

**PERFORMANCE WORK STATEMENT
GENEOLOGICAL FAMILY RESEARCH AND LOCATOR
AIR FORCE MORTUARY AFFAIRS OPERATIONS
DOVER AFB, DE 19902
February 2023**

1. DESCRIPTION OF SERVICES. The Contractor shall conduct genealogy research to identify living maternal/paternal relatives and family members, who by law, can direct disposition of remains as requested by the Department of the Air Force for unaccounted-for Air Force service members from past wars and conflicts (Vietnam, Korean/Cold War). The product of the search will include a limited family tree to demonstrate relationship to the Unaccounted-For Air Force service member, the current address, current phone numbers, and all research documentation developed during the genealogical search. Genealogy requests will typically be in the form of one of two phases. However, a request may be for both Phase I and Phase II information in the same search request. Phase I is a limited, cost-effective search to initiate contact with the families of Unaccounted-For Air Force service members and to identify mitochondrial DNA (mtDNA), y-DNA or nuclear (Autosomal) eligible donors. Phase II is a detailed search to establish, in a legally sufficient manner, the Primary Next of Kin (PNOK) for Unaccounted-For Air Force service members submitted from the Air Force Mortuary Affairs Operations, Dover AFB, DE.

Specific Functions: Research will typically be two phase; however, in some cases both phases can be conducted simultaneously. **Phase I:** Genealogical Searches: The intent of this phase is to locate and provide contact information of two maternal family members, and at least one paternal family member of each deceased Airman for the purpose of mitochondrial DNA (mtDNA) and y-DNA comparisons. **Phase II:** Genealogical Searches: The intent of this phase is to provide a family tree of the deceased Airman's relatives and contact information leading to the establishment of the PNOK.

1.1 Phase I Genealogical Searches: The contractor will provide or operate according to the following provisions:

1.1.1 The Contractor will provide contact information (deliverables specified in 1.5) for two maternal eligible donors, or one maternal eligible donor and one paternal donor.

1.1.2 The Contractor will provide a family tree based upon their research. It will include but is not limited to, each of the decedents relatives used to establish mtDNA, y-DNA or nuclear DNA eligibility. The tree will consist of name, degree of relationship, place of birth, place of death or contact information if still living.

1.1.3 The Contractor will provide an index of sources researched.

1.1.3.1: The Contractor will not discuss nor provide status on case files to persons or agencies other than Air Force Conflicts Branch.

1.1.3.2: The Contractor has 120 days to provide the deliverables outlined in this PWS. Extensions on a case-by-case basis must be approved by the Air Force Past Conflicts Branch COR. Contractor will provide an estimated cost to completion, and reason for requested extension. Priority cases requested by POW/MIA will automatically extend the 90 days time day for day of any current cases being processed. One paper copy and an electronic copy in Microsoft Word, e-mailed to Air Force Past Conflicts Contracting Officer Representative (COR) specified. The paper copy, per case, of the listed deliverables will be mailed to the following address.

Air Force Past Conflicts Branch

(ATTN: Oral Cronin)
116 Purple Heart Drive
Dover AFB, DE 19902

1.1.4: The terms of the purchase agreement are also met when the Contractor and Air Force Past Conflicts Branch COR determines that:

1.4.1.1. There are no surviving family members and the Contractor submits the family tree and an index of sources researched.

1.4.1.2. If extraordinary measures must be used to determine the fate or location of a family member, the Contractor submits the family tree, contact report, and an index of sources researched to POW/MIA for approval with an estimated cost.

1.4.1.3. If the search must be continued outside the United States, the Contractor submits the family tree, contact report, and an index of sources researched to the Air Force Past Conflicts Branch COR. The search may continue with pre-approval of the Air Force Past Conflicts Branch COR, in 30 day increments.

1.2 Phase II Genealogical Searches: The contractor will provide or operate according to the following provisions:

1.2.1 The contractor will provide a contact sheet providing contact information (deliverables specified in 1.5) for all family members identified during the course of the genealogical research. The person most closely related to the casualty is considered the Primary Next of Kin (PNOK) for casualty notification and assistance purposes. This is normally the spouse of married persons and the parents of single individuals who have no children. The following order of precedence used to identify the PNOK is listed below:

Spouse.

Natural, adopted, step or illegitimate children (if acknowledged by the member or paternity or maternity has been judicially decreed).

Parents, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

Person standing in loco parentis.

Persons granted legal custody by the member by a court decree or statutory provision.

Brothers and sisters to include half-blood and those acquired through adoption.

Grandparents

Other relatives in order of relationship to the individual according to the laws of the deceased's state of domicile.

If no other persons are available, the Secretary of the Navy be deemed to act on the behalf of the individual.

1.2.2 The contractor will provide a family tree based upon their research. It will include to each of the decedents relatives. The tree will consist of name, degree of relationship, place of birth, place of death or contact information if still living. The contractor will provide an index of sources researched.

1.2.3 The contractor will not discuss nor provide a status report on case files to persons or agencies other than Air Force Past Conflicts Branch.

1.2.4 The contractor has 120 days to provide the deliverables outlined in this statement of work (specified in 1.5). Extensions on a case-by-case basis must be approved by the Air Force Past Conflicts Branch COR. One paper copy and an electronic copy in Microsoft Word, e-mailed to the Air Force Past Conflicts Branch COR specified in 1.8.4. The paper copy, per case, of the listed deliverables will be mailed to the following address:

Air Force Mortuary Affairs Operations
(ATTN: Allen Cronin)
116 Purple Heart Drive
Dover AFB, DE 19902

1.2.5 The terms of the contract are also met when the contractor and the Air Force Past Conflicts COR determine that:

1.2.5.1 There are no surviving family members. The contractor will submit the family tree and an index of sources researched.

1.2.5.2 Extraordinary measures (i.e. legal searches, adoption research, and other means) needed to determine the fate or location of a family member and the family tree, must be relayed to the Air Force Past Conflicts Branch. An index of sources researched for proof must be submitted.

1.2.5.3 The Contractor will submit the family tree, contact report, and an index of sources researched to the Air Force Past Conflicts Branch COR. The search will continue through the use of the Government's own resources.

2. GOVERNMENT FURNISHED PROPERTY AND SERVICES

2.1. Government will provide escorts in/around facility as needed by contractor.

3. QUALITY CONTROL: The contractor shall develop and maintain a quality control program that is performed in accordance with established commercial standards, local, state and federal guidelines.

3.1 inspection and Acceptance Criteria

3.1.1 Air Force Mortuary Affairs Past Conflicts Branch will have 30 working days from receipt of all deliverables for review and comment/acceptance. Acceptance will be based on the deliverables meeting accepted professional standards for technical content, workmanship, and relevance to the case assigned.

3.1.2 Any correspondence regarding inspection and acceptance will be in writing (electronic communication accepted) between Air Force Mortuary Affairs Past Conflicts Branch and the contractor.

3.1.3 The contractor shall provide all deliverables to Air Force Mortuary Affairs Past Conflict Branch as an attached Word document in a secure email. All deliverables will be wholly owned by the Air Force Mortuary Affairs Past Conflict Branch and shall not be used by any person(s), agency or organization.

4. CONTRACTOR-FURNISHED ITEMS AND SERVICES:

4.1 Phase 1

4.1.1 A partial family tree demonstrating the relationship of the decedent to the target family members.

4.1.2 A verified contact sheet with the target family member(s)'s full name,

relationship to the decedent, current mailing address, current street address, and current telephone number.

4.1.3 Index of sources used to locate and verify relationship to the decedent.

4.2 Phase 2

4.2.1 A family tree. The tree will consist of name, degree of relationship, place of birth, place of death or contact information if still living.

4.2.2 Index of sources used to locate and verify relationship to the decedent.

4.2.3 Index/verification of extraordinary measures utilized.

5. RECORDS MANAGEMENT: The contractor understands that when creating, handling and maintaining records for the Air Force, either electronic or paper, that the requirements established in AFRIMS Records Disposition Schedule (RDS), AFI 33-322, Records Management Program, AFI 33-364, Records Disposition Procedures and Responsibilities, and AFM 33-363, Management of Records must be adhered to. In order to meet the requirement established IAW the above mentioned regulations, contact the Base Records Management Office (436 CS/SCOSK, Bldg 124) at 302-677-6342 for guidance and training.

6. SECURITY:

6.1. All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the governmental installation shall abide by all security

instructions and directives of DOVER AFB. Employees are responsible for safeguarding all government property provided for contractor use.

6.2. At the close for each work period, government facilities, equipment and materials shall be secured, lights, heat and water turned off and all doors and windows secured.

6.3. The contractor and, as applicable, subcontractor shall not employ persons for work on this contract if such employee is identified as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population nor shall the contractor or subcontractor employ persons under this contract who have an outstanding criminal warrant as identified during the criminal background check.

6.4. Contractors shall ensure their employees and those of their subcontracts have the proper credentials allowing them to work in the United States. Employees and subcontractors later found to be undocumented or illegal aliens will be remanded to the proper authorities.

6.5. The contractor shall not be entitled to any compensation for delays or expenses associated with complying with the provisions of this requirement. Furthermore, nothing in this requirement shall excuse the contractor from proceeding with the contract as required.

6.6. All contractors and subcontractors when working in controlled, restricted or other sensitive areas must be escorted at all times. The military agency or unit responsible for the project or work is responsible for providing the escorts. The contractor shall follow existing procedures and instructions for obtaining entrance to restricted or controlled areas.

6.7 Air Force Mortuary Affairs Operations (AFMAO) is committed to providing the highest level of dignity, honor and respect for our Nation's fallen and care, service and support to their families. In order to execute this sacred mission, AFMAO personnel may have access to highly sensitive information. All contractors and subcontractors entering the facility will be required to review and sign the AFMAO External Non-Disclosure Agreement.

7. CONTRACTOR BADGE POLICIES:

7.1. All requests for contractor badges will be submitted through the Base Contracting Squadron Office and/or the requesting agencies base point of contact. The Contracting Squadron Office or base point of contact will then fill out an Operational Risk Management Assessment Form (ORM) for the requesting agency and submit it to the Pass and Registrations section for approval IAW OPlan 31-101. As a minimum the ORM will be submitted 10-days prior to the requested date of employment.

7.2. All contractor employees who'll be granted unescorted access to the Installation are required to consent to a Criminal Background Investigation (CBI) prior to being granted entry to the Installation. Continued employment is contingent upon successful completion and favorable reporting of the CBI.

7.3. DAFB Contractor badges will be issued for a maximum period of one year. Prior to reissuing new badges, all old badges must be returned to 436 SFS, Pass and Registration for destruction. Also before a new badge will be issued an ORM must be resubmitted to the Pass and Registration section for approval again. In the event a badge is lost or stolen, immediately contact the 436 SFS, Pass and Registration office.

The badge holder must accomplish the Loss/Theft of Identification Worksheet and provide it to his/her supervisor. The supervisor of

the contractor will investigate the loss and report in writing the circumstances in which the badge was lost to the 436th Contracting Squadron and 436 SFS, Pass and Registration office and submit a new request for badge before a new badge can be reissued.

7.4. Base Contracting Office or base point of contact will immediately notify 436 SFS, Pass and Registration when a contractor's employment has been terminated. The Site Supervisors are responsible for notifying and returning the contractor's badge to Pass and Registration when this occurs. At no time will a contractor contact Security Forces directly regarding badge denial; they need to contact the Contracting Office.

8. INSTALLATION ACCESS:

8.1. The contractor shall obtain personal contractor identification badge for all employees and vehicle passes for all contractor and personal vehicles requiring entry onto Dover AFB from 436 SFS, Pass and Registration, for the duration of the contract. Employees are only permitted to enter the Installation during the date and time periods indicated on their contractor badge.

8.2. Vehicle registration, proof of insurance and a valid driver's license must be presented for all vehicles while operating on the Installation. All vehicles entering the DAFB Main Base, Military Family Housing or sensitive areas are subject to search. Any refusal or non-consent by an employee will result in termination of their base access and immediate confiscation of this access badge.

8.3. During Force Protection Condition (FPCON) Normal and Alpha, personnel without base issued badges must be sponsored onto the installation.

8.4. During FPCON Bravo, Charlie and Delta, personnel without base issued identification shall be physically escorted onto the installation.

8.5. During Higher FPCONs (Charlie and Delta) the base will normally curtail non-essential operations/functions; access by non-essential Contract operations will be suspended as the direction of the Installation Commander.

9. ANTI-TERRORISM AWARENESS LEVEL I TRAINING: (select applicable category based on type of contractor support)

9.1. DoD Contractors possessing a Common Access Card (CAC) embedded in an organization (e.g., Civilian Medical Physicians, Flight Safety Instructor, etc.) will complete AT Awareness Level I training IAW AFI 10-245, Antiterrorism, Standard 25, by completing the—Force Protection computer based training (CBT) course through the Advanced Distributed Learning System (ADLS) site. This training site is available through the AF Portal at https://golearn.csd.disa.mil/kc/main/kc_frame.asp?bInWhatsNew=True. This site automatically records member's completion of training and enables the user to print a certificate if needed by the Unit or Base Training Manager.

9.2. DoD Contractors supporting a Base Service Contract (e.g., Custodial Services, Ground Maintenance, etc.) are highly encouraged to complete AT Awareness Level I training IAW AFI 10-245, Antiterrorism, Standard 25, by completing the—Force Protection computer based training (CBT) course through the Joint Knowledge Online (JKO) Learning Management System (LMS) at <http://jko.jten.mil/courses/at11/launch.html> for individuals without access to

government Non-classified Internet Protocol Router Network (NIPRNET) computer and who do not possess a CAC card.

9.3. DoD Contractors or subcontractors without a CAC or who do not have access to a government Non-classified Internet Protocol Router Network (NIPRNET) computer performing construction on the installation should consider completing AT Awareness Level I training IAW AFI 10-245, Antiterrorism, Standard 25, by completing the—Force Protection computer based training (CBT) course through the Joint Knowledge Online (JKO) Learning Management System (LMS) at <http://jko.jten.mil/courses/at11/launch.html> IMPORTANT: The standalone course MUST be completed on the computer in which it is started. Course progress is not transferable between computers. The standalone course does provide a completion certificate but will not be tracked on JKO and no record will be maintained. AT Awareness Level I Training should be provided by the requiring unit after contract award or the sponsoring organization.

10. FLIGHTLINE DRIVING:

Contractors will have to adhere to the provisions in DAFBI 13-202 if operating on the airfield.

11. RECORDS MANAGEMENT: The contractor understands that when creating, handling and maintaining records for the Air Force, either electronic or paper, you must meet the requirements established in AFRIMS Records Disposition Schedule (RDS), AFI 33-322, Records Management Program, AFI 33-364, Records Disposition

Procedures and Responsibilities, and AFM 33-363, Management of Records. In order to meet the requirement established IAW the above mentioned regulations contact the Base Records Management Office (436 CS/SCXK, Bldg 310) at (302) 677-3642 for guidance and training.

12. HOURS OF OPERATION:

12.1. Hours of operation are 0700-1600, Monday through Friday.

12.2. The facility will not be available on weekends or federal holidays.