



## **Curriculum Development Support – Aerospace Medicine**

**JBSA - Lackland, San Antonio, TX**

**Defense Institute for Medical Operations (DIMO)**

**FOPR 22-125**

**PERIOD OF PERFORMANCE:** Base Year: 30 SEPT 2022 – 29 SEPT 2023

**Option Years:** 4

**Partial Option Year 4:** 30 SEPT 2026 – 30 MAY 2027

### **INTRODUCTION**

The 711th Human Performance Wing (711 HPW), headquartered at Wright-Patterson Air Force Base in Ohio, is the first human-centric warfare wing to consolidate human performance research, education and consultation under a single organization. Established under the Air Force Research Laboratory, the 711 HPW is comprised of the Airman Systems Directorate (RH), the United States Air Force School of Aerospace Medicine (USAFSAM) and the Human Systems Integration Directorate (HP). The Wing delivers unparalleled capability to the Air Force through a combination of world class infrastructure and expertise of its diverse workforce of military, civilian and contractor personnel encompassing 75 occupational specialties including science and engineering, occupational health and safety, medical professions, technicians, educators, and business operations and support.

### **DESCRIPTION OF SERVICES**

The contractor shall meet all requirements per the basic contract and provide professionally and technically qualified individual(s) to perform all tasks in the following paragraphs to fulfill the requirements of this task order.

This contract shall be for use by the International Education Branch (IE) Defense Institute for Medical Operations (DIMO), to support the curriculum writing needs for DIMO courses and programs.

### **TYPE OF SUPPORT**

To fulfill DIMO curriculum needs, timeliness of information dissemination is a critical component in DIMO curriculum update and course creation initiatives.

Some projects may require the Contractor to complete all the work within a short timeframe, while other projects will require work to be completed in an agreed upon timeframe. Work completed in support of DIMO may require a quick-turn to include product development, collaboration, review, approval, production, and delivery within that timeframe.



## QUALIFICATIONS

- The contractor employee(s) shall have an MD, DO, PhD, DrPh, or Master's Degree with Five (5) years of specialized knowledge/experience in the subject matter area of needed curriculum support as requested.
- The contractor shall have specialized knowledge/experience relevant to the subject matter of the course(s) for which hired to write curriculum. Content areas include, but are not limited to the following:
  - Global public health
  - Force health protection
  - Preventive medicine
  - Joint military operations
  - Expeditionary operational medicine
  - Gender specific issues such as gender based violence
- The contractor shall have experience writing curriculum in a "train the trainer" format.
- The contractor shall have three (3) years' experience teaching in a classroom setting in a higher educational setting or in the practical setting.
- The contractor shall demonstrate proficiency with the following:
  - Search of discipline-specific literature
  - Creation of course specific documents including course synopsis and course syllabus
  - Developing learning objectives
  - Developing active learning exercises and use of adult learning techniques
  - Use of instructional technology
  - Development of formative and summative assessment plans
  - Appropriate academic citation
- The contractor shall have two (2) years' experience developing original educational material. Specifically, experience developing course synopses, learning objectives, agendas, training plans, didactic sessions, and small group exercises.
- The contractor shall be proficient with Adobe programs, Microsoft Office, and ability to use virtual meeting spaces such as Microsoft Teams, Zoom, DOD SAFE and others.
- The contractor shall demonstrate knowledge in working with readily available sources of information on the appropriate subjects including library resources and subject-matter experts, and knowledge of publication standards (e.g., Air Force Branding Book, USSF Style Guide, and AFRL Brand Book).

The contractor shall have a Non-Disclosure Agreement in place with their company, and the company must provide a copy to the Program Manager of this task order. This is necessary in order to mitigate transfer of any confidential, proprietary and/or sensitive information while in this position.



## THE SERVICES SHALL INCLUDE

- Support curriculum development following instructional design practices for USAFSAM courses, programs, or other projects as requested to support the mission.
- Revise, update, and develop original and “train the trainer” course content that is audience appropriate and may be directed at healthcare audiences of doctors, nurses, technicians, administrative professionals, or mixed audiences. Courses eligible for revision, update, or development might include biosecurity, the strategic, operational and tactical levels for biosafety, infection control, outbreak detection, force health protection, mass casualty, point of injury; patient movement; expeditionary medical care, gender based violence, instructor development and/or readiness planning.
- Generate didactic sessions for adult learning using appropriate material development and distance learning software tools and multimedia to include, but not limited to, video recording, Zoom platform, and Microsoft PowerPoint,
- Develop internationally appropriate small group and large group exercises or case scenarios designed to reinforce and expand on the objectives of the didactic slide sets for appropriate courses.
- Create interactive case-based teaching modules utilizing the audience response systems, such as turning point, as needed.
- Turn technical data into educational content appropriate for the target audience.
- Comfortable in a virtual environment corresponding with other curriculum writers through a central data hub or other slide sharing/editing capability.
- Attend project intake meetings to establish production schedules and a timeline for completion of deliverables and provide milestone updates on a weekly basis, or as agreed upon during project intake meetings.
- Attend teleconferences and ad hoc curriculum meetings to collaborate on curriculum development progress with DIMO staff.
- Participate and collaborate as part of a team of educational professionals in tandem to develop materials for DIMO courses and programs.
- Assist Course Directors, Instructors, Subject Matter Experts, and/or an Instructional System Specialists to convey a specific message to a targeted audience through a visual medium by building quality presentations for classroom and online learning products, including computer-based training courses, classroom technical inserts, and stand-alone training products such as video or audio-based instruction.
- Coordinate, plan, execute, and support DIMO curriculum efforts/needs, to include coordinating needs with USAFSAM/IEP or assigned POC to see what capabilities are available.
- Work closely with USAFSAM/IEP or assigned POC in the development of course source documents, presentations/products/deliverables and provide drafts of works in progress to USAFSAM/IEP or assigned POC prior to final completion.
- Collaborate with USAFSAM/IEP or assigned POC throughout the development, design, and production process to include, but not limited to, providing drafts/status updates and participating in working sessions among other methods to achieve the highest levels of collaboration.



- Establish project/production timelines and project prioritization through project intake meetings working with USAFSAM/IEP/Assigned POC.
- Execute projects from conception through completion

**TYPES OF PROJECTS** (this list is provided as an example of the types of projects that are typically requested but is not inclusive of all projects that may be requested):

***Course Re-Write***

- Identification and collaboration with subject matter experts (SMEs)
- Update course objectives
- Update lesson plans in accordance with objectives
- Identify new material appropriate to the subject matter
- Classroom Lecture
- Use small group and case scenarios for interactive lessons
- Coordinate review of material by Subject Matter Experts
- Tailor course materials to global audience
- Ensure course materials meet or exceed World Health Organization and/or United Nations requirements

***New Curriculum***

- Identification and collaboration of SMEs
- Use active adult learning methods for course development
- Development of objectives
- Create presentations/lessons that meet course objectives
- Development of pre and post-test with potential for online versions
- Development of case scenarios and group exercises for interactive lessons
- Development with identification of methods of monitoring and evaluation for the course (measures of effectiveness) tailoring to global audience
- Train the trainer curriculum
- Identify objectives
- Ensure lessons support objectives
- Development using adult learning styles and principles
- Development of case scenarios and exercises for interactive training
- Potential on-line resources (depends on language)
- Use of educational psychology for training



- Identify new and novel ways for training

#### ***Virtual Course Content/Creation***

- Classroom Lecture
- Computer Screen Recordings
- Slide Design
- Hand Outs
- Brochures
- Screen Recordings
- Software Simulations
- Interactive power PowerPoint

#### **BASE SUPPORT**

The contractor shall provide all personnel, equipment (computers, cameras, etc), supplies, facilities, transportation (if required for assigned personnel), tools (appropriate software to create assorted multimedia such as graphics, interactive modules, videos, lighting devices and any other tools considered the industry standard for multimedia development, materials, supervision, and other items and non-personal services necessary to perform Support Services as defined in this PWS except for those items specified as government furnished property in section 3.1.

The government will provide one government laptop to facilitate needed access to the Virtual Private Network (VPN), .mil access, and shared file access. All software and hardware, passwords/access to military Internet/E-mail and applicable database will be available within the scope of the contract. Data analyses software as necessary to perform tasks described in this performance work statement, for example, accessing and storing data on AF network drives and communication via AF government email. The contractor shall comply with local, and DoD policies concerning information technology applications and connectivity to military systems, when using their government issued computer laptops.

The contractor will need Air Force network accounts to use the computer and will be subject to the requirements for a normal computer account to include IA training that is current within the previous 12 months, a favorable NACI background investigation, and a signed AF 4394 (AF Network User Agreement). Non-compliance with IA policies and principles can result in computer access being suspended or withdrawn.

Any Controlled Unclassified Information on the computer must be encrypted at all times except during use; Encryption Wizard is provided on every computer. All Classified Uncontrolled Information (CUI), Personally Identifiable Information (PII), and HIPAA data MUST be sent encrypted; Outlook has digital encryption capabilities for this.

Computers may not connect to the contractor network or other systems, networks, or equipment. Computers may only be used by the personnel that have Air Force accounts on this contract; allowing anyone else to use the systems is considered "inappropriate use" and will result in loss of access.

Each user is required to connect the laptops to the Air Force network for a minimum of two days per week, for a minimum of 4 hours per day for updates and patches. The screen needs to be locked and device secured to prevent theft or unauthorized access, as applicable.





All maintenance and adjustments with the computers must be done by 711 HPW/OMC; no contractor modifications or changes are authorized. NOTE: the computers need to be brought to the help desk for repair. Off-site support cannot be provided.

In the event of a network tasking order mandating compliance, e.g. validating users face-to-face, the user needs to report to the help desk upon request. If the computers becomes overdue with patches/updates or needs to be updated, user is required to report to help desk.

Nothing (flash drives, hard drives, and printers) may be connected to computers without 711 HPW/USAFSAM IAO approval (both functions are in OMCO). Policy questions should be directed to the IAO.

The Contractor shall assume responsibility for all Government Furnished Equipment/Property in their possession. Government-issued badges, identification cards, passes, and vehicle registration media are accountable forms and, as such, are U.S. Government property to be accounted for, protected, and returned to the Government. This responsibility shall extend to any subcontractors.

The office of 711 HPW/OMA shall be responsible for shipping the computers and will be the POC for returning computers.

The office of 711 HPW/OMC shall ensure that all training has occurred within 5 days or accounts will be turned off.

Work will be accomplished offsite, onsite (Joint Base San Antonio, TX), and at alternate duty locations when directed by the COR.

**Information Regarding Non-US Citizens Assigned to this effort** –Contractor employees requiring access to USAF bases, AFRL facilities, and/or access to U.S. Government Information Technology (IT) networks in connection with the work on this contract must be U.S. citizens. For the purpose of base and network access, possession of a permanent resident card (“Green Card”) does not equate to U.S. citizenship. This requirement does not apply to foreign nationals approved by the U.S. Department of Defense or U.S. State Department under international personnel exchange agreements with foreign governments. Any waivers to this requirement must be granted in writing by the Contracting Officer prior to providing access. The above requirements are in addition to any other contract requirements related to obtaining a Common Access Card (CAC).

For purposes of paragraph (a) above, if an IT network/system does not require AFRL to endorse a contractor’s application in order to gain access, the organization operating the IT network/system is responsible for controlling access to its system. If an IT network/system requires a U.S. Government sponsor to endorse the application in order for access to the IT network/system; AFRL will only endorse the following types of applications; consistent with the requirements above:

Contractor employees who are U.S. citizens performing work under this contract.

Contractor employees who are non-U.S. citizens and who have been granted a waiver.

Any additional access restrictions established by the IT network/system owner apply.

**OTHER DIRECT COSTS AND TRAVEL**

Contractor will be required to travel when authorized to participate in customer business line related travel, to include in-processing, meetings and conferences, to fulfill respective mission goals. Such travel will only be as directed and coordinated through the COR two weeks in advance of all contractor travel in order to obtain proper authorizations. The specific travel locations, duration, and number of trips will be upon direction of the Contracting Officer and/or Contracting Officer Representative without modification to the task order, as long as adequate travel funding is available in



accordance with the resulting task order. Contractor shall bill the government as reimbursable expense in accordance with the Joint Travel Regulation (JTR) applicable for the appropriate geographical area for non-local travel costs incurred as a result of a request by the government to execute the task requirements. When travel is identified, the contractor shall provide an estimate of all travel costs by location, broken out by item, to the Program Manager and COR for review prior to travel. The Contractor may be required to acquire Other Direct Cost items in support of the customer mission.

**SECURITY**

All contractor personnel require a minimum of a Tier 1 background check (T1)/SF85 for any position that requires access to the internet, use of automated information systems to cover standalone computers or unescorted entry into restricted or controlled areas prior to reporting for duty in support of any requirement. The investigation is not for a security clearance; it is for a position of trust. This is a mandatory requirement set forth in DoDM 5200.02\_AFMAN 16-1405, Air Force Personnel Security Program. All documentation required for security certification shall be the responsibility of the contractor. No foreign nationals shall be employed for any requirement issued under this contract without prior approval of the Government.

The contractor employees shall provide OPSEC protection for all sensitive/critical information and indicators involved in execution of this contract, as defined by AFI 10-701 (Operations Security). 711th HPW Critical Information and Indicators are protected under the 711th HPW Operations Security Program and the 711th HPW Critical Information and Indicators List (CIIL). Contractor employees granted access to critical information and indicators shall be provided initial OPSEC training by the 711th HPW OPSEC Coordinator upon in-processing and prior to being granted access to CIIL items related to the contract. The contractor employee shall also participate in 711th HPW's annual OPSEC training and education programs, which includes periodic updates and refresher training on CIIL items applicable to the contract. The 711th HPW OPSEC coordinator shall evaluate the OPSEC posture of AF contract activities and operations.

**CONTINUATION OF ESSENTIAL DOD CONTRACTOR SERVICES DURING A CRISIS**

The performance of these services is not considered to be mission essential during time of crisis. Should a crisis be declared, the Contracting Officer or his/her representative will verbally advise the Contractor or the revised requirements, followed by written direction.

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**I have read and fully understand the minimum qualifications and duties and will comply with all requirements under this contract service.**

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(Print Name)

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(Signature)

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(Date)