

J43, Section 1

Electrical System Training Requirements

The offeror shall provide training to government personnel as requested to ensure that such personnel are fully capable of operating and properly certified to operate the system in the event that the Government must resume operations, temporarily or permanently, for any reason.

The majority of the training required for personnel will be hands-on job site or comparable classroom training as outlined by the master task list in Section 2 of this document. Students will be trained to the 'go' level. All students for job site training and/or classroom training will have prior working knowledge of the tasks contained in section two.

J43.1 Minimum Training Requirement

J43.1.1 Training Plan

The offeror shall submit a training plan. Each plan shall contain:

- A **description of all course instructional blocks**. Each task requirement (or combination thereof) listed in section 2 shall be uniquely developed **into two specific course offerings**. One course instructional block shall meet the needs of Certification Training; the other shall meet the needs of Qualification/Refresher Training (QT). (See paragraph J43.1.14 & J43.1.15 for details on both training criteria's)

Note: Each course instructional block shall be logically assembled using **all** tasks necessary to complete a specified training objective. Any qualifications (**prerequisites**) needed to attend a particular course as well as any required Personal Protective equipment (PPE) must be clearly identified by the offeror within the instructional block description.

- **Lesson Plans and Performance Objectives** for all task requirements or logical grouping of tasks.

Note: Plans and objectives shall be reviewed and approved by the government. As a minimum, developed plans/objectives shall:

- Use discernable trade language.
 - Identify specific learning objectives.
 - Identify required tools and equipment (to include student personal protective equipment requirements) needed to perform the task.
 - Contain appropriate performance evaluation checklists to measure task performance. (See paragraph J43.1.6.1)
- A **proposed one-year schedule** of course offerings necessary to meet government training requirements. The proposed schedule shall clearly identify each course's target audience (Certification Training or QT) as well as all

proposed prerequisites.

- A **list of certified instructors** capable of administering the intended training. (See paragraph J43.1.5)
- A **list** (to include addresses and phone numbers) **of all fixed training locations and facilities**. If On-The-Job-Training (OJT) or Formal Classroom training is necessary to conduct various courses, **the offeror shall identify the titles of those courses and method of delivery** in the training plan. A list of OJT sites **will not be necessary** for inclusion in the submitted training plan but **may be required by the government at a later date for emergency contact purposes**.

Exception: the offeror **shall list those fixed OJT locations** such as power plants in the submitted training plan.

J43.1.2 Training Criteria/Standards

The offeror shall follow industry accepted instructional methods to train and educate students. As a minimum, offeror trainers shall:

- **Plan, conduct, and document training** by preparing and using Lesson Plans and Performance Objectives; giving trainees theory, background information, and hands-on education to enhance training performance.
- **Train students to the “go” level.** “Go” equates to trainees performing the task without assistance and meeting government approved standards for accuracy, timeliness, and correct use of procedures.
- **Comply with Air Force Social Actions and Human Relation standards.** In general, the offeror shall provide a training environment that is free from unlawful discrimination, sexual harassment, drugs, and alcohol abuse. It shall provide equal opportunity and treatment for all government trainees irrespective of color, national origin, race, ethnic group, religion, or gender.
- **Comply with all Occupational Safety and Health (OSHA) requirements.** In such cases where Air Force directives exceed specified OSHA requirements (IAW [AFI 91-301, AF Occupation & Environmental Safety Fire Protection, & Health Program](#)), it shall be the **government’s responsibility** to specify those directives in the RFP. The government shall utilize applicable OSHA and supplemental AFOSH requirements as a baseline for conducting periodic training-site inspections (See paragraph J43.1.13).

J43.1.3 Training Implementation Timeline

Although ultimately affected by final contract approval timelines, every effort shall be made to begin course offerings no later than (NLT) 60 days following the completion of the transition period.

J43.1.4 Training Roles and Responsibilities (General)

J43.1.4.1 Offeror

- Administers training as requested by the government.
- Provides all necessary resources (site locations, expendable materials, required equipment, etc) in which to conduct training. [See J43 1.12 for Personnel Protective Equipment (PPE) exclusion]

- Develops course schedules; provides required instructional blocks for both Certification Training and Qualification/Refresher Training.
- Develops course prerequisite requirements; instructs those not meeting prerequisite/skill requirements to return to their assigned units.
- Provides hands on job site training or formal classroom training for all assigned government utilities personnel not to exceed the quantity to be trained on the master task list. (See section 2, Master Task List) Government employees will be trained to the 'go' level. The offeror will provide weekly work schedules to the government. (See paragraph J4.3.1.9.1 for deviations to assigned schedule)
- Appoints primary and alternate points of contact (POC) to oversee program goals and objectives. Submits information on POCs (name, phone number, and methods of contact) to the government.
- Works directly with the government to ensure course schedules are clearly identified, student requirements are effectively programmed, and prerequisites are met.
- Coordinates with the government when trainees are ready for task certification. (See paragraph J43.1.8.2)
- Provides the government with feedback on student performance by completing Air Force Form 803, Report of Task Evaluation and submitting it to the government within 10 working days of course completion. Submits forms via mail or any other government approved channel.

J43.1.5 Trainer Qualification Requirements

The offeror shall:

- Submit a list of instructors and their credentials to the government for review and approval. The information shall include, as a minimum, years of work experience, instructional background, and credentials attained.
- Advise the government of any changes to the instructor list (i.e. instructor additions/deletions). Does so within 10 working days; submits information via mail or any other government approved channel.

J43.1.6 Training Reference Material

J43.1.6.1 Use

The offeror shall use best engineering and management practices to develop an appropriate lesson plan/performance objective. All lesson plans/performance objectives must be reviewed and approved by the government. Reference Exhibit C for a sample lesson plan.

J43.1.6.2 Acquirement

The attached Master Task List (section 2) will make reference to several AF Standards/References relevant to a specific numbered task on the list. Offerors that do not have, or have limited Internet capability, may request training reference material acquisition support from the government in the form of:

- Access to specified ".gov" Uniform Resource Locators (URL) addresses.

- Hard copies of reference material.
- A specified combination of both limited URL access and hard copy reference material.

J43.1.7 Training Assessments

- **Assessments may also be conducted by the offeror** prior to the start of each instructional block. Such assessments, if conducted, shall be used to determine whether training prerequisites were met and the student possesses enough experience to safely complete the block of instruction. Students assessed by the offeror as not meeting prerequisite requirements may be refused training. In such cases, the offeror shall:
 - Instruct students to return to their unit of assignment.
 - Notify the government of training denial within one working day. The offeror shall also complete and submit an Air Form 803, Report of Task Evaluation to the government. In cases of training denials the offeror shall provide the student's name, course denied, and reason for denial. This form shall be submitted to the government within 10 working days of training denial. Submits information via mail or any other government approved channel.

J43.1.8 Training Evaluations

Evaluations are used during and after training to determine if training was successful. They also let trainees know how well they are progressing. Structured training frequently uses a combination of **performance/written evaluations and task certifications** to measure whether trainees have met their training objectives.

J43.1.8.1 Performance/Written Evaluations

The Offeror shall use performance evaluations to measure the effectiveness of course material. A performance evaluation is a formal "observed" appraisal of a student's hands-on performance as it applies to meeting a predetermined standard. The offeror may develop and administer written evaluations to measure appropriate levels of task knowledge. Such evaluations will likely be used during classroom settings to ensure task knowledge objectives have been attained.

J43.1.9 Training Adjustments

J43.1.9.1 Course Schedule Changes/ Individual Cancellations

Unforeseen changes in business company demands, daily workload requirements, and inclement weather often result in course changes and cancellations. In cases where the company's demands and/or **non-emergency workload** adjustments require the offeror to request course schedule changes, the offeror shall notify the government **NLT 10 working days prior to the course's original start date**. In cases of an **emergency workload increase**, the offeror shall notify the government **as soon as possible but preferably NLT 48 hours prior to course start time**. Inclement weather is considered unavoidable and courses may be cancelled/rescheduled by the offeror as deemed appropriate.

The government has an obligation to inform the offeror of any student cancellations. Student cancellations of a **non-emergency nature** (i.e. scheduled leaves, noted TDYs, etc.) shall be done no later than five working days prior to the course start date/time. Government student cancellations of an **emergency nature** (unscheduled military requirement, sickness, etc) shall be done as soon as possible.

J43.1.9.2 Course Curriculum Changes

In cases where course curriculum adjustments are required, the contracting officer shall submit to the offeror a comprehensive list of those changes. The offeror, after reviewing the list, shall present to the contracting officer a proposal for providing the requested changes. Following coordination and approval of the modification, the offeror shall implement changes to the affected course curriculum in time for the next course offering.

J43.1.10 Training Categories

As stated throughout this attachment, it is imperative that all government training be planned, developed, implemented, and managed using a structured approach. Although many training avenues exist to deliver such training, the two most commonly employed mediums are Formal Training and On-the-Job Training (OJT). **The offeror may develop and use a combination of formal training and OJT.**

J43.1.10.1 Formal Training

Formal training can be described as a process of teaching students specific skills under defined conditions in pursuit of a task certification. More specifically, formal training is defined simply as training conducted in either a classroom and/or on a dedicated training site. The offeror shall make every attempt to provide formal training when and wherever possible.

J43.1.10.2 On-The-Job (OJT)

OJT can best be described as jobsite conducted, hands-on, over the shoulder training designed to certify trainees on specific tasks. Although not quite as regimented as formal training, OJT still remains a structured event and must be administered by means of a logical and systematic process. Offerors who chose to use OJT as a training medium **shall use a structured approach (i.e. lesson plans/performance objectives) as a way to deliver necessary task knowledge.** The offeror shall deliver this task knowledge to the student prior to any scheduled OJT session. Unless otherwise stipulated by the government, all task certifications shall be conducted on the OJT training site upon completion of each OJT session.

J43.1.11 Transportation Requirements

The Offeror shall be responsible for student transportation requirements while on the training site. The government shall be responsible for providing student transportation to and from contract training sites. The government shall refer to the Joint Federal Travel Regulation (JFTR) for guidance in cases where travel exceeds acceptable driving distances.

J43.1.12 Training Resources

The government shall provide all Personal Protective Equipment necessary to meet training objectives. Accordingly, It will be the student's responsibility to bring all PPE identified in the **Instructional Block Description** (see paragraph J43.1.1) to the scheduled training. It is the government's responsibility to ensure all PPE conforms to OSHA standards. **The offeror shall be responsible for all other resources needed to conduct scheduled training.**

J43.1.13 Air Force Occupation Safety & Health (AFOSH) Evaluations & Inspections

Offerors are responsible for compliance with OSHA and any supplemental AFOSH standards specified by the government. The Air Force's interest is to protect its personnel training under the Utility Privatization Offeror. Accordingly, the Air Force must ensure a safe and healthy training environment for its personnel.

- To ensure appropriate training environments are maintained, government safety, fire protection, and bioenvironmental engineers may enter an offeror's training

site to assess the training conditions of its Air Force personnel. Such visits shall be coordinated through the administrative contracting officer.

- Air Force safety, fire protection, and bioenvironmental engineers **do not have the authority to direct contract training activities unless a condition exists that present's imminent danger to Air Force personnel**. Inspection results will be forwarded to the contracting officer and offeror for review and action as needed.

J43.1.14 Certification Training

Certification training is “extensive” mandatory skill training that leads a student to a higher level of proficiency and ensures that they can perform their tasking during emergency operations.

J43.1.15 Qualification/Refresher Training (QT)

Qualification/Refresher training is not as extensive as Certification training but is absolutely critical to the maintenance and retention of a student's task knowledge and proficiency. The majority of students in this category already possess skills that can be applied to the courses being taken.

J43.1.16 Guest Instructors

There may be occasions when, through prior coordination and approval, the offeror allows a representative of the government to act as a “guest instructor”. In such cases, the guest instructor must first present any verifying work and instruction experience credentials on the selected topic for the offeror to review. Due to its potential impact on contract deliverables, all guest instructor requests shall first be coordinated with the government contracting officer.

J43.1.17 Classroom Protocols / Student Discipline

The ultimate responsibility for classroom discipline lies with the course instructor. Students shall adhere to any instruction (given by the instructor or designated representative orally or in writing) that is not illegal, immoral, or unsafe. Rules and consequences shall be clearly stated by the offeror within the **Instructional Block Description** and reinforced during the opening of each class. To assist with classroom protocols and student discipline, **the ranking military member shall be responsible** for the class and be prepared to assist the instructor as necessary. In cases where issues of military protocol apply, the ranking military member may act on the inappropriate conduct of the student(s). Any grievances relating to classroom protocols/student discipline shall first be handled through the course instructor. Unresolved issues shall be addressed through the government.

J43.1.18 Glossary of References, Abbreviations, and Acronyms

J43.1.18.1 References

- AFI 36-2201, Vol 3 Air Force Training Program, On The Job Training Administration
- AF Form 803, Report of Task Evaluation
- AF Form 623a, On-The-Job Training Record Continuation Sheet
- AFI 91-301, AF Occupation & Environmental Safety Fire Protection, & Health Program

J43.1.18.2 Abbreviations and Acronyms

AFI – Air Force Instruction

AFQTP – Air Force Qualification and Training Package

AF(J)R – Air Force (Joint) Regulation
AFJMAN – Air Force Joint Manual
AFOSH – Air Force Occupational Safety and Health Standard
AWWA – American Water Works Association
IAW – In Accordance With
L&C HB – Lineman’s and Cableman’s Handbook
Mfg Manual/Instr – Manufacturer’s Manuals and Instructions
PPE – Personal Protective Equipment
QT – Qualification / Refresher Training
STS – Specialized Training Standard
TDY – Temporary Duty
UTC – Unit Type Code
UP – Utility Privatization
UPC – Uniform Plumbing Code
URL – (Internet listings)

J43.1.19 Terms

Certification— A formal endorsement (observed and documented in a student’s training record) of an individual’s ability to perform a task to a required standard.

Certifying Official— A person whom the commander assigns to determine an individual’s ability to perform a task to required standards.

Go/No Go—The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

On-the-Job Training (OJT)—Hands-on, "over-the-shoulder" training that a duty location uses to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.

Qualification/Refresher Training (QT)—Hands-on performance training designed to qualify a student on a specific task. This training typically occurs after upgrade training and is focused primarily on maintaining up-to-date qualifications and skills.

Specialty Training Standard (STS)—An Air Force publication that describes skills and knowledge that an airman in a particular career needs on the job. It further serves as an official “contract” between the Air Force education and training process and the actual student to illustrate the overall training requirements for an Air Force career field that formal Air Force schools are required to teach.

Trainer— A trained person who teaches personnel to perform specific tasks through OJT and/or classroom instruction methods.

Certification Training — Training that leads a student to the award of a higher skill level. Tasks completed typically culminate with a formal certification (visual / documented) of the accomplished task.