

**STATEMENT OF WORK**

**Base Training & Education Services (BTES)**

**Contracting Officer**

\_\_\_\_\_

**Date**

As Of: 21 Jan 00

**STATEMENT OF WORK  
(DRAFT)  
TABLE OF CONTENTS**

- I. DESCRIPTION OF SERVICES**
- II. SERVICE DELIVERY SUMMARY (SDS)**
- III. GOVERNMENT FURNISHED PROPERTY AND SERVICES (GFP)**
- IV. GENERAL INFORMATION**
- V. APPENDICES**
  - A. WORKLOAD ESTIMATES**
  - B. GOVERNMENT FURNISHED BTES FACILITIES AND EQUIPMENT**
  - C. PERFORMANCE LOCATIONS**
  - D. APPLICABLE REFERENCE DOCUMENTS**
  - E. DEFINITIONS**
  - F. HOURS OF OPERATION**

## STATEMENT OF WORK

### Base Training & Education Services (BTES)

#### I. DESCRIPTION OF SERVICES

**1. The contractor shall provide** BTES for Air Combat Command (ACC) in accordance with this Statement of Work (SOW).

**2. The Air Force BTES programs implement** DOD and United States Air Force (USAF) policies as listed in Appendix D. BTES consists of the administration and operation of the ACC base training management programs and education services programs that are detailed in paragraphs 4 and 5. Participants mainly consist of active duty military personnel, DOD civilian employees, retirees, Reserve/Guard personnel and adult family members of these groups.

**3. Performance Mission and Objectives.** The contractor shall establish and operate a command-wide BTES program that meets the mission and performance objectives. The contractor shall develop an efficient organizational structure, with streamlined processes and procedures in order to deliver consistent BTES services to all performance locations. These performance locations are referenced in Appendix C.

**A. Mission.** The Air Force BTES supports long-range Air Force goals for maintaining a high-quality force and enhancing professional and personal development, recruitment, retention, and readiness. ACC BTES is a training, education and human resources development program.

**B. The BTES program promotes the following objectives for participants:**

- (1) Critical thinking
- (2) Astute judgment
- (3) Confidence and motivation
- (4) Overall personal wellness
- (5) Creativity

**4. The contractor shall partner** with the student, the Air Force and each base academic institution (AI) to proactively maximize the access to and participation in training and education opportunities in the Air Force.

**A. The BTES program requires close interaction with all installation commanders to ensure training and education services are meeting the needs of the Air Force and the Air Force is meeting the needs of BTES.**

**B. The contractor shall manage the following major programs, functions, and processes:**

- (1) On-the-job training (OJT)
- (2) Upward education level progression
- (3) Professional counseling
- (4) Commissioning programs include Officer Training School (OTS), United States Air Force Academy (USAFA) and USAFA Preparatory School, Airmen Education and Commissioning Program (AECP), Scholarships for Outstanding Airmen to ROTC (SOAR), Professional Officer Corps Early Release Program (POC-ERP), Airman Scholarship and Commissioning Program (ASCP)
- (5) Community College of the Air Force (CCAF) – the USAF’s associate degree-granting institution
- (6) Professional Military Education (PME) seminars and correspondence
- (7) Career Development Courses (CDC)
- (8) Military Tuition Assistance (MTA)
- (9) Civilian Tuition Assistance (CTA)
- (10) Spouse Tuition Assistance Program (STAP) (Keflavik and Lajes only)
- (11) Veterans' Affairs (VA) Education benefits
- (12) Distance Learning (DL)
- (13) Defense Activity for Non-traditional Education Services (DANTES)
- (14) Extension Course Institute (ECI)
- (15) Air Force Trainer and Certifier Program

(16) Quality Education System (QES) Program (also entitled Educational Assistance Program (EAP)) – USAF’s process to ensure quality and effectiveness of educational services

(17) Skills Development Programs

(18) Study and Test Taking Skills Course

## 5. General Tasks.

**A. Instructional Systems Development (ISD)** The contractor shall have a working knowledge of the ISD model. The contractor shall apply the ISD principles when providing guidance and assistance to base-level course managers and training agencies in the development or review of training programs. In addition, OJT personnel shall have a working knowledge of all applicable instructions, policies, manuals, procedures, and other publications listed in Appendix D of this SOW.

**B. Employee Training Plan.** The contractor shall develop, deliver, and implement an Employee Training Plan that shall ensure contractor employees meet the standards outlined in this Statement of Work. The contractor shall deliver the Employee Training Plan to the Contracting Officer (CO) concurrently with the contractor's proposal. The plan will be evaluated by the Government during the technical evaluation process in accordance with the criteria established in Section 9 of the solicitation. After contract award, the CHIEF QAE will review changes to the plan. The CO will notify the contractor of acceptance or required modifications to the plan not less than 15 calendar days after contract award. As required, the contractor shall make appropriate modifications and obtain acceptance of the revised plan from the CO within 15 calendar days of receipt. Upon acceptance of the plan, the contractor shall deliver a copy of the plan to each operating location QAE under this contract within 5 calendar days.

**C. Phase-In/Phase-Out Plan.** The contractor shall provide the initial cadre of core employees to be trained during the defined phase-in period for all places of performance. The contractor shall provide training to qualify replacement, or additional contract employees (other than the initial cadre). The contractor shall interface with government personnel in a manner, which minimizes disruption of BTES activities during the phase-in period. The contractor should develop a Phase-In Plan which details how it will meet these requirements, including discussions of workload estimates, priority allocations of personnel and resources, scheduled completion dates of key events, and plans for mitigating risk factors. This plan shall be submitted with bidder's proposal.

## 6. Specific Tasks.

## **A. Consultant Services**

- (1) Analyze training capability, capacity and education levels to ensure units maintain a qualified work force.
- (2) Upon receipt of unit training or education deficiency notifications such as reports for cross-tell, Inspector General (IG), safety, QES, and downward trends in training and education statistical data, identify problems and recommend solutions to the units involved. Unresolved issues shall be referred to the Education Services Officer (ESO).
  - (a) Administer, tabulate, and analyze the education needs assessment in conjunction with the BEPAC.
  - (b) Advise commanders, training activities, and unit personnel on ways to improve their use of BTES as a training and education tool.
- (3) Schedule and conduct unit OJT training staff assistance visits (SAV) and provides written reports.
- (4) Conduct additional SAVs as requested by commanders.
- (5) Disseminate and implement OJT/education policy and program changes. Clarify changes for commanders and supported units. Resolve policy misunderstandings, conflicts, and disputes.
- (6) Provide guidance and assistance in developing ancillary training programs.
- (7) Assist in the development of effective OJT planning, scheduling, managing, evaluating, and documenting functions that support unit operations, mission priorities, and Career Field Education and Training Plan (CFETP) requirements. This service shall be provided to unit training managers, unit supervisors, and additional duty training monitors (ADTM)s upon request.
- (8) Administer the Air Force Trainer and Certifier Program through use of the Air Force Training Course (AFTC), to include training personnel to teach the course and also instructing the course as required.
- (9) Identify OJT training resources and coordinate assistance for supported units with other base or local units, training providers, MAJCOM training managers, and contingency program office of primary responsibility (OPR). Training resources are defined as skilled trainers, equipment, publications/technical manuals, mock-ups,

contingency exercises, computer-based training, career development courses (CDC), distance learning, etc.

(10) Manage (i.e., receive, distribute, monitor and return) occupational and training feedback surveys.

(11) Conducts base training meetings and provide meeting minutes.

## **B. Customer Service**

(1) Receive and direct customer inquiries to the appropriate personnel.

(2) Respond to customer inquiries (e.g., schedule appointments, make referrals, assist clients, research messages, directives, policies, catalogs, web sites, etc., provide feedback to customers, enroll in ECI courses and order transcripts).

(3) Facilitate and enhance communication among base organizations, AIs, and the BTES.

(4) Appoint a representative to participate in Base Education Planning and Advisory Committee (BEPAC) quarterly meetings.

(5) Assign appropriate classrooms upon receipt of approved schedules or requests. Final schedule will be approved by ESO.

(7) The contractor shall provide a facility monitor at all times when classes are in session. The facility monitor shall be responsible for building security, distributing audio-visual equipment, and instructional materials.

(8) Administer and conduct the ACC Study and Test Taking Skills program and other skills development courses, as needed.

(9) Provide logistical support for QES visit (i.e., self-study input, billeting and reception arrangements, transportation, meeting location, etc.).

(10) Publicize all BTES opportunities and maintain a web page.

## **C. Data Management**

- (1) Track progress in all program areas. Consolidate and submit required reports in accordance with applicable directives as discussed throughout this SOW.
  - (a) Provide all required inputs and customer updates to the Air Force automated personnel data system (APDS) and track information regarding the tuition assistance program.
  - (b) Maintain automated or hard copy records on student actions that require waivers, refunds, special counseling, and program monitoring.
  - (c) Analyze education data for trends in enrollments, degree completion, course quality, efficiency, and overall program effectiveness.
- (2) Update all mandatory CDC transactions, VA codes, enrollments (tuition assistance, VA, self-pay, and PME, etc.), DANTES participation, and education levels in APDS. Coordinate updated records with the individual involved or unit training manager.
- (3) Provide required data for QES self-studies.
- (4) Provide required support (i.e., documentation, data retrieval, etc.) for any audits or investigations.
- (5) Analyze OJT training data for trends in skills training and mandatory CDC enrollments. Provide status of training summaries and CDC statistical reports to installation commanders and MAJCOM training and education managers. Advise installation commander and coordinate corrective actions.
- (6) Recommend action and coordinate with appropriate Military Personnel Flight (MPF) and unit agencies on all failures to progress (training status code "T").
- (7) Process exceptions to policy for personnel in upgrade training including CDC waivers, re-activations, re-enrollments, and Air Force Specialty Code (AFSC) withdrawal packages).  
(AFI 36-2101, Chapter 3; AFI 36-2201, Attachment 3)
- (8) Input AFTC completions in the APDS.
- (9) Coordinate OJT related APDS actions, to include skill level upgrade and classification actions.

#### **D. Testing Program**

- (1) Administer test centers as stipulated in the ACC Facilities Guide, DANTES Examination Program Handbook (DEPH) and AFI 36-2201. Administer all available exams including DANTES examinations, CDC course examinations (CE), PME, and DL programs.
- (2) Administer test centers in compliance with the DEPH, Extension Course Institute (ECI) Catalog, and instructions associated with specific tests.
- (3) Provide DANTES sponsored training for all test administrators and proctors, in accordance with DANTES eligibility requirements.
- (4) Implement all changes in testing procedures as identified by DANTES or other responsible agencies.
- (5) Schedule test sessions based on customer need or designated national test dates.
- (6) Provide written notification to unit training managers regarding receipt of mandatory course examinations.
- (7) Ensure accountability of all testing materials. Process and control testing materials in accordance with DEPH, ECI catalog, DL and AI instructions.
- (8) Conduct daily inventory of DANTES testing materials. Conduct, with test control officer (TCO), weekly and quarterly inventory of DANTES testing materials and quarterly inventory for ECI testing materials.

#### **E. Financial Management**

- (1) Develop written plan for individual installation's annual tuition assistance (TA) requirements.
  - (a) Validate and process requests for MTA, CTA and STAP.
  - (b) Account for all expenditures sorting by resource categories and by AIs.
  - (c) Provide financial status upon request to ESO or HQ ACC.
- (2) Reconcile TA invoices by individual document numbers, courses, credit hours, and student information and process invoices for certification.
- (3) Post all grades into the APDS.

- (a) Track and provide appropriate documentation for incomplete grades.
- (b) Process reimbursement actions.

#### **F. Professional Counseling**

- (1) Provide counselors who meet the requirements as stipulated in the Air Force Career Program.
- (2) Develop, assess, and analyze client academic history to help determine academic and career goals.
- (3) Counsel clients on BTES opportunities (such as educational deferment, commissioning opportunities, Operation Bootstrap, CCAF, etc.).
  - (a) Prepare applicant packages, as directed by guidelines, for all opportunities and send to appropriate agencies as required by AFIs, policies, and directives.
  - (b) Notify all concerned parties about changes to services, outcomes and steps necessary to complete all involved tasks (i.e., changes in eligibility, program application requirements, selection status, etc.).
- (4) Conduct outreach-counseling services (such as briefings, marketing, target populations, individual visits, etc.).
- (5) Prepare, organize, and conduct CCAF commencement ceremonies two times per year at each installation.

#### **G. Air Force Distance Learning Program**

- (1) Administer DL programs provided by HQ AETC, HQ USAF, HQ ACC, AIs, or other participating agencies.
- (2) Establish, maintain, and provide a comprehensive communications and computer systems infrastructure to support distance learning.
- (3) Provide DL scheduling; distribution and collection; library infrastructure; courseware, material, inventory, and storage; and student courseware assistance.
- (4) Manage DL facilities and equipment (such as usage and orientation, equipment and operation, computer based instructional programs, classroom and facility setup, equipment servicing repair, problem resolution, etc.).

(5) Collect and provide exportable training requirements such as courses offered through Air Technology Network (ATN) satellite system and computer based training.

(a) Determine the annual screening requirements for exportable training and report to responsible agencies as directed. (b) Identify out-of-cycle requirements for training courses, which were not identified during the annual screening (i.e., newly released courses, etc.)

#### **H. Performance Of Services During Crisis Declared By The National Command Authority Or Overseas Combatant Commander.**

Performance shall be continued as is done under non-crisis situations.

## **II. SERVICE DELIVERY SUMMARY (SDS)**

### **1. The purpose of the SDS is to cite:**

**A. Performance objectives.** These are the services required by this SOW over which the government will exercise surveillance. The absence of any contract requirement from the SDS should not detract from its enforceability nor limit the rights or remedies of the government under any other provision of the contract, including Inspection/Acceptance under FAR 52.212-4.

**B. Performance thresholds.** These are the specific standards which the contractor must meet for each required service listed in the SDS. The performance thresholds are designed to:

- (1) Align contractor performance with objectives
- (2) Focus on critical success factors in meeting performance objectives
- (3) Reflect performance goals based on benchmarking studies
- (4) Promote continuous improvement in performance
- (5) Use commercial standards where appropriate

**C. The surveillance methods.** The methods the government will use to evaluate the contractor's performance for the listed performance objectives are included in the Quality Assurance Surveillance Plan (QASP). Contractor performance will be monitored to determine if it meets the contract standards as set forth in the performance measures and this SOW. A variety of surveillance methods may be used.

- (1) Random sampling of recurring service outputs

- (2) One hundred percent inspection of the output
- (3) Periodic inspection of the processes or output
- (4) Customer complaints

**2. Performance Evaluation.** Performance of a service will be evaluated to determine whether or not it meets the performance measure of the contract. When the performance measure is not met, the QAE will issue verbal or written notification to the contractor. In those cases, the contracting officer shall take appropriate measures according to FAR 52.212-4.

**SERVICE DELIVERY SUMMARIES (SDS)**

	<b>PERFORMANCE OBJECTIVE</b>	<b>SOW PARA</b>	<b>PERFORMANCE THRESHOLD</b>
<b>1</b>	<b>SAVs will be scheduled and conducted with UTMs and ADTMs every 18 months. SAV reports will be distributed within 10 working days of visit.</b>	<b>6A(2); 6A(3)</b>	<b>90% of all units assigned to servicing MPF.</b>
<b>2</b>	<b>Training and Education policy and program changes are disseminated and implemented within 5 working days of receipt.</b>	<b>6A(4)</b>	<b>90% accountability</b>
<b>3</b>	<b>Accurate responses to customer inquiries are provided as soon as possible, but no later than 5 working days.</b>	<b>6B(2)</b>	<b>90% of responses are provided on time.</b>
<b>4</b>	<b>Reports are completed and submitted within established timelines</b>	<b>Appen dix</b>	<b>95% of reports returned on time</b>
<b>5</b>	<b>Exceptions to policy actions are processed within 5 working days of receipt.</b>	<b>6C(6) 6C(7)</b>	<b>95% actions are processed</b>
<b>6</b>	<b>Process 100% of AFTC completions in APDS are processed within 10 working days of receipt.</b>	<b>6C(8)</b>	<b>90% of AFTC completions on time.</b>
<b>7</b>	<b>UTMs are notified of receipt of mandatory CDC examinations within 3 working days of receipt.</b>	<b>6D(6)</b>	<b>90% of CDC exam notifications are made on time.</b>
<b>8</b>	<b>Daily inventories of DANTES test items and quarterly inventories of ECI test items are performed and maintained.</b>	<b>6D(8)</b>	<b>Not to exceed two missed daily DANTES inventories per quarter per installation; and not to exceed one missed quarterly ECI inventory per installation</b>

<b>9</b>	<b>All test materials are controlled and accounted for.</b>	<b>6D(7)</b>	<b>100% of exams accounted for and controlled</b>
<b>10</b>	<b>Tuition Assistance expenditures do not exceed available funding.</b>	<b>6E(1)</b>	<b>0% error rate</b>
<b>11</b>	<b>TA invoices are reconciled and processed for certification within 15 workdays or the timelines specified in contracts/MOUs.</b>	<b>6E(2)</b>	<b>95% of invoices are processed and certified on time.</b>
<b>12</b>	<b>Quarterly customer surveys indicate at least a satisfactory rating and are available for review.</b>	<b>6F(2)</b>	<b>Satisfactory rating</b>
<b>13</b>	<b>100% of CCAF advanced standing non-participating students are contacted annually</b>	<b>6F(3)</b>	<b>90% are contacted annually</b>
<b>14</b>	<b>A minimum of 10% of non-participating military population (except CCAF status code 2) are contacted annually through outreach services.</b>	<b>6F(4)</b>	<b>90% are contacted annually</b>
<b>15</b>	<b>100% of assigned units, geographically separated units, and detachments are contacted to ensure annual screening of exportable training courses and submit requirements using established suspense dates</b>	<b>6G(6) (a)</b>	<b>90% are contacted</b>
<b>16</b>	<b>QES (also referred to as EAP) support will be provided as requested by the QAE within agreed upon timeframe.</b>	<b>6B(7)</b>	<b>90% of actions in support of QES completed on time.</b>



### III. GOVERNMENT FURNISHED PROPERTY AND SERVICES

#### 1. Government-Furnished Property.

**A. Government-Furnished Facilities.** The government will furnish or make available facilities described in Appendix B. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which work-arounds have been established. Should a hazard be subsequently identified, the government corrects OSHA hazards according to base-wide government developed and approved plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contract initiative. The identification of any hazardous conditions does not warrant or guarantee that no other possible hazards exist, or that the work-around procedures currently employed will be adequate to meet the responsibilities of the contractor. Compliance with the OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor. Further, the government will assume no liability or responsibility for the contractor's compliance or noncompliance with such requirements, with the exception of the aforementioned responsibility to make corrections according to approved plans of abatement subject to base-wide priorities. Before any modification of the facilities performed by the contractor at his or her expense, the contractor must give the contracting officer documentation describing, in detail, the modification requested. No alterations to the facilities should be made without specific written permission from the contracting officer. In the case of alterations necessary for compliance with the OSHA, such permission should not be unreasonably withheld. The contractor should return the facilities to the government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities should be used only in the performance of this contract.

**B. Government-Furnished Equipment.** The government will provide the contractor equipment listed in Appendix B.

(1) Furniture Inventory. An inventory of government provided interior furnishings must be done not later than five calendar days before start of the contract, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and a government representative (identified by the contracting officer) will conduct a joint inventory of all government-furnished equipment and the contractor shall sign a receipt for all equipment provided by the government. Items of equipment missing or not in working order should be recorded and the contracting officer notified in writing. The contractor and the government representative will jointly determine the working order and condition of all equipment and document their findings on the inventory. The contractor shall submit requests for replacement of government-furnished equipment to the QAE for processing. Such requests shall specify the reason for the replacement

request. Upon termination of the contract, the contractor shall return the property to the Government.

(2) Computer and Audio/Visual Equipment Inventory. An inventory of government provided computer and audio/visual equipment must be done not later than five calendar days before start of the contract, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and a government representative (identified by the contracting officer) should conduct a joint inventory of all government-furnished equipment and the contractor should sign a receipt for all equipment provided by the government. Items of equipment missing or not in working order should be recorded and the contracting officer notified in writing. The contractor and the government representative should jointly determine the working order and condition of all equipment and document their findings on the inventory. Upon receipt of equipment, the contractor shall maintain and be responsible for upgrading or replacement of equipment.

(3) ATN equipment inventory. An inventory of government provided ATN equipment must be done not later than five calendar days before start of the contract, within ten calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract (including any option periods). The contractor and a government representative (identified by the contracting officer) will conduct a joint inventory of all government-furnished equipment and the contractor shall sign a receipt for all equipment provided by the government. Items of equipment missing shall be recorded and the contracting officer notified in writing. This equipment shall be managed by the contractor but will be maintained by the government. Ownership of the equipment will be retained by the government and will returned to the government upon termination of the contract.

(4) Computer support for on-base organizations. When appropriate and available, the contractor shall provide on-base organizations access to the BTES computer lab to ensure training and education services are meeting the needs of the organizations.

### **C. Government-Furnished Materials:**

(1) Existing Collections. Existing Education Services and counseling reference materials will be furnished. Upon termination of the contract, the contractor shall return the collection to the government as developed through the life of the contract.

(2) The contractor may obtain all counseling and promotional resources available to education centers through DANTES and ECI. Books, pamphlets, computer software, instruments, and other assessment materials obtained at no cost to the contractor become a part of the existing publication collections.

**D. Equipment-Leased by the Government.** The government will maintain and repair copier machines leased/rented by the government and provided to the contractor, except that in the case of loss or damage beyond fair wear and tear, the contractor's liability shall be to reimburse the government for 100 percent of all expenses incurred. The provisions of the government lease agreements setting forth liability for loss or damage to leased equipment will be made available for the contractor's inspection upon request to the QAE.

## **2. Government-Furnished Services.**

**A. Government-Furnished Utilities.** The government will furnish water, heating and cooling, sewage services and electricity.

**B. Telephone and Data Communications Services.** The government will provide necessary telephone instruments, telephone lines, data lines, and repair services for such instruments and lines that are mandated for education services. The communications equipment and services are for official use only during the period of the contract in accordance with AFI 33-103 and AFI 33- 111. The contractor will provide a valid National Agency Check verified through the Automated Security Clearance Approval Systems (ASCAS) roster of validation from the contractor's security manager. The government will provide access to unclassified computer network for internet access and electronic mail. The contractor will be held accountable for all actions that it initiates while on the network and will conduct its business in accordance with all Air Force, Air Combat Command and local base instructions, manuals and policies. Any conduct that does not adhere to network usage policy as stipulated in official guidance will cause revocation of all network privileges. The contractor shall provide free internet service to authorized customers through an Internet Service Provider (ISP). The government will assist the contractor by providing either a two or four wire circuit, from the local exchange carrier (LEC) demarc to the BTES facility at no charge. The contractor shall make the arrangements with a commercial ISP to provide the subscription and any required equipment.

**C. Installation Distribution.** The government will provide normal postal and installation distribution services as it would for any other tenant as defined in AFI 25-201.

**D. Custodial and Refuse Service.** The government will provide custodial and refuse services. Details of specific services and frequencies of service can be obtained from the QAE.

**E. Pest and Rodent Control.** Pest and rodent control services will be provided in accordance with base policy.

## **IV. GENERAL INFORMATION**

### **1. Personnel.**

**A. Site Manager.** The contractor shall provide a site manager who is responsible for the performance of the work. The name of this person, and an alternate or alternates who act for the contractor when the manager is absent, should be designated in writing to the contracting officer. The site manager or alternate has full authority to act for the contractor on all contractual matters relating to daily operation of this contract.

**B. Employees.** The contractor shall not employ any person for work on this contract if such employee is identified to the contractor by the contracting officer as a potential threat to the health, safety, security, general well being or operational mission of the installation and its population.

(1) The contractor shall ensure employees have the following current and valid professional certifications before starting work under this contract.

(a) Follow minimum qualifications for counseling staff referenced in The United States Office of Personnel Management's Operating Manual Qualification Standards for General Schedule positions (transmittal sheet #2). Guidance Counselors should have a college degree from a regionally accredited university, which includes 24 semester hours appropriate to the position. The appropriate hours should be in one or a combination of the following academic areas: tests and measurements, adult education, educational program administration, curriculum development or design, teaching methods, guidance and counseling, career planning, and occupational information. One course must have be from the tests and measurements or the adult education areas. A college or university sponsored practicum in counseling is also required.

(b) Test center personnel shall comply with DANTES educational requirements.

(c) The contractor shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest. Additionally, the contractor shall not employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to Air Force Instructions for military or for civilians. The contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to Air Force policies.

(3) Security Requirements. Contractor employees working on Air Force property are required to register their vehicles on the respective Air Force Base.

(4) Employee Training. The contractor shall provide for attendance of contract manager and counselor at AF/ACC sponsored annual training.

**2. Quality Control.** The contractor shall provide a Quality Control Plan not later than the post award conference. The contracting officer will notify the contractor of acceptance or required modifications to the plan before the contract start date. The contractor should make appropriate modifications and obtain acceptance of the plan by the contracting officer before the contract start date.

**A.** The plan should include:

- (1) A description of the inspection system to cover all performance objectives that are listed in the SDS. Description should include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title and organizational placement of the inspectors. Additionally, control procedures for any government provided keys or lock combinations should be included.
- (2) A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- (3) A description of the records to be kept to document inspections and corrective or preventive actions taken.
- (4) The records of inspections should be kept and made available to the government throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

**3. Quality Assurance.** According to the Inspection/Acceptance portion of FAR clause 52.212-4, the government will evaluate the contractor's performance under this contract. For those tasks listed on the SDS, the quality assurance evaluator(s) (QAE) will follow the methods of surveillance specified in this contract. Government surveillance of tasks not listed in the SDS or by methods other than those listed in the SDS (such as provided for by the Inspection of Services clause) may occur during the performance period of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the contracting officer as a result of surveillance will be according to the terms of this contract.

**4. Performance Evaluation Meetings.** The contracting officer may require the site manager to meet with the contracting officer, contract administrator, QAE, and other government personnel as deemed necessary. The contractor may request a meeting with the contracting officer when it believes such a meeting is necessary. Written minutes of any such meetings will be provided by the government. If the contractor does not concur with any portion of the minutes, such non-concurrence should be provided in writing to the contracting officer within 10 calendar days following receipt of the minutes.

**5. Physical Security.** The contractor shall be responsible for reporting any physical security problem occurrences to the QAE.

**A. The contractor shall immediately** report to the QAE any occurrences of lost or duplicated keys.

**B. Keys.** Contractor shall prohibit the use of keys issued by the government by any persons other than the contractor's employees.

**C. Computer Security.** The contractor shall maintain computer systems security integrity in accordance with the Air Force Computer Security (COMPUSEC) program (AFSSI 5102).

**6. Schedule of Operation.**

**A. Federal Legal Holidays.** The following Federal legal holidays are observed under this contract:

New Year's Day	1 January
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

*NOTE:* If any of the above Federal legal holidays fall on a Saturday, they will be observed on the preceding Friday. Likewise, if any of the above Federal legal holidays fall on a Sunday, they will be observed on the following Monday.

**B. Operating hours.**

(1) **CUSTOMER SERVICE SECTION.** Customer service is normally scheduled between 7:30 AM to 4:30 PM Monday through Friday.

(2) **CLASSROOMS.** Hours of operation vary but classrooms are open for scheduling by BTES seven days a week, depending on AI schedules. Base instructional programs are held to meet the needs of the mission. BTES schedules classrooms for each AI and other users.

(3) TEST CENTER. Hours of operation shall be set to meet the needs of mandatory CDC testing and DANTES test regulations. Sessions should be scheduled during regular customer service hours.

**7. Conservation of Utilities.** The contractor shall implement the installation utilities conservation program and ensure employees practice utilities conservation.

**8. Records.**

**A. Transfer of Files.** The Government will furnish general administrative files and student records in accordance with established file plans. SF 135, Records Transmittal and Receipt, will be prepared for all records transferred. Records transferred to the contractor under this SOW shall be returned to the government at completion of contract performance.

**B. Files Maintenance.** The contractor shall be responsible for creating, maintaining, and disposing of general office administrative files and student education records. If requested by the QAE, the contractor shall provide the original record upon request.

(1) Air Force Files: The contractor files shall be maintained in accordance with Records Information Management System (RIMS).

(2) Freedom of Information Act (FOIA) and Privacy Act (PA): The contractor shall provide FOIA and PA requests to the appropriate Records Management Office for action according to Air Force Instructions (AFIs) 37-131 and 37-132.

(3) For Official Use Only (FOUO) and PA material should be safeguarded in accordance with AFI's 37-131 and 37-132.

**9. Safety.** The contractor shall maintain a BTES Safety Book in accordance with Air Force, MAJCOM, installation, and squadron requirements.

**A. Safety Standards.** The contractor shall comply with the following safety regulations and standards:

AFI 91-202	USAF Mishap Prevention Program
AFI 91-204	Safety Investigations and Reports
AFI 91-207	USAF Traffic Safety Program
AFI 91-301	AF Occupational & Environmental Safety, Fire Protection & Health (AFOSH) Program
AFI 91-302	AF Occupational & Environmental Safety, Fire Protection, & Health (AFOSH) Standards

**B. Smoking, Eating and drinking.** The contractor shall permit smoking, eating and drinking only in designated areas.

**APPENDIX A**  
**WORKLOAD ESTIMATES**

**I. GENERAL INFORMATION.** This appendix reflects the projected workload estimates for the operation of the BTES program requirements covered in the SOW. This is an estimate based on requirements for a 12-month period.

The tables below identify major tasks performed at each performance location. The recurring reports table identifies actions required by all the performance locations. Size, and location, should be considered salient factors in figuring workload requirements in order to ensure the consistent delivery of services.

<b>Recurring reports: Collect data, Prepare and Distribute reports</b>	
<b>Provide CDC Statistical Data</b>	<b>Monthly</b>
<b>Prepare Status of Training Reports</b>	<b>Monthly</b>
<b>Civilian Tuition Assistance</b>	<b>Quarterly &amp; Annually</b>
<b>Education Services</b>	<b>Semi-Annual</b>
<b>Education Services Provided by Civilian Schools</b>	<b>Annual</b>
<b>Historical Black College and Universities</b>	<b>Annual</b>
<b>Needs Assessment Survey</b>	<b>Every Three Years</b>
<b>Office of Secretary of Defense Credits</b>	<b>Quarterly</b>
<b>QES Team Visit Preparation and Self-Study</b>	<b>As required</b>
<b>Staff Assistance Visits (SAV)</b>	<b>As required</b>
<b>Status of Training</b>	<b>Monthly</b>
<b>Study and Test Taking Skills</b>	<b>Quarterly</b>
<b>Test Center Review</b>	<b>Annual</b>

<b>Customer Base/Workload Estimates</b>
<b>Barksdale AFB, LA</b>

<b>CUSTOMER BASE INFO:</b>				
<b><u>Total Units Supported</u></b>	<b><u>Total Officers</u></b>	<b><u>Total Enlisted</u></b>	<b><u>Total Civilian</u></b>	<b><u>Total</u></b>
<b>58</b>	<b>825</b>	<b>4640</b>	<b>1058</b>	<b>6523</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			58 conducted every 18 months	
• Disseminate Policy Changes			8 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			2 times monthly	
• Manage occupational and training feedback surveys			170 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			8 times monthly	
• Identify problems and recommend solutions			7 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			70 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			50 times daily	
• Schedule appointments			10 times daily	
• Process ECI inquiries			5 times daily	
• Review term and class schedules			25 times yearly	
• Assign classrooms and equipment			5 times monthly	
• Administer/attend BEPAC			8 times yearly	
• Meet/work with AIs			5 times weekly	
• Assist students			70 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			1 time monthly	
• Coordinate PCIII transactions with unit training manager			35 times daily	
• Process failure to progress packages (TSC "T")			2 times monthly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			3 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Update AFTC completions in PDS			4 times monthly	

• Monitor Transaction Registers	1 time daily
<b>3-2 DATA MANAGEMENT / Education Services</b>	
• Support Strategic Education Services Plan	1 time yearly
• Provide data/information to support QES	8 times yearly
• Collect and analyze data	12 times quarterly
• Maintain automated education records (PC-III)	18 times daily
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>	
• Receive and process CDC examinations	5 times weekly
• Administer course examinations and process answer sheets	3 times weekly
• Receive and process test results	5 times weekly
• Destroy test materials	20 times monthly
• Process CDC extensions	20 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	4 times weekly
• Administer DANTES and ECI exams and process answer sheets	4 times weekly
• Schedule testing sessions	4 times weekly
• Receive and process test results	2 times weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	4 times weekly
• Publicize testing events	3 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	165 times monthly
• Process invoices, grades, waivers, and reimbursements	350 times monthly
• Maintain and administer financial management	20 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	25 times weekly
• Conduct outreach sessions	5 times monthly
• Conduct counseling sessions	40 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	1 time weekly
• Manage the Air Force Distance Learning Training Program (Materials)	1 time weekly
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Reconcile out-of-cycle AETC Type 6 requests	1 time yearly
• Manage ATN broadcasts and CBT courses	3 times weekly

<b>Beale AFB, CA</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
<b>51</b>	<b>327</b>	<b>2815</b>	<b>600</b>	<b>3742</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			51 conducted every 18 months	
• Disseminate Policy Changes			15 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			8 times monthly	
• Manage occupational and training feedback surveys			150 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			2 times monthly	
• Identify problems and recommend solutions			3 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			45 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			23 times daily	
• Schedule appointments			15 times daily	
• Process ECI inquiries			10 times monthly	
• Review term and class schedules			520 times yearly	
• Assign classrooms and equipment			40 times monthly	
• Administer/attend BEPAC			520 times yearly	
• Meet/work with AIs			10 times weekly	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			5 times monthly	
• Coordinate PCIII transactions with unit training manager			15 times daily	
• Process mandatory CDC actions for units without PCIII			5 times monthly	
• Process failure to progress packages (TSC "T")			2 times monthly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			3 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Update AFTC completions in PDS			30 times monthly	
• Monitor Transaction Registers			1 time daily	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time yearly	
• Provide data/information to support QES			2 times yearly	
• Collect and analyze data			12 times quarterly	
• Maintain Education Services WebPages			4 times monthly	
• Maintain automated education records (PC-III)			11 times daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				

• Receive and process CDC examinations	10 times weekly
• Administer course examinations and process answer sheets	1 time weekly
• Receive and process test results	20 times weekly
• Destroy test materials	4 times monthly
• Process CDC extensions	20 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	3 times weekly
• Administer DANTES and ECI exams and process answer sheets	7 times weekly
• Schedule testing sessions	50 times weekly
• Receive and process test results	4 times weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	4 times weekly
• Publicize testing events	4 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	213 times monthly
• Process invoices, grades, waivers, and reimbursements	***
• Maintain and administer financial management	***
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	8 times weekly
• Conduct outreach sessions	6 times monthly
• Conduct counseling sessions	8 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	1 time weekly
• Manage the Air Force Distance Learning Training Program (Materials)	2 times weekly
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Reconcile out-of-cycle AETC Type 6 requests	24 times yearly
• Administer and process CBT tests	12 times monthly
• Process and receive AETC Form 325, Graduation and Certificates and disk	10 times monthly
• Manage ATN broadcasts and CBT courses	2 times weekly

<b>Cannon AFB, NM</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
<b>29</b>	<b>296</b>	<b>2982</b>	<b>396</b>	<b>3674</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			29 conducted every 18 months	
• Disseminate Policy Changes			20 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			1 time monthly	
• Manage occupational and training feedback surveys			100 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			4 times monthly	
• Identify problems and recommend solutions			15 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			30 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			65 times daily	
• Schedule appointments			20 times daily	
• Process ECI inquiries			5 times daily	
• Review term and class schedules			650 times yearly	
• Assign classrooms and equipment			30 times monthly	
• Administer/attend BEPAC			40 times yearly	
• Meet/work with AIs			20 times weekly	
• Assist students			70 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			2 times monthly	
• Coordinate PCIII transactions with unit training manager			30 times daily	
• Process mandatory CDC actions for units without PCIII			5 times monthly	
• Process failure to progress packages (TSC "T")			6 times yearly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			5 times yearly	
• Conduct base training meetings			4 conducted yearly	
• Update AFTC completions in PDS			50 times monthly	
• Monitor Transaction Registers			1 time weekly	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time yearly	
• Provide data/information to support QES			40 times yearly	
• Collect and analyze data			12 times quarterly	
• Maintain automated education records (PC-III)			18 times daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				

• Receive and process CDC examinations	20 times weekly
• Administer course examinations and process answer sheets	20 times weekly
• Receive and process test results	20 times weekly
• Destroy test materials	80 times monthly
• Process CDC extensions	2 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	5 times weekly
• Administer DANTES and ECI exams and process answer sheets	4times weekly
• Schedule testing sessions	4 times weekly
• Receive and process test results	20 times weekly
• Destroy voluntary ECI test materials	15 times monthly
• Perform administrative and security procedures for testing center	6 times weekly
• Publicize testing events	16 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	250 times monthly
• Process invoices, grades, waivers, and reimbursements	300 times monthly
• Maintain and administer financial management	20 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	200 times weekly
• Conduct outreach sessions	1 time monthly
• Conduct counseling sessions	125 times monthly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	4 times weekly
• Manage the Air Force Distance Learning Training Program (Materials)	4 times weekly
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Reconcile out-of-cycle AETC Type 6 requests	4 times yearly
• Manage ATN broadcasts and CBT courses	4 times weekly

<b>Davis-Monthan AFB, AZ</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
<b>55</b>	<b>821</b>	<b>4811</b>	<b>1295</b>	<b>6927</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			55 conducted every 18 months	
• Disseminate Policy Changes			20 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			1 time monthly	
• Manage occupational and training feedback surveys			170 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			20 times monthly	
• Identify problems and recommend solutions			40 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			14 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			50 times daily	
• Schedule appointments			35 times daily	
• Process ECI inquiries			15 times daily	
• Review term and class schedules			10 times yearly	
• Assign classrooms and equipment			2 times monthly	
• Administer/attend BEPAC			4 times yearly	
• Meet/work with AIs			25 times weekly	
• Assist students			50 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			1 time monthly	
• Coordinate PCIII transactions with unit training manager			1 time daily	
• Process failure to progress packages (TSC "T")			2 times monthly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			3 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Update AFTC completions in PDS			1 time monthly	
• Monitor Transaction Registers			1 time daily	
• Conduct in-processing records review			3 times weekly	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time yearly	
• Provide data/information to support QES			16 times yearly	
• Collect and analyze data			80 times quarterly	
• Maintain automated education records (PC-III)			125 times daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				

• Receive and process CDC examinations	4 times weekly
• Administer course examinations and process answer sheets	2 times weekly
• Receive and process test results	4 times weekly
• Destroy test materials	1 time monthly
• Process CDC extensions	4 times monthly
• Conduct inventory of course exams	1 time quarterly
• Provide statistical reports to units	1 time monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	5 times weekly
• Administer DANTES and ECI exams and process answer sheets	8 times weekly
• Schedule testing sessions	150 times weekly
• Receive and process test results	5 times weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	10 times weekly
• Publicize testing events	4 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	500 times monthly
• Process invoices, grades, waivers, and reimbursements	500 times monthly
• Maintain and administer financial management	5 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	270 times weekly
• Conduct outreach sessions	15 times monthly
• Conduct counseling sessions	100 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	5 times weekly
• Manage the Air Force Distance Learning Training Program (Materials)	5 times weekly
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Reconcile out-of-cycle AETC Type 6 requests	52 times yearly
• Manage ATN broadcasts and CBT courses	3 times weekly

<b>Dyess AFB, TX</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
<b>38</b>	<b>690</b>	<b>4053</b>	<b>358</b>	<b>5101</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			30 conducted every 18 months	
• Disseminate Policy Changes			4 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			1 time every 6 months	
• Manage occupational and training feedback surveys			60 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			8 times monthly	
• Identify problems and recommend solutions			8 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			25 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			45 times daily	
• Schedule appointments			30 times daily	
• Process ECI inquiries			7 times daily	
• Review term and class schedules			30 times yearly	
• Assign classrooms and equipment			40 times monthly	
• Administer/attend BEPAC			4 times yearly	
• Meet/work with AIs			5 times weekly	
• Assist students			60 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			20 times monthly	
• Coordinate PCIII transactions with unit training manager			1 time daily	
• Process mandatory CDC actions for units without PCIII			60 times monthly	
• Process failure to progress packages (TSC "T")			1 time monthly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			1 time quarterly	
• Conduct base training meetings			4 conducted yearly	
• Update AFTC completions in PDS			4 times monthly	
• Monitor Transaction Registers			1 time daily	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time yearly	
• Provide data/information to support QES			8 times yearly	
• Collect and analyze data			20 times quarterly	
• Maintain automated education records (PC-III)			4 times daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				

• Receive and process CDC examinations	1 time weekly
• Administer course examinations and process answer sheets	2 times weekly
• Receive and process test results	1 times every two weeks
• Destroy test materials	1 times every two weeks
• Process CDC extensions	1 time monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	3 times weekly
• Administer DANTES and ECI exams and process answer sheets	5 times weekly
• Schedule testing sessions	100 times weekly
• Receive and process test results	10 times weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	5 times weekly
• Publicize testing events	4 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	260 times monthly
• Process invoices, grades, waivers, and reimbursements	396 times monthly
• Maintain and administer financial management	14 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	350 times weekly
• Conduct outreach sessions	34 times monthly
• Conduct counseling sessions	350 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	1 time weekly
• Manage the Air Force Distance Learning Training Program (Materials)	1 time weekly
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Reconcile out-of-cycle AETC Type 6 requests	1 time yearly
• Manage ATN broadcasts and CBT courses	5 times weekly

<b>Ellsworth AFB, SD</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
<b>30</b>	<b>370</b>	<b>2816</b>	<b>445</b>	<b>3631</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			17 conducted every 18 months	
• Disseminate Policy Changes			32 times monthly	
• Conduct base training meetings			4 times yearly	
• Provide AFTC assistance			6 times yearly	
• Manage occupational and training feedback surveys			250 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			1 time quarterly	
• Identify problems and recommend solutions			60 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			20 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			80 times daily	
• Schedule appointments			12 times daily	
• Process ECI inquiries			4 times daily	
• Review term and class schedules			12 times yearly	
• Assign classrooms and equipment			1 time monthly	
• Administer/attend BEPAC			4 times yearly	
• Meet/work with AIs			5 times weekly	
• Assist students			96 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			20 times monthly	
• Coordinate PCIII transactions with unit training manager			2 times daily	
• Process failure to progress packages (TSC "T")			3 times yearly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			1 time monthly	
• Conduct base training meetings			4 conducted per year	
• Update AFTC completions in PDS			1 time monthly	
• Monitor Transaction Registers				
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time yearly	
• Provide data/information to support QES			12 times yearly	
• Collect and analyze data			80 times quarterly	
• Maintain automated education records (PC-III)			1 time daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				
• Receive and process CDC examinations			2 times weekly	

• Administer course examinations and process answer sheets	N/A
• Receive and process test results	2 times weekly
• Destroy test materials	8 times monthly
• Process CDC extensions	40 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	5 times weekly
• Administer DANTES and ECI exams and process answer sheets	50 times weekly
• Schedule testing sessions	5 times weekly
• Receive and process test results	5 times weekly
• Destroy voluntary ECI test materials	4 times monthly
• Perform administrative and security procedures for testing center	5 times weekly
• Publicize testing events	4 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	20 times monthly
• Process invoices, grades, waivers, and reimbursements	20 times monthly
• Maintain and administer financial management	5 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	1 time weekly
• Conduct outreach sessions	20 times monthly
• Conduct counseling sessions	5 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	1 time weekly
• Manage the Air Force Distance Learning Training Program (Materials)	1 time weekly
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Manage ATN broadcasts and CBT courses	2 times weekly

<b>Holloman AFB, NM</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
<b>49</b>	<b>429</b>	<b>3491</b>	<b>872</b>	<b>4792</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			49 conducted every 18 months	
• Disseminate Policy Changes			4 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			1 time monthly	
• Manage occupational and training feedback surveys			20 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			16 times monthly	
• Identify problems and recommend solutions			60 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			11 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			30 times daily	
• Schedule appointments			25 times daily	
• Process ECI inquiries			2 times daily	
• Review term and class schedules			5 times yearly	
• Assign classrooms and equipment			20 times monthly	
• Administer/attend BEPAC			4 times yearly	
• Meet/work with AIs			5 times yearly	
• Assist students			50 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			2 times monthly	
• Coordinate PCIII transactions with unit training manager			1 time daily	
• Process mandatory CDC actions for units without PCIII			3 times monthly	
• Process failure to progress packages (TSC "T")			2 times monthly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			2 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Update AFTC completions in PDS			2 times monthly	
• Monitor Transaction Registers			1 time daily	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time yearly	
• Provide data/information to support QES			2 times yearly	
• Collect and analyze data			1 time quarterly	
• Maintain automated education records (PC-III)			19 times daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				

• Receive and process CDC examinations	4 times weekly
• Administer course examinations and process answer sheets	3 times weekly
• Receive and process test results	4 times weekly
• Destroy test materials	4 times monthly
• Process CDC extensions	2 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	20 times weekly
• Administer DANTES and ECI exams and process answer sheets	40 times weekly
• Schedule testing sessions	6 times weekly
• Receive and process test results	20 times weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	6 times weekly
• Publicize testing events	12 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	128 times monthly
• Process invoices, grades, waivers, and reimbursements	152 monthly
• Maintain and administer financial management	1 time monthly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	60 times weekly
• Conduct outreach sessions	120 times monthly
• Conduct counseling sessions	60 times weekly
• Manage CCAF graduation	2 times yearly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	5 times weekly
• Manage the Air Force Distance Learning Training Program (Materials)	5 times weekly
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Reconcile out-of-cycle AETC Type 6 requests	144 times yearly
• Manage ATN broadcasts and CBT courses	30 times weekly

<b>Keflavik NAS, Iceland</b>				
<b>CUSTOMER BASE INFO:</b>				
<u>Total Units Supported</u>	<u>Total Officers</u>	<u>Total Enlisted</u>	<u>Total Civilian</u>	<u>Total</u>

12	72	577	40	689
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			7 conducted every 18 months	
• Disseminate Policy Changes			4 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			1 time monthly	
• Manage occupational and training feedback surveys			40 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			5 times monthly	
• Identify problems and recommend solutions			5 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			10 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			14 times daily	
• Schedule appointments			8 times daily	
• Process ECI inquiries			1 time daily	
• Review term and class schedules			30 times yearly	
• Assign classrooms and equipment			2 times monthly	
• Administer/attend BEPAC			16 time yearly	
• Meet/work with AIs			1 time every two weeks	
• Assist students			3 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			1 time monthly	
• Coordinate PCIII transactions with unit training manager			1 time daily	
• Process mandatory CDC actions for units without PCIII			2 times yearly	
• Process failure to progress packages (TSC "T")			2 times yearly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			3 times yearly	
• Conduct base training meetings			6 conducted yearly	
• Update AFTC completions in PDS			1 time monthly	
• Monitor Transaction Registers			1 time daily	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time yearly	
• Provide data/information to support QES			4 times yearly	
• Collect and analyze data			3 times quarterly	
• Maintain automated education records (PC-III)			4 times daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				
• Receive and process CDC examinations			3 times weekly	
• Administer course examinations and process answer sheets			3 times weekly	
• Receive and process test results			3 times weekly	
• Destroy test materials			8 times monthly	
• Process CDC extensions			2 times monthly	

<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	1 time weekly
• Administer DANTES and ECI exams and process answer sheets	2 times weekly
• Schedule testing sessions	3 times weekly
• Receive and process test results	5 times weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	1 time weekly
• Publicize testing events	3 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	70 times monthly
• Process invoices, grades, waivers, and reimbursements	4 times monthly
• Maintain and administer financial management	1 time weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	16 times weekly
• Conduct outreach sessions	4 times monthly
• Conduct counseling sessions	16 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	4 times weekly
• Manage the Air Force Distance Learning Training Program (Materials)	1 time monthly
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Reconcile out-of-cycle AETC Type 6 requests	20 times yearly
• Manage ATN broadcasts and CBT courses	-

<b>Lajes Field, Azores</b>				
<b>CUSTOMER BASE INFO:</b>				
<u>Total Units Supported</u>	<u>Total Officers</u>	<u>Total Enlisted</u>	<u>Total Civilian</u>	<u>Total</u>
19	96	889	696	1681
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				

• Conduct Staff Assistance Visit	19 conducted every 18 months
• Disseminate Policy Changes	12 times monthly
• Conduct base training meetings	4 conducted yearly
• Provide AFTC assistance	2 times monthly
• Manage occupational and training feedback surveys	40 processed monthly
<b>1-2 CONSULTING SERVICES / Education Services</b>	
• Consult with unit commanders	4 times monthly
• Identify problems and recommend solutions	4 times monthly
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>	
• Respond to customer inquiries	25 times daily
<b>2-2 CUSTOMER SERVICE / Education Services</b>	
• Provide Information on programs, functions, and processes	10 times daily
• Schedule appointments	7 times daily
• Process ECI inquiries	2 times weekly
• Review term and class schedules	36 times yearly
• Assign classrooms and equipment	4 times monthly
• Administer/attend BEPAC	12 times yearly
• Meet/work with AIs	1 time weekly
• Conduct Portuguese Conversational Courses	5 times yearly
• Assist students	15 times daily
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>	
• Analyze training data for trends	2 times monthly
• Coordinate PCIII transactions with unit training manager	1 time daily
• Process failure to progress packages (TSC "T")	1 time yearly
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages	1 time yearly
• Conduct base training meetings	8 conducted per year
• Update AFTC completions in PDS	2 times monthly
• Monitor Transaction Registers	1 time daily
• Conduct inprocessing records review	1 time monthly
<b>3-2 DATA MANAGEMENT / Education Services</b>	
• Support Strategic Education Services Plan	1 time yearly
• Provide data/information to support QES	16 times yearly
• Collect and analyze data	12 times quarterly
• Maintain automated education records (PC-III)	1 time weekly
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>	
• Receive and process CDC examinations	3 times weekly
• Administer course examinations and process answer sheets	1 time weekly
• Receive and process test results	3 times weekly
• Destroy test materials	4 times yearly
• Process CDC extensions	3 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	1 time weekly
• Administer DANTES and ECI exams and process answer sheets	3 times weekly
• Schedule testing sessions	10 times weekly

• <b>Receive and process test results</b>	<b>1 time weekly</b>
• <b>Destroy voluntary ECI test materials</b>	<b>2 times monthly</b>
• <b>Perform administrative and security procedures for testing center</b>	<b>5 times weekly</b>
• <b>Publicize testing events</b>	<b>4 times monthly</b>
<b>5. FINANCIAL MANAGEMENT</b>	
• <b>Process MTA AF Form 1227 and CTA forms</b>	<b>57 times monthly</b>
• <b>Process invoices, grades, waivers, and reimbursements</b>	<b>20 times monthly</b>
• <b>Maintain and administer financial management</b>	<b>5 times weekly</b>
<b>6. COUNSELING</b>	
• <b>Conduct counseling sessions in support of education services programs</b>	<b>25 times weekly</b>
• <b>Conduct outreach sessions</b>	<b>6 times monthly</b>
• <b>Conduct counseling sessions</b>	<b>25 times weekly</b>
<b>7. DISTANCE LEARNING SERVICES</b>	
• <b>Manage the Air Force Distance Learning Training Program (Equipment).</b>	<b>1 time weekly</b>
• <b>Manage the Air Force Distance Learning Training Program (Materials)</b>	<b>1 time weekly</b>
• <b>Manage AETC Type 6 ANNUAL screening</b>	<b>1 time yearly</b>

<b>Langley AFB, VA</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
<b>87</b>	<b>2046</b>	<b>6514</b>	<b>1713</b>	<b>10273</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			20 conducted every 18 months	
• Disseminate Policy Changes			8 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			8 times yearly	
• Manage occupational and training feedback surveys			400 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			1 time monthly	
• Identify problems and recommend solutions			1 time monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			30 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			4 times daily	
• Schedule appointments			4 times daily	
• Process ECI inquiries			1 times daily	
• Review term and class schedules			10 times yearly	
• Assign classrooms and equipment			1 times monthly	
• Administer/attend BEPAC			12 times yearly	
• Meet/work with AIs			2 times weekly	
• Assist students			4 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			2 times monthly	
• Coordinate PCIII transactions with unit training manager			2 times daily	
• Process mandatory CDC actions for units without PCIII			40 times monthly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			6 times yearly	
• Conduct base training meetings			4 conducted per year	
• Update AFTC completions in PDS			2 times monthly	
• Monitor Transaction Registers			1 time daily	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time per year	
• Provide data/information to support QES			2 times yearly	
• Collect and analyze data			3 times quarterly	
• Maintain automated education records (PC-III)			1 time daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				
• Receive and process CDC examinations			175 times weekly	

• Administer course examinations and process answer sheets	35 times weekly
• Receive and process test results	300 times monthly
• Destroy test materials	300 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	3 times weekly
• Administer DANTES and ECI exams and process answer sheets	5 times weekly
• Schedule testing sessions	7 times weekly
• Receive and process test results	2 times weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	4 times weekly
• Publicize testing events	9 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	291 times monthly
• Process invoices, grades, waivers, and reimbursements	416 times monthly
• Maintain and administer financial management	5 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	29 times weekly
• Conduct outreach sessions	2 times monthly
• Conduct counseling sessions	29 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	1 time weekly
• Manage the Air Force Distance Learning Training Program (Materials)	1 time weekly
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Reconcile out-of-cycle AETC Type 6 requests	3 times yearly
• Manage ATN broadcasts and CBT courses	1 time weekly

<b>Minot AFB, ND</b>
----------------------

<b>CUSTOMER BASE INFO:</b>
----------------------------

<u>Total Units Supported</u>	<u>Total Officers</u>	<u>Total Enlisted</u>	<u>Total Civilian</u>	<u>Total</u>
40	623	4068	532	5223
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			40 conducted every 18 months	
• Disseminate Policy Changes			2 times yearly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			4 times yearly	
• Manage occupational and training feedback surveys			300 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			15 times monthly	
• Identify problems and recommend solutions			80 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			25 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			57 times daily	
• Schedule appointments			35 times daily	
• Process ECI inquiries			2 times daily	
• Review term and class schedules			4680 times yearly	
• Assign classrooms and equipment			100 times monthly	
• Administer/attend BEPAC			16 times yearly	
• Meet/work with AIs			40 times weekly	
• Assist students			82 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			40 times monthly	
• Coordinate PCIII transactions with unit training manager			20 times daily	
• Process failure to progress packages (TSC "T")			4 times yearly	
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages			1 time monthly	
• Conduct base training meetings			4 conducted yearly	
• Update AFTC completions in PDS			10 times monthly	
• Monitor Transaction Registers			1 time daily	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time yearly	
• Provide data/information to support QES			84 times yearly	
• Collect and analyze data			360 times quarterly	
• Maintain automated education records (PC-III)			32 times daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				
• Receive and process CDC examinations			5 times weekly	
• Administer course examinations and process answer sheets			6 times weekly	
• Receive and process test results			5 times weekly	
• Destroy test materials			20 times monthly	
• Process CDC extensions			3 times monthly	

<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	<b>3 times weekly</b>
• Administer DANTES and ECI exams and process answer sheets	<b>1 time weekly</b>
• Schedule testing sessions	<b>35 times weekly</b>
• Receive and process test results	<b>1 time weekly</b>
• Destroy voluntary ECI test materials	<b>20 times monthly</b>
• Perform administrative and security procedures for testing center	<b>12 times weekly</b>
• Publicize testing events	<b>260 times monthly</b>
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	<b>420 times monthly</b>
• Process invoices, grades, waivers, and reimbursements	<b>24 times monthly</b>
• Maintain and administer financial management	<b>10 times weekly</b>
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	<b>210 times weekly</b>
• Conduct outreach sessions	<b>24 times monthly</b>
• Conduct counseling sessions	<b>175 times weekly</b>
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	<b>20 times weekly</b>
• Manage the Air Force Distance Learning Training Program (Materials)	<b>3 times monthly</b>
• Manage AETC Type 6 ANNUAL screening	<b>1 time yearly</b>
• Reconcile out-of-cycle AETC Type 6 requests	<b>24 times yearly</b>
• Manage ATN broadcasts and CBT courses	<b>6 times weekly</b>

<b>Moody AFB, GA</b>				
<b>CUSTOMER BASE INFO:</b>				
<u>Total Units Supported</u>	<u>Total Officers</u>	<u>Total Enlisted</u>	<u>Total Civilian</u>	<u>Total</u>
<b>35</b>	<b>419</b>	<b>3550</b>	<b>363</b>	<b>4332</b>
<b>WORKLOAD ESTIMATES:</b>				

<b>ACTION</b>	<b>FREQUENCY</b>
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>	
• Conduct Staff Assistance Visit	35 conducted every 18 months
• Disseminate Policy Changes	20 times monthly
• Conduct base training meetings	4 conducted yearly
• Provide AFTC assistance	1 time monthly
• Manage occupational and training feedback surveys	20 processed monthly
<b>1-2 CONSULTING SERVICES / Education Services</b>	
• Consult with unit commanders	3 times yearly
• Identify problems and recommend solutions	24 times monthly
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>	
• Respond to customer inquiries	10 times daily
<b>2-2 CUSTOMER SERVICE / Education Services</b>	
• Provide Information on programs, functions, and processes	4 times daily
• Schedule appointments	2 times daily
• Process ECI inquiries	3 times weekly
• Review term and class schedules	5 times yearly
• Assign classrooms and equipment	5 times yearly
• Administer/attend BEPAC	4 times yearly
• Meet/work with AIs	3 times weekly
• Assist students	8 times daily
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>	
• Analyze training data for trends	1 time monthly
• Coordinate PCIII transactions with unit training manager	1 time daily
• Process mandatory CDC actions for units without PCIII	2 times monthly
• Process failure to progress packages (TSC "T")	1 time monthly
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages	2 times monthly
• Conduct base training meetings	4 conducted yearly
• Update AFTC completions in PDS	2 times monthly
• Monitor Transaction Registers	1 time daily
<b>3-2 DATA MANAGEMENT / Education Services</b>	
• Support Strategic Education Services Plan	1 time yearly
• Provide data/information to support QES	2 times yearly
• Collect and analyze data	5 times yearly
• Maintain automated education records (PC-III)	3 times daily
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>	
• Receive and process CDC examinations	4 times daily
• Administer course examinations and process answer sheets	3 times daily
• Receive and process test results	4 times daily
• Destroy test materials	1 time weekly
• Process CDC extensions	2 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	1 time weekly
• Administer DANTES and ECI exams and process answer sheets	12 times weekly

• Schedule testing sessions	1 time weekly
• Receive and process test results	1 time weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	3 times weekly
• Publicize testing events	8 times yearly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	12 times monthly
• Process invoices, grades, waivers, and reimbursements	20 times monthly
• Maintain and administer financial management	2 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	30 times weekly
• Conduct outreach sessions	10 times yearly
• Conduct counseling sessions	30 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	25 times weekly
• Manage the Air Force Distance Learning Training Program (Materials)	5 weekly
• Manage AETC Type 6 ANNUAL screening	1 time per year
• Reconcile out-of-cycle AETC Type 6 requests	2 times yearly
• Manage ATN broadcasts and CBT courses	2 times weekly

<b>Mountain Home AFB, ID</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
39	474	3939	428	4841
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			39 conducted every 18 months	

• Disseminate Policy Changes	1 time monthly
• Conduct base training meetings	4 conducted yearly
• Provide AFTC assistance	1 time monthly
• Manage occupational and training feedback surveys	150 processed monthly
<b>1-2 CONSULTING SERVICES / Education Services</b>	
• Consult with unit commanders	3 times monthly
• Identify problems and recommend solutions	12 times monthly
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>	
• Respond to customer inquiries	10 times daily
<b>2-2 CUSTOMER SERVICE / Education Services</b>	
• Provide Information on programs, functions, and processes	72 times daily
• Schedule appointments	12 times daily
• Process ECI inquiries	5 times daily
• Review term and class schedules	12 times yearly
• Assign classrooms and equipment	12 times monthly
• Administer/attend BEPAC	5200 times yearly
• Meet/work with AIs	--
• Assist students	--
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>	
• Analyze training data for trends	1 time monthly
• Coordinate PCIII transactions with unit training manager	1 time daily
• Process mandatory CDC actions for units without PCIII	7 times monthly
• Process failure to progress packages (TSC "T")	1 time monthly
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages	2 times monthly
• Conduct base training meetings	4 conducted yearly
• Update AFTC completions in PDS	2 times monthly
• Monitor Transaction Registers	1 time daily
<b>3-2 DATA MANAGEMENT / Education Services</b>	
• Support Strategic Education Services Plan	1 time yearly
• Provide data/information to support QES	4 times yearly
• Collect and analyze data	1 time quarterly
• Maintain automated education records (PC-III)	17 times daily
• Process PC-III/HAF inquiries and actions	35 times weekly
• Monitor transaction registers	2 times monthly
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>	
• Receive and process CDC examinations	4 times weekly
• Administer course examinations and process answer sheets	3 times weekly
• Receive and process test results	4 times weekly
• Destroy test materials	1 time monthly
• Process CDC extensions	2 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	5 times weekly
• Administer DANTES and ECI exams and process answer sheets	4 times weekly
• Schedule testing sessions	4 times weekly
• Receive and process test results	3 times weekly

• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	1 time daily
• Publicize testing events	2 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	6 times daily
• Process invoices, grades, waivers, and reimbursements	9 times daily
• Maintain and administer financial management	1 time daily
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	3 times monthly
• Conduct outreach sessions	3 times weekly
• Conduct counseling sessions	60 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	1 time daily
• Manage the Air Force Distance Learning Training Program (Materials)	1 time daily
• Manage AETC Type 6 ANNUAL screening	1 time yearly
• Reconcile out-of-cycle AETC Type 6 requests	2 times yearly
• Manage ATN broadcasts and CBT courses	1 daily

<b>Nellis AFB, NV</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
58	834	5581	880	7296
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			58 conducted every 18 months	
• Disseminate Policy Changes			12 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			12 times monthly	

• Manage occupational and training feedback surveys	500 processed per month
<b>1-2 CONSULTING SERVICES / Education Services</b>	
• Consult with unit commanders	3 times monthly
• Identify problems and recommend solutions	3 times monthly
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>	
• Respond to customer inquiries	6 times daily
<b>2-2 CUSTOMER SERVICE / Education Services</b>	
• Provide Information on programs, functions, and processes	2 times weekly
• Schedule appointments	12 times daily
• Process ECI inquiries	2 times daily
• Review term and class schedules	38 times yearly
• Assign classrooms and equipment	12 times monthly
• Administer/attend BEPAC	4 times yearly
• Meet/work with AIs	1 time every 2 weeks
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>	
• Analyze training data for trends	1 time yearly
• Coordinate PCIII transactions with unit training manager	1 time daily
• Process mandatory CDC actions for units without PCIII	3 times monthly
• Process failure to progress packages (TSC "T")	2 times monthly
• Process exceptions to policy, CDC re-activations and waivers, and Air Force Specialty Code (AFSC) withdrawal packages	1 time monthly
• Conduct base training meetings	4 conducted per year
• Update AFTC completions in PDS	3 times monthly
• Monitor Transaction Registers	1 time daily
<b>3-2 DATA MANAGEMENT / Education Services</b>	
• Support Strategic Education Services Plan	1 time per year
• Collect and analyze data	4 times yearly
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>	
• Receive and process CDC examinations	3 times weekly
• Administer course examinations and process answer sheets	2 times weekly
• Receive and process test results	2 times weekly
• Destroy test materials	1 time weekly
• Process CDC extensions	2 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	3 times weekly
• Administer DANTES and ECI exams and process answer sheets	3 times weekly
• Schedule testing sessions	3 times weekly
• Receive and process test results	7 times weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	3 times weekly
• Publicize testing events	6 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	382 times monthly
• Process invoices, grades, waivers, and reimbursements	416 times monthly
• Maintain and administer financial management	5 times weekly

<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	<b>192 times weekly</b>
• Conduct outreach sessions	<b>20 times monthly</b>
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	<b>5 times weekly</b>
• Manage the Air Force Distance Learning Training Program (Materials)	<b>2 times weekly</b>
• Manage AETC Type 6 ANNUAL screening	<b>1 time yearly</b>
• Reconcile out-of-cycle AETC Type 6 requests	<b>10 times yearly</b>
• Manage ATN broadcasts and CBT courses	<b>5 times weekly</b>

<b>Seymour Johnson AFB, NC</b>				
<b>CUSTOMER BASE INFO:</b>				
<u>Total Units Supported</u>	<u>Total Officers</u>	<u>Total Enlisted</u>	<u>Total Civilian</u>	<u>Total</u>
<b>46</b>	<b>477</b>	<b>3823</b>	<b>602</b>	<b>4902</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			<b>21 conducted every 18 months</b>	
• Disseminate Policy Changes			<b>2 times yearly</b>	
• Conduct base training meetings			<b>4 times yearly</b>	
• Provide AFTC assistance			<b>1 time monthly</b>	
• Manage occupational and training feedback surveys			<b>140 processed monthly</b>	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			<b>4 times yearly</b>	
• Identify problems and recommend solutions			<b>4 times monthly</b>	

<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>	
• Respond to customer inquiries	20 times daily
<b>2-2 CUSTOMER SERVICE / Education Services</b>	
• Provide Information on programs, functions, and processes	17 times daily
• Schedule appointments	11 times daily
• Process ECI inquiries	4 times daily
• Review term and class schedules	5 time yearly
• Assign classrooms and equipment	5 times yearly
• Administer/attend BEPAC	5 times yearly
• Meet/work with AIs	10 times yearly
• Assist students	9 times daily
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>	
• Analyze training data for trends	1 time monthly
• Coordinate PCIII transactions with unit training manager	2 times daily
• Process mandatory CDC actions for units without PCIII	2 times monthly
• Conduct base training meetings	4 times yearly
• Update AFTC completions in PDS	1 time monthly
• Monitor Transaction Registers	1 time weekly
<b>3-2 DATA MANAGEMENT / Education Services</b>	
• Support Strategic Education Services Plan	1 time yearly
• Collect and analyze data	260 times yearly
• Maintain automated education records (PC-III)	1 time daily
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>	
• Receive and process CDC examinations	2 times weekly
• Administer course examinations and process answer sheets	2 times weekly
• Receive and process test results	2 times weekly
• Destroy test materials	20 times monthly
• Process CDC extensions	2 times quarterly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	1 time daily
• Administer DANTES and ECI exams and process answer sheets	2 times weekly
• Schedule testing sessions	1 time monthly
• Receive and process test results	1 time weekly
• Destroy voluntary ECI test materials	1 time quarterly
• Perform administrative and security procedures for testing center	5 times weekly
• Publicize testing events	1 time quarterly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms (5 term enrollments plus DL courses and campus courses)	95 times monthly
• Process invoices, grades, waivers, and reimbursements (worked daily)	20 times monthly
• Maintain and administer financial management	5 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	5 times weekly
• Conduct outreach sessions	3 times monthly
• Conduct counseling sessions (scheduled: 30 min CCAF/60 min commissioning)	80 times weekly

<b>7. DISTANCE LEARNING SERVICES</b>	
• <b>Manage the Air Force Distance Learning Training Program (Equipment).</b>	<b>24 times yearly</b>
• <b>Manage the Air Force Distance Learning Training Program (Materials)</b>	<b>18 times yearly</b>
• <b>Manage AETC Type 6 ANNUAL screening</b>	<b>1 time per year</b>
• <b>Reconcile out-of-cycle AETC Type 6 requests</b>	<b>2 times yearly</b>
• <b>Manage ATN broadcasts and CBT courses</b>	<b>18 times yearly</b>

<b>Shaw AFB, SC</b>				
<b>CUSTOMER BASE INFO:</b>				
<b>Total Units Supported</b>	<b>Total Officers</b>	<b>Total Enlisted</b>	<b>Total Civilian</b>	<b>Total</b>
<b>46</b>	<b>647</b>	<b>4440</b>	<b>498</b>	<b>5585</b>
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			46 conducted every 18 months	
• Disseminate Policy Changes			8 times monthly	
• Conduct base training meetings			4 conducted yearly	
• Provide AFTC assistance			1 time monthly	
• Manage occupational and training feedback surveys			300 processed monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			1 time monthly	
• Identify problems and recommend solutions			1 time monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			14 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			20 times daily	
• Schedule appointments			3 times daily	
• Process ECI inquiries			1 time daily	
• Review term and class schedules			480 times yearly	
• Assign classrooms and equipment			25 times monthly	
• Administer/attend BEPAC			3 times yearly	
• Meet/work with AIs			5 times yearly	
• Assist students			20 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			3 times monthly	
• Coordinate PCIII transactions with unit training manager			1 time daily	
• Process mandatory CDC actions for units without PCIII			3 times monthly	
• Conduct base training meetings			4 times yearly	
• Update AFTC completions in PDS			48 times monthly	
• Monitor Transaction Registers			2 times daily	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time per year	
• Provide data/information to support QES			260 times yearly	
• Collect and analyze data			60 times quarterly	
• Maintain automated education records (PC-III)			1 time daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				
• Receive and process CDC examinations			1 time weekly	
• Administer course examinations and process answer sheets			6 times weekly	
• Receive and process test results			7 times weekly	

• Destroy test materials	4 times monthly
• Process CDC extensions	4 times monthly
<b>4-2 TESTING PROGRAM / Education Services</b>	
• Receive and process DANTES and ECI examinations	37 times weekly
• Administer DANTES and ECI exams and process answer sheets	35 times weekly
• Schedule testing sessions	40 times weekly
• Receive and process test results	35 times weekly
• Destroy voluntary ECI test materials	1 time monthly
• Perform administrative and security procedures for testing center	5 times weekly
• Publicize testing events	2 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	20 times monthly
• Process invoices, grades, waivers, and reimbursements	20 times monthly
• Maintain and administer financial management	5 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	50 times weekly
• Conduct outreach sessions	8 times monthly
• Conduct counseling sessions	25 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	5 times weekly
• Manage the Air Force Distance Learning Training Program (Materials)	5 times weekly
• Manage AETC Type 6 ANNUAL screening	1 time per year
• Reconcile out-of-cycle AETC Type 6 requests	104 times yearly
• Manage ATN broadcasts and CBT courses	5 times weekly

<b>Whiteman AFB, MO</b>
-------------------------

<b>CUSTOMER BASE INFO:</b>
----------------------------

<u>Total Units Supported</u>	<u>Total Officers</u>	<u>Total Enlisted</u>	<u>Total Civilian</u>	<u>Total</u>
50	310	2814	621	3745
<b>WORKLOAD ESTIMATES:</b>				
<b>ACTION</b>			<b>FREQUENCY</b>	
<b>1-1 CONSULTING SERVICES / On-the-Job Training</b>				
• Conduct Staff Assistance Visit			50 conducted every 18 months	
• Disseminate Policy Changes			4 times monthly	
• Conduct base training meetings			4 times yearly	
• Provide AFTC assistance			1 time monthly	
• Manage occupational and training feedback surveys			200 monthly	
<b>1-2 CONSULTING SERVICES / Education Services</b>				
• Consult with unit commanders			1 time monthly	
• Identify problems and recommend solutions			3 times monthly	
<b>2-1 CUSTOMER SERVICE / On-the-Job Training</b>				
• Respond to customer inquiries			30 times daily	
<b>2-2 CUSTOMER SERVICE / Education Services</b>				
• Provide Information on programs, functions, and processes			8 times daily	
• Schedule appointments			8 times daily	
• Process ECI inquiries			2 times daily	
• Review term and class schedules			30 times yearly	
• Assign classrooms and equipment			1 time monthly	
• Administer/attend BEPAC			2 times yearly	
• Meet/work with AIs			20 times yearly	
• Assist students			3 times daily	
<b>3-1 DATA MANAGEMENT / On-the-Job Training</b>				
• Analyze training data for trends			5 times monthly	
• Coordinate PCIII transactions with unit training manager			1 time daily	
• Process mandatory CDC actions for units without PCIII			20 times monthly	
• Conduct base training meetings			4 times yearly	
• Update AFTC completions in PDS			2 times monthly	
• Monitor Transaction Registers			1 time daily	
<b>3-2 DATA MANAGEMENT / Education Services</b>				
• Support Strategic Education Services Plan			1 time per year	
• Provide data/information to support QES			4 times yearly	
• Collect and analyze data			3 times quarterly	
• Maintain automated education records (PC-III)			12 times daily	
<b>4-1 TESTING PROGRAM / On-the-Job Training</b>				
• Receive and process CDC examinations			100 times weekly	
• Administer course examinations and process answer sheets			30 times weekly	
• Receive and process test results			30 times weekly	
• Destroy test materials			1 time monthly	
• Process CDC extensions			5 times weekly	
<b>4-2 TESTING PROGRAM / Education Services</b>				

• Receive and process DANTES and ECI examinations	1 time weekly
• Administer DANTES and ECI exams and process answer sheets	3 times weekly
• Schedule testing sessions	3 times weekly
• Receive and process test results	3 times weekly
• Destroy voluntary ECI test materials	4 times monthly
• Perform administrative and security procedures for testing center	6 times weekly
• Publicize testing events	2 times monthly
<b>5. FINANCIAL MANAGEMENT</b>	
• Process MTA AF Form 1227 and CTA forms	296 times monthly
• Process invoices, grades, waivers, and reimbursements	192 times monthly
• Maintain and administer financial management	25 times weekly
<b>6. COUNSELING</b>	
• Conduct counseling sessions in support of education services programs	4 times weekly
• Conduct outreach sessions	4 times yearly
• Conduct counseling sessions	4 times weekly
<b>7. DISTANCE LEARNING SERVICES</b>	
• Manage the Air Force Distance Learning Training Program (Equipment).	4 times weekly
• Manage the Air Force Distance Learning Training Program (Materials)	4 times yearly
• Manage AETC Type 6 ANNUAL screening	1 time per year
• Reconcile out-of-cycle AETC Type 6 requests	15 times yearly
• Manage ATN broadcasts and CBT courses	5 times yearly

## APPENDIX B

### Government Furnished BTES Facilities and Equipment.

<b>Education Services Facilities located at: Barksdale AFB</b>	<b>Facility Address: 2 MSS/DPE 723 Douchet Dr Barksdale AFB LA 71110</b>
--	--

Classroom/Space		Bldg Number	Square Feet	
Education Services Flight		----	25,210 Sq. Ft.	
Government-Furnished / Contractor Maintained Equipment				
Equipment	Date Acquired	Condition	Quantity	Price Per Each Item
Overhead Projectors	1998	Excellent	4	\$210.00
Philips VCR	Unknown	Excellent	8	\$99.96
Sanyo 29" Television	Unknown	Excellent	1	Unknown
IBM Typewriter	1996	Good	5	\$482.00
Zenith VCR	Unknown	Excellent	1	Unknown
Magnavox 25" Television	Unknown	Excellent	8	\$229.00
RCA 13" TV/VCR Combo	Unknown	Excellent	1	Unknown
Gold Star TV/VCR Combo	Unknown	Excellent	1	Unknown
Mitsubishi 35" Television	Unknown	Excellent	1	Unknown
Compaq Desk Pro CPU	1998	Excellent	10	\$1,820.00
Dell Dimension CPU	Unknown	Excellent	9	Unknown
Zenith Z-Station GT Pro CPU	1998	Excellent	14	\$2,100.00
Compaq Presario CPU	1998	Excellent	8	\$1,700.00
Gateway CPU	Unknown	Fair	9	Unknown
Gateway 2000 CPU	1998	Excellent	3	\$1,500.00
Dell Power Edge Server	1998	Excellent	2	Unknown
APC Smart UPS 1000	Unknown	Excellent	2	Unknown
APC Smart UPS 1250	Unknown	Excellent	1	Unknown
APC Smart UPS 2200	1998	Excellent	2	\$879.50
In Focus Projector	Unknown	Excellent	1	\$2,295.00
3 COM Super Stack Hub	1998	Excellent	3	\$1,599.99
HP Desk Jet Printer	Unknown	Excellent	2	Unknown
HP Laser Jet 5M Printer	Unknown	Excellent	6	Unknown
HP Laser Jet 4 Plus	Unknown	Excellent	2	Unknown
HP Laser Jet 3	Unknown	Excellent	2	Unknown
Scan Ace 3 Scanner	Unknown	Excellent	1	Unknown
LANN System	Unknown	Excellent	1	Unknown
Satellite	Unknown	Excellent	2	\$3,395.00
GTSI Computer 486	Unknown	Excellent	3	Unknown
Northwest Computer 486	Unknown	Fair	1	Unknown
Zenith 286	Unknown	Fair	3	Unknown
Power File	Unknown	Good	1	\$14,037.98
Hewlett Packard LaserJet 4050TN Printer	30 Sep 99	New	5	\$1,442.00
Duplex Assembly for Hewlett Packard LaserJet 4050TN Printer	30 Sep 99	New	5	\$242.00
5-year On-site Warranty for Hewlett Packard LaserJet 4050TN Printer	30 Sep 99	New	5	\$259.00
Government-Furnished / Government Maintained Equipment				
Equipment	Date Acquired	Condition	Quantity	Price Per Each Item
White Boards	1998	Excellent	8	\$150.00
Office Chairs	Unknown	Excellent	62	\$139.00
Classroom Chairs	Unknown	Excellent	176	\$298.00
Lectern**	Unknown	Good	8	Unknown

2 Drawer File	1996	Excellent	1	\$298.00
4 Drawer File**	1996	Excellent	3	Unknown
5 Drawer File**	1996	Excellent	2	Unknown
Conference Table**	Unknown	Excellent	1	Unknown
Student Desk	Unknown	Excellent	13	\$249.00
DSL Headphones	1998	Excellent	15	\$33.99
Modular Furniture	1998	Excellent	1	\$9,500.00
Safe**	Unknown	Excellent	1	Unknown
Student Tables	1996	Good	164	\$104.59
Work Station	1997	Excellent	2	\$471.00
<b>Base Training Facilities located at: Barksdale AFB</b>	<b>Facility Address: 2 MSS/DPMAT 345 Davis Ave, West Ste 210 Barksdale AFB, LA 71110-2073</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Superintendent Office	-----	145 Sq. Ft.		
Base Military Training (BMT) Office	-----	220 Sq. Ft.		
Base Military Training Testing Office	-----	238 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Hewlett Packard Desk Jet 680c Printer	1995	Good	1	\$130.00
Triad Computer	1999	Excellent	2	\$1,595.00
17" KDS Monitor	1999	Excellent	2	\$645.00
Typewriter	1988	Good	1	\$100.00
Hewlett Packard Laser Jet 5V Printer	1996	Excellent	1	\$2,745.00
Computer	1996	Excellent	1	\$1,340.00
Daewood 17" Monitor	1996	Excellent	1	\$579.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Credenza	1995	Good	1	\$205.00
Book Case	1992	Good	1	\$90.00
Printer Stand	1992	Good	1	\$50.00
Computer Desk	1992	Good	1	\$140.00
Wall Picture	1995	Good	1	\$90.00
Desk Chair	1995	Good	1	\$120.00
Desk Chair	1995	Good	1	\$120.00
Chair	1995	Good	1	\$150.00
Office Desk	1995	Good	2	\$459.00
Office Desk	1995	Good	1	\$459.00
Credenza	1988	Poor	1	\$200.00
File Cabinet	Unknown	Poor	1	\$80.00
File Cabinet/Safe	Unknown	Poor	1	\$150.00
Typewriter Table	1988	Good	1	\$60.00
Cross Cut Shredder	Unknown	Good	1	\$200.00

<b>Education Services Facilities located at: Beale AFB</b>	<b>Facility Address: 9 MSS/DPE 17849 16<sup>th</sup> St Beale AFB CA 95903</b>			
<b>Classroom/Space</b>		<b>Bldg Number</b>	<b>Square Feet</b>	
Education Services Flight		-----	14,400 Sq. Ft.	
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quan tity</b>	<b>Price Per Each Item</b>
HP Printer 340	1995	Good	4	\$407.00
Dell Server	1996	Good	1	\$11,500.00
Close Circuit TV Systems	1998	Excellent	1	\$12,000.00

Desk Top 5 Computers Microns	1998	Excellent	27	\$2,424.00
Desk Top 5 Computers Microns	1997	Good	16	\$2,899.00
Desk Top 5 Computers Tempos	1996	Fair	20	\$2,196.00
Dell Dimension XPS Pentium II 400MHz	1999	Excellent	5	\$2,510.00
ECI Computers Gateway	1996	Good	2	\$2,500.00
Satellite	1996	Good	1	\$5,000.00
CLI	1996	Good	2	\$3,100.00
ATP	1998	Excellent	1	\$1,100.00
TTI	1994	Good	1	\$1,500.00
HP ScanJet 6000cse	1998	Excellent	1	\$399.99
Color Printer HP DeskJet 722C	1998	Excellent	1	\$299.99
Test Scanner/Op Scan 3/152	1998	Excellent	1	\$3,500.00
Panasonic DT273MS 27" Television Mon	1998	Excellent	1	\$2,328.00
Lite Pro Extended Lens	1998	Excellent	2	\$1,169.00
Fax Machine	1993	Fair	1	\$369.00
Surf Mate Wireless Keyboard	1999	Excellent	3	\$64.95
Cisco Router	1996	Good	1	\$5,523.00
LAN System	1998	Excellent	1	\$17,230.00
Parigain Modems	1996	Good	2	\$1,500.00
Electrical Screens	1998	Excellent	14	\$2,500.00
Lexmark LaserJet	1996	Good	2	\$2,050.00
HP Printer LaserJet 5P	1996	Good	2	\$2,005.00
HP Printer LaserJet III	1994	Fair	1	\$2,027.00
HP Printer LaserJet 4 V	1996	Good	3	\$2,064.00
HP Printer LaserJet 4 plus	1996	Good	4	\$1,936.00
Lite Pro 580	1996	Excellent	1	\$3,700.00
Lite Pro 4100F	1998	Excellent	3	\$3,997.00
Lite Pro 4100Z Extended Lens	1998	Excellent	4	\$5,100.00
Sharp VCR	1992	Fair	1	\$425.00
Panasonic VCR	1993	Good	10	\$340.00
Goldstar VCR	1998	Fair	14	\$248.00
Overhead	1997	Excellent	1	\$600.00
Overhead 3M	1996	Excellent	3	\$530.00
Realistic 19" Television	1994	Good	10	\$500.00
Panasonic 25" Television Monitor	1993	Good	1	\$2,500.00
Panasonic 27" Television Monitor	1998	Excellent	6	\$4,556.00
Tobisia 35" Televisions	1994	Good	2	\$3,500.00
Overhead	1998	Excellent	3	\$500.00
Resource Computers Zeniths	1997	Good	3	\$3,780.00
Micron Pentium III 600MHz Minitower Computer, 256 RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30 Sep 99	New	30	\$2,095.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Whiteboard	1998	Excellent	16	\$800.00
Computer Desks	1998	Good	52	\$302.00
Computer Desks	1997	Fair	16	\$330.00

Classroom Chairs	1998	Excellent	358	\$178.00
Instructor Chairs	1998	Good	12	\$96.00
Office Chairs	1998	Excellent	24	\$240.00
Customer Chairs	1998	Excellent	20	\$235.00
Customer Chairs (Hardback)	1997	Excellent	4	\$150.00
Lectern	1998	Good	10	\$901.00
3 Drawer File Cabinet	1998	Good	8	\$510.00
4 Drawer File Cabinet	1998	Good	4	\$1,020.00
Table	1998	Excellent	1	\$680.00
Conference Table	1998	Excellent	1	\$652.00
Successories Art Work	1998	Excellent	8	\$81.00
Art Source Art Work	1997	Excellent	12	\$83.00
Successories Art Work	1997	Excellent	11	\$96.00
Successories Art Work	1998	Excellent	8	\$91.00
Art Source Art Work	1998	Excellent	8	\$91.00
Student Desks	1998	Excellent	163	\$425.00
4 Drawer Files	1998	Excellent	4	\$1,000.00
Modular Furniture (testing)	1998	Excellent	1	\$2,034.00
Modular Furniture (Counselor/Chief)	1998	Excellent	3	\$3,206.00
Modular Furniture (Yuba College)	1998	Excellent	1	\$12,333.00
Modular Furniture (ERU/UOP Schools)	1998	Excellent	1	\$7,707.00
Modular Furniture (ESF Admin Office)	1998	Excellent	1	\$14,919.00
Modular Furniture (Resource Room)	1998	Excellent	1	\$4,174.00

<b>Base Training Facilities located at: Beale AFB</b>		<b>Facility Address: 9 MSS/DPMAT 17855 Warren Shingle Rd Beale AFB, CA 95903</b>		
<b>Classroom/Space</b>		<b>Bldg Number</b>	<b>Square Feet</b>	
Base Training Office		-----	80 Sq. Ft.	
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Micron MMX 200 Pentium	Unknown	Good	1	\$2,000.00
Compaq Desk Pro 300 MMZ	Unknown	Good	1	\$2,495.00
Daewood 17" Color Monitor	Unknown	Good	1	\$400.00
ATI Acute 17" Color Monitor	Unknown	Good	1	\$375.00
<b>Government-Furnished / Government Maintained Equipment</b>				

<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Not Listed				

<b>Combined Education Services and Base Training Facilities located at: Cannon AFB</b>	<b>Facility Address: 27 MSS/DPE 110 E Sextant Ave, STE 2090 Cannon AFB NM 88103-5326</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Education Services Flight	-----	9,128 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Dell Dimension XPS Pentium II 400MHz computer	1999	Excellent	7	\$ 2,510.00
Desk Top 5 Computers Compaq's	1997	Good	17	\$ 2,763.00
Desk Top 5 Computers Microns	1998	Excellent	2	\$ 2,566.00
Desk Top 5 Computers Zeniths	1996	Excellent	13	\$ 3,780.00
Epson Stylus	1996	Good	6	\$ 150.00
Epson Stylus Pro	1996	Good	1	\$ 220.00

Gateway P5-133	1996	Good	3	\$ 2,500.00
GE 21" TV	1995	Good	1	\$ 299.00
HP Printer LaserJet 4	1996	Good	2	\$ 1,936.00
HP Printer LaserJet 5	1997	Excellent	5	\$ 1,544.00
IBM Wheelwriter 3	1996	Good	3	\$ 757.00
INFOCUS Multimedia Projector	1998	Excellent	1	\$ 6,330.00
Lexmark Optra Printer	1998	Excellent	1	\$ 2,050.00
Micron Trek 233 Notebook	1998	Excellent	1	\$ 2,597.73
Mini Tower Workstation	1997	Excellent	1	\$ 199.98
Office Shredder	1998	Excellent	1	\$ 2,746.75
Overhead Projector	1998	Excellent	4	\$ 199.99
Overhead Projector	1997	Good	4	\$ 159.00
RCA 19" TV	1994	Good	3	\$ 279.00
RCA 26" TV	1997	Excellent	1	\$ 335.00
Sanyo 27" TV	1997	Excellent	1	\$ 349.00
Sanyo 32" TV	1997	Excellent	1	\$ 379.00
Satellite	1995	Good	1	\$ 5,000.00
Sharp 19" TV	1997	Good	4	\$ 269.00
Sharp 21"	1996	Good	3	\$ 299.00
Sony 15" TV	1994	Good	1	\$ 169.00
Micron Pentium III 600MHz Minitower Computer, 256 RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	1999	Excellent	21	\$ 2,095.00
Headsets	1997	Excellent	4	\$ 39.99
Hewlett Packard LaserJet 8100DN Printer s/Interface Cable	1999	Excellent	1	\$ 3,982.00
Toshiba TLP 651 Media Star LCD Projector	1999	Excellent	1	\$ 5,800.00
OPSCAN 3 Scanner (testing)	1999	Excellent	1	\$ 3,439.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
24X36 Tables	1996	Good	6	\$ 91.00
2-Drawer Vertical File Cabinet	1995	Good	1	\$ 131.75
4 Drawer Lateral File Cabinets	1998	Excellent	2	\$ 404.00
42" Computer Desk	1998	Excellent	19	\$ 160.00
5-Drawer Vertical File Cabinet	1995	Good	1	\$ 246.90
60X18 Folding Table	1998	Excellent	95	\$ 204.00
72X48 Melamine Wrtg Brd	1998	Excellent	10	\$ 102.00
78" Storage Cabinets	1994	Fair	1	\$ 346.10
96X48 Melamine Wrtg Brd	1998	Excellent	8	\$ 129.00
Audio Visual Cart 48"	1995	Good	2	\$ 178.00
Bulletin Boards	1998	Excellent	2	\$ 680.00
Customer Chairs	1997	Excellent	9	\$ 379.00
Displays w/pockets	1998	Good	1	\$ 169.95

Displays w/pockets	1998	Excellent	4	\$ 179.95
Lab Tables	1995	Excellent	7	\$ 298.00
Message Board 30X36	1995	Good	1	\$ 72.99
Message Board 30X36	1995	Good	2	\$ 53.99
Office Furniture Modular	1997	Excellent	11	\$ 2,050.00
Office Furniture Modular	1997	Excellent	1	\$ 1,958.00
Office Furniture Modular	1999	Excellent	1	\$ 2,050.00
Podium	1994	Excellent	5	\$ 160.00
Portable desktop Podiums	1999	Excellent	4	\$ 95.00
Portable Overhead Screens	1995	Excellent	1	\$ 125.85
Printer Stand	1998	Excellent	2	\$ 130.00
Secretarial Cabinet	1997	Excellent	3	\$ 320.00
Skyline Attaché Tri-Fold Display	1997	Excellent	1	\$ 539.00
Slate Chalkboards	1995	Good	3	\$ 235.00
Steno Chair	1998	Good	1	\$ 5,789.00
Tables 24X72	1996	Excellent	4	\$ 149.95
Tables 30X72	1996	Excellent	4	\$ 153.95
Ergo Chairs	1997	Excellent	10	\$ 120.00
4 X 8 Vinyl-Covered Boards	1994	Good	4	\$ 109.00
High Back Swivel Chairs	1999	Good	229	\$ 109.00
Oak Display Rack	1999	Excellent	1	\$ 304.95

<b>Education Services Facilities located at:</b> <b>Davis Monthan AFB</b>	<b>Facility Address: 355 MSS/DPE</b> <b>5260 Granite St, Ste 20</b> <b>Davis-Monthan AFB AZ 85707</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Education Services Center	-----	574 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Xerox Desk top copier	<1 year	Good	1	\$295.00
Zenith Data System Monitor 14"	<3 years	Good	14	\$400.00
Zenith Data System Z-Sta GT Pro	<3 years	Good	17	\$2,000.00
Zenith Data System Z-Sta GT Pro	<3 years	Good	1	\$2,000.00
Zenith Data System Z-Sta GT Pro	<3 years	Good	2	\$2,000.00
Zenith Data System Z-Sta GT Pro	<3 years	Good	14	\$2,000.00
Viewsonic Projector	<1 year	Good	1	\$3,959.00

Video Camera	<3 years	Good	1	\$600.00
Toshiba Monitor	<3 years	Good	1	\$500.00
Toshiba Monitor	<3 years	Good	1	\$500.00
Telex Tape Recorder	>5 years	Good	1	\$150.00
Sony Trinitron TV 35"	<2 years	Excellent	1	\$899.00
Sony Trinitron TV 35"	<2 years	Excellent	1	\$899.00
Samsung VCR	<3 years	Good	1	\$250.00
Projector Screen	>5 years	Good	2	\$150.00
QMS Laser Color Printer	<2 years	Excellent	1	\$6,199.00
Quasar TV Monitor	<3 years	Good	1	\$400.00
Quasar TV/VCR Combo	<3 years	Good	8	\$400.00
Projector Screen, Electric	<3 years	Good	1	\$775.00
Projection Screen Electric	>5 years	Good	1	\$775.00
Panasonic Audio Tape Recorders	<2 years	Excellent	6	\$25.00
Panasonic Cassette Recorder	<5 years	Good	1	\$25.00
Panasonic Color TV 35"	<2 years	Excellent	1	\$845.00
Panasonic TV Monitor	<3 years	Good	6	\$400.00
Panasonic TV/VCR Combo	>5 years	Good	1	\$400.00
Panasonic Typewriter	<5 years	Good	3	\$275.00
Paper Shredder	>5 years	Good	1	\$85.00
Overhead Projector	>5 years	Good	7	\$275.00
Mitsubishi TV Monitor	<3 years	Good	1	\$400.00
NCS Opscan 3 Mod 12 Scanner	<5 years	Good	1	\$400.00
Magnavox Enhanced VGA Monitor	<3 years	Good	1	\$700.00
Magnavox Enhanced VGA Monitor	<3 years	Good	11	\$400.00
IBM Typewriter	>5 years	Good	4	\$350.00
Infocus 486DX4 Lap Top	>3 years	Good	2	\$2,000.00
Kombo Binding Machine	<2 years	Excellent	1	\$300.00
HP LaserJet 4 Plus Printer	<3 years	Good	1	\$700.00
HP LaserJet 5M Printer	<3 years	Good	1	\$700.00
HP LaserJet 5M Printer	<3 years	Good	10	\$700.00
HP LaserJet III Printer	<3 years	Good	1	\$600.00
HP LaserJet III Printer	<3 years	Good	1	\$600.00
HP LaserJet Printer	>5 years	Good	1	\$700.00
HP OfficeJet Printer, Fax Copier	<3 years	Good	1	\$650.00
HP ScanJet Scanner	<3 years	Good	2	\$300.00
Hewlett Packard Fax Machine	>5 years	Good	1	\$550.00
HP DeskJet 560C Color Printer	<3 years	Good	1	\$500.00
HP LaserJet 4 Plus Printer	<3 years	Good	3	\$700.00
Gateway 200 Computer, 586	<3 years	Good	1	\$2,000.00
GTSI Desktop Computer, 486	<3 years	Good	1	\$1,500.00
Epson LQ 570 Printer	>3 years	Good	1	\$450.00
Everex Tempo Computer 486	<3 years	Good	10	\$1,500.00
Fellows Paper Shredder	>5 years	Good	1	\$85.00
Eggcam Video Camera	<1 Year	Good	3	\$201.00
DFI Monitor	<3 years	Good	4	\$400.00
Digital Satellite System	<1 years	Good	1	\$3,464.00
CTX Color Monitor 14 "	<3 years	Good	1	\$350.00

CTX Color Monitor 14 "	<3 years	Good	2	\$400.00
CTX Color Monitor 14 "	< 5 years	Good	1	\$400.00
CTX Color Monitor 17 "	<3 years	Good	14	\$700.00
Dell Computer Pentium II 400 MHz	<2 years	Excellent	6	\$2,510.00
Canon Fax Phone	<3 years	Good	1	\$199.00
Canon Lap Top	<5 years	Good	1	\$2,000.00
Compaq Deskpro Computer 586	<3 years	Good	15	\$2,000.00
AIT Color Monitor 17"	< 3 years	Good	10	\$750.00
AIT Color Monitor 15"	< 3 years	Good	2	\$500.00
Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	36	\$2,095.00
Hewlett Packard LaserJet 8100DN Printer w/Interface Cable	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$187.00
2,000 Input Tray for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$718.00
8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$254.00
Toshiba TLP 651 Media Star LCD Projector	30-Sep-99	New	2	\$5,789.00
Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$4,915.00
SP-CW2EXP Cable Wizard 2 Extension for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$352.00
SP-CEIL-LM750 Ceiling Mount for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$212.00
SP-CW2 Cable Wizard 2 for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$205.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
14" x 18" End Table w/File	> 5 years	Good	2	\$25.00
18" x 30" Wood Table	> 5 years	Good	1	\$30.00
18" x33" Rolling Table w/Fold Outs	> 5 years	Good	1	\$35.00
18" x 33" Wood Table	> 5 years	Good	1	\$30.00
2 Drawer File Cabinet	> 5 years	Good	4	\$50.00
2 Shelf Rolling Cart	> 5 years	Good	2	\$45.00
2' x 3' Table w/Drawer	> 5 years	Good	3	\$40.00
24' x 30" Table	> 5 years	Good	1	\$35.00
3 Shelf Rolling Cart	> 5 years	Good	1	\$75.00
36 Unit Organizer, Med Oak	<2 years	Excellent	1	\$159.00
4.5gb Hard Drive for Server	<2 years	Excellent	1	\$418.00
Adjustable Short Back Chair	> 5 years	Good	34	\$125.00
Adjustable Short Back Chair	> 5 years	Good	3	\$125.00
Audio Visual Carts for TV	<2 years	Excellent	4	\$616.00
Axis Web camera	< 1 year	Good	1	\$904.00

Blue Padded Metal Frame Chair	> 5 years	Good	15	\$75.00
Book Case 1 Shelf	> 5 years	Good	14	\$25.00
Book Case 2 Shelf	> 5 years	Good	8	\$55.00
Book Case 3 Shelf	> 5 years	Good	3	\$95.00
Book Case 4 Shelf	> 5 years	Good	1	\$150.00
Book Case 5 Shelf	> 5 years	Excellent	1	\$179.00
Book Case, Honey Oak, 5 Shelf	<2 years	Excellent	4	\$130.00
Book Case, Metal, 3 Shelf	> 5 years	Good	2	\$95.00
Book Case, wood, 5 Shelf	> 5 years	Good	7	\$105.00
Book Rack, Open, 8 Shelf	>5 years	Good	1	\$50.00
Brewmatic Pourover Coffee Maker	<2 years	Excellent	1	\$347.00
Computer Credenza, Med Oak	<2 years	Excellent	1	\$619.00
Computer Desk, Wood	> 5 years	Good	1	\$199.00
Computer Hutch	> 5 years	Good	2	\$99.00
Computer Table, Light Grey	> 5 years	Good	4	\$50.00
Computer Table, Light Grey	> 5 years	Good	1	\$50.00
Computer Work Table	> 5 years	Good	2	\$65.00
Computer Work Stand	>5 years	Good	2	\$45.00
Computer Work Station	>5 years	Good	5	\$395.00
Computer Work Station Table	>5 years	Excellent	3	\$65.00
Computer Work Station Wood	<1 year	Good	1	\$200.00
Couch	> 5 years	Good	1	\$65.00
Credenza Wood	>5 years	Good	1	\$225.00
Designer Panel 5' x 2"	<2 years	Excellent	2	\$229.00
Designer Panel 5' x 2'6"	<2 years	Excellent	2	\$229.00
Computer Table, Light Grey	> 5 years	Good	1	\$50.00
Computer Work Table	> 5 years	Good	2	\$65.00
Computer Work Stand	>5 years	Good	2	\$45.00
Computer Work Station	>5 years	Good	5	\$395.00
Computer Work Station Table	>5 years	Excellent	3	\$65.00
Computer Work Station Wood	<1 year	Good	1	\$200.00
Couch	> 5 years	Good	1	\$65.00
Credenza Wood	>5 years	Good	1	\$225.00
Designer Panel 5' x 2"	<2 years	Excellent	2	\$229.00
Designer Panel 5' x 2'6"	<2 years	Excellent	2	\$229.00
Computer Table, Light Grey	> 5 years	Good	1	\$50.00
Computer Work Table	> 5 years	Good	2	\$65.00
Computer Work Stand	>5 years	Good	2	\$45.00
Computer Work Station	>5 years	Good	5	\$395.00
Computer Work Station Table	>5 years	Excellent	3	\$65.00
Computer Work Station Wood	<1 year	Good	1	\$200.00
Couch	> 5 years	Good	1	\$65.00
Credenza Wood	>5 years	Good	1	\$225.00
Designer Panel 5' x 2"	<2 years	Excellent	2	\$229.00
Designer Panel 5' x 2'6"	<2 years	Excellent	2	\$229.00
Designer Panel 5' x 3'6" radius	<2 years	Excellent	1	\$459.00
Designer Panel 5'x 4'	<2 years	Excellent	1	\$319.00
Desk Chair	>5 years	Good	15	\$175.00

Desk Chair High Back	<2 years	Excellent	3	\$368.00
Desk Table	>5 years	Good	1	\$45.00
Drafting Table	<2 years	Good	1	\$140.00
End Table	>5 years	Good	11	\$25.00
File Cabinet, 4 Drawer	>5 years	Good	5	\$100.00
File Cabinet, 4 Drawer	>5 years	Good	1	\$100.00
File Cabinet, 4 Drawer	>5 years	Good	3	\$100.00
File Cabinet, 5 Drawer	>5 years	Good	1	\$135.00
File Cabinet, 5 Drawer	>5 years	Good	1	\$135.00
File Cabinet, 5 Drawer	>5 years	Good	1	\$135.00
File Cabinet, 5 Drawer	>5 years	Good	1	\$135.00
File Cabinet, 5 Drawer	>5 years	Good	1	\$135.00
File Cabinet, 5 Drawer	>5 years	Good	2	\$135.00
File Cabinet, 5 Drawer	>5 years	Good	3	\$135.00
File Cabinet, 5 Drawer	>5 years	Good	3	\$135.00
File Cabinet, 5 Drawer	>5 years	Good	4	\$135.00
File Cabinet, 5 Drawer	>5 years	Good	7	\$135.00
File Cabinet, Steel, 4 Drawer	<2 years	Good	1	\$749.00
File Cabinet, Wide	>5 years	Good	1	\$150.00
File Rack, Open	>5 years	Good	3	\$125.00
Folding Chalk Board	>5 years	Good	1	\$50.00
Folding Table	>5 years	Good	1	\$45.00
Folding Table	>5 years	Good	2	\$45.00
Folding Table, Long	>5 years	Good	1	\$65.00
Folding Table, 5' Narrow	<3 years	Good	17	\$75.00
Hand Truck	>5 years	Good	1	\$45.00
Hand Truck w/Rails	>5 years	Good	1	\$110.00
Hardwood Chair, Med Oak	<2 years	Excellent	3	\$219.00
Hat Rack	>5 years	Good	1	\$15.00
Hutch top	<2 years	Good	1	\$329.00
Ladder	>5 years	Good	1	\$35.00
Large Fan	>5 years	Good	1	\$95.00
Lateral File	<2 years	Excellent	1	\$349.00
Low Back Chair	>5 years	Good	1	\$125.00
Low Back Chair	>5 years	Good	1	\$65.00
Low Back Chair	>5 years	Good	1	\$65.00
Low Back Chair	>5 years	Good	2	\$65.00
Mini Open File	>5 years	Good	1	\$15.00
Mini Work Station, Wood	>5 years	Good	1	\$45.00
Non-adjustable Chair	>5 years	Good	1	\$35.00
Office Desk L-Shaped	>5 years	Good	1	\$175.00
Office Desk Med	>5 years	Good	1	\$200.00
Office Desk Med Oak	<2 years	Excellent	1	\$595.00
Office Desk Metal Med	<5 years	Good	1	\$200.00
Office Desk Metal Med	>5 years	Good	1	\$200.00
Office Desk Metal w/wood top lg	>5 years	Good	1	\$225.00
Office Desk Metal w/wood top lg	>5 years	Good	1	\$225.00
Office Desk Metal w/wood top lg	<5 years	Good	1	\$225.00

Office Desk Metal w/wood top med	>5 years	Good	1	\$200.00
Office Desk Metal w/wood top med	>5 years	Good	1	\$200.00
Office Desk Metal w/wood top med	>5 years	Good	1	\$200.00
Office Desk Metal w/wood top sm	<5 years	Good	1	\$155.00
Office Desk Metal w/wood top sm	>5 years	Good	1	\$155.00
Office Desk Metal w/wood top sm	>5 years	Good	1	\$155.00
Office Desk Metal w/wood top sm	>5 years	Good	1	\$155.00
Office Desk Metal w/wood top sm	>5 years	Good	1	\$50.00
Office Desk Metal w/wood top sm	>5 years	Good	1	\$50.00
Office Desk Metal w/wood top sm	>5 years	Good	1	\$50.00
Office Desk Metal w/wood top sm	>5 years	Good	1	\$155.00
Office Desk sm	>5 years	Good	2	\$155.00
Office Desk Wood	<3 years	Good	1	\$200.00
Office Desk Wood lg	>5 years	Good	1	\$225.00
Office Desk Wood med	>5 years	Good	1	\$200.00
Office Desk Wood med	>5 years	Good	2	\$200.00
Office Desk Wood med	>5 years	Good	3	\$200.00
Open Handout Rack	<1 year	Good	6	\$25.00
Oscillating Fan	>5 years	Good	1	\$20.00
Oscillating Fan	>5 years	Good	1	\$20.00
Oscillating Fan	>5 years	Good	1	\$20.00
Oscillating Fan	<5 years	Good	1	\$20.00
Oscillating Fan	>5 years	Good	1	\$20.00
Oscillating Fan	>5 years	Good	1	\$20.00
Oscillating Fan	>5 years	Good	2	\$20.00
Oscillating Fan sm	>5 years	Good	1	\$20.00
Oscillating Fan sm	>5 years	Good	1	\$20.00
Oscillating Fans	>5 years	Good	2	\$20.00
Over Head Hutch Med Oak	<2 years	Excellent	1	\$495.00
Overhead Projector Cart	>5 years	Good	1	\$45.00
Overhead Projector Cart	>5 years	Good	1	\$45.00
Overhead Projector Cart	>5 years	Good	1	\$45.00
Overhead Projector Cart	<5 years	Good	1	\$45.00
Overhead Projector Cart	>5 years	Good	2	\$45.00
Overhead Projector w/Cart	>5 years	Good	1	\$275.00
Padded Chair	>5 years	Good	2	\$65.00
Patton Fan lg	>5 years	Good	1	\$25.00
Podium	>5 years	Good	8	\$25.00
Podium	>5 years	Good	8	\$25.00
Portable Chalkboard	>5 years	Good	1	\$55.00
Portable Chalkboard	>5 years	Good	1	\$55.00
Printer Table	>5 years	Good	1	\$65.00
Projector Cart	>5 years	Good	1	\$45.00
Projector Screen	<3 years	Good	8	\$225.00
Projector Screen	<3 years	Good	8	\$225.00
Projector Screen w/floor stand	<3 years	Good	1	\$150.00
Projector Screen w/floor stand	>5 years	Good	1	\$150.00
Reading Stand	>5 years	Good	1	\$45.00

Reclining Chair	>5 years	Fair	1	\$299.00
Rellinino arm chair	>5 years	Good	2	\$135.00
Roll Top Desk w/o Roll Top	>5 years	Good	1	\$100.00
Rolling Cart Storage Cabinet	>5 years	Good	2	\$125.00
Rolling Cart Storage Cabinet	>5 years	Good	2	\$125.00
Rolling Open Rack 4 Shelf	>5 years	Good	1	\$30.00
Rolling Podium	>5 years	Good	1	\$35.00
Rolling Podium	>5 years	Good	1	\$35.00
Rolling TV Stand/Cabinet	>5 years	Good	1	\$195.00
Rolling Workstation	>5 years	Good	1	\$75.00
Seat Row w/Table	>5 years	Good	1	\$195.00
Seat Row w/Table	>5 years	Good	10	\$150.00
Server Cabinet	>5 years	Good	1	\$75.00
Server Dell Poweredge	<3 years	Good	1	\$6,000.00
Shortback Chair	>5 years	Good	10	\$50.00
Small Table	>5 years	Good	3	\$25.00
Storage Cabinet	>5 years	Good	13	\$65.00
Storage Cabinet	>5 years	Good	2	\$65.00
Straight Connector	<2 years	Excellent	4	\$8.00
Straightback Chair	<3 years	Good	288	\$65.00
Straightback Chair	>5 years	Good	299	\$65.00
Straightback Chair	>5 years	NS	3	\$65.00
Straightback Chair	>5 years	NS	4	\$65.00
Straightback Chair w/Arms	>5 years	Good	4	\$75.00
Straightback Chair	>5 years	Good	10	\$75.00
Student work Station	>5 years	Good	1	\$75.00
Student work Station	>5 years	Good	17	\$125.00
Surge Protector	>5 years	Good	1	\$12.00
T-base Foot	<2 years	Excellent	1	\$12.00
Table 3'	>5 years	Good	19	\$60.00
Table 5'	>5 years	Good	129	\$100.00
Table 5'	>5 years	Good	108	\$100.00
Table sm	>5 years	Good	1	\$25.00
Table sm	>5 years	Good	1	\$25.00
Table sm	>5 years	Good	1	\$25.00
table Stand	>5 years	Good	1	\$25.00
Table w/Drawer Wood	>5 years	Good	1	\$35.00
Table w/Drawer Wood	>5 years	Good	1	\$35.00
Table w/shelf sm	>5 years	Good	1	\$30.00
Table Wood sm	>5 years	Good	2	\$25.00
Testing Carousel	>5 years	Good	4	\$60.00
Testing Carousel	>5 years	Good	5	\$60.00
TTI Microphone	>5 years	Good	9	\$25.00
TV Shelf w/stand	<3 years	Good	1	\$35.00
Typing Table w/roller	>5 years	Good	1	\$35.00
U-Workstation w Hutch	<2 years	Excellent	1	\$349.00
Video Cart	>5 years	Good	2	\$45.00
Wall Bracket	<2 years	Excellent	2	\$12.00

Whiteboard	<3 years	Good	13	\$208.00
Whiteboard	>5 years	Good	7	\$208.00
Workstation L-right return	<2 years	Good	1	\$595.00
Workstation Table	>5 years	Good	1	\$225.00
<b>Base Training Facilities located at: Davis Monthan AFB</b>	<b>Facility Address: 355 MSS/DPMAT 5260 E Granite St, Ste 20 Davis Monthan AFB AZ 85707</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Base Training Office	-----	574 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Zenith Computer 133 MHz Pentium	1996	Good	2	\$1,820.00
HP LaserJet 6P Printer	1997	Good	1	\$800.00
Okidata 830 Printer	1997	Good	1	\$475.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Desk	1996	Good	3	\$620.00
High Back Chair	1996	Good	3	\$200.00
Customer Chair	1996	Good	3	\$260.00
Mosler 4 Drawer Safe	Unknown	Good	1	\$4000.00
Filing Cabinet	1994	Good	1	\$440.00
Typing Table	1995	Good	1	\$45.00
Storage Cabinet	1995	Good	1	\$182.00
Distribution Boxes	1994	Good	1	\$407.00
Credenza	1989	Good	1	\$323.00

<b>Education Services Facilities located at: Dyess AFB</b>	<b>Facility Address: 7 MSS/DPE 425 3<sup>rd</sup> St Dyess AFB TX 79607</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Education Services Facilities	-----	15,597 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Panasonic AG-170 Camcorder	Unknown	Good	1	\$809.00
Apollo Eclipse Overhead Projector	Sep-98	Excellent	2	\$311.00
Buhl Portable Overhead Projector *	Unknown	Fair	1	\$279.00
Brother ML500 Typewriter	Unknown	Excellent	4	\$150.00
Panasonic 9" TV/VCR Player	Unknown	Good	1	\$715.00
Canon PC Printer 70 Microfiche Machine	Unknown	Fair	1	\$349.00
TI-92 Graphing Calculator	Unknown	Good	15	\$169.00
Tape Recorder	Unknown	Fair	2	\$49.50
IBM Typewriter *	Unknown	Fair	4	\$150.00

TTI Microphone	Unknown	Good	11	\$30.00
ATP Microphone	Unknown	Good	1	\$50.00
Toshiba 35" Television Monitors *	Unknown	Good	2	\$1,274.50
Canon Faxphone 30 *	Unknown	Good	1	\$299.00
Panasonic AG1290 4HEAD VCR *	Unknown	Good	1	\$404.95
C.L.I. Spectrumsaver	Unknown	Good	2	\$3,100.00
ATP Harvard Elite AT-2001	Unknown	Good	1	\$3,500.00
Sony Trinitron Color Video Monitor *	Unknown	Excellent	1	\$329.00
Satellite Dish	Unknown	Good	1	\$5,000.00
Dell Poweredge SP5100 Server	Unknown	Good	1	\$11,855.00
Cabletron Systems 24 Port Hub	Unknown	Good	1	\$2,113.00
Cabletron Systems 12 Port Hub	Unknown	Good	1	\$759.00
Micron Clientpro MTA P200 w/17" Monitor	Sep-97	Good	5	\$2,492.00
Micron Clientpro MTA P200 w/17" Monitor	Sep-97	Good	6	\$2,202.00
HP LaserJet II *	Unknown	Fair	1	\$1,299.00
Portable Notebook Computer	Unknown	Good	1	\$2,193.00
HP 5 Laser Printer	Unknown	Good	1	\$1,190.00
APC 900 Backup Power Supply *	Unknown	Good	1	\$539.00
Gateway 333MHZ Destination System w/36" Monitor	Sep-98	Excellent	1	\$3,466.00
Gateway 133MHZ Pentium Computer w/17" Monitor	Unknown	Good	3	\$2,856.00
Compaq Deskpro 200MHZ Computer w/17" Monitor	Unknown	Good	18	\$2,753.00
Dell 400 MHz Computer w/17" Monitor	Sep-98	Excellent	16	\$2,510.00
HP LaserJet 5L	Unknown	Good	4	\$479.00
Serverless CDROM Tower	Unknown	Good	1	\$9,781.00
LaserJet 5M	Unknown	Good	8	\$1,391.00
DeskJet 820CSE Color Printer	Unknown	Good	1	\$399.99
LaserJet III	Unknown	Good	1	\$1,299.00
LaserJet IV Plus	Unknown	Good	3	\$1,290.00
HP ScanJet 3C Scanner *	Unknown	Good	1	\$849.00
Zenith 180MHZ Pentium 17" Monitor	Unknown	Good	3	\$3,780.00
Sony Tape Recorders *	Unknown	Good	25	\$28.95
GBC Deluxe Personal Shredder 921S *	Unknown	Good	2	\$399.50
20" Sony Television Monitor *	Unknown	Good	2	\$429.35
LXI 4HEAD Hi-Fi VCR	Sep-98	Excellent	4	\$180.00
Goldstar VHS Player	Sep-95	Good	5	\$219.50
Panasonic Fax Machine	Sep-98	Excellent	1	\$370.00
Hewlett Packard Fax-310 *	Unknown	Fair	1	\$399.00
Cabletron Systems 24 Port Hub	Sep-98	Good	2	\$1,520.00
Zenith 27" Television Monitor	Unknown	Good	6	\$370.00
Phillips Magnavox 27" Monitor	Sep-98	Excellent	5	\$435.00
Heavy Duty Shredder	Sep-98	Excellent	1	\$1,344.93
Medium Duty Shredder	Sep-98	Excellent	1	\$1,134.97
Apollo Overhead Projector	Unknown	Fair	10	\$141.75
Panasonic Ominivision VHS	Unknown	Good	3	\$211.00
Satellite Dish w/Tracker System X Box	Unknown	Good	1	\$3,200.00
Kodak 35mm Carousel Projector *	Unknown	Fair	1	\$356.00

Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	6	\$2,095.00
Toshiba TLP 651 Media Star LCD Projector	30-Sep-99	New	1	\$5,789.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Projector Screens *	Unknown	Fair	12	\$129.00
White Boards	Unknown	Fair	26	\$800.00
Lectern *	Unknown	Fair	11	\$198.75
Classroom Tables	Sep-98	Excellent	52	\$129.00
5-Drawer File Cabinet	Sep-98	Excellent	5	\$298.00
Steam Vac	Sep-98	Excellent	1	\$219.00
Student Desk	Sep-98	Excellent	124	\$88.00
Wooden 2 Drawer File Cabinet	Sep-98	Excellent	2	\$245.00
Computer Work Station	Sep-98	Excellent	12	\$193.00
Double Pedestal Desk	Sep-98	Excellent	2	\$579.00
Exec-U Desk with right return	Unknown	Excellent	1	\$995.00
Upright File/Storage Cabinet	Oct-97	Excellent	1	\$198.00
Terminal Work Station Desk	Oct-97	Good	10	\$119.00
Chairs/Wheels	Unknown	Excellent	168	\$98.50
Audiovisual Cart	Sep-97	Excellent	12	\$242.23
Exec-L Desk with left return	Sep-98	Excellent	1	\$995.00
Wooden Bookcase *	Unknown	Good	30	\$759.00
4 Drawer File Cabinet *	Unknown	Fair	1	\$204.00
Office Chairs	Unknown	Fair	3	\$330.48
Table 36"x24"	Unknown	Fair	16	\$80.00
Audiovisual Cart	Sep-98	Excellent	1	\$129.00
Metal Storage Cabinet *	Unknown	Fair	1	\$440.00
Terminal Work Station Desk *	Unknown	Good	10	\$119.00
Terminal Work Station Desk *	Unknown	Good	1	\$250.00
Double Pedestal Desk	Unknown	Good	3	\$869.00
Double Pedestal Desk	Unknown	Good	2	\$1,163.00
Double Pedestal Desk	Unknown	Good	4	\$687.00
Single Pedestal Desk	Unknown	Fair	2	\$422.00
Task Chair *	Unknown	Good	17	\$223.00
Task Chair	Unknown	Fair	1	\$190.00
Stacking Shell Chair *	Unknown	Fair	7	\$106.00
Data Switch *	Unknown	Good	9	\$41.19
Backless High Stools *	Unknown	Good	12	\$61.00
Guest Arm Chair	Unknown	Good	8	\$291.00
Wooden Phone Stand	Unknown	Good	2	\$40.00
L -Shape Workstation	Unknown	Fair	1	\$888.00
L -Shape Workstation	Sep-98	Excellent	2	\$888.00

U-Shape Workstation	Sep-98	Excellent	1	\$1,081.00
Computer Work Station	Unknown	Good	1	\$511.00
Loveseat *	Unknown	Fair	10	\$825.00
Audiovisual Cart *	Unknown	Good	2	\$875.70
Table 60"x24" *	Unknown	Fair	6	\$252.00
Metal Office Desk w/wood top	Unknown	Fair	1	\$797.00
Classroom Chairs *	Unknown	Good	20	\$223.00
Classroom Tables *	Unknown	Good	10	\$406.00
Table 60"x30" *	Unknown	Fair	2	\$252.00
Metal Office Desk w/wood top *	Unknown	Fair	1	\$797.00
Metal Bookcase 4'x1' *	Unknown	Fair	3	\$150.00
Fan *	Unknown	Fair	1	\$24.99
Fan	Unknown	Excellent	1	\$79.95
High Back Swivel Chair *	Unknown	Fair	25	\$398.00
Computer Work Station	Unknown	Fair	1	\$511.00
Office Desk *	Unknown	Fair	1	\$797.00
Metal Bookcase	Unknown	Fair	2	\$117.00
Typewriter Stands *	Unknown	Fair	7	\$128.95
4 Drawer Safe	Unknown	Fair	2	\$1,944.00
Stacking Shell Chair	Unknown	Fair	6	\$106.00
Tripod	Unknown	Fair	1	\$159.00
Overhead Panel for TI-92 Calculator)	Unknown	Good	1	\$230.00
Metal 4 Drawer File Cabinet	Unknown	Good	2	\$204.00
Metal 5 Drawer Legal Size File Cabinet	Unknown	Fair	2	\$307.00
Computer Work Station	Unknown	Fair	2	\$511.00
High Back Swivel Chair	Unknown	Fair	2	\$398.00
Computer Work Station *	Unknown	Fair	2	\$511.00
End Table *	Unknown	Good	3	\$179.00
Mid Back Swivel Chairs *	Unknown	Good	10	\$385.00
Metal 5 Drawer File Cabinet *	Unknown	Fair	5	\$307.00
Printer Stand *	Unknown	Fair	1	\$165.00
Sofa *	Unknown	Good	2	\$726.00
Metal Credenzas	Unknown	Fair	2	\$250.00
Mid Back Swivel/Tilt Chair *	Unknown	Good	1	\$385.00
Wooden 2 Drawer File Cabinet *	Unknown	Good	1	\$311.00
Pedestal	Sep-98	Excellent	1	\$116.00
Conference Table *	Unknown	Good	1	\$665.00
Sharp Carousel II Microwave *	Unknown	Good	1	\$282.25
GE Refrigerator	Unknown	Good	1	\$250.00
Wooden Storage Cabinet 3' x 2' *	Unknown	Good	1	\$175.00
Metal 2 Drawer File Cabinet *	Unknown	Fair	2	\$311.00
Metal 3 Drawer File Cabinet *	Unknown	Fair	1	\$262.00
Metal Storage Shelves *	Unknown	Fair	8	\$132.00
Hoover Lightweight Commercial Vacuum	Sep-97	Fair	1	\$172.00

6 Gallon Shop Vac *	Unknown	Good	1	\$50.00
<b>Base Training Facilities located at: Dyess AFB</b>	<b>Facility Address: 7 MSS/DPMAT 417 Third St Dyess AFB TX 79607</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Base Training Office (BTO) ***They will be moving in with Education Services Facility***				
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Fax Machine	>4 years	Broken	1	\$449.00
Shredder	>4 years	Good	1	\$307.00
Printers	>4 years	Good	2	\$699.00
Computers	>4 years	New	3	\$2,500.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Credenza	>4 years	Good	1	\$323.45
Desk	>4 years	Good	3	\$678.00
Round Table	>4 years	Good	1	\$247.00
chairs/w wheels	>4 years	Good	7	\$435.00
File cabinets/4 drawer	>4 years	Fair	2	\$242.00
Bookshelf	>4 years	Good	1	\$236.00
Distribution shelf	>4 years	New	1	\$198.00
Student Desk	>4 years	Good	18	\$252.00
Coat rack	>4 years	Good	1	\$114.00
Elec. Pencil Sharpener	>4 years	Good	1	\$69.00

<b>Education Services Facilities located at: Ellsworth AFB</b>	<b>Facility Address: 28 MSS/DPE 1161 Twining St Ellsworth AFB, SD 57706-4804</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Education Services Flight	-----	35,496 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Overhead Projector	1997	Good	14	\$ 323.00
Equipment Cart	1998	Good	16	\$ 136.00
Sylvania 19" TV	1997	Good	2	\$ 319.00
Panasonic 19" TV	1997	Good	5	\$ 210.00
Samsung 19" TV	1997	Good	2	\$ 305.00
Hitachi 19" TV	1997	Good	2	\$ 320.00
Toshiba 19" TV	1997	Good	3	\$ 285.00

Toshiba 35" TV	1997	Good	2	\$ 1,502.00
JVC VCR	1997	Good	8	\$ 297.00
Symphonic VCR	1995	Fair	1	\$ 300.00
Zenith VCR	1997	Good	3	\$ 310.00
In Focus Projector	1998	Good	1	\$ 6,330.00
AverKey5 Plus	1997	Good	1	\$ 500.00
Still Projector	1995	Good	1	\$ 324.00
Computer Desks	1997	Good	31	\$ 450.00
Computer Station	1998	Good	5	\$ 236.00
HP Printer LaserJet III	1989	Good	2	\$ 2,027.00
HP Printer LaserJet IV	1993	Good	1	\$ 1,342.00
HP Printer LaserJet V	1996	Good	7	\$1,678.00
HP Printer LaserJet V	1997	Good	2	\$ 1,544.00
HP Printer DeskJet 660C	1996	Good	2	\$ 475.00
Apple Printer Laser	1992	Fair	3	\$ 1,949.00
ALPS Printer Dot Mat	1992	Fair	4	\$ 528.00
Okidata Printer Dot Mat	1994	Fair	20	\$ 321.00
Unisys Printer Dot Mat	1993	Fair	4	\$ 371.00
Fax	1997	Good	1	\$ 1,982.00
Dell Computer	1998	Excellent	10	\$ 2,510.00
Compaq Computer	1997	Good	7	\$ 2,763.00
Micron Computer	1998	Good	3	\$ 2,899.00
Zenith Computer	1997	Good	19	\$ 3,780.00
Gateway Computer	1996	Good	2	\$ 2,500.00
Zenith Computer	1995	Fair	23	\$ 1,501.00
AT&T Tridom Satellite Dish	1994	Good	1	\$ 3,223.00
ATN Workstation Desks	1995	Good	10	\$ 300.00
CLI Video Box	1995	Good	2	\$ 795.00
ATP Audio Box	1998	Good	1	\$ 1,200.00
TTI Audio Box	1995	Fair	1	\$ 905.00
TTI Microphones	1995	Good	12	\$ 25.00
Cisco Router	1996	Good	2	\$ 5,523.00
Cabletron Hubstack	1996	Good	5	\$ 1,075.00
Dell LAN Server	1996	Good	1	\$ 5,000.00
Pairgain Modem	1996	Good	2	\$ 1,500.00
Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	20	\$2,095.00
Hewlett Packard LaserJet 8100DN Printer w/Interface Cable	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$187.00
2,000 Input Tray for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$718.00

8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$254.00
Toshiba TLP 651 Media Star LCD Projector	30-Sep-99	New	1	\$5,789.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
White Boards	1997	Good	19	\$ 136.00
Electrical Screens	1996	Excellent	6	\$ 864.00
Projection Screens	1996	Good	6	\$ 150.00
Projection Screens	1996	Good	2	\$ 259.00
Office Chairs	1997	Good	10	\$ 614.00
Office Chairs	1997	Good	59	\$ 389.00
Straight Chairs	1996	Good	24	\$ 29.00
Conference Chairs	1997	Good	21	\$ 339.00
Davenport	1994	Good	1	\$ 840.00
Davenport	1988	Good	1	\$ 532.00
Coffee Tables	1995	Fair	2	\$ 210.00
End Table	1995	Good	12	\$ 173.00
Table Lamps	1995	Good	2	\$ 49.00
Lectern	1994	Good	9	\$ 135.00
Lectern	1996	Good	1	\$ 774.00
5 Drawer File	1994	Good	21	\$ 139.00
2 Drawer File	1994	Good	9	\$ 88.00
4 Drawer Safe	1990	Good	2	\$ 2,000.00
Conference Tables	1997	Good	1	\$ 794.00
Conference Tables	1995	Good	1	\$ 580.00
Conference Tables	1996	Good	1	\$ 650.00
Office Table	1994	Good	20	\$ 99.00
Student Work Station	1997	Good	8	\$ 139.00
Student Tables	1997	Good	4	\$ 230.00
Office Desk	1995	Good	5	\$ 1,495.00
Office Desk	1993	Good	27	\$ 249.00
Credenza	1995	Good	3	\$ 1,395.00
Credenza	1993	Good	3	\$ 139.00
Bookshelf	1995	Good	11	\$ 239.00
Bookshelf	1993	Good	13	\$ 119.00
Student Desks	1997	Good	50	\$ 116.00
Student Desks	1996	Good	416	\$ 90.00
Display Rack	1992	Good	3	\$ 179.00
Display Rack	1992	Good	2	\$ 259.00
Sound Craft PA	1992	Good	1	\$ 614.00
Shredder	1992	Fair	1	\$ 1,200.00
Office Partitions	1992	Fair	16	\$ 129.00

<b>Base Training Facilities located at: Ellsworth AFB</b>	<b>Facility Address: 28 MSS/DPE 1000 Ellsworth Street, Suite 2407 Ellsworth AFB SD 57706</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Base Training Office (BTO)	-----	300 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Gateway E-3000 Computer W/	Jun-98	Good	2	\$1,719.00
17 inch EV700 Monitor	Jun-98	Good	2	\$300.00
HP LaserJet 6 Printer	Jun-98	Good	1	\$774.00
DUNN 760 Series Computer	May 99	Excellent	1	\$2,200.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Credenza	Oct-97	Good	2	\$400.00
Modular Work Station	Oct-97	Good	4	\$2,553.00
Office Chairs	Oct-97	Good	5	\$300.00

<b>Combined Education Services and Base Training Facilities located at: Holloman AFB</b>	<b>Facility Address: 49 MSS/DPE 681 Second St, Ste 220 Holloman AFB NM 8830</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Approximate Square Feet</b>		
Education Services Offices	224	930 Sq. Ft.		
6 Classrooms	224	720 Sq. Ft. ea.		
4 Computer Rooms	224	543 Sq. Ft. ea.		
6 Classrooms	222	432 Sq. Ft. ea.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Dell Pentium Ii	Nov-98	Good	22	\$2,190.00
Monitor, Dell 17"	Nov-98	Good	22	\$500.00
Backup Pro APC 420	Nov-97	Good	4	\$182.00
Gateway 2000 Monitor	Nov-95	Good	22	\$340.00
Gateway 120 Pentium CPU	Nov-95	Good	16	\$1,794.00

Gateway 2000 Pentium Tower	Nov-95	Good	3	\$4,510.00
Desktop OA System Client Pro	Nov-97	Good	21	\$2,549.00
Mmx WIN95/Office 97 Desktop OA	Nov-95	Good	20	\$2,753.00
Monitor 17" Zenith	Nov-91	Good	15	\$302.00
Gateway 36" Monitor	Nov-98	Good	4	\$1,093.00
D6-333 Gateway Computer	Nov-98	Good	4	\$2,614.00
Hub 24 Port	Jun-99	Good	10	\$558.00
Gateway 31" Monitor	Nov-97	Good	2	\$1,000.00
Gateway 266 Computer	Nov-97	Good	2	\$2,364.00
Monitor 17" Color Pic	Nov-91	Good	15	\$425.00
Z Station GT500	Nov-91	Good	7	\$1,801.00
Zenith Advanced System	Nov-91	Good	12	\$2,350.00
Monitor 17" CTX	Nov-92	Good	20	\$376.00
Router	Nov-96	Good	5	\$11,000.00
Catalyst 1900 12 Port Switch	Jun-99	Good	3	\$2,495.00
12 Slot Module	Nov-96	Good	1	\$462.00
Microtek Scanmaker E6	Nov-97	Good	2	\$539.00
Epson Stylus Pro Printer	Nov-98	Good	1	\$544.00
HP LaserJet 8000DN Printer	Nov-98	Good	1	\$2,449.95
HP LaserJet 3 Printer	Nov-96	Good	3	\$1,493.00
HP DeskJet 320 Printer	Nov-96	Good	1	\$305.00
HP LaserJet 5M Printer	Nov-96	Good	4	\$1,095.00
HP LaserJet 4 Printer	Nov-96	Good	2	\$1,342.00
PCMCIA Fax/Modem	Nov-92	Good	1	\$180.46
Compaq Laptop	Nov-96	Good	1	\$1,895.00
Del Poweredge Server	Nov-98	Good	1	\$15,656.00
Stack Ether Hub Intel 24 Ports	Jun-99	Good	2	\$1,251.00
APC UPS 1000	Nov-98	Good	1	\$100.00
Epson Color Printer	Nov-98	Good	1	\$299.00
14" Monitor	Nov-92	Good	5	\$225.00
15" Monitor	Nov-93	Good	3	\$289.00
17" Vivitron Monitor	Nov-96	Good	1	\$340.00
35" Mitsubishi TV	Nov-96	Good	1	\$600.00
ATP Modem	Nov-96	Good	2	\$450.00
Spectrumsaver CLI Satellite Receiver	Nov-96	Good	2	\$650.00
Sony VCR	Nov-93	Good	3	\$359.00
Sigma Elec. Audio Switch 12 Port	Nov-96	Good	1	\$150.00
Blonder Tongue Modulator	Nov-96	Good	4	\$450.00
Sony 9" Monitor	Nov-96	Good	5	\$225.00
NTU Subscriber Unit	Nov-96	Good	1	\$1,200.00
Dell Poweredge Server 2300	Nov-99	Good	1	\$4,228.00
Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	27	\$2,095.00

Hewlett Packard LaserJet 8100DN Printer w/Interface Cable	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$185.00
2,000 Input Tray for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$718.00
8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$136.00
Toshiba TLP 651 Media Star LCD Projector	30-Sep-99	New	1	\$5,789.00
Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	4	\$4,915.00
CA-C141 Travel Case for the LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$244.00
SP-CW2EXP Cable Wizard 2 Extension for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	4	\$352.00
SP-CEIL-LM750 Ceiling Mount for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	4	\$212.00
SP-CW2 Cable Wizard 2 for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	4	\$205.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
DISPLAY SHELF 36"	Jun-99	Excellent	16	\$832.64
DISPLAY SHELF 24"	Jun-99	Excellent	16	\$737.60
LATERAL FILE BIN 48"	Jun-99	Excellent	6	\$1,074.06
DISPLAY SHELF 60"	Jun-99	Excellent	40	\$2,262.40
LATERAL FILE BIN 24"	Jun-99	Excellent	4	\$576.92
CHAIRS W/CASTETRS	Jun-99	Excellent	159	\$62,895.63
CHAIRS W/CASTETRS	Jun-99	Excellent	29	\$9,205.76
4 LEG STACKER CHAIRS	Jun-99	Excellent	16	\$1,578.24
ROUND TABLE 38"	Jun-99	Excellent	1	\$123.02
ROUND TABLE 36"	Jun-99	Excellent	4	\$1,224.44
COMPUTER TRAIN TABLE	Jun-99	Excellent	77	\$20,124.72
ROUND TRASH RECEPTAC	Jun-99	Excellent	23	\$483.00
CORNER TABLE	Jun-99	Excellent	1	\$327.60
4X6 MARKERBOARD W TRAY	Jun-99	Excellent	1	\$119.14
4X6 MARKERBOARD W TRAY	Jun-99	Excellent	10	\$1,490.90
4 DRAWER VERTICAL FILE	Jun-99	Excellent	8	\$1,327.92
SERVICE CART W PULL OUT COMPT	Jun-99	Excellent	1	\$189.96
LOBBY LOVESEAT TWO	Jun-99	Excellent	2	\$1,124.40
LOBBY LOVESEAT THREE	Jun-99	Excellent	3	\$2,485.80
LOBBY WEDGE TABLE	Jun-99	Excellent	2	\$536.40
COMPUTER WORKSTATIONS	Jun-99	Excellent	88	\$49,595.04
4' GREEN WHITE DRACARVA	Jun-99	Excellent	1	\$49.98
14" BLACK PLASTIC PLANTER	Jun-99	Excellent	2	\$40.00
CHINESE EVERGREEN KING	Jun-99	Excellent	2	\$192.08

12" BLACK PLASTIC PLANTER	Jun-99	Excellent	2	\$24.00
6' JAPANESE TOPIORY	Jun-99	Excellent	2	\$615.44
16" BLACK PLASTIC PLANTER	Jun-99	Excellent	2	\$60.00
DREFEEBACHIA SPATL COMBO	Jun-99	Excellent	1	\$5,390.00
AZALEA STAIR CASE 32X38	Jun-99	Excellent	1	\$130.50
WESTERIA TRELIS 32X38	Jun-99	Excellent	1	\$130.50
AZALEA FOREST 32X38	Jun-99	Excellent	1	\$130.50
BROOKSIDE BRIDGE 32X38	Jun-99	Excellent	1	\$130.50
BIG SUR 28X64	Jun-99	Excellent	1	\$189.00
CITY GARDEN 32X38	Jun-99	Excellent	1	\$135.00
PLATE 30X36 FRAME NATURAL MAP	Jun-99	Excellent	2	\$99.00
STAND UP LECTERN 48X28	Jun-99	Excellent	9	\$3,954.15
TRASH RECEPTICLE	Jun-99	Excellent	6	\$2,856.00
ROUND TABLE 38"	Jun-99	Excellent	1	\$123.02
CONFERENCE ROON TABLE	Jun-99	Excellent	1	\$1,706.75
FILE BOX 19X17	Jun-99	Excellent	2	\$819.88
STORAGE UNIT VERTICAL	Jun-99	Excellent	2	\$929.24
CHAIRS W/CASTETRS	Jun-99	Excellent	251	\$79,677.44
4 HI LATERAL 36"	Jun-99	Excellent	1	\$415.86
PAPER MGMTM UNIT	Jun-99	Excellent	46	\$1,105.84
MAGNETIC SHELF DIVISION	Jun-99	Excellent	5	\$189.50
BROTHER FAX MACINE	Jun-99	Excellent	2	\$472.00
LARGE WORK STATION	Jun-99	Excellent	2	\$12,707.10
ISLAND WORK STATION	Jun-99	Excellent	1	\$1,200.00
STAND ALONE WORK STATION	Jun-99	Excellent	3	\$8,752.45
SMALL WORK STATION	Jun-99	Excellent	3	\$7,679.10
4 HIGH BOOKCASE	Jun-99	Excellent	2	\$386.66
LATERAL FILE BIN	Jun-99	Excellent	3	\$485.28
WHITE BOARDS	Nov-90	Good	12	\$1,032.00
TRAPISOD TABLES	Nov-79	Good	78	\$19,500.00
CHAIRS W CASTERS	Nov-93	Excellent	167	\$42,665.00
CARTS	Nov-79	Good	5	\$500.00
DESK	Nov-79	Good	3	\$900.00
TV	Nov-90	Good	2	\$800.00
DESTINATION SYSTEM	Nov-97	Excellent	1	\$3,700.00
OVERHEAD PROJECTORS	Nov-93	Excellent	2	\$472.00
OVERHEAD SCREENS	Nov-80	Good	2	\$200.00

<b>Combined Education Services and Base Training Facilities located at: Keflavik AFB</b>	<b>Facility Address: 85 MSS/DPE &amp; DPMAT PSC 1013 APO AE 09725-7098</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Education Services/Base Training	-----	28 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
LASER JET III PRINTER	Unknown	FAIR	1	\$ 350.00
WheelWriter 10 Series II	Unknown	FAIR	2	\$ 175.00
LASER JET V PRINTER	Unknown	GOOD	1	\$ 850.00
LAP TOP	Unknown	GOOD	1	\$ 1,500.00
<b>NORTHGATE CPU</b>	<b>Unknown</b>	<b>NS</b>	<b>1</b>	<b>Unknown</b>
INFOCUS	Unknown	1 GOOD	1	\$ 2,000.00
DOCKING STAT LAPTOP	Unknown	1 GOOD	1	\$ 500.00
15" COLOR MONITOR	Unknown	GOOD	2	\$ 200.00
Z STATION CPU	Unknown	FAIR	2	\$ 800.00
COMPAQ	Unknown	GOOD	1	\$ 1,500.00
17" MONITOR	Unknown	GOOD	1	\$ 300.00
GATEWAY	Unknown	GOOD	1	\$ 1,500.00

17" MONITOR	Unknown	GOOD	1	\$ 300.00
14" MONITORS	Unknown	FAIR	2	\$ 200.00
ANTARES CPU	Unknown	FAIR	2	\$ 800.00
15" MONITOR	Unknown	GOOD	1	\$ 400.00
PANSONIC 19" TV/VCR	Unknown	GOOD	2	\$ 900.00
GOLDSTAR 13" TV/VCR	Unknown	GOOD	2	\$ 350.00
QUASAR VCR	Unknown	FAIR	1	\$ 200.00
OVERHEAD PROJ	Unknown	FAIR	1	\$ 150.00
BELL& HOWELL PROJ	Unknown	NS	1	Unknown
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quant ity</b>	<b>Price Per Item</b>
TABLE	Unknown	GOOD	2	\$ 350.00
STUDENT DESKS	Unknown	FAIR	13	\$ 200.00
STUDENT CHAIRS	Unknown	FAIR	13	\$ 100.00
DESKTOP 5 MICRONS	Unknown	GOOD	2	\$ 2,500.00
MICFISCHE VIEWER	Unknown	FAIR	1	\$ 1,000.00
FILE CABINET **	Unknown	NS	2	Unknown
DESK **	Unknown	NS	7	Unknown
CUSTOMER CHAIRS	Unknown	FAIR	7	\$ 125.00
CHAIRS**	Unknown	NS	8	Unknown
DRY MARK BOARDS**	Unknown	NS	2	Unknown
PROJECTOR SCREENS**	Unknown	NS	2	Unknown
EASEL**	Unknown	NS	2	Unknown
<b>Education Services Facilities located at: Lajes AFB</b>	<b>Facility Address: 65 MSS/DPE Unit 6856 APO AE 09720</b>			
<b>Classroom/Space</b>			<b>Bldg Number</b>	<b>Square Feet</b>
Education Services Flight			----	11,472 sq. ft
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quant ity</b>	<b>Price Per Each Item</b>
VCR 4-Head	1997	Excellent	4	\$183.00
TV 32"STE	1997	Excellent	4	\$628.00
Computer (Pentium)	1997	Excellent	5	\$2,753.00
Upgrade 10/100 Basetx PCI	1997	Excellent	5	\$10.00
Computer Compaq 5/200 Model 3200	1997	Excellent	6	\$2,753.00
NIC Upgrade, 10/100 Basetx	1997	Excellent	6	\$10.00
Laser Jet 5M	1997	Excellent	2	\$3,319.98
Computer (Pentium)	1997	Excellent	12	\$2,899.00
Samsung TV	1991	G	1	\$250.00
Copier Machine	1997	Excellent	1	\$7,195.00
Vier Printer	1991	G	1	\$2,942.26
R/VHS VSF VCP-4	1991	G	1	\$262.73
Unit Focus	1997	Excellent	1	\$7,000.00

Microfiche	1991	G	1	\$3,000.00
Safe	1991	G	1	\$900.00
Computer Gatewat2000	1997	Excellent	1	\$2,000.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Students Tables	1993	Good	44	\$93.00
Students Chairs	1993	G	55	\$248.00
Computer Tables	1995	G	6	\$125.00
Computer Tables	1997	Excellent	11	\$150.00
Printer Stand	1998	Excellent	3	\$180.00
Computer Tables	1998	Excellent	1	\$190.00
Printer Stand	1998	Excellent	1	\$180.00
Coffee Tables	1991	G	3	\$252.00
Sofa 3 seat padded	1995	G	2	\$446.95
Sofa table end walnut	1995	G	2	\$141.75
Coffee Tables	1995	G	1	\$71.66
Sofa 2 set padded w/Table	1995	G	3	\$499.00
Tables	1991	G	9	\$327.00
Office Tables	1998	Excellent	4	\$189.00
Carell Desk	1995	G	1	\$334.00
Bookcase Wood	1995	G	2	\$286.00
Wood Lateral Files	1998	Excellent	3	\$762.64
Printer Stand	1998	Excellent	1	\$302.09
Computer Tables	1997	G	4	\$472.96
Easels	1997	G	3	\$65.50
Eraser Boards	1997	G	4	\$284.90
Giant AV Cart	1997	G	3	\$345.00
Overhead Projector Carts	1997	G	4	\$256.20
Chair Student W/Tab	1997	G	45	\$41.96
Chair Student W/Tab	1997	G	5	\$45.03
Stool Draft	1997	G	3	\$305.00
Student Chairs	1997	G	50	\$82.00
Lectern	1997	G	5	\$341.80
Students Desks	1997	G	24	\$77.01
Students Desks	1997	G	12	\$102.05
Computer Chairs	1997	G	12	\$149.95
Credenza	1995	G	1	\$684.00
Executive desk unit workstation	1991	G	1	\$958.00
Executive desk	1991	G	1	\$825.00
Bookcase with glass doors	1995	G	3	\$353.00
Bookcase	1995	G	6	\$282.00
Credenza	1995	G	3	\$571.00
Office chairs with arms	1991	G	2	\$210.00

Office chairs with out arms	1991	G	7	\$195.00
Air Conditioner	1997G	Excellent	1	\$400.00
Bookcase Shelf	1998	Excellent	2	\$274.28
Desk extension	1998	Excellent	1	\$421.20
Desk Attachment	1998	Excellent	1	\$210.00
Chair	1998	Excellent	2	\$354.73
Sofa 3-Seat	1998	Excellent	1	\$620.26
<b>Base Training Facilities located at: Lajes AFB</b>	<b>Facility Address: 65 MSS/DPMAT Unit 6856 APO AE 09720</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>		<b>Square Feet</b>	
Base Training Facilities	-----		400 Sq. Ft.	
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
PC (Pentium 200, 32 meg ram, CD Rom, sound card, speakers, win 95, office 97 suite)	Oct-97	Good	1	\$2,400.00
HP Laserjet4 Plus printer	Sep-96	Good	1	\$1,000.00
Sony answering machine	Oct-96	Good	1	\$80.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Desk/workstation	Unknown	1	Good	\$360.00
Bookcase	Unknown	1	Good	\$90.00
2 Drawer file cabinet	Unknown	2	Fair	\$96.00
Desk chair	Unknown	1	Fair	\$115.00

<b>Education Services Facilities located at: Langley AFB</b>	<b>Facility Address: 1 MSS/DPE 450 Weyland Road Langley AFB VA 23665-2606</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>		<b>Square Feet</b>	
Education Services Center	-----		19,000	
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
ATI 17" MONITOR	15-Oct-98	Good	11	\$500
CABLETRON 12 PORT HUB	15-Aug-99	Good	1	\$1,000
CABLETRON 24 PORT HUB	15-Aug-99	Good	1	\$1,500
COMPAQ 14" MONITOR	15-Oct-98	Good	1	\$300
COMPAQ P200 CPU	15-Oct-98	Good	5	\$1,500
COMPAQ P200 MMX 5200	15-Aug-99	Good	5	\$1,500
COMPAQ P233 LAPTOP	15-Feb-99	Good	1	\$2,500
COMPAQ PROLIANT 5000	15-Oct-98	Good	1	\$10,000
CTX 17" MONITOR	1-Oct-97	Good	11	\$350
DELL 17" MONITOR	15-Oct-98	Good	9	\$350

DELL P400 CPU	15-Oct-98	Good	9	\$2,500
EPSON ST 600 PRINTER	30-Mar-99	Good	1	\$250
EQUIPMENT CARTS	1993	Fair	4	\$150
GATEWAY 17" MONITOR	15-Aug-99	Good	5	\$350
GATEWAY P133 CPU	15-Aug-99	Good	5	\$1,800
Generator 13555	1991	Fair	1	\$ 376.00
GTSI DX 4/100 CPU	15-Oct-97	Good	2	\$1,500
H P 5M LASER PRINTER	15-Feb-99	Good	15	\$800
H P LASERJET 5	15-Feb-99	Good	7	\$700
H P SCAN JET 4C	15-Feb-99	Good	1	\$450
Hitachi VCR	1994	Good	1	\$ 280.00
HP LASERJET 4	15-Mar-98	Good	1	\$700
HP LASERJET 4 PLUS	15-Aug-99	Good	1	\$700
HYUNDAI 14" MONITOR	15-Feb-99	Good	1	\$250
Hyundai Monitor	1996	Fair	1	\$ 400.00
IBM 10" MONITOR	15-Aug-99	Good	1	\$200
INTELLIFAX FAX MACHINE	15-Jun-95	Good	1	\$900
LAN	1997	Good	1	\$ 17,230.00
Lateral files 2 drawer	1993	Good	6	\$ 419.00
MAGNAVOX 14" MONITOR	15-Mar-97	Good	2	\$200
Magnavox Monitor	1995	Fair	11	\$ 500.00
Magnavox VCR	1994	Good	18	\$ 300.00
Microscope 4815	1991	Fair	4	\$ 56.88
Microscope Opti	1991	Fair	9	\$ 84.28
Monitor 36"	1993	Good	2	\$ 3,500.00
Multimeter 1775	1991	Fair	1	\$ 145.00
NEC 660+ PRINTER	15-Feb-99	Good	1	\$250
OPSCAN 3	15-Feb-99	Good	1	\$300
Oscill 12172	1991	Fair	1	\$ 699.50
Panasonic VCR	1993	Good	1	\$ 340.00
POWERWARE UPS	15-Aug-99	Good	1	\$450
Projector, 35 mm	1-Jun-95	Fair	1	\$300
Projector, 35 mm	6-Jun-96	Good	1	\$530
Proliant 5000/Monitor	1997	Good	1	\$ 19,294.90
PROLIANT SERVER	15-Aug-99	Good	1	\$10,000
PS-30664-30H	1991	Fair	1	\$ 414.20
Pump Vac 14058	1991	Fair	1	\$ 1,140.00
Power Supply 13276	1991	Fair	1	\$ 149.50
Refrigerator	1991	Fair	2	\$ 800.00
Router	1996	Good	1	\$ 5,523.00
Satellite	1996	Good	2	\$ 5,000.00
Scanner	1996	Good	1	\$ 3,500.00
Spectro S-75903-80	1991	Fair	1	\$ 902.00
Steril S-76151	1991	Fair	1	\$ 2,335.00

TTI	1994	Fair	2	\$ 1,500.00
Typewriter	1993	Good	2	\$ 199.95
UNYSIS CPU 80/386	15-Feb-99	Good	1	\$1,500
ZENITH 14" MONITOR	15-Feb-99	Good	1	\$250
ZENITH 15" MONITOR	15-Feb-99	Good	1	\$275
ZENITH PRO 180	15-Feb-99	Good	13	\$2,000
Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	27	\$2,095.00
Hewlett Packard LaserJet 8100DN Printer w/Interface Cable	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$187.00
2,000 Input Tray for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$718.00
8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$254.00
Toshiba TLP 651 Media Star LCD Projector	30-Sep-99	New	1	\$5,789.00
Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$4,915.00
CA-C141 Travel Case for the LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$244.00
SP-CW2EXP Cable Wizard 2 Extension for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$352.00
SP-CEIL-LM750 Ceiling Mount for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$212.00
SP-CW2 Cable Wizard 2 for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$205.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Office furniture	1993	Fair	1	\$ 41,710.35
Overhead projector cart	1993	Fair	4	\$ 230.00
Overhead projector cart	1999	Good	14	\$ 192.00
Overhead projector	1993	Fair	20	\$ 600.00
Panasonic Microwave	1993	Fair	1	\$ 200.00
Podium	1993	Fair	18	\$ 261.85
Projection Screen	1993	Good	18	\$ 129.00
Space saver slide shelves	1996	Excellent	4	\$ 2,200.00
Stools	1993	Unknown	11	\$ 282.00
Tables 30" X 60"	1993	Good	143	\$ 88.00
Tables 26" X 60"	1996	Good	12	\$ 88.00
Tables 21" X 60"	1997	Good	21	\$ 88.00
White Board 19' X4' Movie Panel	1998	Good	3	\$2,300
White Board 19' X4'	1994-1998	Good	7	\$ 2,300.00

White Boards 6' X 4'	1994	Fair	14	\$ 448.00
White Board Portable**	1996	Good	1	Unknown
<b>Base Training Facilities located at: Langley AFB</b>	<b>Facility Address: 1 MSS/DPMAT 45 Nealy Ave Langley AFB VA 23665</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>		<b>Square Feet</b>	
Base Training Office	-----		225 Sq. Ft.	
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
2 Drawer Safe	Unknown	Good	1	\$2,000.00
PCU W/CD ROM	Unknown	Good	3	\$925.00
HP III Printer	Unknown	Good	1	\$450.00
17 inch Color Monitor	Unknown	Good	3	\$275.00
Window 95/98 Keyboard	Unknown	Good	3	\$75.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Modular Desk	Unknown	Good	3	\$1,300.00
Lazy Boy Chair	Unknown	Good	3	\$300.00
Computer Table	Unknown	Good	1	\$600.00
Filing Cabinet (2drawer)	Unknown	Good	1	\$450.00

<b>Education Services Facilities located at: Minot AFB</b>	<b>Facility Address: 5 MSS/DPE 210 Missile Ave, Ste 203 Minot AFB ND 58705</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>		<b>Square Feet</b>	
Education Services Flight	-----		9,000 Sq. Ft.	
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Zenith Pentium	1997	Good	4	\$2,500.00
Gateway Pentium	1996	Good	3	\$2,500.00
Compaq Pentium	1996	Good	12	\$2,500.00
Dell Pentium	1998	Excellent	15	\$2,500.00
Printers HP5	1996	Good	9	\$2,000.00
type writer	pre 1990	Fair	6	\$150.00
20" television	1998	Excellent	2	\$489.00
Television (big screen)	1998	Excellent	2	\$699.00
TV/VCR combination	1990	Good	18	\$650.00
Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	2	\$4,915.00
CA-C141 Travel Case for the LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	2	\$244.00
<b>Government-Furnished / Government Maintained Equipment</b>				

<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Student desk/chair combination	1997	Good	36	\$130.00
Student desk/chair combination	1997	Good	12	\$130.00
student table with drawer (36x24x29 1/2)	pre 1990	Good	7	\$175.00
student table with drawer	pre 1990	Good	10	\$225.00
student desk	1997	Good	41	\$115.00
Student desk	1997	Good	15	\$115.00
Single island desk	pre 1990	Good	1	\$500.00
Divided island desk	pre 1990	Good	2	\$150.00
computer work center with hutch wood	1995	Good	2	\$500.00
Computer work table	1996-97	Good	53	\$110.00
Computer Printer table	pre 1990	Good	1	\$75.00
long student tables	1990-91	Good	90	\$125.00
Science lab island w/ hot and cold water, gas, and sewage	Oct-90	Good	4	
Four leg chair on wheels	pre 1990	Fair	5	\$100.00
cushion chair with solid back		Fair	215	\$60.00
four leg chair on wheels with arms	pre 1990		3	\$100.00
Tall 5 leg chair on wheels (gray)	1990	Good	16	\$200.00
Professor chair (light tan)	pre 1990	Fair	2	\$250.00
Cushion chair back and seat (orange)	1996	Fair	25	\$50.00
side chair with arms	1996	Fair	9	\$150.00
five leg chair on wheels (with arms pink and gray)	1990	Fair	3	\$125.00
five leg chair on wheels (black)	1996	Good	45	\$125.00
five leg chair on wheels ( with adjustable arms gray)	1998	Excellent	1	
Executive chair (burgundy)	1998	Excellent	2	\$270.00
Executive chair (gray)	1997	Good	1	\$350.00
cushion chair with slit back	1990	Good	5	\$150.00
vinyl cushion chair (brown)	1996	Good	32	\$60.00
vinyl cushion chair (yellow)	1990	Good	26	\$50.00
cushion chair on wheels (gray)	1998	Excellent	5	\$110.00
Wall Clocks	1990-91	Good	24	\$81.00
slide projectors	1991-92	Good	7	\$500.00
Utility cart	pre	Good	44	\$98.00
Overhead projectors	pre 1990	Good	17	\$300.00
Table top lectures	pre 1990	Good	4	\$75.00
Dry eraser boards	1990	Good	64	\$700.00
Podium with base	1990	Good	8	\$110.00
wood podium	1990	Good	2	\$180.00
Roll-up projector screens	1996	Good	4	\$100.00
pencil sharpeners	1990	Good	12	\$5.00
Storage Cabinet with wheels (dark brown 47 1/2x22x66)	pre 1990	Fair	7	\$150.00
Standing Cabinet (tan 48x24x78)	1997	Good	4	\$200.00
Shelf unit with 6 shelves and roll down cover	1997	Good	12	\$500.00
Shelf unit with 6 shelves	1990	Good	1	\$150.00
Shelf unit with 3 shelves, 4 pull out drawers, and roll down cover	1997	Good	10	\$750.00
Shelf unit with 4 shelves	1990	Good	2	\$100.00

Filing cabinet with 5 drawers	pre 1990	Good	4	\$450.00
Filing cabinet with 4 drawers	pre 1990	Good	1	\$400.00
Filing cabinet on wheels with 3 drawers (gray)	1997	Good	9	\$100.00
Standing file cabinet with 2 drawers (wood)	1995	Good	1	\$250.00
Filing cabinet on wheels with 3 drawers (wood)	1995	Good	2	\$125.00
<b>Base Training Facilities located at: Minot AFB</b>	<b>Facility Address: 5 MSS/DPMPT 300 Summit Dr, Ste 302 Minot AFB ND 58705</b>			
<b>Classroom/Space</b>			<b>Bldg Number</b>	<b>Square Feet</b>
Base Training Office			-----	294 Sq. Ft.
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Zenith Data System Computer Monitor	Feb 97	Good	2	\$200.00
Zenith Data Systems CPU w/keyboard	Feb 97	Good	2	\$400.00
HP Laser Jet Printer	Jul 97	Good	1	\$600.00
ATT Answering Machine	Jan 99	Good	1	\$50.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Desk	Jul 94	Good	2	\$1,200.00
Chairs	Jul 94	Good	2	\$250.00
4 Shelf Book Case	Jul 94	Good	1	\$100.00
2 Drawer Filing Cabinet	Jul 94	Good	1	\$150.00
4 Drawer Filing Cabinet	Jul 94	Good	1	\$500.00
Couch	Jul 94	Good	1	\$400.00
Printer Stand	Jul 94	Good	1	\$200.00
End Table	Jul 94	Good	1	\$100.00
Coat Rack	Jan 91	Good	1	\$100.00
Pictures	Jul 97	Excellent	3	\$400.00
Unit Distribution Boxes	Jan 91	Good	1	\$400.00
Small table	Jul 94	Good	1	\$150.00

<b>Education Services Facilities located at: Moody AFB</b>	<b>Facility Address: 347 MSS/DPE 3010 Robinson Rd Moody AFB GA 31699</b>			
<b>Classroom/Space</b>		<b>Bldg Number</b>	<b>Square Feet</b>	
Education Services Flight		328	3979 Sq. Ft.	
#1 Classroom Bldg		-----	1456 Sq. Ft.	
#2 Classroom Bldg		-----	1456 Sq. Ft.	
#3 Classroom Bldg		-----	1792 Sq. Ft.	
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quan tity</b>	<b>Price Per Each Item</b>
RCA 20 INCH TV	1998	Excellent	1	\$350.00
TOSHIBA TV	1994	Good	2	\$3,500.00
ORICON TV	1980	Good	1	\$340.00
CURTIS MATHIS TV	1980	Good	6	\$400.00
TV/VCR COMBO GE 19 INCH	1997	Excellent	4	\$290.00
MAGNAVOX VCR	1980	Good	1	\$300.00
PANASONIC VIDEO RECORDER	1980	Good	4	\$350.00
CURTIS MATHIS VCR	1980	Good	6	\$200.00
RCA TV/VCR	1998	Excellent	2	\$390.00
3M OVERHEAD	1980	Good	6	\$500.00
3M OVERHEAD	1994	Excellent	4	\$595.00

XEROX COPIER	1998	Excellent	1	\$5,000.00
HEWLETT PACKARD FAX	1996	Good	1	\$390.00
SCANNER SENTRY 3000	1990	Good	1	\$4,000.00
CANON FAX PHONE 30	1994	Good	1	\$449.00
TYPEWRITERS IBM	1980	Fair	5	\$200.00
GBC SHRED MASTER 1036	1997	Excellent	1	\$799.00
SATELITE	1996	Good	1	\$5,000.00
CLI	1996	Good	2	\$3,100.00
ATP	1998	Excellent	1	\$1,100.00
TTI	1994	Good	1	\$1,500.00
ROUTER CISCO	1997	Excellent	1	\$5,523.00
EPSON PRINTER	1993	Good	3	\$110.00
LASER JET 5/5M PRINTER	1997	Good	8	\$700.00
LASER JET 6 P PRINTER	1997	Excellent	2	\$400.00
LASER JET 4 PRINTER	1994	Good	2	\$300.00
DELL SERVER (LAN)	1996	Good	1	\$11,000.00
DESK TOP 5 COMPAQ COMPUTERS	1997	Excellent	17	\$2,700.00
DESK TOP 5 DELL COMPUTERS	1998	Excellent	11	\$2,595.00
DESK TOP 5 GATEWAY COMPUTER	1996	Excellent	7	\$1,933.00
DESK TOP 5 ZENITH	1996	Excellent	16	\$2,495.00
Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	19	\$2,095.00
Hewlett Packard LaserJet 8100DN Printer w/Interface Cable	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$185.00
2,000 Input Tray for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$718.00
8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$136.00
Toshiba TLP 651 Media Star LCD Projector	30-Sep-99	New	2	\$5,789.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
CHAIRS	1998	Excellent	8	\$350.00
CUSTOMER CHAIRS	1997	Excellent	23	\$35.00
CHAIRS	1994	Good	243	\$32.00
COMPUTER CHAIRS	1998	Excellent	37	\$42.00
DESKS	1996	Excellent	5	\$220.00
TYPING DESK	1998	Excellent	2	\$800.00
COMPUTER DESKS	1994	Good	31	\$195.00
COMPUTER DESKS(GRAY)	1997	Excellent	14	\$250.00

STUDENTS DESKS	1982	Good	200	\$92.00
COUNTER W/DESKS	1998	Excellent	1	\$1,500.00
MODULLAR FURNITURE	1998	Excellent	4	\$1,890.00
COMPUTER HUTCH	1996	Excellent	2	\$220.00
CREDENZA (SMALL)	1994	Good	1	\$119.00
PRINTER STAND	1996	Good	2	\$129.00
MARBLE PLANT STAND	1998	Excellent	1	\$36.00
MICROWAVE STAND	1995	Good	1	\$90.00
BOOKCASES	1996	Excellent	9	\$220.00
2 DRAWER FILE CABINET	1997	Excellent	2	\$350.00
5 DRAWER FILING CABINETS	1998	Excellent	6	\$187.00
2 DRAWER FILE CABINET (TUB FILE)	1997	Excellent	2	\$200.00
SAFE	1960	Good	1	\$700.00
FILING CABINETS	1970	Fair	4	\$187.00
4 DRAWER FILE	1996	Good	1	\$277.00
2 DRAWER FILE	1996	Good	1	\$204.00
LATERAL FILE CABINET 5 DRAWER	1998	Excellent	3	\$638.00
READERS	1980	Fair	10	\$695.00
ARTIFICIAL PLANT	1998	Excellent	3	\$36.00
ART WORK	1998	Excellent	9	\$80.00
CEILING FANS	1998	Excellent	4	\$75.00
MAGAZINE RACK	1995	Excellent	1	\$495.00
REFRIGERATOR (DANBY)	1998	Excellent	1	\$95.00
MICROWAVE MAGIC CHIEF	1995	Good	1	\$250.00
WHITE BOARD	1990	Good	18	\$542.00
CORK BOARD (LARGE)	1980	Good	9	\$203.00
CORK BOARD (SMALL)	1996	New	6	\$38.00
CORK BOARD (SMALL)	1996	Excellent	1	\$38.00
LECTERN	1980	Good	8	\$100.00
DA-LITE SCREEN	1970	Good	8	\$123.00
MICROSCOPES	1993	Fair	10	\$730.00
SOFA	1996	Good	1	\$300.00
CHAIRS	1999	Excellent	23	\$75.00
STUDENTS DESKS	1999	Excellent	20	\$55.35
<b>Base Training Facilities located at: Moody AFB</b>	<b>Facility Address: 347 MSS/DPMAT 3010 Robinson Rd Moody AFB GA 31699</b>			
<b>Classroom/Space</b>			<b>Bldg Number</b>	<b>Square Feet</b>
Base Training Office			----	399 Sq. Ft.
Testing Room			----	791 Sq. Ft.
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Computer	Nov-97	Good	4	\$9,000.00

Printer	Nov-97	Good	1	\$1,449.00
Shredder	Apr-95	Good	1	\$287.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
desks	Apr-95	Fair	4	\$1,852.00
chairs	Apr-95	Good	10	\$2,100.00
credenza	Apr-96	Good	2	\$490.00
Computer Desk	Aug-96	Good	1	\$234.00
Computer table	Apr-95	Good	1	\$232.00
Book Shelf	Apr-95	Good	3	\$450.00
File Cabinet	Apr-95	Good	2	\$408.00
Typewriter Stand	Apr-95	Good	1	\$219.00

<b>Education Services Facilities located at: Mountain Home AFB</b>		<b>Facility Address: 366 MSS/DPE 665 Falcon Street Mountain Home AFB ID 83648</b>		
<b>Classroom/Space</b>		<b>Bldg Number</b>	<b>Square Feet</b>	
Education Services Flight		-----	16,400 Sq. Ft.	
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Dell Pentium II 400MHz Systems with 17" Monitor	Sep-98	New	10	\$ 2,510.00
GTSI 433 DXD Computers with 15" Monitors	Sep-95	Good	5	\$ 2,298.00
Zenith Z-Station PRO with 17" Monitor	Sep-95	Excellent	6	\$ 2,900.00
Compaq Desktop PRO with 17" Monitor	Sep-96	Excellent	6	\$ 2,763.00
Gateway 2000 Computers with 17" Monitors	Sep-95	Excellent	2	\$ 2,990.00
NatCom Computers 486 DX 120MHz	Sep-95	Excellent	3	\$ 850.00
HP LaserJet Printer 5M	Sep 96-97	Excellent	6	\$ 1,678.00
Hansol 17" Monitors	Sep-97	Excellent	5	\$ 450.00
IBM (Lexmark) Laser Printers	Sep 96-97	Good	3	\$ 1,022.00
HP LaserJet Printer III	Sep 96-97	Good	1	\$ 1,200.00
HP LaserJet Printer IV	Sep 96-97	Good	2	\$ 1,400.00
ODW SCAN 10Xa Opscan 3 Scanner	Sep-97	Excellent	1	\$ 4,900.00
SEHI 24 STACK Ether Hub Inter 24	Sep 96-97	Excellent	1	\$ 1,653.00
Del Poweredge XL 166 Server Computer With Monitor	Sep 96-97	Excellent	1	\$ 13,048.00

Zenith Z-100 Computers with 14" Monitor	Aug-95	Good	2	\$ 2,200.00
Tape Backup Unit	Aug-95	Excellent	1	\$ 661.00
GT 90 Primage Printer 90 GT	Aug-89	Poor	1	\$ 500.00
External 5.24 Floppy Drive	Aug-89	Poor	1	\$ 200.00
UPS 1250 Tape Backup System	Sep 96-97	Good	1	\$ 250.00
HP Scanner ScanJet II with Autofeed.	Sep-97	Excellent	1	\$ 1,500.00
HP Color Printer DeskJet 560C	Sep-97	Excellent	1	\$ 350.00
American Power 1000 UPS Power Backup	Sep 96-97	Excellent	1	\$ 447.00
Sony External 2 Drive CD Rom	Sep 96-97	Excellent	1	\$ 600.00
TV 27" Color	Sep 96-98	New/Good	7	\$ 300.00
VCR	Sep 97-98	New/Good	10	\$ 125.00
Overhead Projectors	Sep 97-98	New/Good	9	\$ 299.00
16mm Projectors	Sep-93	Good	1	\$ 465.00
Slide Projector	Sep-94	Good	1	\$ 275.00
TV/VCR Combo 19"	Sep-94	Good	1	\$ 375.00
Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	15	\$2,095.00
Hewlett Packard LaserJet 4050TN Printer	30-Sep-99	New	2	\$1,442.00
Duplex Assembly for Hewlett Packard LaserJet 4050TN Printer	30-Sep-99	New	2	\$242.00
5-year On-site Warranty for Hewlett Packard LaserJet 4050TN Printer	30-Sep-99	New	2	\$259.00
Hewlett Packard LaserJet 8100DN Printer w/Interface Cable	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$185.00
2,000 Input Tray for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$718.00
8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$136.00
Toshiba TLP 651 Media Star LCD Projector	30-Sep-99	New	2	\$5,789.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Satellite Dish/IRD/Antenna	Jun-94	Excellent	1	\$ 6,079.00
Toshiba 42" Color TV	Jun-94	Excellent	2	\$ 570.00
ATP Audio conferencing Unit	Jun-94	Excellent	1	\$ 1,158.00
Microphone/Speaker Unit	Jun-94	Excellent	1	\$ 135.00
VCR	Jun-94	Excellent	2	\$ 445.00
Chairs	Jul-94	Excellent	20	\$ 270.00
Large TV Carts	Jul-94	Excellent	2	\$ 915.00
Café Tables	Oct-97	New	3	\$ 435.00
Microwave	Jun-94	Good	1	\$ 85.00

Student Desk	Sep 95-97	Good	180	\$ 44.95
Student Chairs	Oct-97	Good	335	\$ 27.95
Lecterns	Oct 97-98	New/Excel	14	\$ 225.00
Student Tables	Oct 97-98	Good	101	\$ 126.00
Melamine Boards	Oct 97-98	New/Excel	15	\$ 138.04
Projector Screens Wall Mounted	Sep-95	Good	8	\$ 235.00
Lectern	Oct-98	Excellent	1	\$ 225.00
Melamine Board	Jun-94	Excellent	1	\$ 135.00
Tables	Jun-94	Excellent	11	\$ 406.00
Fax Machine	Jun-94	Excellent	1	\$ 424.00
TTI Box	Jun-94	Excellent	1	\$ 265.00
Microphone/Speaker Unit	Jun-94	Excellent	11	\$ 127.25
Projector Screen	Jun-94	Excellent	1	\$ 275.00
TV Carts	Sep-98	New/Good	11	\$ 331.00
Overhead Carts	Sep-98	New/Good	4	\$ 144.00
<b>Base Training Facilities located at: Mountain Home AFB</b>	<b>Facility Address: 366 MSS/DPMAT 366 Gunfighter Ave Mountain Home ID 83648</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Base Training Office	-----	500 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Micron keyboard	Apr 97	Good	2	Unknown
Micron Pentium Minitower	Apr 97	Good	2	Unknown
Micron Monitor	Apr 97	Good	2	Unknown
2dr GSA Mosler safe	Apr-97	Good	1	Unknown
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
5dr Filing Cabinet, Vertical/w lock	Unknown	Good	1	\$166.54
Contemporary Style desk	Unknown	Good	2	\$218.58
Contemporary Style desk attach	Unknown	Good	1	\$144.56
Contemporary Style Bookcase	Unknown	Good	1	\$81.46
Contemporary, Desk, table	Unknown	Good	1	\$208.77
Chair, rotary	Unknown	Good	4	\$95.99
Traditional Style desk	Unknown	Fair	1	\$242.13

<b>Education Services Facilities located at: Nellis AFB</b>		<b>Facility Address: 95 MSS/DPE 4475 England Ave, Ste 217 Nellis AFB NV 89191</b>		
<b>Classroom/Space</b>		<b>Bldg Number</b>	<b>Square Feet</b>	
Education Services Flight		-----	16,850 Sq. Ft.	
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
HP Printer LaserJet 4 plus	Unknown	Good	3	\$1,936.00
HP Printer LaserJet 4	Unknown	Good	4	\$2,064.00
HP Printer LaserJet III	Unknown	Good	1	\$2,027.00
HP Printer LaserJet 5P	1996	Excellent	6	\$1,391.00
Micron Computers	1997	Excellent	9	\$2,599.00
Compaq Computers	1997	Excellent	5	\$2,753.00
Dell Computers	1998	Excellent	6	\$1,804.00
Gateway Computers	1996	Excellent	4	\$2,500.00
Zenith Computers	1996	Excellent	5	\$3,780.00
HP DeskJet 650C Color Printer	Unknown	Good	1	\$149.99
HP DeskJet 680C Color Printer	Unknown	Good	1	\$149.99
HP ScanJet 4C Scanner	Unknown	Good	1	\$289.99
Dell Server	1998	Excellent	1	\$11,500.00
Microscopes	Unknown	Good	16	\$312.15
Centrifuge	Unknown	Good	1	\$440.00
Leak Detector	Unknown	Good	1	\$145.00

Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	20	\$2,095.00
Hewlett Packard LaserJet 8100DN Printer w/Interface Cable	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$185.00
2,000 Input Tray for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$718.00
8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$136.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Desks**	Unknown	Unknown	10	Unknown
Tables**	Unknown	Unknown	107	Unknown
Workstations**	Unknown	Unknown	5	Unknown
Student Desks**	Unknown	Unknown	25	Unknown

<b>Base Training Facilities located at: Nellis AFB</b>	<b>Facility Address: 95 MSS/DPMAT 4472 England Ave, Ste 217 Nellis AFB NV 89191</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Base Training Office (Rooms 203 and 204)	-----	526 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Hewlett Packard Laser Jet 4/	1996	Good	1	\$1,342.00
Typewriter	Unknown	Good	1	Unknown
Hyundai 17" Monitor	May-97	Good	3	Unknown
Micron Desktop OA Cilantro	May-97	Good	3	Unknown
Associated computer hardware	May-97	Good	3	Unknown
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Credenza	Jul-89	Good	1	\$323.45
Desks **	Unknown	Good	3	Unknown
Credenza (1w/ filing drawer) **	Unknown	Good	4	Unknown
Table**	Unknown	Good	2	Unknown
File Cabinet (5 drawer) **	Unknown	Good	1	Unknown
File Cabinet (2 drawer)** **	Unknown	Good	1	Unknown
Distr. Box**	Unknown	Good	1	Unknown

<b>Education Services Facilities located at: Seymour Johnson AFB</b>	<b>Facility Address: 4 MSS/DPE 1290 Wright Ave Seymour Johnson AFB NC 27531</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Education Services Facilities	-----	16,359 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Compaq P200 Computer	10/1/97	Excellent	4	\$2,377.00
Dell PII-350 COMPUTER	5/1/98	Excellent	1	\$2,175.00
GATEWAY P133 Computer	7/1/96	Excellent	3	\$3,299.00
Micron P133 Computer	1/1/97	Excellent	13	\$1,974.00
ZENITH 486DX4/100 Laptop	1/1/96	Excellent	1	\$2,689.00
Zenith P180 Pro Computer	1/1/97	Excellent	13	\$3,430.00
HUB 24PORT	1/1/97	Excellent	2	\$1,653.00
T-1 MODEM	11/1/96	Excellent	1	\$1,507.00
ATI 17" COLOR MONITOR UIC	10/1/97	Excellent	4	\$376.00
CTX 17" COLOR MONITOR	1/1/97	Excellent	13	\$570.00
Dell 17" COLOR MONITOR	5/1/98	Excellent	1	\$300.00
GATEWAY VIVTRON 17" COLOR MONITOR	7/1/96	Excellent	3	\$550.00
GOLDSTAR 15" COLOR MONITOR	12/1/96	Excellent	1	\$350.00
Hyundai MONITOR, CTX 17" , FIC	1/1/97	Excellent	13	\$576.00
EPSON STYLUS 1520 - COLOR PRINTER	9/1/97	Excellent	1	\$750.20
HP COLOR Laser Printer	11/1/95	Excellent	1	\$1,290.00
HP LASERJET 5M Printer	11/1/96	Excellent	7	\$1,045.00
LASER JET IV PRINTER	12/1/93	Excellent	3	\$1,342.00
CISCO 4000 ROUTER	3/1/97	Excellent	1	\$6,675.10
COLOR DESKTOP SCANNER	9/1/97	Excellent	1	\$299.00
SCANNER, OPTICAL MARK READER	11/1/95	Excellent	1	\$3,900.00

Dell P166MHZ Dual Processor Server	12/1/96	Excellent	1	\$13,048.00
ZIP DRIVE	9/1/97	Excellent	1	\$279.95
Dell PII400 Computers, 128 MB RAM, 40X CD-ROM, 10 GB HD, MULTIMEDIA, IOMEGA ZIP, Network Card	4-Sep-98	Excellent	16	\$2,510.00
Toshiba XGA Multimedia Data Projector	4-Sep-98	Excellent	1	\$7,868.00
Infocus High Resolution Multimedia Projector	4-Sep-98	Excellent	1	\$6,860.00
HP 8000DN Network Printer	4-Sep-98	Excellent	1	\$4,998.00
Dell PII400 Computers	28-Sep-98	Excellent	1	\$2,458.00
35" Mitsubishi Monitor	01-Dec-94	Excellent	2	\$3,500.00
Panasonic VCR	01-Dec-94	Excellent	1	\$220.00
A.T. Teleconferencing unit	01-Dec-94	Excellent	1	\$750.00
CLI Spectrum Saver Receiver/Decoder	01-Dec-94	Excellent	2	\$1,500.00
Cannon Fax Phone	01-Dec-94	Excellent	1	\$450.00
Sony 8" Monitor	01-Dec-94	Excellent	1	\$300.00
TTI Microphones	01-Dec-94	Excellent	11	\$20.00
19" TV/VCR	FY 95	Excellent	10	\$477.66
13" TV/VCR	FY 95	Excellent	1	\$525.95
OVERHEAD PROJECTOR	Aug-96	Excellent	8	\$446.00
Micron Pentium III 600MHz Minitower Computer.	30-Sep-99	New	25	\$2,095.00
Hewlett Packard LaserJet 8100DN Printer w/Interface	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN	30-Sep-99	New	1	\$185.00
2,000 Input Tray for the Hewlett Packard LaserJet	30-Sep-99	New	1	\$718.00
8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet	30-Sep-99	New	1	\$136.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
JUDICIAL POSTURE (DARK OAK)	Sep-96	Excellent	2	\$550.00
CHAIRS (BIG BACK)	Aug-96	Excellent	310	\$237.00
COMP 3-SHELF BOOK SHELF	Mar-98	Excellent	1	\$113.00
CHAIRS SMALL	Aug-96	Excellent	9	\$257.00
FILING CABINET	Aug-96	Excellent	4	\$457.00
CHERRY WOODEN TRASHCANS	Aug-96	Excellent	9	\$65.00
CONFERENCE TABLE	Aug-96	Excellent	1	\$794.00
RACE TRACK TABLE BASE	Mar-98	Excellent	1	\$206.25
RACE TRACK TABLE	Mar-98	Excellent	1	\$373.50
CREDENZA	Aug-96	Excellent	5	\$400.00
CUSTOMER SERVICE TABLE	FY 95	Excellent	1	\$815.00
DESK/COMPUTER	Sep-97	Excellent	2	\$119.50
DESKS	Aug-96	Excellent	4	\$384.00
PRINTER STAND	Mar-98	Excellent	2	\$231.75
34"DESK	Mar-98	Excellent	12	\$278.47
UNDERDESK PED FILE	Mar-98	Excellent	1	\$236.77
2-DOOR CABINET (JMB)	Aug-96	Excellent	3	\$305.00
ENDTABLE	Jun-98	Excellent	3	\$119.00
COMPUTER WORKSTATIONS INST	Sep-98	Excellent	1	\$524.00
COMPUTER WORKSTATIONS	Sep-98	Excellent	18	\$379.00
EXEC HIGH BACK	Jun-98	Excellent	2	\$377.00
COMP LAB 2DRAWER FILE CAB	Mar-98	Excellent	1	\$260.00

FILING CABINETS	Aug-96	Excellent	12	\$395.00
60"DESK	Mar-98	Excellent	1	\$375.59
COMP 4 SHELF BOOK SHELF	Mar-98	Excellent	1	\$245.00
TV CARTS	FY 95	Excellent	8	\$172.00
STEEL FILING CABINET STORAGE	FY 95	Excellent	1	\$260.00
Desks	Aug-96	Excellent	30	\$405.00
SWIVEL CHAIRS	Aug-96	Excellent	10	\$324.00
SWIVEL HIGH BACK	Aug-96	Excellent	10	\$445.00
TESTING CHAIRS	Sep-97	Excellent	16	\$283.00
TESTING DESKS	Sep-97	Excellent	15	\$116.00
Guest Chair with arms/wheels	Sep-96	Excellent	15	\$258.00
BIG COMP TABLE	FY 95	Excellent	1	\$359.00
4-SHELF WALNUT BOOKSHELF	Aug-96	Excellent	3	\$255.00
3-SHELF-BOOKSHELF	Aug-96	Excellent	6	\$195.00
3-DRAWER FILES	Aug-96	Excellent	1	\$148.00
2X4 DESKS	FY 95	Excellent	154	\$327.00
2-DRAWER FILING CABINET	Aug-96	Excellent	4	\$2,512.00
5-SHELF BOOKSHELF	Aug-96	Excellent	2	\$265.00
PODIUM	FY 95	Excellent	11	\$250.00
SAFE	FY 95	Excellent	2	\$176.95
STATIONARY CHAIRS	Sep-96	Excellent	21	\$215.00
BOOKCASE BASE CREDENZA	Aug-96	Excellent	2	\$255.00
SMALL BULLETIN BOARDS	Jun-98	Excellent	9	\$36.50
SOFA	Aug-96	Excellent	5	\$572.00
STACKING CHAIRS	Aug-96	Excellent	12	\$61.00
<b>Base Training Facilities located at: Seymour Johnson AFB</b>	<b>Facility Address: 4 MSS/DPMAT 1215 Goodson St, Rm 2 Seymour Johnson AFB NC 27531</b>			
<b>Classroom/Space</b>			<b>Bldg Number</b>	<b>Square Feet</b>
Base Training Office			-----	74 Sq. Ft.
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Computer	Sep-98	Excellent	3	\$1,900.00
Printer	Unknown	Good	1	\$800.00
Fax Machine	Jan-98	Good	1	\$379.99
Shredder	Unknown	Good	1	\$899.00
Portable Refrigerator	Nov 98	Good	1	\$200.00
Copier	Jul-98	Good	1	\$3,595.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Credenza	Jul-89	Good	1	\$323.45
Contemporary-Style Desk	Dec-87	Good	1	\$226.97
Contemporary-Style Desk	Dec-87	Good	1	\$196.92
Contemporary-Style Desk	Dec-87	Good	1	\$263.16
Bookcase	Jan-90	Good	1	\$81.46

Portable Office Machine Stand	Mar-88	Good	2	\$77.05
Storage Cabinet	Nov-89	Good	1	\$206.96
Vertical File	Nov-89	Good	1	\$256.47
Molded Plastic Chair	Feb-87	Good	4	\$87.18
Molded Plastic Chair	Feb-87	Good	1	\$131.10
Swivel/Tilt Chair	Feb-97	Good	1	\$347.00
Mega Data Cart	Jun-90	Good	1	\$155.65
Wall Clock	Apr-92	Good	1	\$11.98
Round Table	Jun-90	Good	1	\$255.00
Safe	May-80	Good	1	\$790.00
AF Theme Wall Pictures	Apr 90	Good	2	\$35.00

<b>Education Services Facilities located at: Shaw AFB</b>	<b>Facility Address: 20 MSS/DPE 522 Nelson Ave Shaw AFB SC 29152</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Education Training Flight	-----	2700 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Adding Machine (Sharp)	1990	GOOD	1	\$75.00
ATP	1998	GOOD	1	\$1,100.00
CLI	1993	GOOD	2	\$3,100.00
Computer, 486 (GTSI)	1992	GOOD	2	\$1,100.00
Computer, Dell Dimension XPS R400	1999	GOOD	11	\$2,500.00
Computer, Compaq Deskpro 2000	1997	GOOD	13	\$2,500.00
Computer, Gateway 2000	1996	GOOD	3	\$2,856.00
Computer, Zenith 510 486	1992	GOOD	3	\$1,000.00
Computer, Zenith VP 486	1992	GOOD	1	\$1,000.00
Computer, Zenith Z-Station GT Pro	1996	GOOD	10	\$3,780.00
FAX Machine	1998	GOOD	2	\$500.00
Hubstack, LAN(24 Port)	1997	GOOD	4	\$1,653.00
Hubstack, LAN(32 Port)	1997	GOOD	1	\$2,205.00
Lextriever Filing System	1990	GOOD	1	\$25,000.00
Microphones, Satellite Audio	1992	GOOD	11	\$20.00
Modem, PairGain	1997	GOOD	1	\$1,508.00
Panel, Patch	1997	GOOD	1	\$345.00
Printer, HP 4Plus	1992	GOOD	2	\$1,275.00
Printer, HP 5M	1997	GOOD	7	\$1,678.00

Printer, Laser IBM	1992	GOOD	1	\$1,175.00
Projector, Overhead	1985	GOOD	5	\$250.00
Refrigerator (ABSOCOLD)	1997	GOOD	4	\$350.00
Refrigerator (GE)	1997	GOOD	3	\$350.00
Router, Cisco 4000	1997	GOOD	1	\$1,420.00
Satellite Dish	1993	GOOD	1	\$5,000.00
Scanner, HP 5s	1998	GOOD	1	\$90.00
Screen, Projection	1976	GOOD	10	\$120.00
Server, File(Dell PowerEdge XL)	1997	GOOD	1	\$17,435.00
Shredder, Paper	1997	GOOD	1	\$150.00
Television, Toshiba 35"	1992	GOOD	1	\$3,500.00
TV/VCR Combo Samsung	1999	GOOD	3	\$250.00
Truck, Hand	1995	GOOD	1	\$75.00
TV/VCR Combo	1994	GOOD	1	\$150.00
Typewriter, IBM Wheelwriter	1990	GOOD	1	\$250.00
Uninterruptible Power Supply(UPS)	1997	GOOD	1	\$500.00
Vacuum Cleaner	1995	GOOD	1	\$150.00
VCR, Sharp	1992	GOOD	1	\$200.00
Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	16	\$2,095.00
Hewlett Packard LaserJet 8100DN Printer w/Interface Cable	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$187.00
2,000 Input Tray for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$718.00
8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$254.00
Toshiba TLP 651 Media Star LCD Projector	30-Sep-99	New	1	\$5,789.00
Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$4,915.00
CA-C141 Travel Case for the LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$244.00
SP-CW2EXP Cable Wizard 2 Extension for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$352.00
SP-CEIL-LM750 Ceiling Mount for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$212.00
SP-CW2 Cable Wizard 2 for the Infocus LP-750-ZV Multimedia LCD Projector	30-Sep-99	New	1	\$205.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
Desk, Office	1997	Good	35	\$200.00
Cabinet, File 4 Drawer	1990	Good	1	\$175.00

Credenza	1997	Good	15	\$205.00
Chair, Office	1997	Good	65	\$225.00
Sofa	1998	Good	13	\$800.00
Love Seat	1998	Good	7	\$550.00
Chair, Customer	1998	Good	29	\$150.00
Table, End	1993	Good	11	\$85.00
Table, Folding	1998	Good	104	\$95.00
Chair, Student	1998	Good	225	\$30.00
Stand, TV/VCR/ATP/CLI Mobile	1992	Good	1	\$150.00
Table, Computer/VTT	1997	Good	15	\$125.00
Table, Typing	1995	Good	6	\$50.00
Safe, CBT(Sentry)	1997	Good	1	\$125.00
Desk, Computer	1992	Good	7	\$265.00
Safe, Four Drawer	1995	Good	1	\$1,500.00
Desk, Modular	1994	Good	4	\$3,500.00
Table, Wood	1992	Good	4	\$91.00
Wall Unit	1995	Good	4	\$250.00
Bookcase	1995	Good	18	\$200.00
Podium	1994	Good	13	\$100.00
Cabinet, Mobile Media	1979	Good	6	\$200.00
Cabinet, Supply	1992	Good	1	\$225.00
Tank, Portable Air	1997	Good	1	\$45.00
Ladder, Aluminum	1997	Good	1	\$85.00
Table, Computer	1992	Good	5	\$200.00
Cabinet, File 5 Drawer	1985	Good	8	\$250.00
Desk, Student	1974	Good	369	\$95.00
Board, White	1989	Good	19	\$150.00
Desk, Executive	1997	Good	1	\$2,000.00
Table, Coffee	1997	Good	1	\$250.00
Table, Lamp	1997	Good	3	\$75.00
Table, Computer	1998	Good	3	\$90.00
Cabinet, File 2 Drawer	1989	Good	1	\$100.00
Truck, Hand	1997	Good	1	\$75.00
Chair, Conference	1981	Good	10	\$220.00
Table, Dinette	1975	Fair	5	\$75.00
Wardrobe	1985	Good	7	\$200.00
Cabinet, Metal	1985	Good	2	\$200.00
<b>Base Training Facilities located at: Shaw AFB</b>	<b>Facility Address: 20 MSS/DPMAT 522 Nelson Ave Shaw AFB SC 29152</b>			
<b>Classroom/Space</b>			<b>Bldg Number</b>	<b>Square Feet</b>
Base Training Office			-----	400 Sq. Ft.
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quant ity</b>	<b>Price Per Each Item</b>

Compaq Deskpro	unknown	Good	1	\$1,000.00
ATI Color monitor	unknown	Good	1	\$350.00
HP laserJet 6p	unknown	Good	1	\$250.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Desks	Unknown	Good	3	\$300.00
Distribution Box	Unknown	Good	1	\$50.00
Chair, Brown	Unknown	Fair	1	\$50.00
Chair, Blue	Unknown	Fair	1	\$150.00
Filing Cabinet, 5 drawer	Unknown	Good	1	\$50.00
Credenza	Unknown	Good	1	\$100.00
Book Case, 4 shelf	Unknown	Good	1	\$100.00
Customer Service chairs	Unknown	Good	4	\$100.00
Rolling filing cabinet, 2-Drawer	Unknown	Good	1	\$50.00
Whiteboards, 24" X 36"	Unknown	Good	2	\$25.00

<b>Education Services Facilities located at:</b> <b>Whiteman AFB</b>	<b>Facility Address: 509 MSS/DPE</b> <b>470 Vandenberg, Ste 140</b> <b>Whiteman AFB MO 65305</b>			
<b>Classroom/Space</b>	<b>Bldg Number</b>	<b>Square Feet</b>		
Education Services Facility	----	24,584 Sq. Ft.		
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
TV, Toshiba	1990	Good	1	\$700.00
TV, Toshiba, lg screen	1992	Good	1	\$700.00
VCR, Zenith	1990	Good	1	\$250.00
VCR, Panasonic	1992	Good	1	\$175.00
HP3 Laser Printer	1989	Good	1	\$1,500.00
HP5 Laser Printer	1995	Good	1	\$2,100.00
HP4 Printer	1995	Good	5	\$2,000.00
Gateway 2000, P5 133	1983	Good	2	\$1,400.00
Micron/Pentium Computer	1995	Good	8	\$2,000.00
Micron/Pentium Computer	1995	Good	8	\$2,200.00
IBM 486 Intermediate System	1993	Good	1	\$1,600.00
Vivitron Monitor	1996	Good	2	\$250.00
GTX Monitor	1989	Good	2	\$200.00
GTX Monitor	1993	Good	1	\$200.00
GTX Monitor	1995	Good	4	\$200.00
GTX Monitor	1995	Good	1	\$200.00
Dell Monitor	1995	Good	1	\$395.00
Magnavox Monitor	1995	Good	1	\$200.00
Magnavox Monitor	1993	Good	1	\$200.00
Zenith 486 Pentium	1996	Good	3	\$2,100.00

Everex 486 Computer	1992	Good	1	\$1,700.00
Everex 486 Computer	1993	Good	1	\$1,700.00
Fire Proof File, 4 Drawer	1989	Good	1	\$600.00
HP DeskJet 680C Printer	1995	Good	1	\$1,875.00
Dell Server	1998	Good	1	\$5,415.00
Discport	1996	Good	1	\$600.00
APC	1996	Good	1	\$400.00
24 Port Hub Stack	1995	Good	1	\$1,500.00
10 Base T Hub	1995	Good	1	\$600.00
HP Laser	1995	Good	2	\$1,800.00
HP Fox 900	1993	Good	1	\$350.00
HP Scanner	1995	Good	1	\$400.00
Micron Pentium III 600MHz Minitower Computer, 256MB RAM, 20GB hard drive, 40X CD-ROM, 17" monitor, ACC PC-COE Software load, stereo headphones, 3-year on-site warranty	30-Sep-99	New	25	\$2,095.00
Hewlett Packard LaserJet 8100DN Printer w/Interface Cable	30-Sep-99	New	1	\$3,079.00
Toner Cartridge for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$185.00
2,000 Input Tray for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$718.00
8-Bin Mailbox for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$961.00
5-Year On-site warranty for the Hewlett Packard LaserJet 8100DN Printer	30-Sep-99	New	1	\$136.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
White Boards	1988	Good	1	\$150.00
White Boards	1988	Good	7	\$150.00
White Boards	1988	Good	1	\$150.00
White Boards	1989	Good	1	\$150.00
White Boards	1989	Poor	1	\$150.00
White Boards	1993	Good	8	\$150.00
White Boards	1994	Good	3	\$150.00
White Boards	1995	Good	2	\$150.00
White Boards	1997	Good	2	\$150.00
Chair w/o Arms	1986	Good	1	\$110.00
Chair w/o Arms	1988	Good	62	\$110.00
Chair w/o Arms	1988	Good	31	\$110.00
Chair w/o Arms	1990	Good	4	\$110.00
Chair w/o Arms	1991	Good	2	\$110.00
Chair w/o Arms	1994	Good	6	\$110.00
Chair w/o Arms	1995	Good	4	\$110.00
Chair w/o Arms	1996	Good	7	\$110.00

Chair w/o Arms	1996	Good	13	\$110.00
Chairs w/o Arms	1995	Good	7	\$110.00
Chair w/o Arms	1994	Good	31	\$110.00
Chair w/o Arms	1993	Good	32	\$110.00
Chair w/o Arms	1997	Good	14	\$110.00
Chair w/o Arms	1997	Good	22	\$110.00
Chair w/o Arms	1997	Good	8	\$110.00
Chair w/o Arms	1988	Good	5	\$110.00
Chair w/o Arms, Swivel	1990	Good	5	\$310.00
Chair w/o Arms, Swivel	1990	Good	2	\$310.00
Chair with Arms	1986	Good	1	\$120.00
Chair with Arms	1988	Good	1	\$120.00
Chair with Arms	1988	Poor	1	\$120.00
Chair with Arms	1989	Good	2	\$120.00
Chair with Arms	1993	Good	11	\$120.00
Chair with Arms	1994	Good	56	\$120.00
Chair with Arms	1995	Good	2	\$120.00
Chair with Arms	1996	Good	1	\$120.00
Chair with Arms	1996	Good	6	\$120.00
Chair with Arms	1996	Excellent	1	\$120.00
Chair with Arms	1996	Good	4	\$120.00
Chair with Arms, Swivel	1981	Poor	1	\$350.00
Chair with Arms, Swivel	1990	Excellent	10	\$350.00
Chair with Arms, Swivel	1995	Excellent	2	\$350.00
Chair with Arms, Swivel	1996	Good	2	\$350.00
Overhead	1988	Good	6	\$140.00
Overhead	1988	Poor	1	\$140.00
Overhead	1990	Excellent	2	\$140.00
Overhead	1993	Poor	1	\$140.00
Overhead Screen	1989	Good	1	\$180.00
Overhead Screen	1991	Good	2	\$180.00
Overhead Screen	1994	Good	2	\$180.00
Overhead Screen	1995	Good	4	\$180.00
Overhead Screen	1996	Good	3	\$180.00
Overhead Screen	1997	Good	1	\$180.00
Overhead Projector. Stand	1988	Good	2	\$218.00
Computer Stand	1981	Good	1	\$362.00
Computer Stand	1987	Poor	1	\$362.00
Computer Stand	1990	Good	1	\$362.00
Computer Stand	1993	Good	1	\$362.00
Computer Stand	1988	Good	2	\$362.00
Computer Stand	1993	Good	12	\$362.00
Computer Stand	1994	Good	2	\$362.00
Computer Stand	1996	Good	1	\$362.00

Computer Stand	1996	Good	1	\$362.00
Computer Stand	1997	Good	14	\$362.00
Desk, Student	1988	Good	171	\$110.00
Desk, Student	1991	Good	1	\$110.00
Desk, Instructor	1981	Poor	2	\$242.00
Desk, Instructor	1996	Good	4	\$242.00
Desk, Metal	1980	Fair	1	\$540.00
Desk, Metal	1980	Good	1	\$540.00
Desk, Metal	1981	Good	1	\$540.00
Desk, Metal	1981	Good	2	\$540.00
Desk, Metal	1981	Poor	1	\$540.00
Desk, Metal	1988	Good	2	\$540.00
Bookcase, 8'	1981	Good	1	\$186.00
Bookcase, 8'	1988	Good	1	\$186.00
Bookcase, 8'	1993	Good	2	\$186.00
Bookcase, 8'	1990	Good	1	\$186.00
Bookcase, 5'	1981	Fair	1	\$150.00
Bookcase, 5'	1988	Good	2	\$150.00
Bookcase, 5'	1988	Good	1	\$150.00
Bookcase, 5'	1990	Good	1	\$150.00
Bookcase, 5'	1993	Good	3	\$150.00
Bookcase, 5'	1995	Good	1	\$150.00
Bookcase, 2 shelf	1989	Poor	1	\$99.00
Bookcase, 2 shelf	1995	Good	1	\$99.00
Wooden shelving, 4'	1990	Excellent	1	\$67.00
Table 2'x3'	1981	Good	4	\$129.00
Table 2'x3'	1983	Good	4	\$129.00
Table 2'x3'	1983	Poor	1	\$129.00
Table 2'x3'	1983	Good	1	\$129.00
Table 2'x3'	1988	Good	1	\$129.00
Table 2'x3'	1994	Good	1	\$129.00
Table 4'	1989	Good	1	\$75.00
Table 5'	1988	Good	2	\$75.00
Table 5'	1994	Good	18	\$75.00
Table 6'	1981	Good	3	\$85.00
Table 6'	1988	Good	3	\$85.00
Table 6'	1988	Good	13	\$85.00
Table 6'	1988	Good	1	\$85.00
Table 6'	1991	Good	1	\$85.00
Table 6'	1993	Good	11	\$85.00
Table 6'	1993	Good	2	\$85.00
Table 6'	1994	Good	26	\$85.00
Table 6'	1994	Good	2	\$85.00
Table 6'	1997	Excellent	12	\$85.00

Table 8'	1993	Good	8	\$139.00
Table 8'	1994	Good	4	\$139.00
Table, 2" Round	1981	Good	1	\$79.00
Table, 4' Round	1995	Good	1	\$139.00
Table, 4' Round	1995	Good	1	\$139.00
Typewriter, Swintec	1988	Good	1	\$200.00
Typewriter, Swintec	1988	Good	2	\$200.00
Typewriter, Swintec	1988	Good	1	\$200.00
Typewriter, Swintec	1988	Good	1	\$200.00
Typewriter, table	1979	Good	3	\$129.00
Typewriter, table	1980	Fair	1	\$129.00
Typewriter table	1981	Fair	1	\$129.00
Typewriter table	1988	Good	3	\$129.00
Podium	1995	Good	1	\$200.00
Podium	1995	Good	12	\$200.00
Podium	1996	Good	1	\$200.00
Podium, Table	1995	Good	2	\$69.00
Combination Safe	1988	Good	1	\$790.00
Paper shredder	1990	Good	1	\$1,699.00
File Cabinet, 3 Drawer	1980	Poor	1	\$279.00
File Cabinet, 3 Drawer	1997	Good	1	\$279.00
File Cabinet, 3 Drawer	1995	Good	1	\$279.00
File Cabinet, 3 Drawer	1997	Good	1	\$279.00
File Cabinet, 3 Drawer	1988	Fair	1	\$279.00
File Cabinet, 5 Drawer	1979	Good	1	\$284.00
File Cabinet, 5 Drawer	1988	Good	1	\$284.00
File Cabinet, 4 Drawer, Legal	1988	Good	1	\$942.00
File Cabinet, 4 Drawer, Legal	1990	Fair	1	\$942.00
File Cabinet, 4 Drawer, Legal	1993	Good	3	\$942.00
TV Stand	1980	Good	1	\$562.00
TV Stand	1988	Good	1	\$562.00
TV Stand	1990	Good	1	\$562.00
TV Stand	1991	Good	1	\$562.00
TV Stand	1992	Good	1	\$562.00
Coat Rack	1981	Poor	1	\$79.00
Coat Rack	1981	Good	1	\$79.00
Coat Rack	1983	Good	1	\$79.00
Coat Rack	1983	Poor	1	\$79.00
Coat Rack	1988	Good	1	\$79.00
Coat Rack	1988	Poor	1	\$79.00
Display Case	1988	Good	6	\$159.00
Bulletin Board	1991	Good	2	\$30.00
Chalkboard	1988	Good	1	\$100.00
Fan	1994	Good	1	\$45.00

Wardrobe, 5'	1997	Good	1	\$179.00
Storage Cabinet	1988	Good	1	\$129.00
Storage Cabinet	1988	Poor	1	\$129.00
Storage Cabinet	1988	Good	1	\$129.00
Storage Cabinet	1990	Poor	1	\$129.00
Storage Cabinet	1993	Good	1	\$129.00
Storage Cabinet	1995	Good	1	\$129.00
Storage Cabinet	1997	Excellent	5	\$129.00
Exec. Desk	1980	Fair	1	\$560.00
Oak Exec. Desk	1997	Good	1	\$790.00
Credenza	1981	Good	1	\$179.00
Credenza	1985	Good	1	\$179.00
Credenza	1986	Good	1	\$179.00
Credenza	1988	Good	1	\$179.00
Oak Credenza	1997	Good	1	\$239.00
Cabinet, Small Wooden	1988	Good	1	\$98.00
Absocold, 3' Refrigerator	1980	Fair	1	\$150.00
General Electric, Refrigerator	1998	Good	1	\$580.00
<b>Base Training Facilities located at: Whiteman AFB</b>	<b>Facility Address: 509 MSS/DPMAT 850 Arnold Ave, Ste 1 Whiteman AFB MO 65305</b>			
<b>Classroom/Space</b>			<b>Bldg Number</b>	<b>Square Feet</b>
Base Training Office			-----	66 Sq. Ft.
<b>Government-Furnished / Contractor Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Each Item</b>
17" Hyundai Monitor	Sep-98	Good	2	\$452.00
Micron P200 w/Multimedia pkg CPU	Sep-98	Good	2	\$4,634.00
Lexmark LJS 1650 Printer	Sep-97	Good	1	\$1,794.00
<b>Government-Furnished / Government Maintained Equipment</b>				
<b>Equipment</b>	<b>Date Acquired</b>	<b>Condition</b>	<b>Quantity</b>	<b>Price Per Item</b>
Credenza	Jul-89	Good	1	\$323.45
Desks**	Mar-98	Good	2	unknown
Chairs	Jul-98	Good	2	\$185.00

**APPENDIX C**

**PERFORMANCE LOCATIONS**

**I. GENERAL INFORMATION.** The contractor shall accomplish the BTES tasks on all ACC locations; to include geographically separated ACC units, and detachments.

**1. PERFORMANCE LOCATIONS.** Current ACC locations include two sites outside the continental United States.

A. The following table lists the current ACC performance locations for delivery of services in this SOW.

**CURRENT ACC PERFORMANCE LOCATIONS**

<b>Barksdale AFB LA***</b>	<b>CONUS</b>
<b>Beale AFB CA**</b>	<b>CONUS</b>
<b>Cannon AFB NM**</b>	<b>CONUS</b>
<b>Davis Monthan AFB AZ***</b>	<b>CONUS</b>
<b>Dyess AFB TX***</b>	<b>CONUS</b>
<b>Ellsworth AFB SD**</b>	<b>CONUS</b>
<b>Holloman AFB NM**</b>	<b>CONUS</b>
<b>Keflavik NAS Iceland*</b>	<b>OVERSEAS</b>
<b>Lajes Field Azores*</b>	<b>OVERSEAS</b>
<b>Langley AFB VA***</b>	<b>CONUS</b>
<b>Minot AFB ND***</b>	<b>CONUS</b>
<b>Moody AFB GA**</b>	<b>CONUS</b>

<b>Mountain Home AFB ID**</b>	<b>CONUS</b>
<b>Nellis AFB NV***</b>	<b>CONUS</b>
<b>Seymour Johnson**</b>	<b>CONUS</b>
<b>Shaw AFB SC***</b>	<b>CONUS</b>
<b>Whiteman AFB MO**</b>	<b>CONUS</b>

**B.** NOTE that the performance locations are coded according to military strength. If the location is small, it is coded "\*" indicating (less than three thousand (3000)); if medium, it is coded "\*\*\*" indicating more than three thousand (3000) & less than Five thousand (5,000), and if large, it is coded "\*\*\*\*" indicating more than five thousand (5000) & less than eight thousand (8,000) active duty personnel.

## **APPENDIX D**

### **List of Publications and Forms**

**I. GENERAL INFORMATION.** Publications and forms that apply to this contract are listed below. The contractor shall be guided by those publications or use those forms to the extent necessary to accomplish the requirements of this contract. DOD, AF, ACC, and local publications are generally available from appropriate World Wide Web (WWW) servers. The contractor shall obtain publications from WWW servers to the maximum extent possible. The Government will provide publications and forms not available from WWW servers. If required, contractors are authorized distribution of paper publications.

**II. PUBLICATION CHANGES.** Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract. The contractor shall ensure that all publication changes are posted to paper versions. Upon completion of the contract, the contractor shall return to the Government all issued publications.

**Price Changes that Result from Publication Changes.** The contractor shall immediately advise the CO of any changes that result in the change in the contract price.

**III. HIERARCHY OF PUBLICATIONS.** The contractor shall accomplish the tasks and references established in this contract provided.

**A.** If there is a conflict between this contract and the references established therein, this contract shall control.

**B.** If there is a conflict between or among two or more references that are issued at the same level of authority then those with a later date of issue shall control over those with earlier dates of issue.

**IV. PUBLICATIONS.** The following list of publications may be used on a frequent basis and should be kept readily available.

#### **LIST OF PUBLICATIONS CHART**

<b>PUBLICATION</b>	<b>TITLE</b>
AFI 36-2013	Officer Training School (OTS) and Airman Commissioning Program
AFI 36-2019	Appointment to the United States Air Force Academy
AFI 36-2021	Air Force Academy Preparatory School
AFI 36-2101	Classifying Military Personnel Officers & Airmen
AFI 36-2107	Active Duty Service Commitments(ADSD) and Specified Period of Time Contracts (SPTC)
AFI 36-2201	Developing, Managing & Conducting Training
AFI 36-2305	Educational Classification & Coding Procedures
AFI 36-2306	The Education Services Program
AFM 36-2247	Planning, Conducting, Administering, & Evaluating Mandatory/Training
ECI Catalog	Extension Course Institute Catalog and Price Listing
AFCAT 36-2223	USAF Formal Schools
	Base Educator's Guidebook to AFROTC Enlisted Commissioning Programs and the Airman Education and Commissioning Program (AECP)
	CCAF Catalog
	CCAF Updates (Newsletter)
	Community College of the Air Force Counselor Handbook

	DANTES Catalog of Materials
	DANTES Catalog of Nationally Accredited Distance Learning Programs
	DANTES Examination Program Handbook
	DANTES External Degree Catalog
	DANTES INFORMATION BULLETINS
	Directory of Post Secondary Institutions, VOL I & II
	Guide to the Evaluation of Educational Advisory Experiences in the Armed Forces
VA Pamphlet 22-79-1	Summary of VEAP
VA Pamphlet 22-90-2	Summary of MGIB Educational Benefits
	Quality Education Services (QES) Assessment Guide

**V. Publications:** The following publications are occasionally required for reference.

<b>Publication</b>	<b>Title</b>
10 USC, Chap 1606	Montgomery GI Bill Selected Reserve
38 USC, Chap 30	Montgomery GI Bill Active Duty
38 USC, Chap 31	Vocational Rehabilitation
38 USC, Chap 32	Post Vietnam Era Veterans' education assistance Program
38 USC, Chap 35	Survivors' and Dependents' Educational Assistance Program
38 USC 901	Educational Assistance Test Program
38 USC 902	Educational Assistance Test Program
38 USC 903	Educational Assistance Test Program
DoDD 1322.8	Voluntary Education Program for Military Personnel
DoDD 1322.16	Montgomery (MGIB) Program
DoDD 1322.18	Military Training
DoDD 5500 7-R	Joint Ethics Regulations
DoDI 13422.9	Voluntary Education Programs for Military Personnel Management Information Systems
DoDI 1322.25	Voluntary Education Programs
AFI 25-201	Support Agreement Procedures
AFI 31-204, Chapter 3	Motor Vehicle Traffic Supervision
AFI 31-209	Air Force Resource Protection Program
AFI 32-1024	Standard Facility Requirements
AFI 33-103	Requirements Development and Processing
AFI 33-111	Telephone Systems Management
AFI 33-112	Computer Systems Management
AFI 33-114	Software Management
AFI 33-115	Network Management

AFI 36-1201	Discrimination Complaints
AFI 36-2014	Commissioning Education
AFI 36-2301	Professional Military Education
AFI 36-2304	Community College of the Air Force
AFI 36-2601	Air Force Personnel Survey Program
AFI 36-2605	Air Force Military Personnel Testing System
AFI 36-2608	Military Personnel Records System
AFI 36-2616	Trained Personnel Requirements
AFI 36-2623	Occupational Analysis
AFI 36-2626	Airman Retraining Program
AFI 36-2819	Mission Support Awards Program
AFI 36-3208	Administrative Separation of Airmen
AFI 36-401	Employee Training & Development
AFI 37-122	Air Force Records Management Program
AFI 37-123	Management of Records
AFI 37-131	Freedom of Information Act Program
AFI 37-132	Air Force Privacy Act Program
AFI 37-138	Records Disposition/Procedures & Responsibilities
AFI 37-160V7	The Air Force Publications & Forms Management Program
AFI 37-160V8	Air Force Publications and Forms Management Developing and Processing Forms
AFI 37 161	Distribution Management
AFI 64-106	Air Force Industrial Labor Relations Activities
AFI 91-301	Air Force Occupational & Environmental Safety, Fire Protection, & Health (AFOSH) Program
AFM 11-1	Air Force Glossary of Standardized Terms
AFM 33-223	Identification and Authentication
AFM 36-2105	Officer Classification
AFM 36-2107	Active-Duty Service Commitments (ADSC) and Specified Period of Time Contracts
AFM 36-2108	Airman Classification
AFM 36-2234	Instruction System Development
AFM 36-2236	Guidebook for Air Force Instructors
AFM 36-2245	Managing Career Field Education & Training
AFM 36-2621V4	Personnel Accounting Symbol System Users Manual
AFM 36-2622	Personnel Data Systems Users Manual
AFM 37-126	Preparing Official Communications
AFM 36-8001	Reserve Personnel Participation & Training Procedures
AFSCM 36-699	Personnel Data Systems
AFPD 36-22	Military Training
AFPD 65-6	Budget

AFPD 91-2	Inspector General Complaints
AFPAM 36-2211	Guide for Management of Air Force Training Systems
AFPAM 36-2308	CCAF Make Your Air Force Training Pay Off for the Rest of your life
AFPAM 36-2630	Officer Professional Development Guide
AFH 33-337	The Tongue and Quill
AFH 36-2235V1-11	Information for Designers of Instructional Systems
ARPCP 45-22	Guide for USAF Reserve Individual Mobilization Augmentees and their supervisors AF Aid Annual Guide for Spouse Tuition
AFIND 2	Numerical Index of Standard and Recurring Air Force Publications
AFIND 8	Numerical Index of Specialized Education/ Training Publications Assistance Program (Overseas Only)
AFIND 9	Numerical Index of Departmental Forms
	AFIT Newsletters (for officers and AECP)
	Approved American Council On Education Directories
	Pass & ID Regulations
	Peterson's Guides
	Serviceman's Opportunity College Guidebooks

**VI. Forms:** The following forms are utilized by BTES and are available in paper or electronic versions.

<b>Form Number</b>	<b>Title</b>
ACC Form 263	ACC Civilian Employee Tuition Assistance
DD Form 295	Application for the Evaluation of Learning Experiences During Military Service
DD Form 844	Requisition for Local Duplicating Service
DD Form 1556	Request, Authorization, Agreement, Certification of Training and Reimbursement
DD Form 1572	Test Log DANTES and Others
DD Form 2056	Telephone Label-Do not discuss classified information
DD Form 2366	Montgomery GI Bill Act of 1984 (MGIB)
DD Form 2384-1	Notice of Basic Eligibility (NOBE)
AETC Form 325	Student Accounting and Attendance Record
AETC Form 1360	Commissioning Appointment Application Checklist
AF Form 56	Application for Training Leading to a Commissioning the United States Air Force
AF Form 63	Officer/Airman Active Duty Services Commitment (ADSC) Counseling Statement

AF Form 118	Refund of Tuition Assistance-Education Services Program
AF Form 186	Education Record
AF Form 204	Permissive TDY Request-Operation Bootstrap (LRA)
AF Form 332	Base Civil Engineering Work Request
AF Form 403	Request for Special Training
AF Form 440	Bomb Threat
AF Form 601	Equipment Action Request
AF Form 614	Charge Out Record
AF Form 623	On-the-Job Training Record
AF Form 623A	On-the-Job Training Record Continuation sheet
AF Form 797	Job Qualification Standard/Command JQS
AF Form 803	Report of Task Evaluations
AF Form 968	Community College of the Air Force Action request
AF Form 1007	Education Services Program Report
AF Form 1008	Annual Reporting of Education Services Provided by Civilian Schools
AF Form 1098	Special Task Certification and Recurring Training
AF Form 1145	Evaluation of Commissioning Applicants
AF Form 1227	Authority for Tuition Assistance Education Services Program
AF Form 1256	Certificate of Training
AF Form 1320	Training Chart
AF Form 1320A	Training Chart
AF Form 1768	Staff Summary Sheet
AF Form 1786	Application for Appointment to USAF Academy
AF Form 2096	Classification/On-the-Job Training Action
AF Form 2099	Request for Community College of the Air Force(CCAF) Transcripts
AF Form 2426	Training Request and Completion
AF Form 3933	MAJCOM Mission Training Requirement
AFVA 36-212	Airman Classification Structure Chart
SF Form 135	Records Transmittal & Receipt
SF Form 700	Security Container Information
SF Form 701	Activity Security Checklist
SF Form 702	Security Container Check Sheet
USAF Form O-125	Request for Air Force Academy Application/Information
GMB #1840-0110	Application for Federal Student Aid
PS Form 3800	Certified Mail Return Receipt Form
DANTES 1560/1-7	Test Inventory Card
DANTES 1560/11	DANTES Annual Testing Facilities Review
DANTES 1560/12	DANTES Test Inventory Report
DANTES 1560/14	Document Receipt

DANTES 1561	Material Request Form
DANTES 1562/ 31/40	DANTES Distance Learning Enrollment Form
DANTES Form 1560/37	DANTES Test Inventory Log (Daily, Monthly)
DANTES Form 1996	DANTES Test Inventory Log (Daily, Monthly)
VA Form 22-1990	Application for Education Benefits
VA Form 22-1995	Request for change of program or place of training
VA Form 23-8800	Request for VA Forms and Publications
VA Form 4-5281	Application for refund of Educational Contribution
AFROTC Form 4	Affidavit, Civil Involvement
AFROTC Form 20	Application for AFROTC Membership
AFROTC Form 35	Certification of involvement with civil, military, or school authorities/law enforcement officials
AFROTC Form 117	Financial Plan
AU Form 526	AWC department of seminar studies volume enrollment roster
AU Form 538	AWC Associate studies student request
ECI Form 17	Student Request for Assistance
ECI Form 23	ECI Enrollment Application
ECI Form 63	Requisition and invoice/shipping document
Maxwell AFB Form 53	Air War College Associate Seminar Correspondence programs application
Maxwell AFB Form 80	Air War College Associate program student request
Maxwell AFB Form 117	ACSC Distance learning program application

**APPENDIX E**

**GENERAL DEFINITIONS**

<b>Academic Institution (AI)</b>	<b>An accredited school, college or university.</b>
<b>Advisory Documents</b>	<b>Non-binding directives which the contractor may use for information and guidance.</b>
<b>Air Force Job Qualification Standard (AFJQS)</b>	<b>A comprehensive task list common to all persons serving in the duty position, which describe a particular job type or duty position.</b>
<b>Air Force Specialty (AFS)</b>	<b>A group of positions (with the same title and code) that require common qualifications.</b>
<b>Air Force Training Course</b>	<b>A mandatory course that must be completed before Air Force personnel can serve as a trainer or certifier.</b>
<b>Ancillary Training</b>	<b>Programs or courses that contribute to mission accomplishment but are separate from the requirements in an individual's primary Air Force specialty (AFS or occupational series). Ancillary training ensures that Air Force personnel receive an adequate blend of both general and technical knowledge and capabilities.</b>
<b>Associates or Associate Unit (AKA tenants)</b>	<b>All organizations located on but not assigned to the host base.</b>
<b>Automatic Data Processing (ADP)</b>	<b>Computer equipment used to process requirements and related data and compile system products.</b>
<b>Base Education Planning and Advisory Committee (BEPAC)</b>	<b>Base-level advisory committee for Education Services whose mission is to provide guidance for the overall program and assistance in solving long-range problems.</b>

<b>Career Field Education and Training Plan (CFETP)</b>	<b>A comprehensive core training document that identifies: Life-cycle education and training requirements; Training support resources; and, Minimum core task requirements for a specialty. The CFETP aims to give personnel a clear career path and instills a sense of industry in career field training.</b>
<b>Certification</b>	<b>A formal indication of an individual's ability to perform a task to required standards.</b>
<b>Community College of the Air Force</b>	<b>The Air Forces accredited associate degree granting institution.</b>
<b>Commissioning Programs</b>	<b>Various programs that are available for enlisted personnel to pursue gaining a commission in the Air Force.</b>
<b>Contingency Operations</b>	<b>Unanticipated increases or decreases in the level of service required.</b>
<b>Critical Tasks</b>	<b>Tasks that have been identified by the work-center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as core tasks but are mandatory if identified as 'critical' to the individual's position by the supervisor or work-center.</b>
<b>Custodian</b>	<b>A person who receives publications to post, file, and maintain in the publications library.</b>
<b>Customer Account Representative (CAR)</b>	<b>A person appointed to set up requirements with the publishing distribution office to get publications and forms.</b>
<b>Defective Service</b>	<b>A service output that does not meet the standard of performance specified in the contract for that service.</b>
<b>Distance Learning (DL)</b>	<b>Structured learning that takes place without the physical presence of an instructor. Includes video tele-seminar (VTS), video tele-training (VTT), and computer based training (CBT). Formal courses that a training wing or a contractor develops for export to field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor. For instance, Air Force Institute of Technology, Air University, Training Detachment and Academic Institutions offer courses.</b>
<b>Education Services Officer</b>	<b>A inherently governmental position.</b>
<b>Enrollment</b>	<b>Participation in any Air Force course or program offered through the ESF.</b>
<b>Field Evaluation</b>	<b>Acquisition and analysis of data from outside the training environment to evaluate the training product in the operating environment.</b>

<b>Field Forms</b>	<b>Field forms are other than departmental forms issued by Air Force activities. They are Major Command (MAJCOM), Field Operating Agency (FOA), Joint Use and Field Activities Forms. These forms are prescribed in standard or specialized publications for use by two or more activities assigned, attached to, and within the originating organization.</b>
<b>Field Publications</b>	<b>Publications issued by an Air Force activity below HQ USAF.</b>
<b>Field Training Backlog</b>	<b>A backlog of trainees that the Air Force specifically identifies (according to the classifications of "available," "priority," and "total") in order to manage field training requirements more efficiently.</b>
<b>Functional</b>	<b>An organization, or an organization's representative, considered the major stakeholder for the performance of a particular occupation.</b>
<b>Geographically Separated Units</b>	<b>Units assigned to a specific base for support, even though they are physically located in another location.</b>
<b>Initial Skills Training</b>	<b>A formal school course that results in an AFSC 3 skill-level award.</b>
<b>Job Site Training</b>	<b>Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor.</b>
<b>Lot</b>	<b>The total number of potential service outputs in a surveillance period.</b>
<b>Master Task Listing (MTL)</b>	<b>Document maintained within the work-center that identifies all tasks performed in work-center. This includes core, critical, position qualification, and wartime tasks. This document can be automated.</b>
<b>Memorandum of Understanding (MOU)</b>	<b>An agreement between a civilian institution and a base or command. Such agreements must exist with all institutions providing courses or full degree programs on an Air Force Base.</b>
<b>On-the-Job Training</b>	<b>Hands-on, "over-the-shoulder" training that a duty location used to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.</b>
<b>On-duty Developmental Courses</b>	<b>Job related courses required for training or work performance and conducted on duty and fully (non-TA) funded.</b>

<b>Off-duty Developmental Courses</b>	<b>Refresher or deficiency courses conducted off-duty that is partially funded to assist personnel achieve a secondary level which will prepare them for a post secondary collegiate or technical occupational studies.</b>
<b>Operation Bootstrap</b>	<b>Program that provides for permissive temporary duty for resident study of qualified and eligible Air Force military personnel to complete a baccalaureate or higher degree if it is within one (1) year.</b>
<b>Out-of-Cycle Training Requests</b>	<b>Unit requested training out of the normal screening cycle.</b>
<b>Outreach Services</b>	<b>An organized effort to extend counseling/briefing services beyond the usual counseling setting.</b>
<b>Performance Requirement</b>	<b>The point that divides acceptable and unacceptable performance of a task according to the performance requirement summary and the Inspection of Services clause. It is the number of deficiencies or maximum percent defective in the lot that is deemed acceptable.</b>
<b>Personnel Data System (PDS)</b>	<b>The base level computer system designed to improve the accuracy, responsiveness and usefulness of data required for personnel management at base level, major commands and Air Force.</b>
<b>Professional Military Education (PME)</b>	<b>The education and training provided to military and civilian to improve member's general qualifications and ability in military science and tactics.</b>
<b>Quality Assurance</b>	<b>Those actions taken by the Government to assure that the services meet the requirements of the Statement of Work (SOW).</b>
<b>Quality Assurance Evaluator (QAE)</b>	<b>A functionally qualified person who performs quality assurance functions for a contracted service</b>
<b>Quality Assurance Surveillance Plan (QASP)</b>	<b>An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.</b>
<b>Qualification Training</b>	<b>Hands-on performance training personnel design to qualify an airman in an specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.</b>
<b>Quality Education System (QES)</b>	<b>The standards and guidelines for all Air Combat Command education offices. Also known as the Education Assessment Program (EAP).</b>
<b>Service Delivery Summary (SDS)</b>	<b>A listing of the service outputs under the contract that are to be evaluated by the QAE on a regular basis, the surveillance methods to be used for these outputs, and the performance requirement of the listed outputs.</b>

<b>Specialized Skill Training</b>	<b>Air Force specialty training that provides the skills and knowledge needed to perform at an advanced skill level or in a supervisory position. Members receive this training after gaining work experience in an Air Force specialty.</b>
<b>Special Training</b>	<b>Formal courses of instruction that personnel design to meet specific, on-time training needs.</b>
<b>Test Compromise</b>	<b>A violation of test procedures as defined by applicable policies.</b>
<b>Trainer</b>	<b>A trained and certified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.</b>
<b>Training Capability</b>	<b>The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, and study reference materials, and so on in determining a unit's training capability.</b>
<b>Training Equipment</b>	<b>The generic term for items that trainers use to train aircrew, missile, maintenance, support, or operator personnel. Trainers teach with these items by picturing, simulating, or otherwise demonstrating the characteristics of a system, facility, or piece of equipment.</b>
<b>Trained Personnel Requirements (TPR)</b>	<b>The end production goal (graduates) of personnel entering an initial skills course, e.g., 95 graduates (TPR) plus elimination (5%) equals 100 students (total entries).</b>
<b>Training Provider</b>	<b>An organization that develops or conducts training.</b>
<b>Transaction Register</b>	<b>Automated response to data input.</b>
<b>Tuition Assistance</b>	<b>The program that pays 75% of tuition costs for active duty military and ACC permanent civilian employees.</b>
<b>Upgrade Training</b>	<b>Training that leads to the award of a higher skill level.</b>

### ACRONYMS

<b>ACC</b>	<b>Air Combat Command</b>
<b>ACSC</b>	<b>Air Command and Staff College</b>
<b>ADP</b>	<b>Automatic Data Processing</b>
<b>ADTM</b>	<b>Additional Duty Training Manager</b>
<b>AECP</b>	<b>Airman Education and Commissioning Program</b>
<b>AETC</b>	<b>Air Education and Training Command</b>
<b>AFATO</b>	<b>Air Force Acquisition Training Office</b>
<b>AFCAT</b>	<b>Air Force Catalog</b>
<b>AFI</b>	<b>Air Force Instruction</b>
<b>AFIND</b>	<b>Air Force Index</b>

<b>AFIT</b>	<b>Air Force Institute of Technology</b>
<b>AFJQS</b>	<b>Air Force Job Qualification Standard</b>
<b>AFMAN</b>	<b>Air Force Manual</b>
<b>AFPC</b>	<b>Air Force Personnel Center</b>
<b>AFR</b>	<b>Air Force Regulation</b>
<b>AFROTC</b>	<b>Air Force Reserve Officer Training Corps</b>
<b>AFS</b>	<b>Air Force Specialty</b>
<b>AFSC</b>	<b>Air Force Specialty Code</b>
<b>AFTC</b>	<b>Air Force Training Course</b>
<b>AI</b>	<b>Academic Institution</b>
<b>AOR</b>	<b>Area of Responsibility</b>
<b>APDS</b>	<b>Automated Personnel Data System</b>
<b>ATN</b>	<b>Air Technology Network</b>
<b>ATP</b>	<b>Ancillary Training Program</b>
<b>AU</b>	<b>Air University</b>
<b>AWC</b>	<b>Air War College</b>
<b>AECP</b>	<b>Airmen Education and Commissioning Program</b>
<b>BEPAC</b>	<b>Base Education Planning and Advisory Committee</b>
<b>BTES</b>	<b>Base Training Education Services</b>
<b>CAR</b>	<b>Customer Account Representative</b>
<b>CBT</b>	<b>Computer Based Training</b>
<b>CCAF</b>	<b>Community College of the Air Force</b>
<b>CDC</b>	<b>Career Development Course</b>
<b>CDP</b>	<b>Career Development Plan</b>
<b>CDR</b>	<b>Contract Discrepancy Report</b>
<b>CE</b>	<b>Course Examination</b>
<b>CEP</b>	<b>Career Enhancement Plan</b>
<b>CFETP</b>	<b>Career Field Education and Training Plan</b>
<b>CLIN</b>	<b>Cost Line Identification Number</b>
<b>CO</b>	<b>Contracting Officer</b>
<b>CONUS</b>	<b>Continental United States</b>
<b>CPF</b>	<b>Civilian Personnel Flight</b>
<b>CTA</b>	<b>Civilian Tuition Assistance</b>
<b>CTM</b>	<b>Command Training Manager</b>
<b>DAU</b>	<b>Defense Acquisition University</b>
<b>DANTES</b>	<b>Defense Activity for Non Traditional Education Support</b>
<b>DEPH</b>	<b>DANTES Examination Program Handbook</b>
<b>DL</b>	<b>Distance Learning</b>
<b>DOD</b>	<b>Department of Defense</b>
<b>DODD</b>	<b>Department of Defense Directive</b>
<b>EAP</b>	<b>Education Assessment Program</b>

<b>ECI</b>	<b>Extension Course Institute</b>
<b>ESO</b>	<b>Education Services Officer</b>
<b>FM</b>	<b>Functional Manager</b>
<b>GSU</b>	<b>Geographical Separated Unit</b>
<b>ICW</b>	<b>Interactive Courseware</b>
<b>IG</b>	<b>Inspector General</b>
<b>LEAD</b>	<b>Leaders Encouraging Airmen Development</b>
<b>MAJCOM</b>	<b>Major Command</b>
<b>MILMOD</b>	<b>Military Modernization</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>MPF</b>	<b>Military Personnel Flight</b>
<b>MTA</b>	<b>Military Tuition Assistance</b>
<b>MTL</b>	<b>Master Task Listing</b>
<b>OJT</b>	<b>On-the-job Training</b>
<b>OPR</b>	<b>Office of Primary Responsibility</b>
<b>OSHA</b>	<b>Occupational Safety and Health Act</b>
<b>OSR</b>	<b>Occupational Survey Report</b>
<b>OTS</b>	<b>Officer Training School</b>
<b>PC-III</b>	<b>Personnel Concept III</b>
<b>PCS</b>	<b>Permanent Change of Station</b>
<b>PDO</b>	<b>Publication Distribution Office</b>
<b>PDS</b>	<b>Personnel Data System</b>
<b>PME</b>	<b>Professional Military Education</b>
<b>POC-ERP</b>	<b>Professional Officer Corps – Early Release Program</b>
<b>QAE</b>	<b>Quality Assurance Evaluator</b>
<b>QASP</b>	<b>Quality Assurance Surveillance Plan</b>
<b>QC</b>	<b>Quality Control</b>
<b>QES</b>	<b>Quality Education System</b>
<b>SAV</b>	<b>Staff Assistance Visit</b>
<b>SOAR</b>	<b>Scholarship for Outstanding Airmen</b>
<b>SOS</b>	<b>Squadron Officers School</b>
<b>SOW</b>	<b>Statement of Work</b>
<b>STAP</b>	<b>Spouse Tuition Assistance Program</b>
<b>TA</b>	<b>Tuition Assistance</b>
<b>TCF</b>	<b>Test Control Facility</b>
<b>TCO</b>	<b>Test Control Officer</b>
<b>TD</b>	<b>Training Detachment</b>
<b>TPR</b>	<b>Trained Personnel Requirements</b>
<b>TR</b>	<b>Transaction Register</b>
<b>TSC</b>	<b>Training Status Code</b>
<b>UGT</b>	<b>Upgrade Training</b>

<b>USAFA</b>	<b>United States Air Force Academy</b>
<b>UTM</b>	<b>Unit Training Manager</b>
<b>VA</b>	<b>Veterans Administration</b>
<b>VTS</b>	<b>Video Tele-Seminar</b>
<b>VTT</b>	<b>Video Tele-Training</b>