

**Performance Work Statement
Defense POW/MIA Accounting Agency (DPAA)
Scientific and Historical Research and Analysis
NWO-CESU-17-16**

This Scope of Work (SOW) provides the details for a twelve (12) month base period as well as one twelve (12) month option (subject to availability of funds) for support to Defense POW/MIA Accounting Agency (DPAA).

In accordance with FAR 7.503(e), projects for execution under this Cooperative Agreement (CA) by USACE do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using Non-Federal Entity (NFE) services or work products.

In accordance with FAR 37.104, this CA shall not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

Any modifications to Cooperative Agreement activities as outlined by this SOW/PWS must be channeled through the Grants Officer's Technical Representative (GOTR) and signed by Grants Officer (GO) prior to NFE implementation.

1.0 OBJECTIVES.

1.1 Professional services are required for scientific and historical research and analysis related to U.S. military losses in World War II and the Korean War, scientific analysis methods and techniques applicable to forensic identification of human remains, and other matters related to military personnel lost in past conflicts.

1.2 The NFE shall conduct and oversee systematic historical and scientific research and analyses of unresolved casualty cases, battles, and other war-related events as identified by DPAA researchers, to include the archival research, secondary source analysis, oral history interviews, site investigations, and any other pertinent (e.g., computer-based) assessments designed to advance DPAA's knowledge of unresolved casualty cases. In addition, the NFE shall conduct and oversee, as directed by DPAA, systematic scientific research and analyses of methods and techniques applicable to the investigation, recovery, and identification of human remains, as applicable to the casualty accounting mission. The primary desired output is assistance with locating, recovering, and identifying remains to return to families. The secondary desired output is an ability to render a more complete story of the circumstances of loss for each casualty and the U.S. government's efforts to provide resolution. The period of performance will extend for one year following award of cooperative agreement, with an option for a follow-on extension year if mutually agreed upon by USACE, DPAA and the NFE. Any required changes in PWS will require written agreement.

1.3 In addition to the other requirements set forth in this PWS, the NFE will utilize best practices of standard historical and scientific research methodology and analytical approaches, to specifically include the American Historical Association's Statement on Standards of Professional Conduct.

2.0 BACKGROUND.

2.1 DPAA's mission is to search for, recover and identify remains of missing personnel from World War II (WWII), the Korean War, the Vietnam War, the Cold War, the Gulf Wars, and other recent conflicts. DPAA's cases are based on information received from families, archival and historical research, findings from local residents in the area where these wars were fought, and field investigations.

2.2 DPAA has inadequate personnel and financial resources to carry out all activities required for mission success. Although DPAA has a small core of historians, analysts, and scientists, there are too few of these individuals and each is tasked with too many functions to permit a comprehensive approach to foundational as well as case-specific research.

2.3 The NFE, will provide a post-doctoral research support position ("POW-MIA position" or simply "position"). This position will be devoted to DPAA requirements, and the selected POW-MIA support position, who will be employed by the NFE, will work a minimum of forty (40) hours a week to provide the needed support described in this cooperative agreement. Each year, for the duration of the negotiated relationship, the university will advertise the POW-MIA support position, select a candidate, incorporate that person selected for the position into the institution (e.g., provide space, equipment, and access to appropriate staff), and oversee daily activities. The NFE will provide all necessary administrative servicing as well as provide suitable office space and equipment for daily use. DPAA will determine whether this research position will be oriented towards historical research, scientific research, or some combination of the two based on the area(s) of expertise of both the NFE and the fellow.

2.4 The POW-MIA fellow will take work with DPAA staff concerning primary areas of interest for research endeavors. Part of the fellow's duties will include ongoing research into foundational historical data for past conflict areas or cases deriving from those areas, as well as scientific methods and techniques applicable to the casualty accounting mission.

2.5 The research fellow will also act as a funnel and conduit of information to DPAA staff. The fellow will serve in a reactive capacity, taking information from a variety of sources (e.g., other university students, interested external researchers, or other organizations such as veterans' groups, and military historical entities), vetting the material for accuracy and completeness, and then forwarding it on to DPAA staff when deemed appropriate. If there are questions about the research provided, the extent of a question asked, or the proposed approach on a given issue, then the fellow will serve as the primary point of contact with the originating source. Upon achieving clarity, the fellow will forward the resulting historical and scientific research and other responsive information to DPAA staff, as appropriate.

2.5 DPAA will provide possible leads for interested external researchers/organizations for the POW-MIA Fellow to evaluate and potentially work with to develop needed historical or scientific research. The POW-MIA Fellow will also identify such possible external researchers/organizations. In any case, the POW-MIA Fellow will only work with external researchers/organizations that have been approved by DPAA.

2.7 DPAA staff will maintain control over this research endeavor throughout the process by selecting areas of research focus and accepting or returning for additional work any submitted material. The NFE, however, will serve as the monitor and daily administrator for the research fellow, who, in turn, will monitor and administer the research conducted by university students and any external researchers/organizations.

3.0 REQUIREMENTS.

3.1 Preferred Qualifications.

3.1.1 The NFE shall ensure the individual selected for the POW-MIA position has the necessary experience and expertise to conduct postdoctoral-level historical and/or scientific research and analysis on U.S. military casualties from World War II and the Korean War, from the inception of the operation to its final end state.

3.1.2 A statement of qualifications designated “as qualified” by the NFE to perform the duties of the POW-MIA Fellow shall be provided with their proposal for examination and approval along with the NFE’s project plan described below. The NFE will notify DHHS and the USACE GO regarding any changes in its qualified personnel, for DPAA and GO approval.

3.2 Reports. The NFE shall provide reports at set intervals during the period of performance as set forth herein

3.2.1 The NFE will provide a weekly report of all activities pertaining to this PWS using a template to be provided by DPAA.

3.2.2 The NFE will provide quarterly reports of all activities pertaining to this PWS using the DPAA template to be provided.

3.2.3 At the end of the period of performance, as covered in section 3.7 below, the NFE will provide a detailed report describing the entire activity conducted under this PWS. This report will be submitted to DPAA no later than 30 days following the conclusion of each period of performance.

3.3 Equipment and Materials. The NFE shall provide all equipment/materials necessary for the POW-MIA Fellow to perform the duties called for under this cooperative agreement. Government owned equipment and materials will not be provided under this cooperative agreement; however, information related to investigation work previously done at the site will be made available to the NFE after award.

3.4 NFE Identification

NFE personnel shall also wear a distinctive NFE furnished security (ID) badge/lanyard readily identifying the individual as a NFE employee. The badge shall be worn in a conspicuous place at all times when performing work under the Cooperative Agreement including attendance at Government meetings and conferences that take place outside of the Government facility.

NFE personnel shall identify themselves as an NFE employee when answering or placing calls on a Government telephone and when leaving outgoing or incoming messages on voice mail. Use of acronyms in this identification is insufficient to meet this requirement.

All NFE email signatures shall identify them as such and will include their employer's name.

3.5 Project Plan. The NFE shall prepare a Project Plan that will be submitted with its proposal that establishes how it will satisfy the requirements set forth herein in conducting the required activities and operations. NFE will not commence operations until the Project Plan is approved by DPAA, which may require modifications to the Project Plan. All modifications will be issued by the USACE CT office and signed by the GO.

3.5.1 The Project Plan shall address the requirements set forth below, to include:

3.5.1.1 The steps the NFE will take to maintain the integrity of all historical and/or scientific research and analysis operations to the highest of standards.

3.5.1.2 A description of the approach and activities relating to searching for, encountering, capturing, and analyzing historically and/or scientifically relevant material, specifically addressing:

3.5.1.2.1 The manner in which such material will be sought out.

3.5.1.2.2 The manner in which such material will be captured and preserved for collective review and analysis.

3.5.1.2.3 The manner in which historically and or scientifically relevant material will be subjected to systematic analysis.

3.5.1.2.4 The manner in which the POW-MIA Fellow will engage with university officials, students, and external entities to oversee their efforts to find, collect, and analyze historical and/or scientific material.

3.5.1.2.5 Other requirements regarding systematic historical and/or scientific research and analysis as set forth in other pertinent sections of this PWS.

3.5.1.3 DPAA may require modifications to the Project Plan after the NFE commences operations, if necessary to satisfy applicable laws and regulations, or due to other circumstances. All modifications will be issued by the USACE CT office and signed by the GO.

3.6 Academic Requirements. The NFE shall submit an Academic Requirements Report with its price proposal demonstrating that it and its employees who will be working on this matter have the necessary experience, education and qualifications to meet the academic requirements and guidelines that apply to the activities set forth herein.

3.6.1. NFE's report and initial project plan will specifically demonstrate that the NFE and its pertinent employees have the requisite:

3.6.1.1 Knowledge of and operational familiarity with professional historical and/or scientific research and analysis methods and techniques, to include the processes and procedures that are needed to maintain the academic integrity of all historical and/or scientific research and analysis activities to the highest of standards.

3.7 End of Period Reporting.

3.7.1 Upon completion of the period of performance, the NFE will write, edit, and produce an overall Research Activities Report detailing all historical and/or scientific research and analysis activities conducted under this PWS. This report shall be provided to DPAA within thirty (30) business days after completion of the work. This report shall include a background of the conflict zones where casework was developed, the cases researched, the battles investigated, any other major issues assessed, as well as the previous research and/or other efforts that provided a foundation for this performance. This report shall also include a detailed description of the historical and/or scientific research and analysis methods employed, detailed listing of primary source material or methodological approaches uncovered in pursuit of the PWS, all case leads generated during the period of performance, descriptions of relevant archival holdings or other collections of possible interest, and recommendations for future work. All original field notes, plans, drawings, sketches, data, etc. and all photographic and other images shall be submitted to DPAA along with all final reports. All documentation should be in hard copy and digital format except photography which can be digital only. Upon submittal of the draft report, DPAA has 20 business days to review and provide comment on the draft, at the close of which the NFE will have 20 days to submit the final Research Activities Report.

3.7.2 All original field notes, original sketch maps, and documentation collected during the execution of this cooperative agreement is the property of DPAA and will be turned over to DPAA with the completed Research Activities Report. The NFE will provide to DHHS copies of all documentation. The NFE may retain copies.

3.7.3 During the performance of the research and analysis operations, the NFE may be made aware of other cases or information of interest to DPAA. The NFE will obtain contact information from any unsolicited inquiries or offers as the occasions arise and forward that information to DPAA.

3.8 Intellectual Property. All NFE-developed processes, procedures, methodologies, mathematical models and other forms of intellectual property developed by the NFE during the period of performance of this PWS shall be considered U.S. Government property to the extent allowed by law and regulations in 2 CFR 200. All photography and documentation, including electronic data and information collected by the NFE and generated in support of this PWS is also considered U.S. Government property and shall not be released to a third party without the expressed written consent of DPAA.

3.9 Protection of Information and Public Affairs Matters.

3.9.1 The NFE will not discuss, report, generalize, or detail in any way, shape, or form case details, to include deliberative assessments and information derived from official records, with any entity outside of the NFE's team or DPAA personnel without prior coordination with and approval by DPAA. Any NFE requests for information release to the public shall be submitted to the DPAA PAO prior to release of information. No information releases are authorized without the written consent of the DPAA PAO. Any information provided to potential family or media will be vetted through and approved by the DPAA PAO prior to release.

3.9.2 The NFE's access to information protected under the Privacy Act is required under this PWS. NFE employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with U.S. law, Government policy, and regulation. If, while performing any activities pursuant to this PWS, the NFE receives or finds any information protected under the Privacy Act or which is personally identifiable information, the NFE and its employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with U.S. law, Government policy, and regulation.

4.0 DELIVERABLES. The NFE shall provide the following deliverables:

PARA:	GENERAL DELIVERABLES:	DUE DATES:	ELECTRONIC
N/A	Plan of Action and Milestones (POAM)	Three weeks following cooperative agreement award	Yes
3.1	Documentation of Preferred Qualification Personnel	Submit with NFE's price proposal	Yes
3.6	Prepare report demonstrating NFE'S understanding of and familiarity with historical requirements	Submit with NFE's price proposal	Yes

3.5	Project plan requiring DPAA approval addressing: historical and/or scientific research and analysis methodologies, approach to information retention and dissemination, plan to identify and oversee internal/external contributors to historical and/or scientific research and analysis, and other requirements as set forth herein	Submit with NFE's price proposal. Must be approved before commencing field operations	Yes
3.2 3.7	Analysis and Reporting, including weekly reports, quarterly reports, and comprehensive final research activities report	Prior to commencing operations, during the period of performance, and within noted periods after completion of field work, or as otherwise required	Yes

5.0 PERIOD OF PERFORMANCE. Base period of performance is twelve (12) months from date of award; one option (subject to availability of funds) period of performance is twelve (12) months from date of base period expiration.

6.0 PLACES OF PERFORMANCE. All work completed by the NFE and sub recipients will be completed within the CONUS.

7.0 GOVERNMENT FURNISHED EQUIPMENT (GFE)/GOVERNMENT FURNISHED INFORMATION (GFI). NFE is not authorized to operate or use Government furnished tools or equipment except to the extent that such use is deemed by USACE GO and DPAA to be in the best interests of the U.S. Government.

8.0 TRAVEL: No NFE or sub recipient travel is required.

9.0 SPECIAL CONSIDERATIONS.

- 9.1 The NFE is responsible for ensuring work is completed in a safe and professional manner.
- 9.2 DPAA is not responsible for security or theft of NFE property.
- 9.3 At no time shall the NFE personnel identify or represent themselves as employees of DPAA or the U.S. government for any reason or purpose.

- 9.4 The NFE is responsible for any and all liability or damages arising from its activities under this PWS, and will hold USACE and DPAA harmless regarding any liability incurred by the NFE in fulfilling this PWS.
- 9.5 Any sub entities or individuals are equally bound by all of the provisions outlined in this PWS and 2 CFR 200.

10.0 CORRESPONDENCE IN ENGLISH: All correspondence will be in English.

11.0 POINTS OF CONTACT (POC).

The POCs for USACE as follows:

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