

STATEMENT OF WORK
Non-Personal Services Contract for Education Facility Monitor

1. **DESCRIPTION OF SERVICES:** Non-personal services in support of U.S. Air Force off-duty education program. The contractor shall provide access and equipment control in support of education services program. Access control responsibilities include opening and closing education facilities for early morning, evening and weekend use, as appropriate. Equipment control responsibilities involve monitoring audio-visual, computer and other support equipment use IAW established procedures.

2. **QUALIFICATIONS:** The qualifications of the contractor shall be :

- a. Must be capable of performing light physical duties such as, moving and setting up audiovisual equipment, moving tables and chairs, and other routine daily maintenance functions.
- b. Must be capable of operating computer hardware and peripherals (speakers, headphones, etc.) and audiovisual systems (overhead projectors, televisions and VCRs).
- c. Must be available to work early morning, evenings and weekends as required.
- d. Must have at least one year remaining at the current duty station.

WORK HOURS/DAYS: The government shall determine the number of units required each week and shall notify the contractor with the intended schedule no later than seven working days prior to the designated units. The contractor shall notify the government within two working days of acceptance. A unit is described as a one (1) hour block of time. Units shall be worked during or outside normal office hours and shall include federal holidays and weekends. The contractor shall arrive 20 minutes prior to the class start time and shall remain until all students and instructors have left the Education Center. The government shall compensate partial units worked beyond 20 minutes as a complete unit.

The contractor shall maintain a log documenting the units worked. The log shall be submitted with the monthly invoice.

3. **GUIDELINES:** All tasks shall be accomplished in accordance with all local base facility and security guidelines and regulations.

4. **SECURITY REQUIREMENTS**

- a. Reporting Requirements. Contractor personnel shall report to the Education Service Officer or security police any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, contractor personnel or resources.
- b. Physical Security. The contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

- c. **Key Control. (IF APPLICABLE)** The contractor shall establish and implement methods of making sure all keys issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government.
 - i. The contractor shall immediately report to the Education Services Officer any occurrences of lost key(s).
 - ii. In the event the contractor loses the key(s), the government reserves the right to replace the lock(s) and or key(s) at the contractor's expense.
 - iii. The contractor shall not issue key(s) to unauthorized personnel.
- d. **Lock Combinations. (IF APPLICABLE)** The contractor shall control access to all government provided lock combinations to preclude unauthorized entry. The contractor is not authorized to record lock combinations without written approval by the ESO. Records with written combinations to authorized secure storage containers, secure storage rooms, or certified vaults, shall be marked and safeguarded.

5. SPECIAL REQUIREMENT: The contractor shall inform the ESO of anticipated absence from a scheduled unit at least 24 hours prior to scheduled unit except in emergency situations. Non-emergency leave of 1 week or more must be scheduled with the Education Services Officer at least 2 weeks in advance and may not exceed two weeks at a time with a maximum of 4 weeks in one fiscal year. The contractor shall be responsible for providing a fully qualified substitute service provider of equal qualifications. Any such substitute must be pre-approved by the Education Services Officer/designee.

6. MATERIALS AND EQUIPMENT: The government will provide all necessary workspace and access required to fulfill the requirements of this contract.

7. SPECIFIC TASKS:

- a. Provide access services as requested by the Education Services Officer for classes scheduled Monday through Friday, evening classes Monday through Friday, and weekend classes. Access control services involve opening, closing and securing all facilities used by education customers and are linked to school schedules.
- b. Set up classroom(s) as required e.g., adding, removing and arranging furniture as needed.
- c. Issue learning aids as required and inspects such equipment for serviceability prior to and after use. Monitor proper use and safeguarding of all school and education property and equipment. Report abuse, damage and malfunctions to the education personnel.
- d. Maintain responsibility for overall facility and property management during each session. Insure all safety, fire, and security rules and regulations are complied with. Monitor building and grounds for security. Notify the Security Police, and/or Fire Department of violations or discrepancies. Notify Civil Engineering at once when emergency work orders are needed.
- e. Notify faculty members and students of emergency messages, official phone calls, or mission alert or recall activities.

- f. Direct students and faculty members to assigned classrooms. Monitor hallways, break areas, off-site classrooms, and surrounding grounds to minimize any potential disruption to academic activities.
- g. Ensure that all classrooms are returned to their “as found” condition. Insure that all equipment is properly stored.

8. GLOSSARY OF TERMS: Commonly used military and education-related acronyms, abbreviations and definitions with which contractor must be familiar:

ACSC	Air Command and Staff College (required PME for AF Majors)
ACT	ACT (undergraduate entrance exam)
AD	Active Duty
AEA	Assistant Education Advisor
AACP	Airman Enlisted Commissioning Program
AFA	Air Force Academy (usually USAFA) <i>or</i> Air Force Association
AFAEMS	Air Force Automated Education Management System
AFIADL	AF Institute of Advanced Distributed Learning
AFIT	Air Force Institute of Technology
AFROTC	Air Force Reserve Officer Training Corps
ALS	Airman Leadership School
ATCO	Alternate Test Control Officer
AWC	Air War College (required PME for AF Lt Colonels)
BEPAC	Base Education Plan and Advisory Committee
BESC/BESP	Base Education Services Center/Base Education Services Program
BPA#	Blanket Purchase Agreement Number
BTES	Base Training and Education Services
CCAF	Community College of the Air Force
CLEP	College Level Examination Program (test for credit)
Course 1	Airman Leadership School by correspondence
Course 12	SNCOA by computer assisted distance-learning program
Course 14	SNCOA by computer assisted distance-learning program
Course 8	SNCOA by correspondence
CTC	Central Texas College (on-base college program)
D&B#	Dunn and Bradstreet Number (<u>must obtain prior to registering as gov contractor</u>)
DANTES	Defense Activity for Non-Traditional Education Support
DE	Distance Education
DL	Distance Learning
DSST	DANTES Subject Standardized Test (test for credit)
ECE	Excelsior College Exams (formerly New York Regents exam program)
ECI	Extension Course Institute (former name for AFIADL)
ELA	Educational Leave of Absence (CONUS-only program)
ERAU	Embry Riddle Aeronautical University (on-base program)
ESC	Education Services Center
ESS	Education Services Specialist
ET	Education Technician
FTAC	First Term Airman Center
GED	Tests of General Education Development (high school equivalency exam)
GMAT	Graduate Management Admissions Test (specialized graduate entrance exam)
GRE	Graduate Record Exam (only subject tests can be given on base)

LEAD	Leaders Encouraging Airman Development (for USAFA or AFA Prep School)
MAJCOM	Major Command (major divisions within the Air Force)
ACC	Air Combat Command (HQ at Langley AFB, VA)
AETC	Air Education and Training Command (HQ at Randolph AFB, TX)
AFMC	Air Force Material Command
AFRC	Air Force Reserve Command
AFSOC	Air Force Special Operations Command
AFSPC	Air Force Space Command (HQ at Peterson AFB, CO)
AMC	Air Mobility Command
ANG	Air National Guard
PACAF	Pacific Air Forces (HQ at Hickam AFB, HA)
USAFE	United States Air Forces Europe (HQ at Ramstein AFB, GE)
MAT	Miller Analogies Test (graduate entrance exam)
MGIB	Montgomery GI Bill (covers most AD personnel unless they declined it)
NCOA	Noncommissioned Officers Academy
NPSC	Non-Personal Services Contract (covers each contract position)
OTS	Officer Training School (requires completed 4 year degree)
OU	University of Oklahoma (on-base graduate program)
PCA	Permanent Change of Assignment (changing jobs but remaining at current base)
PCS	Permanent Change of Station (leaving current base)
PME	Professional Military Education
POC-ERP	Professional Officer Course-Early Release Program
PRAXIS	National Teacher Certification Exam (Includes general and subject tests)
QH	Quarter Hours
SAT	Scholastic Aptitude Test (undergraduate entrance exam)
SH	Semester Hours
SII	Strong Interest Inventory
SNCOA	Senior Noncommissioned Officers Academy
SOAR	Scholarships for Outstanding Airmen to ROTC
SOC	Servicemen's Opportunity College (All on base schools are SOC members)
SOS	Squadron Officers School (required PME for AF Captains)
SOW	Statement of Work (position description and responsibilities)
TA Cap	Annual per person limit of \$4500 (set by Congress for all Services)
TA	Tuition Assistance (military)
TCO	Test Control Officer
TDY	Temporary Duty (involves official orders sending the person elsewhere)
TE	Test Examiner
TTT	Troops to Teachers program (see DANTES web site)
UMUC	University of Maryland University College (on-base program)
UoP	University of Phoenix (on-base graduate program)
USAFA	United States Air Force Academy
VA	Veterans Administration
VEAP	Veterans Educational Assistance Program (no longer open to new depositors)