PERFORMANCE WORK STATEMENT

A. PROJECT/TITLE

Glider Pilot Flight Training For Flight Standards Operations Inspectors and Aircraft Certification Pilots Employed By the Federal Aviation Administration (FAA).

B. BACKGROUND

Under Title 49 of the United States Code (49 U.S.C.), the FAA is authorized to acquire and expend funds for the acquisition, operation, and maintenance of aircraft as necessary in the exercise and performance of the powers and duties of the Administrator. The interests of the public, the safety of the workforce, and the credibility of the organization are best served by having qualified, proficient, and current inspectors conducting pilot evaluating, testing, and checking functions.

C. SCOPE

The contractor is to provide additional category ground and flight training to fixed-wing commercial pilot or ATP rated FAA inspectors in order that they may obtain a glider rating on both their pilot and flight instructor certificates. Additionally, the contractor will provide recurrent training for glider rated inspectors. The recurrent training must include a flight review in accordance with 14 CFR 61.56. All training is to be conducted to commercial pilot standards in gliders utilizing a tow plane for launch. Student quotas for these courses will be assigned by the Flight Standards Service Training Division, AFS-500 or Aircraft Certification Service – Planning and Program Division AIR-500. The courses covered under this contract will meet the requirements for FAA formal flight training. FAA formal flight training consists of training courses with agency level course numbers that will be officially recorded in the employee's personnel records.

D. DEFINITIONS

The following definitions are used to define the terminology contained herein and are applicable as required by Title 14 of the Code of Federal Aviation Regulations (14 CFR):

1. Flight Time: Pilot Time that commences when the glider is towed for the purpose of flight and ends when the glider comes to rest after landing.

2. Training Program: The contractor's 14 CFR part 61 training course or a FAA approved 14 CFR part 141 training course for commercial pilot-glider add-on and certificated flight instructor-glider add-on ratings. **The contractor may provide documentation of their training program by submitting one of the following items: their 14 CFR part 61 course syllabi or a signed list of approved courses from the Principal Operations Inspector who approved their 14 CFR part 141 training course outlines.**

E. APPLICABLE DOCUMENTS

Title 14 of the Code of Federal Regulations (14 CFR), Parts 61 and 141. The applicable regulations are available for download, in PDF format, from www.faa.gov/regulations_policies/faa_regulations/

Practical Test Standards available at:
http://www.faa.gov/training_testing/testing/airmen/test_standards/

FAA Order 4040.9D dated 12/4/1991 or as revised and available for download, in pdf format, from www.faa.gov

Flight training for inspectors is required by FAA order 4040.9, appendix 11 paragraphs 403 and 421.

FAA form 4040-2 with instructions. A copy of this form is attached.

Certificate of Training and Course Evaluation (Appendix A). A copy of this form is attached.

F. GENERAL REQUIREMENTS

1. GENERAL

(a) If the contractor's training program contains less than the minimum required hours of Part I, Schedule B, of this solicitation, the contractor is required to supplement their program with additional ground school and/or flight training, as appropriate, to achieve the minimum required hours. Such additional training must be directly related to the successful completion of the glider rating or flight review. If the contractor submits an FAA approved 14 CFR part 141 training program and it contains more hours than the minimum stated in Part 1, Schedule B, then the contractor must submit the training hours in their approved training program.

(b) It is expected that additional supplementary training may be required for some inspectors/pilots. Supplementary training must be approved in advance on a case-by-case basis by the Contracting Officer.

(c) Training of FAA inspectors/pilots is not to be conducted between the hours of midnight and 6:00 a.m., including flight pre and post-flight briefings. A maximum of four hours of flight instruction per day or eight hours of ground school per day per inspector class is permitted. If ground and flight instruction are combined in a single day then a maximum of ten hours of training per day is permitted. To maintain continuity between flight training sessions, the contractor is requested to minimize the switching of flight instructors between sessions.

(d) FAA personnel are usually performing other job functions prior to assignment to training and normally do not have time to devote to pre-course study. Additionally, due to circumstances beyond the control of the FAA or the inspector/pilot, an inspector/pilot may be assigned to training with short notice. If the contractor's training program requires pre-course study prior to the trainee's arrival at the contractor's training facility, the contractor is required to supplement their course to allow for required pre-course study to be accomplished at the contractor's facility after the inspector's/pilot's arrival. Such ground instruction must either be classroom or computer based training.

(e) Inspectors/pilots attending training under this contract should present the contractor with a copy of FAA Form 4040-2, Pilot Flight Record and Application for Check Flight, signed by the inspector's supervisor. If the form is presented, the contractor's instructor or the FAA inspector administering a practical test must complete the form and return it to the inspector.

2. QUALIFICATIONS

(a) INITIAL PILOT QUALIFICATION:

The contractor must provide the aircraft and training necessary to enable the FAA inspector/pilot to pass the practical tests for an additional glider rating on his or her pilot and flight instructor certificates without any limitations, in accordance with applicable (14 CFR) Part 61 requirements, the contractor's training program, and the terms and conditions of the resulting contract/task order.

Types of training must include the following categories:

1. Initial glider pilot qualification ground school, and
2. Initial glider pilot qualification flight training including a complete practical test.

(b) RECURRENT PILOT QUALIFICATION:

The contractor must provide the aircraft and training necessary to enable the FAA inspector/pilot to pass a pilot flight review in a glider, in accordance with (14 CFR) Part 61.56, the contractor's approved training program, and the terms and conditions of the resulting contract/task order.

Types of training must include the following categories:

1. Recurrent glider pilot ground school and
2. Recurrent glider pilot flight training including a 14 CFR part 61.56 flight review.

(c) SUPPLEMENTARY TRAINING HOURS:

The Contracting Officer may authorize hours in addition to those specified under Initial or Recurrent Pilot Qualification training when required by the individual inspector/pilot to successfully complete the practical tests or flight review as appropriate. These hours must be provided at the prices set forth in the item entitled "Supplementary Training Hours", Part I, Schedule B. **In the event that any inspector/pilot passes the practical tests in less time than the hours indicated in Schedule B, or partially completes training, the contractor will be paid the rate stated, less a pro rata credit for the unused time at the supplementary rate.**

3. TRAINING REQUIREMENTS

(a) All instruction must comply with the contractor's submitted training program.

(b) Flight training must begin within one working day after completion of ground school, if applicable. Flight training may be integrated with ground school training if it is a part of the contractor's program.

(c) Ground school instruction must be presented in a classroom environment. If Computer-Based Instruction (CBI) is used to accomplish ground school training then the following requirements must be met:

(1) Inspectors/pilots must receive a thorough briefing on the operation and use of the CBI equipment.

(2) At least one instructor must be present or readily accessible by electronic means to resolve any problems or questions that the inspector/pilot may have regarding the material presented in the CBI program.

(3) All material presented by CBI must be reviewed and reinforced by a glider-rated instructor in classroom discussion or one-on-one with the inspector/pilot.

(d) Upon scheduling an FAA inspector/pilot for initial pilot qualification training the contractor must contact their FAA certificate holding office or nearest Flight Standards District Office in order to arrange for the applicable test(s) to be given by an FAA inspector qualified in the glider. The contractor must make the aircraft and appropriate personnel available for the purpose of administering the check(s) required. If the contractor's FAA certificate holding office is unable to provide a qualified inspector for the required test(s), the contractor must immediately notify the Contracting Officer's Technical Representative (COTR).

(e) In the event the FAA inspector/pilot fails to report for training as scheduled, or should become ill, injured or incapacitated during the training period the contractor must promptly notify the COTR and the inspector/pilot's emergency contact if known.

(f) If the inspector/pilot has not passed the applicable pilot practical test(s) after completion of the training outlined in Schedule B and in accordance with the specifications herein, the contractor must withhold further training and promptly notify the COTR who will arrange the authorization of additional training. **In the event such inspector/pilot does not complete the full course provided for in the schedule, the contractor must invoice the FAA for only that pro rata portion of training actually completed per Paragraph F (2)(c) of this PWS and as certified on the Certificate of Training (Appendix A).**

(g) The contractor must notify the COTR of the inspector's/pilot's completion status within 5 working days after completion of the training program.

(h) **Upon completion of all training, the contractor must issue a Certificate of Training (Appendix A). The FAA inspector must sign the form certifying the type of training provided, specific dates, and the duration of such training. One copy of each such certificate must be submitted to the COTR.**

(i) The contractor must furnish all training aids and facilities which meet the following minimum requirements:

(1) Sufficient chalk, dry erase or electronic boards for effective teaching must be provided.

(2) All training aids, including any audio-visuals, mockups, charts or aircraft components listed in the submitted training program must be accurate and appropriate to the course for which they are used.

(3) The classroom must be well-lighted.

(4) Inspectors/pilots must be seated at suitable tables which provide sufficient space for writing and accomplishing assigned tasks.

(5) The classroom must be kept clean.

(6) Sanitary restroom facilities must be available near the classroom.

(7) The classroom facilities must be adequately ventilated, heated in winter, and cooled in summer.

(8) Ambient noise must be below the distraction point. The instructor's voice level must be easily heard from any position in the classroom.

(9) The contractor must comply with safety standards specified by the National Electrical Code, the National Fire Code, and the United States of America Standards Institute in conducting contract training.

(10) Local environmental distractions adversely affecting student learning must be eliminated.

(11) The contractor must maintain sufficient aircraft inventory for use in the training course to ensure availability of back-up gliders and tow planes when maintenance is necessary. All aircraft must be airworthy and certificated in the normal or utility category by the FAA.

(12) A copy of the syllabus, training schedule and description of all maneuvers and procedures to be conducted in the training course must be provided each inspector/pilot on the first training day of each course.

(13) A copy of the aircraft Pilot's Operating Handbook (POH) must be provided each inspector/pilot on the first training day of each training course for the subject aircraft and will be retained by the inspector/pilot. A "Flight Training Manual" utilized in the contractor's training program which is at least equal in content and quality to the POH will be an acceptable substitute. Such manuals must be included within the prices set forth in Part I, Schedule B.

(14) The contractor must use only instructors authorized under their submitted training program to instruct under this contract. All instructors used in flight training under this contract must be authorized by the contractor to conduct all maneuvers and procedures required.

(j) The contractor's personnel, alone, will be in command of the aircraft utilized in contract performance. At no time will an FAA inspector/pilot be permitted to assume such command except in solo flight.

(k) The contractor must provide all fuel, oil, landing fees, storage, and tie-down service for the glider and any tow plane utilized in training. The contractor must pay for all of these items and for any other costs related to operation and utilization of each aircraft provided by the contractor for training, reimbursement for which will be deemed included in the contract price.

(l) Each aircraft provided by the contractor must be operated and maintained in accordance with applicable FAA regulations.

G. PERFORMANCE REQUIREMENTS FOR FLIGHT TRAINING COURSES

1. The contractor is to provide initial, recurrent, and supplemental training as specified in section 2 (Qualifications) of this performance work statement (PWS) in accordance with their submitted training program. As part of the proposal, the contractor must submit:

- Evidence of a training program as described in section D (2) of this PWS.
- Proof of the ownership or lease of the aircraft to be used in training.
- A description of the training aids and facilities in sufficient detail to determine compliance with the requirements of section F (3) (i) (1) through (11) of this PWS.
- Proposed ground and flight training hours in compliance with section F (1) (a) of this PWS and Schedule B.
- Proposed number of training days expected to be required to complete all training and testing for each course.

2. Deliverables

The contractor must:

- Provide training as specified in their submitted training program.
- Provide the hours of training proposed in Schedule B.
- Commence training upon the inspector/pilot's arrival at the contractor's facility on the date and time agreed upon.

- Provide each inspector/pilot with a POH or substitute in compliance with section F (3) (i) (13) of this PWS.
- Provide a copy of the syllabus, training schedule and description of all maneuvers and procedures to be conducted in the training course to each inspector/pilot on the first training day of each training course in compliance with section F (3) (i) (12) of this PWS.
- Complete the training within the proposed number of training days barring unforeseen circumstances beyond the control of the contractor.
- Provide the COTR with a completed certificate of training signed by both the inspector/pilot and the contractor's instructor and the course evaluation (Appendix A) within 5 calendar days of the completion of the training.