



**VALIDATING FLIGHT SURGEON**  
**US TRANSPORTATION COMMAND (TRANSCOM),**  
**OFFICE OF THE COMMAND SURGEON THEATER**  
**Scott AFB, IL**

**Period of Performance:** 26 Sep 2022 - 25 Sept 2023

**Place of Performance:** The Contractor personnel shall perform on-site at TPMRC-A, Scott AFB, IL. At the discretion of the TPRMC-A Division Chief, the Contractor may perform duties via telework on an ad hoc basis when requested.

**Organization:** TRANSCOM Patient Movement Requirements Center Americas (TPMRC-A), United States Transportation Command, Office of the Command Surgeon (TCSG), Scott Air Force Base, IL

**Normal Work Hours:** The Contractor's shall be available as scheduled, typically a 40-hour work week, Monday through Friday, 7:30 a.m.-4:30 p.m. The Contractor will be required to remain on-call after hours for a 7-day period, every other week.

**Federal Holidays:** The Contractor may be required to work federal holidays. The federal holidays observed are as follows:

New Year's Day	Memorial Day	Columbus Day
Martin Luther King's Birthday (as celebrated)	Juneteenth	Veterans Day
President's Day (as celebrated),	Independence Day	Thanksgiving Day
	Labor Day	ChristmasDay.

**Unplanned Closures.** During unplanned closures, the Contractor will be required to telework in accordance with their scheduled work hours.

## INTRODUCTION

**Background:** The primary purpose of this position is: To serve as a Department of Defense (DoD) Validating Flight Surgeon (VFS). The VFS directs medical care during transport for all patient types served by the Patient Movement (PM) system. The VFS seeks prompt specialty or subspecialty consultation, as appropriate, when a patient's needs exceed their scope of practice. The VFS, working in concert with the Patient Movement Requirement Center's (PMRC's), Patient Movement clinical coordinators (PMCC), determines crew requirements to ensure appropriate level of care during PM. The VFS also assesses any infectious disease risk to decrease risk to other patients and crew members. The VFS works



with the referring and accepting privileged providers, as well as any Enroute Critical Care (ERCC) team when planning and coordinating the patient's transfer. The VFS ensures compliance with applicable practice standards for air and ground patient movement.

**Scope:** Ensure safe and efficient movement of patients as coordinated by the TPMRC-A

**SERVICES SUMMARY**

Performance Standards Table: The table below identifies the performance standards that will be measured by the government. The Contractor shall have these elements as part of their Quality Control Program and may have others, as necessary, to meet contractor quality standards.

Performance Objectives	PWS Para	Performance Threshold
Clinically validate the need, safety and appropriate precedence of every Patient Movement Request (PMR)	4.1.1	Contractor shall review and validate all appropriate PMRs and error back all inappropriate PMRs while on shift with 100% compliance with standards.
Answer phone when on-call	4.3	Contractor shall answer phone within 4-rings when on call and provide expert advice and PMR validation over the phone when possible. If needed, contractor will report to TPMRC-A to manage the PMR through completion.

**Qualification:**

- Physician must possess a doctor of medicine degree or a doctor of osteopathy degree from an accredited school of medicine or osteopathy
- Board certification/board eligible in Aerospace Medicine (RAM) preferred
- Graduate of the USAF School of Aerospace Medicine (USAFSAM) and/or equivalent (accredited) program
- All Physicians shall possess a valid, full, active, unrestricted medical license in good standing from any U.S. jurisdiction. Shall not be any history of adverse actions against the physician in the last 10 years
- 3-7 years' experience and in-depth knowledge of United States Air Force Aerospace Medicine Enterprise
- Experience communicating above Wing level (Combatant Command, NAF, MAJCOM, HQ) highly encouraged with strong writing and communication skills with the ability to articulate strategic initiatives into tactical level execution

**Knowledge:**

The Contractor shall have in-depth knowledge and past experience in Aerospace Medicine.

Knowledge of professional Aerospace, Preventive, and Occupational Medicine practices, principles, and theories to carry full responsibility for in- transit medical care of a wide range of illnesses and injuries.

Knowledge of clinical decision- making principles, population-based management strategies, and principles of disease management.

Knowledge of stressors of the patient movement system generally and particularly the aviation environment; and knowledge of techniques for mitigating such stressors in healthy, ill, and injured people.



Knowledge of military aviation and civilian medical aviation capabilities and limitations.

Knowledge of emergency medical procedures, to include Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Advanced Trauma Life Support (ATLS), and Pediatric Advanced Life support (PALS).

Knowledge of disaster response operations and constraints involving federal and state response agencies or associated with Defense Support of Civil Authorities (DSCA).

Skilled in the ability to develop and validate patient movement requirements and to explain them to stakeholders as necessary.

Skilled in the interaction with other medical professionals regarding the exchange of pertinent medical history and collaborative clinical problem solving.

Skilled in oral and written communication, especially in the communication of medical information related to patient care and patient movement.

Ability to guide, train, and mentor paraprofessionals, clinical nurses, and support staff.

Ability to learn and operate a variety of information and communication systems including but not limited to TRAC2ES, Microsoft TEAMS, Outlook, Word, Adobe Acrobat.

Ability to collaborate as a leader or a member of an interdisciplinary team, especially the integration of appropriate questions and critiques.

Ability to evaluate the performance of complex systems relative to a standard and make improvement recommendations for both medical and operational problem areas

## **TECHNICAL REQUIREMENTS**

### **Specific Requirement(s)/Description of Service(s)**

Serves as the Validating Flight Surgeon (VFS). The VFS will be responsible for providing clinical validation of the necessity, safety, and urgency of a patient's movement. The VFS will provide medical direction during transport for all patient types served by the Patient Movement (PM) system. The VFS evaluates patient movement requests for completeness of information, compliance with statutory and regulatory policies, and clinical appropriateness. Provides indirect patient care for patients of all ages, specialties, acuity, and stability. Patient interventions include medical observation; administration of oral, intramuscular (IM), or intravenous (IV) medications; skilled nursing (e.g., wound care, moving and positioning patients, toileting and hygiene, assistance with activities of daily living, etc.); selection and administration of appropriate diets (including tube feedings and IV nutrition), advanced intervention with ventilators, hemodialysis, blood pressure enhancers (a.k.a. pressors); psychiatric chemical and physical restraints; and emergency evaluation and intervention for evolving medical problems while enroute. Maintains an in- depth working knowledge of patient movement regulations, aircraft capabilities and limitations, and TRANSCOM protocols applicable to the aeromedical evacuation system. The VFS seeks prompt specialty or subspecialty consultation, as appropriate, when a patient's needs exceed their scope of practice. The VFS, working in concert with the PMRC PMCCs, identifies skill requirements to ensure appropriate level of care required for any patient movement. The VFS also assesses any infectious disease risk to decrease risk to other patients and crew members.

Establishes appropriate plan of care for patients while in transit between origin and destination including on-board, enroute care and arrangement of care at planned and emergency staging locations. Ensures PM plan meets appropriate level of care from origin through destination and patient disposition. Responsible to military operations for certifying that a



patient movement requirement is compliant with all applicable laws, policies, instructions, standards, etc. Provides clinical direction and medical orders for patient movement staff to address enroute changes in patient health status and other medical emergencies. Works with the referring and accepting privileged providers, as well as any Enroute Critical Care Team (ERCC) team and Medical Attendant (MA) when planning and coordinating the patient's transport. Manages requirements and maintains patient accountability during execution by other agencies to ensure safe, effective, efficient mission completion and to address delays, diversions, and other unforeseen changes that may cause deviations from the validated requirement. Communicates requirements, deviations, and mitigating efforts with stakeholders as required.

The Contractor shall use software and databases already in use by TCSG including, but not limited to: TRANSCOM Regulating and Command and Control Evacuation System (TRAC2ES).

**Data, Deliverables, & Reporting:** 100% compliance with complete, accurate and timely deliverables and reporting. A monthly status report shall be delivered to the Government no later than the 10<sup>th</sup> day of each month or the following business day if the 10<sup>th</sup> is on a weekend.

**General:** All deliverables shall be submitted to the Government, unless otherwise agreed upon. Documents and deliverables shall be submitted in a professional manner and on the Contractor's letterhead. All deliverables shall be submitted by e-mail or on CD-ROM, whichever is more appropriate, as determined by the Government. The Government uses Microsoft Office products and pdf format. All deliverables must meet professional standards and the requirements set forth in contractual documentation.

**Monthly Status Report:** Each report shall include, at minimum, task area summaries including a narrative of work accomplished and significant events; cases processed; problem areas, travel, training and anticipated activity for the next reporting period. Electronic delivery and contractor's format are acceptable with Government approval.

**Records Management:** All records, files, documents and work papers provided by the Government or generated in support of this requirement are Government property and shall be marked, maintained, and disposed of per AFMAN 33-363, *Management of Records*. On a routine basis, at least quarterly, documents shall be appropriately filed or disposition and made available to the Government.

## **COMPLIANCE DOCUMENTS**

Required Document Compliance. The Contractor shall comply with the latest edition of the following directives, instructions, regulations, manuals and statutes.

Health Insurance Portability and Accountability Act (HIPAA)

Privacy Act of 1974

DoDI 6000.11, Patient Movement

Joint Publication 4-02, Joint Health Services

DoD Instruction 4515.13, Air Transportation Eligibility

DoD Instruction 6010.22, National Disaster Medical System

DODM 5200.2-R, Personnel Security Program

DoD 5200.08-R, Physical Security Program

DoDI 5210.42R, Nuclear Weapons Personnel Reliability Program (PRP) Regulation



DoD 5220.22-R, Department of Defense Industrial Security Program

DoD 5400.11-R, Department of Defense Privacy Program

DoD Directive 5400.11, Department of Defense Privacy Program

AFI 16-1404, Air Force Information Security Program

AFI 16-1406, Air Force Industrial Security Program

AFI 31-501, Personnel Security Program Management

AFI 33-115V2, Licensing Network Users & Certifying Network Professionals

AFI 41-210, Tricare Operations and Patient Administration Functions

AFI 48-101, Aerospace Medicine Enterprise

AFI 91-204, Safety Investigation & Reports

USTCI 4200.04, Global Patient Movement Operations

#### **CONTRACTOR PERSONNEL**

**Weapons, Firearms, and Ammunition:** Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned or privately owned vehicle while on Scott AFB, IL.

**Employee Restrictions:** The Government reserves the right, under this agreement to restrict the access or employment of anyone who is identified as a potential threat to the health, safety, or general well-being of operations mission of the installation and its population. Contractor Management and employees must conduct themselves in a professional manner at all times, in the performance of their assigned duties and responsibilities.

**Traffic Regulations:** Contractor shall, and shall ensure that all Contractor personnel, abide by all traffic regulations according to Air Force Instruction 31-218(I) and Air Mobility Wing Operating Instruction.

**Mandatory Seatbelt Requirement:** The use of seatbelts by all vehicle operators and passengers is mandatory on Base.

**Cell Phone Usage:** The use of cellular telephones without using a "hands-free" device while driving on 375 AMW is prohibited.

#### **GOVERNMENT PROPERTY, FACILITIES, AND INFORMATION**

**Installation Support.** The Government will provide the on-site Contractor personnel with workspace, computers, telephone communications, internet access, printers, and access to appropriate Government files, databases and common access cards for use in the performance of this requirement. Use is limited to official government business related to the performance of the requirements in this contract.

**Government System(s).** The Government will provide Contractor personnel access to system(s) necessary to perform tasks under the contract/order. Upon completion/termination of the contract/order or transfer/termination of Contractor personnel, the system account(s) will be closed.

#### **GENERAL INFORMATION**

Continuation of Mission-Essential Services during a Crisis. Mission Essential Designation: **Not Applicable** for this position.





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**On-Base Disaster Responsiveness Requirements:** The Contractor shall adhere to all directives of the military installation regarding natural and man-made disasters in performance of on-base contract requirements. The Contractor may use the media announcements until such time as the Government contacts the contractor with formal direction.

**Contractor Identification:** The Contractor personnel shall wear Contractor-provided identification at all times while in government facilities so as to distinguish themselves from Government employees. Contractor personnel may attend meetings, answer phones, and work in other situations where their status is not obvious to third parties; therefore, the Contractor personnel shall always identify themselves as Contractor support to avoid potential misrepresentation as Government personnel or to avoid situations arising where sensitive topics might be better discussed solely among Government personnel. Electronic mail signature blocks shall identify their company affiliation. Where practicable, Contractor personnel occupying collocated space with their Government program customer shall identify their work space with their name and company affiliation.

**Communication:** Contractor personnel shall maintain open and professional communication with Government personnel at all times. Complaints validated by the Government shall be reported in writing to the CO and the contractor for action. Failure of the contractor to take corrective action on validated complaints raised by the Government and the CO will be considered a failure to perform.

**Appearance:** Contractor personnel shall present a professional, conservative, and neat appearance. Contractor personnel shall report for duty in a professional manner, in appropriate attire (business casual) and having complied with socially acceptable standards of personal hygiene.

**Force Protection Condition (FPCON) Relocation and Natural Disaster:** In the event of a FPCON Relocation or Natural Disaster, the Contractor shall either relocate temporarily to a location within a 25 mile radius, or be required to work remotely as designated by the

Contracting Officer's Representative at no additional charge.

## TRAINING REQUIREMENTS

Contractor personnel shall complete mandated training required for performance of this contract in accordance with AFI 36-2201, Air Force Training Program, paragraph 7.4.10 as stated below and/or as required by the 375th Communications Squadron. The required training shall be completed prior to commencing performance with evidence of course completion submitted to the Contract Administrator.

DoD Information Assurance Awareness (ZZ133098)

Security Administration (ZZ133078)

Fire Extinguisher Safety (AFI 91-203)

AFMS HIPAA Privacy and Security/Refresher Training

**Training Certificates:** The contractor personnel shall provide certificates of required government training as requested

## SECURITY

Overview. The Contractor shall comply with all security regulations and directives identified herein and other security requirements as shown elsewhere in this contract.



## INFORMATION SECURITY

Controlled Unclassified Information Security. The Contractor shall handle and safeguard Controlled Unclassified Information in accordance with DoD Manual 5200.1-M, Volume 4 entitled, *DoD Information Security Program: Controlled Unclassified Information (CUI)*.

## PHYSICAL SECURITY

Resource Protection and Integrated Defense. The Contractor shall safeguard all government property in accordance with AFI 31-101, *Integrated Defense*, and any forms provided for Contractor use. The Contractor shall immediately report all thefts, vandalism, or destruction of property and equipment (Government or Contractor owned) to the Contracting Officer Representative (COR) of this contract.

USAF Restricted Area and Controlled Area Access. The requirements for USAF Restricted Area and Controlled Area access are detailed in AFI 31-101, *Integrated Defense*, and governed at each installation by the Integrated Defense Plan.

Base Access. The Contractor will abide by all requirements as established by the 375 Security Forces Squadron, Department of Air Force and Department of Defense regulations regarding access to the base and base facilities.

Facility Access. The Contractor on-site personnel shall be issued a Common Access Card (CAC) which will allow access to work centers, as applicable. Keys will only be issued if necessary.

## PERSONNEL SECURITY

**Background Investigation Requirements:** The Contractor personnel will have or obtain a Secret security clearance before beginning work on this contract and will maintain a security clearance of Secret throughout the term of the contract.

**Processing:** The Contractor shall be responsible for processing all employee security clearances. The Servicing Security Activity at the installation will only process and forward requests for Contractor personnel background investigations requiring a Secret security clearance using the Electronic Questionnaires for Investigations Processing (e-QIP) system.

Contractor Notification. The Contractor is responsible to immediately notify the Contract Administrator of any concerns in obtaining or maintaining a Secret security clearance.

Terminations. If Contractor personnel are terminated before the Government completes the background investigation, the Contractor's program manager shall immediately forward written notification to the Servicing Security Activity at the installation with a copy of the notice to the Contract Administrator.

**Applicability to Security Clearance.** The Contractor personnel will maintain a security clearance of Secret throughout the term of the contract.

Privacy Act of 1974. The Contractor personnel shall have access to Privacy Act information that requires adherence with the Privacy Act of 1974, Title 5 of the U.S. Code, Section 552a, AFI 33-332, *Air Force Privacy Act Program*, and other applicable agency rules and regulations. The Contractor personnel shall follow agency procedures to identify and safeguard reports and data accordingly. The Contractor shall ensure that Contractor personnel assigned to this requirement are briefed annually on properly identifying and handling Privacy Act data and reports.

## NETWORK SECURITY

Overview. Network access is a privilege extended to Contractor personnel. Network access will be granted by the Government after all criteria have been met and may be suspended for cause as defined in AFI 33-115V2, Section 5.6. Network access will be approved by the Government in accordance with AFI 31-501, AFI 31-601, AFI 33-115V2 and V3,



AFI 33-200, DoDI 8510.01, and DoDM 5220.22-M and its supplement. Pursuant to AFI 33-115V2, every individual who has access to a Department of Defense (DoD) network or classified domain, specialized systems, and mission systems is a network user. Before becoming a network user, the Contractor personnel shall have a favorable background investigation for the designated IT level and system, be trained, and licensed. This process of training and licensing ensures every network user is trained and aware of the basic principles of network security and their role in Information Assurance (IA). The Government will issue a Common Access Card in accordance with Air Force FAR Supplement clause **5352.242-9001** entitled, *Common Access Card for Contractor Personnel*, to Contractor personnel that meet the criteria (favorable background investigation, training and licensing).

**Visitor Group Security Agreement (VGSA):** The Contractor shall enter into a VGSA with the Servicing Security Activity at the installation. The VGSA shall comply with the provisions of all applicable AF instructions. Coordination of the VGSA shall be accomplished by the signatures of personnel identified on the coordination page. The Contractor shall comply with AFFARS **5352.204-9000**, *Notification of Government Security Activity and Visitor Group Security Agreements* (March 2012).

**Unclassified Controlled Technical Information:** The Contractor shall safeguard Unclassified Controlled Technical Information in accordance with the Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 204.73 – *Safeguarding Unclassified Controlled Technical Information*, Clause **252.204-7012** “*Safeguarding of Unclassified Controlled Technical Information* (NOV 2013).”

**Health & Safety Program:** The Contractor is responsible for the safety and health of their personnel and protection of the public on Government work sites (DODI 6055.1, Paragraph E5.1). The Contractor shall maintain a health and safety program that meets OSHA standards. If the Contract Administrator notifies the Contractor of a potential OSHA violation, the Contractor is obligated to comply with the applicable OSHA regulations.

**Incident or Mishap Procedures:** The Contractor shall immediately call 911. The Contractor shall within one (1) hour notify the government, Contract Specialist, and Government Safety Manager of all mishaps or incidents at or exceeding \$2,000 (material + labor) for damage to government property. This notification requirement shall also include physiological mishaps/incidents. A written or email copy of the mishap/incident notification shall be sent within three (3) calendar days to the Contract Administrator who will forward to the 375th AMW Safety Manager. For information not available at the time of initial notification, the Contractor shall provide the remaining information not later than twenty (20) calendar days after the mishap, unless extended by the Contract Administrator. Mishap notifications shall contain, as a minimum, the following information:

- Contract, contract number, name and title of person(s) reporting
- Date, time and exact location of accident/incident
- Brief narrative of accident/incident (events leading up to the accident/incident)
- Cause of accident/incident (if known)
- Estimated cost of accident/incident (material + labor to repair/replace)
- Nomenclature of equipment and personnel involved in the accident/incident
- Corrective actions (taken or proposed)
- Other pertinent information

The Contractor shall, in the event of an accidental incident/mishap, take reasonable action to establish control of the





incident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the incident/mishap investigative authority.

**Fire Emergencies:** The Contractor personnel shall dial 911 to report fire related emergencies.

**Health Insurance Portability and Accountability Act (HIPAA) Compliance:** The Contractor shall comply with HIPAA privacy and security policies detailed below:

## **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

### **Definitions, as used in this clause:**

Individual has the same meaning as the term "individual" in 45 CFR 164.501 and 164.93 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).

Privacy Rule means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.

Protected Health Information has the same meaning as the term "protected health information" in 45 CFR 164.501, limited to the information created or received by The Contractor from or on behalf of The Government.

Required by Law has the same meaning as the term "required by law" in 45 CFR 164.501 and 164.93.

Secretary means the Secretary of the Department of Health and Human Services or his/her designee.

Security Rule means the Health Insurance Reform: Security Standards at 45 CFR part 160, 162 and part 164, subpart C.

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45 CFR 160.103, 164.501 and 164.304.

The Contractor agrees to not use or further disclose Protected Health Information other than as permitted or required by the Contract or as Required by Law.

The Contractor agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Contract.

The Contractor agrees to use administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits in the execution of this Contract.

The Contractor agrees to mitigate, to the extent practicable, any harmful effect that is known to the Contractor of a use or disclosure of Protected Health Information by the Contractor in violation of the requirements of this Contract.

The Contractor agrees to report to the Government any security incident involving protected health information of which it becomes aware.

The Contractor agrees to report to the Government any use or disclosure of the Protected Health Information not provided for by this Contract.

The Contractor agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by the Contractor on behalf of the Government, agrees to the same restrictions and conditions that apply through this Contract to the Contractor with respect to such information.

The Contractor agrees to ensure that any agent, including a subcontractor, to whom it provides electronic Protected



Health Information, agrees to implement reasonable and appropriate safeguards to protect it.

The Contractor agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for the Government to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

The Contractor agrees to provide to the Government or an Individual, in time and manner designated by the Government, information collected in accordance with this Clause of the Contract, to permit the Government to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

Confidentiality of Information. Unless otherwise specified, all financial, statistical, personnel and/or technical data which is furnished, produced, accessed or otherwise available to the Contractor during the performance of this Contract are considered property of the Government and shall not be used for purposes other than performance of work under this Contract nor be released by the Contractor without prior written consent of the Contracting Officer.

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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.**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

