**STATEMENT OF WORK**

Linguist/Role-players for NCIS Training

***\*Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.\****

**Description of Services.**

The Naval Criminal Investigative Service (NCIS) requirescontractor services to conduct training for agents deploying in high-risk areas. This training will be a one-day (8 instructional hours) self-contained module as part of an existing training program. These training programs prepare NCIS personnel to deploy to high risk areas across the globe. This specific module (course) trains Special Agents to effectively conduct interviews of subjects and sources from targeted areas supporting counterintelligence/counterterrorism and criminal investigations. The contractor will provide a survey to the students to assist in validation of training effectiveness.

This SOW is intended to provide the means to achieve successful language specific linguist assisted interview capability, dependent on the contingency operations for which being trained. NCIS is responsible for providing professional special investigative services for the protection of DoN and DoD personnel, operations, and assets worldwide. The contractor will provide one program manager and *six* multi-lingual role-players/translators, per training iteration. *Two linguists for each target language are required* *(Arabic, Pashtu and French).* The contractor role-players will function as both interpreters and sources during scenario based practical exercises. Additionally, the contractor program manager will act as an instructor and manage the translators during this period.

This one-day period of instruction will be provided to the NCIS Training Academy as part of the High Risk Operations Training Program (HROTP). The Terminal Performance Objective (TPO), for this training is: “Students will attain the ability to conduct Interviews of foreign speaking witnesses and sources with successful results according to current mission criteria.”

Each course covered under this contract will be provided to 24 students (max.).

**Period of Performance.**  This contract will cover one class period during the four week course scheduled for 17-Jan 2017 to 13 Feb 2017.

. *The one-day linguist period of instruction will be 19 Jan 2017.*

**General Duties and Responsibilities**. The contractor shall provide experienced multilingual role players in the target language*s of* Arabic, Pashtu and French, while providing self-contained training/instruction in the following areas: 1) conducting interviews through the use of interpreters, 2) providing cultural awareness/sensitivity to agents of the specific geographic area targeted for training, and 3) role-play as potential sources from specific nations targeted for training. *Two linguists for each target language are required* *(Arabic, Pashtu and French).* Role-play shall be conducted in conjunction with other government furnished training. Training/instruction will be conducted at Federal Law Enforcement Training Center (FLETC) Glynco (located in Brunswick, GA). For each course of instruction, a report providing results of a Level 1 student survey will be provided within 10 business days after the training is completed to the NCIS Training Program Manager.

The contractor will provide a program manager to assist with scheduling, logistics, classroom instruction/lecture, scenario building, as well as to provide on-site supervision of linguist/role-players throughout the training. The program manager will function as the primary instructor for this self-contained module. It is *preferred* that the program manager has a minimum of 10 years military and/or law enforcement experience.

At least ten (10) business days prior to the start of training, the contractor shall provide the NCIS with a lesson plan and scenarios for interviews to be used during the training/instruction. The lesson plan and scenarios must be documented in accordance with Federal Law Enforcement Accreditation (FLETA) standards. The primary reference to construct the lesson plan content shall be the most current Army Field Manual, FM 2-22.3 (FM 34-52) Human Intelligence Collector Operations Manual. The Lesson Plan and scenarios must be approved by the Program Manager of the HROTP for the NCIS Training Academy at Glynco. These Lesson Plans will become the property of the US Government when approved. At the same time, the contractor will provide the names of their employees to facilitate access to the FLETC.

**Specific requirements**. Develop new and/or revise current lesson plan to consist of 8-hours of instruction including scenario based practical exercises. These lesson plans are to be constructed according to Federal Law Enforcement Accreditation (FLETA) standards ([www.fleta.gov](http://www.fleta.gov)).

The 8-hours of instruction will result in the student’s satisfactory completion of scenarios demonstrating the following terminal performance objective and enabling performance objectives.

The Terminal Performance Objective (TPO) is: “Given a linguist and mock interview scenario, the student will be able to conduct an interview of a foreign speaking witness or source to gather criminal and/or threat information in accordance with Army Field Manual 2‐22.3.”

The Enabling Performance Objectives (EPO) are:

1. Discuss Cross Cultural Communication / Cultural Awareness

2. Discuss Utilization of Linguists during Interviews

 3. Conduct an Interview while Utilizing a Linguist

1. Understand how to prepare and conduct the interview(s) with

linguists.

b. Prepare and conduct a mock interview(s) with linguist.

c. Retrieve any possible "actionable intelligence" during source Interview(s).

Linguists must be proficient at the native-speaker level *(prefer fluent but at a minimum conversational)* and it is desired that at least some of them are natives of the target areas *(Iraq, Afghanistan, East Africa)*. Role players should have knowledge of the unique cultural differences between American and specified cultures. Role players must have sufficient English language proficiency to provide instructors and students feedback and communications normally expected in performing translator/interpreter activities. It is preferred that at least some of the role players are equivalent to a Level III Category Linguist. At least 75 percent of the linguists shall have specific experience working as interpreters in contingency operations for the U.S. government*. Linguists must wear business casual or native dress.*

Training will be conducted for up to 10 hours on the training day. If there are delays or unscheduled-training periods within the exercise, the linguists must be available for non-specific requirements, training development, after-action reviews and discussions. It is anticipated that most training will be conducted indoors.

The contractor will be responsible for arranging off-site billeting and subsistence for their employees. All transportation, billeting, per diem, and incidental expenses will be calculated and included within the contractor’s price.

The contractor *program manager is expected to check in with the NCIS HROTP Program Manager* at FLETC Glynco between 0800 and 1400 the day prior to instruction period *(19 Jan 2017) for a two-hour indoctrination.* This allows time for the contractor to receive FLETC access, determine location of classroom, and set up any materials needed for the one-day training period.

The contractor shall provide a report consisting of the Level 1 Student Surveys administered at the end of the training period to the NCIS. The report will provide the aggregate data by survey question as well as the overall rating.

**Minimum General Experience**. The contractor must demonstrate extensive prior experience in developing lesson plans, conducting classroom training, and providing linguist/role-player services for government training programs. They must also have previous experience in managing law enforcement, military, and intelligence linguist support contracts. It is desired that the contractor have experience (at least one instructional period of performance) in supporting training at FLETC or other law enforcement training venues. This contract will require contractor personnel to have knowledge of general law enforcement operations, counterintelligence (CI)/counter terrorism (CT) operations and training to assist NCIS as required with scenario and general training development. The contractor will need experienced program management personnel who have operated in a management level position during a (deployed) contingency operation, at least 10 years of LE/CI/CT operational experience, and linguists in the conduct of law enforcement and CI/CT interview and interrogation procedures. The contractor must provide role players capable of speaking, translating-interpreting Arabic to English and English to Arabic for training NCIS agents in support of the 'Overseas Contingency Operation.'

**Operating schedule**. Upon award of contract, and NLT 14 calendar days prior to training period, NCIS will notify the contractor of specific requirements for upcoming training iterations, language requirements, and any special requirements. The Contractor will report to the NCIS *HROTP* Program Manager between 0800 and 1400 the day before the actual instruction period *(21Oct15).* Additionally, instructional days may run over the normal eight hour block of instruction. The instructional day will not exceed 10 hours.

**Security requirements**. The contractor will provide documentation of employment eligibility, individual identification as required to facilitate installation access at FLETC. *All personnel must be U.S. Citizens.* NCIS will assist the contractor in obtaining installation access.

*Contractor must supply full name, DOB, SSN, address, and contact phone numbers for contractor personnel to HROTP Program Manager at least two days prior to arrival.*

*His contact phone numbers are TBD and email TBD.*

*Secondary contact is Supervisor for Advanced Training Programs (NAME). His contact phone numbers are TBD or email*

**Rights**. The Government shall maintain exclusive rights to all documentation under this contract. The contractor shall not transfer any proprietary training data outside NCIS without the written approval of the contracting officer. In addition, the contractor is required to sign a nondisclosure authorization certification.

**Inspection and Acceptance Criteria**. Final inspection and acceptance of all work performed, reports, and other deliverables shall be performed at the place of delivery. Measurable performance standards are:

1) Did the contractor provide the lesson plans and scenarios on time and in the prescribed format?

 2) Did the contractor arrive on time?

 3) Was the correct number of role-players available?

4) Did the contractor provide a report of student(s) survey results within 10 business days after the completed training to the NCIS Training Academy Program Manager?

The NCIS Program Manager or designated alternate will validate and approve all goods and services reflected on invoices submitted by the contractor.