



DEPARTMENT OF THE AIR FORCE  
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)  
ROBINS AIR FORCE BASE GEORGIA

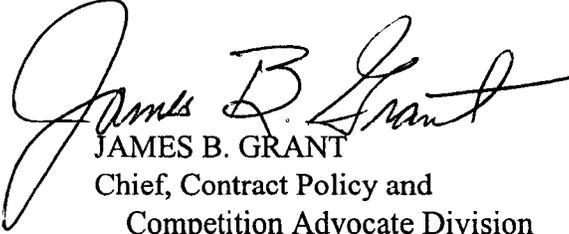
MEMORANDUM FOR SEE DISTRIBUTION

OCT 16 1998

FROM: WR-ALC/PKP

SUBJECT: Training of Contractor Personnel

1. Recently, a question was raised regarding contractor employee attendance in Government sponsored training. Guidance for this situation is found in AFCAT 36-2223, USAF Formal Schools, 1 Jul 97 (see paragraph 1.52). The catalog states employees of companies under contract to the Air Force (AF) may attend on-site training if either (a) the contract requires the government to provide the training or (b) the training required is not available from other sources and there is a direct benefit to DOD. The agency contracting officer must certify which of the above conditions exist. Any exceptions must be referred to HQ AETC/DOV for review and evaluation with final approval by HQ USAF/DPPE. For all exceptions, the agency contracting officer must determine whether the government is paying for the training; and if so, that a fair adjustment is made in the contractor employee's contract.
2. With respect to contractual discussion of contractor employee training, AFMAN 64-108, Service Contracts, states that the statement of work (SOW) or performance work statement (PWS) must specify what employee training is required and whether it will be furnished by the contractor or the government. If government training is provided, the specifics of when and where it will be furnished and how it will be requested should be included in the SOW/PWS as well as listing the training as a government-furnished service. It is recommended that the SOW/PWS state the contractor shall not bill the Government, as a direct charge to a contract or task order, for training the contractor is required to provide to the contractor employee. Contracting officers may also use AFMCFARS 5352.245-9004 (f), Base Support, to document government provided training.
3. The point of contact for contracting policy issues is Linda Fountain, WR-ALC/PKPB, 69003; for education/training policy issues the point of contact is Roy Hinson, 78MSS/DPEO, 65604.

  
JAMES B. GRANT  
Chief, Contract Policy and  
Competition Advocate Division  
Directorate of Contracting

99-1 I FAR 37