

USG (Gov't) or CONTRACTOR-FURNISHED TRAINING CHECKLIST

FMS CASE ___ END ITEM _____ EST DELIVERY DATE _____

US Government or Contractor provided training? (Circle one)

1. TYPE(S) OF TRAINING REQUIRED:

- a. OPERATOR _____ NO. OF STUDENTS _____ (detailed questions in 8 below)
- b. MAINTENANCE _____ NO. OF STUDENTS _____ (detailed questions in 9 below)
- c. OTHER (describe below in para 10) _____ NO. OF STUDENTS _____

2. Is Sole Source procurement needed by the customer? _____ Yes _____ No

If Yes, please provide name of contractor: _____.

Note: Customer must submit Sole Source justification to USASAC prior to LOA submission.

3. CONUS _____ OR IN-COUNTRY? _____ IF IN COUNTRY, answer below:

a. Specific location where training is to be conducted: _____

b. Is customer supplying the facility and/or equipment (i.e., vehicles, weapons) for the training, or is the contractor required to rent a facility, bring equipment? _____

c. How far are the accommodations from the training site? _____

d. _____ Will the customer/SAO be transporting the trainers to/from the airport, hotel and/or training site, OR _____ will the trainers need to arrange for a rental car and drive themselves?

e. What airport will trainers be flying into? _____

f. What is the "ship to" address where training aids, consumables and/or training manuals/documents should be sent? (cannot be a PO/APO address):

4. CONSTRAINTS? (COST LIMITATION, DATES, HOLIDAYS)

5. PRIMARY LANGUAGE(S) OF STUDENTS:

ARE STUDENTS CONVERSANT IN ENGLISH (Can class be taught in English?)

English comprehension level of students?

If students cannot be taught in English:

_____ Will customer provide interpreter(s), or

_____ will contractor be required to hire instructors/interpreters who can communicate in that language?

6. TYPICAL "WORK DAY/WORK WEEK" IN HOST COUNTRY:

Number of hours per day Number of days per week Days off:

7. Does country SAO have Contracting Officer Representatives (CORs) available to support this training services contract?

7a. Contact info:

8. OPERATOR / MAINTENANCE TRAINING: (from question 1a)

Students' level of experience operating the equipment he is being trained to operate:

___ No experience

___ Some (___ months) of experience with this general type of equipment.

___ Years (___) of experience with this general type of equipment.

___ Months/years of experience with the **specific** type of equipment being acquired.

9. ARMORER TRAINING: (from question 1b)

a. Students' level of experience maintaining the equipment he is being trained to maintain:

b. State the level of proficiency which you require the students to be at the end of the course:

10. OTHER TRAINING: (from question 1c) **Attach separate sheet with DETAILED description of the following:**

- a. Specific areas of instruction and objectives of each training segment
- b. The proficiency you expect the students to attain by the end of training
- c. The current levels of expertise of the students to be trained

11. If the customer desires a specific contractor to perform the training, sole source procurement must be requested and justified IAW the SAMM, DoD 5105.38-M, Chapter C6.3.4 and Table C6.T2; otherwise, this will be a competitive procurement. Does the customer have a specific contractor in mind to conduct this training?

12. POC for the information on this Checklist: NAME: Date:

email: Phone: