review, recommend, and coordinate with appropriate MPF agencies on all failures to progress, or training status code "T". TSC "T" shall be processed IAW AFI 36-2201, table A4.1 and table notes.
- 5.10.5. Manage all mandatory upgrade training requirements.
 - 5.10.5.1. Administer the mandatory test control program.
 - 5.10.5.2. Administer the Extension Course Institute (ECI) testing program IAW AFI 36-2201 and as outlined in the ECI Catalog.
 - 5.10.5.3. Process CDC examination results.
- 5.10.6. Monitor documentation of completions of the Air Force Training Course (AFTC), ensuring all newly assigned UTMs and ADTMs complete the *AFTC Instructor Seminar*.
- 5.10.7. Update completion of the AFTC in the PDS.
- 5.10.8. Administer internal/external training evaluation and occupational survey programs IAW procedures established by survey OPRs. The service provider shall account for the disposition of all survey forms to the survey OPR.
- 5.10.9. Conduct annual screening in support of all training requirements for UTMs and ADTMs.
- 5.10.10. Conduct UTM meetings quarterly.
- 5.10.11.. Performs the responsibilities and duties of the Unit Training Manager (UTM) for the 78th Mission Support Squadron.

5.11. MILITARY EDUCATION SERVICES. Administer Air Force and Department of Defense (DoD) Education Services programs that include but are not limited to:

Professional Counseling Program
Tuition Assistance Program
Community College of the Air Force (CCAF)
Enlisted Commissioning Programs
Education Deferment Program
Operation Bootstrap
DANTES Programs and Testing
ECI Programs Enrollments and Testing
PME Correspondence Programs Enrollments
Air Command and Staff College (ACSC) Seminar Program
Air War College Seminar Program
Off Duty Education Programs
On-Base College Education Programs
AFMC Education Assessment Program (EAP)

- 5.11.1. Employ appropriate marketing techniques to reach target audiences for all programs.

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- 5.11.2. Create and maintain, per FAR 52.224, education records for military personnel and maintain AF Form 771, *Privacy Act Compliance*.
- 5.11.3. Process military enrollments through PDS.
- 5.11.4. Ensure students' academic education levels are updated in all appropriate databases.
- 5.11.5. Provide application instructions on tuition assistance and other sources of financial aid and administer the TA program for the Voluntary Off-Duty Education Program IAW AFI 36-2306, *The Education Services Program*.
- 5.11.6. Process AF Form 1227, *Authority for Tuition Assistance Education Services Program*, for completeness and accuracy.
- 5.11.7. Receive tuition invoices from academic institutions, prepare invoices for certification, and seek reimbursement from students who receive failing grades utilizing DD Form 1131, *Cash Collection Voucher*; DD Form 139, *Federal Item Logistics Data Record*, and AF Form 118, *Refund of Tuition Assistance Education Services Program*.
- 5.11.8. Provide tuition assistance information to Geographically Separated Units (GSU).
- 5.11.9. Request and maintain GSU school information and mail approved GSU tuition assistance requests to requester.
- 5.11.10. Coordinate with educational institutions, identify students required to reimburse TA and forward their names to the FAC IAW 36-2306.
- 5.11.11. Review and recommend to the FAC, approval/disapproval of TA waiver requests.
- 5.11.12. Update the Base Education Services Plan every 3 years and submit to FAC for approval.
- 5.11.13. Coordinate development of consolidated annual and term course schedules for on-base colleges.
- 5.11.14. Collect data, prepare and submit statistics of program participation and expenditures on AF Form 1007, *Education Services Program Report*, (RCS: HAF-DPP (AR) 7106) to the FAC annually.
- 5.11.15. Review and recommend approval/disapproval to the FAC for on-base course offerings and degree offerings.
- 5.11.16. Conduct meetings with base schools and other agencies to ensure compliance with all provisions of the MOU.
- 5.11.17. Review college class schedules, schedule classrooms, inform colleges of scheduled classrooms, and troubleshoot classroom problems as necessary.
- 5.11.18. Make copies of student transcripts and progress reports as requested by the student.
- 5.11.19. Brief potential Air Force Recruits on Education Services Programs.
- 5.11.20. Conduct educational surveys and prepare final report for submission to the FAC.
- 5.11.21. Provide guidance on the Troops-to-Teachers program

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- 5.11.22. Prepare and submit AF Form 1008, *Annual Report of Education Services*, provided by civilian schools to the FAC annually IAW Public Laws 102-484, 103-160, and 103-337.
- 5.11.23. Perform liaison duties with Department of Education, the Council on Post-Secondary Accreditation (COPA) Office, AU, and ECI.
- 5.11.24. Counsel members (military and civilian) on post-secondary academic programs and basic career development opportunities.
- 5.11.25. Provide basic college and testing information, assist in establishing academic and vocation goals, prepare program and degree plans, review source documents, and determine education levels.
- 5.11.26. Administer the Extension Course Institute (ECI) correspondence course program IAW AFI 36-2201, *Developing, Managing and Conducting Training*.
- 5.11.27. Counsel personnel on the Operation Bootstrap TDY Program, obtain documentation for TDY request, review documentation for accuracy, and perform academic evaluation.
- 5.11.28. Process AF Forms 204, *Permissive TDY Request - Operation Bootstrap*.
- 5.11.29. Administer the Education Deferment Program including verification of Assignment Availability Code (AAC) 52 data and monitoring students' academic progress during the period of deferment.
- 5.11.30. Schedule and counsel personnel on the CCAF program, prepare AF Form 968, *CCAF Registration Application*, and submit required documentation to CCAF for evaluation and preparation of CCAF progress report or transcript.
- 5.11.31. Establish and maintain suspense of requested documentation for scheduling of follow-up on CCAF registration, evaluate requested documentation, and provide personnel with information relative to availability of testing and college courses for completion of CCAF degree requirements.
- 5.11.32. Process DD Form 295, *Application for of the Education of Learning Experiences During Military Service*, during military services.
- 5.11.33. Plan, coordinate, and direct the annual CCAF graduation ceremony.
- 5.11.34. Manage the Aerospace Eagle Grant through a competitive process and forward the names of the recommended recipients to the FAC.
- 5.11.35. Advise personnel on VA Educational Programs and act as a liaison with the applicable Department of Veterans Affairs Regional Office.
- 5.11.36. Review the Transaction Registers (TR), to determine individuals participation status in VA programs, review the MPF Unit Personnel Record Group, determine eligibility, and, when necessary, contact individuals for updating of personnel records as required.

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- 5.11.37. Perform pre-separation briefings to personnel, provide VA Forms, advise and assist personnel in preparation of appropriate VA forms, and forward to the FAC for certification.
- 5.11.38. Process documentation for formal Airman Education and Commissioning Program (AECPP) applications and forward applications to AFIT.
- 5.11.39. Administer Air Force Reserve Officer Training Corps (AFROTC) Commissioning Program AFROTC Commissioning Program, Airman Scholarship and Commissioning Program (ASCP), and Professional Officer Corps (POC) Program IAW AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*.
- 5.11.40. Counsel personnel on AFROTC/ASCP and POC programs and process required documentation.
- 5.11.41. Process applications for ASCP, forward to AFROTC, process applications to institutions, assist students to obtain academic evaluation and admission, and assist selected candidates with entry into the academic phase of ASCP.
- 5.11.42. Counsel individuals on eligibility requirements for the USAF Academy and Academy Preparatory School and assist with preparation and processing of applications.
- 5.11.43. Administer the USAF Officer Training School (OTS) selection process and assist applicants with preparation of application packages.
- 5.11.44. Administer the Leaders Encouraging Airman Development Program (LEAD) Program and assist airmen competing for MAJCOM/CC selection to attend the USAF Academy Preparatory School.
- 5.11.45. Administer LEAD Phase II, Scholarships for Outstanding Airman to ROTC (SOAR), by assisting airmen to apply for MAJCOM/CC award of a ROTC scholarship.
- 5.11.46. Assist officer personnel to request transcripts for AFIT to update education levels.
- 5.11.47. Assist members with the AFIT application process.
- 5.11.48. Manage and administer the ACSC Seminar Program and the AWC Seminar Program to include annual recruitment drives, publicity, assistance in program administration, and testing.
- 5.12. DISTANCE LEARNING (DL).** Administer and support DL programs that include Air University, Air Force Institute of Technology (AFIT), Air Education and Training Command (AETC), Defense Acquisition University (DAU), National Technological University (NTU), and Air Force Materiel Command (AFMC) sponsored courses.
- 5.12.1. Provide and maintain DL courseware inventory, scheduling, distribution, and collection of courseware materials, library infrastructure, courseware and material storage, and student courseware assistance.
- 5.12.2. Manage DL facilities and equipment, including facility usage and orientation, equipment and facility operation, classroom and facility setup, equipment servicing repair, and problem resolutions.
- 5.12.3. Monitor and evaluate adequacy of DL resources available to meet current and forecasted needs, and provide coordination on policies and procedures needed to implement new DL technologies base-wide.

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5.12.4. Prepare quarterly status and activity reports required by FAC and MAJCOM. Format and contents to be provided.

5.13. TESTING SERVICES. Maintain proficient testing centers as stipulated in the ECI Catalog and DANTES Handbook on areas of performance. Manage the test program for the administration of DANTES examinations, mandatory CDC course examinations (CE), PME, and DL programs. The service provider shall:

- 5.13.1. Administer testing centers in compliance with the DANTES Examination Program Handbook, Vols. I and II (DEPH), the ECI Catalog, and instructions associated with specific tests.
- 5.13.2. Provide DANTES sponsored training for all test administrators and proctors, hiring only those who meet the eligibility requirements stipulated by DANTES. All test center employees should continually review and implement changes in testing procedures.
- 5.13.3. Schedule CDC test sessions and other test sessions based on customer demand. Communicate with unit training managers regarding dispositions and control of mandatory course examinations.
- 5.13.4. Secure testing products and be accountable at all times for the inventories, processing and mailing of answer sheets and other related test material.
- 5.13.5. Conduct weekly DANTES test inventory.
- 5.13.6. Conduct quarterly DANTES and ECI test inventories in accordance with the DEPH.
- 5.13.7. Proctor testing sessions following established directives.
- 5.13.8. Ensure security measures are in accordance with AFI 36-2306 and the DEPH.
- 5.13.9. Prepare report of loss or compromise of any controlled test item and forward to appropriate agency.
- 5.13.10. Manage the inventory program for DANTES and ECI tests.
- 5.13.11. Return unused or outdated tests to the appropriate agency.
- 5.13.12. Receive tests, notify member of receipt, annotate inventory, and store tests in safe.
- 5.13.13. Contact ECI or DANTES to resolve test related issues.
- 5.13.14. Maintain a daily test log.

5.14. PERFORMANCE OF SERVICES DURING CRISIS DECLARED OR SIMULATED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER.

- 5.14.1. Perform services determined to be essential for performance during crisis according to DoDI 3020.26.
- 5.14.2. Support Mobility Processing Lines for real-world and exercise situations for all units serviced by Robins AFB.
 - 5.14.2.1. Verify medical records and ensure required inoculations, wills, and powers of attorney are up-to-date for deploying individuals.

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5.14.2.2. Must be flexible in shifting normal tour of duty, as required, to support 24-hour operations.

5.14.2.3. Must be available and able to report for duty within one hour following recall by Unit Control Center.

SECTION C-6

APPLICABLE PUBLICATIONS AND FORMS

6. General Information. Publications and Forms applicable to this PWS are listed below. Publications have been coded as advisory (A) or mandatory (M). The service provider is required to follow mandatory publications to the extent specified in other sections of this PWS. The service provider shall be guided by those publications coded as advisory to the extent necessary to accomplish the requirements contained in the PWS. DOD, AF, AFMC, and local publications and forms are generally available from appropriate World Wide Web (WWW) servers. The service provider shall obtain publications and forms from WWW servers to the maximum extent possible. The Government will provide publications and forms not available from WWW servers. If required, service providers are authorized distribution of CD-ROM or paper publications.

6.1. Publication Changes. Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract. The service provider shall ensure that all mandatory publication changes are posted and all publications are up-to-date. Upon completion of the contract, the service provider shall return to the Government all issued publications.

6.2. Hierarchy of Publications. The service provider shall accomplish the tasks and references established in this contract provided.

a. If there is a conflict between this contract and the references established therein, this PWS shall have precedence.

b. If there is a conflict between or among two or more references then those coded as mandatory by this contract shall control over those coded as advisory.

c. If there is a conflict between or among two or more references that are issued at the same level of authority then those with a later date of issue shall control over those with earlier dates of issue.

d. Any duty set forth in such reference which shall call for the exercise of nondelegable discretionary governmental authority shall be subject to the final approval of the government official having such authority, notwithstanding that the service provider may be required thereby to perform duties and render advice at a level below such final approval.

e. Further, the service provider shall perform according to all such referenced directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance as they may be from time to time revised, supplemented or amended. Any increase or decrease in cost of performance occasioned by such revisions, supplements, or amendments shall form the basis for an equitable adjustment, subject to negotiation according to the provisions of this contract. The service provider shall immediately implement those revisions, supplements or amendments which will result in no change in contract price. However, prior to implementing any such revision, supplement, or amendment that will result in a change in contract price, the service provider

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shall submit to the ACO/CO a not-to-exceed (NTE) price proposal or a not less than (NLT) credit proposal therefor and obtain the prior approval of the ACO/CO. Said proposals shall be submitted within 30 days from the date the service provider receives notice of the revision, supplement, or amendment giving rise to the change in the cost of performance.

f. It is hereby agreed that failure of the service provider to submit an NTE price proposal within 30 calendar days from the date of receipt of any revision, supplement, or amendment to any referenced directive, regulation, manual, pamphlet, technical order, instruction, or other guidance shall entitle the Government to performance according to such revision, supplement, or amendment at no increase in contract price.

6.3. Publications and Forms. The service provider (not necessarily at each place of performance) shall maintain the following list of publications. NOTE: The service provider may cross-reference publications to an Air Force publication library to which they have access.

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PUBLICATIONS CHART

PUBLICATIONS	TITLE	DATE	CODE
ADS-99-01-CG	Defense Acquisition University Catalog		Mandatory
AFCAT 36-2223	USAF Formal Schools	Jul 97	Advisory
AFH 31-103	Physical Security	Nov 95	Advisory
AFH 31-502	Personnel Security Program	May 96	Advisory
AFH 33-337	The Tongue and Quill	Jun 97	Advisory
AFH 36-2235V1	Information for Designers of Instructional Systems Executive Summary	Nov 93	Advisory
AFH 36-2235V2	Information for Designers of Instructional Systems	Nov 95	Advisory
AFH 36-2235V3	Information for Designers of Instructional Systems Application for Acquisition	Nov 93	Advisory
AFH 36-2235V4	Information for Designers of Instructional Systems Manager's Guide	Feb 94	Advisory
AFH 36-2235V5	Information for Designers of Instructional Systems Interactive Courseware Design Development and Management Guide	Oct 93	Advisory
AFH 36-2235V6	Information for Designers of Instructional Systems Guide to Needs Assessment	Nov 93	Advisory
AFH 36-2235V7	Information for Designers of Instructional Systems Design Guide for Device-Based Aircrew Training	Nov 93	Advisory
AFH 36-2235V8	Information for Designers of Instructional Systems Applications for Aircrew Training	Nov 93	Advisory
AFH 36-2235V9	Information for Designers of Instructional Systems Applications for Technical Training	Nov 93	Advisory
AFH 36-2235V10	Information for Designers of Instructional Systems	Nov 93	Advisory
AFH 36-2235V11	Information for Designers of Instructional Systems Application to Unit Training	Nov 93	Advisory
AFI 10-201	Status of Resources and Training System	Oct 95	Advisory
AFI 10-215	Personnel Support for Contingency Operations (PERSCO)	May 99	Mandatory
AFI 10-402	Mobilization Planning	Jan 97	Advisory
AFI 10-403	Deployment Planning	May 98	Advisory
AFI 10-404	Base Support Planning	Nov 94	Advisory
AFI 10-408	Mobility for Air Force Material Command Support Forces	Apr 94	Mandatory
AFI 10-416	Personnel Readiness and Mobilization	Dec 94	Mandatory
AFI 10-1101	Operations Security (OPSEC) Instructions	Mar 97	Mandatory

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AFI 21-103	Equipment Inventory, Status and Utilization Reporting	Jul 98	Mandatory
AFI 23-111	Management of Government Property in Possession of the Air Force	Feb 96	Mandatory
AFI 25-201	Support Agreement Procedures	Dec 96	Mandatory
AFI 31-209	The Air Force Resource Protection Program	Dec 98	Mandatory
AFI 31-501	Personnel Security Management program	May 94	Mandatory
AFI 31-601	Industrial Security Program Management	Apr 96	Mandatory
AFI 32-2001	The Fire Protection Operations and Fire Prevention Program	Sep 97	Mandatory
AFI 32-4001	Disaster Preparedness Planning and Operations	May 99	Mandatory
AFI 32-4002	Hazardous Material Emergency Planning and Response Compliance	Dec 97	Mandatory
AFI 32-7042	Solid and Hazardous Waste Management	May 94	Mandatory
AFI 33-103	Requirements Development and Processing	Mar 99	Mandatory
AFI 33-110	Data Administration program	Jan 97	Mandatory
AFI 33-111	Telephone Systems Management	Jan 96	Mandatory
AFI 33-112	Computer Systems Management	Dec 97	Mandatory
AFI 33-114	Software Management	Jun 94	Mandatory
AFI 33-115	Networks Management	Jun 98	Mandatory
AFI 33-117	Visual Information Management	Jul 97	Mandatory
AFI 33-204	The C4 Systems Security Awareness, Training, and Education (SAFE) Program	Oct 97	Mandatory
AFI 33-212	Reporting COMSEC Incidents	Oct 97	Mandatory
AFI 35-206	Media Relations	Jun 94	Mandatory
AFI 35-302	USAF Fact Sheets and official Nbiographies Guidance and Procedures, paragraph 10	Jan 96	Mandatory
AFI 36-401	Employee Training & Development	Aug 94	Mandatory
AFI 36-507	Mobilization of the Civilian Work Force	Jul 94	Mandatory
AFI 36-601	Air Force Civilian Career Program Management	Jul 94	Mandatory
AFI 36-602	Civilian Intern Programs	Jul 94	Mandatory
AFI 36-807	Weekly and Daily Scheduling of Work and Holiday Observances	Sep 95	Mandatory
AFI 36-1201	Discrimination Complaints	Jul 94	Mandatory
AFI 36-2005	Appointment in Commissioning Grades and Designation and Assignment in Professional Categories – Reserve of the AF and USAF	May 98	Mandatory
AFI 36-2011	Air Force Reserve Officer Training Corps	Jul 94	Mandatory
AFI 36-2013	Officer Training School and Airman Commissioning Program	Aug 94	Mandatory
AFI 36-2019	Appointment to the United States Air Force Academy	May 94	Mandatory
AFI 36-2021	Air Force Academy Preparatory School	Jul 94	Mandatory
AFI 36-2103	Individual Newcomer Treatment and Orientation (INTRO) Program	Jun 94	Advisory
AFI 36-2107	Active Duty Service Commitments and Specified Period of Time Contracts	Sep 98	Mandatory
AFI 36-2201	Developing, Managing, and Conducting	Apr 97	Mandatory

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	Training		
AFI 36-2238	Self Aid Buddy Care	Sep 96	Mandatory
AFI 36-2245	Managing Career Field Education and Training	Jun 95	Advisory
AFI 36-2247	Planning, Conducting, Administering, and Evaluating Training	Oct 97	Advisory
AFI 36-2301	Professional Military Education	Jul 94	Mandatory
AFI 36-2302	Professional Development	Aug 94	Mandatory
AFI 36-2304	Community College of the Air Force	May 94	Mandatory
AFI 36-2305	Educational Classification & Coding Procedures	Nov 97	Mandatory
AFI 36-2306	The Education Services Program	May 96	Mandatory
AFI 36-2604	Service Date and Dates of Rank	May 94	Mandatory
AFI 36-2605	Air Force Military Personnel Testing System	Jun 94	Mandatory
AFI 37-131	Freedom of Information Act Program	Feb 95	Mandatory
AFI 37-132	Air Force Privacy Act Program	Mar 94	Mandatory
AFI 37-138	Records Disposition—Procedures and Responsibilities	Mar 94	Mandatory
AFI 38-205	Manpower and Quality Readiness and Contingency Management	Apr 99	Advisory
AFI 38-401	The Air Force innovative Development Through Awareness (IDEA) Program	Oct 97	Mandatory
AFI 63-504	Quality Assurance Evaluator Program	Apr 96	Mandatory
AFI 65-103	Temporary Duty Orders	Sep 97	Mandatory
AFI 65-601V1	Budget Guidance and Procedures	Oct 94	Mandatory
AFI 90-201	Inspector General Activities	Feb 97	Mandatory
AFI 91-202	The U.S. Air Force Mishap Prevention Program	Aug 98	Mandatory
AFI 91-204	Safety Investigations and Reports	Feb 98	Mandatory
AFI 91-207	The U.S. Air Force Traffic Safety Program	Oct 95	Mandatory
AFI 91-301	Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program	Jun 96	Mandatory
AFI 91-302	Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Standards	Apr 94	Mandatory
AFIND-2	Numerical Index of Standard and Recurring Air Force Publications	Feb 99	Advisory
AFIND-5	Numerical Index of Specialized Information protection Publications	Jan 99	Advisory
AFIND-8	Numerical Index of Specialized Education/Training Publications	Nov 98	Advisory
AFIND-9	Numerical Index of Departmental Forms	Jan 99	Advisory
AFIND-17	Index of Air Force Occupational, Safety and Health (AFOSH) Standards, Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications	Dec 98	Advisory

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AFJI 16-105	Joint Security Assistance Training		Mandatory
AFMAN 10-401, Vol 1	Operation Plan and Concept Plan Development and Implementation	May 98	Mandatory
AFMAN 36-2234	Instructional System Development	Nov 93	Mandatory
AFMAN 37-139	Records Disposition Schedule	Mar 96	Advisory
AFMAN 23-110	USAF Supply Manual	Apr 99	Mandatory
AFMAN 23-220	Reports of Survey for Air Force Property	Apr 99	Mandatory
AFMAN 36-606, Vol 1	AF Civilian Career Program Management	Jul 95	Advisory
AFMAN 36-606, Vol 2	AF Civilian Career Planning	Dec 95	Advisory
AFMAN 36-2105	Officer Classification	Oct 98	Advisory
AFMAN 36-2108	Airman Classification	Feb 98	Advisory
AFMAN 36-2234	Instruction System Development	Nov 93	Advisory
AFMAN 36-2236	Guidebook for Air Force Instructors	Sep 94	Advisory
AFMAN 36-2245	Managing Career Field Education and Training	Jun 95	Advisory
AFMAN 36-2622V5	Personnel Concepts III (Civilian) End User Manual	Mar 97	Advisory
AFMAN 37-123	Management of Records	Aug 94	Mandatory
AFMAN 37-126	Preparing Official Communications	Feb 95	Advisory
AFMAN 37-127	Air Force Standard office Symbols	Nov 94	Advisory
AFMAN 37-139	Records Disposition Schedule	Mar 96	Advisory
AFMAN 64-108	Service Contracts	Nov 94	Mandatory
AFMCI 21-108	Organic Depot Maintenance Quality Assurance and Production Acceptance Certification	Feb 98	Mandatory
AFMCI 23-102	Purchase Request (PR) Operations	Oct 94	Mandatory
AFMCI 36-201	Education and Training Process Guide	Jul 94	Advisory
AFMCI 37-102	Transmission of Information via the Internet	Mar 96	Advisory
AFMCIND 2	Numerical Index of AFMC Publications	Oct 98	Advisory
AFMCIND 9	Numerical Index of Forms	Oct 98	Advisory
AFMCPD 36-2	Education and Training	Jun 94	Advisory
AFMCPD 37-1	Internet Policy	Feb 96	Advisory
AFCSM 36-699, Vol VI	Personnel Concept III/Personnel System Management (PSM) User Manual	Jul 98	Mandatory
AFOSH 91-25	Confined Spaces	Feb 98	Mandatory
AFP 30-41	Staff Assessment Visitor Guide	May 86	Advisory
AFPAM 32-1004, Vol 3	Working in the Operations Flight Maintenance Facility		Mandatory
AFPAM 36-2308	CCAF Make Your Air Force Traing Pay OFF for the Rest of Your Life		Advisory
AFPAM 36-2620	Air Force Military Personnel Testing Procedures	Aug 96	Advisory

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AFPAM 36-2705	Discrimination and Sexual Harassment	Feb 95	Advisory
AFPAM 91-210	Contract Safety	Feb 94	Advisory
AFPD 23-3	Energy Management	Sep 93	Advisory
AFPD 31-1	Physical Security	Aug 95	Advisory
AFPD 31-4	Information Security	Sep 98	Advisory
AFPD 33-1	C4 Systems Security	Sep 93	Mandatory
AFP 50-11	Guide for Management of AF Training Systems		Advisory
AFPD 10-2	Readiness	Mar 97	Advisory
AFPD 36-4	Air Force Civilian Training and Education	Jul 94	Advisory
AFPD 36-23	Military Education	Sep 93	Advisory
AFPD 91-2	Safety Programs	Aug 97	Advisory
AFPD 91-3	Occupational Safety and Health	Sep 93	Advisory
AFSSI 5013	Password Management	Mar 93	Mandatory
AFSSI 5024, Vol I	The Certification and Accreditation Process		Mandatory
AFSSI 5024, Vol II	The Certifying Official's Handbook		Mandatory
AFR 4-20	Disposition of Air Force Records, Table 215-3(d)	May 92	Advisory
DFARS 252.223-7004	Drug-Free Work Force	Jan 97	Mandatory
DODI 1322.8	Voluntary Education Programs for Military Personnel	Jan 97	Mandatory
DOD 1322.8-H	DANTES Examination Handbook (DEPH)		
DOD 1322.10	Policies on Graduate Education for Military Officers	Jun 95	Mandatory
DOD 1322.16	Montgomery GI Bill Program	May 94	Mandatory
DOD Instruction 1322.25	Voluntary Education Programs	Feb 97	
DODD 2140.5	The Defense Institute for Security Assistance Management (DISAM)	Jun 93	Mandatory
DODI 4000.19	Interservice, Interdepartmental and Interagency Support	Aug 95	Mandatory
DOD 4161.2_M	DoD Manual for the Performance of Contract Property Administration		Mandatory
DODM 4524.8	Official Mail Manual	Apr 94	Mandatory
DOD 5000.52	Defense Acquisition Education, Training, and Career Development Program	Oct 91	Mandatory
DOD 5000.52M	Acquisition Career Development Program	Nov 95	Mandatory
DOD 5000.7-R	Joint Ethics Regulation	Aug 93	Advisory
DODR 5400.7	DOD Freedom of Information Act Program	Sep 97	Mandatory
DOD 5525.4	Enforcement of State Traffic Laws on DOD Installations	Nov 81	Mandatory
DODD 5525.5	DOD Cooperation with Civilian Law	Jan 86	Mandatory

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	Enforcement Officials		
FAR 45.6	Reporting, Redistribution, and Disposal of Contractor Inventory		Mandatory
FAR 52.223-6	Drug-Free Work Force	Jan 97	Mandatory
FAR 52.245-2	Government Property (Fixed Price Contracts)		Mandatory
FAR 52-246-4	Inspection of Service – Fixed Price Contracts)	Aug 96	Mandatory
JFTRV1	Joint Federal Travel Regulation	Jul 96	Mandatory
JTRV2	Joint Travel Regulation	Jan 96	Mandatory
MIL-STD-202	Solderability Test Requirements	Apr 86	Mandatory
MIL-STD-2000	Standard Requirements for Soldering Electrical and Electronic Assemblies	Jan 89	Mandatory
RAFBI Sup 32-2001	RAFB Fire Prevention Program		Advisory
Title 10, U.S.C., Sec. 9315	Community College of the Air Force: Associate Degrees	Dec 80	Mandatory
Title 10, U.S.C., Sec. 406d & 663	Education	Dec 91	Mandatory
USAF TO 00-25-234	General Shop Practices Concerning ESD	Aug 88	Mandatory
USAF TO 00-25-259	General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment		Mandatory
US OPM Man (X-118)	United States Office of Personnel Management Operating Manual for Qualifications Standards for General Schedule Positions	Aug 94	Mandatory
WR-ALC/RAFB Reg 800-25	Electrostatic Discharge Control		Mandatory
78ABW/CC OI 91-401	Accident Prevention Program		Advisory
MISCELLANEOUS GUIDES			
	Acquisition Professional Development Program Guide		Advisory
	AFROTC and AECP Application Guide		Advisory
	American Council on Education Guide (ACE) to Educational Experiences in the Armed Forces		Advisory
	American Council on Education Guide to Accredited Colleges		Advisory
	Peterson's Guide to Vocational Schools		Advisory
	Peterson's Guide to 2 and 4 year Colleges		Advisory

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	AFROTC Commissioning Guide		Advisory
	OTS Commissioning Guide		Advisory
	Air Force Institute of Technology Guide & Catalog		Advisory
	AECP Guidelines		Advisory
	78 ABW Administrative Guide		Advisory
	CCAF Guidelines		Advisory
MISCELLANEOUS HANDBOOKS			
	Air Force Acquisition Training Office, AFATO Procedures Handbook for Obtaining & Using TDY Funds for DAU Classes		Advisory
	Occupational Outlook Handbook		Advisory
	College Level Examination Program (CLEP) Handbook		Advisory
	DANTES External Degree Program Handbook		Advisory
	CCAF Handbook		Advisory
	Alternate Teachers Certification Handbook		Advisory
MISCELLANEOUS CATALOGS			
	Air Force Institute of Technology Catalog		Advisory
	Service Members Opportunity Colleges Catalog		Advisory
	DANTES Independent Study Catalog		Advisory
	CCAF Catalogs - 84-86, 87-88, 89-90, 91-92, 93-94, 95-98, and 99-01		Advisory
MISCELLANEOUS MANUALS			
	DFAS Time and Attendance User's Manual		Advisory
	DFAS CSR's Manual		Advisory

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NUMBER	TITLE
AETC Form 1422	Evaluation of Applicants for Rated Duty
AF Form 9	Request for Purchase
AF Form 56	Application for Training Leading to a Commission in the United States Air Force
AF Form 63	Officer/Airman Active Duty Service Commitment Counseling Statement
AF Form 80	Files Maintenance and Disposition Plan
AF Form 82	Files Disposition Control Label
AF Form 85	Inventory Adjustment Voucher
AF Form 118	Refund of Military Tuition Assistance Education Services Program
AF Form 126	Custodian Request Log
AF Form 162	Suggestion Evaluation and Transmittal
AF Form 186	Individual Record – Education Services Program
AF Form 198	Report of Survey for Air Force Property
AF Form 204	Permissive TDY Request – Operation Bootstrap
AF Form 215	Officer Application for Training
AF Form 330	Record Transmittal Request
AF Form 332	Base Civil Engineer Work Request
AF Form 387	Identification Credential
AF Form 406	Miscellaneous Obligation/Reimbursement Document
AF Form 428	Request for Overtime, Holiday Premium Pay, and Compensatory Time
AF Form 451	Request for Packaging Service
AF Form 458	Statement of Tour of Duty
AF Form 601	Equipment Action Request
AF Form 614	Charge Out Record
AF Form 616	Fund Cite Authorization
AF Form 623	Individual Training Record
AF Form 623a	On-the-Job Training Record (Continuation Sheet)
AF Form 635	USAF Fraud, Waste and Abuse Disclosure
AF Form 649	Verification of Long Distance Telephone Call
AF Form 673	Request to Issue Publication
AF Form 714	Customer Complaint Record
AF Form 771	Privacy Act Compliance
AF Form 813	Request for Environmental Assessment
AF Form 833	Visual Information Request
AF Form 968	Community College of the AF Action Request
AF Form 1000	IDEA Submission/Application
Af Form 1000-1	IDEA Evaluation and Transmittal
AF Form 1007	Education Services Program Report
AF Form 1020	Grade Point Average (GPA) Worksheet
AF Form 1033	Academic Education Data
AF Form 1072	Authorized Long Distance Telephone Calls

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AF Form 1109	Visitor Register Log
AF Form 1145	Evaluation of Commissioning Applicant
AF Form 1151	Training Attendance and Rating
AF Form 1227	Authority for Tuition Assistance – Education Services Program
AF Form 1297	Temporary Issue Receipt
AF Form 1320	Training Chart
AF Form 1320A	Training Chart Continuation
AF Form 1378 (WR-ALC Overprint)	Civilian Personnel Position Description
AF Form 1768	Staff Summary Sheet
AF Form 1820	Request/Justification or Special Authorization
AF Form 1846	Request for and Record of Customer Account Representative (CAR) Designation
AF Form 1945	Personnel System Exception Report
AF Form 2005	Issue/Turn-in Request
AF Form 2030	USAF Drug and Alcohol Abuse Certificate
AF Form 2099	Request for CCAF Transcripts
AF Form 2420	Quality Assurance Inspection Summary
AF Form 2432	Key Issue Log
AF Form 2519	All Purpose Checklist
AF Form 2583	Request for Personnel Security Action
AF Form 2586	Unescorted Entry Authorization Certificate
AF Form 3033	Certificate of Appreciation
AF Forms 3126, 3127, 3131, 3134, 3135, 3136, 3137, 3139, 3140, 3143, 3145 & 3153	General Purpose Forms
AF Form 3215	C4 Systems Requirements Document
AF Form 3227	Privacy Act Information Cover Sheet
AFMC Form 852	Plan of Instruction (POI)
AFMC Form 853	Course Chart
AFPRT Form 73	Test Question Answer Sheet
AFROTC Form 20	Application for AFROTC Membership
AFROTC Form 35	Certification of Involvement with Law Authorities
AFROTC Form 48	Academic Plan
AFROTC Form 117	Financial Statement
DANTES Form 1562/31	DANTES Distance Learning Program for Service Members
DD Form 139	Pay Adjustment Authorization
DD Form 200	Financial Liability Investigation of Property Loss
DD Form 295	Application for the Evaluation of Learning Experiences During Military Service

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DD Form 448	Military Interdepartmental Purchase Request
DD Form 785	Record of Disenrollment for Officer Candidate – Type Training
DD Form 843	Requisition for Printing and Binding Service
DD Form 1131	Cash Collection Voucher
DD Form 1150	Request for Issue or Turn-In
DD Form 1155	Order for Supplies or Services
DD Form 1342	DoD Property Record
DD Form 1351-2	Travel Voucher or Sub-Voucher
DD Form 1348-6	Requisition System Document
DD Form 1556	Request, Authorization, Agreement, Certification of Training, and Reimbursement
DD Form 1556-1	Request, Authorization, Agreement, Certification of Training, and Reimbursement (Cutsheet Format – Abbreviated)
DD Form 1610	Request and Authorization for TDY Travel of DOD personnel
DD Form 2056	Telephone Monitoring Notification Decal
DD Form 2366	Montgomery GI Bill Act of 1984
DISA Form 43	System Access Request
DPE	Classroom Critiques
DPE	No-Show Reports
DPE	Student Information Report
DPE	Cover Sheet for Routing to Supervisor
DPE	Class Roster
DPE	Follow-on Course Critiques (Student & Supervisor)
DPEE Form	Transcript Request
DPEE Form	US Air Force Reserve/GA ANG Active Duty Commitment Form
ECI Form 17	Corrected or Latest Enrollment DATA
ECI Form 23	ECI Enrollment
ECI Form 63	Requisition and Invoice/Shipping Document
MAFB 53	Air War College Associate Seminar Correspondence Program Application
MAFB 117	Air Command and Staff College Distance Learning Request
OF Form 27	2-Way Memo
PS Form 3800	Request for Certified Mail
PS Form 3811	Domestic Return Receipt
Standard Form-52	Request for Personnel Action
Standard Form 65B	U.S. Government Messenger Envelope
Standard Form 71	Application for Leave
Standard Form 364	Report of Discrepancy
Standard Form 701	Activity Security Check List
Standard Form 1049	Public Voucher for Refund

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Standard Form 1164	Claim for Reimbursement for Expenditures on Official Business
VA Form 4-5281	Application for Refund of Educational Contribution
VA Form 21-686c	Declaration of Status of Dependents
VA Form 22-1990	Application for Education Benefits
VA Form 23-8800	Request for Veterans Administration Forms and Publications
VA Form 28-1900	Disabled Veterans Application for Vocational Rehabilitation
VA Form 28-1995	Request for Change of Program or Place of Training

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TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY (PRS)

1. PERFORMANCE REQUIREMENTS SUMMARY. The purpose of this Technical Exhibit is to define performance evaluation and payment procedures. The PRS charts and AF Forms 713 are located at the end of this exhibit:

1.1 List the PWS requirements (column 1) that the government will surveil. The absence of any contract requirement from the PRS shall not detract from its enforceability nor limit the rights or remedies of the government under any other provision of the contract, including the clauses entitled "Inspection of Services" and "Default."

1.2 Define the standard of performance for each listed service (column 2).

1.3 Set forth the maximum allowable deviation from standard performance for that service PR (column 3), that may occur before the government will invoke the payment computation formula, resulting in a payment of less than 100 percent of the maximum payment for the listed service.

1.4 Define the lot used as the basis for surveillance or for payment computation purposes (column 3).

1.5 Set forth the surveillance methods the government will use to evaluate the service provider's performance in meeting contract standards for the listed tasks (column 4).

1.6 Set forth the percentage of the contract price that each listed contract requirement represents, only if the surveillance method is either 100-percent inspection or random sampling (column 5).

(Note: AFMAN 64-108/AFMC Supplement 1, paragraph 3.3.7.1, requires the inclusion of service provider quality control in the PRS.)

2. GOVERNMENT QUALITY ASSURANCE. Service provider performance will be compared to the contract standards and PRS. The government may use a variety of surveillance methods to evaluate the service provider's performance to determine if it meets the contract standards. Only one method will be used at a time to evaluate a listed service during an inspection period for payment computation purposes. The methods of surveillance that may be used are:

2.1 Random sampling of recurring service outputs using IQL indexed sampling plans.

2.2 One hundred percent surveillance of the output items.

2.3 Periodic surveillance of processes and output items (daily, weekly, monthly, quarterly, semiannually, or annually) as determined necessary to assure a sufficient evaluation of service provider performance.

2.4 Customer Complaints.

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3. PERFORMANCE EVALUATION. Performance of a service will be evaluated to determine whether or not it meets the performance requirements of the contract. When the performance requirement is exceeded, the ACO/CO will issue a CDR to the service provider. Upon evaluation of the service provider's response to a CDR for tasks surveilled by random sampling or 100 percent inspection, the service provider's payment for the month in which the performance in question occurred will be calculated as stated in paragraph 4. The service provider shall respond to the CDR by completing blocks 9 and 10 of the form and returning it to the ACO/CO within 15 calendar days of receipt. In the case of CDRs issued as the result of other methods of surveillance, the ACO/CO shall take appropriate measures according to the clause entitled "Inspection of Services".

3.1. During the first two months of the operational performance period (not option periods), a larger error rate or performance requirements may be allowed for some areas to recognize normal phase-in and transitional problems. This does not apply when contract award is to an incumbent service provider.

4. SERVICE PROVIDER PAYMENT:

4.1 For performance of a service that does not exceed the performance requirement, the service provider shall be paid the percentage of the monthly contract line item price indicated in column 5 of the attached PRS charts for that service.

4.2 If performance of a service exceeds the performance requirement for services inspected by random sampling or 100 percent inspection, the government will calculate payment as follows:

4.2.1 The maximum contract payment per month for all services is multiplied by the maximum payment percentage for the specific service to determine the maximum payment for acceptable service. This payment is multiplied by the percentage of the sample found acceptable to determine the percentage of the contract price that the service provider will be paid for the specific service. The total number of defectives found, not just those in excess of the reject level, are used to determine the percentage of the sample found unacceptable. The percentage of the sample found unacceptable subtracted from 100 percent determines the percentage of the lot found acceptable.

4.2.2 For those services that are performed less frequently than monthly, the payment computation will be determined for the entire surveillance period and will be based upon the total maximum payment available for the entire surveillance period.

4.2.3 Any deductions from payment shall be taken from the payment for the month in which the ACO/CO makes the determination that deduction is appropriate regardless of the period in which the performance occurred.

5. EXAMPLE OF PAYMENT COMPUTATION:

5.1 For services surveilled by random sampling:

5.1.1 Assume a performance requirement of 3, a corresponding sample size of 25 from Technical Exhibit 7, a lot size of 500 units, and that 10 defectives were found by the QAE. The payment computation would be as follows:

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(1) Maximum contract line item payment per month	\$10,000
(2) Maximum payment percentage for the service (Column 5, PRS)	x 5%
(3) Maximum payment for acceptable services	\$500
(4) Percentage of sample found unacceptable (10/25, or defectives divided by sample size times 100)	40%
(5) Percentage of sample found acceptable (100% - Line 5)	60%
(6) Payment for percentage of acceptable services	\$300 (Line 3 times Line 5)

The taking of deductions shall not be deemed to waive or limit any right of the government under the clause entitled "Default."

performance requirements summary

REQUIRED SERVICE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQUIRMENT (AQL)	METRIC SURVEILLANCE
S-1 Respond to changing requirements para. 5.1.2	Action is taken to respond to identified requirements changes	PR=5 Lot size is number of Product Directorate level organizations and hosted units supported quarterly	Customer Compliance
S-2 Develop, maintain, and analyze metrics para. 5.1.17	Metrics shall measure service provider performance and be auditable	PR=1 Lot size is number of Metric charts prepared monthly (AVG 7/Month))	100% In
S-3 Suspense Tracking para. 5.1.9	Maintain a suspense tracking system and ensure that all actions are completed and responses meet established suspense dates IAW AFM 37-139 and AFI 37-138	PR=5 Lot size is number of suspenses maintained per Quarter	Quarterly 100% In
S-4 Files Maintenance para. 5.1.11	Requirements of Files Maintenance and Disposition Plans Completed IAW AFI 37-138	PR=1 Lot size is number of Files and Disposition Plans reviewed and updated annually (AVG 6/annually)	Annually 100% In
S-5 Funds Execution Management para. 5.2.3	Track actual expenditures against budgeted allocation IAW AFI 36-401 and AFI 36-2306	PR=3 Lot size is number of expenditure actions completed per quarter (AVG 2700/Quarter)	Quarterly Random
S-6 Report on costs on weekly basis para. 5.2.4	Costs reported to the FAC are 99% accurate	PR=1% Lot size is number of weekly reports presented to FAC (AVG 52/year)	Periodic Inspection
S-7 Military and Civilian Invoice Certification para.5.2.6	Reconciled invoices processed for certification within 10 work days of receipt or the timeliness specified in contracts and MOUs	PR=2 Lot size is number of invoices certified quarterly (AVG 240 /quarter)	Quarterly Random
S-8 Provide prompt and courteous customer service para. 5.3, 5.3.1	Customer requests handled in a prompt and courteous manner and urgent calls immediately mitigated within 2 hours	PR=5 Lot size is number of customer visits monthly (AVG 1200/month)	Customer Compliance
S-9 Provide accurate and timely customer service para. 5.3, 5.3.1, 5.3.4	Timely and accurate information provided to customers on all services provided and programs administered	PR=5 Lot size is number of customer visits monthly (AVG 1200/month)	Customer Compliance

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performance requirements summary

REQUIRED SERVICE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQUIRMENT (AQL)	METRIC SURVEILLANCE
S-10 Provide referral customer service para. 5.3, 5.3.2	Appropriate referrals based on the needs of the customer	PR=5 Lot size is number of customer visits monthly (AVG 1200/month)	Customer Complaint
S-11 Assessment and counseling para. 5.4	Military and Civilian personnel provided counseling IAW AFI 36-2306 and AFI 36-401	PR=5 Lot size is number of personnel counseled monthly (AVG 1100/month)	Customer Complaint
S-12 Manage Education and Training Data para. 5.5.4, 5.1.5	Appropriate databases were maintained, errors identified, corrected, and reports run IAW AFI 33-112 and AFI 33-115	PR= 5 Lot size is number of database entries per month	Monthly Random
S-13 Monitor and update all education and training transactions automated personnel data system 5.3	PDS transactions reviewed daily and corrections made within 3 working days of receipt	PR= 5 Lot size is number PDS TRs received per quarter	Periodic
S-14 Conduct academic instruction para.5.6, 5.6.1	Local and on-site courses provided that meet identified requirements	PR= 5 Lot size is number of classes taught per quarter	Quarterly Random
S-15 Qualified instructors with subject matter expertise for courses taught para. 5.6.2, 5.6.3	Qualified and effective instructors	PR=5 Lot size is number of functional courses taught each quarter	Periodic
S-16 Instructor Evaluations para. 5.6.17, 5.6.16	Course critiques for every course taught and quarterly evaluation of instructors	PR=5 Lot size is number of evaluations performed quarterly	Periodic Customer Complaint
S-17 Course Evaluations para. 5.6.18	Critiques were reviewed and courses modified as appropriate IAW directions provided by the FAC.	PR=5 Lot size is number of evaluations conducted quarterly	Random Quarterly
S-18 Conduct PAC and SSQ courses and Testing para 5.7	95% pass rate on Performance Demonstration following training and testing	PR=5% Lot size is number of students attending PAC/SSQ courses and testing quarterly (AVG 1200/month)	Quarterly Random

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performance requirements summary

REQUIRED SERVICE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQUIRMENT (AQL)	METRIC SURVEILLANCE
S-19 Administer APDP Program para. 5.8	Training scheduled that meets certification requirements IAW DoD 5000.52M	PR=2 Lot size is number of APDP priority one requirements per course per quarter (AVG 125/quarter)	Quarterly 100% In
S-20 Develop annual installation training plan para. 5.9, 5.9.1	Annual Installation Training Plan is current and captures training requirements	PR=0 Lot size is Installation Training Plan (AVG 1/year)	Annually 100% In
S-21 Schedule and conduct unit training staff assistance visits para. 5.10.1.2	SAVs conducted for each unit every 18 months	PR=1 Lot size is average number of organization with enlisted personnel in upgrade training (AVG 30/year)	Annually Random
S-22 Conduct Training manager meetings para. 5.10.10	Base Training Meetings conducted quarterly	PR=1 Lot size is number of training manager meeting conducted annually (AVG 4 year)	Annual 100% In
S-23 Serve as installation point of contact for Air Force Occupational Survey Program para. 5.10.8	Surveys received and distributed using established suspense dates	PR=1 Lot size is average number of surveys received each quarter.	Periodic
S-24 Administer Education Services Programs para. 5.11	All programs administered IAW AFI 36-2306 and professional counseling and timely assistance provided to customers on all programs	PR=3 Lot size is average number of education office customers per month. (AVG 800/month)	Customer Complaint
S-25 Military Tuition Assistance (TA) para. 5.11.6	Will perform military tuition assistance IAW AFI 36-2306	PR=5 Lot size is number of TA forms processed per quarter (AVG 750/quarter)	Quarterly Random
S-26 Provide and Maintain DL Courseware inventory para. 5.12.1	Materials in DL Library inventoried, properly secured, and current	PR=3 Lot size is number of Distance Learning courses on hand locally per quarter. (AVG 168/month)	Quarterly Random
S-27 Secure testing products and be accountable all times for inventories. para. 5.13.4	No loss or compromise of testing materials due to service provider action or inaction	PR=0 Lot size is average number of tests on hand each month. (AVG 308/month)	Periodic

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performance requirements summary

REQUIRED SERVICE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQUIRMENT (AQL)	METRIC SURVEILLANCE
S-28 Schedule testing sessions based on customer demand para. 5.13.3	Testing schedules that meet the needs of customers	PR=5 Lot size is average number of individuals testing per quarter (AVG 1026/quarter)	Customer Complaint
S-29 Administer DANTES and ECI test centers para. 5.13.1	DANTES Test Center administered IAW DEPH and ECI Test Center Administered IAW ECI Catalog	PR=0 Lot size is number of tests administered per quarter (AVG /month)	Quarterly 100% In
S-30 Communicate with unit training managers regarding disposition and control of mandatory course examinations para. 5.13	UTMs notified of receipt of mandatory CDC course examinations within 3 working days	PR= 3 Lot size is number of mandatory CDC tests received per quarter	Quarterly Random
S-31 Perform Services During Crisis Situations para.5.14	Timely performance of tasks that satisfies the customer	PR=0 Lot size is number of mobility lines supported per quarter (AVG 3/quarter)	Customer Complaint

AF FORM 713

FOR OFFICIAL USE ONLY**TECHNICAL EXHIBIT 2****WORKLOAD**

General Information. This appendix reflects the actual year 1998 workload for the operation of the services covered in the Performance Work Statement (PWS). Included in this workload analysis is the service area where the work is actually performed, the type of activity performed, the actual workload for the year 1998, and particular notes/comments about the various service area activities. For the year 2001 (first year of contract), workload may be greater than or less than the year 1998.

Service Area	Activity	Year	Workload	Notes
Management and Administration	Maintain Suspense Log	1998	43	Number of non-routine suspenses received and logged into the Education and Training Flight
		2001	Estimate 50	
	Administer Education Needs Survey	Every 3 years	Approximately 5,000 surveys distributed and tallied	Triennial needs assessment administered on random sample basis to military and civilian population
	Administer Organic Training Needs Survey	1998	All civilian & military personnel	Annual data call through functional training managers and monitors in serviced organization for all military and civilian personnel requirements
		2001		
	Administer Special Training Needs Surveys	As needed	Various	Includes special, unprogrammed needs assessments as directed by higher headquarters
	Administer Centrally Funded Training Needs Surveys	1998	All Civilian Personnel	Includes all externally funded training requirements for courses such as those provided by AFIT, AETC, Civilian Career Programs, Etc.
		2001		
	Administer Locally Funded Training Needs Surveys	1998	All Civilian Personnel	Annual Survey - Includes all Civilian Education and Training activities to be funded from Local Training Budgets
		2001		
Prepare for and conduct management reviews	1998	12	Monthly preparation of Business Performance Indicators (BPI) reports and briefing	
	2001			
Administer and analyze Customer Satisfaction Surveys	1998	Approx 12,600/Yr (1,050/Mo) (Post Course Student & Supervisor – ~ 350/Mo; and ~700 End of Course/Mo)	Multiple survey instruments administered on Organic courses 4 hours or greater in length. F requency, S ample S ize, and T arget P opulation varies [i.e., End-Of-Course Critiques: F(continuously), SS/TP(100% of students in attendance); Director/Commander Satisfaction Survey: F(semiannually), SS/TP(100% of Directors & Commanders serviced); Post-Course Follow-On Assessments: F(continuously), SS/TP(approximately 25% of the students in attendance), SS/TP (approximately 25% of the first-level supervisors of students in attendance)] Analyses reported quarterly or semiannually.	

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		2001	To be determined	Driven by Quality Assurance Metrics as determined by Service Provider
	Administer classroom reservation scheduling	1998	Approx 4,500/Yr	Customer requests for classroom reservations. Includes initial requests and any subsequent changes. See page TE-2-23 for reservations matrix.
		2001	Anticipate 15% increase	
Management and Administration	Computer Systems and Associated Equipment Inventory	1998	2	Includes visual inspections, accounting, and reporting on approximately 700 pieces of equipment and its associated software and IP addresses
		2001	2	Pieces of equipment will vary as new systems are added and old ones turned in.
	Computer Systems and Associated Equipment Repair Requests	1998	55	Includes only calls to SC HELP desk for computer repairs that cannot be supported by the organization's computer support person
		2001	120	
Financial Management	Financial Plans generated and submitted	1998	2	Includes assimilation of data, analysis, and submission of Plans for (1) Military Education Programs, and (2) O&M Budget for Education and Training Flight
		2001		
	Administer FY Military TA Budget	1998	1	Annual Budget of \$468,000
		2001		Budget expected to increase to at least \$575,000
	Administer FY Local Training Budget	1998	1	Annual Budget of Acquisition - \$84,000 and Non-Acquisition - \$310,400 (This figure included requests for additional monies). Note: We had DAU funds in FY98, but they are now being managed by Randolph AFB TX.
		2001		Budget expected to increase approximately 10-15% for FY01. Acquisition - \$96,600 and Non-Acquisition - \$356,960.
	Military Tuition Assistance Requests	1998	2,594	Receiving, reviewing, processing, and distributing AF Form 1227
		2001		
	Civilian Tuition Assistance Requests	1998	382	Receiving, reviewing, processing, and distributing DD Form 1556 for college courses
		2001		
	Invoices processed and certified	1998	Ed – 241 Tng – 766	Includes receipt of invoices from schools and vendors, validating billing accuracy, troubleshooting problems, and preparing invoices for certification of payment by government authority. Training – This number included invoices for organization funds as well as ours.
	Purchase Requests processed	1998	32	Includes gathering of data for purchase of equipment, preparation of AF Form 9 for signature.
		2001		
Review and validate IMPACT card statements	1999	48	Includes IMPAC cards used for purchasing supplies, equipment, Tuition Assistance, and Training Tuition for programs operated by the Education and Training Flight	

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		2001	108	Increase in number of IMPAC cards
Customer Service	Customer Base	1998	Military - 4,936 Civilian - 9,898	Includes Military and Civilian personnel assigned to Robins AFB Georgia and supported Geographically Separated Units (GSUs)
		2001	Estimated Military - 5,300 Civilian - 10,500	Population projected to increase slightly with closure of other installations and movement of workloads.
Customer Service	Education Office Visitors	1998	9,708	Includes walk-ins (app. 15 minutes each customer), counseling appointments (app. 30 minutes each customer) and some requests for tuition assistance (app. 15 minutes each). Does not include fax, e-mail, telephone requests or testing.
		2001	10,500	Estimated population increase.
Assessments and Counseling	CCAF Counseling Sessions	1998	3,432	Includes individual initial and follow-up sessions of approximately 30 minutes duration.
		2001	3,750	Requirements projected to increase with additional population.
	General Education Counseling Sessions	1998	3,140	Data is for military personnel. Includes general academic counseling sessions, Commissioning Programs counseling, Bootstrap program counseling, Educational deferments, and PME Seminar programs counseling.
		2001	3,500	Counseling sessions projected to increase with additional population.
Manage Education and Training Data	Number of Individual Education Records Updated	1998	7,987	Includes data input for course enrollments, grade posting, reimbursement actions, incomplete grades, waiver actions, educational level updates, and ECI enrollments for military personnel
		2001	9,500	Increase of projected for additional population
	Number of Individual Training Records Updated	1998	140,910	<p>TMS = 861 Line Numbers received/processed for FY98. Assume 3 entries for each. (861 X 3 = 2583 entries)</p> <p>CONTRACT = 3105 individual contract completions. Includes college courses through civilian TAP. Assume 5 entries for each. (3105 X 5 = 15525 entries)</p> <p>ORGANIC = 23667 individual organic completions. Assume 5 entries for each. (23667 X 5 = 118335 entries)</p> <p>APDP/DAU = 499 APDP/DAU completions. Assume 4 entries for each. (499 X 5 = 2495 entries)</p> <p>OTHER GOV'T/CAREER PROGRAM =</p>

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			Approximately 493 individual slots received. Assume 4 entries for each. (493 X 4 = 1972 entries)	
	2001			
Establish & Maintain local user accounts	1998	3/Day	Note: System user base is all RAFB supervisors and training monitors, and DPE personnel. Customer base is all civilian and military personnel serviced by RAFB. User and Customer bases may increase slightly for 2001.	
	2001	TBD		
Input New Courses	1998	5/Day		
	2001	TBD		
Manage Education and Training Data	Troubleshoot User Problems	1998	Continually	
		2001	TBD	
	Produce training hours report for LG. Produce APDP reports.	1998	3/Quarter	
		2001		
	Monitor, distribute, and assist in resolution of systems rejects.	1998	5/Week	
		2001		
	Assist and counsel/train customers in data retrieval techniques and development of system interrogations/inquiries	1998	1/Qtr	
		2001	2/QTR	
	Establish "Off-the-shelf" reports for use by quality officials and systems users	1998	1/Mo	
		2001		
Functional Training (excludes PAC/SSQ & Distance Learning)	Number of Courses	1998	102	Rollup count of individual courses
		2001	154	See pages TE-2-8 through TE-2-17 for detailed listing of courses
	Number of Students Trained	1998	8,433	Summary of head count for all classes
		2001	19,616	See pages TE-2-8 through TE-2-17
	Total Number of Instructional Hours Provided	1998	7,620	Classes (taught) multiplied by course hours
		2001	12,721	
	Number of Courses Facilitated	1998	49	
		2001	39	
	Instructional Hours Facilitated	1998	1,833	Classes multiplied by course hours
		2001	2,398	
	Number of Classes Taught	1998	812	See pages TE-2-8 through TE-2-17
		2001	2193	
	Course Development	1998	5	Modification of existing courseware Estimate of courseware modification requirements: - 11 Aircraft PAC/SSQ courses for weapons systems maintained by WR-ALC. Number of
		2001	16	

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				development hours involved to be determined. - 4 Avionics troubleshooting training courses. 600 hours development work estimated. - Computer courses. ETMS data downloading using Microsoft Office application software. 40 hours estimated development time. - Microsoft Office Courses – 140 hours
PAC/SSQ Training/Tests	Number of Courses	1998	38	See pages TE-2-8 through TE 2-17
		2001	38	
	Number of Classes Taught	1998	310	Increase in class size
		2001	257	
	Number of Students Trained	1998	1,293	Increase in training instruction in the aircraft area
		2001	1,449	
	Hours of Instruction	1998	2,306	Classes multiplied by course hours
		2001	2,717	Increase in training instruction
Number of Tests Administered	1998	21	AFMCI 21-108 skills testing requirements	
	2001	26		
	Number of Hours of Testing	1998	411	Reflects the workload in the Aircraft area.
		2001	374	
	Number of Testing Sessions Conducted	1998	211	Reflects the workload in the Aircraft area.
		2001	187	
	Number of Students Tested	1998	1,130	
		2001	2,183	
APDP	Number of Individuals Monitored	1998	2148	Includes counseling individuals on certification requirements, conducting field visits, participating in working group meetings, tracking quotas and budget expenditures
		2001	500	
	Number of Course Scheduled and Coordinated	1998	35	This includes identifying training requirements, notifying functionals of Defense Acquisition University (DAU) quotas, administering confirmations, updating ETMS from the Command Integrated Database (CID), and inputting training confirmations and completions in the Army Training System (ATRRS) and the Air Force Training Application System (AFTAS)
		2001	75	
	Number of training completions	1998	513	These figures include on-site and off-site training. The figures are greatly increased in 2001 due to a better definition of acquisition-coded positions being utilized and the increase of Defense Acquisition University (DAU) using our command as their East Coast Training Facility.
		2001	EST 1,500	
Civilian Training Operations	Number of Trainees Monitored	1998	100	The number of formal trainees monitored increased to 365 by May 99. Future projections continue to increase due primarily to central hiring of PAQ interns and local hiring of vocational/technical co-op programs being reinstated during FY99.
		2001	500	
	Number of Training Allocation	1998	3601	Assume 1 letter for each line number received and

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Letters Generated	2001		Contract Course request executed. 2740 Contract (excludes college tuition assistance requests) + 861 = 3409 Allocation Letters.
	1998	861	
Number of Training Line Numbers Received and Processed	2001	+10%	Includes centrally managed line numbers for Air Force and Air Education & Training Command schools. Does not include DAU/APDP.
	1998	493	
Number of Career Program slots received and processed	2001	+10%	Includes centrally funded slots allocated by the Air Force Civilian Career Programs at Randolph AFB. Includes TDY-to-school and on-site training venues.
	1998	3105	
Number of Contract Training Requests Processed	2001	+10-15%	Includes DPE- and Unit-funded requests and local tuition assistance program.

Enlisted Specialty Training	Number of SAVs Conducted	1998	20	EST and OJT advisory service Staff Assistance Visits to serviced units and organizations
		2001	30	
	Number of Individuals in Upgrade Training	1998	1,005	Average shown on monthly OJT report/roster
		2001	1,200	
	Number of Surveys Received and administered	1998	2,000	
		2001	2,000+	
	Number of courses coordinated and Monitored	1998	5	
		2001		

Education Services	Education records maintained	1998	4,800	Hard copy folders containing AF Form 468, Individual Education Records
		2001	5,200	
	Coordinated and administer on-base college programs	1998	6	Six colleges and universities operate on base. They conduct 15 undergraduate degree programs and 10 graduate degree programs. Typically 1,150 students attend courses on base each academic term
		2001		
	Number of Courses Conducted	1998	495	College delivered courses
		2001	510	
Distance Learning	Number of DLC users	1998	3151	
		2001	EST 3,500	

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	Number of CBT Course Provided	1998	1161	DLC purchased over 55 CBT courses; they are responsible for over 1100 CBT courses available on HQ AFMC web site; they also have 6 AETC technical training CBT courses and have access to numerous others when requested from their customers.
		2001	EST 1,250	
	Number of Self-Paced Courses Provided	1998	504	
		2001	EST 550	
Testing	Number of DANTES Tests Administered	1998	948	Includes CLEP, DSSTs, SAT, GRE, GMAT administered
		2001	EST 1,000	
	Number of ECI Tests Administered	1998	2,089 (includes mandatory CDC)	Includes Voluntary ECI courses, non-resident PME courses, Mandatory CDC courses
		2001	EST 2,300	
	Number of CDC's Administered	1998	667	A 10% increase is noted due to an increase of enlisted in the joint starts program
		2001	734	

Services During Crises	Support Mobility Processing Lines	1998	12 Lines Supported in 12-month period 1 - 6 DPE personnel on standby to provide support as necessary Average time required per Line: 12 hrs per person	Includes real world and exercise situations for all units serviced by Robins AFB. Support activities include verifying medical records, and ensuring required inoculations, wills, and powers of attorney are up-to-date. Actual requirement for DPE personnel involvement situationally dependent.
		2001		

	PAC/	<i>AIRCRAFT COURSES</i>	# Course	<i>FY98</i>	FY98
Course #	SSQ	<i>Course Title</i>	Hours	# Students	# Classes
CAMS-007		AIRCRAFT TAPERED FASTENERS	16	0	0
CAMS-009		TECHNICAL ORDER FAMILIARIZATION	8	0	0
CAMS-027		T. O. 1-1A-14 FAMILIARIZATION	8	0	0
CAMS-045		T.O. 1-1-8 FAMILIARIZATION	2	9	3
CAMS-122		AIRCRAFT METAL IDENTIFICATION REVIEW	8	12	3
CAMS-125		CONFINED SPACE ENTRY (INITIAL)	4	157	14
CAMS-126		CONFINED SPACE ENTRY (REFRESHER)	2	991	76
CAMS-186		F-15 WCD & A/C STATUS FORM FAMILIARIZATION	2	0	0
CAMS-187		C-141 WCD & A/C STATUS FORM FAMILIARIZATION	2	0	0
CAMS-188		C-130 WCD & A/C STATUS FORMS	2	0	0
CAMS-193		AIRCRAFT PAINTING	16	10	2
CAMS-196		AIRCRAFT ENVIRONMENTAL AND AERODYNAMIC SEALING	4	28	7
CAMS-234		ENGINE FOD PREVENTION	2	235	14
CAMS-292		CPR – AIRCRAFT MAINTENANCE PERSONNEL	6	350	90
CAMS-300		F-15 A/C MAINTENANCE SAFETY	4	180	13
CAMS-303	COURSE	F-15 COCKPIT EGRESS FAMILIARIZATION (IQ)	4	0	0
CAMS-305		FLIGHTLINE SAFETY	2	0	0
CAMS-308		AIRCRAFT CORROSION CONTROL (A & B)	8	36	6
CAMS-309		AIRCRAFT CORROSION CONTROL (A)	4	16	3
CAMS-319		EXPLOSIVES SAFETY (INITIAL TRAINING)	2	15	4
CAMS-320		EXPLOSIVES SAFETY (REFRESHER TRAINING)	2	53	12
CAMS-332		INSTALL AND REMOVAL OF A/C SHEETMETAL FASTENERS	40	23	4
CAMS-424		AIRCRAFT AND FLIGHTLINE ORIENTATION	2	13	1
CAMS-434		HAZARDOUS MATERIALS USE	6	51	4
CAMS-468		HAZARDOUS WASTE MANAGER COURSE	4	49	2
CAMS-470		SHEETMETAL SHOP MATH	4	0	0
CAMS-471		PLASTIC MEDIA BLASTING	16	0	0
CAMS-476		MCDONNELL DOUGLAS BLUEPRINTS	8	0	0
CAMS-495		C-130 A/C MECHANICS T.O. RESEARCH	6	0	0
CAMS-496		C-141 A/C MECHANICS T.O. RESEARCH	6	0	0
CAMS-497		F-15 A/C MECHANICS T.O. RESEARCH	2	0	0
CAMS-498	COURSE	C141 FUEL TANK REPAIR (IQ)	8	0	0
CAMS-499	COURSE	C-141 FUEL SYSTEM REPAIR (RQ)	12	88	30
CAMS-500	TEST	C-141 FUEL TANK REPAIR (TEST)	2	154	19
CAMS-501		C-5 FIRE GROUND ESCAPE	3	340	37
CAMS-502		C-5 GROUND ESCAPE (REFRESHER)	1	50	7
CAMS-503		C-5 A/C MECHANICS T.O. FAMILIARIZATION	14	0	0
CAMS-504		C-5 AIRCRAFT CONFINED SPACE (INITIAL)	4	50	7
CAMS-505		C-5 CONFINED SPACE ENTRY (REFRESHER)	2	0	0

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CAMS-506		C-5 AIRCRAFT FAMILIARIZATION	2	133	15
CAMS-510	COURSE	C-5 AIRCRAFT TOWING (IQ)	4	26	6
CAMS-511	COURSE	C-5 A/C TOWING (SUPERVISORS RQ)	2	2	1
CAMS-512	TEST	C-5 TOWING (RQ)	2	0	0
CAMS-513	COURSE	C-5 REFUEL/DEFUEL (IQ)	4	25	4
CAMS-515	TEST	C-5 REFUEL/DEFUEL (RQ)	2	2	1
CAMS-516	COURSE	C-5 FUEL PANEL OPERATOR (IQ)	4	23	3
CAMS-518	TEST	C-5 FUEL PANEL OPERATOR (RQ)	2	0	0
CAMS-519	COURSE	C-5 A/C ARM/DEARM	4	12	3
CAMS-520	TEST	C-5 ARM/DEARM TEST	2	0	0
CAMS-523		PERSONAL RESTRAINT HARNESS	1	338	33
CAMS-532	COURSE	C-5 FUEL TANK REPAIR (IQ)	4	0	0
CAMS-534	TEST	C-5 FUEL TANK REPAIR (RQ)	2	0	0
CAMS-535	COURSE	C-5 LIQUID OXYGEN/NITROGEN SERVICING (IQ)	4	1	1
CAMS-541		C-5 GROUND FIRE EXTINGUISHER	1	28	3
CAMS-543		C-5 A/C STRUCTURAL METALS IDENTIFICATION	8	9	2
CAMS-544		C-5 A/C FIRE SUPPRESSION SYSTEMS	3	329	35
CAMS-545		C-5 A/C FIRE SUPPRESSION SYSTEMS (REFRESHER)	2	0	0
CAMS-569		C-5 FOREIGN OBJECT DAMAGE (F.O.D.)	1	0	0
CAMS-570		C-5 FLIGHT LINE SAFETLY (ANNUAL)	1	0	0
CAMS-581		C-5 HAZARD MATERIAL HANDLING	2	64	6
CAMS-582		C-5 FUSELAGE PRESSURIZATION	8	0	0
CAMS-583		OXYGEN LINE MAINTENANCE (IQ)	2	0	0
CAMS-584		OXYGEN LINE MAINTENANCE (REFRESHER)	1	0	0
CAMS-585		LEL METER FAMILIARIZATION	2	0	0
CAMS-586		LIQUID NITROGEN TRUCK FAMILIARIZATION	4	0	0
CAMS-587		WCD & A/C STATUS FORM FUNCTIONAL TEST	4	0	0
CAMS-589		C-5 WCD & A/C STATUS FORM FAMILIARIZATION	2	0	0
CAMS-590		CALAVAR/REACH ALL	8	45	11
CAMS-591		C-5 AIRCRAFT SHEET METAL FASTENERS	32	0	0
CAMS-592		C-5 BONDO/FIBERGLASS REPAIR	8	0	0
CAMS-593		CALAVAR/REACH REFRESHER	2	0	0
CAMS-594		C-5 A/C STRUCTURAL BLUEPRINTS / 202's	8	0	0
CAMS-595		C-5 A/C SHEET METAL T.O FAMILIARIZATION	24	0	0
CAMS-596		C-5 A/C PERSONAL FUEL SAFETY COURSE	1	0	0
CAMS-650	COURSE	AIRCRAFT MARSHALLING (IQ)	3	10	2
CAMS-651	COURSE	A/C MARSHALLING (RQ)	1	15	7
CAMS-653	COURSE	C-130 FUEL TANK REPAIR (IQ)	8		
CAMS-655	TEST	C-130 FUEL TANK REPAIR CERTIFICATION (RQ)	2	54	8
CAMS-656	COURSE	LIQUID OXYGEN HANDLER (IQ)	4	2	2
CAMS-659	COURSE	LIQUID OXYGEN /EQUIPMENT HANDLER	4	2	2
CAMS-677		FIRE EXTINGUISHER SAFETY	1	367	18
CAMS-700	COURSE	F-15 ENGINE RUN UP (IQ)	4	1	1
CAMS-702	TEST	F-15 ENGINE RUN-UP (RQ)	2	5	3
CAMS-704	TEST	F-15 CANOPY RIGGING	1	1	1
CAMS-706		F-15 COCKPIT PRESSURIZATION	4	0	0

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CAMS-709	COURSE	F-15 TOWING (IQ)	3	38	5
CAMS-710	TEST	F-15 TOWING	1	18	10
CAMS-711	TEST	F-15 TOWING (RQ)	2	138	19
CAMS-712	COURSE	F-15 ACES II EJECTION SEAT (IQ)	40	6	3
CAMS-714	TEST	F-15 ACES II EGRESS – ANNUAL	2	0	0
CAMS-723	TEST	F-15 ENGINE TEST CELL	2	3	2
CAMS-725	COURSE	F-15 FLIGHT CONTROL RIGGING (IQ)	1	3	2
CAMS-726	TEST	F-15 FLIGHT CONTROL RIGGING (RQ)	2	34	19
CAMS-727	COURSE	F-15 FUEL TANK REPAIR (IQ)	8	16	2
CAMS-728	COURSE	F-15 FUEL TANK REPAIR	1	1	1
CAMS-729	TEST	F-15 FUEL TANK REPAIR (RQ)	2	48	11
CAMS-730	COURSE	F-15 REFUEL/DEFUEL (IQ)	3	15	2
CAMS-731	COURSE	F-15 REFUEL/DEFUEL	1	5	4
CAMS-732	TEST	F-15 REFUEL/DEFUEL	2	120	19
CAMS-733	TEST	F-15 ARM/DEARM EGRESS SYSTEM	2	2	1
CAMS-735	COURSE	F-15 ARM/DEARM EGRESS SYSTEM	4	13	5
CAMS-736		F-15 FUEL SYSTEM FAMILIARIZATION	4	0	0
CAMS-737	COURSE	FUEL TANK REPAIR	8	0	0
CAMS-739	TEST	F-15 WING FUEL TANK REPAIR (REFRESHER)	2	0	0
CAMS-802	TEST	C-130 ENGINE RUN	2	0	0
CAMS-806	COURSE	C-130 TOW BRAKE CERTIFICATION (IQ)	3	60	7
CAMS-808	TEST	C-130 TOW BRAKE QUALIFICATION (RQ)	2	82	17
CAMS-809	COURSE	C-130 GUNSHIP EGRESS (IQ)	4	0	0
CAMS-811	TEST	C-130 GUNSHIP EGRESS (RQ)	2	0	0
CAMS-815	COURSE	C-130 FLIGHT CONTROL RIGGING (IQ)	24	9	2
CAMS-817	TEST	C-130 FLIGHT CONTROL RIGGING (RQ)	2	31	6
CAMS-818	COURSE	C-130 REFUEL/DEFUEL (IQ)	3	81	11
CAMS-819	COURSE	C-130 FUEL/REFUEL (RQ)	1	1	1
CAMS-820	TEST	C-130 REFUEL/DEFUEL (TEST)	2	52	11
CAMS-821	COURSE	C-130 ARM/DEARM FIRE EXTINGUISHING SYSTEM (IQ)	3	24	5
CAMS-822	TEST	C-130 ARM/DEARM (TEST)	2	6	2
CAMS-823		C-130 AIRCRAFT SYSTEMS FAMILIARIZATION	8	0	0
CAMS-899	COURSE	C-141 ENGINE RUN SIMULATOR (RQ)	16	0	0
CAMS-900	COURSE	C-141 ENGINE RUN UP (IQ)	40	3	3
CAMS-901	COURSE	C-141 ENGINE RUN UP (RQ)	16	10	9
CAMS-902	TEST	C-141 ENGINE RUN-UP (TEST)	2	2	1
CAMS-903		C-141 FUSELAGE PRESSURIZATION	8	0	0
CAMS-906	COURSE	C-141 TOW BRAKE (IQ)	3	0	0
CAMS-907	COURSE	C-141 TOW BRAKE OPERATION (RQ)	1	65	35
CAMS-908	TEST	C-141 TOW BRAKE (TEST)	2	175	26
CAMS-913	COURSE	C-141 FLIGHT CONTROL RIGGING (RQ)	1	45	12
CAMS-914	TEST	C-141 FLIGHT CONTROL RIGGING (TEST)	2	41	10
CAMS-915	COURSE	C-141 REFUEL/ DEFUEL (IQ)	3	0	0
CAMS-916	COURSE	C-141 FUEL/REFUEL (RQ)	1	68	29
CAMS-917	TEST	C-141 REFUEL/DEFUEL (TEST)	2	125	19
CAMS-918	COURSE	C-141 ARM/DEARM (IQ)	4	0	0

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CAMS-919	TEST	C-141 ARM/DEARM FIRE EXTINGUISHING SYS (TEST)	2	37	6
CAMS-998		F-15 AIRCRAFT BLUEPRINTS	8	0	0
CAMS-999		C-130/C-141 AIRCRAFT BLUEPRINTS	8	13	2

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Course Number	PAC/SSQ	AVIONICS COURSES Course Title	# Course	FY98	FY98
			Hours	# Students	# Classes
32000-04		INTRODUCTION TO ADA LANGUAGE	80	6	2
32000-07A		DIGITAL SYSTEM PT 1, PRINCIPLES	80	3	2
32000-07B		DIGITAL SYSTEMS PT11-APPL/TROUBLESHOOTING	80	0	0
32000-08		BASIC TEST EQUIPMENT	100	2	1
32000-19		THEORY & PROGRAMMING OF 16 BIT MICRO PROCESSORS	80	1	1
32000-21A	Course	MICROELECTRONIC SOLDERING	24	49	16
32000-21B	Course	SOLDER RETRAIN	16	0	0
32000-21C	Course	SOLDERING REQUALIFICATION (SSQ)	4	436	54
32000-21D	Course	BASIC SOLDERING QUALIFICATION (INITIAL)	40	36	7
32000-22A	Course	MICRO MINIATURE SOLDERING	40	3	2
32000-22B	Course	SOLDERING M/LAYER	40	0	0
32000-22C	Course	SOLDERING INF S/STRATE	40	0	0
32000-23		INTRODUCTION TO C "PROGRAMMING"	80	7	1
32000-24		INTRODUCTION TO ATLAS LANGUAGE	80	0	0
32000-26		ELECTROSTATIC DISCHARGE (ESD)	2	31	9
32000-29		C++ PROGRAMMING LANGUAGE	80	7	2
32000-30	Course	PACSS SUPERVISOR TRNG	7	44	15
32000-32A		HAZARDOUS MATERIAL MANAGEMENT SYSTEM (HMMS)	4	0	0
32000-33		DC ELECTRONICS TROUBLESHOOTING	60	3	1
32000-34		AC ELECTRONICS/TROUBLESHOOTING COMPUTER ENHANCED TRN	60	4	2
32000-35		SEMI-CONDUCTORS TROUBLESHOOTING	40	2	1
32000-36		ELECTRONIC CIRCUITS/TROUBLESHOOTING COM EN TRNG	60	6	2
32000-39	Course	PACSS SYSTEM ADMINISTRATORS TRNG	16	3	1
32000-42		ADA APPLICATION PROGRAMMER (ADVANCED ADA)	160	5	2
32000-44A	Course	AIRCRAFT SPECIFIC SOLDERING (LIMITED) INITIAL	16	13	5
32000-44B	Course	AIRCRAFT SPECIFIC SOLDERING (LIMITED) REQUAL	4	39	10
32000-45		LYP ORIENTATION	4	0	0
IPC-610B	Course	IPC CERTIFICATION	16	0	0

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	LOGISTICS COURSES	# Course	FY98	FY98	F
Course Number	Course Title	Hours	# Students	# Classes	# St
AFMC/AQ-001	COST AS AN INDEPENDENT VARIABLE (CAIV)	4	188	3	
COMSC-001	JCALs	16	0	0	
COMSC-002	JCALs TECHNICAL FUNDAMENTALS	8	0	0	
DPET-14	G009 TRAINING	30	19	2	
DPET-18A	DEBRIEFING & PROTESTS, DISPUTES, AND APPEALS	2	45	1	
DPET-21	WORK MEASUREMENT LEVELING REFRESHER	2	100	7	
DPET-L-001	G072E DEPOT LEVEL MAINT PROGRAM	8	2	1	
DPET-L-002	SYS & EQUIPMENT MODIFICATION/MAINTENANCE SYS (G079)	16	0	0	
DPET-L-007	JCALs GUIC (GENERAL USER INTER-ACTIVE COURSE WARE)	28	34	3	
E10SH4925-00	REMIS	20	0	0	
FM009	ARRCS (ABC)	8	130	7	
FM-5002	ITS PLANNER	72	0	0	
FM-5003	ITS SCHEDULER	8	0	0	
L5OZA20C0-142	DEFENSE WORK METHODS & STANDARDS	160	11	1	
LGM-001	JCALs TM FUNCTIONAL USER (ICW)	7	0	0	
LGM-002	JCALs TM FUNCTIONAL USER (ICW)	4	0	0	
LGM-003	JCALs TM FUNCTIONAL USER (ICW)	4	0	0	
LGM-004	JCALs TM FUNCTIONAL USER (ICW)	4	0	0	
LGM-005	JCALs TM FUNCTIONAL USER (ICW)	4	0	0	
LGM-006	JCALs TM FUNCTIONAL USER (ICW)	3	0	0	
LGM-007	JCALs TM FUNCTIONAL USER (ICW)	5	0	0	
LMAS-001	WORKLOAD MANAGEMENT (FOR FEM)	16	50	3	
LMAS-002	PM (FOR FEM)	16	7	1	
LMAS-003	PROJ/WO SCENARION (FOR FEM)	8	36	2	
LMAS-004	WO CLERK (FOR FEM)	8	4	1	
LMAS-005	MATERIALS MANAGEMENT (FOR FEM)	8	19	2	
LMAS-006	SERVICE CONTRACTS (FOR FEM)	12	8	1	
LMAS-007	SCHEDULING (FOR FEM)	4	15	2	
LMAS-009	PMEL TECHNICIANS (FOR FEM)	12	80	4	
LMAS-010	PMEL QA (FOR FEM)	12	13	2	
LMAS-011	PMEL MATERIAL MANAGEMENT (FOR FEM)	12	2	1	
LMAS-012	PMEL WORKLOAD MANAGERS (FOR FEM)	24	15	2	
LMAS-013	PMEL MANAGEMENT (FOR FEM)	12	13	3	
LMAS-014	GSE AC SUPERVISOR (FOR FEM)	16	34	4	
LMAS-015	GSE WORKLOAD MGT (FOR FEM)	16	28	2	
LMAS-016	GSE MATERIAL MGT (FOR FEM)	12	7	2	
LMAS-017	GSE QA (FOR FEM)	12	6	1	
MHPCIM0001400SU	FOREIGN MILITARY SALES	16	0	0	
MHPCIM0001900SU	INTRO TO PRODUCTION MANAGEMENT	16	4	1	
MHPCIM0003500SU	API	16	71	6	
MHPCIM0004700SU	INTRODUCTION TO MATERIEL CONTROL	32	0	0	
MHPFIN0000500SU	INTRO TO ALC FINANCIAL MANAGEMENT	20	61	2	
MHPLOG0003600SU	READINESS BASE LEVELING (D035E)	24	149	5	
MHPSAT000500SU	PARTS PRO	8	0	0	
MKCIM0001305SU	RECLAMATION	8	0	0	
MKHCIM00	EQUIPMENT ITEM REQUIREMENTS COMPUTATION SYSTEM (D087N)	40	0	0	
MKHCIM00	SYSTEM INTERROGATION (D043A)	16	0	0	
MKHCIM0001300SU	MAT UTIL & DISP MGT PROGRAM FOR IM SPEC	24	0	0	
MKHCIM0003700SU	MIP/PRODUCT QUALITY ASSURANCE DEFICIENCY REPORTING SYSTEM	8	0	0	

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MKHCIM0005000SU	SYSTEM IMPLEMENTATION (D143C)	16	0	0
MKHCIM001011SU	PROVISIONING FOR ES (INCLUDES ISSL)	24	36	2
MKHCIM0011000SU	PROVISIONING	8	0	0
MKHCIM0011004SU	SUPPORT EQUIP. RECOMMENDATION DATA (SERD)	6	53	3
MKHCIM0011004SU	SERDs	6	20	1
MKHCIM0011007SU	PROVISIONING FOR IMSS (DO41/DO62)	12	27	1
MKHENG0002000SU	DEFENSE WORK MEASUREMENT	200	11	1
MKHENG0002200SU	LABOR STANDARD MECH E046B	16	0	0
MKHL0G0000600SU	PRINCIPLES OF SUSTAINMENT	20	18	1
MMUCIM00003800SU	TECHNICAL LOGISTICS SUPPORT	24	0	0
MMUCIM0000800SU	CENTRAL SECONDARY ITEM STRATIFICATION (CSIS)	16	0	0
MMUINP0009400SU	G004L JOB ORDER PROD MAN SYS	24	0	0
MMUINP0009600SU	G019C MISTR REQMTS SCHED & ANAL SYS	24	53	3
MRXCIM000300SU	T.O. s	12	50	6
MRXCIM0004000SU	MODIFICATION MANAGEMENT	20	43	5
MRXCIM0008000SU	BETTER BRIEFINGS	24	16	3
MRXCIM0012100SU	CONTR DEPOT MTN PROD/COST (G072D)	40	77	1
MRXLOG0002600JG	PURCHASE REQUEST (PR) PROCESS	8	81	1
MTECIM00003200SU	INTRODUCTION TO TECHNICAL MANAGEMENT	8	0	0
MTECIM0000600SU	INTRO TO D041 REQUIREMENT SYSTEM	80	54	1
MTECIM0001000SU	ITEM PROCUREMENT	40	94	6
MTECIM0001100SU	D035A STOCK CONTROL & DISTRIBUTION	40	0	0
MTECIM0002000SU	ORGANIC PRODUCTION MANAGEMENT	40	0	0
MTECIM0004100SU	DO41 FACTORS	60	0	0
MTECIM000500SU	DO39 EQUIPMENT ITEM REQ COMP	40	56	1
MTECIM0011600SU	OVERVIEW OF D041 RECOVERABLE RQMTS COMPUT SYSTEM	8	115	3
MVASC-001	WARRANTY WORKSHOP	8	38	1
MWEL0G0000300SU	ENGINEERING DATA INTERPRETATION	24	0	0
NOT AVAILABLE	ABC MODELING CASE	28	96	1
NOT AVAILABLE	ABC MODELING CASE	21	22	1
NOT AVAILABLE	GSE 101 MANAGEMENT	16	21	1
NOT AVAILABLE	PROVISIONING FOR D041	8	28	1
NOT AVAILABLE	SERDs	8	34	3
NOT AVAILABLE	SUPPORTABILITY TRAINING	8	42	3
NOT AVAILABLE	INFORMATION TECHNOLOGY	3	16	1
NOT AVAILABLE	MSD FUNDING	2	174	1
NOT AVAILABLE	PRICING	3	18	1
NOT AVAILABLE	PDMSS-OPT	12	4	2
NOT AVAILABLE	LM RATING REFRESHER	2	8	1
NOT AVAILABLE	QUEST/SQL	12	16	2
NOT AVAILABLE	ABM/ABC MODELING	24	47	2
PACER-008	PDMSS FOR THE ALS	16	46	5
PACER-012	AREP OVERVIEW	4	0	0
PACER-014	PDMSS FOR THE FLS	12	29	4
PACER-015	PDMSS FOR THE AIRCRAFT SUPERVISOR	8	74	10
PACER-016	PDMSS FOR THE PLANNER	8	37	5
PACER-017	PDMSS OPERATIONS PERFORMANCE TRACKING (G097OPT)	8	30	10
PACER-700	EXPRESS CLASS	8	0	0
RFP00-009	CPAR	4	0	0
SASVS-SAS017V	CREP	16	32	22
SMCAMS-634	G336 (206S) MAINT WKLD MAN. SYS	8	0	0
TASC-004	BDSS CONTRACTOR TRAINING	4	22	2
TASC-005	HOW TO PREPARE P-SERIES FORMS FOR ITEMS UNDER \$2M	16	6	1
TASC-006	HOW TO PREPARE P-SERIES FORMS FOR ITEMS OVER \$2M	16	5	1
TASC-007	HOW TO REVIEW P-SERIES FORMS	20	22	2
TBD	CREP	8	0	0
TBD	RAMP	8	0	0
TBD	MP&E	4	0	0
TBD	MP&E IDF (DATAQUERY)	3	0	0

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TBD	DB-LIVE (DATAQUERY FOR RAMP)	4	0	0
TBD	SCS (REPLACES D035A)	40	0	0
TBD	SCS (REPLACES D035K)	40	0	0
TBD	DMAPs TAA NON-SUPERVISOR/DIRECT	2	0	0
TBD	DMAPs TAA NON-SUPERVISOR/INDIRECT	1	0	0
TBD	DMAPs TAA SUPERVISOR	10	0	0
TBD	DMAPs TAA DAILY LABOR CORRECTION PROCESS	5	0	0
TBD	TEMPORARY WORKLOAD	6	0	0
TBD	CONTRACT PRODUCTION MANAGEMENT	40	0	0
TBD	CRT	4	0	0
TBD	D035K OVERVIEW	4	0	0
TBD	DMAG RIPPLE EFFECT	16	0	0
TBD	DMAG FINANCIAL OVERVIEW	3	0	0
TBD	DORD UPDATES	4	0	0
TBD	G005M	40	0	0
TBD	G402A EPS	16	0	0
TBD	MDS/PROJECT WORKLOAD PLANNING (G037E)	40	0	0
TBD	PDMSS WORK MEASUREMENT	4	0	0
TBD	PROJECT MAT	8	0	0
TBD	SMAG OVERVIEW	8	0	0
TBD	DREP OVERVIEW	8	0	0
W6AODLSYS228	APPLIED CONFIGURATION MANAGEMENT	72	9	2
WSYS-028	INTRODUCTION TO CONFIGURATION MANAGEMENT	20	21	3

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COMPUTER AND ADMINISTRATIVE COURSES					
Course Number	Course Title	Source	# Course Hours	FY98 # Students	FY98 # Classes
DPEE-01	ROBINS MILITARY PERSONNEL MANAGEMENT COURSE	DPEE	12.5	25	2
DPEO-001	DP*PRODIGY DATABASE FOR SUPERVISORS (INITIAL)	DPEO-T	7	54	10
DPEO-002	DP*PRODIGY FOR TRAINING MONITORS	DPEO-T	16	37	7
DPEO-003	DP*PRODIGY DATABASE FOR SUPERVISORS (REFRESHER)	DPEO-T	6	10	3
DPET-C-0002	WORD - MACROS & MAILMERGE	DPEO-C	8	12	1
DPET-C-0004	EXCEL - ADVANCED CHARTING (Ver 7)	DPEO-C	8	29	3
DPET-C-0005	EXCEL - DATABASE FEATURES (Ver 7)	DPEO-C	16	11	1
DPET-C-0008	ACCESS (INTRODUCTION)	DPEO-C	24	72	5
DPET-C-0009	INTRO TO WINDOWS 95	DPEO-C	8	318	20
DPET-C-0012	ACCESS 7.0 - ADVANCED QUERIES	DPEO-C	24	8	1
DPET-C-0014	ACCESS 7.0 - FORMS & REPORTS	DPEO-C	24	29	2
DPET-C-0015	MICROSOFT PROJECT 4.0 - LEVEL 1	DPEO-C	16	23	2
DPET-C-0016	MICROSOFT PROJECT 4.0 - LEVEL 2	DPEO-C		6	1
DPET-C-0017	ACCESS 7.0 - MACROS	DPEO-C	24	10	1
DPET-C-0018	POWERPOINT - LEVEL II (VER 7)	DPEO-C	8	108	9
DPET-C-0020	EXCEL LEVEL I (VER 8)	DPEO-C	8	249	16
DPET-C-0021	EXCEL LEVEL II (VER 8)	DPEO-C	8	175	12
DPET-C-0022	EXCEL LEVEL III (VER 8)	DPEO-C	8	160	10
DPET-C-0023	EXCEL LEVEL IV (VER 8)	DPEO-C	8	87	8
DPET-C-0024	POWERPOINT, LEVEL I	DPEO-C	8	253	26
DPET-C-0025	POWERPOINT, LEVEL II	DPEO-C	8	214	22
DPET-C-0026	POWERPOINT, LEVEL III	DPEO-C	8	161	20
DPET-C-0028	MICROSOFT ACCESS, LEVEL I--FOUNDATION	DPEO-C	16	155	11
DPET-C-0029	MICROSOFT ACCESS--INTERMEDIATE LEVEL I	DPEO-C	24	30	2
DPET-C-0030	MICROSOFT ACCESS, INTERMEDIATE, LEVEL II	DPEO-C	24	31	2
DPET-C-0031	MICROSOFT ACCESS, ADVANCED LEVEL	DPEO-C	24	27	2
DPET-C-0032	WORD, LEVEL I	DPEO-C	8	0	0
DPET-C-0033	WORD, LEVEL II	DPEO-C	8	0	0
DPET-C-0034	WORD, LEVEL III	DPEO-C	8	0	0
ETMS-001	ETMS FOR EDUCATION AND TRAINING PERSONNEL	DPEO-T	8	0	0
ETMS-002	ETMS FOR TRAINING MONITORS	DPEO-T	8	0	0
ETMS-003	ETMS FOR SUPERVISORS (INITIAL)	DPEO-T	6	0	0
ETMS-004	ETMS DOWNLOAD COURSE	DPEO-T	16	0	0
J6AJS3S2X1-001	ROBINS AFB AIR FORCE TRAINING COURSE	DPEE	16	40	4
J6AJS3S2X1-002	SUPERVISOR'S FAMILIARIZATION/ORIENTATION	DPEE	4	0	0
J6AJS3S2X1-003	TRAINING MANAGER'S REFRESHER COURSE	DPEE	8	0	0
MHPSCI0000100SU	BASIC MATHEMATICS	DPEO-T	36	17	3
MRXADM0000800SU	MAIL MANAGEMENT	DPEO-T	3	22	1
MWEADM0000400SU	EFFECTIVE WRITING	DPEO-T	20	82	12
MWECCS0027100SU	INTRODUCTION WORD FOR WINDOWS (VER 7)	DPEO-C	16	35	2
MWECCS0027200SU	INTRO TO EXCEL FOR WINDOWS (VER 7)	DPEO-C	16	62	6
MWECCS0027300SU	INTRO TO POWERPOINT FOR WINDOWS - LEVEL I (VER 7)	DPEO-C	16	231	18
MWEORS0000600SU	TIME MANAGEMENT: A PRACTICAL APPROACH	DPEO-T	20	29	5
NCOPD	SUPERVISOR'S OJT ROLES & RESPONSIBILITIES	DPEE	3	94	6
NEO-01	NEW EMPLOYEE ORIENTATION	DEPO-T	8	315	7
	MANDATORY SUPERVISORY TRAINING				
MGTI-0003 (FACILITATED)	LEADERSHIP IN MANAGEMENT	DPEO	40	102	4
MGTI-0004	CIVILIAN PERSONNEL POLICIES AND PROCEDURES	DPEO	40	182	7

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(FACILITATED)					
MGTI-0002 (FACILITATED)	SUPERVISOR REFRESHER COURSE	DPEO	32	48	2

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Course Number	DISTANCE LEARNING CENTER COURSES Course Title	# Course	FY98	FY98	FY01
		Hours	# Students	# Classes	# Students
5220-26	PROTECTING CLASSIFIED NATIONAL SECURITY INFORMATION	24	58	2	55
ARRC-0001	ACQUISITION REFORM	6	11	3	0
DAU-003	MARKET RESEARCH	4	49	2	0
DAU-004	PERFORMANCE-BASED SERVICE CONTRACTING	4	43	2	0
DAU-005	COST AS AN INDEPENDENT VARIABLE (CAIV)	3	50	2	0
DAU-006	EARNED VALUE MANAGEMENT (EVM)	3	42	2	0
DAU-007	ORAL PRESENTATIONS--THE VERBAL CHALLENGE	2	34	2	0
DAU-008	GOING COMMERCIAL: FAR PART 12 MEETS FAR PART 15	1	69	2	0
DAU-009	PAST PERFORMANCE AND FUTURE AWARDS	2	41	2	0
DAU-010	CONTRACTING PRICING: WHAT'S THE RIGHT PRICE?	2	59	2	0
DAU-011	DESKBOOK LIVE: IT'S PROFESSOR MICROCHIPS	3	20	1	0
DAU-012	I.T.: TODAY AND TOMORROW	3	16	1	0
DAU-013	CONTRACT PRICING - VOL II	3	24	1	0
DAU-014	LOOKING AT AR:WORKFORCE AND INITIATIVES	17	1	1	0
DLC-0001	ON THE JOB WRITING	10	28	3	30
DLC-0032	WELDING INSPECTION & QUALITY CONTROL	30	0	0	10
DLC-0051	PRINCIPLE OF METALLOGRAPHY	30	0	0	10
DLC-0065	FUNDAMENTALS OF NONDESTRUCTIVE TESTING	30	7	1	10
DLC-0076	ELEMENT OF MICROWAVE ENGINEERING	18	5	2	10
DLC-0089	MECHANICAL TESTING OF METALS	20	0	0	20
DLC-0101	SATELLITE SYSTEMS	6	15	1	10
DLC-0112	CURRENT PROBLEMS IN RADAR SYSTEMS	6	2	1	5
DLC-0115	COMPOSITES II	20	0	0	30
DLC-0126	COMMUNICATION SKILLS FOR SUCCESS	6	80	11	85
DLC-0131	A MANAGEMENT VIEW OF SOFTWARE TESTING	5	4	1	3
DLC-0136	CORROSION	40	8	1	7
DLC-0151	PRINCIPLES OF MACHINING	40	1	1	15
DLC-0164	COMPOSITES I	20	0	0	10
DLC-0187	PRACTICAL HEAT TREATING	30	0	0	15
DLC-0202	INTEGRATED CIRCUIT TECHNOLOGY & FABRICATION	56	1	1	7
DLC-0263	DIGITAL VOICE TECHNOLOGY	12	1	1	5
DLC-0285	MICROWAVE TRANSMISSION SYSTEMS	6	9	2	10
DLC-0290	PRINCIPLES OF FAILURE ANALYSIS	40	5	1	10
DLC-0305	HEAT TREATING: METALLURGY & APPLICATIONS	20	0	0	20
DLC-0330	SUCCESSFUL PROJECT MANAGEMENT	5	20	4	35
DLC-0364	METALLURGY FOR THE NON-METALLURGIST	15	2	1	15
DLC-0383	FIBER-OPTIC SYSTEMS	7	21	5	25
DLC-0450	FUNDAMENTALS OF ELECTRICITY	40	2	2	10
DLC-0465	EFFECTIVE COMMUNICATION SKILLS	3	52	8	55
DLC-0470	FUNDAMENTALS OF SOFTWARE ENGINEERING	6	2	1	10
DLC-0471	LASERS AND FIBER OPTICS	6	9	1	15
DLC-0482	TIME MANAGEMENT FOR INCREASED PRODUCTIVITY	2	20	1	15
DLC-0495	AN INTRO TO C++	6	31	6	30
DLC-0512	THREML SPRAY TECHNOLOGY	20	0	0	10
DLC-0520	ANSI 'C' PROGRAMMING	8	18	3	15

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DLC-0528	THE STRATEGIC MANAGER - PLANNING IN A TECHNICAL ENVI	6	13	4	15
DLC-0555	METAL CASTING TECH	8	2	1	10
DLC-0598	RELIABILITY ENGINEERING	15	2	2	10
DLC-0619	DATABASE & KNOWLEDGE MANAGEMENT - 90S TECHNOLOGY	5	16	7	5
DLC-0638	ADVANCED ENGINEERING ECONOMICS	32	1	1	3
DLC-0822	FINITE ELEMENTS IN STRUCTURAL MECHANICS	12	13	4	15
DLC-0864	UNDERSTANDING DATA COMMUNICATIONS	6	1	1	15
DLC-0872	MANAGING EMPLOYEE PERFORMANCE	2	3	1	15
DLC-0882	KEEPING TEAMS TOGETHER	1	10	2	10
DLC-0883	SETTING AND ACHIEVING GOALS	1	3	2	15
DLC-0886	LISTENING - THE KEY TO PRODUCTIVITY	1	2	1	15
DLC-0889	GET MORE DONE IN LESS TIME	1	33	3	40
DLC-0891	BETTER BUSINESS GRAMMAR	2	32	3	50
DLC-0893	TAP THE POWER OF TEAMWORK	1	16	3	25
DLC-0894	POWER WRITING	1	38	5	35
DLC-0922	PROJECT MANAGEMENT	3	45	4	50
DLC-0926	BASICS OF LIFE CYCLE COSTING	12	7	1	10
DLC-0966	GOALS -- SETTING & ACHIEVING THEM ON SCHEDULE	1	15	1	25
DLC-1013	TCP/IP NETWORKING	6	1	1	10
DLC-1016	UNIX SEMINAR: SYSTEM ADMINISTRATION	12	7	1	15
DLC-1018	INTRODUCTION TO JAVA	2	5	1	0
DLC-1041	THE INTERNET'S IMPACT ON HOW WE DO BUSINESS	6	13	3	10
DLC-1049	ACTIVE DUTY SERVICE COMMITMENT (ADSC) TRAINING	2	4	1	0
DLC-1051	C PROGRAMMING FOR ENGINEERS	12	11	2	15
DLC-1052	C PROGRAMMING FOR ENGINEERS: ADVANCED	12	17	7	20
DLC-1055	VISUAL BASIC PROGRAMMING FUNDAMENTALS	6	1	1	10
DLC-1056	ENVIRONMENTAL RISK MANAGEMENT	21	1	1	10
DLC-1064	HOW TO GET THINGS DONE	1	22	6	35
DLC-1067	TECHNICAL/PROFESSIONAL WRITING COURSE	12	8	2	15
DLC-1088	MANAGING PEOPLE	1	3	1	15
DLC-1089	MAKING DIVERSITY WORK	1	2	1	10
DLC-1092	KEEPING YOUR COOL WHEN OTHERS DON'T	1	1	1	15
DLC-1093	MAKING THE BEST DECISIONS YOU CAN	1	60	7	65
DLC-1094	RE-ENERGIZE YOURSELF	1	52	8	65
DLC-1096	SUCCESS THROUGH POOSITIVE THINKING	1	2	1	10
DLC-1101	OFFICE 95 - WINDOWS 95	1	14	3	0
DLC-1102	OFFICE 95 - WORD 95	1	4	2	0
DLC-1103	OFFICE 95 - EXCEL 95	1	10	2	0
DLC-1104	OFFICE 95 - ACCESS 95	1	18	3	0
DLC-1105	OFFICE 95 - POWERPOINT 95	1	2	1	0
DLC-1106	OFFICE 95 - SCHEDULE+	1	1	1	0
DLC-1108	OFFICE 97 - WORD 97	1	1	1	0
DLC-1109	OFFICE 97 - EXCEL 97	1	4	2	0
DLC-1111	OFFICE 97 - ACCESS 97	1	3	1	0
DLC-1112	OFFICE 97 - OUTLOOK 97	1	7	3	0
DLC-1149	INTRODUCTION TO MICROCOMPUTERS	8	1	1	10
DLC-1161	UNIX (TCP/IP) NETWORKING	12	1	1	15
DLC-1163	ADVANCED HTML: HOW TO CREATE DOCUMENTS FOR THE WWW	2	2	1	3
DLC-1165	A COURSE ON C	6	2	2	3

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DLC-1167	ROUTERS AND SWITCHERS (NETWORKING BASICS)	6	11	1	10
DLC-1170	MIND MATTERS	1	1	1	10
DLC-1178	ORACLE LANGUAGE FUNDAMENTALS	8	13	1	15
DLC-1180	BE PREPARED TO SPEAK	1	132	18	135
DLC-1181	HOW TO TRAIN WITH A VIDEO	1	9	1	5
DLC-1182	EARNED VALUE (APPLYING IT TO SOFTWARE PROJECTS)	1	10	2	15
DLC-1183	EVERYONE'S A TRAINER: HOW TO PRESENT AND COMMUNICAT	6	12	3	15
DLC-1184	STEPPING OUT OF YOUR FEDERAL CAREER	2	90	11	45
DLC-1185	MONEY MANAGEMENT	2	5	2	0
DLC-1186	FERS: IS IT FOR ME?	2	65	7	0
DLC-1187	HOW TO DEAL WITH DIFFICULT PEOPLE	4	50	4	65
DLC-1202	EARNED VALUE: HANDS ON ISSUES	1	16	4	15
DLC-1203	EARNED VALUE: MANAGING REALITY	1	24	1	25
DLC-1204	ARTFUL NEGOTIATING	1	72	8	80
DLC-1207	FERS: CHANGE WORTH CONSIDERING	2	54	4	0
DLC-1208	TAGUCHI/DOE METHODS	12	3	2	15
DLC-1210	FUNDAMENTALS OF CLIENT/SERVER	4	6	1	5
DLC-1213	EARNED VALUE: REDUCING RISK AND REWORK	1	8	1	10
DLC-1214	TECHNOLOGY AND HUMAN RESOURCES	2	7	1	10
DLC-1285	ENERGY SAVINGS PERFORMANCE CONTRACTING (ESPC)	8	35	2	25
DLC-AU-0001	COMM SKILLS FOR SECRETARIES/ ADMIN ASSTS	8	2	2	3
DLC-AU-0002	ASSERTIVENESS FOR CAREER AND PERSONAL SUCCESS	8	1	1	2
DLC-AU-0004	101 IDEAS TO ORGANIZE YOUR BUSINESS LIFE	3	1	1	1
DLC-AU-0006	SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE	16	2	2	3
DLC-AU-0007	FIRST THINGS FIRST	12	2	2	3
DLC-AU-0008	IN LIVING THE 7 HABITS	5	2	2	3
DLC-AU-0009	PRINCIPLE-CENTERED LEADERSHIP	5	1	1	3
DLC-CBT-0001	LEARNING WINDOWS 95 - INTRO	8	18	7	0
DLC-CBT-0002	LEARNING WORD 95 - INTRO	8	12	4	0
DLC-CBT-0003	LEARNING EXCEL 95 - INTRO	8	10	5	0
DLC-CBT-0004	LEARNING ACCESS 95 - INTRO	8	15	6	0
DLC-CBT-0005	LEARNING POWERPOINT 95 - INTRO	8	9	5	0
DLC-CBT-0006	LEARNING SCHEDULE+ FOR WINDOWS 95 - INTRO	8	2	2	0
DLC-CBT-0007	LEARNING WORD 97 FOR WINDOWS 95 - INTRO	8	10	3	0
DLC-CBT-0008	LEARNING EXCEL 97 FOR WINDOWS 95 - INTRO	8	19	4	0
DLC-CBT-0009	LEARNING POWERPOINT 97 FOR WINDOWS 95 - INTRO	8	7	2	0
DLC-CBT-0010	LEARNING ACCESS 97 FOR WINDOWS 95 - INTRO	8	5	3	0
DLC-CBT-0011	LEARNING OUTLOOK 97, SCHEDULING	8	5	2	0
DLC-CBT-0012	WINDOWS NT 3.51 - USER	8	4	3	0
DLC-CBT-0013	WINDOWS NT 3.51 - WORKSTATION	8	4	3	0
DLC-CBT-0014	WINDOWS NT 3.51 - SERVER	8	4	3	0
DLC-CBT-0015	WINDOWS NT 3.51 - ADMINISTRATION	8	3	2	0
DLC-CBT-0016	PROGRAMMING IN VISUAL BASIC 4.0 - INTRO	8	5	3	10
DLC-CBT-0017	PROGRAMMING IN VISUAL BASIC 4.0 - INTERMEDIATE	8	3	2	10
DLC-CBT-0018	PROGRAMMING IN VISUAL BASIC 4.0 - ADVANCED	8	3	2	10
DLC-CBT-0019	CAN I - GETTING YOUR MESSAGE ACROSS	3	5	3	10
DLC-CBT-0023	COMPLEX SENTENCE STRUCTURES	8	3	2	9
DLC-CBT-0024	BUSINESS COMMUNICATION: WRITING SKILLS	8	5	3	10
DLC-CBT-0026	LEARNING PROGRAMMING IN "C"	8	3	1	15

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DLC-CBT-0027	LEARNING PROGRAMMING IN C, ADVANCE, VOL 1	8	2	1	15
DLC-CBT-0028	LEARNING PROGRAMMING IN C, ADVANCE, VOL 2.	8	2	1	15
DLC-CBT-0030	LEARNING WINDOWS 95 - ADVANCED	8	12	5	0
DLC-CBT-0031	LEARNING WINDOWS 95 - SECRETS & TIMESAVERS	8	13	5	0
DLC-CBT-0032	LEARNING WINDOWS 95 - UPDATING	8	2	2	0
DLC-CBT-0033	LEARNING WINDOWS 95 - NETWORKING	8	4	2	0
DLC-CBT-0034	LEARNING ACCESS 95-INTERMEDIATE	8	7	5	0
DLC-CBT-0035	LEARNING ACCESS 95 - ADVANCED	8	5	3	0
DLC-CBT-0036	LEARNING POWERPOINT 95 - ADVANCE	8	9	6	0
DLC-CBT-0037	LEARNING EXCEL 95 - INTERMEDIATE	8	6	4	0
DLC-CBT-0039	POWERPOINT 4.0	8	1	1	0
DLC-CBT-0040	EXCEL 5.0	4	10	3	0
DLC-CBT-0043	TYPING INSTR ENCORE	10	4	4	10
DLC-CBT-0044	LEARNING WORD 95 - INTERMEDIATE	8	9	6	0
DLC-CBT-0045	LEARNING WORD 95 - ADVANCED	8	10	5	0
DLC-CBT-0048	MASTERING THE INTERNET	3	10	6	15
DLC-CBT-0049	SUCCESSFUL LEADERSHIP	8	2	2	3
DLC-CBT-0050	INTRODUCTION TO MICROSOFT PROJECT 4.1	6	1	1	15
DLC-CBT-0051	FUNDAMENTALS OF FINANCE FOR NONFINANCIAL MGRS	8	2	2	10
DLC-CBT-0052	PROJECT MANAGEMENT: PLANNING & SCHEDULING	8	5	3	10
DLC-P-096	PROBLEM SOLVING METHODS OF ARTIFICIAL INTELLIGENCE	56	1	1	10
DLC-P-134	FUZZY LOGIC:THEORY AND APPLICATIONS	10	3	1	6
DLC-SS-0001	SKILLS FOR SUCCESS -GUIDE FOR SECRETARIES/ADMIN ASST	8	1	1	3
DLC-SS-0003	GRAMMAR AND PROOFREADING COURSE	8	1	1	3
DLC-WEB-0001	FUNDAMENTALS OF VISUAL BASIC 4.0: BASIC CONCEPTS	4	1	1	10
DLC-WEB-0002	FUNDAMENT OF VISUAL BASIC 4.0: FORMS, VARIA, PROCED	5	1	1	3
DLC-WEB-0003	FUNDAMENTALS OF VISUAL BASIC 4.0: TEST AND DEBUG	3	1	1	10
DLC-WEB-0004	WEB AUTHORIZING AND PUBLISHING: CREATING HTML DOCUMENT	4	1	1	15
DLC-WEB-0005	WEB AUTHORIZING AND PUBLISHING: ADVANCE HTML LINKS	6	1	1	15
DLC-WEB-0006	FUND OF VISUAL BASIC 4.0: APPLICATION CONTROL	5	1	1	3
DLC-WEB-0007	AN OVERVIEW OF JAVA	4	1	1	2
G5OZA8824-005	FISCAL LAW COURSE	40	5	1	10
J6ANU00066-038	AIR FORCE TECHNICAL ORDER SYSTEM (GENERAL)	20	5	5	15
SASV-SASO11V	INTEGRATED PRODUCT SUPPORT	20	0	0	16
SASV-SASO13V	INTRODUCTION TO RISK MANAGEMENT	28	0	0	12
SASV-SASO15V	ACQUISITION EXCELLENCE COURSE	24	52	2	75
SASV-SASO16V	CURRENT TOPICS IN FINANCIAL MANAGEMENT	16	0	0	20
SASV-SASO17V	CONTRACT REPAIR ENHANCEMENT PROGRAM	16	0	0	70
SASV-SASO18V	MODIFICATION MANAGEMENT	16	0	0	30
SASV-SASO19V	WEAPON SYSTEM POLLUTION PREVENTION APPLICATIONS	40	0	0	10
SASV-SASO20V	EARNED VALUE MANAGEMENT	8	0	0	25
SASV-SASO21V	REQUIREMENTS PROCESS AND COMMERCIAL ACQUISITION	20	0	0	25
SASV-SASO23V	ACTIVITY BASED COSTING	20	0	0	35
SASV-SASO25V	ADVANCED CONCEPT TECHNICAL DEMONSTRATION	12	0	0	20
SASV-SASO26V	ACQUISITION AND LOGISTICS REFORM	24	0	0	75
W6AODLACQ101	FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT (SATELITE)	64	90	3	85
W6AODLCSE492	SOFTWARE SYSTEMS ENGINEERING	45	0	0	5
W6AODLCSE493	SW REQUIREMENTS & DESIGN ENGINEERING	45	1	1	4
W6AODLCSE494	OBJECT-ORIENTED ANALYSIS & DESIGN	45	1	1	3

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W6AODLCSE495	SW CREATION & MAINTENANCE	45	3	2	4
W6AODLEMGT426	SABER MANAGEMENT	40	0	0	10
W6AODLENV020	ENVIRONMENTAL COMPLIANCE ASSESSMENT	40	36	2	40
W6AODLENV022	POLLUTION PREVENTION PROGRAM OPERATIONS & MANAGEMENT	40	1	1	15
W6AODLENV220	UNIT ENVIRONMENTAL COORDINATOR	24	56	2	45
W6AODLENV222	HAZARDOUS MATERIAL MANAGEMENT PROGRAM	24	0	0	40
W6AODLJA-001	AF SYSTEM & LOGISTICS CONTRACTING	32	8	1	10
W6AODLLOG101	ACQUISITION LOGISTICS FUNDAMENTALS	80	58	2	55
W6AODLLOG199	INTRODUCTION TO LOGISTICS (AF)	60	32	2	45
W6AODLMGT421	CONTRACTING FOR CIVIL ENGINEERING	80	4	1	5
W6AODLMGT423	PROJECT PROGRAMMING	80	9	1	10
W6AODLMGT444	COMPETITIVE SOURCING	40	5	1	5
W6AODLSYS228	APPLIED CONFIGURATION MANAGEMENT	72	10	2	25
W6ODLENG555	AIRFIELD PAVEMENT CONSTRUCTION	40	0	0	4
W6ODLENV101	INTRODUCTION TO ENVIRONMENTAL MANAGEMENT FLIGHT	40	0	0	15

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CLASSROOM RESERVATIONS 1 JAN – 31 DEC 98

BLDG	# CLASS-ROOMS	AVERAGE CLASSROOM RESERVATIONS			PRIMA USER
		AUTOMATED	MANUAL LOG	TOTAL	
44	1	24 yr (2/mo)	-----	24 yr (2/mo)	Aircra
110	10	900 yr (75/mo)	-----	900 yr (75/mo)	Aircraft Avioni
301	5	875 yr (73/mo)	-----	875 yr (73/mo)	Logisti
301	Cotton Auditorium	-----	246 yr (23/mo)	246 yr (23/mo)	Logistic Operati
364	5	-----	120 yr (10/mo)	120 yr (10/mo)	Logistic Operati
380	2	-----	60 yr (5/mo)	60 yr (5/mo)	Logisti
901	8	175 yr (15/mo)	-----	175 yr (15/mo)	Avioni
905	12	150 yr (13/mo)	1,643 yr (137/mo)	1,793 yr (150/mo)	Operatio Comput
OTHER FACILITIES (1, 5, 81, 125, 142, 165, 169, 255, 300)		300 yr (25/mo)	N/A	300 yr (25/mo)	All

TOTAL CLASSROOM RESERVATIONS FOR 1998: 4,493/yr (375/mo)

Variation in Workload

(a) If at the end of each operational performance period the total work, considering complexity, difficulty, and cost of the various outputs in Technical Exhibit 2 varies above or below 10 percent from the total estimated contract workload, negotiations for an equitable price adjustment may be initiated by the service

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provider or the government. Any increase or decrease in price shall be based on the net increases or decrease in this workload during the specified period. Adjustment to the contract price shall be made only for that portion of the total net increase or decrease above 10 percent or below 10 percent of the estimated workload.

(b) The service provider shall notify the ACO/CO in writing of all expected work variations as described in this clause which may result in a request by the service provider for an equitable price increase and shall provide the estimated amount of such price increase. Such notice shall be provided at the earliest practicable time, but in no event later than prior to performance of such work variances. The government shall have no obligation under this provision unless a modification to this contract shall have been issued establishing a line item in schedule B, supplies or services and prices/costs, to cover such work variance and obligating an estimated amount of funds to cover such work variances. (NOTE: The ACO/CO shall specify the period, contract line item(s), and variance percentages for the particular service workload tasking(s), which will be regulated by this provision. Variance percentages shall not exceed ten percent.)

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TECHNICAL EXHIBIT 3

MAPS AND WORK AREA LAYOUTS

Floor Plan - Building 110 - Administrative areas and classrooms

Floor Plan - Building 44 OB (Out Back) - Sheet Metal Training Laboratory

Floor Plan - Building 301, Basement - Administrative areas and classrooms

Floor Plan - Building 301WW - Administrative areas and classrooms

Floor Plan - Building 901 - Administrative areas and classrooms

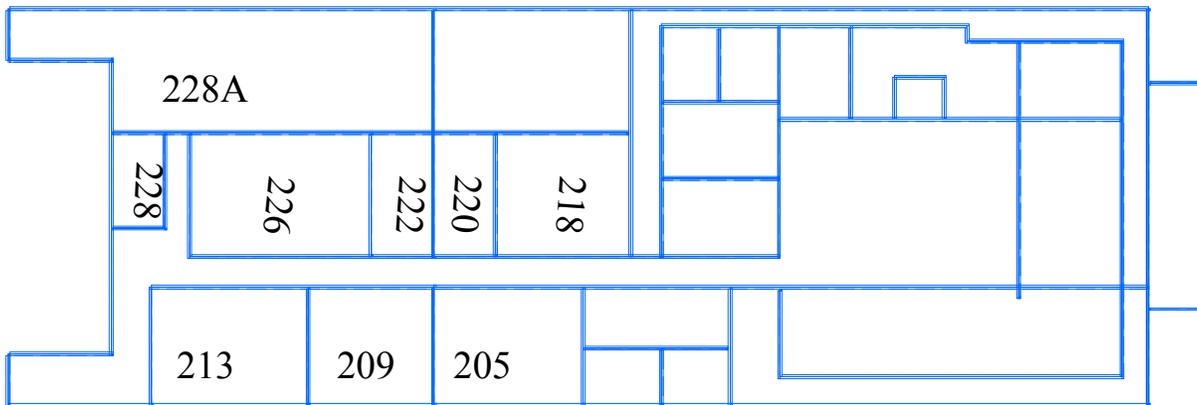
Floor Plan - Building 905 - Administrative areas and classrooms

Floor Plan - Building 380 - Administrative areas and classrooms

Floor Plan - Building 364 - Computer classrooms

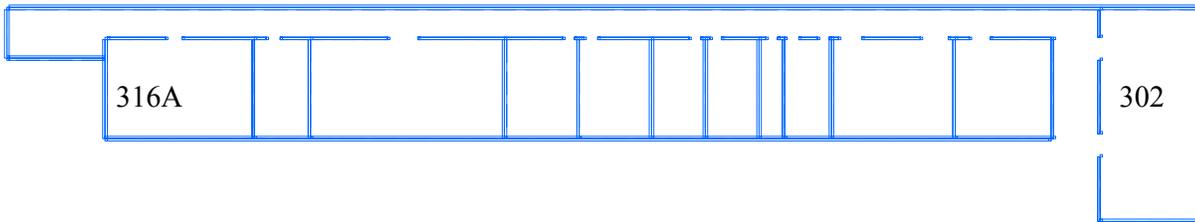
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Building 110 2nd Floor



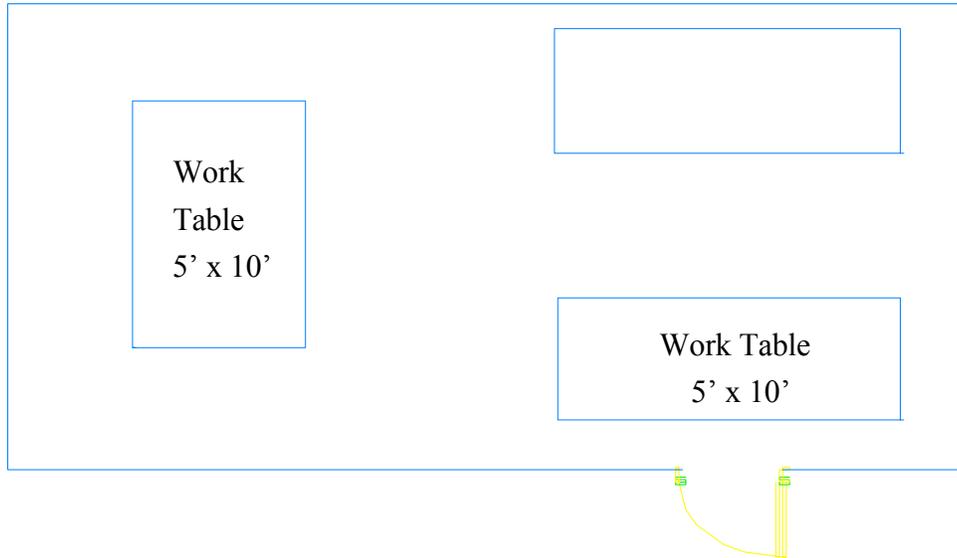
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Building 110
3rd Floor West Wing



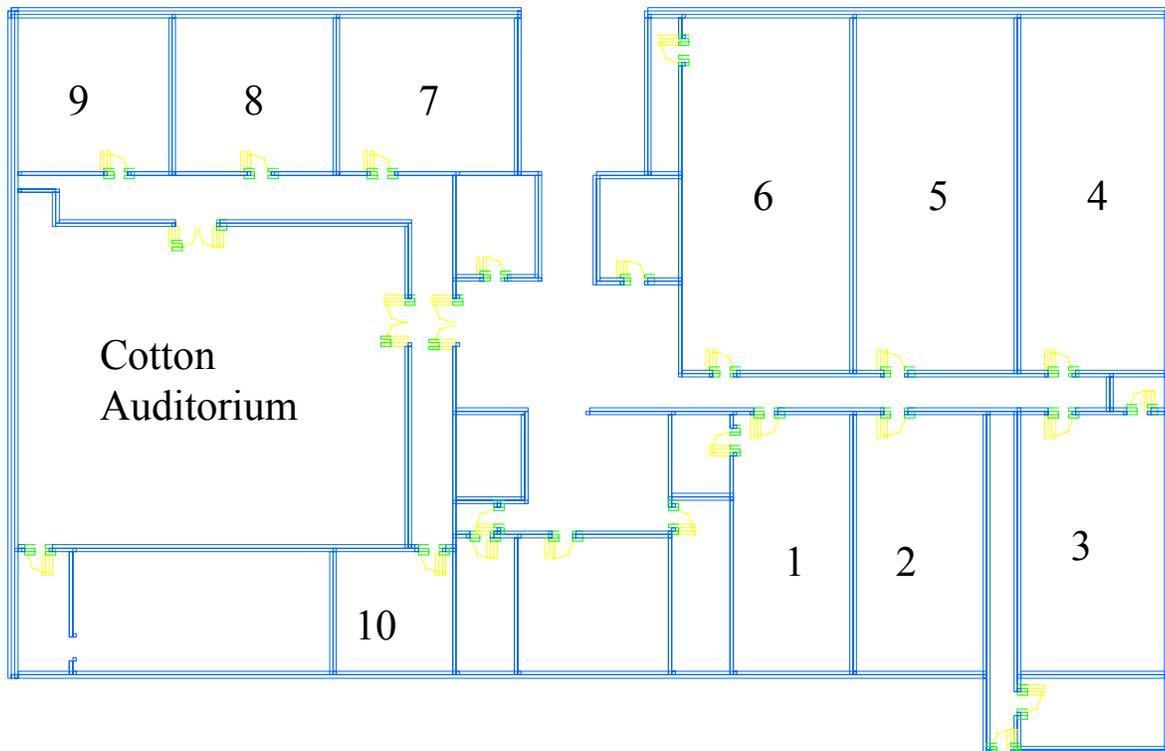
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Building 44



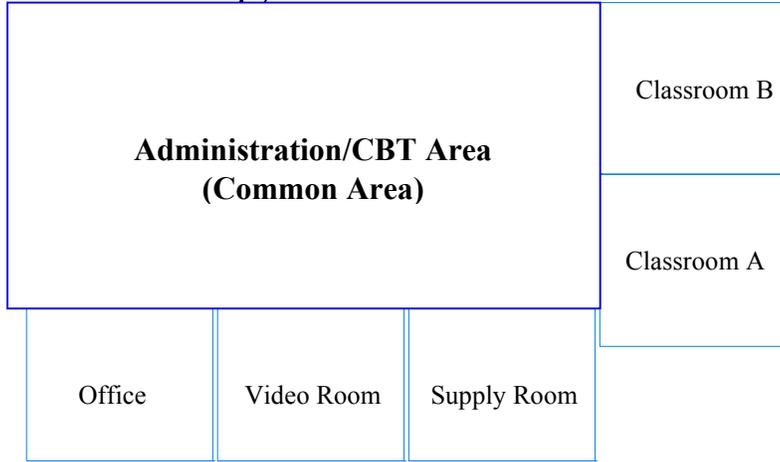
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Building 301 East Basement



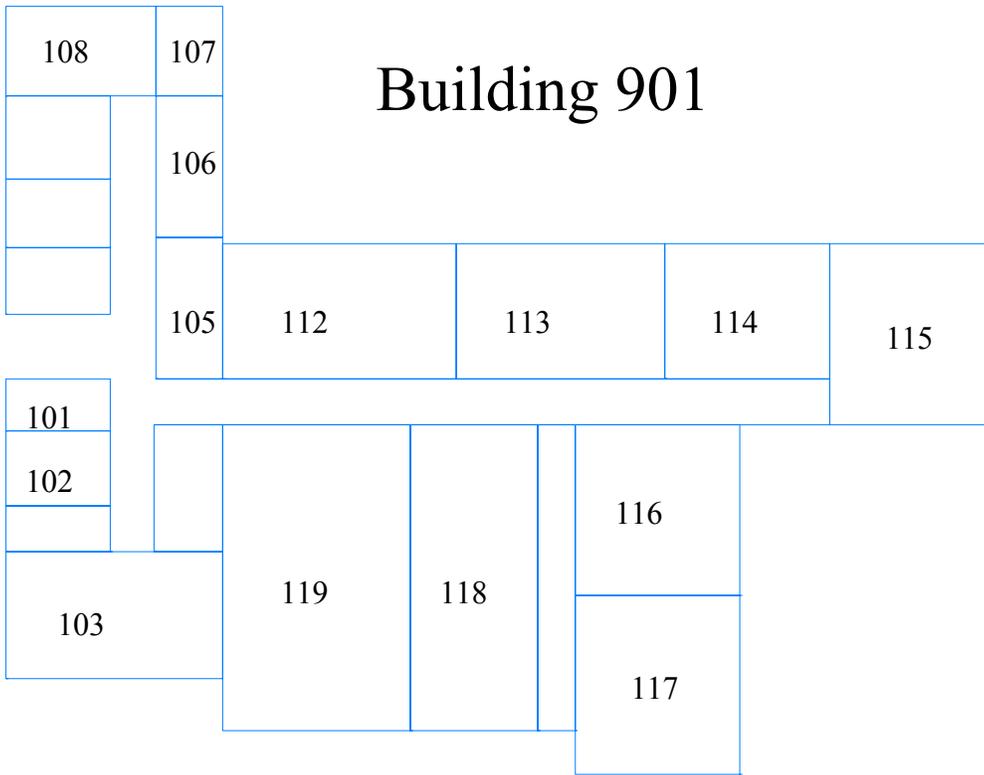
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Building 301 WW



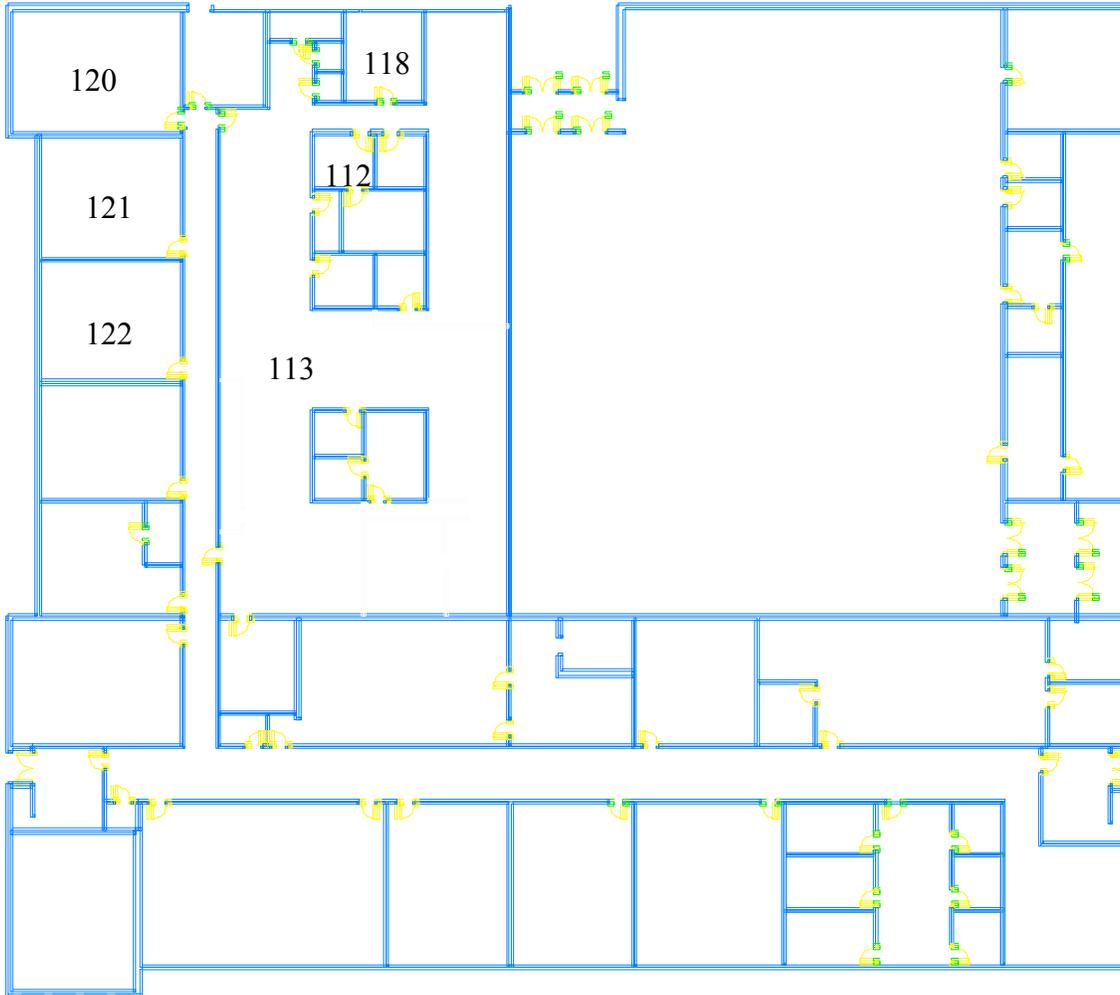
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Building 901

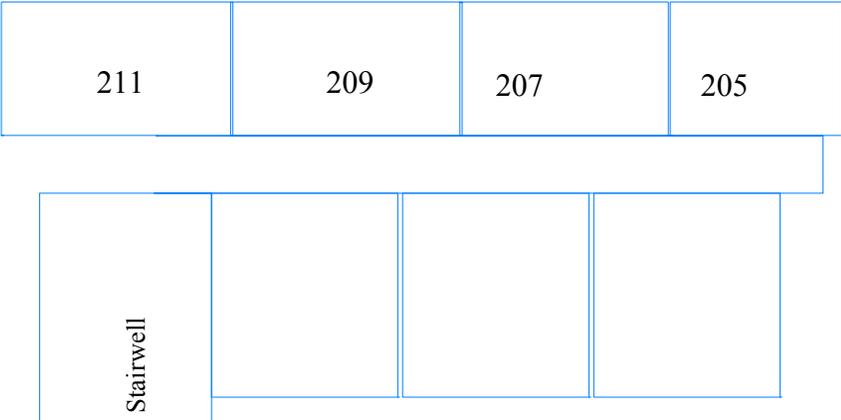


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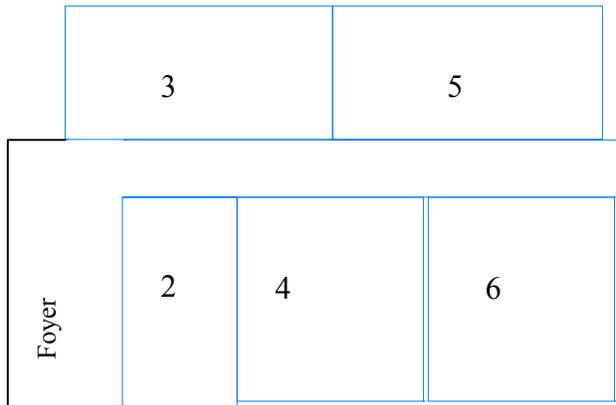
Building 905



Building 380



Building 364



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TECHNICAL EXHIBIT 4

REQUIRED REPORTS

The service provider shall provide reports as required by the PWS. The required reports are, but not limited to, the following:

<u>TITLE</u>	<u>RECEIPIENT</u>	<u>FREQUENCY</u>
Phase-In Schedule IAW PWS	FAC	30 Prior to Orientation period
CDC Status Report	MAJCOM.	Quarterly
Annual Staff Assistance Visit	MAJCOM	Year
OJT meeting minutes	FAC	Quarterly
Program Report FAC (HAF_DPP(SA)7106)	Year	Education Services
Operating Budget	FAC	AS Required
Contractor Personnel Roster	Contracting Officer	NLT contract pre-performance Date and as changes occur
Contractor Notification	Security Police	30 days prior to Start Date
Quality Control Plan	Contracting Officer	Pre Performance Conference Start Date
Response to Government Observations	Contracting Officer	Within 5 days of Receipt
I & S Business	HQ AFMC	Quarterly
Safety Plan IAW PWS	Contracting Officer	Start of Orientation period

FOR OFFICIAL USE ONLY**TECHNICAL EXHIBIT 5a****GOVERNMENT-FURNISHED FACILITIES**

The government will furnish the service provider the following facilities, which details the building number, room number, use of the room, and the approximate square footage:

Building	Room	Use	Sq. Footage
110	205	Classroom	1440
110	209	Classroom	575
110	213	Classroom	625
110	218	Classroom	1350
110	220	T.O. Library	276
110	222	Storage Rm.	218
110	226	Classroom	1050
110	228	Supv. Office	280
110	228A	Instr. Offices	1025
110	302	CBT Lab/Classroom	450
110	306	Classroom/Lab	449
110	308	Classroom/Study	222.4
110	316	Break Room	218
110	316A	Classroom	570
		Total for Bldg 110:	8,748.4

Building	Room	Use	Sq. Footage
301	1	Office	236
301	2	Classroom	432
301	3	Classroom	660
301	4	Classroom	1012
301	5	Classroom	1012
301	6	Classroom	1012
301	7	Office	600
301	8	Office	576
301	9	Office	576
301	10	Office	236
		Total for Bldg 301:	6,352

Building	Room	Use	Sq. Footage
301WW	C10	Common Area	150

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301WW	C10	Office	42
301WW	C10	Video Center	36
301WW	C10	Supply Room	18
301WW	C10	Classroom A	154
301WW	C10	Classroom B	112
		Total for Bldg 301WW:	512

Building	Room	Use	Sq. Footage
44 OB		Laboratory	500
		Total for Bldg 44 OB:	500

Building	Room	Use	Sq. Footage
901	100	Office	114
901	101	Office	77
901	102	Office	130
901	102A	Office	108
901	103	Classroom	336
901	104	Classroom	230
901	105	Power Room	188
901	106	Office	170
901	107	Break Room	186
901	108	Bathroom	148.4
901	109	Bathroom	113.4
901	112	Classroom	364
901	113	Classroom	350
901	114	Classroom	310
901	115	Classroom	323
901	116	Classroom	520
901	117	Classroom	520
901	118	Laboratory	799
901	119	Classroom	1175
		Total for Bldg 901:	6,161.8

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Building	Room	Use	Sq. Footage
905	113	Office	2045
905	120	Classroom	575
905	121	Classroom	575
905	122	Classroom	575
		Total for Bldg 905:	3,770

Building	Room	Use	Sq. Footage
364	2	Classroom	576
364	3	Classroom	544
364	4/6	Classroom	1175
364	5	Classroom	544
		Total for Bldg 364:	2,839

Building	Room	Use	Sq. Footage
380	205/207 Pacer Lean	Classroom	1500
380	209/211	Classroom	1500
		Total for Bldg 380:	3,000

Total Bldgs	Total Rooms	Total Usage	Total Sq. Footage
8	60	Classroom/ Office	31,883.2

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Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). A review of those areas are identified below. The inspection of these areas included a background noise and general illumination survey, and a visual inspection for damaged piping, walls, etc., that might have contained asbestos or lead based paint. The survey of these areas found no visible or known occupational health concerns for occupants that would use these facilities.

Building	Room #	Type Use	Ave. Light (FC)	dBC/dBA	Visible Damage Y/N
110	205	Classroom	38	52/<45	N
110	209	Classroom	28	54/<45	N
110	213	Classroom	45	66/54	N
110	218	Classroom	43	58/<45	N
110	220	T.O. Library	38	53/<45	N
110	222	Storage Room	30	58/48	Y (Ceiling) *
110	226	Classroom	58	56/48	N
110	228	Supv Office	45	53/<45	N
110	228A	Instr Office	42	54/47	N
110	302	Classroom	25	53/<45	N
110	306	Classroom	32	67/62	N
110	308	Classroom	30	52/48	N
110	316	Break Room	45	58/51	N
110	316A	Classroom	44	61/58	N

*Ceiling Damaged From Leaking Steam Pipes

Building	Room #	Type Use	Ave. Light (FC)	dBC/dBA	Visible Damage Y/N
440B	Sheetmetal (SM)	SM Training	75	75/73 89/89*	N

- 3/8" Sheetmetal Drill

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Building	Room #	Type Use	Ave. Light (FC)	dBC/dBA	Visible Damage Y/N
301	1	Office	35	62/54	N
301	2	Classroom	80	55/<45	N
301	3	Classroom	85	52/<45	N
301	4	Classroom	32	54/<45	N
301	5	Classroom	50	52/<45	N
301	6	Classroom	55	55/<45	N
301	7	Office	37	53/<45	N
301	8	Office	88	52/<45	N
301	9	Office	70	55/<45	N
301	10	Office	32	56/<45	N

Building	Room #	Type Use	Ave. Light (FC)	dBC/dBA	Visible Damage Y/N
301WW	C-10	Common Area	64	60/49	N
301WW	C-10	Office	52	62/<45	N
301WW	C-10	Video Center	68	65/52	N
301WW	C-10	Supply Room	89	61/<45	N
301WW	C-10	Classroom A	50	58/<45	N
301WW	C-10	Classroom B	52	58/<45	N

Building	Room #	Type Use	Ave. Light (FC)	dBC/dBA	Visible Damage Y/N
905	113	Office	60	60/50	N
905	120	Classroom	36	61/49	N
905	121	Classroom	36	60/48	N
905	122	Classroom	40	57/<45	N

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Building	Room #	Type Use	Ave. Light (FC)	dBc/dBA	Visible Damage Y/N
364	2	Classroom	74	67/53	N
364	3	Classroom	78	65/52	N
364	4	Classroom	72	65/54	N
364	5	Classroom	74	66/55	N
364	6	Classroom	80	64/52	N
364	7	Classroom	78	67/54	N

Building	Room #	Type Use	Ave. Light (FC)	dBc/dBA	Visible Damage Y/N
380	205	Classroom	100	55/<45	N
380	207	Classroom	70	57/<45	N
380	209	Classroom	75	58/<45	N

Building	Room #	Type Use	Ave. Light (FC)	dBc/dBA	Visible Damage Y/N
901	100	Office	75	58/52	N
901	102	Office	75	58/52	N
901	102	Office	46	59/54	N
901	102A	Office	42	56/50	N
901	103	Classroom	38	54/49	N
901	104	Classroom	50	56/48	N
901	105	Power Room	43	56/55	N
901	106	Office	80	59/48	N
901	107	Breakroom	76	78/69	N
901	108	Latrine	*	*	N
901	109	Latrine	*	*	N
901	112	Classroom	280**	67/54	N
901	113	Classroom	48	59/49	N
901	114	Classroom	45	56/54	N
901	115	Classroom	80	56/47	N
901	116	Classroom	65	42/49	N
901	117	Classroom	72	53/50	N
901	118	Laboratory	53	52/50	N
901	118	Classroom	31	53/49	N

* Not Measured (restrooms)

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* Special Lighting for Micro-Electronics Work

Equipment Used:

GenRad Sound Level Meter/Calibrated 1 Aug 98/SN 46261 (C656352)

GenRad Calibration Meter/Calibrated 22 May 98/SN 24514

Illumination:

Litemate III/Calibrated 2 Feb 99/SN 1864

FOR OFFICIAL USE ONLY**TECHNICAL EXHIBIT 5B****GOVERNMENT-FURNISHED EQUIPMENT**

The government will furnish the following government-owned equipment per the provisions specified in paragraph 3.1.2 in Section C-3 of this PWS. All equipment items must be inventoried yearly.

Bldg	Quantity	Model	Description	Serial Number
905	1		Wattmeters	221
905	1		Wattmeters	222
905	1		Wattmeters	223
905	1		Wattmeters	224
905	1		Wattmeters	51
905	1		Wattmeters	412
905	5	PCATF101	Laboratory Unit	NSN 6640
301WW	1		Audio Conference Unit	T11630
301WW	1		Audio Conference Unit	T16285
301WW	5	AT-2001	Audio Conference Unit	
301WW	1	640MD	Audio Conference Unit	T01338
301WW	36	439	Microphones	
301WW	10	499	Microphones	
301WW	12	C150	Microphones	
301WW	5	M91	Microphones	
301WW	1	PV-4501	VCR	B5SB15204
301WW	1	AG-1300P	VCR	D5KG00871
301WW	1	AG-1300P	VCR	D5KG04255
301WW	1	AG-1300P	VCR	D5KG04562
301WW	1	AG-1300P	VCR	E5KG00738
301WW	1	AG-1300P	VCR	D5KG04224
301WW	1	AG-1210	VCR	B7HE00326
301WW	1	AG-1240	VCR	G9SA41876
301WW	1	AG-1240	VCR	H9SA40097
301WW	1	SVO-140	VCR	CE922468
301WW	1	SVO-140	VCR	CE742909
301WW	1	SVO-1410	VCR	0018103 B2
301WW	1	SVO-1410	VCR	0044561 C3
301WW	1	SVO-1410	VCR	0044521 C3
301WW	1	SVO-1410	VCR	0018080 B2
301WW	1	SVO-1410	VCR	0018113 B2
301WW	1	KV-32S10	TV	8000831
301WW	1	CS-35401	TV	507752
301WW	1	CS-35401	TV	
301WW	1	CS-35405	TV	519436
301WW	1	CRN200AT01	TV/VCR	18507643
Bldg	Quantity	Model	Description	Serial Number
301WW	1	CRL191AT03	TV/VCR	77708217
901	1	DIG893A	Voltmeter Digital	6625000228182
901	3	5328AF	Counter electric	6625010390086

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901	1		Main Frame Pntm	6625010135160
901	7	GEN331	Function Generator	6625010284989
901	6	PN464OPT4	Oscilloscope	6625010441889
901	6	46	Oscilloscope	6625010326914
901	3		Oscilloscope	6625012754766
901	6		System, Training	6910PED-LAB651
901	6		Trainer, Digital	6910PED-LAB702
901	6		Interface Panel	6625P930595F
301	1	3870A	EIKI Overhead Projector	4283077
301	1	XG-E690U	Sharp Vision Projector LCD	60931227
301	1	2100AJAT	3M Visual System Overhead	555587
301	1	2002	Telex Magna Byte Video Proj	10433
301	1	VV1220	Quasar Video Viewer	SB21810555
301	1	2100AJAT	3M Visual System Overhead	555002
301	1	A1-2000 Series	Apollo Exlipse Overhead	3080762
301	1	PG-2710	NEC Video Monitor	30000418W
301	1		Knox Series 100 Commentator Projector Screen	
301	1	4058616-59	OTC ATT Printer 2140	128943
301	1	3870A	EIKI Overhead Projector	2349001
301	1	VV1220	Quasar Video Monitor	SB22020005
301	1	T-6	Innovative Television Equipment Camera Tripod	5326
301	1	WV-V3	Panasonic NTSC Color Video Camera WV-VE Series	67A12838
301	1	KX-B520	Panasonic KX-B520 Electronic Print Board	07348JA2877
301	1	2100 AJAT	3M Overhead Projector	554994
301	1	XG-E690U	Sharp Projector LCD	609311443
301	1		Media Show Projector 840	S95F1116
301	1		Media Show Projector 840	S95F1100
301	1	KX-B530	Panasonic KX-B530 Electronic Print Board	29975LA5520
301	1	VV1220	Quasar Video Viewer	SB21810494
301	1	PG-2710	NEC Monitor	30000446W
301	1	213AJPF	Overhead Projector-395 3M	983254
301	1		Unisys Data System	418527008
301	1	CRM202AT01	Magnavox Video Projector	84848920
301	1		Quasar Video Viewer	22020004
301	1		Sharp Vision Liquid Crystal	410312768
301	1	KX-B520	Panasonic Electronic White Board	102508
301	1	3870A	EIKI Overhead Projector	1308034

Bldg	Quantity	Model	Description	Serial Number
301	2		Projector Screen	
301WW	1	CRM202AT01	TV/VCR	84848759
301WW	1	CRL191AT03	TV/VCR	80686677
301WW	1	PV-M2023	TV/VCR	J3AA10541

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301WW	1	PVM-1350	Video Monitor	2006588
301WW	1	PVM-1350	Video Monitor	2002343
301WW	1	PVM-1350	Video Monitor	2002264
301WW	1	CT-1384VY	Video Monitor	MB50760497
301WW	1	BT-5702N	Video Monitor	KA1550155
301WW	1	BT-5702N	Video Monitor	KA1550158
301WW	1	BT-5702N	Video Monitor	KA1550149
301WW	1	BT-5702N	Video Monitor	KA1550148
301WW	1	CT-1330M	Video Monitor	FJ6510502
301WW	1	CT-1331Y	Video Monitor	FM8120394
301WW	1		NTU Single Channel Subscriber	942070
301WW	1		NTU Subscriber Unit	920245
301WW	1	N6S	Integrated Receiver/Decoder	N6SNDA616 086589
301WW	1	N6S	Integrated Receiver/Decoder	N6SMDA506 071310
301WW	1	N6S	Integrated Receiver/Decoder	N6SMDA513 071986
301WW	1	N6S	Integrated Receiver/Decoder	N6SMDA435 037800
301WW	1	N6S	Integrated Receiver/Decoder	N6SMDA435 032656
301WW	1	N6S	Integrated Receiver/Decoder	N6SMDM346 041015
301WW	4	AM60-550	Agile Modulator	
301WW	1	6350	Agile Modulator	119537
301WW	1	6350	Agile Modulator	115218
301WW	1	360H	Agile Modulator	K2221
301WW	1	360HL	Agile Modulator	N3317
301WW	1	6350	Modulator	75890
301WW	1	6350	Modulator	76658
301WW	1	C6M	Modulator	J1M7000017CM
301WW	1	C5M	Modulator	
301WW	1	CIC-3	Modulator	C4P1C4P7
301WW	1	VID-P100	Video Presentation Stand	20039
301WW	1		Monitor Mounting Bracket	KA1550074
301WW	1		Monitor Mounting Bracket	KA1550071
301WW	1	WS-A10-W	Speaker System	521668
301WW	1	WS-A10-W	Speaker System	521667
301WW	1	WS-A10-W	Speaker System	521664
301WW	1	WS-A10-W	Speaker System	521663
301WW	2	SA-155	Stereo Amplifier	
301WW	1	SAV-210	Audio/Video Switcher	
301WW	1	SVA-100B	Audio/Video Switcher	265936-K6
301WW	1	900	Uninterruptible Power Source	WB9630 181971
301WW	1	900	Uninterruptible Power Source	WB9630 181991
Bldg	Quantity	Model	Description	Serial Number
301WW	7	SP101A	Equipment Rack Cooling Fans	
301WW	6	V8601	Equipment Rack	
301WW	1	V8632	Equipment Rack	
301WW	1		Video Duplicator	
301WW	1	ESR 1024	Satellite Receiver	1100060
301WW	1	ESR 324	Satellite Receiver	90900207

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301WW	1	ESR 324	Satellite Receiver	50900895
301WW	1	ESR 1224	Satellite Receiver	81100213
301WW	1	APS 1024	Antenna Positioning System	10300342
301WW	1	APS 1024	Antenna Positioning System	81200011
301WW	1	ST-92TV	TV Stereo Tuner	5000297
301WW	1	ST-72TV	TV Stereo Tuner	807799
301WW	1	A3V/HB	TV Tuner	90909324
301WW	1	4100	Barcode Label Printer	6235139
301WW	1	D2020	Barcode Scanner Dock Station	96071600090
301WW	1	2020	Barcode Scanner	96061400314
301WW	11	CLD-V2600	Video Disk Player	PB3931746
301WW	1	CLD-V2600	Video Disk Player	PB3933658
301WW	1	PG-9170A	Program Prompter	290-20273-02
301WW	2	EZ-LINK 87	Fiber Optic Power Panel	
301WW	2		Fiber Optic Audio Transmitter	
301WW	2		Fiber Optic Audio Receiver	
301WW	2		Fiber Optic Video Transmitter	
301WW	2		Fiber Optic Video Receiver	
301WW	1	CANON 8500	FAX Machine	UFW 28159
301WW	3	R3303	Audio/Visual Cart	
301WW	4	R3375	Large-TV Cart	
301WW	1	3.7-meter	Satellite Antenna	
301WW	1	1.8-meter	Satellite Antenna	
301WW	2	14-foot	Satellite Antenna	
301WW	2	FX-280-W	Calculator	
301WW	1	SF-95	Satellite Finder	
301WW	1		Battery Charger	
301WW	6		Sony SVO 1500 VCR *	
301WW	3		Sony SVO 1610 VCR*	
301WW	2		Sony 9-inch Monitor*	
301WW	9		Blonder-Tongue Modulator*	
301WW	3	VS4503R	Mitsubishi TV*	
301WW	3		Big-Screen TV Stands*	
301WW	10		Microphones PTT*	

*Items will be on inventory October 1999

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Bldg	Bar Code	Model	Description	Serial Number
110	58140039DR	DESKTOP-III	Adv Pw W/ Arithmetic Coprocess	405064635
110	5814003326	HP-NX	Laserjet 5SI Mopier Printer	USJK19600052
110	5814003N2K	CTX-1461HK	MONITOR:14:.28" Dot Pitch	A7033901964
110	5814003OGD	4029	NON-IMPACT Printer	USFB222111
110	5814003OHX	4029	NON-IMPACT Printer	USFB221950
110	5814003QJH	4029	NON-IMPACT Printer	USFB222109
110	5814003QNI	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110210014
110	5814003QOP	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110210033
110	5814003QR5	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	1167221-0006
110	5814003QSD	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110250003
110	5814003QTL	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	1277922-0017
110	5814003QUS	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110250015
110	5814003QVZ	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110250024
110	5814003QX6	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110250027
110	5814003QYD	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110250030
110	5814003QZK	HL7870A	Monitor, 17" Color	HEMHG804300182
110	5814003R0R	HL7870A	Monitor, 17" Color	HEMHG804300184
110	5814003R1Y	HL7870A	Monitor, 17" Color	HEMHG804300185
110	5814003R35	HL7870A	Monitor, 17" Color	HEMHG804300186
110	5814003R4C	HL7870A	Monitor, 17" Color	HEMHG804300187
110	5814003R5J	HL7870A	Monitor, 17" Color	HEMHG804300188
110	5814003R6Q	HL7870A	Monitor, 17" Color	HEMHG804300189
110	5814003R7X	HL7870A	Monitor, 17" Color	HEMHG804300190
110	5814003R94	HL7870A	Monitor, 17" Color	HEMHG804300191
110	5814003RM9	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12292620020
110	5814003RNG	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12292620021
110	5814003RON	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12292620026
110	5814003RPU	DAEWOO-707B	Monitor, 17" Color Pic	GC82492008
110	5814003RR1	DAEWOO-707B	Monitor, 17" Color Pic	GC83412051
110	5814003RS8	DAEWOO-707B	Monitor, 17" Color Pic	GC83412687
110	5814003UN0	MH14787	Alpha Quest P166 Desktop	7001456300
110	5814003UN2	EO70	17" Monitor	1162041254
110	5814004481	IBM-4019	Laser Printer	11Ad876
110	58140044AK	AP1339-PKG	Wide Car Dot MAT/NLQ Ptr Pkg	405065152
110	58140044AL	AP1339-PKG	Wide Car Dot MAT/NLQ Ptr Pkg	405064965
110	58140044AM	AP1339-PKG	Wide Car Dot MAT/NLQ Ptr Pkg	405065103
110	58140044YO	PKG-AP9210	Printer Desktop Laser	SG567142BG
110	5814003IAS	ZBS4298-QL	Advanced System W/OA	5MSCFR006362
110	5814003IC3	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK51008507GB
110	5814003IDG	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK51008563GB
110	5814003JLZ	ZMV4298-QL	Advanced System W/OA	46SBEK005630
110	5814003JKP	ZMV4298-QL	Advanced System W/OA	46SBEK005615
110	5814003K6I	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F042416
110	5814003H14	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F043998
110	5814003J3W	ZMV4298-QL	Advanced System W/OA	46SBEK005402
110	5814003KGZ	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F042132

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Bldg	Bar Code	Model	Description	Serial Number
110	5814003JBQ	ZMV4298-QL	Advanced System W/OA	46SBEK005589
110	5814003KIA	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F042284
110	5814003J59	ZMV4298-QL	Advanced System W/OA	46SBEK005528
110	5814003KD2	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F044738
110	5814003JOQ	ZMV4298-QL	Advanced System W/OA	46SBEK005600
110	5814003KNJ	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F042417
110	5814003JAG	ZMV4298-QL	Advanced System W/OA	46SBEK005586
110	5814003K3U	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F042376
110	5814003J6H	ZMV4298-QL	Advanced System W/OA	46SBEK005588
110	5814003KKV	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F042380
110	5814003JVK	ZMV4298-QL	Advanced System W/OA	46SBEK005617
110	5814003KAJ	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F044004
110	5814003JI8	ZMV4298-QL	Advanced System W/OA	46SBEK005609
110	5814003JWY	ZMV4298-QL	Advanced System W/OA	46SBEK005629
110	5814003KFN	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	43NO5F039909
110	5814004483	IBM-4019	Laser Printer	11P0974
110	58140044AP	ZCM1450-DT	MONITOR:14".28" Dot Pitch	44N05f044007
110	58140044AQ	ZCM1450-DT	MONITOR:14".28" Dot Pitch	44N05f042425
300WW	58140038AL	DDW-5030	MS-DOS 5.0 W/MEMORY Manager	HRUE0004
300WW	58140038AM	R2386-99	Central Point Pctools Vers 7.1	HRUE0004A
300WW	58140038DB	DDW-5030	MS-DOS 5.0 W/MEMORY Manager	HRUE0006
300WW	58140038DC	R2386-99	Central Point Pctools Vers 7.1	HRUE0006A
300WW	58140038L4	DDW-5030	MS-DOS 5.0 W/MEMORY Manager	HRUE0012
300WW	58140038L5	R2386-99	Central Point Pctools Vers 7.1	HRUE0012A
300WW	5814003BA9	DDW-5030	MS-DOS 5.0 W/MEMORY Manager	HRUE001
300WW	5814003BAA	R2386-99	Central Point Pctools Vers 7.1	HRUE0001A
301	581400448P	PR0320-XL	Microlaser XI Printer	2539830459
301	5814004467	DELL-DCM	Dell Pentium CPU	8CRWW
301	5814004480	IBM-4019	Laser Printer	11AF025
301	581400448H	HCM433E-BA	MONITOR:14:.28" Dot Pitch	MBTHT310049817
301	581400448K	HCM433E-BA	MONITOR:14:.28" Dot Pitch	MBTHT306001282
301	581400448L	HCM433E-BA	MONITOR:14:.28" Dot Pitch	MBTHT310049384
301	58140044YM	ZMV4392-KL	Basic System W/OA	3QSBCG009724
301	58140034I5	4058616-59	NON-TEMP Med Spd Line Printer	128943
301	581400445X	DELL-DCM	Dell Pentium CPU	8CRXL
301	581400445Y	DELL-DCM	Dell Pentium CPU	8CRLY
301	581400445Z	DELL-DCM	Dell Pentium CPU	8CRYY
301	5814004460	DELL-DCM	Dell Pentium CPU	8CRMG
301	5814004461	DELL-DCM	Dell Pentium CPU	8CRYG
301	581400446E	DELL-DCM	Dell Pentium CPU	8CRX0
301	581400446G	DELL-DCM	Dell Pentium CPU	8CRW1
301	581400446I	DELL-DCM	Dell Pentium CPU	8CRZK
301	581400446J	DELL-DCM	Dell Pentium CPU	8CRZD
301	581400446L	DELL-DCM	Dell Pentium CPU	8CRYD

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301	581400446M	DELL-DCM	Dell Pentium CPU	8CRYK
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Bldg	Bar Code	Model	Description	Serial Number
301	581400446S	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7C9UC6
301	581400446V	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7C9WC6
301	581400446W	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7C9TC6
301	581400446X	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CG5C6
301	581400446Y	SVGA-D1728DLS	Dell 17" Color Monitor	04036A73JKC6
301	5814004470	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7C9JC6
301	5814004471	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7C9ZC6
301	5814004472	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7C9VC6
301	5814004473	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7C9XC6
301	5814004474	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CG3C6
301	5814004477	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CESC6
301	581400447L	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CG4C6
301	58140044XX	DELL-DCM	Dell Pentium CPU	8CRX6
301	58140044XY	DELL-DCM	Dell Pentium CPU	8CRM7
301	58140039CX	R2336-99	Small Color Monitor, 14 Vga	23X4836
301	5814003B9M	DESKTOP-III	Adv Pw W/ Arithmetic Coprocess	00006055A
301	5814003KUK	486DX-33	Advanced System W/O Oa	23F6786
301	5814003KZC	486DX-33	Advanced System W/O Oa	23F6230
301	5814003L95	486DX-33	Advanced System W/O Oa	23F7125
301	5814003LPO	486DX-33	Advanced System W/O Oa	23CWK45
301	5814003LYS	486DX-33	Advanced System W/O Oa	23F6501
301	5814003M99	486DX-33	Advanced System W/O Oa	23F7767
301	5814003MGN	CTX-1461HK	MONITOR:14:.28" Dot Pitch	A7034405094
301	5814003MMC	CTX-1461HK	MONITOR:14:.28" Dot Pitch	A7034405087
301	5814003ODJ	486DX-33	Advanced System W/O Oa	23F5635
301	5814003OGK	486DX-33	Advanced System W/O Oa	23F7119
301	5814003OMQ	486DX-33	Advanced System W/O Oa	23F6194
301	5814003OOB	486DX-33	Advanced System W/O Oa	23F5516
301	5814003OT3	CTX-1461HK	MONITOR:14:.28" Dot Pitch	A7034402587
301	5814003OT5	486DX-33	Advanced System W/O Oa	23F6117
301	5814003OW7	486DX-33	Advanced System W/O Oa	23F6048
301	581400449M	0	Ctx Monitor	A7042680162
301	58140044AF	MONITOR-3741	Magnavox Color Monitor	83754302
301	58140044AG	MONITOR-3741	Magnavox Color Monitor	83889061
301	58140044AH	MONITOR-3741	Magnavox Color Monitor	53754380
301	58140044AJ	MONITOR-3741	Magnavox Color Monitor	50688004
Bldg	Bar Code	Model	Description	Serial Number

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301	58140044AR	ZCM1450-DT	MONITOR:14".28" Dot Pitch	3PN05F011128
301	581400445J	DELL-DCM	Dell Pentium CPU	8CRYS
301	581400445K	DELL-DCM	Dell Pentium CPU	8CRPZ
301	581400445L	DELL-DCM	Dell Pentium CPU	8CRY8
301	581400445N	DELL-DCM	Dell Pentium CPU	8CRXW
301	581400445O	DELL-DCM	Dell Pentium CPU	8CRVV
301	581400445P	DELL-DCM	Dell Pentium CPU	8CRW6
301	581400445Q	DELL-DCM	Dell Pentium CPU	8CRPG
301	581400445R	DELL-DCM	Dell Pentium CPU	9CRMB
301	581400445S	DELL-DCM	Dell Pentium CPU	8CRY2
301	581400445U	DELL-DCM	Dell Pentium CPU	8CRVF
301	581400445V	DELL-DCM	Dell Pentium CPU	8CRWL
301	581400445W	DELL-DCM	Dell Pentium CPU	8CRP3
301	5814004462	DELL-DCM	Dell Pentium CPU	8CRVQ
301	581400446U	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CFXC6
301	5814004475	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CFZC6
301	5814004476	SVGA-D1728DLS	Dell 17" Color Monitor	04036A728TC6
301	581400447B	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7389C6
301	581400447C	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CAXC6
301	581400447D	SVGA-D1728DLS	Dell 17" Color Monitor	04036A732TC6
301	581400447E	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CFYC6
301	581400447F	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CFUC6
301	581400447G	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CFAC6
301	581400447H	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CEZC6
301	581400447I	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CFJC6
301	581400447J	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7309C6
301	581400447K	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7C9YC6
301	581400447M	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7C9FC6
301	581400447N	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CF8C6
301	581400447O	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CENC6
301	581400447P	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CGOC6
301	581400447Q	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CG1C6
Bldg	Bar Code	Model	Description	Serial Number
301	58140044XU	DELL-DCM	Dell Pentium CPU	8CRP6

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301	58140044XW	DELL-DCM	Dell Pentium CPU	8CRVM
301	58140044ZB	SVGA-D1728DLS	Dell 17" Color Monitor	04036A7CAYC6
301	581400349S	HP-C2037A	Hp Laserjet 4 (2MB Ram)	USFB037374
301	58140034GB	LASERJE-C4118A	Hp Laserjet 4000 Printer	USMB129285
301	5814003IMF	486DX-33	Advanced System W/OA	4NSBUX016829
301	5814003PIV	FPJ8368-SL	Swan Pentium	152820
301	581400445I	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4071029913
301	5814004463	DELL-DCM	Dell Pentium CPU	8CRM2
301	5814004465	DELL-DCM	Dell Pentium CPU	8CRPL
301	5814004466	DELL-DCM	Dell Pentium CPU	8CRPX
301	5814004486	IBM-4019	Laser Printer	11G2941
301	5814004489	IBM-4019	Laser Printer	11ACGK2
301	5814004491	486DX-33	Advanced System W/O Oa	4NSBUX01758
301	581400348Q	HP-C2037A	Hp Laserjet 4 (2MB Ram)	USFB037372
301	58140034C2	HP-1200C	Hp 1200C Deskjet Printer	USC4802220
301	5814003J1P	ZBS4298-QL	Advanced System W/OA	5PSCFR008390
301	5814003J4I	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK51010371GB
301	5814003RM8	CLIENTP-ROVXE	Standard WIN95/OFFICE 97 Dt	11611710028
301	5814003RWZ	HL7870A	Monitor, 17" Color	HEMHG712320400
301	581400448X	LAPTOP-TRANSPRT	Micron Laptop 233 Mhz	5113039040621
301	58140044B5	LAPTOP-TRANSPRT	Micron Laptop 233 Mhz	5113039055821
301	581400342T	2114A	Hp Laserjet 4, 3MB RAM	USTC045312
301	58140039OJ	DESKTOP-III	Adv Pw W/ Arithmetic Coprocess	405065004
301	5814003PR4	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001509
301	5814003PRL	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001519
301	5814003PW9	ZCM1520-D1	15" Color Monitor	MUZE609500221S
301	5814003Q14	ZCM1520-D1	15" Color Monitor	MUZE609500218S
301	5814003RS7	CLIENTP-ROVXE	Standard WIN95/OFFICE 97 Dt	11611710117
301	5814003RZC	HL7870A	Monitor, 17" Color	HEMHG712320402
301	581400448R	4029	NON-IMPACT Printer	USFC478061
301WW	581400330N	2114A	Hp Laserjet 4, 3MB RAM	USTC051122
301WW	58140033JO	IVC	Hp Scanjet Iv C Scanner	SG648220KM
301WW	5814003442	HP-SI	Hp Color Laserjet 5M	JPCD105055
301WW	581400344I	2114A	Hp Laserjet 4, 3MB RAM	USTC242788
301WW	5814003499	HP-C2037A	Hp Laserjet 4 (2MB Ram)	USFB037369
301WW	5814003DRX	EN6680	Csi CPU	211541
301WW	5814003DTN	TUBA-II	Orchestra 17" Monitor	KP02374
301WW	5814003EJ9	G6-200	Gateway 200 Pentium Pro	5777606
301WW	5814003EKX	PS60	Gateway 2000 Pc Tower CPU	5324337
301WW	5814003EMM	PS60	Gateway 2000 Pc Tower CPU	5324336
Bldg	Bar Code	Model	Description	Serial Number
301WW	5814003EOC	CPD-17F13	Vivitron 17" Monitor	7336353
301WW	5814003EQ3	CPD-17F13	Vivitron 17" Monitor	7174631

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301WW	5814003ERU	CPD-17F13	Vivitron 17" Monitor	7174635
301WW	5814003F16	NEG00-SU220	Ctx 14" Monitor	KOA50403849
301WW	5814003F2W	NEG00-SU220	Ctx 14" Monitor	KOA50409872
301WW	5814003G1T	EN6680	Csi CPU	214456
301WW	5814003H7T	HCM433E-BA	MONITOR:14:.28" Dot Pitch	MBTHT21005S1005
301WW	5814003IKU	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK4121059089
301WW	5814003IM5	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK4081036753
301WW	5814003INH	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK509060900
301WW	5814003IQ4	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK4081036614
301WW	5814003KI3	ZMV4392-KL	Basic System W/OA	3QSBCG009927
301WW	5814003KKO	486DX-33	Advanced System W/O Oa	4NSBUX016952
301WW	5814003KLX	486DX-33	Advanced System W/O Oa	4NSBUX016970
301WW	5814003KNA	486DX-33	Advanced System W/O Oa	4NSBUX016923
301WW	5814003OUE	486DX4-100	Microcomputer System	LRW60120209
301WW	58140042DO	CPS1760-LR	Antares Ctx 17" Monitor	GS034984
301WW	58140042DZ	CPS1760-LR	Antares Ctx 17" Monitor	GS035030
301WW	581400420000 00000	DX17F	Alr Clearview 17" Mon	MH4304007817
301WW	5814003F4L	CM2099	MONITOR:14:.28" Dot Pitch	50477334
301WW	5814003F69	CM2099	MONITOR:14:.28" Dot Pitch	83753954
301ww	58140044AD	UIC-CANON	Printer	UFW28159
333	5814003JCF	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK51006845GB
364	5814003Q41	ZCM1520-D1	15" Color Monitor	MUZE609500239S
364	5814003PHZ	ZCM1520-D1	15" Color Monitor	MUZE609500785S
364	5814003J76	ZBS4298-QL	Advanced System W/OA	5PSCFR007173
364	5814003JB5	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK51006840GB
364	5814003PLX	FDZ8971-UL	Advanced Desktop CPU	6MSTVV000784
364	5814003PNU	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM025578
364	5814003PSZ	FPR-180	Hp 5 Laser Printer	USHB067702
364	5814003PX6	ZCM1520-D1	15" Color Monitor	MTSK60902239GB
364	5814003Q20	ZCM1736-D1	17" Color Monitor	3N064000204
364	58140044A7	UNKNOWN	Monitor Color Crystal Scan	30000446W
364	58140044A8	UNKNOWN	Monitor Color Crystal Scan	30000451W
364	58140035QX	1381	14" Color Monitor	U260102828
364	5814003PIG	ZCM1520-D1	15" Color Monitor	MUZE609500921S
364	5814003PJS	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM023679
364	5814003PK8	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026347
364	5814003PL4	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026430
364	5814003PLK	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026492
364	5814003PMG	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026515
364	5814003PMW	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026538
364	5814003POB	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026365
364	5814003PP9	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026488
364	5814003PPQ	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026502
364	5814003PQ7	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026513
364	5814003PQO	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026525
Bldg	Bar Code	Model	Description	Serial Number
364	5814003PRM	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026663
364	5814003PS3	ZCM1520-D1	15" Color Monitor	MTSK60901039GB

FOR OFFICIAL USE ONLY

364	5814003PT2	ZCM1520-D1	15" Color Monitor	MTSK60904233GB
364	5814003PUH	ZCM1520-D1	15" Color Monitor	MTSK60904313GB
364	5814003PUY	ZCM1520-D1	15" Color Monitor	MTSK60904525GB
364	5814003PVE	ZCM1520-D1	15" Color Monitor	MTSK60904536GB
364	5814003PVU	ZCM1520-D1	15" Color Monitor	MTSK60904741GB
364	5814003PWA	ZCM1520-D1	15" Color Monitor	MTSK60904745GB
364	5814003PWQ	ZCM1520-D1	15" Color Monitor	MTSK60905226GB
364	5814003PXN	ZCM1520-D1	15" Color Monitor	MTSK60904232GB
364	5814003PY4	ZCM1520-D1	15" Color Monitor	MTSK60904235GB
364	5814003PZ0	ZCM1520-D1	15" Color Monitor	MTSK60904297GB
364	5814003Q0Q	ZCM1520-D1	15" Color Monitor	MTSK60904744GB
364	5814003Q1Y	ZCM1520-D1	15" Color Monitor	MUZE609500223S
364	58140044A3	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026679
364	58140044A4	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSENK026682
364	58140044A5	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH002313
364	58140044YU	UNKN	Svga Monitor	MUZE609500219S
364	58140035N7	1381	14" Color Monitor	U260103044
364	5814003PIW	ZCM1520-D1	15" Color Monitor	MUZE609500929S
364	5814003PKO	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026378
364	5814003PM0	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026511
364	5814003PMV	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001510
364	5814003PND	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026609
364	5814003PNT	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001541
364	5814003POA	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001546
364	5814003POR	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001554
364	5814003POS	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026385
364	5814003PPP	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001680
364	5814003PR5	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM026541
364	5814003PSL	ZCM1520-D1	15" Color Monitor	MTSK60904230GB
364	5814003PTI	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001591
364	5814003PTJ	ZCM1520-D1	15" Color Monitor	MTSK60904237GB
364	5814003PTZ	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001637
364	5814003PU0	ZCM1520-D1	15" Color Monitor	MTSK60904248GB
364	5814003PXM	ZCM1520-D1	15" Color Monitor	MUZE609500232S
364	5814003PY3	ZCM1520-D1	15" Color Monitor	MUZE609500234S
364	5814003PZG	ZCM1520-D1	15" Color Monitor	MTSK60904519GB
364	5814003PZV	ZCM1520-D1	15" Color Monitor	MUZE609500918S
364	5814003Q0A	ZCM1520-D1	15" Color Monitor	MUZE609500928S
364	5814003Q0B	ZCM1520-D1	15" Color Monitor	MTSK60904729GB
364	5814003Q15	ZCM1520-D1	15" Color Monitor	MTSK60904748GB
364	5814003Q1J	ZCM1520-D1	15" Color Monitor	MUZE609500220S
364	5814003Q37	ZCM1520-D1	15" Color Monitor	MUZE609500233S
364	5814004179	gsa1716	Monitor	1073B01033
364	5814004458	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4081036611
364	581400445G	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4081037747
364	581400445H	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4081037281
Bldg	Bar Code	Model	Description	Serial Number
364	5814004492	486DX-33	Advanced System W/O Oa	4NSBUX016179

FOR OFFICIAL USE ONLY

380	58140030RJ	PA41S	Northgate Svga Monitor	6C103153
380	58140030RZ	PA41S	Northgate Svga Monitor	6C103185
380	58140030SF	PA41S	Northgate Svga Monitor	6C103165
380	58140030SV	PA41S	Northgate Svga Monitor	6C102926
380	58140030TB	PA41S	Northgate Svga Monitor	6C103179
380	58140030TS	PA41S	Northgate Svga Monitor	6C103127
380	58140030U9	PA41S	Northgate Svga Monitor	6C103183
380	58140030UR	PA41S	Northgate Svga Monitor	6C103174
380	58140030V9	PA41S	Northgate Svga Monitor	6C103194
380	58140030VR	PA41S	Northgate Svga Monitor	6C103175
380	58140030W8	PA41S	Northgate Svga Monitor	6C103425
380	58140030WQ	PA41S	Northgate Svga Monitor	6C103447
380	58140030X7	PA41S	Northgate Svga Monitor	6C102633
380	58140030XN	PA41S	Northgate Svga Monitor	5CA02316
380	58140030Y3	PA41S	Northgate Svga Monitor	6C103180
380	58140030YJ	PA41S	Northgate Svga Monitor	6C103407
380	58140031HW	BB963-HOT541	Northgate MID-TOWER Pentium	202344
380	58140031IC	BB963-HOT541	Northgate MID-TOWER Pentium	202275
380	58140031IS	BB963-HOT541	Northgate MID-TOWER Pentium	202327
380	58140031J8	BB963-HOT541	Northgate MID-TOWER Pentium	202279
380	58140031JO	BB963-HOT541	Northgate MID-TOWER Pentium	202374
380	58140031K4	BB963-HOT541	Northgate MID-TOWER Pentium	202312
380	58140031KJ	BB963-HOT541	Northgate MID-TOWER Pentium	202246
380	58140031KZ	BB963-HOT541	Northgate MID-TOWER Pentium	202357
380	58140031LF	BB963-HOT541	Northgate MID-TOWER Pentium	202322
380	58140031LV	BB963-HOT541	Northgate MID-TOWER Pentium	202354
380	58140031MA	BB963-HOT541	Northgate MID-TOWER Pentium	202249
380	58140031MQ	BB963-HOT541	Northgate MID-TOWER Pentium	202297
380	58140031N6	BB963-HOT541	Northgate MID-TOWER Pentium	202289
380	58140031NM	BB963-HOT541	Northgate MID-TOWER Pentium	202260
380	58140031O2	BB963-HOT541	Northgate MID-TOWER Pentium	202284
380	58140031OI	BB963-HOT541	Northgate MID-TOWER Pentium	202353
380	58140031ZT	PA41S	Northgate Svga Monitor	6C103053
380	58140030Z0	PA41S	Northgate Svga Monitor	6C103050
380	58140030ZH	PA41S	Northgate Svga Monitor	6C103137
380	58140030ZY	PA41S	Northgate Svga Monitor	6C103186
380	581400310F	PA41S	Northgate Svga Monitor	6C102930
380	581400310W	PA41S	Northgate Svga Monitor	6C102923
380	581400311D	PA41S	Northgate Svga Monitor	6C103188
380	581400311U	PA41S	Northgate Svga Monitor	6C103138
380	581400312B	PA41S	Northgate Svga Monitor	6C103048
380	581400312S	PA41S	Northgate Svga Monitor	6C103234
380	5814003138	PA41S	Northgate Svga Monitor	6C103054
380	581400313P	PA41S	Northgate Svga Monitor	6C103075
380	5814003146	PA41S	Northgate Svga Monitor	6C102932
380	581400314N	PA41S	Northgate Svga Monitor	6C103049
380	5814003154	PA41S	Northgate Svga Monitor	6C103154
Bldg	Bar Code	Model	Description	Serial Number

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380	581400315L	PA41S	Northgate Svga Monitor	6C103073
380	5814003161	PA41S	Northgate Svga Monitor	6C103052
380	581400316I	PA41S	Northgate Svga Monitor	6C103184
380	581400316Z	PA41S	Northgate Svga Monitor	6C102931
380	581400317G	PA41S	Northgate Svga Monitor	6C103416
380	58140031OY	BB963-HOT541	Northgate MID-TOWER Pentium	202251
380	58140031PE	BB963-HOT541	Northgate MID-TOWER Pentium	202268
380	58140031PU	BB963-HOT541	Northgate MID-TOWER Pentium	202301
380	58140031QA	BB963-HOT541	Northgate MID-TOWER Pentium	202303
380	58140031QQ	BB963-HOT541	Northgate MID-TOWER Pentium	202302
380	58140031R6	BB963-HOT541	Northgate MID-TOWER Pentium	202313
380	58140031RM	BB963-HOT541	Northgate MID-TOWER Pentium	202319
380	58140031S2	BB963-HOT541	Northgate MID-TOWER Pentium	202242
380	58140031SI	BB963-HOT541	Northgate MID-TOWER Pentium	202330
380	58140031SX	BB963-HOT541	Northgate MID-TOWER Pentium	202375
380	58140031TD	BB963-HOT541	Northgate MID-TOWER Pentium	202271
380	58140031TS	BB963-HOT541	Northgate MID-TOWER Pentium	202309
380	58140031U8	BB963-HOT541	Northgate MID-TOWER Pentium	202286
380	58140031UO	BB963-HOT541	Northgate MID-TOWER Pentium	202367
380	58140031V4	BB963-HOT541	Northgate MID-TOWER Pentium	202263
380	58140031VK	BB963-HOT541	Northgate MID-TOWER Pentium	202362
380	58140031W0	BB963-HOT541	Northgate MID-TOWER Pentium	202378
380	58140031WG	BB963-HOT541	Northgate MID-TOWER Pentium	202333
380	58140031WW	BB963-HOT541	Northgate MID-TOWER Pentium	202328
380	58140031XC	BB963-HOT541	Northgate MID-TOWER Pentium	202381
44	5814003H98	ZBS4298-QL	Advanced System W/OA	58SBQX006036
44	5814003HF4	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK4121057931
901	5814003QS9	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260024
901	5814003RNC	CMC1502-B1	Monitor, 15" Color	GC69620456
901	5814004485	IBM-4019	Laser Printer	11ACH22
901	581400448A	IBM-4019	Laser Printer	4019001
901	58140032U8	LASERJE-C4118A	Hp Laserjet 4000 Printer	USMB128988
901	5814003GZ5	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK5014001296
901	5814003H6G	ZBS4298-QL	Advanced System W/OA	58SBQX006014
901	5814003R90	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473300010
901	5814003RTB	CMC1502-B1	Monitor, 15" Color	GC69620990
901	5814003H5D	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F044768
901	5814003J2J	ZMV4298-QL	Advanced System W/OA	46SBEK005371
901	5814003JEC	ZMV4298-QL	Advanced System W/OA	46SBEK005599
901	5814003JFN	ZMV4298-QL	Advanced System W/OA	46SBEK005601
901	5814003JNB	ZMV4298-QL	Advanced System W/OA	46SBEK005620
901	5814003JQ3	ZMV4298-QL	Advanced System W/OA	46SBEK005602
901	5814003JZP	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	43NO5F039910
901	5814003K97	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F043997
901	5814003KBV	ZCM1440-DT	MONITOR:14:.28" Dot Pitch	44NO5F044024
Bldg	Bar Code	Model	Description	Serial Number

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901	5814003Q2S	ZCM1520-D1	15" Color Monitor	MUZE609500230S
901	581400449V	486DX-33	Advanced System W/O Oa	3SSBVH017946
901	58140044AE	0002AA	Intermediate System W/OA	23HZY49
901	5814003H3O	ZBS4298-QL	Advanced System W/OA	58SBQX006018
901	5814003H50	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK5014001298
901	5814003J7R	ZMV4298-QL	Advanced System W/OA	46SBEK005595
901	5814003KEC	ZCM1440-DT	MONITOR:14".28" Dot Pitch	44NO5F044778
901	5814003KM3	PR-320	NON-IMPACT Printer	3739830051
901	5814003N1C	IBM-4019	Laser Printer	Z7643
901	5814003QUO	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260032
901	5814003R31	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260047
901	5814003RIK	CMC1502-B1	Monitor, 15" Color	GC69610128
901	5814003RM5	CMC1502-B1	Monitor, 15" Color	GC69610814
901	5814003MYG	IBM-4019	Laser Printer	Z7616
901	5814003QPT	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260018
901	5814003S6A	CMC1502-B1	Monitor, 15" Color	GC82410236
901	5814003RPQ	CMC1502-B1	Monitor, 15" Color	GC69620913
901	5814003GZJ	PR-320	NON-IMPACT Printer	3839830044
901	5814003QOL	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260009
901	5814003QVV	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260033
901	5814003R0N	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260042
901	5814003R48	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260050
901	5814003RCL	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473300022
901	5814003RDS	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473300023
901	5814003RG6	CMC1502-B1	Monitor, 15" Color	GC69610100
901	5814003RWW	CMC1502-B1	Monitor, 15" Color	GC69621025
901	5814003S1L	CMC1502-B1	Monitor, 15" Color	GC69630130
901	5814003S2R	CMC1502-B1	Monitor, 15" Color	GC69630133
901	5814003S3X	CMC1502-B1	Monitor, 15" Color	GC69630138
901	5814003S8M	CMC1502-B1	Monitor, 15" Color	GC69620394
901	5814003H0N	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK5014001299
901	5814003H26	ZBS4298-QL	Advanced System W/OA	58SBQX006038
901	5814003H7U	ZBS4298-QL	Advanced System W/OA	58SBQX006020
901	5814003HAN	ZBS4298-QL	Advanced System W/OA	58SBQX006026
901	5814003HC6	ZBS4298-QL	Advanced System W/OA	58SBQX006024
901	5814003HDO	ZBS4298-QL	Advanced System W/OA	58SBQX006030
901	5814003HGN	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK5014001297
901	5814003HI2	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK5014001295
901	5814003HJK	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK5014001294
901	5814003HKV	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK4121056904
Bldg	Bar Code	Model	Description	Serial Number

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901	5814003IYM	486DX-33	Advanced System W/OA	4NSBUX016903
901	5814003QR1	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260022
901	5814003QTH	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260026
901	5814003QX2	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260034
901	5814003QY9	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260036
901	5814003QZG	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260041
901	5814003R1U	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260043
901	5814003R5F	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260056
901	5814003R6M	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473300007
901	5814003R7T	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473300008
901	5814003RA7	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473300018
901	5814003RBE	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473300019
901	5814003REZ	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	C0000149902A
901	5814003RHD	CMC1502-B1	Monitor, 15" Color	GC69610125
901	5814003RKY	CMC1502-B1	Monitor, 15" Color	GC69610801
901	5814003ROJ	CMC1502-B1	Monitor, 15" Color	GC69620910
901	5814003RQX	CMC1502-B1	Monitor, 15" Color	GC69620946
901	5814003RS4	CMC1502-B1	Monitor, 15" Color	GC69620984
901	5814003RUI	CMC1502-B1	Monitor, 15" Color	GC69620992
901	5814003RVP	CMC1502-B1	Monitor, 15" Color	GC69621020
901	5814003RY3	CMC1502-B1	Monitor, 15" Color	GC69621030
901	5814003RZ9	CMC1502-B1	Monitor, 15" Color	GC69621035
901	5814003S0F	CMC1502-B1	Monitor, 15" Color	GC69621045
901	5814003S54	CMC1502-B1	Monitor, 15" Color	GC69630146
901	5814003S7G	CMC1502-B1	Monitor, 15" Color	GC69630359
901	581400449U	486DX-33	Advanced System W/O Oa	3DSATG000019
901	581400449X	486DX-33	Advanced System W/O Oa	3QSBCG009816
901	581400449Y	486DX-33	Advanced System W/O Oa	3SSBCG017959
901	581400449Z	486DX-33	Advanced System W/O Oa	3SSBCG017953
901	58140044A0	486DX-33	Advanced System W/O Oa	3PSBCG009782
901	5814003MX0	IBM-4019	Laser Printer	Z7627
901	5814003PKN	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6PSEKM025923
901	5814003QNE	CLENTPR-OMTA	Standard WIN95/OFFICE 97 Dt	11473260003
901	5814003RJR	CMC1502-B1	Monitor, 15" Color	1271042720
901	581400448W	MONITOR-AT-78705	Color Monitor	1271042720
Bldg	Bar Code	Model	Description	Serial Number
901	581400449W	486DX-33	Advanced System W/O Oa	3SSBCG017956

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901	58140044A6	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM025923
901	58140044A9	AP1339-PKG	Wide Car Dot MAT/NLQ Ptr Pkg	405065137
901	58140044AO	ZCM1450-DT	MONITOR:14".28" Dot Pitch	3PN0SF011139
901	58140044AS	ZCM1450-DT	MONITOR:14".28" Dot Pitch	3SSBCG017953
901	58140044AT	ZCM1450-DT	MONITOR:14".28" Dot Pitch	3PN05F011127
901	58140044AU	ZCM1450-DT	MONITOR:14".28" Dot Pitch	3PN05F010350
901	58140044B1	ZCM1520-D1	15" Color Monitor	MUZE609500347S
905	5814003GRK	R5028-22	Megaline 30 Printer	1240010
905	5814003XVJ	ZBS4298-QF	Zenith Z-Select 100 486DX/33 Computer	4LSBUY009117
905	5814003XVK	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK4071020666
905	58140042R9	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD053
905	58140042RA	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD012
905	58140042RB	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD054
905	58140042RC	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD074
905	58140042RD	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD085
905	58140042RE	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD094
905	58140042RF	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD107
905	58140042RH	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD118
905	58140042RI	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD122
905	58140042RJ	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD140
905	58140042RK	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD141
905	58140042RM	307710-001	Monitor, Color, 17"	GC893F0175
905	58140042RN	307710-001	Monitor, Color, 17"	GC893F0192
905	58140042RO	307710-001	Monitor, Color, 17"	GC893F0213
905	58140042RP	307710-001	Monitor, Color, 17"	GC893F0214
905	58140042RQ	307710-001	Monitor, Color, 17"	GC893F0215
905	58140042RR	307710-001	Monitor, Color, 17"	HEMHG710501078
905	58140042RS	307710-001	Monitor, Color, 17"	GC893F0217
905	58140042RT	307710-001	Monitor, Color, 17"	GC893F0234
905	58140042RU	307710-001	Monitor, Color, 17"	GC893F0236
905	58140042RV	307710-001	Monitor, Color, 17"	GC893F0261
905	58140042RW	307710-001	Monitor, Color, 17"	GC893F0262
905	58140042RX	307710-001	Monitor, Color, 17"	GC893F0268
905	58140042RY	3004AA	MID-RANGE Server, Compaq	D833BX611483
905	58140042RZ	3005AW	Printer, Optras 1650N Net Lsr	11AYB83
905	58140042S0	3005AW	Printer, Optras 1650N Net Lsr	11AYB50
Bldg	Bar Code	Model	Description	Serial Number
905	58140042S1	3005AW	Printer, Optras 1650N Net Lsr	11AYB84
905	58140042S2	3005AW	Printer, Optras 1650N Net Lsr	11AYA94

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905	58140044IT	3002KC	WIN98 Compaq DSKPRO350 W/MONI	9842CGLBD088
905	58140044IZ	BJ10EX	Canon Bubble Jet Printer	PCY50741
905	581400343Y	2114A	Hp Laserjet 4, 3MB RAM	USTC242790
905	5814003QPX	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110210035
905	5814003RAB	HL7870A	Monitor, 17" Color	HEMHG804300192
905	5814003RCV	LEXMARK-4049	Laser Printer	11GTN75
905	581400445D	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4081036612
905	581400449N	486DX-33	Advanced System W/O Oa	4NSBUX016145
905	581400449P	486DX-33	Advanced System W/O Oa	4DSBEK010586
905	581400449Q	486DX-33	Advanced System W/O Oa	4NSBUx015730
905	5814003QM7	CLENTPR- OMTA	Standard WIN95/OFFICE 97 Dt	11473260001
905	5814003HPW	ZCM1750-DT	MONITOR:17" Ftm System Upgrade	5HN05F026223
905	5814003JBE	ZBS4298- QL+PT100	Advanced System W/O Oa	5NSDQC002479
905	5814003N4S	HP-2037A	Hp Laserjet 4, 2MB RAM	USFB108498
905	5814003N6B	HP-2037A	Hp Laserjet 4, 2MB RAM	USFB108494
905	5814003ROM	CLIENTP- ROVXE	Standard WIN95/OFFICE 97 Dt	11611710033
905	5814003RVS	HL7870A	Monitor, 17" Color	HEMHG712320399
905	58140032V2	LASERJE- C4118A	Hp Laserjet 4000 Printer	USMB129077
905	581400340H	33459A	Laserjet liid Printer	3221J29306
905	581400341O	33459A	Laserjet liid Printer	3221J29305
905	581400343D	2114A	Hp Laserjet 4, 3MB RAM	USTC242789
905	58140034D6	HP-1200C	Hp 1200C Deskjet Printer	USC4802390
905	58140034GU	LASERJE- C4118A	Hp Laserjet 4000 Printer	USMB129135
905	58140034HF	LASERJE- C4118A	Hp Laserjet 4000 Printer	USMB128990
905	5814003BER	207XL	Laser Printer	17398400147
905	5814003BGL	207XL	Laser Printer	2539830460
905	5814003CVY	MICROSO- 142100	Microsolutions Backpack Q1C80	17929357
905	5814003FBC	207XL	Laser Printer	5139830105
905	5814003N7T	HP-2037A	Hp Laserjet 4, 2MB RAM	USFB108485
905	5814003OEV	4029	NON-IMPACT Printer	USFB222113
905	5814003PJR	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6PSEKM025172
905	5814003PL1	FDZ8971-UL	Advanced Desktop CPU	6MSTVV000780
905	5814003PMD	FDZ8971-UL	Advanced Desktop CPU	6MSTVV000781
905	5814003PMT	FDZ8971-UL	Advanced Desktop CPU	6MSTVV000783
905	5814003PO8	ZCM1736-D1	17" Color Monitor	3NZ62000107
905	5814003PPN	ZCM1736-D1	17" Color Monitor	3NZ62000339
905	5814003PT1	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001551
905	5814003PUG	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001751
Bldg	Bar Code	Model	Description	Serial Number
905	5814003PUV	FPR-150	Hp 4V Laser Printer	JPFF022358
905	5814003PZF	ZCM1520-D1	15" Color Monitor	MUZE609500706S

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905	5814003PZW	ZCM1520-D1	15" Color Monitor	MTSK60904527GB
905	5814003Q3M	ZCM1520-D1	15" Color Monitor	MUZE609500235S
905	5814003RBI	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110210034
905	5814003RBO	LEXMARK-4049	Laser Printer	11GTN72
905	5814003RCP	FR55023-3MMT	Standard WIN95/OFFICE 97 Dt	12110210039
905	5814003RDW	HL7870A	Monitor, 17" Color	HEMHG804300178
905	5814003RF3	HL7870A	Monitor, 17" Color	HEMHG804300180
905	5814003RR0	CLIENTP-ROVXE	Standard WIN95/OFFICE 97 Dt	11611710107
905	5814003RTE	CLIENTP-ROVXE	Standard WIN95/OFFICE 97 Dt	11776980023
905	5814003RY6	HL7870A	Monitor, 17" Color	HEMHG712320401
905	5814003S0I	HL7870A	Monitor, 17" Color	HEMHG712320403
905	5814003V40	NEC-PIC8052	Powermate Desktop Computer	86S11213US
905	5814003V52	NEC-PIC8052	Powermate Desktop Computer	86S11036US
905	5814003V88	NEC-PIC8052	Powermate Desktop Computer	86S11233US
905	5814003VDI	NEC-C700	Nec 17" Color Monitor	FA7513049
905	5814003VEK	NEC-C700	Nec 17" Color Monitor	FA7513046
905	5814003VGO	NEC-C700	Nec 17" Color Monitor	FA7512310
905	581400445C	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4081036776
905	581400445E	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK5014001303
905	581400445F	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4081036616
905	581400448Y	LAPTOP	Portable Dt Replacement System	152794
905	5814004493	486DX-33	Advanced System W/O Oa	4NSBUX016588
905	581400449R	486DX-33	Advanced System W/O Oa	58SBQX006012
905	581400449S	486DX-33	Advanced System W/O Oa	46SBEK005610
905	581400449T	486DX-33	Advanced System W/O Oa	4NSBUX016138
905	58140044AV	ZCM1450-DT	MONITOR:14".28" Dot Pitch	3PN05F011140
905	58140044B0	ZCM1450-DT	MONITOR:14".28" Dot Pitch	44NOSf042381
905	58140044B3	IBM-4019	Laser Printer	11G5602
905	58140044C0	0340BA	Laserjet 4 Printer	USTC051123
905	58140034AB	HP-C2037A	Hp Laserjet 4 (2MB Ram)	USFB037367
905	5814003HJ6	ZBS4298-QL	Advanced System W/OA	5NSDQC001822
905	5814003HR7	ZCM1750-DT	MONITOR:17" Ftm System Upgrade	5HN05F026206
905	5814004459	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4081037374
905	58140039NF	DESKTOP-III	Adv Pw W/ Arithmetic Coprocess	405064882
905	5814003RNF	CLIENTP-ROVXE	Standard WIN95/OFFICE 97 Dt	11611710030
905	5814003RPT	CLIENTP-ROVXE	Standard WIN95/OFFICE 97 Dt	11611710034
905	5814003RUL	HL7870A	Monitor, 17" Color	HEMHG712320396
905	5814003S1O	HL7870A	Monitor, 17" Color	HEMHG712320486
905	581400448C	IBM-4019	Laser Printer	11B5417
905	58140044AA	0340BA	Laserjet 4 Printer	USTC51124
905	58140044AN	AP1339-PKG	Wide Car Dot MAT/NLQ Ptr Pkg	405064619
Bldg	Bar Code	Model	Description	Serial Number
905	5814003QC3	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000090036A
905	5814003SF3	MICRON-	Standard WIN95/OFFICE 97 Dt	C0000089569A

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		CLIENTPR		
905	5814003SG9	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089573A
905	5814003SHF	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089627A
905	5814003SIL	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089642A
905	5814003SM3	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089648A
905	5814003SU9	DWM00-CMC1502B	Monitor, 15" Color	M6082C00167
905	5814003SVE	DWM00-CMC1502B	Monitor, 15" Color	M6082C00170
905	5814003SWJ	DWM00-CMC1502B	Monitor, 15" Color	M6082C00179
905	5814003SYT	DWM00-CMC1502B	Monitor, 15" Color	M6082D00047
905	5814003SZY	DWM00-CMC1502B	Monitor, 15" Color	M6082D00060
905	5814003T13	DWM00-CMC1502B	Monitor, 15" Color	M6082D00599
905	5814003T3D	DWM00-CMC1502B	Monitor, 15" Color	MM69210047
905	5814003T6S	DWM00-CMC1502B	Monitor, 15" Color	MM69220199
905	5814003TBD	DWM00-CMC1502B	Monitor, 15" Color	MM6X2H0052
905	5814003TCI	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089988A
905	5814003TDN	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000090009A
905	5814003TES	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000090012A
905	5814003PTX	FPR-150	Hp 4V Laser Printer	JPFF021831
905	5814003PVD	ZCM1520-D1	15" Color Monitor	MUZE609500217S
905	5814003PWP	ZCM1520-D1	15" Color Monitor	MUZE609500225S
905	5814003PX5	ZCM1520-D1	15" Color Monitor	MUZE609500228S
905	5814003PYJ	ZCM1520-D1	15" Color Monitor	MUZE609500237S
905	5814003PYZ	ZCM1520-D1	15" Color Monitor	MUZE609500240S
905	5814003Q0P	ZCM1520-D1	15" Color Monitor	MUZE609500935S
905	5814003Q2D	ZCM1520-D1	15" Color Monitor	MUZE609500226S
905	5814004495	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001839
905	5814004496	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001525
905	5814004497	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001527
905	5814004498	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM015849
905	5814004499	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM025901
Bldg	Bar Code	Model	Description	Serial Number
905	581400449A	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001636
905	581400449B	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001873
905	581400449C	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM025815
905	581400449D	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH01544

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905	581400449E	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001504
905	581400449F	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSEKM023834
905	5814003PJC	ZCM1520-D1	15" Color Monitor	MUZE609500936S
905	5814003PVB	FPR-150	Hp 4V Laser Printer	JPFF022625
905	5814003Q62	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000090014A
905	5814003Q79	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000090021A
905	5814003Q8G	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000090023A
905	5814003Q9N	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000090024A
905	5814003QDB	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000090037A
905	5814003SDX	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089565A
905	5814003SJR	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089644A
905	5814003SKX	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089646A
905	5814003SN9	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089931A
905	5814003SOF	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000089935A
905	5814003SPL	DWM00-CMC1502B	Monitor, 15" Color	M6082200130
905	5814003SQR	DWM00-CMC1502B	Monitor, 15" Color	M6082200131
905	5814003SRX	DWM00-CMC1502B	Monitor, 15" Color	M6082200134
905	5814003ST3	DWM00-CMC1502B	Monitor, 15" Color	M6082200139
905	5814003SXO	DWM00-CMC1502B	Monitor, 15" Color	M6082D00028
905	5814003T4I	DWM00-CMC1502B	Monitor, 15" Color	MM69210088
905	5814003T7Y	DWM00-CMC1502B	Monitor, 15" Color	MM6X2G0248
905	5814003T93	DWM00-CMC1502B	Monitor, 15" Color	MM6X2H0017
905	5814003TA8	DWM00-CMC1502B	Monitor, 15" Color	MM6X2H0018
905	5814003487	HP-C2037A	Hp Laserjet 4 (2MB Ram)	USFB037370
905	5814003FF6	PC795	CPU	KA521AFKYP
905	5814003FIL	PCXCV-GE	Monitor 14"	1K524E2997
905	5814003PQN	FBS8825-SL	Z-STATION Gt 500 W/OA S/W	6QSFAH001454
Bldg	Bar Code	Model	Description	Serial Number
905	5814003QAU	MICRON-CLIENTPR	Standard WIN95/OFFICE 97 Dt	C0000090026A
905	5814003T5N	DWM00-CMC1502B	Monitor, 15" Color	M6062D00418
905	5814003V64	NEC-PIC8052	Powermate Desktop Computer	86S11106US
905	5814003V76	NEC-PIC8052	Powermate Desktop Computer	86S11170US

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905	5814003VCG	NEC-C700	Nec 17" Color Monitor	FA7513048
905	5814003VFM	NEC-C700	Nec 17" Color Monitor	FA7513051
905	581400448E	IBM-4019	Laser Printer	11f7769
905	58140044AX	ZCM1450-DT	MONITOR:14".28" Dot Pitch	3PN05F011078
905	58140044AZ	ZCM1450-DT	MONITOR:14".28" Dot Pitch	3QSBCG009778
905	5814003428	33459A	Laserjet liid Printer	3221J29304
905	58140034CM	HP-1200C	Hp 1200C Deskjet Printer	USC4710652
905	5814003FDJ	PC795	CPU	KA445JBMU3
905	5814003FGW	6.47E+08	Digital Monitor	A1043901880
905	5814003PUE	FPR-150	Hp 4V Laser Printer	JPF022204
905	5814003Q2F	ZCM1736-D1	17" Color Monitor	3N063901265
905	58140044AB	C4120A	Hp Laserjet 4000	USMC158287
905	58140044AC	C4120A	Hp Laserjet 4000	USMC011244
905	58140033NZ	9190A	Scanner HP9190A	181452
905	5814003413	33459A	Laserjet liid Printer	3122J92460
905	5814003F43	IBM-MONITOR	14" Color Monitor - IBM	8518002
905	5814003HKI	ZBS4298-QL	Advanced System W/OA	5NSDQC002117
905	5814003HLV	ZBS4298-QL	Advanced System W/OA	5NSDQC002411
905	5814003HOL	ZCM1750-DT	MONITOR:17" Ftm System Upgrade	5HN05F026183
905	5814003HSJ	ZCM1750-DT	MONITOR:17" Ftm System Upgrade	5HN05F026334
905	5814003IUC	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MISK4044003864
905	5814003J5X	ZBS4298-QL	Advanced System W/OA	5PSCFR007380
905	5814003J8G	ZBS4298-QL	Advanced System W/OA	5PSCFR007187
905	5814003OXN	FPR-180	Hp 5 Laser Printer	JPK026284
905	5814003PLH	FDZ8971-UL	Advanced Desktop CPU	6MSTVV000782
905	5814003PNA	FDZ8971-UL	Advanced Desktop CPU	6MSTVV001023
905	5814003PNR	ZCM1736-D1	17" Color Monitor	3NZ63100282
905	5814003POP	ZCM1736-D1	17" Color Monitor	3NZ62000288
905	5814003PP6	ZCM1736-D1	17" Color Monitor	3NZ62000151
905	5814003PSI	FPR-180	Hp 5 Laser Printer	USHC067223
905	5814003PTG	FPR-180	Hp 5 Laser Printer	USKB033879
905	5814003PYL	FDZ8971-UL	Advanced Desktop CPU	6QSTVV003985
905	5814003PZ1	FDZ8971-UL	Advanced Desktop CPU	6QSTVV003987
905	5814003PZH	FDZ8971-UL	Advanced Desktop CPU	6QSTVV003989
905	5814003PZX	FDZ8971-UL	Advanced Desktop CPU	6QSTVV003986
905	5814003Q0C	FDZ8971-UL	Advanced Desktop CPU	6QSTVV003988
905	5814003Q0R	FDZ8971-UL	Advanced Desktop CPU	6QSTVV003990
905	5814003Q16	ZCM1736-D1	17" Color Monitor	3N063901250
905	5814003Q1L	ZCM1736-D1	17" Color Monitor	3N064000076
Bldg	Bar Code	Model	Description	Serial Number
905	5814003Q2U	ZCM1736-D1	17" Color Monitor	3N064000083
905	5814003Q39	ZCM1736-D1	17" Color Monitor	3N064000304
905	5814003QW7	M10001-33DSTN	Portable Dt Replacement System	6133360314
905	5814003QXE	M10001-33DSTN	Portable Dt Replacement System	6133360991

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905	581400445A	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4071029882
905	581400445B	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4071030045
905	581400448T	ZBS4298-QL	Advanced System W/OA	5MSCFR006652
905	581400448V	C3166A-LJIV	Hp Iv Laser Printer	USEK040241
905	581400449H	IBM-MONITOR	14" Color Monitor - IBM	23X4837
905	581400449I	IBM-MONITOR	14" Color Monitor - IBM	23X2343
905	581400449J	IBM-MONITOR	14" Color Monitor - IBM	23X2318
905	581400449L	0	Ctx Monitor	3NZ62000008
905	58140044YV	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSZE606003396S
905	58140036NJ	KXP4420	Laser Printer	OBMAVA03114
905	5814003J4L	ZBS4298-QL	Advanced System W/OA	5PSCFR007180
905	5814003J9R	ZBS4298-QL	Advanced System W/OA	5PSCFR007385
905	5814003JHM	ZCM1450-DT	MONITOR:14".28" Dot Pitch	MSSK51007706GB
905	5814004457	ZCM1450-DT	MONITOR:14:.28" Dot Pitch	MSSK4071029867
905	5814004490	486DX-33	Advanced System W/O Oa	4NSBUX015644
905	5814004490	486DX-33	Advanced System W/O Oa	4NSBUX016144

FOR OFFICIAL USE ONLY**NON-EAID EQUIPMENT****BUILDING 901****ROOMS 101, 102, 102A, 103, 104, 106, 107,110 ,111, 112,
113,114,115,116,117,119**

NOUN	QUANTITY
Bookcase (Black), 4 Shelves	1
Bookshelf (Glass)	8
Bookshelf, 2 Shelves	1
Bookshelf, 3 Shelves	1
Bookshelf, Metal	1
Cabinet, 2 Door	10
Cabinet, 2 Drawer	5
Cabinet, 4 Drawer	1
Cabinet, 5 Drawer (Lift Up)	1
Cabinet, Glass	8
Cabinet, Glass Door	2
Cabinet, Glass Front	4
Cabinet, Metal 11 Drawers	2
Cabinet, Metal 2 Door	1
Cabinet, Stanley Parts, 12 Drawer	2
Cannon Fax Machine	1
Chair	57
Chair, Office	5
Chairs	65
Clock, Battery	3
Clock, Electric	2
Clock, Wall Battery	2
Copy Machine	1
Desk	1
Desk, Office	7
Elmo Visual Presenter	1
Metal Bookshelf (Glass)	12
Metal Cabinet, 4 Drawer	1
Metal Cabinet, 5 Drawer	4
Microprocessor Training Aids, 16 Bit	10
Microscope	6
Office Desk	5
Office Shredder (Small)	1
PACE Soldering Stations	18

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Safe, Combination	1
Slide Projector	1
Slide Viewer	1
Solder Pot	3
Table 2' x 3'	4
Table 2' x 4'	2
Table 2' x 5'	29
Table, 3' x 6'	15
Table, 30: x 5'	10
Table, 30" x 4'	32
Table, Round	2
Trash Can	10
TV	6
TV Monitor	1
TV Stand	6
TV w/ built-in VCR	1
Typewriter	2
VCR Player/Recorder	1
VCR, 3/4 Inch	1

BUILDING 110 ROOM: 209

NOUN	QUANTITY
1. Table, Folding 6 Foot	2
2. Table, Folding 8 foot	4
3. Desk, Office Metal	1
4. Locker, Wall (Two-Door) Metal (3' x 7')	4
5. Cabinet, File (Two-Drawer) Metal	1
6. Cabinet, File (Five-Drawer) Metal	5
7. Office, Chair	1
8. Stand T. V.	2
9. Monitors, T. V.	2
10. VCRs	2
11. Projectors, Slide	2
12. Projector, Overhead	1
13. Cabinet, Storage Technical Orders (Metal)	2
14. Screen, Projector	2
15. Recorder, Tape (1-Inch)	2
16. Clock, Wall (Battery)	1
17. Projector, 16mm Film	1
18. Cabinet, Storage Flammable Materials (Metal)	1
19. Stand, Projector Portable (Metal)	2
20. Fan Oscillating	1

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21. Can, Trash Metal	2
22. Table, Computer, (2'x3') Portable	1
23. Markerboard, (White) Erasable, 5'x7'	1
24. Chairs, Student	18

FOR OFFICIAL USE ONLY**BUILDING: 110 ROOM: 213**

NOUN	QUANTITY
1. Table, 6 Foot	6
2. Table, 8 Foot	1
3. Office Desk (Metal)	1
4. Chair, Student	18
5. Locker, Wall (3' x 7')	3
6. Locker, Wall (2 1/2'x 5 1/2')	1
7. Cabinet, File (Two-Drawer) Metal	2
8. Stand, T. V.	1
9. Monitor, T. V.	1
10. VCR	1
11. Projector, Slide	1
12. Cabinet, Storage Technical Order (Metal)	4
13. Projector, Overhead	1
14. Screen, Projector	1
15. Cabinet, Storage Blueprints (Wood)	2
16. Clock, Wall (Electric)	1
17. Table, Projector, (2' x 3')	1
18. Fan, Oscillating	1
19. Can Trash (Metal)	1
20. Chair, Office	1

BUILDING: 110 ROOM 220

NOUN	QUANTITY
1. Table, 6-Foot	3
2. Chair, student	9
3. Locker, Wall (7' x 3') (Metal)	1
4. Cabinet, Storage Technical Orders, (Metal)	28
5. Can, Trash	4
6. Table, Student (2' x 3')	1
7. Bookcase, Wall Unit (7' x 3') (Metal)	6
8. Container, Trash (2' x 4') (Metal)	1
9. Table, End	1

BUILDING: 110 ROOM 205

NOUN	QUANTITY
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FOR OFFICIAL USE ONLY

1. Table 6-Foot	1
2. Table 8 Foot	8
3. Chair, Student	30
4. Chair, Office	1
5. Projector, Overhead	1
6. Podium, Instructor	1
7. Markerboard, Erasable, Portable, electric	1
8. Screen, Projector	1
9. Table, Writing (2'x 3')	1
10. Markerboard, Erasable, Wall-Mounted (5' x 7')	2

BUILDING: 110 ROOM: 222

NOUN	QUANTITY
1. Table. 8-Foot	4
2. Locker, Wall Storage (3' x7')	5
3. Bookcases, Wall Unit, (Metal)	10
4. Cabinet, File (4-Drawer) Metal	2
5. Locker, Wall Storage (3' x 5'), Metal	1
6. Tables, Student (2' x3')	6
7. Stand, T. V.	3
8. Monitor, T. V.	4
9. Projector, Slide	2
10. Screen, Projector, Portable	2
11. Stand, Flip-Chart, Portable	2
12. Cart, Shopping	1
13. Truck, Hand	1
14. Projector, 16 mm	1
15. Scredder, Paper	1
16. Stood,	1
17. Stand, Projector, Portable (Metal)	2
18. Recorder, Tape (1-Inch)	2

BUILDING: 110 ROOM: 226

NOUN	QUANTITY
1. Table, 6-Foot	3
2. Table, 8-Foot	6
3. Chair, Student	23
4. Projector, Overhead	1
5. Chalkboard, Portable	1
6. Stand. Projector (2-door) Portable	1

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7. Scale, Weight	1
8. Clock, Wall (Electric)	1
9. Can, Trash	2
10. Screen, Projector (Wall-Mounted)	1

FOR OFFICIAL USE ONLY**BUILDING: 110 ROOM: 218**

NOUN	QUANTITY
1. Table, 6-Foot	1
2. Table, 8-Foot	6
3. Chair, Student	24
4. Cabinet (Two-Drawer) Wood	1
5. Cabinet, Storage Technical Order	2
6. Projector, Slide	1
7. Projector, Overhead	1
8. Screen, Projector (Wall-Mounted)	1
9. Podium, Instructor	1
10. Chair, Office	1
11. Clock, Wall (Electric)	1
12. Credenza, Metal	1
13. Bookcases (2 Shelves)	4
14. Locker, Storage (3' x5')	2
15. Fan, Oscillating	1

BUILDING: 110 ROOM: 228

NOUN	QUANTITY
1. Bookcase (2 Shelves) Metal	1
2. Credenza (Metal)	1
3. Fan Oscillating	1
4. Chair, Office	3
5. Basket, (In/Out)	5
6. Divider, Book	2
7. Sharpener, Electric	1
8. Rack, Clothes	1
9. Office, Modular Furniture Cubicle Unit	2
10. Clock, Wall (Battery)	1
11. Can, Trash	2
12. Punch, 2-hole	1
13. Punch, 3 Hole	1

BUILDING: 110 ROOM: 228A

NOUN	QUANTITY
1. Office, Modular Furniture Cubicle Unit	12
2. Chair, Office	14
3. Cabinet, File (5-Drawer) Metal	1
4. Cabinet, File (2-Drawer) Metal	2

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5. Typewriter, Electric	2
6. Shredder, Paper	1
7. Cutter, Paper	2
9. T. V.	1
10. VCR	1
11. Stand, T. V.	1
12. Microwave	1
13. Refrigerator	1
14. Projector, Slide	1
15. Projector, Overhead	1
16. Clock, Wall (Electric)	1
17. Chair, Student	4
18. Table, 6-Foot	1
19. Locker, Storage (3' x 5')	1
20. Table, Student (2' x 3')	1
21. Punch, 3-Hole	6
22. Punch, 2-Hole	3
23. Stapler, Heavy Duty (Manual)	1
24. Stapler, Electric	1
25. Sharpener, Pencil (Electric)	4
26. Stand, Projector (Wood)	1
27. Set, Salt/Pepper	1

BUILDING: 44A

NOUN	QUANTITY
1. Chair, Student	12
2. Locker, Wall Storage (Metal) 3' x 7'	1
3. Chair, Office	1
4. Stand, T. V.	1
5. Monitor, T. V.	1
6. Screen, Projector	1
7. Clock, Wall (Electric)	1
8. Projector, Overhead	1
9. Projector, Slide	1
10. Cabinet, Storage, Technical Order (Metal)	1
11. Kit, Aircraft Sheet Metal Student tool	12
12. Benches, Work (5' x10')	3
13. Bench, Vices	12
14. Stool, Step (Metal)	4
15. Table, Telephone	1
16. Fan, Shop	1
17. Cabinet, Storage, (3' x 5')	1
18. Screen, Projector (Portable)	1

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NOUN	QUANTITY
1. Table, 6-Foot	5
2. Desk, Office (Metal)	1
3. Chairs, Student	10
4. Stand, T. V.	2
5. Monitor T. V.	2
6. Clock, Wall (electric)	1
7. VCRs	2
8. Table, Student	1
9. Manikins, CPR (Adult) Chris Clean	7
10. Pads, Floor	6
11. Meter, Compression Depth	5
12. Manikins, Baby	5
13. Case, Manikins Carrying	6
14. Meter, Liters Volume	1
15. Sharpener, Pencil (Electric)	1
16. Fam Oscillation	1
17. Manikins, Cparlene	2
18. Can, Trash	2

BUILDING: 110 ROOM: 308

NOUN	QUANTITY
1. Chair, Office	1
2. Podium, Instructor	1
3. Chair, Student	10
4. Can, Trash	1

BUILDING: 110 ROOM: 304

NOUN	QUANTITY
1. Desk, Office (Metal)	1
2. Chair, Student	12
3. Cabinet, File (2-Drawer)	2
4. Chair, Office	2
5. Stand, T. V.	1
6. Monitor, T. V.	1
7. Table, Computer	1
8. Table, Printer	1

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9. Bookcase 3-Shelves (wooden)	1
10. Office, Modular Furniture Cubicle Unit	1
11. Can, Trash	2

BUILDING: 110 ROOM: 302

NOUN	QUANTITY
1. Chair, Student	12
2. Table, Computer	13
3. Sharpener, Electric	1
4. Fan, Oscillating	1
5. Clock, Wall (Battery)	1
6. Table End (Metal)	1
7. Can Trash	1

BUILDING 301 West Wing ROOM C10

NOUN	QUANTITY
Fan, Oscillating	3
In/Out baskets, brown	5
Trash can, metal, 15", gray	2
Trash can, metal, 15", brown	3
Clock (battery)	2
3-hole paper punch	2
2-hole paper punch	1
Stapler	5
Metal cabinet, 2-drawer, gray	1
Chair, Office, Arm	8
Chair, Office, No Arm	61
Pencil Sharpener, Electric	1
Metal Cabinet, 2-door, short, tan	3
Metal Cabinet, 2-door, tall, tan	6
Metal Cabinet, sliding door	1
Metal Cabinet, 4 side drawers, top shelf, tan	2

BUILDING 905 ROOM 113

NOUN	QUANTITY
Filing Cabinets	44
Storage Cabinets	13
Copy Machine	1

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Paper Shredder	1
Typewriter	3
Fax Machine	2
Microwave Ovens	3
Date Stamp Electric	1
Hole Punchers (3-Hole)	6
Refrigerator	1
Storage Rack Metal	1
Rolling Stools	1
Metal Rolling Carrying Cart	2
Coat Hangers Stands	7
Clocks	6
Fans	22
TV/VCR	2
Paper Cutter	1
Desk Mover	1
Bookcase	14
Trash Cans Large (office)	3
Trash Cans Small (Individuals)	36
Recycle Bins	2
Ladder	1
Flip Charts	3
O/H Projector	1
Video Camera Stand	1
Tape Recorder	1
Slide Projector	1
Mail Slot Storage	1
Desk with Credenzas	5
Tables	15
Desk Top Storage Space Shelf	4
Desk	29
Computer Tables	22
Chairs	58
Hole Puncher (2 Hole)	4
Heavy duty stapler	2
Stapler	24

FOR OFFICIAL USE ONLY**BUILDING 301 Basement****ROOM 1**

NOUN	QUANTITY
Cabinet, Utility, Brown	1
Basket, In-Out	5
Chair	4
File Cabinet, modular	5
TO Bookshelf	4
White Board	1
Computer Table	2
Table 4', folding	1
Mirror, wall	1
TV/VCR Combo	1

BUILDING 301 Basement**ROOM 2**

NOUN	QUANTITY
Computer Table	12
Monitor, 26"	1
Chair	14
Trash Can	1
Podium	1
White Board, portable	1
TV Stand	1
Computer Table, Portable	1
TO Cabinet	8
Projection Screen	1
Fan	1

BUILDING 301 Basement**ROOM**

NOUN	QUANTITY
Table, Portable, 5'	12
Chair	30
White Board	1
Screen, Projection	1
Table, Utility	3
Podium	1

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Wall Clock	2
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BUILDING 301 Basement**ROOM 4**

NOUN	QUANTITY
Chair	20
White Board	1
Podium	1
Table 5'	1
Computer Table	16

BUILDING 301 Basement**ROOM 5**

NOUN	QUANTITY
White Board	1
Podium	1
Table 5'	3
Table, portable 8'	12
Chair	24
TV/VCR Combo	2
TV Stand	2
Flip Chart easel	1

BUILDING 301 Basement**ROOM 6**

NOUN	QUANTITY
Computer Table	19
Computer Table, Portable	1
White Board	1
Podium	1
Table, 5' Portable	1
Stool	1
Chair	19

FOR OFFICIAL USE ONLY**BUILDING 301 Basement****ROOM 7**

NOUN	QUANTITY
Chair	9
File Cabinet, Modular	9
File Cabinet, 5 drawer	1
Fan	3
Trash Can	4
Computer Table, Portable	3
TV/VCR Combo	1

BUILDING 301 Basement**ROOM 8**

NOUN	QUANTITY
Chair	13
Desk, Executive	1
Table, 6'	1
File Cabinet, Lateral, 4 drawer	2
TO Cabinet	1
In-out Basket	18
File Cabinet, Modular	5
Typewriter, electric	1

BUILDING 301 Basement**ROOM 9**

NOUN	QUANTITY
File Cabinet, 5 drawer	2
File cabinet, Modular	10
Chair	8
Credenza	2
Fan	1

TECHNICAL EXHIBIT 5c

GOVERNMENT FURNISHED RECORDS

Civilian Personnel School Records (Computer Database)
Class Files
Course Files (Statistics)
Critiques
Customer Surveys
Evaluation and Inspection Reports
General Correspondence and Office Read Files
Historical Reports
Individual Training Plans
Internal Management Status Reports
Office Projects and Studies
Operational Control Reports
QPI Charts
Quota Files
Requirements Survey (Computer Database)
Student Accounting & Attendance Records
Student Feedback Critiques
Suspense Control
Transitory Material

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TECHNICAL EXHIBIT 5d

GOVERNMENT LEASED EQUIPMENT

As part of the 78th Air Base Wing (ABW) Copier Contract, the government will provide the Xerox copying machines shown below. The government will provide maintenance on these machines. The service provider will be responsible for paper and supplies for the machines.

BUILDING NUMBER	NUMBER OF COPIERS
905	2
901	1
301	1
380	1
155	1

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TECHNICAL EXHIBIT 6

NON-APPLICABLE

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TECHNICAL EXHIBIT 7

**PERFORMANCE REQUIREMENTS TABLE
FOR USE WHEN SURVEILLANCE IS BY RANDOM SAMPLING**

I. PERFORMANCE REQUIREMENTS:

MAXIMUM ERROR RATE	PERFORMANCE REQUIREMENT
1%	0
5%	1
10%	2
15%	3

II. SAMPLE SIZE FOR UNKNOWN LOT SIZES OR LOTS GREATER THAN 1000:

MAXIMUM ERROR RATE	SAMPLE SIZE
1%	67
5%	33
10%	27
15%	25

III. SAMPLE SIZE FORMULA FOR LOTS LESS THAN 1000:

$$\text{Sample Size} = \frac{\text{Performance Requirement} + 0.67}{\text{Maximum Error Rate} + 1/(3 \text{ times the lot size})}$$

NOTES:

1. THE SAMPLE SIZE SHOULD ALWAYS BE ROUNDED UP TO THE NEXT WHOLE NUMBER.
2. SEE AFMAN 64-108, ATTACHMENT 3, FOR DISCUSSION OF SAMPLING PLANS

TECHNICAL EXHIBIT 8

CONTRACT SAFETY, HEALTH AND FIRE

- 8.1 Service provider Operations.** Service provider safety and health requirements on Robins AFB are in accordance with Occupational Safety and Health Administration (OSHA), the contract safety provisions, Air Force Occupational Safety and Health (AFOSH) Standards, and National Fire Protection Association (NFPA) standards. In the event of any conflict between safety, health or fire standards and requirements, the most stringent standard or requirement shall apply.
- 8.1.1. The service provider shall develop and maintain a Safety and Health Program that complies with the requirements contained in this Appendix.
- 8.1.1 The service provider shall ensure that all subcontractors comply with the safety, health and fire protection provisions of this contract.
- 8.2 Service provider Training.** The service provider shall have a training program in place to ensure that service provider personnel are properly trained and qualified for the tasks they are performing as outlined by technical data in the PWS. This training program shall include annual proficiency testing/training.
- 8.3 Service provider Employees.** Compliance with OSHA and other applicable laws and regulations for the protection of service provider employees is exclusively the obligation of the service provider. The government shall assume no liability or responsibility for the service provider's compliance or noncompliance with such requirements. The service provider shall furnish to each of his/her employees a place of employment that is free from recognized hazards. The service provider shall brief his/her employees on the occupational safety and health requirements of this contract and on hazards associated with prescribed tasks within the workplace. This contract shall in no way require persons to work in surroundings or under working conditions that are unsafe or dangerous to their safety and health. The service provider must coordinate and perform work so as not to impact the safety and health of government employees or cause damage to government property. This requires providing personnel with personal protective equipment (PPE) and associated PPE as may be necessary by OSHA directives. The service provider must also protect personnel from hazards generated by the work.
- 8.4 OSHA Inspections.** Department of Labor (DOL) OSHA inspectors may arrive at service provider work sites without formal notification in the event of an employee complaint or a no-notice inspection. Noncompliance with safety requirements can result in work stoppage, inexcusable delays, and/or costly fines issued by the DOL.

8.5 Fire Reporting

- 8.5.1 The prime service provider shall brief all workers and subcontractors as to the location of telephone and fire alarm pull stations.

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8.5.2 *The fire reporting number on Base is 911. The caller should give his or her name and location of what is on fire. Also give any other information that may be requested by the Fire Department dispatcher, Stay on the telephone until the dispatcher has obtained all necessary information.*

8.5.3 The fire reporting number from a pay phone, off base, or in Military Family Housing is **911**.

8.6 Portable Heaters and Lighting

8.6.1 All temporary heat that is provided by portable electric heaters must be approved by Factory Mutual (FM) or Underwriters Laboratory (UL). Heaters shall be kept away from combustible or flammable materials.

8.6.2 All extension cords used must be of sufficient gauge to operate heaters and lighting without heating the cord or plug.

8.6.3 All unnecessary electrical appliances shall be unplugged at the end of the workday.

8.6.4 Only explosion proof electrical fixtures and appliances shall be used in areas where flammable vapors are present.

8.7 Flammable and Combustible Liquids

8.7.1 All flammable liquids shall be stored in suitable metal containers only.

8.7.2 Paint brushes, empty paint cans, rags, paint cloths, drop cloths, etc. shall be removed from the building at the end of the workday and stored in an approved location.

8.7.3 Gasoline or any other low flash point flammable liquid shall not be used for cleaning purposes or to start fires.

8.7.4 Static bonding wires shall be properly attached before combustible or flammable liquid is transferred from one vessel to another. This includes vehicles, portable gasoline driven equipment, etc.

8.7.5 Smoking or the use of spark or flame producing equipment in areas where flammable liquids are being used or stored is strictly prohibited.

8.8 Fire Protection/Prevention Advice and Assistance. The Fire Department is available anytime, day or night, for advice and assistance on any matters pertaining to fire prevention/protection. During after duty hours, call 73487/73488; normal duty hours call 62145/62146.

8.9. Special Conditions or Other Comments

8.9.1. All fires on base, including extinguished fires and regardless of size, must be reported immediately after they occur to the Fire Department.

8.9.2. Service provider vehicles must yield right of way to emergency vehicles with flashing lights on.

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- 8.10. Fire Extinguishers.** The service provider shall inform the FAC of requirements for replacement and service of fire extinguishers. Extinguishers shall be suitably placed, distinctly marked, readily accessible and maintained in a fully charged and operable condition.
- 8.11. Hazard Communication.** In any contract where hazardous materials are involved, the service provider must comply with 29CFR 1910.1200, Hazard Communication, including training their personnel. Service providers must provide 78 AMDS/SGPB Material Safety Data Sheets (MSDSs) for each chemical used at least 5 working days prior to start date of using the material. This includes, but is not limited to, all solvents, paints, adhesives, sealants, coatings, primers, mastics, etc. MSDSs must be the most current available. MSDSs are available for hazardous materials that service provider personnel may come in contact with on RAFB. Contact your contract monitor or government point of contact for assistance.
- 8.12. Chemical Spills.** No hazardous materials, chemicals or petroleum products shall be spilled on the ground, into a waterway, and sanitary sewer, storm drain system, or solid waste container. Contact the Industrial Waste Plant (926-3200) prior to placing any materials into the industrial waste system. Accidental spills shall be reported immediately to the base fire department (**911**) and your contract monitor. Service providers are required to ensure cleanup of spills that they create and will be responsible for all costs associated with restoration, clean-up and disposal.
- 8.13. Drinking Water Distribution Systems.** Any requirement to use fire hydrants or to penetrate water mains must be approved by 78 AMDS/SGPB (327-7555) and coordinated with the base Fire Department (926-3487).
- 8.14. Injuries/Mishap Reporting.** The service provider shall report mishaps or incidents exceeding \$1,000 (material + labor), disabling injuries to service provider employees and all injuries to government personnel within one (1) hour by phone to the ACO/CO and WR-ALC/SE (926-6271) during normal day shift hours. During non-duty hours, such reports shall be made to the WR-ALC Command Post (912-926-6789). This report shall contain all available facts. Mishaps/Incidents occurring at other times of the day shall be reported as soon as possible the next normal work day. The service provider shall immediately secure the mishap scene and damaged property and impound pertinent maintenance and training records until released by the WR-ALC Safety Office. Such release shall be accomplished through the Contracting Officer. The service provider [can call 911 for emergencies requiring medical attention](#).
- 8.15. Motor Vehicles.** The service provider shall comply with AFI 91-207 regarding the use of safety belts and other protective devices during vehicle operations. No vehicle shall be stopped, parked, or left standing on any road or adjacent thereto or in any area in such a manner as to endanger the vehicle, other vehicles, equipment or personnel using or passing that road or area. To minimize exhaust fumes from service provider vehicles while on Robins AFB, service provider equipment must be equipped with proper emission control devices (IAW applicable state/federal emission control requirements for motor vehicles), and equipment must be shut down when not in use (i.e., no excessive engine idling). Roads shall be swept if spillage occurs during hauling. Ensure safe operating condition of all service provider-owned vehicles. Unsafe and unserviceable vehicles shall be removed from service immediately. Personnel engaged in vehicle operations on the flightline shall be trained and certified in flightline procedures IAW WR-ALC-RAFBR 55-55. The service provider is responsible for scheduling this training through 78 OASB/926-3105 with adequate lead time so as not to interfere with contract schedules. Certification shall be on AF Form 483 and must be in the possession of the vehicle operator when operating on the flightline. The service provider is responsible for furnishing a trained and certified vehicle operator/escort for all infrequent vehicle operations such as material deliveries. The certified escort can be a passenger or operate a lead vehicle no further

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than three (3) vehicle lengths in front of the escorted vehicle. The service provider shall ensure that all subcontractors comply with these requirements.

8.16. Smoking. Smoking is permitted in authorized areas only.

8.17. Personal Protective Equipment (PPE). The service provider must ensure that each employee complies with applicable occupational safety and health requirements, wears appropriate safety and/or PPE and prevents avoidable mishaps and property damage. It is mandatory that all personnel on any project wear approved PPE appropriate for the tasks being performed. PPE such as hard hats, safety glasses, safety shoes, safety belts, lifelines, safety nets, hearing protection, respirators, etc., shall be worn in all construction areas when required by the task(s) being performed. All PPE shall meet OSHA, ANSI, and/or UL approved standards and be furnished by the service provider or service provider employee(s). Hard hats shall be worn by employees/visitors at all times within the designated hard hat areas.

8.18. Housekeeping Practices. Maintain housekeeping in shop areas to keep the production of industrial scraps and wastes to a minimum. Use suitable metal containers to collect scraps and wastes as they accumulate. Provide these containers, with self-closing lids, at all industrial activities for the disposal of combustible wastes, rags, and other flammable materials. At the close of each shift, empty these containers and move them to a safe location outside the building. Spills shall be cleaned up immediately.

FOR OFFICIAL USE ONLY**TECHNICAL EXHIBIT 9****SECURITY REQUIREMENTS**

The Service Provider shall comply with the instructions in this section.

- 1. BACKGROUND INVESTIGATIONS.** The Service Provider will not require access to classified information in performance of the contract, however access to U. S. Government automated information system resources which process sensitive unclassified or Privacy Act information will be required. Therefore, as a minimum, National Agency Checks (NACs) will be conducted for all personnel in accordance with DoD 5200.2-R.
 - 1.1.** The Personnel Security Section (78 SFS/SFAP) will process requests for NACs and notify the individual the results of the NAC. 78 SFS/SFAP will be the repository for the record of NACs conducted on employees for access to sensitive information.
 - 1.2.** Each employee requiring a NAC shall submit to 78 SFS/SFAP one copy of a completed SF85P, Questionnaire for Public Trust Positions, accomplished on the Electronic Personnel Security Questionnaire (EPSQ). Security Forces personnel will then fingerprint the employee on a DD Form 258, Fingerprint Card. (Note: To obtain an EPSQ, visit the Defense Security Service web site at <http://www.dis.mil> and download the User Edition. Or as an alternative, bring two blank disks to SFAP and copies of the EPSQ can be made.)
 - 1.3.** Upon completion of the subsequent investigation suitability of employment review, 78 SFS/SFAP will notify the applicable organization for the employee receiving a favorable/unfavorable NAC by forwarding a copy of the Record of Employment Suitability Form to the designated focal point. If the results of the NAC are unfavorable, the employee will not be allowed access to sensitive information.
 - 1.4.** When the Government is in the process of conducting a NAC investigation on an employee and that individual's employment is terminated before the investigation is completed, 78 SFS/SFAP will be notified by the individual's supervisor.
- 2. PERSONAL IDENTIFICATION (ID) AND VEHICLE PASSES.** Pass and Registration (78 SFS/SFOXI), is located in Bldg 263. Hours of operation are 0715-1530, Monday to Friday except holidays.
 - 2.1.** Before employees can obtain base ID cards or vehicle passes, the Service Provider shall submit a letter to 78 SFS/SFOXI on official letterhead, endorsed by the Service Provider's representative and contracting officer (if applicable). The letter shall have the following information:
 - 2.1.1.** A list of all employees requiring access to the base. Include name and Social Security number.
 - 2.1.2.** Sample signatures of personnel authorized to sign AFMC Forms 496, Application for AFMC Identification Card.
 - 2.1.3.** The contract number (if applicable) with contract start and stop dates.

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- 2.1.4. A list of company vehicles (if applicable) requiring access to the base, including proof of ownership, year, make and license tag number.
- 2.2. **AFMC Forms 496 (for contractor personnel only).** The Service Provider shall prepare for each employee an AFMC Form 496 (one original and one copy).
- 2.3. **Employee Documents Required at Pass and Registration.** Before sending employees to Pass and Registration, ensure each one has the documents identified below. Send no more than ten people at a time to prevent overcrowding and slowed processing. At Pass and Registration, each employee shall present:
 - 2.3.1. Prepared AFMC Form 496 (two copies). One copy will be returned to the employee for the Service Provider's records.
 - 2.3.2. A valid state or government personal identification card or driver's license.
 - 2.3.3. If a personal vehicle will be used on the base: Proof of ownership, valid state driver's license, proof of insurance and vehicle license tag number.
- 2.4. **Updating Employee Lists:** The Service Provider shall provide an updated list of employees to Pass and Registration every three months. To add an employee at any time:
 - 2.4.1. Provide the employee a letter for Pass and Registration requesting an addition to the Service Provider's employee list, signed by the person who signs the employee's AFMC Form 496.
 - 2.4.2. Follow the steps in 2b and 2c above.
- 2.5. **Returning ID Cards and Passes.** Upon contract completion (if applicable) and/or employment termination, and before final payments can be made, the all ID cards and vehicle passes shall be returned to Pass and Registration. Next day clearance requires turn-in prior to 0900 hours. Employees terminating employment for any reason must return all ID cards and vehicle passes prior to departing the base.
- 3. **RESOURCE PROTECTION PROGRAM.** The Service Provider shall adhere to the Resource Protection Program as stated in AFI 31-209.

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QUALITY ASSURANCE SURVEILLANCE PLAN

FOR

EDUCATION AND TRAINING

AT

ROBINS AFB

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**SECTION A
PURPOSE**

1. This Quality Assurance Surveillance Plan (QASP) has been developed to provide the standard of surveillance for monitoring the Education and Training Flight contract and a systematic approach for conducting the surveillance. It will be used by the QAE to insure the standards of the Military and Civilian Education and Training contract are being met.
2. Where appropriate, methods for administering and evaluating services not included in the Performance Requirements Summary are to be developed by the QAE.
3. Any non-conformance with contract requirements is a “defect”. The term “defective” is used in reference to a service output that does not meet the standard of performance specified in the contract for that service.
4. The QASP provides a systematic method to evaluate the services the contractor is required to furnish and not the details of how the contractor accomplishes the work. The plan uses 100% inspection, random sampling and periodic surveillance. This surveillance adequately assures the government that the contractor’s performance is acceptable.
5. The QASP is based on the premise that the contractor and not the government, is responsible for management and quality control actions to meet the terms of the contract. The performance requirements recognize that the contractor is not a perfect manager and that unforeseen and uncontrollable problems do occur. Good management and use of an adequate quality control plan will allow the contractor to operate within specified performance requirements. QAEs are to be objective, fair, and consistent in evaluating contractor performance against the standards.

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**SECTION B
PROCEDURES**

1. QUALITY ASSURANCE EVALUATOR SCHEDULE

The QAE will develop a monthly surveillance schedule, AF Form 801 (Computer generated form or locally devised forms may be used if they contain the same information as the AF Form 801), based on this surveillance plan's requirements. The schedule must be completed no later than 7 calendar days before the beginning of the period it covers. The QAE must give one copy of the surveillance schedule to the contract administrator before the start of the surveillance period. The FAC must either be given a copy for review or must review the original and return it to the QAE not later than the last day of the month preceding the month scheduled. The QAE must annotate the selected inspection items/times on the schedule. When the sampling concept does not allow for specific selection of inspection items/times during the preceding month, the QAE will show on the schedule the date and times the random sample selection will be accomplished.

Changes to the monthly surveillance schedule will be posted weekly and copies sent to the contract administrator and functional area chief. Documentation of the reason for the change will be included.

2. ACTUAL SURVEILLANCE.

Actual surveillance should be comparable to the monthly schedule.

It is essential that the exact number of inspections in a random sample be accomplished. It is also essential that the exact number of periodic checklist inspections be done for an effective quality assurance system.

The QAE must inspect task performance by either watching actual task performance, physically checking an attribute of the completed task, checking a management information report, or otherwise inspecting the task or its results to determine whether or not the performance meets the standards contained in the contract.

Record the results of the inspection on the Surveillance Activity Checklist (AF Form 799) provided in the sample guide. These documents then become the official Air Force record of the contractor's performance.

When a surveillance observation results in an unacceptable rating, record it on the front of the checklist. The specific reason for the unacceptable performance must be recorded on the back of the checklist.

During the month, the QAE may receive customer complaints about the quality of the service or may observe unacceptable performance by the contractor other than during a sample observation. These complaints and observations will be noted and should reinforce the accuracy of the sample results, but they will not be counted as a defective. Only defectives discovered during sample observations will be counted when sampling is the method of surveillance. Only one surveillance method may be used during an inspection period to cause less than maximum payment for the listed service.

SECTION C METHOD(S) OF SURVEILLANCE

RANDOM SAMPLING SURVEILLANCE

When selecting samples, the number of selections should exceed the required sample size by at least 10 percent to allow for situations where a selected sample cannot be evaluated. For example, assuming that 3 defectives are allowed, a sample size of 25 should be drawn. In order to select the additional 10% overdraw, you may select 28 samples. The QAE must make every attempt to evaluate the first 25 samples selected but, should surveillance of the 15th sample be impossible, then the QAE must evaluate the 26th selected sample instead. The QAE must evaluate only 25 samples.

If the QAE does not evaluate the total number of required samples, the samples not evaluated are deemed to have been performed and are recorded as acceptable.

ONE-HUNDRED PERCENT INSPECTION

When this type of surveillance is used the QAE must inspect and evaluate the contractor's performance each time it is performed. The results of the contractor's overall performance is then evaluated to determine acceptability of the lot.

PERIODIC INSPECTION

There are some contractual requirements that do not fit properly under the random sampling concept. These items are inspected using periodic surveillance (daily, weekly, monthly). Tasks shown on the PRS as having periodic surveillance have no maximum payment percentage calculations. The results of the periodic surveillance inspections may be used as the basis for actions (other than payment deductions) against the contractor. In such cases the Inspection of Services clause becomes the basis for the contracting officer's actions.

CUSTOMER COMPLAINT

The QAE must furnish written instructions and customer training to each organization receiving the contractor's service. Instructions and training should cover the format and content of the program and service to be surveyed; the action that may be expected from the QAE, contract administrator, and contracting officer as a result of the complaints; and the limitations on the customers in dealing with contractor personnel.

The QAE is the point of contact and must collect all customer complaints. The AF Form 714, Customer Complaint Record, or a locally devised form may be used. All complaints and any resulting resolution of such complaints must be documented with the information required on the AF Form 714. Customer complaint forms become a permanent part of the QAE surveillance records.

Once each quarter, the QAE will contact each customer involved to assure there is an understanding of the contract requirement by all appropriate personnel and that they have a sufficient number of complaint forms. This quarterly customer contact will be scheduled on the QAE schedule.

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Tasks shown on the PRS as being surveyed by customer complaint have no maximum payment percentage calculations. The customer complaints may be used as the basis for actions (other than payment deductions) against the contractor. In such cases the Inspection of Services clause becomes the basis for the contracting officer's actions.

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**SECTION D
UNACCEPTABLE PERFORMANCE**

When performance is determined unacceptable, the QAE must inform the contractor's on-site representative that performance is unacceptable and why, and request his or her initials and date on the Surveillance Activity Checklist (AF Form 799 or locally devised form). By initialing and dating the form, the contractor's on-site representative is acknowledging that he or she has been told of the unacceptable performance. He or she is not necessarily agreeing that the performance is unacceptable. If the contractor wants to dispute the results of the surveillance, the QAE must refer them to the contracting officer for resolution of the matter.

If, at any time during the surveillance period, the results of surveillance show that the number of unacceptable observations during the period exceed the performance requirement, and the QAE determines that it is not government caused, the QAE initiates an AF Form 802, Contract Discrepancy Report.

- ⇒ The QAE completes blocks 1 through 6 of the form and sends it to the contracting officer.
- ⇒ The contracting officer evaluates the CDR, and if appropriate sends it to the contractor .
- ⇒ The contractor must complete blocks 9 and 10 and return it to the contracting officer within 15 calendar days of receipt.
- ⇒ Upon receipt of the contractor's response, the contracting officer, in consultation with the QAE, must evaluate the contractor's response and take the appropriate action before payment for the month in which the CDR response was received from the contractor. The contracting officer must document the evaluation in block 11 and action taken in block 12.
- ⇒ If deduction from the payment is the appropriate action, the QAE computes the payment deduction based on the performance period in which the performance occurred.

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**SECTION E
SAMPLING GUIDES**

RESPOND TO CHANGING REQUIREMENTS

RS #1

1. Method of Surveillance: Customer Complaint
2. Lot size: Is the number of Product Directorate level organizations and hosted units supported quarterly.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per quarter. Performance is unacceptable when more than 5 defectives are discovered per quarter.
5. Sampling Procedures: Customer Complaint.
6. Inspection Procedures: On the scheduled inspection date, the QAE will review quarterly customer survey responses received from supported organizations. The QAE will review the rating of the responsiveness of the service provider to identified needs of the organizations. The QAE will record the date of inspection, the number of customer surveys reviewed and the name of organizations responding on a general purpose form. Unfavorable ratings on the responsiveness of the service provider to an organizations needs will be annotated as unacceptable (U) on the general purpose form.
7. Phase in Period. None

SECTION E

SAMPLING GUIDES

DEVELOP, MAINTAIN, AND ANALYZE METRICS PRS # 2

1. Method of Surveillance: 100% Inspection
2. Lot size: Is the number of Metrics Charts submitted to FAC per month.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 1 or less defectives are discovered monthly. Performance is unacceptable when more than 1 defectives are discovered monthly.
5. Sampling Procedures: Periodic Inspection.
6. Inspection Procedures: On the scheduled inspection date, the QAE will review Metrics charts which have a command interest for format, content and trending. The QAE will also review Get Well Plans for those Metrics that do not meet their performance goals for format, content, and objective measurement to be used to track process improvement. In conjunction with this review, the QAE will selectively review contractor source data used to develop and update the charts if it is required to clarify or expand upon information provided by the metric and Get Well Plan charts. The QAE will record the date of inspection, title of metric and Get Well Plans being reviewed, and type/title of source data used for clarification and expansion on a general purpose form. Format and content errors and a lack of an objective measurement for tracking process improvement will be indicated as unacceptable (U) on the general purpose form.
7. Phase-in Period. None

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**SECTION E
SAMPLING GUIDES**

**SUSPENSE TRACKING
RS # 3**

1. Method of Surveillance: 100% inspection (quarterly)
2. Lot size: Is the number of suspenses maintained per quarter.
3. Sample size: Same as Lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per quarter. Performance is unacceptable when more than 5 defectives are discovered per quarter.
5. Sampling Procedures: 100% inspection (quarterly)
6. Inspection Procedures: On the scheduled inspection date, the QAE will record the following information from the contractor's suspense log onto a general purpose form: date suspense received, initial suspense date, extensions to initial suspense date (record reason for extension), and close-out of suspense date. Those suspenses in which the close-out date exceeds the initial suspense date will be indicated as unacceptable (U), unless the government is determined to be the cause.
7. Phase-in Period. During the first quarter of the contract, performance is acceptable if 10% or less defectives are discovered.

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SECTION E
SAMPLING GUIDES
RS-#4 FILES MAINTENANCE

1. Method of Surveillance: 100% Inspection (Annually)
2. Lot Size: 6 (Estimated number of Files and Disposition Plans reviewed and updated annually.)
3. Sample Size: 6 (Estimated number of Files and Disposition Plans, groups sampled annually.)
4. Performance Requirement: Performance is acceptable when one or less defectives are discovered annually. Performance is unacceptable (U) when more than one defectives are discovered annually.
5. Sampling Procedures: 100% Inspection
6. Inspection Procedures: On the scheduled day of inspection, the QAE will review Files and Disposition Plans for accuracy and completeness (jacket file (EAID and Requisition), project files, work files, office files, rosters, and E-mail groups). The QAE will ensure that the Files and Disposition Plans are in accordance with AFI 37-138 and that rosters and E-mail groups are accurate and complete. The QAE will record the date of inspection and those items that fail to complete the requirements of AFI 37-138.
7. Phase-in Period: None.

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**SECTION E
SAMPLING GUIDES**

RS-5, FUNDS EXECUTION MANAGEMENT

1. Method of Surveillance: Random Sampling (quarterly)
2. Lot size: 2,700 (Estimated number of expenditure actions completed per quarter.)
3. Sample size: 25 (Estimated number of expenditure actions sampled per quarter.)
4. Performance Requirement: Performance is acceptable when 3 or less defectives are discovered per quarter. Performance is unacceptable when more than 3 defective is discovered per quarter.
5. Sampling Procedures: The method used to prepare the quarterly report is the Air Force Logistic Management Agency's Automated Quality Assurance Evaluator Scheduling Program (AQSP), Version 4.0
6. Inspection Procedures: On the scheduled day of inspection, the QAE will review actual expenditures against budgeted allocation along with source data used to derive actual expenditures to verify accuracy of budget execution IAW the standards set out in paragraph C-5.1.6.1. Inaccuracies and unjustified deviations will be identified as unacceptable (U).
7. Phase-in Period: None.

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**SECTION E
SAMPLING GUIDES**

**REPORT ON COSTS ON WEEKLY BASIS
RS # 6**

1. Method of Surveillance: Periodic Inspection
2. Lot size: The number of weekly financial reports presented to the FAC.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 1% or less defectives are discovered per inspection. Performance is unacceptable when more than 1% defectives are discovered per inspection
5. Sampling Procedures: Periodic Inspection. .
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the financial reports presented to the FAC. From interviews with the FAC, the QAE will determine the accuracy of the reports provided by the contractor. The QAE will annotate financial reporting discrepancies on a general purpose worksheet. In consultation with the FAC, the QAE will ascertain the degree (percentage) of accuracy of the reports. Reports determined to be less than 99% accurate will be indicated as unacceptable on the general purpose form.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**MILITARY AND CIVILIAN INVOICE CERTIFICATION
RS-7**

1. Method of Surveillance: Random Sampling (quarterly)
2. Lot Size: Estimated number of invoices certified quarterly.
3. Sample Size: Estimated number of invoices sampled quarterly.
4. Performance Requirement: Performance is acceptable when 2 or less defectives are discovered per quarter. Performance is unacceptable when more than 2 defective is discovered quarterly.
5. Sampling Procedures: The method used to prepare the monthly report is the Air Force Logistic Management Agency's Automated Quality Assurance Evaluator Scheduling Program (AQSP), Version 4.0.
6. Inspection Procedures: On the scheduled inspection date the QAE will review the certified 1227s (military) and 1556s (civilian) and compare against invoices IAW paragraph C-5.1.6.2. The QAE will record the date of inspection on a general purpose form. Those invoices that are not complete, accurate, or certified by the proper authority will be indicated as being unacceptable (U).
7. Phase-in Period: None.

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**SECTION E
SAMPLING GUIDES**

**PROVIDE PROMPT AND COURTEOUS CUSTOMER SERVICE
RS # 8**

1. Method of Surveillance: Customer Complaint
2. Lot size: The number of Customers visiting the service area monthly.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per month. Performance is unacceptable when more than 5 defectives are discovered per month.
5. Sampling Procedures: Customer Complaints..
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the point of service customer satisfaction survey completed and the number of customers signing into the customer service area. The QAE will record the number of complaints received that cite discourteous service on the general purpose worksheet.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**PROVIDE ACCURATE AND TIMELY CUSTOMER SERVICE
RS # 9**

1. Method of Surveillance: Customer Complaint
2. Lot size: The number of Customers visiting the service area monthly.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per month. Performance is unacceptable when more than 5 defectives are discovered per month.
5. Sampling Procedures: Customer Complaint .
4. Inspection Procedures: On the scheduled inspection date, the QAE will review the point of service customer satisfaction survey completed and the number of customers signing into the customer service area. The QAE will record the number of complaints received that cite Inaccurate or untimely service received on the general purpose form.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**PROVIDE REFERRAL CUSTOMER SERVICE
RS # 10**

1. Method of Surveillance: Customer Complaint
2. Lot size: The number of Customers visiting the service area monthly
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per month. Performance is unacceptable when more than 5 defectives are discovered per month.
5. Sampling Procedures: Customer Complaint .
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the point of service customer satisfaction survey completed and the number of customers signing into the customer service area. The QAE will record the number of complaints received that cite inappropriate referral to other agencies or offices on the general purpose form.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**ASSESSMENT AND COUNSELING
RS # 11**

1. Method of Surveillance: : Customer Complaint
2. Lot size: The number of personnel counseled monthly.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per month. Performance is unacceptable when more than 5 defectives are discovered per month.
5. Sampling Procedures: Customer Complaint .
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the point of service customer satisfaction survey completed and the number of customers signing into the customer service area. The QAE will record the number of customer who complain of receiving poor assessment and counseling on the general purpose form.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

RS-12,
MANAGE EDUCATION AND TRAINING DATA

1. Method of Surveillance: Random Sampling (monthly)
2. Lot Size: Number of database entries identified monthly.
3. Sample Size: 25 (Estimated number of database entries sampled monthly.)
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per month. Performance is unacceptable when more than 5 defectives are discovered per month.
5. Sampling Procedures: The method used to prepare the monthly report is the Air Force Logistic Management Agency's Automated Quality Assurance Evaluator Scheduling Program (AQSP), Version 4.0.
6. Inspection Procedures: On the scheduled day of inspection, the QAE will review procedures for documenting, utilizing, and maintaining appropriate databases to include error identification and correction and running appropriate reports IAW paragraphs C-5.5.4. and C-5.1.5. The QAE will record the date of inspection and process inaccuracies and unjustified deviations by identifying unacceptable (U) entries.
7. Phase-in Period: None.

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**SECTION E
SAMPLING GUIDES**

**MONITOR AND UPDATE ALL TRANSACTIONS IN APDS
RS # 13**

1. Method of Surveillance: Periodic Inspection
2. Lot size: Is the number of Personnel Data System (PDS) Transactions Registers (TR) received per quarter
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per quarter. Performance is unacceptable when more than 5 defectives are discovered per quarter.
5. Sampling Procedures: Periodic Inspection.
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the Transactions Registers (TRs) received from the APDS system for the quarter. The QAE will check those actions requiring corrections in the system to verify the timeliness and accuracy of information input. Corrective actions not taken within three days of notification will be annotated as unacceptable. Corrective actions taken with incorrect data will be annotated as unacceptable on a general purpose worksheet. The number of update actions taken will be compared to the number of unacceptable actions taken and the percentage recorded.
7. Phase-in Period. None.

**SECTION E
SAMPLING GUIDES**

**ACADEMIC INSTRUCTION
RS # 14**

1. Method of Surveillance: Random Sampling (quarterly)
2. Lot size: Is the number of courses taught per quarter.
3. Sample size: 25
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per quarter. Performance is unacceptable when more than 5 defectives are discovered per quarter.
5. Sampling Procedures: Random Sampling. The method used to prepare the monthly report is the Air Force Logistic Management Agency's Automated Quality Assurance Evaluator Scheduling Program (AQSP), Version 4.0.
6. Inspection Procedures: On the scheduled day of inspection, the QAE will review the contractor's course schedule for the previous quarter, against an actual listing of courses taught. The reason any course was cancelled or not taught shall be documented. If more than 5 of courses scheduled were not taught, performance will be deemed to be unacceptable. Those courses which do not have a POI will be identified as unacceptable (U) on the general purpose form
7. Phase-in Period. During the first quarter of the contract, performance is acceptable when 10 or less defectives are discovered.

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**SECTION E
SAMPLING GUIDES**

**QUALIFIED INSTRUCTORS WITH SUBJECT MATTER EXPERTISE
RS # 15**

1. Method of Surveillance: Periodic Inspection (Quarterly)
2. Lot size: Number of functional training courses taught each quarter
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per quarter. Performance is unacceptable when more than 5 defectives are discovered per quarter.
5. Sampling Procedures: Periodic Inspection.
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the course critiques of functional training courses taught during the quarter. The QAE will annotate on a general purpose worksheet the number of courses for which students critiqued an instructor's subject matter expertise as unacceptable for the course.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

INSTRUCTOR EVALUATION

RS # 16

1. Method of Surveillance: Periodic Inspection (Quarterly)
2. Lot size: The number of evaluation performed quarterly
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per quarter
Performance is unacceptable when more than 5 defectives are discovered per quarter.
5. Sampling Procedures: Periodic Inspection.
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the number of courses conducted quarterly and if course critiques were accomplished for each course. The QAE will compare course critiques against instructor feedback and evaluation model provided by the contractor. Instances of no course critiques or lack of instructor feedback or evaluation based on critiques will be an unacceptable entry. The number of unacceptable entries will be annotated on the general purpose worksheet.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**COURSE EVALUATIONS
RS # 17**

1. Method of Surveillance: Random Sampling (Quarterly)
2. Lot size: Is the number of training courses attended by RAFB students quarterly
3. Sample size: 25
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered quarterly. Performance is unacceptable when more than 5 defectives are discovered quarterly.
5. Sampling Procedures: The method used to prepare the monthly report is the Air Force Logistic Management Agency's Automated Quality Assurance Evaluator Scheduling Program (AQSP), Version 4.0.
6. Inspection Procedures: On the scheduled day of inspection, the QAE will review for courses conducted during the inspection period, course critiques, critique evaluation findings and identified process improvement strategy/strategies to meet established goals (if required). The QAE will record the date of inspection, number of courses conducted and number of critique form examined.. The absence of critiques for any courses conducted will be identified as unacceptable (U) on the general purpose form. The QAE will examine course control documents for evidence of recommended improvements.
7. Phase-in Period. During the first inspection of the contract, performance is acceptable when 5 or less defectives are discovered.

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**SECTION E
SAMPLING GUIDES**

**CONDUCT PAC AND SSQ COURSES AND TESTING
RS # 18**

1. Method of Surveillance: Random Sampling
2. Lot size: Number of students attending PAC/SSQ courses and testing quarterly
3. Sample size: The sample size is 33 based on a Maximum Error Rate (MER) of 5% and the formula unknown lot sizes in AFM 64-108, see PWS Technical Exhibit 7.
4. Performance Requirement: Performance is acceptable when 5% or less defectives are discovered quarterly. Performance is unacceptable when more than 5% defectives are discovered quarterly.
5. Sampling Procedures: The method used to prepare the automated Air Force Quality Surveillance Plan (AFQSP), Version 4.0 that was developed by the Air For Logistics Management Center. As an alternative the AQE may elect to use the manual random sample tables found in AFMAN 64-108, pages 55 through 63..
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the ETMS records of students undergoing PAC/SSQ training during the quarter. The QAE will then compare the Performance Demonstration results of these students following training and testing. Students failing the Performance Demonstration will be recorded as unacceptable on the general purpose form. The QAE will then calculate the percentage of students failing the Performance Demonstration and enter this information on the worksheet.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**ADMINISTER APDP
RS # 19**

1. Method of Surveillance: 100% Inspection (quarterly)
2. Lot size: Is the number of APDP priority one requirements per course per quarter.
3. Sample size: Same as the lot size.
4. Performance Requirement: Performance is acceptable when 2 or less defectives are discovered per quarter. Performance is unacceptable when more than 2 defectives are discovered per quarter.
5. Sampling Procedures: 100% Inspections
6. Inspection Procedures: On the scheduled day of inspection, the QAE will request and review a CID and ETMS printout by name and course type of all APDP priority one requirements requested for the quarter under inspection. The QAE will compare the information contained in the printouts to the APDP quotas allocated for training during the quarter. The QAE will record the date of inspection, name of students identified with priority one requirements and date requirements enter into system by course, and number of APDP quotas processed for training during the quarter for the same classes with a priority two or higher status on a general purpose form. Those quotas processed with a priority two or higher status that have a priority one requirement outstanding that was entered into the system before the quota was processed will be identified as unacceptable (U) on the general purpose form.

Phase-in Period. During the first quarter of the contract, performance is acceptable when 4 or less defectives are discovered.

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**SECTION E
SAMPLING GUIDES**

**DEVELOP ANNUAL INSTALLATION TRAINING PLAN
RS # 20**

1. Method of Surveillance: 100% Inspection (Annually)
2. Lot size: Is the Annual Installation Training Plan
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when zero defectives are discovered per year.
5. Sampling Procedures: 100% Inspection.
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the Installation Training Plan (ITP). The QAE will examine the ITP to determine if it is current. The QAE will review the ITP for narrative statements that reflect the methods and approach for identifying training requirements. The QAE will then compare requirements identified in the Annual Installation Training Plan against those identified in the ETMS system and formal data calls made during the year. The absence of identified requirements and proposed source of training on the ITP will be recorded as unacceptable on a general purpose worksheet.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**SCHEDULE AND CONDUCT UNIT OJT SAVs
RS # 21**

1. Method of Surveillance: Random Sampling (Annually)
2. Lot size: Is the average number of organizations with enlisted personnel in upgrade training.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 1 or less defectives are discovered per .
Performance is unacceptable when more than 1 defectives are discovered per .
5. Sampling Procedures: . The method used to prepare the monthly report is the Air Force Logistic Management Agency's Automated Quality Assurance Evaluator Scheduling Program (AQSP), Version 4.0
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the listing of organizations with enlisted personnel in upgrade training during the year and select sample organizations for inspection. The QAE will then review the file copy of the SAV report for the organizations. Organizations without a SAV report or those organizations not having an SAV within 18 months will be recorded on the worksheet as unacceptable.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

CONDUCT TRAINING MANAGER MEETINGS

PRS # 22

1. Method of Surveillance: 100% Inspection (Annual)
2. Lot size: The number of training manager meetings conducted annually.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when one defectives are discovered per year.
5. Sampling Procedures: 100% Inspection .
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the file copy record the minutes or other documentation of the Training Manager Meetings conducted during the year. The absence of meeting minutes or other documentation detailing the dates and subject matter of a meeting for each quarter of the year will be recorded on the worksheet as unacceptable.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**SERVE AS INSTALLATION POC FOR AF OCCUPATIONAL SURVEY PROGRAM
RS # 23**

1. Method of Surveillance: Periodic Inspection
2. Lot size: Number of Surveys received each quarter
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 1 or less defectives are discovered per quarter. Performance is unacceptable when more than 1 defectives are discovered per .quarter.
5. Sampling Procedures: The method used to prepare the monthly report is the Air Force Logistic Management Agency's Automated Quality Assurance Evaluator Scheduling Program (AQSP), Version 4.0.
.
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the log sheet of surveys received during the quarter. The QAE will then review the number of messages received from survey originators stating that required survey was late or not returned. These messages will be recorded as unacceptable on the QAE worksheet. The number of unacceptable message will be compared to the total number of surveys received and the percentage calculated and annotated on the worksheet.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**ADMINISTER EDUCATION SERVICES PROGRAMS
RS # 24**

1. Method of Surveillance: Customer Complaints
2. Lot size: Lot is number of customers of the Education Office per month.
3. Sample size: Same as the lot size.
4. Performance Requirement: Performance is acceptable when 3 or less defectives are discovered per month. Performance is unacceptable when more than 3 defectives are discovered per month.
5. Sampling Procedures: Customer Complaints
6. Inspection Procedures: On the scheduled day of inspection, the QAE will review the customer survey forms for the Education Services Office. Survey forms that contain complaints about the administration of the Education Programs will be annotated on the QAE worksheet as unacceptable.
7. Phase-in Period. During the first inspection of the contract, performance is acceptable when 2% or less defectives are discovered.

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**SECTION E
SAMPLING GUIDES**

**MILITARY TUITION ASSISTANCE
RS # 25**

1. Method of Surveillance: Random Sample (quarterly)
2. Lot size: Is the number of TA forms processed per quarter.
3. Sample size: The sample size is 25 based on an IQL of 1% and the formula unknown lot sizes, in AFM 64-108, see PWS, Technical Exhibit 7.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per quarter. Performance is unacceptable when more than 5 defectives are discovered per quarter.
5. Sampling Procedures: Random Sampling
6. Inspection Procedures: On the scheduled day of inspection, the QAE will review AF Forms 1227 (Tuition Assistance Forms) for completeness (course title, course code, fund cite, tuition cost, education center number, and proper signatures). The QAE will then compare course information found on the AF Form 1227 with term schedule. The QAE will record the date of inspection and education center number for each AF Form 1227 reviewed on a general purpose form. Those Forms found to be incomplete will be identified as unacceptable (U) on the general purpose form.
7. Phase-in Period. During the first quarter of the contract, performance is acceptable when 8 or less defectives are discovered.

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**SECTION E
SAMPLING GUIDES**

**DISTANCE LEARNING
RS # 26**

1. Method of Surveillance: Random Sampling (quarterly)
2. Lot size: Is the number of Distance Learning courses on hand locally per quarter.
3. Sample size: The sample size is 25 based on an IQL of 15% and the formula unknown lot sizes, in AFM 64-108, see PWS, Technical Exhibit 7.
4. Performance Requirement: Performance is acceptable when 3 or less defectives are discovered per quarter. Performance is unacceptable when more than 3 defectives are discovered per quarter.
5. Sampling Procedures: The method used to prepare the quarterly report is the automated Air Force Quality Surveillance Plan (AFQSP), Version 4.0 that was developed by the Air Force Logistic Management Center. As an alternative the QAE may elect to use the manual random sample tables found in AFMAN 64-108, pages 55 through 63.

If random number tables are used:

- Date/time sample selected
- Pattern
- Line/column started
- Digits used
- Sample size
- Contract number
- Month of surveillance
- PRS number(s)

6. Inspection Procedures: On the scheduled day of inspection, the QAE will review the DL course material inventory and match inventory against actual course material on-hand. The QAE will also check materials on-hand for bar coding. In addition, the QAE will review the end of day security checklist to verify a consistent security practice. The QAE will record the date of inspection, delta between material on hand and inventory, and location of course material on-loan on a general purpose form. Inventory items not accounted for or not bar coded will be identified as unacceptable (U) on the general purpose form.
7. 7. Phase-in Period. During the first quarter of the contract, performance is acceptable when 5 or less defectives are discovered.

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**SECTION E
SAMPLING GUIDES**

SECURE TESTING PRODUCTS

RS # 27

1. Method of Surveillance: Periodic Inspection
2. Lot size: The number of tests on hand each month.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when zero defectives are discovered per inspection
5. Sampling Procedures: Periodic Inspection.
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the testing inventory for the testing center inspected. The QAE will compare the printed inventory against the tests on hand and the test shipment documents. Any discrepancy between the tests on-hand, testing inventory, and test shipment documents will be annotated on the worksheet as unacceptable.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**SCHEDULE TESTING SESSIONS BASED ON CUSTOMER DEMAND
RS # 28**

1. Method of Surveillance: Customer Complaint
2. Lot size: Number of Individuals testing quarterly
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 5 or less defectives are discovered per quarter. Performance is unacceptable when more than 5 defectives are discovered per quarter.
5. Sampling Procedures:
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the point of service customer surveys for the testing center and the schedule of test conducted by the testing center. Any complaints about the testing schedule will be annotated by the QAE on the work sheet. The QAE will calculate the ratio or complaints against the number of students testing and enter the results on the work sheet.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

**DEFENSE ACTIVITY FOR NONTRADITIONAL EDUCATION SUPPORT (DANTES) TESTING
RS # 29**

1. Method of Surveillance: 100% Inspection (quarterly)
2. Lot size: Is the number of test administered per quarter.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when zero defectives are discovered per quarter. Performance is unacceptable when more than any defectives are discovered per quarter.
5. Sampling Procedures: 100% Inspection
6. Inspection Procedures: On the scheduled day of inspection, the QAE will review the test log, documents found in the suspense file (DANTES Document Receipt form, AF Form 12, PS Form 3800) and official file (DANTES Document Receipt form, AF Form 12, PS Form 3800, and signed receipt for certified mail). In reviewing the documents identified above the QAE ensure that the AF Form 3800 receipt number appears on all documents. At the same time the QAE will ensure that employee names and type of test employees are taking appear on both the test log and the DANTES Document Receipt form. The QAE will record the date of inspection, type of test provided, number of employees taking each type of test, and the title of forms found in each file on a general purpose form. Forms missing or containing mismatched receipt numbers, mismatches between the DANTES Document Receipt form and test log, and official files not containing a signed receipt for certified mail will be identified as unacceptable (U) on the general purpose form.
7. Phase-in Period. During the first quarter of the contract, performance is acceptable when 2% or less defectives are discovered.

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**SECTION E
SAMPLING GUIDES**

**COMMUNICATE WITH UTM's ON CDC EXAMINATIONS
RS # 30**

1. Method of Surveillance: Random Sampling (quarterly)
2. Lot size: Number of mandatory CDC tests received per quarterly.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when 3 or less defectives are discovered per quarter. Performance is unacceptable when more than 3 defectives are discovered per quarter.
5. Sampling Procedures: The method used to prepare the monthly report is the Air Force Logistic Management Agency's Automated Quality Assurance Evaluator Scheduling Program (AQSP), Version 4.0
6. Inspection Procedures: On the scheduled inspection date, the QAE will review the CDC test inventory log. The QAE will compare the date the examination was received against the date the UTM for the individual to be tested was notified of the test receipt. Instances in which the UTMs was notified more than 3 working days from test receipt will annotate as unacceptable on the QAE work sheet.
7. Phase-in Period. None.

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**SECTION E
SAMPLING GUIDES**

PERFORM SERVICES DURING CRISES SITUATIONS

RS # 31

1. Method of Surveillance: Customer Complaint
2. Lot size: Number of mobility lines supported per quarter.
3. Sample size: Same as lot size.
4. Performance Requirement: Performance is acceptable when zero defectives are discovered per quarter.
5. Sampling Procedures: Customer Complaint
6. Inspection Procedures: On the scheduled inspection date, the QAE will review with the FAC after action reports and evaluations received on mobility line support. Any customer complaints regarding support provided to mobility lines will be annotated on the QAE worksheet.
7. Phase-in Period. None.

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**SECTION F
CERTIFICATION OF SERVICES**

The QAE is required to accept contractor services and determine payments due. At the completion of each contract payment period (usually monthly), the QAE must certify the services actually received under the contract. A letter or the contractor's invoice are used to certify services.

REVISIONS TO QASP

Revisions to this surveillance plan are the joint responsibility of the functional area chief, the administrative contracting officer, and the QAE Program Coordinator.

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**SECTION G
ATTACHMENTS**

Attachments to include sample:

AF Form 801, AF Form 802, AF Form 799, AF Form 713, AF Form 714, or any other locally devised forms that will be used.