

This is a non-personnel services contract to provide Program support and coordination at II Marine Expeditionary Force (II MEF) at Camp Lejeune, NC Government on-site.

Scope: The scope of this effort is to provide on-site Program Management support for the analysis and strategic planning, operational assessment and environmental analysis and the monitoring of II MEF operational matters. The contractor will also assist in the development of Standard Operating Procedures, policies and guidance for both the command and Marine Corps.

Objectives: To develop a framework that would conduct detailed analysis with a stand-alone, comprehensive assessment process to rigorously assess progress against the following objectives:

- Create credible, repeatable methods for developing II MEF, 2nd MARDIV, 2nd MEB training plans with corresponding readiness and budget projections
- Standardize II MEF training planning metrics
- Associate costs with Marine Corps Tasks (MCT) and Training & Readiness (T&R) Manual elements by data from USMC financial Systems (e.g. SMARTS, SABRS, GCSS-MC)
- Develop FY2019 Program Objective Memorandum (POM) submission
- Develop Campaign Plans for II MEF, 2nd MARDIV, 2nd MEB

Anticipated Tasks:

Program Support

5.2.1 Develop recommendations for updates and/or modifications to II MEF, 2nd MARDIV, and 2nd MEB's policies and Standard Operating Procedures.

5.2.2 Develop metrics and reporting capabilities in addition to trend analyses and prepare reports on the performance of II MEF, 2nd MARDIV, and 2nd MEB.

5.2.3 Develop and provide briefings, documents, and other communications for executive or senior management staff.

5.2.4 Organize and facilitate integrated product team (IPT) meetings to include the development of agenda items, the recording and tracking of action items and the generation of IPT status reports.

5.2.5 Analyze the impact of new DOD, Navy and Marine Corps policy on II MEF, 2nd MARDIV, and 2nd MEB.

5.2.6 Provide a monthly and quarterly status report utilizing a government provided format.

5.2.7 Develop and provide trip reports for any conference meeting attended on direction from the government.

5.3 **Force Readiness Analysis and Assessments**

5.3.1 Provide Force Readiness Analysis and Assessments for II MEF, 2nd MARDIV, and 2nd MEB.

5.3.2 Conduct in-depth analyses of Force equipment and operational capability readiness to identify and remediate readiness gaps and failings in order to increase the survivability of II MEF, 2nd MARDIV, and 2nd MEB Forces.

5.3.3 Provide readiness analysis in the establishment of recommendations for readiness requirements and standards for II MEF, 2nd MARDIV, and 2nd MEB.

5.3.4 Develop readiness metrics and Measures of performance/effectiveness (MOP/MOE) and prepare trend analyses and reports on the force readiness and capacity to support operations.

5.3.5 Conduct a gap analysis and develop recommendations to improve the readiness of key elements and contribute to the Marine Corps' ability to support rapid deployment of personnel and resources.

5.3.6 Shall research, capture, analyze, and document equipment and capability readiness deficiencies, and then make recommendations to II MEF, 2nd MARDIV, and 2nd MEB on how best to ameliorate or eliminate those deficiencies so that the government may better achieve their operational missions and survivability/vulnerability goals.

5.3.7 Shall assess II MEF, 2nd MARDIV, and 2nd MEB's readiness posture, research existing equipment and capability MOP/MOE, and advanced methodologies, to develop recommendations for determining, and developing appropriate levels of assurance that operational and survivability missions are achievable, and that critical performance standards are met.

5.3.8 Perform Periodic analysis and report II MEF, 2nd MARDIV, and 2nd MEB's performance in achieving established standards, determined as percentages of mission success.

5.3.9 Develop and deliver a II MEF FY-15-17 TEEP Analysis report

5.3.10 Perform data analysis on the TEEP and provide a 'Cost per Marine training day', average cost per exercise type', and 'support account cost per exercise type'.

5.4 Strategic and Long-Range Planning

5.4.1 Provide strategic and long range planning support for II MEF, 2nd MARDIV, and 2nd MEB.

5.4.2 Provide analysis to assist in the development of strategic and long-range survivability plans.

5.4.3 Conduct detailed mission analysis of OPLANS, Concept Plans (CONPLANS) in order to accurately assess combatant commander requirements that will drive operational preparation across a multiple year continuum.

5.4.4 Shall analyze existing requirements and recommend manning, training and equipping forces to respond to these requirements, while minimizing vulnerabilities to the force.

5.4.5 Shall develop recommendations for strategic and long-range plans aligned with the geographic commanders' requirements to improve responsiveness and increase current and potential operations' survivability.

5.4.6 Shall conduct a trend analysis of service tasking (i.e., requirement assigned by a Combatant Commander to the Marine Corps) that will be synchronized with operational expectations and requirements to develop a synchronized plan.

5.4.7 Shall analyze OPLANS and CONPLANS and provide recommendations on appropriate concepts, capabilities, technologies, and non-nuclear engagement options to II MEF and MSCs in order to enhance their ability to identify, plan for, resource, and implement.

5.4.8 Provide recommendations on how to effectively balance requirements against available and limited resources.

5.4.9 Conduct analysis and provide recommendations to establish a campaign plan framework composed of lines of operations (LOOs) and lines of effort (LOEs) by which to cross-functionally organize II MEF command and staff actions.

5.4.10 Provide recommendations for assigning office of primary responsibility (OPR) for each LOO and LOE.

5.4.11 Conduct analysis and provide recommendations for LOO and LOE descriptions and proposed end states.

5.5 Outreach, Awareness, and Strategic Communications.

5.5.1 Conduct in depth analyses and provide recommendations and assist in the development of a comprehensive strategic communications plan for II MEF, 2nd MARDIV, and 2nd MEB.

5.5.2 Develop an implementation plan for the II MEF, 2nd MARDIV, and 2nd MEB's communication plan.

5.6 Prepositioning Program Support

5.6.1 Conduct research and analyses to determine the current state of the Prepositioning Program within the MEF, 2nd MARDIV, and 2nd MEB.

5.6.2 Identify current readiness levels to support designated prepositioning exercises and operations, attendance and/or organization of program specific conferences and working group support.

5.6.3 Assist in the development, scheduling and organization of Prepositioning Professional Military Education (PME) and Training.

5.6.4 Conduct quarterly Prepositioning training and PMEs across the MEF.

5.6.5 Provide a written report on the current state of the MEF Prepositioning Program.

5.7 2nd Marine Division Support

5.7.1. Assist in the development and analysis current Simulations, war games and exercise scenarios to support continued enhancement of command element proficiency.

5.7.2. Manage and disseminate the Division TEEP. Attend service planning conferences to understand future force generation requirements and forecast Division tasking for deployments and exercises.

5.7.3. Assist in the organization and conduct of OPTs to support deploying MSE unit lifecycles, training and exercise requirements.

5.7.4. Forecast and schedule AMOS/PME schools for unit/individuals to maximize training opportunities.

5.7.5. Assist in the Division readiness reporting, responsibilities to include: monitoring subordinate reports ensuring they are complete, accurate, and timely; analyzing and compiling subordinate reports to create Division's report; monthly briefs to the Division CG, and being the SME on Division readiness

5.7.6. Coordinate the compiling and publishing of the 2nd Marine Division's Command Chronology.

5.7.7. Analyze annual training requirements and ensure the Division is in compliance.

5.7.8. Knowledge Management (KM). Support a G-3 led integrated approach to identifying, retrieving, evaluating, and sharing the Division's information and knowledge to meet mission objectives.

5.8 2nd MEB Support

5.8.1 Maintains Directives Control Point according to applicable requirements

5.8.2 Assist in the developing, staffing, and formatting all necessary MEB directives. Assist publishing changes/revisions to existing directives.

5.8.3 Assist in the establishment of a G-1 electronic workflow process in Sharepoint to increase efficiency and expediency, while reducing or eliminating paper packages being routed for review.

5.8.4 Coordinate the annual review process using the established electronic workflow process.

5.8.5 Produce a plan of action and milestones for the MEB staff sections to complete the directives and Memorandums of Agreement they established as their own baseline requirements to comply with the Commanding General's Inspection Program, Management Internal Control Program and other applicable inspectable requirements.

Knowledge Skills and Abilities (KSAs) Required: Contractor personnel shall have at a minimum the appropriate credentials to perform the purpose and scope of the work requirements identified in this PWS, as evidenced by sufficient knowledge, skills and abilities to perform at an advanced level within their profession. This level of ability shall be obtained through a combination of education and experience sufficient to provide the exacting expectations required by this PWS. If MEF is interested in hiring the best and brightest, most capable personnel, senior analysts and subject experts to provide advice and assistance in tackling the challenging initiatives in this PWS. Contractor personnel are expected to be able to perform all duties and tasks for which they have been hired. Examples of the required Knowledge, Skills and Abilities are:

- Master's Degree Operation Research

- Microsoft Business Suite
- 5+ years' experience conducting assessments as an Operations Research and Systems Analyst.
- Experience with Theater Campaign Plan/Component Plan development
- Experience in conducting operational assessments at the COCOM and MARFOR/Component Command level
- Experience with developing assessment capabilities to inform progress against current and future operations
- SABRS Management Analysis Retrieval System (SMARTS)
- Defense Readiness Reporting System Marine Corps (DRRS-MC)
- Standard Accounting, Budgeting and Reporting System (SABRS)
- Marine Corps Training Information Management System (MCTIMS)