

UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
Fort Jackson, South Carolina 29207-7035

REGULATION
No. 350-26

5 July 1995

Training

Contracting for Training and Training Development

Supplementation of this regulation and establishment of local forms is prohibited without prior approval from U.S. Army Soldier Support Institute, (ATSG-TSI).

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*This regulation supersedes Chapter 8, SSC Regulation 350-25, Nonresident Training, dated 28 February 1991.

1. General. This regulation applies to contracting for training and training development only. Contracting for training and training development may include analysis, design, development, implementation, and evaluation in total or in part, for a given course, MOS, officer speciality, duty position, or for prescribed tasks/subjects. If it is appropriate, the procedures detailed in paragraph 3 apply to the fulfillment of the contract(s).

2. Responsibilities. Soldier Support Institute (SSI) schools and the Directorate of Training Support (DOTS) are responsible for identifying and justifying the need for contracting for training/training development.

3. Procedures.

a. The proponent activity:

(1) Sends all unsolicited proposals through DOTS and the Director of Resource Management (DRM), SSI, to the TRADOC Contracting Activity (TCA).

(2) Conducts a needs analysis IAW reference 4e.

(3) States the requirement for training/training development in terms of a specific written objective identifying precisely what is to be done.

(4) Considers in-house resources for accomplishing the objective. (Are personnel with the required expertise available? Are funds available for expenses involved? Are the necessary facilities and equipment available? If not, the effort is a candidate for contracting.)

(5) Develops a written justification for contracting based on consideration of in-house resources.

(6) Prepares government furnished materials (GFM) for the contractor.

(7) Drafts the statement of work (SOW). When contracting for training development products, the SOW specifies product format.

(8) Prepares other contracting documents as requested by TCA and the Army Training Support Center (ATSC).

(9) Participates in contract meetings, as required.

(10) Performs quality assurance review to ensure products meet contract and proponent standards.

(11) Approves the final product.

b. Director of Training Support:

(1) Serves as the primary point of contact (POC) for the TRADOC Multimedia contracts.

(2) Enters the contract support workload in the training development workload data base.

(3) Informs ATSC of the need to contract for training/training development. In certain cases, a memorandum of agreement (MOA) between SSI and ATSC or other supporting element may be drafted to delineate responsibilities for contract acquisition and support.

(4) Assigns a contract action officer to work on contract acquisition with ATSC and TCA when TRADOC validates the SSI contract workload and the contract is funded (locally or by an outside source).

(5) If a contracting officer's representative (COR) is required for the contract, identifies a candidate to the contracting officer (KO) and ensures that the candidate is properly trained as a COR. If there is a requirement for more than one COR, DOTS identifies the additional candidate to the KO and ensures the candidate is properly trained as a COR. When a military COR candidate is identified, a civilian COR candidate must also be identified to ensure COR continuity. The COR must comply with the responsibilities for the specific contract IAW the letter of COR designation from the KO and reference 4h.

(6) Provides GFM to the contractor per contract specifications and ensures that what is provided to the contractor is documented.

(7) Ensures that SSI provides technical support and quality control as required by the contractor under the milestones specified by the contract.

(8) Maintains the contract audit trail.

(9) Ensures that all SSI personnel working directly or indirectly with civilian contractors conduct themselves according to reference 4c.

(10) Ensures that the products developed are implemented.

(11) Ensures that the KO is informed of contract status.

(12) Participates in contract meetings, as required.

4. References.

- a. Federal Acquisition Regulation (FAR).
- b. Army Federal Acquisition Regulation Supplement (AFARS).
- c. AR 600-50, Standards of Conduct for Department of the Army Personnel.
- d. DA Pam 5-5, Guidance for Army Study Sponsors, Sponsor's Study Directives, Study Advisory Groups, and Contracting Officer's Representatives (COR).
- e. TRADOC Reg 350-XX, Training Development Process, Management, and Product Development.
- * f. TRADOC Reg 350-7, A Systems Approach to Training.
- * g. TRADOC Reg 350-33, Extension Training Material (ETM) Management and Development Guide.
- h. TRADOC Pam 715-1, Manual for Contracting Officers Representative (COR).
- i. TRADOC Multimedia contracts: DABT60-93-D-0011, DABT60-93-D-0012, and DABT60-93-D-0013.
- j. Technical Manager's Handbook for the TRADOC Multimedia Contracts, September 1993.

* These publications are scheduled to be superseded by TRADOC Reg 350-XX, Training Development Process, Management, and Product Development.

The proponent of this regulation is the Directorate of Training Support. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOTS, ATTN: ATSG-TSI.

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