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MIL-HDBK-1379-1
NOTICE 1
9 June 1997

DEPARTMENT OF DEFENSE HANDBOOK

GUIDANCE FOR ACQUISITION OF TRAINING DATA PRODUCTS AND SERVICES (PART 1 OF 4 PARTS)

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Navy - AS
(Project ALSS-0073)

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MIL-HDBK-1379-1
26 September 1996

DEPARTMENT OF DEFENSE
HANDBOOK

GUIDANCE FOR ACQUISITION
OF
TRAINING DATA PRODUCTS AND SERVICES
(PART 1 OF 4 PARTS)



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MIL-HDBK-1379-1

FOREWORD

1. This handbook is approved for use by all Departments and Agencies of the Department of Defense (DoD). This handbook is intended to provide guidance to DoD personnel on preparing solicitations and evaluating solicitation responses.

2. This handbook is intended for guidance only. This handbook cannot be cited as a requirement. If it is, the contractor does not have to comply.

3. MIL-HDBK-1379-1 is Part 1 of 4 Parts. The goal of Part 1 is to provide guidance that may be used by all Services for the preparation of solicitations and evaluation of solicitation responses for training. Emphasis has been placed on reducing costs, promoting commercial products and practices, and promoting the use of the latest technologies. Every effort has been made to ensure this document fosters these goals and does not act as a barrier. Guidance provided in Part 1 represents one approach to acquisition of training data products and services. Use of this guidance is not mandatory.

4. Part 2, MIL-HDBK-1379-2, Department of Defense Handbook, Instructional Systems Development/Systems Approach to Training and Education, provides guidance to DoD personnel on the Instructional Systems Development (ISD)/Systems Approach to Training (SAT) process and the development of instruction and instructional materials. Part 3, MIL-HDBK-1379-3, Department of Defense Handbook, Development of Interactive Multimedia Instruction (IMI), contains guidance on the application of the multimedia training courseware development process. Part 4, MIL-HDBK-1379-4, Department of Defense Handbook, Glossary for Training, contains definitions for commonly used training terms

5. The guidance provided in this document is a conversion of acquisition and ISD process guidance previously provided in MIL-STD-1379D, Military Training Programs. It also provides process guidance previously contained in MIL-HDBK-284, Interactive Courseware (ICW) for Military Training, and MIL-HDBK-292 (Navy), Training Materials Development. This handbook supersedes MIL-HDBK-284 and MIL-HDBK-292 (Navy), Training Materials Development. MIL-STD-1379D has been superseded by MIL-PRF-29612, Performance Specification, Training Data Products. Appendix A of this Part contains a table that provides a cross-reference between the superseded MIL-STD-1379D related Data Item Descriptions (DID) and the MIL-PRF-29612 related DIDs.

6. There are numerous ways to procure training and training data products. The acquisition guidance contained herein may not be applicable to your specific organization. DoD acquisition reform procedures are evolving. Part 1 of this handbook reflects guidance related to the use of the Statement of Objectives (SOO) approach. Other sources for alternate methods to procure training data products are AFMAN 36-2234 and AFHDBK 36-2235.

7. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Commander, Naval Air Warfare Center Aircraft Division, Code 414100B120-3, Highway 547, Lakehurst, NJ 08733-5100 by using the Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

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STANDARDIZATION DOCUMENT IMPROVEMENT PROPOSAL (DD Form 1426)

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2.2.2 Other Government documents, drawings, and publications. The following other Government documents, drawings, and publications form a part of this document to the extent specified herein.

DEPARTMENT OF DEFENSE

| | |
|-----------------|--|
| DoDISS | Department of Defense Index of Specifications and Standards |
| MIL-HDBK-1379-2 | Department of Defense Handbook, Instructional Systems Development/Systems Approach to Training and Education (Part 2 of 4 Parts) |
| MIL-HDBK-1379-3 | Department of Defense Handbook, Development of Multimedia Instruction (IMI) (Part 3 of 4 Parts) |
| MIL-HDBK-1379-4 | Department of Defense Handbook, Glossary for Training (Part 4 of 4 Parts) |

(Copies of the DoDISS are available on a yearly subscription basis from either the US Government Printing Office, Washington, DC 20402-0001, or from DoDSSP, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094)

2.3 Order of precedence. In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

3. DEFINITIONS

3.1 General. Definitions, abbreviations, and acronyms are provided in MIL-HDBK-1379-4, Department Of Defense Handbook, Glossary for Training.

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4. GENERAL RFP PREPARATION GUIDANCE

4.1 General guidance. This section provides general guidance applicable to RFPs for training data products and related services. The RFP defines the Government's requirements and constitutes the cornerstone of the program, as it ultimately shapes the resultant contract. Consult with your contracting officer whenever specific procurement information is needed.

4.2 Options for preparing the Statement of Work. The following paragraphs discuss preparing a RFP with a SOO or SOW. The SOO is how the government requires the offeror to submit a SOW and DD Form 1423, Contract Data Requirements List (CDRL) as part of the proposal. When a SOO is not used the Government will submit a SOW and CDRL(s) as part of the RFP.

4.2.1 SOO concept. The SOO is a Government prepared document incorporated into the RFP that states the overall RFP objectives. It is provided in the RFP instead of a Government written SOW. The SOO can be used to provide the maximum flexibility to each offeror to propose an innovative development approach to satisfy the objectives. Offerors use the RFP, product performance requirements, and SOO as a basis for preparing their proposals which will include a SOW and CDRL(S). NOTE: The SOO is not retained as a contract compliance item.

4.2.1.1 SOO purpose. The SOO should provide the basic, top level objectives of the acquisition. This approach provides potential offerors the flexibility to develop cost effective solutions and the opportunity to propose innovative alternatives meeting the stated objectives. It also presents the Government with an opportunity to assess the offeror's understanding of all aspects of the effort to be performed. Figure 1 provides a sample SOO format.

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APPENDIX B

TABLE III. DIDs, MIL-PRF-29612, and MIL-HDBK-1379-1 cross-reference

| DID Paragraph | MIL-PRF-29612 Paragraph | MIL-HDBK-1379-1 Paragraph |
|--|--------------------------------|----------------------------------|
| DI-ILSS-81527, Training System Support Document (Continued) | | |
| 10.2.2.3 through 10.2.2.3b | | 5.1.11.2a3 |
| 10.2.2.3c | | 5.1.11.2a1 |
| 10.2.2.3d through 10.2.2.3e | | 5.1.11.2a3 |
| 10.2.3 through 10.2.3.1g | | 5.1.11.2b1 |
| 10.2.3.2 and 10.2.3.2a | 4.3.11.1h | 5.1.11.2b1 |
| 10.2.3.2b | 4.3.11.1d and h | 5.1.11.2b1 |
| 10.2.3.2c | 4.3.11.1e and h | 5.1.11.2b1 |
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| 10.2.3.2f | 4.3.11.1f and h | 5.1.11.2b1 |
| 10.2.3.3 | 4.3.11.1d | 5.1.11.2b1 |
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| 10.2.3.5 | | 5.1.11.2b1 |
| 10.2.3.6 through 10.2.3.7b | 4.3.11.1i | 5.1.11.2b1 |
| 10.2.3.8 through 10.2.3.10c | | 5.1.11.2b1 |

CONCLUDING MATERIAL

Custodians:

Army - AV
Navy - AS
Air Force - 94
DLA - DH

Preparing Activity:

Navy - AS
(Project AS-0073)

Review Activities:

Army - TM
Navy - SH, EC, MC, TD
Air Force - 11
DLA - CS, GS, IS, DP

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