

**CONSOLIDATED CHAPEL SERVICES
PERFORMANCE WORK STATEMENT
92d Air Refueling Wing (ARW)
FAIRCHILD AFB, WA
20 June 2023**

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1.0 PURPOSE. Fairchild Air Force Base (FAFB), Washington Chaplain Corps mission provides for diverse religious and spiritual needs of Department Air Force (DAF) personnel and their families. Supporting individual rights under the First Amendment of the U.S. Constitution and providing an opportunity for assigned personnel and their dependents to freely exercise their religious beliefs. Contractor services will be conducted consistent with an atmosphere of respect for diverse religious faith groups. Work shall be performed in accordance with (IAW) applicable laws, regulations, standards, instructions, and commercial practices, industry standards and this Performance-based Work Statement (PWS). The contractor shall provide non-personal services for five (5) positions: 1) Catholic Music Director (CMD); 2) Catholic Music Accompanist; 3) Protestant Music Coordinator (PMC); 4) Protestant Religious Education Coordinator (PREC) and 5) Catholic Religious Education Coordinator (CREC). These positions are for the chapel on FAFB. The contractor will provide services to enhance the worship and Religious Education (RE) atmosphere at FAFB Chapel or designated worship or RE location.

2.0 DESCRIPTION OF SERVICES

2.1. CATHOLIC MUSIC DIRECTOR (CMD) QUALIFICATIONS, SKILLS, AND KNOWLEDGE REQUIREMENTS

2.1.1 CMD will provide choral direction and leadership, for Roman Catholic Sunday Mass, Holy Days and special services to include funerals and Catholic choir rehearsals. Service times are subject to change and contractor must be able to adjust to schedules in coordination with (ICW) the Catholic Priest or COR. CMD will provide choral direction and leadership throughout a broad range of musical genres, creating a worshipful environment for traditional liturgical worship in a Roman Catholic context. The CMD will possess the ability to play the organ or piano for congregational and ensemble singing and improvise while accompanying a soloist or ensemble, while at the same time leading congregational and ensemble singing. The CMD will understand military chaplaincy, and will help train, supervise volunteers who play a musical instrument, or sing in the choir. CMD will have the following qualifications, skills, and knowledge requirements:

2.1.2 At least 2 years of experience as a Catholic worship musician, demonstrating the ability to perform musically. CMD must have knowledge of Catholic liturgical calendar, and be able to select hymnody, psalmody, and liturgical principles appropriate to the season ICW the assigned Catholic Priest.

2.1.3 CMD must be able to clearly communicate in English and conduct administrative requirements with verbal and written clarity. Maintain healthy, functional interpersonal relationships in a pluralistic environment, while maintaining professional standards of conduct and public decorum, including but not limited to dress and hygiene.

2.2 CATHOLIC MUSIC DIRECTOR (CMD) RESPONSIBILITIES

2.2.1 Prepare and direct musical arrangements at FAFB Chapel supporting weekly Sunday Roman Catholic Mass, Holy Days and special services, to include funerals, and Catholic Choir services pursuant

to the PWS. CMD will arrive no less than 30 minutes prior to the start of each service ensuring equipment is set up and preparations are made for choir needs. Mass times are subject to change and the contractor will adjust to schedules as necessary ICW the Catholic Priest, COR or designee. The CMD will provide prelude and postlude music.

2.2.2 Rehearsals will be approximately 1 hour in length during the week. Up to 1 hour warm up before Mass is authorized. Additional rehearsals beyond the weekly rehearsal must be coordinated and approved in advance by the COR and must conform to this PWS. CMD will consult and coordinate services rendered with the COR monthly prior to services performed. CMD must be willing to work flexible hours due to possible variances of rehearsals, worship services or special service/activities times, but shall not exceed the thresholds established in the contract.

2.2.3 CMD will be responsible for:

2.2.4 Setting up and securing musical scores, lead sheets, lyric sheets, hymnals, instruments, and other necessary equipment involved with rehearsal/performance.

2.2.5 Recruiting musicians and choir members as necessary to enhance the worship experience of the congregation.

2.2.6 Providing input about supplies and equipment needs for the Catholic music program through the Catholic Priest or COR.

2.2.7 Accounting for security and cleanliness of facilities utilized in conjunction with the Catholic Music Programs.

2.2.8 Meet with the Catholic Priest quarterly or COR to review the status of the Catholic music program and exchange feedback. The Catholic Priest has final approval on music selection.

2.3 CATHOLIC MUSIC ACCOMPANIST (CMA) QUALIFICATIONS, SKILLS, AND KNOWLEDGE REQUIREMENTS

2.3.1 The CMA will provide organ or piano accompaniment, as directed by the CMD for Roman Catholic Sunday Mass, Holy Days, and special services to include funerals, and Catholic choir rehearsals. Service times are subject to change, and contractor must be able to adjust to schedules ICW the Catholic Priest or COR. The CMA will possess the ability to play the organ or piano for congregational and ensemble singing and improvise while accompanying a soloist or ensemble. CMA will have the following qualifications, skills, and knowledge requirements:

2.3.1.1 At least 2 years of experience as a Catholic or other worship musician, demonstrating the ability to perform musically.

2.3.1.2 CMA must be able to clearly communicate in English and conduct administrative requirements with verbal and written clarity. Maintain healthy, functional interpersonal relationships in a pluralistic

environment, while maintaining professional standards of conduct and public decorum, including but not limited to dress and hygiene.

2.4 CATHOLIC MUSIC ACCOMPANIST (CMA) RESPONSIBILITIES

2.4.1 Provide piano or organ accompaniment for services at FAFB Chapel supporting weekly Sunday Roman Catholic Mass, Holy Days, and special services, to include funerals, and Catholic Choir rehearsals pursuant to the PWS. CMA will arrive no less than 15 minutes prior to the start of each service ensuring equipment is set up and preparations are made. Mass times are subject to change and the contractor will adjust to schedules as necessary ICW the Catholic Priest, COR, or designee. The CMA will provide prelude and postlude music.

2.4.2 Rehearsals will be approximately 1 hour in length during the week. Up to 1 hour warm up before Mass is authorized. Additional rehearsals beyond the weekly rehearsal must be coordinated and approved in advance by the COR and must conform to this PWS. CMA will consult and coordinate services rendered with the COR monthly. CMA must be willing to work flexible hours due to possible variances of rehearsals, worship services or special service/activities times, but shall not exceed the thresholds established in the contract.

2.5 PROTESTANT MUSIC CONTRACTOR (PMC) QUALIFICATIONS, SKILLS, AND KNOWLEDGE REQUIREMENTS

2.5.1 PMC provides keyboard/piano accompaniment, band/choral direction and leadership for worship service, Holy Days, funerals, memorials, special events and Protestant Praise Team (PPT) rehearsals at FAFB, providing broad spectrum music worship styles. Provide musical accompaniment by keyboard/piano, choral direction, and leadership throughout a broad range of musical genres, creating a welcoming environment for worship in a blended Contemporary Protestant context.

2.5.2 Guide the band/musicians, congregational singing, lead the PPT, and ensemble singing. PMC will understand military chaplaincy and will train and supervise volunteers who play a musical instrument or sing in the choir. PMC will have the following qualifications, skills, and knowledge requirements:

2.5.2.1 Has at least 2 years of experience as a worship musician and lead singer. Demonstrating experience via employment history, and detailing duties performed, education, etc. PMC must be familiar with multiple denominational worship styles and music and be able to play and plan an inclusive musical program sensitive to the chapel's pluralistic environment. PMC must have knowledge of church calendar, hymnody, urban/contemporary worship music, read music, and a general knowledge of liturgical principles. Select music appropriate to the season and conduct the PPT band. PMC shall provide musicians, vocalists, and volunteers for the performance of chapel worship services.

2.5.2.2 PMC will train new volunteers for involvement in chapel worship services.

2.5.2.3 PMC shall communicate in English and conduct administrative requirements with verbal and written clarity. Maintain healthy, functional interpersonal relationships with staff and parishioners in a pluralistic environment, while maintaining professional standards of conduct and public decorum,

including but not limited to dress and hygiene.

2.6 PROTESTANT MUSIC CONTRACTOR (PMC) RESPONSIBILITIES

2.6.1 PMC coordinates music selections and requirements with the lead chaplain of the Protestant congregation. PMC will prepare and direct rehearsals at the FAFB Chapel in support of the Protestant worship service as established by the lead chaplain. PMC will arrive no less than 30 minutes prior to the start of services and rehearsals ensuring equipment is set up and preparations are made for choir needs.

2.6.2 Rehearsals will be approximately 1 hour in length during the week. Up to 1 hour warm up before Mass is authorized. Additional rehearsals beyond the weekly rehearsal must be coordinated and approved in advance by the COR and must conform to this PWS. PMC will consult and coordinate services rendered with the COR monthly. PMC must be willing to work flexible hours due to possible variances of rehearsals, worship services or special service/activities times, but shall not exceed the thresholds established in the contract.

2.6.3 PMC will prepare and provide PowerPoint slides or similar visual software with appropriate background graphics of service music. Presentations must include Christian Copyright Licensing International (CCLI) information. Additionally, lyrics of songs used during worship services and announcements projected must be given to the lead chaplain no later than noon, 3 days prior to each worship service, Holy Day service, funeral, memorial, or special event. (e.g., Thursday noon for Sunday worship).

2.6.4 PMC will be responsible for:

2.6.4.1 Setting up and securing musical scores, lead sheets, lyric sheets, and hymnals, and other necessary musical instruments or equipment involved with rehearsals/performances.

2.6.4.2 Provide musicians as necessary to enhance the worship experience.

2.6.4.3 Advise the lead Protestant chaplain concerning budgetary needs for the congregation music program monthly.

2.6.4.4 Coordinate rehearsal times with the band and musicians.

2.6.4.5 Ensure security and cleanliness of facilities.

2.7 CATHOLIC RELIGIOUS EDUCATION COORDINATOR (CREC) QUALIFICATIONS, SKILLS, AND KNOWLEDGE REQUIREMENTS

2.7.1 Lead and manage a multifaceted (Roman) CREC ministry with an in-depth understanding of the needs of military members and their families. CREC will have working knowledge about military families and programs. CREC will understand military chaplaincy and train volunteers to work with chaplains as necessary. Demonstrating capability to plan, organize, develop, implement, coordinate, and evaluate activities for pre-school, youth, adolescents, and adults. Works with family members of various

nationalities and spiritual levels in a military environment. CREC coordinates with the Catholic Parish Coordinator, Catholic Priest, or COR and provides administrative support to the Catholic Parish Coordinator in the areas of program planning and execution. CREC will have the following qualifications, skills, and knowledge requirements:

2.7.1.1 At minimum a high school diploma and at least 1-year volunteer or paid experience in a CREC program. Bachelor's degree or relevant training, experience, or education is preferred. One year of experience including but not limited to CREC, youth, men, women, singles, and/or family ministries is preferred. CREC will have a minimum of 1-year preferred CREC experience working directly with an established ministry program. CREC will also demonstrate fluency with Catholic faith and practice as articulated by the documents of the Second Vatican Council and subsequent statements of the U.S. Conference of Catholic Bishops. A letter certifying completion of this experience requirement signed by a previous supervisor or ministry leader is required with the application. Requirements may be adjusted based upon prior experience with CREC or Catholic Parish Coordinator. Certification requirements: CREC will obtain or be currently enrolled and participating in a program leading to CREC Full Certification through the Virtual Learning Community for Faith Formation (VLCFF) Certificate in Catechesis (Level 1 & 2). CREC will also obtain, within 90 days of this contract, Red Cross First Aid Training and CPR Training. CREC must provide a copy of their Red Cross Card to the Wing Chaplain or designee for their file. Additionally, the CREC will complete government-provided, formal training for access to Information Technology networks and equipment.

2.7.1.2 Certification requirements: CREC will obtain or be currently enrolled and participating in a program leading to CREC Full Certification through the Virtual Learning Community for Faith Formation (VLCFF) Certificate in Catechesis (Level 1 & 2). CREC will also obtain, within 90 days of this contract, Red Cross First Aid Training and CPR Training. CREC must provide a copy of their Red Cross Card to the COR. Additionally, the CREC will complete government-provided, formal training for access to Information Technology networks and equipment.

2.7.1.3 CREC will complete a thorough review of applicable AFIs to include: AFI 52-101, *Planning and Organizing*; DAFI 52-105, *Chaplain Services Resourcing*; DAFMAN 52-107, *Chapel Tithes and Offering Fund Management*.

2.7.1.4 IAW DoDI 1402.05, *Child Care National Agency Check with Inquiries* (CCNAC-I) contractor must be able to complete a Criminal Background Check and have the completed background check, Financial Background Check, and Driving Record Review.

2.7.1.5 CREC will utilize calendar programs, MS Word, PowerPoint and Outlook in in Microsoft Windows as well as show ability to work with other software programs as necessary.

2.7.1.6 Maintain healthy, functional interpersonal relationships with staff and parishioners in a pluralistic environment, while maintaining professional standards of conduct and public decorum, including but not limited to dress and hygiene.

2.7.1.7 CREC is a liaison with the FAFB community, Diocese of Spokane, the Archdiocese for the Military Services, and other Catholic educational, relief and service agencies as required.

2.8 CATHOLIC RELIGIOUS EDUCATION COORDINATOR (CREC) RESPONSIBILITIES

2.8.1 CREC will be responsible for:

2.8.2 Hours of Operation. The CREC shall maintain office hours agreed upon by the COR which is anticipated to be approximately 32.5 hours per week. Other regular, part-time hours may be considered, depending on the results of this solicitation. In the event the CREC is required to work irregular duty hours; e.g., night/weekend duty, and extended hours due to emergency ministrations, any changes to the schedule will be coordinated with the COR one week prior notice of the change.

2.8.3 Developing, scheduling, marketing, promoting, and implementing annual CREC programs and activities ICW the contract Catholic Priest. These activities include but are not limited to: coordinating and training Catholic community catechists for certification; preparing and coordinating youth and adult catechetical programs, including sacramental preparation; Vacation Bible School (VBS); promoting the CREC initiatives of the ministries; and marketing of these initiatives through the development and publication of the weekly community bulletin.

2.8.4 Integrating Archdiocese for Military Services mandatory curriculum and assessments into the religious education program. The Wing Chaplain or Priest must approve CREC materials.

2.8.5 Providing input for the annual budget and calendar for the CREC Program detailing specific requirements for each activity and submit both to the Director of Catholic Ministries by 1 June of each year ICW the Catholic Priest and COR.

2.8.6 Provide a minimum of 1 catechist training event during the CREC year (September through May).

2.8.7 Coordinating with Catholic Priest for Christmas and/or Easter programs.

2.8.8 Facilitating Rite of Christian Initiation of Adults (RCIA), First Communion, First Confession and Confirmation sacramental preparation programs.

2.8.9 Participating in coordinating the annual visit by the Military Archdiocese Bishop.

2.8.10 Coordinating services and events where initial sacraments are received.

2.8.11 Advertise CREC activities in the community bulletin, base paper (if applicable), chapel and base marquees, and social medial sites as required by AFIs and OIs and as directed by Catholic Community Coordinator. E-mail community event reminders as required prior to events. Organize and supply information racks no later than (NLT) Fridays at 1600. Maintain information boards with sign-up sheets for events, calendars of events, activity sheets with points of contacts, chapel life photos, organized announcements, and local events as appropriate. Maintain the annex activities board with seasonal themes and chapel life photos. Ensure community information is current on the official base website and chapel publications. Respond to community information requests within 48 hours.

2.8.12 Coordinating and implementing CREC program business with chapel staff and other agencies to include publicity, facilities, transportation, etc. Participate in monthly and annual community planning meetings, monthly Catholic Advisor Council meetings, and other meetings as required to accomplish the religious education mission.

2.8.13 Ensure a minimum of 2 adults are present when children aged 18 and under are participating in CREC programs and line-of-sight supervision of adults is maintained continuously. Ensure volunteers working with youth below 18 years of age receive a background check as outlined IAW DoDI 1402.05, *Child Care National Agency Check with Inquiries CCNAC-I*.

2.8.14 CREC shall arrive at least 30 minutes prior to weekly RE classes.

2.8.15 Recruiting, training, and overseeing religious education volunteers. Assist auxiliary organizations as necessary. Maintain a current roster of volunteer leaders and students to include names, addresses, phone numbers and other vital information as needed, and ensure this information is protected IAW AFI 33-332, *AF Privacy and Civil Liberties Program* and other applicable directives.

2.8.16 Document CREC training for volunteers on a quarterly basis. Ensure volunteers are aware of local safety requirements.

2.8.17 Volunteer Appreciation: Organize a catechist, teacher, and volunteer appreciation event annually in May.

2.8.18 Ensure necessary supplies for the CREC Program are requested to the COR in a timely manner to be ordered and delivered.

2.8.19 Submit program rosters and attendance reports to the COR for submission to the Wing Chaplain or designee NLT the first duty day of each month, or as requested.

2.8.20 Submit after-action reports for the community and ecumenical CREC programs to the Catholic Parish Coordinator within two weeks of conclusion of event.

2.8.21 Meet quarterly with the contract Catholic Priest and Catholic Parish Coordinator to discuss/review the status of the CREC program and exchange feedback during the contract period.

2.8.22 Communicate with parents on a regular basis regarding their child(s) CREC progress.

2.8.23 Recommend, select, and secure appropriate materials and curriculum from approved sources and comply with the Wing Chaplain for review of all religious literature distributed by the chapel.

2.8.24 Submit request for facility use, supplies, equipment, and other support according to chapel procedures.

2.8.25 Maintain electronic files on the chapel shared drive and comply with DAF Information Assurance (IA) and applicable ancillary training requirements. Open and secure the chapel building and other facilities used for PREC activities as necessary. Ensure program leaders are trained in facility security.

2.8.26 Submit request for facility use, provide requested supplies and equipment, and other support according to chapel procedures. Monitor and evaluate the quality of resources and instructional materials (toys, books, etc.) and secure required supplies through solicitation of donations or purchase request.

2.8.27 Maintain the Catholic Religious Program Office, storage cabinets, and RE classrooms in a clean, sanitary, orderly, and safe manner. Open and secure the chapel building and other facilities used for Catholic activities as necessary. Ensure program leaders are trained in facility security.

2.8.28 The CREC must attend chapel staff meetings and planning meetings as requested by the Wing Chaplain or designee.

2.8.29 The CREC may assist with customer service when the chapel staff is minimally manned or as requested by the Wing Chaplain.

2.8.30 The CREC contractors shall complete the monthly access user file for AFCCARS by the end of the seventh day after services are provided. The file shall be provided to the COR. The AFCCARS file should include daily entries or entries within 1 business day of performed services.

2.8.31 PREC must effectively act as a liaison with the FAFB community, civilian churches, and ecumenical agencies as required .

2.9 PROTEST RELIGIOUS EDUCATION COORDINATOR (PREC) QUALIFICATIONS, SKILLS, AND KNOWLEDGE REQUIREMENTS

2.9.1 PREC will lead and manage a multifaceted religious education ministry and possess the knowledge, skills, and capability to effectively operate in the distinctive environment of military communities and the military culture. PREC must foster community, empower volunteers, and understand the unique needs of military members and their families. The contractor must have a strong theological grasp of the Protestant faith and have openness to a wide variety of faith expressions within the Protestant community.

2.9.2 PREC demonstrates the ability to clearly teach the details of basic Christian doctrine. PREC trains volunteers to work with chaplains of various faith groups, providing an inclusive, ecumenical, Christian program which respects the diversity of the military chapel communities.

2.9.3 PREC demonstrates the capability to plan, organize, develop, implement, coordinate, and evaluate religious education activities and programs with family members of Christian faith groups, nationalities, and spiritual levels in a pluralistic military environment.

2.9.4 PREC serves as a resource, advisor, and coordinator of RE programs for children grade pre-kindergarten through adult or as directed by the COR.

2.9.5 PREC implements Protestant religious curriculum approved by the Wing Chaplain.

2.9.6 PREC consults and coordinates with the Wing Chaplain or designee and provides administrative support to the Wing Chaplain or designee in the areas of program planning and execution. PREC is familiar with current resource models supportive of faith community development as part of RE. Resources must be approved in writing by Wing Chaplain before implementation.

2.9.7 Resumé demonstrates the following: relevant training and experience, minimum of a High School diploma, 2 professional letters of reference, and 1 Protestant Pastor Letter of Reference. If required, a Technical Evaluation will be conducted. The individual listed on the resume must be available within 2 business days of the notification a Technical Evaluation will be conducted. The Technical Evaluation will consist of interview with the Wing Chaplain or POC. This interview will consist of questions to confirm the applicant's knowledge, proficiency, and understanding of the roles and responsibilities of a contractor, detailed within this PWS, as well as their ability to identify, recruit, and train volunteers from diverse Protestant Christian denominations and backgrounds.

2.9.8 PREC will utilize calendar programs, MS Word, PowerPoint and Outlook in in Microsoft Windows as well as show ability to work with other software programs as necessary.

2.9.9 PREC resolves interpersonal conflicts and promote constructive working relations. Maintains a respectful, positive, and spiritually sensitive environment. Works closely with chapel staff members, military personnel, chapel volunteer lay leaders, and chapel volunteers with diverse spiritual backgrounds.

2.9.10 PREC certification requirements obtains or be currently enrolled and participating in a program leading to Red Cross First Aid training and CPR training at no cost to the government and obtain, within 90 days of this contract. The contractor must provide a copy of his or her Red Cross Card to the Wing Chaplain and COR for their file. Additionally, the contractor must complete government-provided, formal training for access to Information Technology networks and equipment. The contractor will complete a thorough review of applicable Air Force Instructions to include AFI 52-101, *Planning and Organizing*; DAFI 52-105, *Chaplain Services Resourcing*; DAFMAN 52-107, *Chapel Tithes and Offering Fund Management*. Additionally, the PREC will complete government-provided, formal training for access to Information Technology networks and equipment.

2.9.11 Background Check: IAW DoDI 1402.05, *Child Care National Agency Check with Inquiries*, and CCNAC-I, PREC must be able to complete a Criminal Background Check and have the completed background check adjudicated, Financial Background Check, and Driving Record Review.

2.9.12 PREC must maintain professional standards of conduct and public decorum, including but not limited to dress, hygiene, professional attitude, and customer service.

2.9.13 PREC must effectively act as a liaison with the FAFB community, civilian churches, and ecumenical agencies as required.

2.10 PROTESTANT RELIGIOUS EDUCATION COORDINATOR (PREC) RESPONSIBILITIES

2.10.1 Hours of Operation. The PREC shall maintain office hours agreed upon by the COR which is anticipated to be approximately 32.5 hours per week. Other regular, part-time hours may be considered, depending on the results of this solicitation. In the event the PREC is required to work irregular duty hours; e.g., night/weekend duty, and extended hours due to emergency ministrations, any changes to the schedule will be coordinated with the COR one week prior notice of the change.

2.10.2 IAW DoDI 1100.21, *Voluntary Services in the DOD*, the Chaplain Corps is authorized to utilize volunteers to support PREC. Volunteers require oversight, training and recognition related to their specific duties. IAW DoDI 1402.05, *Child Care National Agency Check with Inquires*, volunteers who contact minors in the performance of their duties, require a Child Care Criminal History Background Check.

2.10.3 PREC will attend chapel staff meetings and planning meetings as requested by the Wing Chaplain.

2.10.4 PREC may assist with customer service when the chapel staff is minimally manned or as requested by the Wing Chaplain.

2.10.5 PREC will be the Protestant Volunteer Supervisor for the program and will provide volunteer data as requested by the designee. PREC must keep an up-to-date spreadsheet of volunteers.

2.10.6 PREC develops, schedules, markets, promotes, and implements annual PREC programs and activities for all ages. These activities include but are not limited to catechetical courses as requested; to include children & youth programs (grades 1-12) and adult programs; i.e. Children's Church; VBS (ICW the CREC); Christmas and Easter programs; support and coordination of Protestant Women's ministries and Protestant Men's studies; and development and publication of the weekly chapel bulletin and event slides displayed before and during the worship service. Additionally, the contractor must develop opportunities for volunteers to lead and serve incorporating a ministry multiplication model.

2.10.7 Provide inputs for calendar for the RE program detailing specific requirements for each activity and submit both to the Wing Chaplain or designee by 15 June of each year. Advertise PREC activities in the chapel bulletin, chapel, and base marquees (if authorized and coordinated with (Public Affairs), and social medial sites as required by AFIs and OIs and as directed by Wing Chaplain. E-mail reminders as required prior to religious education events. Organize and supply Protestant information racks NLT Fridays at 1600 with pertinent PREC information. Maintain Protestant information boards with calendar of events, necessary signup sheets, and activity sheets with points of contacts, chapel life photos, organized announcements, and local Christian events as appropriate. Maintain the activities information board with seasonal themes and chapel life photos. Ensure PREC program information is current on the official base website and chapel publications. Respond to religious education information requests within 48 hours.

2.10.8 Coordinate and implement assigned PREC program business with chapel staff, contractors, lay leadership volunteers and other agencies to include finances, publicity, facilities, transportation, etc.

2.10.9 Participate in monthly and annual parish planning meetings, monthly Parish Advisory Council meetings, and other meetings as required to accomplish the religious education mission.

2.10.10 Recruit, train, empower and support religious education volunteers. (If Wee Joy contractor is in place, he/she must assume this responsibility for volunteers for the Wee Joy program. The contractor and Wee Joy contractor may work together to accomplish training.) Assist the Protestant Women of the Chapel with religious education program development and material as required.

2.10.11 Maintain a current roster of volunteer leaders and participants to include names, addresses, phone numbers and other vital information as needed, and ensure this information is protected IAW the AFI 33-332, *AF Privacy and Civil Liberties Program* and other applicable directives.

2.10.12 Conduct PREC training for volunteers as required. Ensure volunteers are aware of local safety requirements and procedures.

2.10.13 Volunteer Appreciation: Organize a teacher/volunteer appreciation event annually.

2.10.14 Ensure necessary supplies needed for the PREC program are ordered and provided in a timely manner.

2.10.15 Submit program rosters and attendance reports to the COR for submission to the Wing Chaplain or designee no later than the 1st duty day of each week or as requested. Meet monthly with the COR and the Wing Chaplain to discuss/review the status of the RE program and exchange feedback during the contract period. Recommend, select, and secure appropriate materials and curriculum from approved sources and comply with the requirement the Wing Chaplain reviews religious literature purchased and distributed by the chapel.

2.10.16 Communicate with parents and designee on a regular basis regarding the children's religious educational program.

2.10.17 Submit request for facility use, provide requested supplies and equipment, and other support according to chapel procedures. Monitor and evaluate the quality of resources and instructional materials (toys, books, etc.) and secure required supplies through solicitation of donations or purchase request.

2.10.18 Maintain electronic files on the chapel shared drive and comply with DAF IA and applicable ancillary training requirements. Maintain the PREC office, storage cabinets, and PREC classrooms in a clean, sanitary, orderly, and safe manner. Open and secure the chapel building and other facilities used for PREC activities as necessary. Ensure program leaders are trained in facility security.

2.10.19 The PREC contractors shall complete the monthly access user file for AFCCARS by the end of the seventh day after services are provided. The file shall be provided to the COR. The AFCCARS file should include daily entries or entries within 1 business day of performed services.

3.0 GENERAL INFORMATION

3.1 Hours of Operation.

The base Chapel is open between 0730-1630 Monday through Friday and Sundays as required for services. Additional hours of operation on weekends and weekdays will be scheduled with the COR prior to facility access. When directed by the CO, additional hours of operation may be required due to mission needs. The following Federal holidays are observed. When an unforeseen facility closure, inclement weather, holiday, family day, installation “down day” or other event is deemed to be an acceptable delay (or absence) by the COR, which precludes completion of services on a regularly scheduled workday (or is rendered redundant), the contractor shall reschedule the work (if required by the government) to be performed and notify the COR of the new time.

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| January 1 | New Year’s Day |
| 3rd Monday in January | Martin Luther King, Jr. Day |
| 3rd Monday in February | President’s Day |
| Last Monday in May | Memorial Day |
| June 19 | Juneteenth |
| July 4 | Independence Day |
| 1st Monday in September | Labor Day |
| 2nd Monday in October | Columbus Day |
| November 11 | Veterans Day |
| 4th Thursday in November | Thanksgiving Day |
| December 25 | Christmas Day |

3.2 Personnel.

3.2.1 Absences: The contractor will perform the services described or coordinate fulfillment of responsibilities to a substitute of equal or higher proficiency who has been approved in advance in writing by the COR or designee. The contractor is required to submit the name(s) and qualifications of proposed substitute to the Wing Chaplain or COR for approval at least 14 duty days prior to the proposed absence. Alternate or substitute must meet the requirements for the position as outlined in the PWS.

3.2.2 Scheduled absences will be identified at least 14 duty days in advance and mutually agreed upon by the contractor and the COR or designee. Scheduled absences include vacation, continuing education, planned hospitalization, spiritual retreats, and other foreseeable events.

3.2.3 Unexpected, shorter-term absences will not require the contractor to and provide notification in writing. Coordination with the COR or designee is required. The contractor will provide a replacement for the duration of the absence as needed. The government will only pay for scheduled events worked.

3.2.4 The contractor shall follow proper safety procedures to safeguard government furnished equipment and property.

3.3 Access to Base Network.

3.3.1 Contract personnel requiring access to the DAF network shall have completed Tier 1 background investigation verified through the Defense Information System for Security (DISS). This is accomplished by completing the Electronic Personnel Security Questionnaire (EPSQ) or if applicable, completing a SF 85, *Questionnaire for Non-Sensitive Positions*. Personnel shall submit all required forms through the base's Information Protection Office for submission to the Defense Counterintelligence and Security Agency (DCSA) IAW DODMAN5200.02_AFMAN 16-1405, *Air Force Personnel Security Program*. Upon receipt of proof that contract personnel forms have been submitted to DCSA, the commander responsible for the contract can grant interim Local Area Network (LAN) and e-mail access IAW DODI 5200.46, *DOD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)*.

3.3.2 Contractor shall maintain professional conduct and present self in a neat, clean, and hygienic manner wearing business/business casual clothing depending on the event. The chaplain responsible for the service will resolve questions on appropriate dress.

3.3.3 IAW DoDI 1402.05, *Child Care National Agency Check with Inquires* and AFI 52-101, *Planning and Organizing* contractor shall provide information necessary for successful completion of a background investigation. The government shall be responsible to conduct the required background investigation and the costs incurred while doing so. IAW DoDI 1402.05, *Child Care National Agency Check with Inquires* and AFI 52-101, *Planning and Organizing* the contractor may begin work before completion of the background check, provided when working with minors the individual is within sight of an individual who has successfully completed a background check.

3.3.4 Contractor is responsible for cleaning up work area and returning spaces to their neutral configurations after each rehearsal and Mass or other chapel activities.

3.3.5 The contractor shall be responsible for safeguarding government property and controlled forms provided for contractor use. At the end of each work period, government facilities, equipment, and materials shall be promptly secured.

3.3.6 Contractor shall comply with FAFB security requirements prior to contract performance, after contract award for base access.

3.3.7 Contract Management. The contractor and chapel personnel are encouraged to resolve minor disputes or infractions at the lowest level possible but ensure the CO is notified. If the contractor fails to perform IAW the PWS, the COR shall complete a CAR and submit it to the CO. The CAR is used to document a contractor's failure to meet performance IAW the PWS.

3.3.8 At no time may the contractor be instructed not to contact the CO or the Contracting Office.

3.3.9 Environment: The Fairchild Chaplain Corps mission is to provide for the diverse religious and spiritual needs of DAF personnel and their families, support individual rights under the First

Amendment of the US Constitution and provide an opportunity for assigned personnel and their dependents to freely exercise their religious beliefs.

3.4 GOVERNMENT FURNISHED PROPERTY (GFP) & SERVICES

3.4.1 The government will furnish utilities in the areas of performance. These utilities include heating, fuels, gas, electricity, water, sewer, phone services (local calls only unless required in performance of work), mail distribution, refuse collection, fire, and police protection.

3.4.2 The government will provide the following equipment, supplies, and services below for services performed inside government facilities:

3.4.2.1 Equipment/Office Furniture. The contractor will be provided space and equipment for performing services required by the contract.

3.4.2.2 Forms. The chapel will provide required government forms, either hard copy or computer generated used in the performance of duties.

3.4.2.3 Supplies. The chapel will provide supplies commonly used in the facility for administrative tasks.

3.4.2.4 Computer Equipment. The chapel will provide computer equipment, software and peripherals as required.

3.5 SECURITY REQUIREMENTS (Required for Catholic and Protestant Religious Education Coordinators)

3.5.1 The contractor shall ensure issued US government keys are not lost, misplaced, or used by unauthorized persons. No keys issued to the contractor shall be duplicated. The contractor shall immediately report occurrences of lost or duplicated keys to the facility manager or designee. The contractor will ensure facilities are properly secured upon departure following an event.

3.5.2 Security Training. The contractor shall receive initial and recurring security education training from the chapel security manager. Training must be conducted IAW DODM 5200.01, Vol 1-3, DOD *Information Security Program Overview, Classification and Declassification*.

3.5.3 Reporting Requirements. The contractor shall immediately report to an appropriate government authority information or circumstances of which they are aware may pose a threat to the security of personnel, resources, and classified or unclassified defense information.

3.5.4 Physical Security. The contractor shall be responsible for safeguarding government property. At the end of each work period, government facilities, equipment, and materials shall be secured.

3.5.5 Monthly events for CMD and PMC contractors will include an estimated: One-hour weekly rehearsals for regular Sunday services and weekly performance for regular Sunday services. Song selections (Catholic).

3.5.6 Additional rehearsals and performance as requested by the COR for special services, Holy Days, funerals, memorials or similar services.

3.5.7 The government representative will monitor and inspect the contractor's performance. The contractor will be notified in writing of noncompliance. The contractor will be given an opportunity to correct, if possible, nonconforming work and will be given an opportunity to respond in writing to notice of noncompliance within two weeks. If non-compliance continues for longer than two months appropriate actions will be taken.

3.5.8 Background Check: IAW DODI 1402.05, Background Checks on Individuals in DOD Child Care Services Programs, each individual working with children under the age of 18 in conjunction with this contract shall successfully complete a federally mandated criminal history background check (conducted by the Chapel) which shall include a Tier 1 background investigation verified through the Defense Information System for Security (DISS) and if the individual has a prior DoD affiliation within the last two years an Installation Records Check (IRC). The IRC includes a law enforcement check, drug and alcohol record check, and a check of the Family Advocacy Program (FAP) for a minimum of 2 years before the date of application. The results of a Federal Bureau of Investigations (FBI) advanced fingerprint check must be obtained prior to a person's employment under Line of Site Supervision (LOSS). Additionally, IAW DODI 1402.05. Individuals working under LOSS must wear conspicuous items such as distinctive clothing, badges, wristbands, etc. clearly identifying them as not being authorized to be alone with children. Additionally, posters or other printed information must be readily visible informing children's guardians of what the conspicuous identification means. Failure to satisfactorily complete, maintain and present compliance of the criminal history background check requirements listed above shall result in termination of the contract.

3.5.9 With the consent of the COR, the contractor may provide contract services prior to the completion of background checks. When children are in the care of the contractor, the contractor shall be within sight of a staff member with an approved background check, or parent(s) IAW DODI 1402.05.

3.5.10 Contractor employees shall comply with FAFB security requirements imposed by the Installation Commander at all times while on FAFB premises. The contractor shall obtain all necessary passes, decals, badges, or other items required for access to perform contract services at FAFB. The contractor is responsible for accountability of all such media, which shall be surrendered to the Security Forces Squadron Pass and Registration Section upon completion or termination of the contract, or upon termination of an individual's employment for the contractor, or at the written discretion of the CO. The contractor shall comply with all FAFB policies regarding entry to the installation, rules of the road, contingency operations compliance, and photography prohibitions. Contractor employees are authorized entry to the installation for the purpose of work under this contract only and are not authorized in other facilities or areas without prior government authorization. Due to safety/security requirements,

contractor personnel shall be required to fluently speak, comprehend, read, and write English.

3.6 CONTINUATION OF ESSENTIAL DOD CONTRACTOR SERVICES DURING CRISIS.

3.6.1 DODI 3020.42, *Defense Continuity Plan Development*, DODI 1100.22, *Policy and Procedures for Determining Workforce Mix*, and applicable DAF implementation, unless otherwise directed by an authorized government representative, it is determined the contractor services are **not essential** for performance during a crisis. Coordination with the government point of contact and the Wing Chaplain will be required during declared times of crisis to maintain a continuity of ministry presence for DAF members and families. Contract modifications may be needed to continue fulfillment of the contract.

4.0 SERVICES SUMMARY (SS).

| PERFORMANCE REQUIREMENT | PWS PARAGRAPH | PERFORMANCE THRESHOLD | CORRECTIVE ACTION |
|---|---------------------------|--|--|
| Catholic Music Director (CMD) will conduct choral direction and leadership, for Roman Catholic Sunday Mass, Holy Days and special services to include funerals and Catholic choir rehearsals IAW the PWS. | 2.1.1 | No more than 2 discrepancies in a 12-month period. | Re-performance at COR's discretion. |
| CMD will consult and coordinate services rendered with the COR monthly prior to services performed.. | 2.2.2 | No more than 1 discrepancy in a 12-month period. | Re-performance at COR's discretion. |
| CMA contractors shall be at the respective places of worship and prepared for each service and/or Special Service no later than 30 minutes prior to the designated starting time of any service for preparations. | 2.4.1 | No more than 3 discrepancies in a 12-month period | Corrective Action Plan after 3 discrepancies |
| PREC & CREC shall establish and maintain a Religious Education (RE) program IAW the PWS. | 2.7, 2.8, 2.9 and 2.10 | No more than 2 discrepancy in a 12-month period. | Re-performance at COR's discretion. |
| PMC contractor shall meet with COR on a quarterly basis to review and obtain the schedule of services for that quarter. | 2.6.2 | No more than 1 discrepancy in a 12-month period. | Re-performance at COR's discretion. |
| CREC & PREC contractors shall maintain | 2.8.2,23.8.10, | No more than 3 | Re-performance at COR's |

| | | | |
|---|--------------------|--|---------------------------------------|
| bulletins and relevant media. | 2.10.5, and 2.10.6 | discrepancy per in a 12-month period. | discretion. |
| PREC & CREC shall report attendance Wing Chaplain or designee no later than the 1st duty day of each week or as requested. | 2.8.18 and 2.10.14 | No more than 2 discrepancy per in a 12-month period. | Re-performance at COR's discretion. |
| CREC shall submit after-action reports for the community and ecumenical CREC programs to the Catholic Parish Coordinator within two weeks of conclusion of event. | 2.8.19 | No more than 3 discrepancies in a 12-month period. | Reperformance within 2 business days. |
| PREC & CREC contractors shall complete the monthly access user file for AFCCARS by the end of the seventh day after services are provided. The file shall be forwarded to the base recorder by the COR. The AFCCARS file should include daily entries or entries within 1 business day of performed services. | 2.8.29 & 2.10.18 | No more than 2 discrepancies in a 12-month period. | Reperformance within 2 business days. |
| The PREC shall submit program rosters and attendance reports to the Wing Chaplain or designee no later than the 1st duty day of each week or as requested. Meet monthly with the Wing Chaplain or designee to discuss/review the status of the RE program and exchange. | 2.10.14 | No more than 3 discrepancy in a 12-month period. | Re-performance at COR's discretion. |

4.1 Performance Assessment

The COR will utilize Periodic Inspections. This method requires the COR to employ a “spot check” style of evaluation based on the contractor’s performance schedule. Periodic validations will be conducted on an unscheduled basis (daily, weekly, monthly, quarterly, semi-annual or annually) and may be adjusted, at the government’s discretion, based on quality trends. The schedule or modified version thereof, shall be used for COR scheduled inspections and results documentation. Any unsatisfactory inspection (defect) result shall be recorded, and the contractor shall re-perform the service within the time parameters listed in the Services Summary, if possible. Exceeding the performance threshold for any of these performance objectives in any one-month period may result in a letter of concern or more severe corrective action from the CO. Exceeding the performance threshold of these performance objectives, in any combination for any two, or more consecutive or non-consecutive months during a performance year may constitute justification to hold an immediate Progress Meeting with the Multi-functional Team.

4.2 Complaints

The COR shall be responsible for initially validating customer complaints. The CO shall make final determination of the validity of customer complaint(s). Validated customer complaints shall be re-performed IAW the Services Summary.

4.3 Performance of Services During Crisis Declared by the National Authority or Overseas Combatant Commander

IAW DODI 1100.22 Policy and Procedures for Determining Workforce Mix, and any applicable AF implementation (unless otherwise directed by an authorized government representative), services under this PWS have been determined by the Functional Commander/Functional Director as being not mission essential during Force Protection Condition Delta; however, they will be required to continue services during Force Protection Conditions Charlie.

4.4 Non-Personal Services and/or Inherently Governmental Services

The government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services or give the perception of personal services. If the contractor determines any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the CO immediately. These services shall not be used to perform work of a policy/decision making or management nature, (e.g., inherently governmental functions). All decisions relative to programs supported by the contractor shall be the sole responsibility of the government.

5. APPENDICES AND EXHIBITS

Appendix A – Projected Schedule of Service and Definition Template

A.1. Services are held in any of the facilities on Fairchild AFB, WA, the contractor is expected to provide his own transportation to and from services. Contractor shall normally be notified 72 hours in advance of a projected move and/or time change.

A.1.2. Primary Place of Performance of services will be Base Chapel, Building 4200 and other chapel buildings located on Fairchild AFB, WA.

| Fairchild AFB Chapel, BLDG 4200 – Annual Estimated Workload (CMD, CMA, & PMC) | | |
|---|------------|----------------------------------|
| Worship Services | Occurrence | Avg. Number of Services Annually |
| Rehearsal for Sunday Service/Mass Worship | 1 per week | 52 |
| Sunday Service/Mass Worship | 1 per week | 52 |

| | | |
|------------------|-----------|----|
| Special Services | | |
| Special Services | As needed | 23 |

| Fairchild AFB Chapel, BLDG 4200 – Annual Estimated Workload (CREC/PREC) | | |
|--|-------------------|---|
| Worship Services | Occurrence | Avg. Number of Services Annually |
| Sunday Service/Mass | 1 per week | 52 |
| Special Services | | |
| PWS required religious education/event | As needed | 22 |
| VBS | 1 per year | 1 |
| Weekly HC Contractor Meeting | Weekly | 52 |

A.2 Definitions

A.2.1. Weekday Mass - Weekday services are normally held Monday-Friday.

A.2.2. Sunday Mass – To include services held either Saturday after 4PM and on Sunday.

A.2.3. Holy Day Mass/Special Service - Celebrate the Mass according to current AMS guidance for the specific Holy Day being celebrated.

A.2.4. Holy Day Masses:

- Solemnity of Mary, the Mother of God
- The Ascension of Our Lord
- The Assumption of the Blessed Virgin Mary
- All Saints Day
- The Solemnity of the Immaculate Conception
- Christmas

A.2.5. Special Service-may include but not limited:

- Ash Wednesday
- Holy Thursday
- Good Friday

A.2.6. Seasonal Penance Services during Advent and Lent: Celebrate the Sacrament of Penance as part of scheduled Communal Penance Services, if applicable.

A.2.7. The Fairchild AFB Catholic priest contractor shall coordinate additional priest support needs with the COR at least 14 days prior to requirements.

A.2.8. Sacrament of Penance/Confessions: Celebrate the Sacrament of Penance which is usually performed in conjunction with the designated weekend Mass. To also celebrate the Sacrament for First Communion candidates, this shall be known as 1st Reconciliation.

A.2.9. *Sacraments of Initiation: Celebrate the below religious ceremonies in accordance with Roman Catholic doctrine.

- Confirmation
- First Communion

*Note: May only be administered to AD military, Guard and Reserve while on orders, authorized DoD civilian personnel and their family members.

A.2.10. Sacramental Rehearsals: Time required prior to the sacrament or Mass to rehearse the ritual and sacrament with the participants. The below services may require a rehearsal:

- Confirmation
- First Communion
- Catechetical Sunday
- Easter Vigil

A.2.11. Training of Lay Personnel: Training of altar servers, Lay Eucharistic Ministers, and Lectors.

A.2.12. Funeral Vigil: Vigil prayer services on the eve prior to the funeral mass.

A.2.13. Funeral Mass: Celebrate the Funeral liturgy for Active Duty, their family members and other authorized personnel.

A.2.14. Graveside Services: Celebrate the Graveside liturgy for Active Duty and their family members.

A.2.15. Emergency Sacramental Care: To include but not limited to Anointing of the Sick and Confession - In the absence of the assigned Roman Catholic Priest, conduct sacraments with Active Duty personal and their family members requesting to see a Roman Catholic priest to perform emergency ministrations such as Anointing of the Sick or Confession.

A.2.16. Wedding Ceremony: Celebrate Wedding Ceremony/Con-Validation for Active Duty and their family members.

Appendix C – Maps and Chapel Locations

Fairchild AFB, WA MAPS AND CHAPEL LOCATIONS

For FAIRCHILD AFB maps and installation information, visit <https://www.fairchild.af.mil> or consult the base directory.

Appendix D – Corrective Action Report (CAR)

CORRECTIVE ACTION REPORT:

DATE: _____

MEMORANDUM FOR RECORD

SUBJECT: _____

1. ACTION REQUIRING CORRECTION:

2. CORRECTIVE ACTION COMPLETED OR PLANNED:

3. ADDITIONAL COMMENTS:

Chapel Contracting Officer Representative

Contractor

The government will make publications, forms, references, and report formats listed available at request. Publications can be accessed online at <http://www.e-publishing.af.mil/>. Supplements or amendments to listed publications may be issued during the life of the contract. The contractor shall immediately implement those changes in publications, which result in a decrease, or no change in the contract price. Prior to implementing revision, supplement, or amendment will result in an increase in contract price, the contractor shall submit to the CO a price proposal and obtain prior approval. Price proposals shall be submitted within 15 calendar days from the date the contractor receives notice of the revision, supplement, or amendment-giving rise to the increase in cost of performance.

APPENDIX E- PUBLICATIONS DEFINITIONS, AND ACRONYMS

In addition to all applicable federal, state, and local laws and regulations, the following instructions, forms, and guidance shall be followed in the performance of this contract. Copies can be viewed at the following websites:

- a) <http://www.e-publishing.af.mil/>,
- b) <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>
- c) <http://www.dtic.mil/whs/directives/corres/ins1.html>
- d) <https://www.gsa.gov/reference/forms#>
- e) http://www.dtic.mil/cjcs_directives/cjcs/instructions.htm
- f) <https://www.esd.whs.mil/Directives/forms/>
- g) <http://www.milarch.org/ams-priests-manual/>
- h) <https://lms-jets.cce.af.mil/moodle/>

E.1 Publications:

| PUBLICATIONS | TITLE | DATE |
|---------------|---|-------------|
| AFI 17-130 | Cyber Security Management | 12-Feb-2020 |
| AFI 24-302 | Vehicle Management | 20-Feb-2020 |
| AFI 33-322 | Records Management and Information Governance Program | 27-Jul-2021 |
| AFI 33-332 | Air Force Privacy and Civil Liberties Program | 10-Mar-2020 |
| AFI 52-101 | Planning and Organizing | 14-Jul-2019 |
| AFI 63-138 | Service Acquisition | 29-Sep-2019 |
| AFI 71-101V1 | Criminal Investigations Program | 30-Jun-2019 |
| AFI 71-101V2 | Protective Service Matters | 20-May-2019 |
| DODMAN5200.02 | Air Force Personnel Security Program | 29 Nov 2022 |
| DODM5400.07 | Freedom of Information Act Program (DODM5400.07) | 25-Apr-2018 |
| AFFD 33-3 | Information Management | 20-Jun-2016 |
| DODI5200.48 | Controlled Unclassified Information | 4-Oct-2021 |
| DAFI 31-101 | Integrated Defense (ID) | 24 Mar 2020 |

| | | |
|---------------------------|--|-------------|
| DAFI 52-105 | Chaplain Corps Resourcing | 21-Dec-2020 |
| DAFMAN 52-107 | Chapel Tithes and Offerings Fund Management | 19-Jan-2021 |
| DAFMAN 91-203 | Occupational Safety, Fire and Health Standards | 24-Mar-2022 |
| DoDI 1100.21 | Voluntary Services in the Department of Defense | 27-Mar-2019 |
| DODI 1100.22 | Policy and Procedures for Determining Workforce Mix | 1-Dec-2017 |
| DODI 1402.05 | Background Check on Individuals in DoD Child Care Service Programs | 14-Jul-2016 |
| DODI 3020.42 | Defense Continuity Plan Development | 17-Feb-2006 |
| DODI 5200.02 | DOD Personnel Security Program | 24-Sep-2020 |
| DODI 5200.46 | DOD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC) | 2-Nov-2020 |
| DODI 5200.48 | Controlled Unclassified Information (CUI) | 6-Mar-2020 |
| DODI 5220.31 | National Industrial Security Program | 9-May-2023 |
| DODI 5400.11 | DOD Privacy and Civil Liberties Program | 8-Dec-2020 |
| DODM 5200.01 Vol 1-3 | Information Security Program: Overview, Classification and Declassification | 28-Jul-2022 |
| DODM 5200.02_AFMAN16-1405 | Air Force Personnel Security Program | 29-Nov-2022 |
| DODM 5400.07 | Freedom of Information (FOIA) Program | 25-Jan-2017 |

E.2 Definitions

Acceptance. The act of an authorized representative of the government by which the government assumes for itself, or as agent for another, ownership of existing and identified supplies tendered or approves specific service rendered, as partial or complete performance of the contract on the part of the contractor.

Contract Specialist. The individual within the contracting office who performs the day-to-day administration of the contract. The CS may also be the CO.

Contracting Officer. The duly appointed government agent authorized to award or administer contracts. The CO is the only person authorized to contractually obligate the government.

Contracting Officer Representative. Individual who monitors a contractor on a daily basis and who is involved in every aspect of a contract to ensure the contractor is in compliance with the contract.

Facility. A building, structure, utility system, pavement, and underlying land or portion thereof and other improvement or asset has been provided a unique facility number and is contained in the Real.

Property Inventory as a separate entry listing. This includes installed equipment and building components.

Non-Personal Services: Pursuant to FAR 37.101 - means a contract under which the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the government and its employees.

Performance Objective. The outcome associated with successful contract performance in a specific area. This is a critical success factor in achieving the organization's mission, vision, and strategy which, if not achieved, would likely result in a significant decrease in customer satisfaction or risk mission failure. Obtaining multi-services/sub-services performed at a certain measurable standard and consistently ensuring success in achieving the objectives critical to the mission.

Performance Threshold. The minimum performance level of a performance objective required by the PWS.

Personal Services: A personal services contract is characterized by the employer-employee relationship it creates between the government and the contractor's personnel. The government is normally required to obtain its employees by direct hire under competitive appointment or other procedures required by the civil service laws. Obtaining personal services by contract, rather than by direct hire, circumvents those laws unless Congress has specifically authorized acquisition of the services by contract.

Quality Assurance. Those actions taken by the government to assure services meet the requirements of the PWS.

Quality Control. Those actions taken by a contractor to control the performance of services so they meet the requirements of the PWS.

Services Summary. A summary of the performance objective and performance threshold required by the government in concessionaire performance. Also known as a Performance Requirements Summary or Services Delivery Summary or Performance Requirements Document.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results: a fixed quantity or quality or a defined measure of comparison.

Volunteer. An individual who performs gratuitous services in an official capacity in support of Chaplain Corps programs (e.g., RE, youth programs, etc.).

E.3 ACRONYMS:

| ABBREVIATION | MEANING |
|--------------|---|
| AF | Air Force |
| AFB | Air Force Base |
| AFCCARS | Air Force Chaplain Corps Activity Reporting System |
| AFFARS | Air Force Federal Acquisition Regulation Supplement |
| AFI | Air Force Instruction |
| AFMAN | Air Force Manual |
| AMC | Air Mobility Command |
| ARW | Air Refueling Wing |
| CAC | Common Access Cards |
| CAR | Corrective Action Report |
| CCCHBC | Child Care Criminal History Background Check |
| CCLI | Christian Copyright Licensing International |
| CCNAC-I | Child Care National Agency Check with Inquiries |
| CLIN | Contract Line Item Number |
| CMA | Catholic Music Accompanist |
| CMD | Catholic Music Director |
| CO | Contracting Officer |
| COR | Contracting Officer's Representative |
| CREC | Catholic Religious Education Coordinator |
| CUI | Controlled Unclassified Information |
| DAF | Department of Air Force |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DOD | Department of Defense |
| EPSQ | Electronic Personnel Security Questionnaire |
| FAFB | Fairchild Air Force Base |
| FAR | Federal Acquisition Regulation |
| FBI | Federal Bureau of Investigation |
| FOUO | For Official Use Only |
| GFE | Government Furnished Equipment |
| GFP | Government Furnished Property |

| | |
|--------|--|
| IAW | In Accordance With |
| ICW | In Coordination With |
| JPAS | Joint Personnel Adjudication System |
| LAN | Local Area Network |
| LOSS | Line of Site Supervision |
| MAJCOM | Major Command |
| NAC | National Agency Check |
| NCOIC | Non-Commissioned Officer In Charge |
| NLT | No later than |
| OPM | Office of Personnel Management |
| PMA | Protestant Music Accompanist |
| POC | Point of Contact |
| PREC | Protestant Religious Education Coordinator |
| PWS | Performance Work Statement |
| QA | Quality Assurance |
| RE | Religious Education |
| SF | Standard Form |
| USAF | United States Air Force |
| VBS | Vacation Bible School |
| VLCFF | Virtual Learning Community for Faith Formation |