

**PERFORMANCE WORK STATEMENT (PWS)**  
**FOR**  
**JOINT BASE ANACOSTIA-BOLLING,**  
**DISTRICT OF COLUMBIA**  
**CATHOLIC RELIGIOUS EDUCATION (RE) COORDINATOR**

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**Joint Base Anacostia-Bolling Catholic Religious Education (RE) Coordinator Position  
Performance Work Statement (PWS)**

**1. Title.** Catholic Religious Education Coordinator for the Joint Base Anacostia-Bolling (JBAB) Chapel. Catholic Religious Education (RE) Coordinator herein called “RE Coordinator.”

**2. Scope of Responsibilities.** Responsible for RE administrative functions at JBAB Chapel and to make recommendations to the Catholic Chaplain with regard to the development and implementation of budgets, program schedules, publicity, and other required items. Foreign nationals are not eligible bidders because of the more-than-incidental contact with minors. The Catholic RE Coordinator shall provide all personnel, labor, materials, and transportation to provide non-personal service in support of the JBAB Chapel Catholic RE program. The RE Coordinator shall serve as the primary coordinator, teacher, facilitator, and organizer of the Catholic religious education program which is under the responsibility of the Catholic Priest/assigned Chaplain.

2.1 Period of Performance for this contact is one base year with four option years. The estimated start date is 18 September 2023.

**3. Education and Experience.** Catholic RE Coordinator must:

3.1. Possess a minimum of a high school diploma and have a minimum of one year experience as a Director/Coordinator of Religious Education in Catholic Chapels/Churches.

3.2. Be fluent in reading, writing, and speaking English in order to perform all responsibilities outlined within the PWS.

3.3. Possess and demonstrate an understanding of the basic doctrines and worship practices of the Catholic faith.

3.4. Shall be certified for Religious Education leadership in the Roman Catholic Church/Military Archdiocese.

3.5. Shall have the minimum of three years’ experience working with worship, liturgies, and rites of the Roman Catholic Church and be a Catholic in good standing.

3.6. Skills:

3.6.1. Interpersonal: Must possess the ability to constructively work well with others in a pluralistic environment of the Chaplain Corps

3.6.2. Professional: Must be able to efficiently organize and manage diverse program elements.

3.6.3. Communication: Must be able to clearly communicate, verbally and in writing, the needs

and goals of the Catholic RE Program (i.e., sacramental, and liturgical programs) to chapel staff, volunteers, and customers.

3.6.4. Computer: Must have a working knowledge of computers in order to perform all administrative tasks and be familiar with Microsoft Office products.

3.6.5. Budget: Must understand the basics of planning, developing, and executing a budget.

3.6.6 Invoicing: Submit a monthly invoice of services rendered to the Wide Area Workflow (WAWF) system for the invoice to be certified by the Chapel Designated Acceptor.

**4.0. General Responsibilities.** RE Coordinator shall:

4.1. Be responsible to develop and maintain the JBAB Chapel Catholic RE Program.

4.2. Plan, prepare, and conduct training including all necessary training materials.

4.3. Assist the Catholic priest in developing the following, in regards to RE Coordinator programs, as appropriate: annual calendar of events, Chapel Tithes and Offerings Fund budget, Appropriated Fund budget, and core volunteer training requirements. The RE Coordinator shall submit to the Priest/Chaplain a proposed annual RE calendar and budget for approval by 1 August.

4.4. Coordinate classroom, administrative and audiovisual support requirements for all RE programs. (Note: equipment is not to be removed from chapel without prior authorization).

4.5. Ensure facility requests for RE programs, occurring in Chaplain Corps facilities and in other base facilities, are filled out and submitted to the Chaplain Corps staff to be processed in a timely manner.

4.6. Propose effective advertisements of RE programs and events and implement the advertisements upon approval by the Joint Base Senior Chaplain or designee.

4.7. Coordinate and ensure that all purchase requests for RE programs are properly completed and submitted in a timely manner in accordance with chapel operations instructions.

4.8. Attend all requested meetings weekly to report on RE activities, events, and budget updates.

4.9. Coordinate with the Catholic Priest and chapel volunteers to create effective RE programs for the Catholic community.

4.10. Provide recommendations for annual volunteer recognition to the Catholic Priest.

4.11. Establish and maintain a RE resource program with a broad and orderly assortment of visual aids, object lessons, multimedia support, and general teaching aids to enhance Catholic RE

effectiveness at the chapel. Ensure that all RE curriculum meets the requirements of the Catholic Church as mandated to the Catholic Priest by the Archdiocese for the Military Services USA.

4.12. When required, provide a replacement to ensure 100% coverage for all responsibilities listed within this PWS. The replacement shall meet or exceed the qualifications of the RE Coordinator and must have obtained background check clearance per Section 6 of this PWS. This shall be coordinated with the Catholic Priest/Chaplain at least 14 days prior to the start of performance by the approved replacement. The RE Coordinator shall not employ/sub-contract any person to perform any work required by this PWS on JBAB without prior approval from the contracting officer or designee.

**5. Specific Responsibilities.** RE Coordinator shall:

5.1. Recruit, train, and manage volunteers for their Catholic RE programs.

5.2. FAR Clause 52.222-26 (b) (2) applies to this contract. The person providing this service shall be a Catholic in good standing.

5.3. Be accountable for security and cleanliness of all facilities utilized in conjunction with their programs. The RE coordinator is responsible for opening, restoring to its neutral setting, cleaning, and securing any chapel facilities used for RE programs and events.

5.4. Ensure that background check qualified adult supervision and leadership are present at least 30 minutes prior to scheduled start times of all RE activities and will remain present until the last participant under the age of 18 has departed.

5.5. Maintain current RE and continuity records with electronic backup that includes, but not limited to: funds requests, facility requests, calendars, curriculum, rosters, procedures, and trainings.

5.6. Ensure compliance with rules/laws regarding the use of any copyrighted materials.

5.7. Maintain a professional attitude and environment, to include hygiene and appearance.

5.8. Ensure all applicable facilities (i.e. blessed sacrament, classrooms, activity room) are opened, equipped, and ready for use prior to the start of all Catholic RE programs.

5.9. Provide and maintain an adequate level of supplies and inventory of consumable materials, RE resources, and equipment. A report shall be submitted to the Catholic Priest or designee by the 20<sup>th</sup> of March, June, September, and December.

5.10. Organize and implement preparation programs for the following sacraments: baptism, first penance, first communion, & confirmation. This is to include training sessions for parents and parent meetings.

5.11. Be present during RE classes and coordinate work assignments and hours for all RE

classes, programs, and events.

5.12. Assist coordination of and facilitate (be present for) the annual Vacation Bible School (VBS), or equivalent, program(s) with other contractors as directed by the Joint Base Senior chaplain/designee or chapel staff.

5.13. Record attendance at all RE programs and events and report numbers to the Catholic priest/designee within 2 days of an event's conclusion. Communicate with parents/sponsor concerning RE student absences and consult with the Catholic priest/chaplain about disciplinary problems.

5.14. Shall follow all required Command Operating Instructions and Air Force Instructions for proper administration and care of department of defense resources.

5.15. Manage the Roman Catholic volunteer program IAW DoDI 1100.21 and Air Force Chaplain Corps policy.

5.16. Maintain electronic attendance records: names, dates, and rosters of all participants and volunteers for the review of the Catholic priest/chaplain.

5.17. Ensure execution and electronic tracking of the approved budget.

5.18. Assist in the preparation of sacramental records for submission to the Archdiocese for the Military Services, USA (AMS) and notification to Church of baptism of individuals receiving sacraments.

5.19. Participate in the preparation of military and directed inspections.

5.20. Comply with mandatory training required for all contractors and be responsible for maintaining their own training records.

## **6. Criminal History Background Check.**

6.1. The contractor shall submit a completed background check application (as required by DoDI 1402.05 *Criminal History Background Checks on Individuals in Child Care Services*) to the Chaplain Corps background check program manager within 20 days of contract award. It is mandatory that all contractors working with children under the age of eighteen (18) undergo a background check investigation in compliance with DoDI 1402.05 and AFI 52-101, *Planning and Organizing*. Until a favorable background check investigation has been completed, the RE Coordinator shall remain under Line-of-Sight Supervision (LOSS) of a cleared Chapel Staff member.

6.2. Disqualifying information on the background check can be grounds for termination of the contract. In accordance with AFI 52-101, the Senior Installation Chaplain has final approval authority for personnel (including contractors) working or participating in military-sanctioned chapel programs.

6.3. Provisional background check guidance: While the contractor is waiting for background check determination, and has started performing duties, he/she will always remain under LOSS while around children under the age of 18 years when parents or guardians are not present.

6.4. The Government shall reserve the right to terminate the contract if the required background check is not completed within 60 days of contract award or if the background check reveals disqualifying information as determined by the Joint Base Senior Chaplain.

6.5. The contractor has the right to obtain a copy of any background check results pertaining to them and to challenge the accuracy and completeness of the information contained in the report.

6.6. The contractor must ensure that all volunteers working with youth below 18 years of age have a favorably adjudicated background check as described in DoDI 1402.05, *Criminal History Background Checks on Individuals in Child Care Services*. The RE Coordinator shall ensure that all specified volunteers and individuals pending favorable adjudication remain under LOSS when children are present. LOSS is also required for all non-specified volunteers as described in AFI 52-102.

6.8. Non-US residents within US and territories must follow DoDI background check instructions and guidance.

**7. Duty Hours.** RE Coordinator is required to be present for the following:

7.1. Approximately 80 hours per month performing the duties specified within this PWS.

7.1.1. The core work hours for this PWS are 20 hours weekly on site. A weekly in-office work schedule will be negotiated with the Catholic priest/chaplain to ensure program coordination to include weekends. Flexibility of schedule is understood and authorized upon Catholic Priest/assigned chaplain approval.

7.1.2. Certain seasons of the year may require a flexible schedule.

7.2. Absences due to illness or family emergency will be dealt with on a case-by-case basis (see Section 7.3.).

7.3. Changes to work location or work hours must receive prior approval no later than 14 days in advance from the contracting officer, or designee, prior to advertisement of absence or implementation; unless it is an illness or family emergency (see Section 7.2.). All email correspondence regarding changes shall be sent via email to the contracting officer or designee (courtesy copied) to the Catholic Priest for coordination.

**8. Other.**

8.1. Taxes. The RE Coordinator will be responsible for filing any applicable social security,

federal, state or host nation taxes. The RE Coordinator will also obtain any applicable business licenses, registrations, and comply with host nation law.

8.2. **Quality Control.** The contracting officer, or his/her designee, will monitor and inspect the RE Coordinator's performance to ensure that the programs and services are operating in accordance with this PWS. The Contracting Officer and chapel staff may inspect files and records at any time.

8.3. The RE Coordinator will be notified in writing of any and all non-compliance, and will be given an opportunity to correct, if possible, nonconforming work. The contractor will be given an opportunity to respond in writing to any notice of noncompliance within 10 calendar days of notice.

8.4. **Hours of Operation.** Normal JBAB Chapel workdays are Monday through Friday, except US Federal Holidays and family days (per AFDW Family Day Program Calendar). Hours of operation for Chapel staff are from 0730 to 1630 Monday through Friday. Regular meetings will not be held during the following federal holidays as follows: New Year's Day (1 January), Birthday of Martin Luther King, Jr. (3rd Monday of January), President's Day (third Monday of February) Memorial Day (last Monday of May), Juneteenth (19 June), Independence Day (4 July), Labor Day (1st Monday of September), Columbus Day (2nd Monday of October), Veterans Day (11 November), Thanksgiving Day (4th Thursday of November), and Christmas Day (25 December).

8.5. The Contractor shall ensure all issued keys/combinations are not used by unauthorized persons and all keys are returned upon contract termination. The RE Coordinator shall not duplicate any keys issued by the government. The RE Coordinator shall immediately report to the Chaplain any occurrences of lost keys. In the event keys are lost, the RE Coordinator may be responsible for costs incurred in re-keying or replacing affected locks and keys.

8.6. **Funds.** All non-appropriated monies used to implement and/or execute events and activities not directly and specifically funded in the appropriated fund contract ( i.e. contributions, donations, fund-raisers, participant tuition, designated offerings, gifts, scholarships, etc.) will be processed by and maintained by the JBAB Chapel Tithes and Offering Fund (CTOF). The RE Coordinator, being part of the chapel program, is allowed to organize a fundraiser, if approved by the Senior Installation Chaplain and the Installation Commander (or delegate), prior to conducting a fundraiser. All funds collected must support a Chaplain Corps program and must be deposited into the installation's CTOF in accordance with AFI 52-105. The RE Coordinator will maintain an accounting of all funds received and spent, including receipts and they shall be made available to the Government for quarterly review throughout the contract period of performance and for the period after contract completion until final settlement of any claims under this contract.

## **9. Compliance with Public Law**

9.1. In accordance with Public Law 105-270, Section 5(2)(A), the contractor will not perform inherently governmental functions. Section 5(2)(A) of this public law defines the term



"inherently governmental function" as "a function that is so intimately related to the public interest as to require performance by Federal Government employees." Per Section 5(2)(B), inherently governmental functions include management of government programs requiring value judgments, conduct of foreign relations, selection of program priorities, and the direction of intelligence and counterintelligence operations. Per Section 5(2)(C), inherent governmental functions DO NOT include, (i) gathering information for, or providing advice, opinions, recommendations, or ideas to Federal Government officials or (ii) any function that is primarily ministerial and internal in nature."

9.2. Confidentiality: The provisions of Privacy Act of 1974, Public Law 93-57 dated December 31, 1974 (5 USC 552a) apply. Services rendered and all materials including records, files, documents, and work papers provided to the RE Coordinator by the Government and data results, conclusions and recommendations obtained thereof shall be considered Government property. The information shall not be disclosed, copied, modified, used (except in the completion of this contract) or otherwise disseminated to any other person or entity at any time to include, but not limited to, inclusion in any database external to the Government without the Government's expressed consent.

#### **10. Government Down-time for Various Authorities Including The President, Secretary of Defense, Secretary of the Air Force or Appropriate Commander**

10.1. Base Closures. The Center or Base Commander may elect to close all or part of the base for any reasons such as time-off award, base open house, emergency, etc.

10.2. Contractor shall be officially dismissed upon notification of a base closure in accordance with paragraph b. Contractor shall promptly secure all government furnished property appropriately and evacuate in an expedient but safe manner.

10.3 In the event of a base closure, the Contractor and Contracting Officer shall jointly choose a course of action for the following options:

10.3.1. If there is a need for the service during the base closure and there is sufficient government supervision, the contractor may continue on-site work. The Contractor shall bill the Government in accordance with the contract.

10.3.2. If there is no need for the service during the scheduled base closure, the contractor shall not work on-site. The Government, at its discretion, may extend the contract by a period equal to the amount of time of the closure, subject to the availability of funds. The Government will not be liable for any time not worked.

10.4. Base Closure Notification Procedures

10.4.1. The contractor may receive an email or text form of notification of a base closure from the Chapel staff.

10.4.2. If the decision to close all or part of the base is made during the duty day, and the Base Commander's decision is transmitted through official notification channels, the contractor shall follow the instructions as given.