

Human Capital and Training Solutions Performance Work Statement

HR Transformation

HCaTS
July 2017

Project Scope

The purpose of this project is to support continued HR Transformation efforts and provide for the doctrine and training development capabilities XYZ requires to fulfill institutional training requirements for leader development, HR proponent support and systems training. Specifically, this requirement will focus on:

- XYZ HR Transformation – Embeds critical personnel functions in XYZ units and empowers commanders to provide HR support directly to their soldiers. It also creates modular, scalable, and flexible HR organizations to support casualty; postal; personnel accountability, and essential personnel services at the theater level of operations. HR Transformation also eliminates the need to unplug personnel services capabilities from a garrison structure to support wartime deployments, and leverages web-based systems, connectivity, and bandwidth to support the expeditionary staff.
- Integrated Personnel and Pay System - XYZ (IPPS-XYZ) – Originated as a Congressionally mandated program (formerly DIMHRS) spearheaded through the Department of Defense (DoD) that will provide the XYZ with an integrated, multi-component, personnel and pay system. IPPS-XYZ will improve the delivery of military personnel and pay services. The system will provide each Service Member with a single, comprehensive record that will feature self-service capabilities to empower Service Members to update portions of their personal information.

Tasks and Deliverables

The contractor shall provide expert resources, personnel, technical reports, products, and solutions that address technical, analytical and strategic subject matter expertise in the development and implementation of new HR IT systems, simulations, strategies, programs, processes, structures, training support and doctrine as directly related to HR Transformation and new XYZ HR systems implementation across all three components (A, B and C). The contractor shall deliver change management plans and strategies in accordance with goals and objectives, with an overall goal of minimizing interruption to XYZ HR services during and after HR Transformation is complete. The contractor shall deliver strategic plans, coordination and integration of XYZ HR doctrine and structure to support DoD's network centric force IAW, the specific requirements detailed below.

Task 0: Management Plan (Firm Fixed Price – FFP)

The contractor shall develop a management plan in draft for review by and coordination with XYZ's Technical Point of Contact (TPOC) and the Office of Personnel Management COR. The Management Plan must outline and reiterate the deliverables that are necessary to meet the Government's specific requirements. Activities to complete this task includes: a management plan that provides a project timeline of deliverables and expected completion dates. A draft management plan is due within 30 days after award. Fifteen days after receiving the government's feedback a final management plan must be completed.

Deliverable(s): Draft and final Management Plan

Task 1: Provide IPPS-XYZ Personnel and Process Needs Analysis; Training Needs Analysis; Training and Learning Solutions; Training and Learning Solutions Effectiveness Evaluation, and Credentialing Requirements (FFP) (Optional)

HR Transformation includes the integration of military personnel management and military pay functions under the emerging IPPS-XYZ system. Integrating these well-being initiatives under HR Transformation is very involved and complex, and requires using the XYZ's Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Policy (DOTMLPF-P) methodology. DOTMLPF-P is a problem-solving construct for assessing current capabilities and managing change. Change is achieved through a cycle of adaptive innovation, experimentation, and experience. Change deliberately executed across DOTMLPF-P elements enables the XYZ to improve its capabilities to provide dominant land power to the joint force. It is vital to the XYZ's strategic transformation goal to seamlessly integrate personnel and pay functions and support training initiatives that accommodate the dynamic and cultural shift in performing integrated personnel and finance operations. Department of Defense HR Systems including the following systems:

- o Electronic Military Personnel Office (eMILPO)
- o Total Officer Personnel Management System (TOPMIS)
- o Enlisted Distribution and Assignment System (EDAS)
- o Interactive Personnel Records Management System (iPERMS)
- o Defense Casualty Information Processing System (DCIPS)
- o Deployed Theater Accountability System (DTAS)
- o Integrated Personnel and Pay System - XYZ (IPPS-XYZ)
- o Tactical Personnel System (TPS)
- o Personnel Network (PERNET)
- o Integrated Personnel Pay System -XYZ (IPPS-XYZ)
- o Common Operating Picture Synchronization (COPS)
- o Human Resources System (HRS) Datastore
- o Human Resource Management Information System (HIMS)
- o Human Resources Command (HRC) User Registration System (HURS)
- o CITRIX Software

The following list of HR Systems to be fully eliminated and converted to IPPS-XYZ are: eMILPO, EDAS, Datastore, TOPMIS, and AHRN PERNET. The following systems that will have interfaces with IPPS-XYZ are: DCIPS, DTAS, iPERMS, HIMS, HURS, TPS, and COPS.

The contractor shall work with the integrated teams and other contractors (Contracted by the PMO to build the IPPS-XYZ System, and who directly supports the PMO to integrate and field the system).

This task will focus on HR Program of Instruction (POI) lesson plan curriculums for the 15 courses listed below that run throughout the year by XYZGS. (See Attachment C for additional details.) Each of the courses listed below have multiple lesson plans within them on current military personnel systems that are listed, that will either be fully replaced by the IPPS-XYZ system or have some of their functionally converted to the IPPS-XYZ system. On average, it is estimated that up to 50 percent of each course

will be updated in both the Base Period and XYZGain in the Option Period because of the impact of the rollout of the next phase of the IPPS-XYZ implementation. (See Attachment E for the length of each course under Technical Academic Hours)

The courses are as follows:

1. Human Resources Specialist Course
2. Human Resources Advanced Leaders Course
3. Human Resources Senior Leaders Course
4. Adjutant General Warrant Officer Basic Course
5. Adjutant General Basic Officer Leader Course (BOLC)
6. Adjutant General Captains Career Course (CCC)
7. Warrant Officer Advanced Course (WOAC)
8. Career Program (CP) 50 Military Personnel ManXYZGers Course
9. Human Resources ManXYZGement Qualification Course, Phase 2
10. Brigade S1 Course
11. Human Resources Plans and Operations Course
12. Adjutant General Captains Career Course – Reserve Component, Phase 1
13. Adjutant General Captains Career Course – Reserve Component, Phase 3
14. Warrant Officer Advanced Course WOAC – Reserve Component, Phase 1
15. Warrant Officer Advanced Course WOAC – Reserve Component, Phase 2

Subtask 1.1 Develop DOTMLPF-P Solutions:

Activity 1.1.1 The contractor shall provide subject matter experts (SMEs) to perform analysis on both current and proposed personnel and pay processes during the development and fielding of IPPS-XYZ Increment II. This is an ongoing process that occurs daily as new information is received.

Activity 1.1.2 The contractor shall provide recommendations (related to training) regarding the integration of the IPPS-XYZ system across the XYZG School DOTMLPF-p spectrum of responsibilities, and the contractor shall propose changes to integrate pay practices, procedures, systems, simulations, and methods into up to 15 courses taught by XYZGS, the SSI, the Total XYZ School System (TASS), the ARNG Professional Education Center (PEC), and any effected XYZ Reserve Regional Training Center (ARRTC) courses.

Activity 1.1.3 The contractor shall conduct a review of military pay operations to include workload manXYZGement improvement, organizational methods and procedures, work measurement, workflow, and documentation and control procedures.

Activity 1.1.4 The contractor shall gather and analyze data on HR knowledge, skills, abilities and quality requirements of the pay and financial manXYZGement work processes, to include potential future workforce requirements.

Activity 1.1.5 The contractor will collect information from the Military Program ManXYZGement Office and their contractor teams (currently two different contractors) regarding the effects IPPS-XYZ will have on current military personnel and payroll processes and systems. They will take this information and provide high level briefings and recommendations to the XYZGS School Commandant (Colonel), the SSI Commander (1-Star General) and on occasion to the CASCOM Leadership (1-2 Star Generals). Recommendations will include developing a more efficient military

HR structure, and more effective HR training methodologies to include integrating military pay processes which the XYZ HR community does not currently have responsibility for. The contractor, as the subject matter expert, is required to provide the IPPS-XYZ Fusion Cell (IFC) Director updates on meetings attended on a daily basis, provide the XYZG School Commandant a weekly update on all meetings attended in the previous week, and to prepare the Commandant and other senior leaders previously mentioned updates and recommendations prior to any Council of Colonels meetings or General officer meeting. There are typically four per month, but may be as many as 6 or as few as two. A list of routine meetings the contractor is expected to participate in and collect information from or provides recommendations on is found as Attachment D. The meetings are run by the IPPS-XYZ Program management office which provides advance notice and read-ahead materials prior to each meeting.

Deliverable(s):

1. IPPS-XYZ DOTMLPF-p Integration Recommendations resulting from meetings, discussions, monthly status report (This is a day to day effort throughout the period of performance)
2. IPPS-XYZ and Military Personnel Pay Technical Analysis and Recommendations Reports (four to six meetings and reports per month)
3. Military Pay Operations Review (continuously throughout the period of performance, weekly reports)
4. Annual Organization Analysis report (draft in January and final by February)
5. Military Pay Operations Workflow analysis (continuously throughout the period of performance, weekly reports)
6. Annual Workforce Analysis report (draft in January and final by February)
7. Pay and Finance HR Analysis (continuously throughout the period of performance, weekly reports)
8. Improvement Recommendations (throughout the period of performance, weekly reports)

Subtask 1.2: HR Program of Instruction (POI) Review and Improvement:

The following activities will occur throughout the base and option years of the contract starting with the courses numbers as 1-11 in the beginning of the base year and courses 12-15 starting in the second quarter of the base year. All courses will be updated XYZGain in the option period as the next phase of the IPPS-XYZ rollout continues. Some of the courses are progressive and sequential; therefore, the government will assign the order in which the courses are worked on throughout the year. (See course table included in Attachments C and E)

Activity 1.2.1 The contractor shall develop, review, analyze, coordinate and deliver recommendations concerning IPPS-integration into all HR POI) lesson plan curriculums through coordination with the XYZGS Training Division and SSI TDD. Critical to this effort is the direct coordination, planning and integration of IPPS-XYZ training materials from the XYZ G1 IPPS-XYZ Program that impact HR operations and training under XYZ Transformation.

Activity 1.2.2 Review course delivery of the above mentioned 15 courses and provide analysis, make recommendations for improvement, develop those changes and implement them.

Activity 1.2.3 In executing this task, the contractor shall integrate training development processes throughout SSI organizations in the coordination, planning, execution and validation stXYZGes. This

includes multiple reviews and revisions to material to ensure that the learning and training objectives are documented based on the revised POI curriculums.

Activity 1.2.4 The contractor shall analyze, recommend, and deliver formal service documentation of the revised curriculums that are required to fully integrate IPPS-XYZ into the current school curriculum. Lesson Plans will be directly loaded into the XYZ Training Development Capability (TDC) database. All training material for XYZ HR professional courses shall follow locally approved formats, routing, and approval requirements.

Deliverable(s):

1. HR Program of Instruction and Lesson Plans Curriculum Review and Improvement (Continuous)
2. Course Delivery Revisions and Recommendations (Continuous, weekly reports)
3. Revisions delivered in appropriate format to integrated IPPS-XYZ into the curriculum database (as revisions are made)
4. Created and delivered updated and revised HR Lesson Plans (LPs) within TRADOC standards which include entering them into the TDC database. (as team plans are completed, deliver lesson plans immediately upon completion of each one with weekly progress reports)
5. Review of all lesson plans associated with the 15 courses to ensure compatibility with all documents as policies and procedures are modified (Delivery of updated lesson plans required within 90 days of new policies or procedures being announced)
6. Developed new plans if policies or procedures are modified (as required – time will be determined)
7. Confirmation of compatibility of all lesson plans with the US XYZ approved learning systems (as lesson plans are completed)

Subtask 1.3: Course Delivery Recommendations:

Note: These activities are aligned with the Attachment C and E referenced in subtask 1.2

Activity 1.3.1 The contractor shall provide course delivery instructions on IPPS-XYZ, the new HR process, course revisions, and simulations for the Officer, Warrant Officer, Non Commissioned Officer (NCO) and enlisted HR courses of instruction within XYZGS and supported One XYZ School System (OASS) courses.

Activity 1.3.2 The contractor developer shall be in the class with the government instructor who will present the pilots. The pilots will be conducted up to three (3) times. The contractor will determine effectiveness of the proposed course revisions, then provide up to three (3) iterations of revisions to create the final version to be released.

Activity 1.3.3 The contractor shall utilize the approved SSI and XYZGS lesson plans and analyze IPPS-XYZ subjects and references to be included in POIs. Additionally, analyze supplemental material, illustrations, and teaching methods and techniques used to meet the needs of the classes, and deliver recommendations to improve all HR courses. These recommendations should include methods to enhance the integration of training creating sequential and progressive professional development and enhance simultaneous training programs (Integrated Soldier / NCO / WO / Officer training).

Activity 1.3.4 The contractor shall evaluate current XYZG School training products, processes and systems used in the 15 courses listed above and provide recommendations for training improvements and efficiencies. In conducting these evaluations and in making recommendations, the contractor shall utilize current XYZ personnel and pay regulations, policies, systems and doctrinal material as a basis for suggested changes or improvements. The evaluations and recommendations will inform the client in making decisions on priorities of work to upgrade and improve POIs.

Activity 1.3.5 The contractor shall analyze and make recommendations to the XYZGency Technical Point of Contact (TPOC) for the design and development of IT training solutions using simulations provided by the government to include an automated training system which will enable “hands on” training emulating the IPPS-XYZ production system to be used in XYZ units. This will involve coordination with the XYZ IPPS-XYZ Office, the XYZ G1 Functional ManXYZGement Division (FMD), CASCOM, and HRC. (This task does not require the development of a course design or development of a course.)

Deliverable(s):

1. Attend Pilot sessions and develop material revisions. (To be determined after award - as pilot sessions are scheduled)
2. Evaluation and recommendations for the improvement of training products, processes, and systems used in XYZGS courses. (as courses are updated)
3. Recommendations for Teaching methodology (as courses are updated)
4. Design and develop training using the simulations provided by the government for HR Courses. (throughout lesson plan development)
5. Analysis and recommendations for the design and development of IT training solutions. (upon receipt of new equipment training)
6. Analysis, development, and training capability and maintenance of XYZGS POI courseware for all components and deliver products for the updating and execution of culminating training exercise products and supporting material. (See Attachment E) (continuous, weekly reports required)

Subtask 1.4: Conduct IPPS-XYZ System Development Recommendations:

Activity 1.4.1 The contractor shall provide the XYZGS analyst support on a military personnel and pay system that is under development by the XYZ Program ManXYZGer for Human Resources Systems, at various XYZ training and IPPS-XYZ implementation conferences. This will be fielded by the XYZ National Guard in January 2018. Refer to Attachment B for travel locations. The contractor shall collect, summarize and deliver the required IPPS-related information which impacts related training and training manXYZGement initiatives within the school. Contractor will be required to attend and gather information from the annual 20-25 conferences/seminars throughout the period of performance.

Activity 1.4.2 The contractor shall utilize products provided in advance by IPPS-XYZ working groups to develop recommended talking points for the government leads to use during these forums based on their knowledge of the program. These talking points may be used in any number of meetings by the government lead to include: SSI Senior Leaders IPPS-XYZ Group, IPPS-XYZ Executive Steering

Committee, IPPS-XYZ General Officer Steering Committee, IPPS-XYZ Council of Colonels, and approximately 15 different types of IPPS-XYZ Action Officer meetings per month.

Activity 1.4.3 The contractor shall collect IPPS-XYZ related information that impacts HR Transformation issues being worked by other XYZ or SSI schools to ensure that all best practices and change management results are shared, and no duplicate work is being conducted across the schools.

Activity 1.4.4 The XYZ IPPS-XYZ Program Management Office is developing new equipment training (NET) and train the trainer (T3) training as part of the overall IPPS-XYZ system development to support the approved Department of the XYZ (DA) training strategy. The Adjutant General School as a key stakeholder in the IPPS-XYZ program, has input into the development of this training. The contractor shall deliver status reports and applicable studies/reports recommending future XYZ training required throughout and following IPPS-XYZ implementation on XYZ New Equipment Training (NET), Train-the-Trainer (T3); and Department of the XYZ (DA) training.

Deliverable(s):

1. Analysis briefing and reports for Per-Pay, Mil-Pay operations training; recommendations briefing and reports for MILPAY and IPPS-XYZ training. (Delivery required within three working days after the conclusion of each event)
2. Development, implementation and financial analysis briefings and reports relevant to the development of the HR training curriculum based the specific meeting or working group subject matter. (Delivery required within two working days after the conclusion of each event)
3. Training instructions / facilitator support, POI analysis reports, and training improvement recommendation reports. (continuous, weekly reports required)
4. The contractor shall deliver IPPS-XYZ lesson plans with supporting components including evaluations and supplemental materials, training development status reports, and training material outlines for POI and POI evaluation plan. (See Attachment H)
5. IPPS-XYZ training aids / materials for XYZ institutional, operational, and self-development use. (See Attachment H)
6. Monthly status reports and applicable studies/reports recommending future XYZ training required throughout and following IPPS-XYZ implementation on XYZ New Equipment Training (NET), Train-the-Trainer (T3); and Department of the XYZ (DA) training.

Subtask 1.6 XYZ Career Program 50 Training:

The XYZ Career Program 50 (CP50) training course is relatively new and requires focused management training and learning to ensure the outcomes are aligned with the XYZ's CP50 Functional Chief's requirements for XYZ Civilian employees attending the course. The CP50 course is working with management students on how to improve their own facilitation skills. Each course has 16 students, with ten (10) iterations of the course a year.

Activity 1.6.1 The contractor shall provide support for Government instructors and students through customized consulting, coaching and mentoring solutions specifically for the Career Program 50 Military Personnel Management Course (CP50) as the path to helping students improve facilitation skills.

Activity 1.6.2 After a review and analysis of the material, the contractor shall provide recommendations for improvement, and convert up to three iterations of individual lesson plans of current classroom training material for the CP50 course into web-based training, that the XYZ Training Support Center (ATSC) will then load onto XYZ provided web-hosting sites.

Activity 1.6.3 The Contractor shall travel to support the four Government led courses (Fort Knox, Kentucky and San Antonio, TX) that are conducted off-site annually, with the six (6) remaining courses conducted onsite in Jackson, SC. Based on evaluation of the courses conducted at off-site locations, the contractor shall discuss with Government instructors and make recommendations to improve training conducted outside of the XYZG School.

Deliverable(s):

1. CP50 training in the form of student/instructor coaching, mentoring and consulting (generally on a monthly basis)
2. Converted training materials into the Government provided web-based curriculum solutions (up to three times during the period of performance)
3. Review, analysis and improvement recommendations to curriculum (up to three times during the period of performance)
4. Annually support and document recommendation to improve training of the ten Government led courses

Subtask 1.7 Help Desk Support for Technology-enabled Learning:

Activity 1.7.1 The contractor shall provide program management support, with XYZGS Advisory oversight, to the users of the fifteen XYZGS HR training systems. The contractor shall also provide XYZG HR systems training instruction, analysis reports and training recommendations reports.

Activity 1.7.2 The contractor shall maintain instructor training course courseware and a “train the trainers” type instruction on understanding and managing the systems for all instructors (as new instructors come on board or as systems are updated).

Activity 1.7.3 The contractor shall ensure that all systems are current, accessible, and performing correctly to support instructor and student access (resetting the class for reuse) to facilitate institutional training of all POI requirements both locally and to geographically dispersed locations.

Activity 1.7.4 The contractor shall support the institutional training domain by processing requests for access to XYZGS HR training systems through an established Help Desk. The Training Help Desk shall also facilitate establishing or inactivating user level accounts and access to XYZG HR training systems, coordinate with the HR functional representatives regarding trouble tickets and periods of interrupted service that could affect training.

Activity 1.7.5 The contractor shall use government established procedures to provide management / monitoring and Tier 1 Training "Help Desk" support to XYZG Course instructors for the HR training systems. They shall record trouble tickets, and assist instructors in resolving access issues. When issues cannot be resolved the contractor shall forward them to the designated government representative for resolution. They shall assist new instructors with establishing HR system accounts using the Human Resource Management Information System (HIMS), and will inform instructors when access is granted. They shall maintain records on training system usage.

They shall reset training accounts when instructors are completed using them. Instructors are located at multiple training locations across the United States and while there is no travel required, the contractor must be able to effectively manage this task across different time zones and training locations utilizing email and telephonic coordination. The XYZG School conducts up to 260 class iterations for up to 9,000 students per fiscal year.

Deliverable(s):

1. Recommendations for functional systems support improvement and facilitator support management utilization reports, and training improvement recommendation reports (monthly)
2. Analysis of HR systems training capabilities, maintain instructor training course courseware, and support delivery of training products for the execution of XYZG HR system training within SSI and XYZGS. (annually)
3. Integration of new XYZ HR system training initiatives into the instructor HR systems training/validation process and support updating lesson plans for all SSI / XYZGS HR professional training courses. (as system update changes are made – estimated at two or three times per year)

Subtask 1.8: Customized web-based performance support strategies:

The Soldier Support Institute and the XYZG School participate in a variety of XYZ HR Optimization, Synchronization and HR Training / HR Events / Conferences / Seminars / Forums (including web-based forums) which bring together XYZ -wide HR stakeholders. XYZ stakeholders which are not part of their normal SSI and XYZGS chain of command participate in these events and are instrumental regarding strategic HR and FM governance and resource issues.

This task focuses on the web-based forums such as MilSuites, Defense Connect Service, XYZ Training network and others help to shape and inform XYZ HR Transformation and ensure collaboration of policies, procedures, and processes to improve HR support across the XYZ .

These events inform and assist in communicating the SSI and XYZGS strategic human resources support story in support of commanders, Soldiers and their Families, and XYZ Civilians as well as maintain positive working relationships with their TRADOC chain of command and senior XYZ stakeholders.

Activity 1.8.1 The contractor shall utilize military approved web-based tools such as MilSuites, Defense Connect Services, the XYZ training Network and others to communicate HR strategies, policies, training opportunities and events, to include government approved content updates as policies and regulations change.

Activity 1.8.2 The contractor shall research and analyze information shared across web-based forums and determine recommendations for increasing effective communication and most effective strategies for publicizing HR information on web-based platforms.

Activity 1.8.3 The contractor shall facilitate discussion boards on both IPPS-XYZ and emerging topics, and maintain professional discussions that educate and inform the XYZ HR community and XYZ leaders outside the HR community who are invested in actions within the XYZ HR community. Facilitating discussion boards also includes developing and requesting stakeholder

input for topics, inviting Subject Matter Experts (SMEs) for conference attendance, and coordinate briefings for key leader attendance. Finally, the contractor shall accurately capture performance problem areas and root causes at these forms and determine solutions.

Activity 1.8.4 The contractor shall recommend and deliver approved messages across the force through multi-media delivery techniques (S1 Net, MilSuites, Defense Connect Service, XYZ Training network) all of which are currently in operation and run by the XYZ or DoD. This will include content updates such as policies and regulation changes, discussion board facilitation and educational topics to inform the XYZ HR community of relevant changes.

Deliverable(s):

1. Content updates and published events on approved web-based communication tools (estimated at two or 3 times per week)
2. Recommendations for increasing effective communication on web-based forums (monthly)
3. Research and analysis information and provide recommendations for publication of HR information on web-based platforms (weekly)
4. Developed, managed and facilitated web-based forums and discussions (daily)
5. Captured performance problem areas and root causes assessed by these forums and determine recommendations for improvement (monthly)
6. Developed, integrated and synchronized key SSI and XYZGS strategic issues and projects across the XYZ's HR and FM communities and HQDA and develop and monitor a key issues and projects list. (continuous, weekly reports required)
7. Updated content across multimedia delivery techniques when changes in policy, regulation, discussion boards or education occur to keep XYZ HR Community abreast of current HR topics. (weekly)

Subtask 1.9 Evaluate HR Credentialing Performance:

Activity 1.9.1 The contractor shall accurately capture and document soldier performance in the credentialing program, and document problem areas and root causes associated with participants who do not achieve the intended credential. The reports will include statistical performance data, analysis on the client's return on investment in the credentialing program to date within 30 Calendar days of contract award. The report will be updated with new data on a quarterly basis as soldiers continue to participate in the program.

Activity 1.9.2 The contractor shall further determine optimal training/learning intervention solution(s) that will resolve customer performance problems and meet project goals and objectives. This includes participating in client working sessions with civilian credentialing partners and conduct on-site analysis credentialing training and testing events to evaluate current business practices of commercial companies for potential inclusion in the XYZG School Credentialing program.

Activity 1.9.3 The contractor shall ensure soldier performance and evaluation feedback results are incorporated into improved solutions and improvement to support to the XYZG School Credentialing effort for CMF 42 participants in the program.

Activity 1.9.4 The contractor shall evaluate the PHR exams and evaluations, and determine where additional training is needed for each aPHR, PHR and SPHR exams. The contractor shall also coordinate Professional Human Resources certification (PHR) selection board for PHR candidates, maintain or update aPHR/PHR/SPHR Study Material/changes in business practices, maintain credentialing database and historical data, and develop a credentialing recertification program.

Deliverable(s):

1. Collect, analyze, evaluate and report on client provided data associated with the credentialing program, and produce a recommendation report to identify process improvements the client should consider for implementation. (quarterly)
2. Evaluate current credentialing training programs developed by both the XYZG School and those publicly available through industry to provide recommendations where products can be improved to enhance soldier performance in the program (continuous, weekly reports required)
3. Coordinate the Professional Human Resources certification (PHR) selection board (quarterly) for PHR candidates, maintain and update aPHR/PHR/SPHR Study Material/changes in business practices, maintain credentialing database and historical data, and develop a credentialing recertification program. (continuous, weekly reports required)
4. The contractor shall maintain good records of all participants in the program, how they are performing/progressing through a tracking list of current projects and actions, the status of current and past actions / decisions, and ensuring proper maintenance of the PLDD knowledge manXYZGement sites. (daily / weekly)

Subtask 1.10 Develop HR Credentialing Recommendations:

Activity 1.10.1 The contractor shall make recommendations on responsive, innovative training /learning solution designs that support CMF42 (Human Resource and XYZ Career Band) Credentialing efforts and ensure effective controls development effort in support of NDAA12 and the Presidents Veteran's Opportunity to Work (VOW) Act and the XYZG School credentialing Program. The XYZ hosts its own website and all programs should be DoD access card enabled. The contractor, as liaison between soldier and credentialing XYZGencies, shall provide customized CMF42 credentialing training/learning solutions including the following examples:

- Classroom based training programs
- Technology-enabled learning interventions
- Blended learning solutions
- Print-based instructional materials
- Web-based job aids and performance support strategies, including enterprise-wide solutions such help desk calls or call centers
- Electronic Performance Support Systems
- Multiple device types performance support systems
- Learning systems development and integration
- Training Knowledge ManXYZGement

- Training implementation and program management office (PMO) support, to include such activities as course delivery, web-hosting, and copying of instructional materials, for such enterprises as training departments, corporate universities, school houses, and human resources departments.
- Training program evaluations

Deliverable(s):

1. Analysis of civilian credentialing opportunities that are generally aligned with military HR career paths (career paths are government provided). Provide recommendations on which civilian credentials the XYZ HR community should pursue and how they align with the XYZ HR Community. (monthly)
2. Upon government approval of civilian credentialing opportunities, assistance to government personnel in identifying target groups to participate in specific credentialing opportunities based education, rank, responsibility and experience, and other criteria provided by the government. This includes screening Soldier records and applications to ensure proposed participants meet the requirements for the credentialing program they either apply or are selected for. (quarterly)
3. Prepared government approved documents to enroll Soldiers in approved credentialing programs quarterly. Maintain records of Soldier progress in approved credentialing opportunities, and based on Soldier performance in credentialing opportunities, make recommendations for changes in participation to the programs if necessary based on Soldier performance. (continuous with quarterly enrollment)
4. Maintain historical records of Soldier performance in all approved credentialing opportunities. Government representatives will direct which data points the contractor is required to maintain as historical records. Respond to government generated information requests on Soldier participation, progress, and results of credentialing program participation. (weekly)
5. Research and provide recommendations on outside HR credentialing opportunities (monthly)

Task 2: XYZ HR Optimization, Synchronization and Strategic Engineering support to HR Training, HR Events, Conferences, Seminars, or Forums. (FFP) (Optional)

The Soldier Support Institute and the XYZG School participate in a variety of XYZ HR Optimization, Synchronization and HR Training / HR Events / Conferences / Seminars / Forums (including web-based forums) which bring together XYZ -wide HR stakeholders. XYZ stakeholders which are not part of their normal SSI and XYZGS chain of command participate in these events and are instrumental regarding strategic HR and FM governance and resource issues. This variety of forums, to include web-based forums such as MilSuites, Defense Connect Service, XYZ Training network and others help to shape and inform XYZ HR Transformation and ensure collaboration of policies, procedures, and processes to improve HR support across the XYZ .

These events inform and assist in communicating the SSI and XYZGS strategic human resources support story in support of commanders, Soldiers and their Families, and XYZ Civilians as well as maintain positive working relationships with their TRADOC chain of command and senior XYZ stakeholders.

Subtask 2.1 Evaluate Current HR EngXYZGement Strategies:

Activity 2.1.1 The contractor shall analyze the client's current strategic engXYZGement and communications plan and recommend methodologies to engXYZGe XYZ HR audiences and key stakeholders / influencers about XYZ Doctrine, Organization, Training, Materiel, Leader Development and education, Personnel, Facilities and Policy (DOTMLPF-p) assessments, training and leader development, and emerging concepts.

Deliverable(s):

1. Updated strategic engXYZGement and communications plan with methodologies for improvement (Within 3 months of funding)

Subtask 2.2 Determine Responsive HR Training Solutions

The XYZ conducts multiple training exercises across all components as a method to measure unit readiness. As part of these exercises, XYZGS may provide HR training and evaluation to participating units.

Activity 2.2.1 The contractor shall support SSI / XYZGS requirements to develop and deploy teams to support training, or collect lessons learned from the XYZ HR training events / conferences / seminars / forums. The contractor shall analyze COAs, provide written recommendations, coordinate, plan and support SSI / XYZGS HR participation in support of IPPS-XYZ development and fielding for the XYZ National Guard beginning in Q2, FY18 and then for the US XYZ Reserve and the Active XYZ beginning in Q2, FY19.

Activity 2.2.2 The contractor shall be required to travel XYZ -wide to support planning conferences to support HR training integration events as determined by the XYZG School leadership. See Appendix A for travel sites.

Activity 2.2.3 The contractor shall prepare briefings and associated talking points on XYZ HR related subject matter provided by the XYZG School Commandant prior to training events / conferences / seminars / forums. As directed and necessary, the contractor will coordinate these products prior to presentation at the respective forums with the appropriate XYZ HR stakeholders as necessary. Other XYZ HR Stakeholders include but are not limited to the: XYZ G1, XYZ National Guard G1, US XYZ Reserve G1, XYZ Human Resources Command, XYZ Human Resource Systems Program ManXYZGement Office, Installation ManXYZGement Command, US XYZ Forces Command, XYZ Financial ManXYZGement Command, Financial ManXYZGement School.

Deliverable(s):

1. Written recommendations based on COA's and evaluations that will align the SSI and XYZG Schools mission and goals with that of its human capital partners across the XYZ (continuous, weekly reports required)

2. Briefings and associated talking points on XYZ HR related subject matter provided by the XYZG School Commandant prior to training events / conferences / seminars / forums. (continuous as referenced in Attachment D - multiple meetings occur throughout each work week)

Subtask 2.3 XYZ Doctrine Publications (ADPs) – Review, Revalidations and Concepts Development

Refer to: Doctrinal Publication Timeline (Attachment F) for remaining subtasks as a tentative timeline.

Activity 2.3.1 XYZ Doctrinal Publications include Field Manuals (FMs) and XYZ Techniques Publications (ATPs). XYZ HR Transformation continues to expand the duties and responsibilities and modify structure of XYZ G-1/XYZGs, Brigade, and Battalion S-1 sections and theater-level HR organizations. These relevant changes in HR support continue to be captured in FM 1-0, HR Support; ATP 1-0.1, G-1/XYZG and S-1 Operations; and ATP 1-0.2, Theater-Level HR Support. The XYZ maintains a review the publication schedule for these documents to ensure they remain relevant to current XYZ operations. The SSI, in close coordination with the XYZG school, follows established XYZ doctrine guidelines for publication of these manuals according to established XYZ doctrine guidelines and existing TRADOC Combined Arms Command (CAC) and Combined Arms Doctrine Directorate (CADD) policies and proponent timelines.

Deliverable(s)

1. Revised FM 1-0, HR Support; ATP 1-0.1, G-1/XYZG and S-1 Operations; and ATP 1-0.2, Theater-Level HR Support Manuals. (in accordance with Doctrinal Review Cycle Timeline – Attachment F)

Subtask 2.4 Evaluate and Develop HR ADPs:

The contractor shall conduct comprehensive front-end requirements analysis and diagnostics, and accurately capture performance problem areas and root causes, to determine solution(s) that will align the XYZG School's mission with the XYZ's doctrinal publication mission. This should also include an evaluation of lessons learned and how to implement the doctrinal publications in the units effectively. The XYZG School needs a more efficient way to update the publications more frequently than every three years.

Activity 2.4.1 There are three (3) publications the XYZG School is responsible for, each produced on a rotating schedule of one per year. The XYZG School is responsible for the publication of three doctrinal manuals as follows: Field Manual 1-0, ATP 1-0.1, and ATP 1-0.2. The contractor shall develop, revise, and publish initial and final draft XYZ HR publications which support XYZ doctrine objectives. The initial draft preparation, analysis, review, comment adjudication, and publication preparation times drive the annual publication timelines.

Activity 2.4.2 The contractor shall also collect, analyze and review lessons learned from the SSI Lessons Learned division, the Center for XYZ Lessons Learned and other government provided resources for HR support operations in theater, and solicit feedback / recommendations from redeploying HR organizations and XYZ HR professionals worldwide for inclusion to HR doctrinal publications.

Deliverable(s):

1. Provide recommendations for modernizing XYZ HR doctrine and implementing real-time updates to the publications. (real time updates are done quarterly)
2. Develop recommended changes to HR publications based on evolving HR structure and the implementation of IPPS-XYZ based on DOTMLPF-p analysis conducted in Task 1, program directives, consolidated comment matrixes, level of service corrective action briefs, and provide recommended training impact reports. (continuous, monthly reports required)
3. Develop initial and final publication drafts of XYZ HR publications. (See Attachment F Doctrine Review Cycle Timeline, report IAW timelines on the attachment)
4. Develop recommendations for improving deployment of XYZ HR publications by soliciting feedback from users and lessons learned from other XYZ divisions. (monthly reports required)

Subtask 2.5 Develop Lessons Learned from XYZ HR ADPs:

Activity 2.5.1 The contractor shall consolidate all feedback / comments captured from analysis of lessons learned; observations and insights and reports provided on the reverse collection and analysis process from historical unit deployments, (includes sending initial and final draft document to XYZ HR stakeholders (as provided by the XYZGS) for comment collection) each HR publication consisting of the Program Directive, Initial Draft, and Final Draft, and submit recommendation reports in the form of consolidated comment matrices to SSI CDID and XYZGS for review and final approval.

Deliverable(s):

1. Provide consolidated comment matrixes, propose changes to doctrinal manuals based on analysis of lessons learned, and provide recommended training impact reports. (monthly reports required)

Subtask 2.6 Change ManXYZGement Recommendations of XYZ HR ADPs:

Activity 2.6.1 The contractor shall assist XYZGS in developing change manXYZGement concepts to support HR Doctrine Development and HR Transformation and will conduct analysis to ensure they are synchronized with current and emerging doctrine and concepts in the XYZ and sustainment community.

Activity 26.2 The contractor shall deliver recommendation reports pertaining to the development of new guidance, procedures, and standards in support of XYZ HR Transformation.

Activity 2.6.3 The contractor shall deliver strategic feasibility analysis and assessment studies pertaining to new proposals from Government stakeholders of HR projects or portions of broader studies to resolve XYZ HR deficiencies and challenges in the XYZ .

Activity 2.6.4 The contractor shall conduct an analysis of the impact future HR concepts will have on doctrinal manuals to include published papers on the XYZ Force 2025 and beyond, Future Force Design Seminars/Workshops , HR Optimization and any additional government provided HR force design guidance.

Deliverable(s):

1. Provide Analysis Impact on future HR concepts on doctrinal manuals, published papers, seminars/workshops, and any additional government provided HR force design guidance. (continuous, monthly reports required)
2. Provide recommendations on the impact of IPPS-XYZ fielding and XYZ HR transformation to XYZ HR doctrinal publications, and non-HR doctrinal publications where HR processes and procedures are mentioned. All doctrinal publications impacted will be identified by government representatives. (monthly reports required)
3. Provide implementation plans for all Change ManXYZGement Recommendations for HR Doctrine in support of HR Transformation (In accordance with Attachment F Doctrine Review cycle Timeline, monthly reports required)

Subtask 2.7 Implement XYZ HR ADP development processes:

Activity 2.7.1 The contractor shall participate in working groups and provide program manXYZGement in the governance of the HR Transformation process. This includes developing strategic HR briefs that address HR Transformation, developing administrative guidance for HR Transformation, and developing recommendation reports pertaining to the development of new XYZ HR guidance procedures and standards supporting the HR Transformation.

Activity 2.7.2 The contractor shall participate at various XYZ doctrinal, structural, training and new XYZ HR systems implementation conferences and shall collect, summarize and deliver the required HR related information which impact related SSI initiatives. See Appendix A for travel sites.

Activity 2.7.3 The contractor shall assist SSI CDID and XYZGS with submitting recommendation reports regarding HR doctrine and the delivery of XYZ HR support to CASCOM, CAC, and respective XYZ proponents for inclusion to the initial and final drafts of XYZ doctrinal publications.

Activity 2.7.4 The contractor shall collect information that impacts HR Transformation issues being worked by other SSI schools.

Deliverable(s):

1. Participated in working groups and provide program manXYZGement support and subject matter expertise for HR Transformation. (See Attachment F (Doctrine Review Cycle Timeline, monthly reports required)
2. Provided consolidated comment matrices for Program Directives, Initial Drafts, and Final Drafts to SSI CDID and XYZGS for review and final approval. (See Attachment F (Doctrine Review Cycle Timeline, monthly reports required)
3. Recommendation reports regarding HR doctrine and the delivery of XYZ HR support to CASCOM, CAC, and respective XYZ proponents. (See Attachment F (Doctrine Review Cycle Timeline, monthly reports required)
4. Attended virtual conferences, seminars, and other XYZ venues to collect, summarize, and report on XYZ initiatives and concepts that affect the HR domain or which require a corresponding HR response. (as events occur - 18 to 24 events per year)

Task 3: Prepare and Implement Transition-Out Plan (Time & Materials) (Optional)

The contractor shall prepare and deliver to the Government a Transition-Out Plan that facilitates the accomplishment of a low risk transition from the incumbent to an incoming contractor at the expiration of the Task Order (TO). The contractor shall provide a DRAFT Transition-Out Plan 60 calendar days prior to the transition out period. The transition-out period is anticipated to NTE 30 calendar days prior to expiration of the TO. The contractor shall identify how it will coordinate with the incoming contractor and Government personnel to transfer knowledge and accomplish at a minimum, the following in accordance with a 30 calendar day transition-out period:

- a. Project, Technical and Operational processes
- b. Government resources needed as well as Contractor Points of contact
- c. Location and listing of all current technical, operational and project management documentation
- d. Status of ongoing technical and operational initiatives
- e. Appropriate contractor to contractor coordination to ensure a seamless transition
- f. Transition of Key and Non-Key Personnel responsibilities, to include the identification of schedules and milestones
- g. Identify actions required of the Government
- h. Establish and maintain effective communication with the incoming contractor/Government personnel for the period of the 30 day transition via weekly status meetings
- i. Identification and transfer of Government owned HW/SW currently being utilized
- j. Incumbent's commitment and plan to use current personnel to enable institutional knowledge transfer to include how it proposes, and the schedule for, to ramp down both Key and Non-Key personnel throughout the 30 calendar day transition-out period.
- k. Identification of Transition Risks and associated mitigation strategies to ensure continuity of operations.
- l. Transfer of any Data Rights, Source Code developed under this TO and documentation
- m. The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

Performance Objectives

Task(s)	Objective	Criteria
Task 1: Military Personnel Pay and IPPS-XYZ Technical Analysis and Recommendations Report; IPPS-XYZ Integration Recommendations; Military Pay Operations Review, Workflow, SOPs, Workforce Analysis; Pay and Finance HR Analysis and Improvement Recommendations,	Analyze XYZ HR needs, develop HR training impact reports, develop IPPS-XYZ integrated HR lesson plans, conduct MILPAY task reviews, evaluate training environment, analyze the new equipment training plan, participate in IPPS-XYZ conferences, meetings, etc. and prepare reports, and provide travel AARs	Evaluated by XYZGS leadership and approved by XYZGS Commandant or higher level XYZ leadership as required. Review work completed XYZG against monthly status report for accuracy.

Pay and Finance Workflow and Organization Chart Analysis and Recommendations (Optional Task)		
Task 1: Provide Customized Training and Learning Solutions to Improve Institutional Training Support. (Optional Task)	Update HR and Military Pay lesson plans IAW TRADOC standards, provide course of action reports, coordinate delivery schedule, input training material into TDC, provide training impact update reports, and identify course POIs that require updating Operational Training Courses of Action / Recommendation Reports. Develop and Synchronize Training Schedule. Plan, Coordinate and Facilitate HR Senior Leader Collaboration Sessions. Provide Technical Classroom Assistance. Coordinate Delivery Schedule / Plan, provide course of actions reports, coordinate delivery schedule, provide revised HR lesson plans, input HR training material into TDC, provide training impact update reports, update HR training material and identify course POIs that require updating	Evaluated by XYZGS leadership and approved by XYZGS Commandant for XYZ publication. Review work completed XYZGainst monthly status report for accuracy.
Task 1: Civilian Credentialing Analysis and Integration. (Optional Task)	Evaluate the XYZGS civilian HR credentialing program, civilian sector credentialing programs, develop announcements for Soldier selection boards, evaluate credentialing request from Soldiers and provide recommendations on Soldier participation in the credentialing program, communicate with participants in credentialing, provide reports on Soldier progress, develop a database capturing all credentialing participants and outcomes, provide reports and after action reviews, and travel as required.	Evaluated by XYZGS leadership and approved by XYZGS Commandant for HR training execution. Review work completed XYZGainst monthly status report for accuracy, review training/testing AARs and approve travel within JTR/JFTR standards.
Task 2: XYZ HR Optimization, Synchronization and Strategic EngXYZGement support to HR Training, HR Events, Conferences, Seminars, or Forums (Optional Task).	Develop XYZ HR engXYZGement and communication plans, XYZGendas, briefings, attendance plans and after action reviews. Plan, attend, coordinate and facilitate HR senior leader collaboration sessions. Integrate the SSI and XYZGS activities with higher headquarters, geographical partners, the XYZ HR and Military Pay community at large. Develop plans including key issues and projects, and administer the S-1 Net on the approved XYZ MilSuites forums. Provide facilitation, coaching, mentoring and consulting for the conduct of the CP50	Evaluated by XYZGS leadership and approved by XYZGS Commandant for HR training execution. Review work completed XYZGainst monthly status report for accuracy. Evaluate end of course surveys, conduct student engXYZGement sessions to assess value of coaching, mentoring and consulting,

	course, update lesson plans and POIs provide distributed learning assistance and administrative and logistical assistance, Support the XYZ G1- Career Program 50 with civilian workforce transformation requirements and complete travel after action reports.	review AARs and approve travel within JTR/JFTR standards. Coaching, mentoring and consulting evaluated by XYZGS leadership. Review work completed XYZGainst monthly status report for accuracy.
Task 2: XYZ Doctrine Publications (ADPs) – Review, Revalidation and Concepts Development. (Optional Task)	Develop and recommend changes to initial and final draft HR publications, program directives, consolidated comment matrixes, level of service corrective action briefs, and provide recommended training impact reports.	Evaluated by XYZGS leadership and approved by XYZGS Commandant for HR training execution. Review work completed XYZGainst monthly status report for accuracy.

Target Audience

Contractor services will be provided primarily to the Commandant, Deputy Commandant and Chief of Staff of the U.S. XYZ Adjutant General School and staff and faculty of the U.S. XYZ Soldier Support Institute; as well as, the Commanding General, Deputy Commanding Officer, Chief of Staff of the U.S. XYZ Soldier Support Institute. The contractor will interact with other XYZ Commands and provide approved material to XYZ Commands including; but, not exclusively HRC, the U.S. XYZ Acquisition Command (Program Executive Office-Information Systems), the XYZ G1 Office, the XYZ Career Program 50 (CP50) Functional Chief and Functional Chief’s Representative (FCR), the U.S. XYZ Forces Command (FORSCOM), all Theater Sustainment Commands (TSCs), CASCOM, and TRADOC.

Key Personnel

Before replacing any Key Personnel, the Contractor shall notify the Contracting Officer at least 15 business days in advance, submit written justification for replacement, and provide the resumes of any proposed substitute(s). All proposed substitutes shall possess qualifications equal or superior to those of the Key Personnel being replaced. The Contractor shall not replace Key Personnel without the Contracting Officer’s approval. The Government may designate any additional positions as Key Personnel at the time of award.

Key Personnel Requirements

A. Senior Project ManXYZGer (1):

One overall contractor team lead who is capable of effectively providing strategic advice and communication strategy recommendations to the senior leadership of the XYZG School and SSI on all areas of work contained within the contract. They must also be able to manXYZGe the contract team, effectively distributing workflow requirements and following up with the government lead to ensure the workflow is completed IAW the standards indicated in the contract.

Must Have	Preferred to Have
Bachelor's Degree from an accredited academic institution recognized by the U.S. Department of Education.	Master's Degree or higher from an accredited academic institution recognized by the U.S. Department of Education.
Ten years of relevant manXYZGerial experience	Fifteen or more years of relevant manXYZGerial experience
Ten years of experience working with the Department of Defense	Fifteen or more years of experience working with the Department of Defense
Five years of experience working XYZ 's Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Policy (DOTMLPF-P) methodology.	Eight or more years of experience working XYZ 's Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Policy (DOTMLPF-P) methodology.
Eight years of experience working with Senior Level Defense personnel including military	Twelve or more years of experience working with Senior Level Defense personnel include military
Eight years of experience working with US XYZ Human Resources (HR) systems	Twelve or more years of experience working with US XYZ Human Resources (HR) systems
Five years of experience in project manXYZGement and change manXYZGement skills.	Ten or more years of experience in project manXYZGement and change manXYZGement skills.
Active Project ManXYZGement Professional (PMP)	Program ManXYZGement Professional (PgMP) certification
	PRH (Professional in Human Resources) or SPHR (Professional in Human Resources)

B. Project ManXYZGer (1):

One key person is required to lead the Integrated Personnel and Pay System – XYZ (IPPS-XYZ) integration and training development portion of the contract. That person must have knowledge of current US XYZ HR systems and be able to communicate the impact of the conversion of those systems to a PeopleSoft based system. They must be able to identify the impacts of changing XYZ HR systems on both XYZ HR structure and HR doctrinal implications to the US XYZ HR community. They must be capable of providing direct and effective leadership to the contractors assigned to work on this portion of the contract.

Must Have	Preferred to Have
Bachelor's Degree from an accredited academic institution recognized by the U.S. Department of Education.	Master's Degree or higher from an accredited academic institution recognized by the U.S. Department of Education.
Five years of experience working with the Department of Defense	Ten or more years of experience working with the Department of Defense
Five years of experience working XYZ 's Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Policy (DOTMLPF-P) methodology.	Eight or more years of experience working XYZ 's Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Policy (DOTMLPF-P) methodology.
Five years of experience working with US XYZ Human Resources (HR) systems	Ten or more years of experience working with US XYZ Human Resources (HR) systems
Five years of experience in project manXYZGement and change manXYZGement skills.	Ten or more years of experience in project manXYZGement and change manXYZGement skills.
Active Project ManXYZGement Professional (PMP)	Program ManXYZGement Professional (PgMP) certification
PRH (Professional in Human Resources)	SPHR (Professional in Human Resources)
<ol style="list-style-type: none"> 1. Knowledge of current US XYZ HR systems and be able to communicate the impact of the conversion of those systems to a PeopleSoft based system. 2. Demonstrated experience identifying the impacts of changing XYZ HR systems on both XYZ HR structure and HR doctrinal implications to the US XYZ HR community. 3. Demonstrated experience providing direct and effective leadership to the contractors assigned to work on this portion of the contract. 	

	<p>Preferred Credentials:</p> <ol style="list-style-type: none"> 1. Knowledge of current US XYZ HR and Military Pay processes and procedures 2. Knowledge of the following US XYZ HR systems: <ol style="list-style-type: none"> a. IPPS-XYZ – Integrated Personnel and Pay System – XYZ b. eMILPO – Electronic Military Personnel Office c. EDAS – Enlisted Distribution Assignment System d. DTAS – Deployed Theater Accountability System e. TOPMIS – Total Officer Personnel ManXYZGement Information System f. iPERMS – Interactive Personnel Electronic Records ManXYZGement System g. DCIPS – Defense Casualty Information Processing System 3. Experience in developing and writing Military Training Support PackXYZGes 4. Experience in developing and writing US XYZ Doctrinal Publications 5. Experience using Department of Defense 6. MilSuites software 7. Ability to applying the experiential learning model
--	--

The contractor shall provide a Project ManXYZGer who shall be responsible for all contractor work performed under this project. The Project ManXYZGer will be designated as Key Personnel for this project.

The Project ManXYZGer shall be the single POC for the XYZGency’s TPOC. It is anticipated that the Project ManXYZGer shall be one of the senior level employees provided by the contractor for this work effort. The name of the Project ManXYZGer, and the name(s) of any alternate(s) who shall act for the contractor in the absence of the Project ManXYZGer, shall be provided to the Government as part of the contractor’s proposal. The Project ManXYZGer and all designated alternates shall be able to read, write, speak and understand English. Additionally, the contractor shall not replace the Project ManXYZGer without prior approval from the COR.

The Project ManXYZGer shall be available to the COR via telephone between the hours of 8:30 am through 4:30 pm EST, Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within 48 hours of notification.

The Contractor shall assign personnel whose resumes and Key Personnel Qualification Matrixes were submitted with its proposal and who are identified as qualified key personnel. Key Personnel may not be replaced within six months after award unless necessitated by an individual’s inability to work such as a

sudden illness or termination of employment. The Contractor shall obtain the consent of the XYZGency and Contracting Officer (CO) prior to making key personnel substitutions. If approved by the CO, any replacement must possess qualifications equal to or exceeding the qualifications of the personnel being replaced, unless the CO approves an exception.

Requests for changes in key personnel shall be submitted to the CO at least 15 business working days prior to making any permanent substitutions. The request should contain a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the CO. The CO will notify the Contractor within 10 working days after receipt of all required information of the decision on substitutions.

In accordance with the master contract, the Contractor may propose additional Key Personnel labor categories if necessary to meet the objectives of the requirement. If a new Key Personnel labor category is proposed, the Contractor must provide a justification, rationale, and resume for the CO's review and approval.

Place of Performance

The selected contractor shall be required to work at Fort Jackson at SSI in an office environment consisting of cubicles furnished with government approved computer equipment, telephones, copier, scanner and basic office supplies. The contractor will need information that can only be accessed using government onsite equipment. Work will be performed on government approved data lines. Telework may rarely be considered on a case by case basis as required to effectively achieve the requirements of the contract. Any telework requests will be coordinated in advance between the contractor and the XYZGency TPOC, and will follow the TRADOC approved guidelines, with the exception of the S1 Net, which may be accomplished full time outside of the SSI and Fort Jackson.

Travel and frequency for CP50 is four times per year for up to two week increment to provide coaching, mentoring and consulting to CP50 classes at locations that are "off-site" from Fort Jackson where there are large populations of CP50 personnel which makes the overall program more cost effective.

Travel and frequency for direct IPPS-XYZ support for up to two weeks in duration for some, but not all trips. Most are of the two to three day variety with travel occurring during the work week (M-F).

Contractor staff must be able to travel on occasion to attend conferences, meetings, discussions, training or other meetings and forums as requested by the client. Travel will normally be programmed at least two weeks in advance of the travel requirement and be approved by the government TPOC prior to the commencement of travel.

Period of Performance

Period of Performance for base year and all subsequent tasks begin on the first day the first task order is issued, regardless of start date for other tasks.

The period of performance for this requirement is 12 months from the date of award with one option year period.

Base period will include Tasks 0, 1, and 2. The option period will include Tasks 1, 2, and 3.

<u>Base Period</u>	<u>Option Period</u>
Task 0	Task 1 - 11 months
Task 1 – 12 months	Task 2 - 11 months
Task 2 – 8 months	Task 3 - NTE 30 days

The contractor will not work on the following Federal Holidays when the XYZG School is closed:

Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King Day
President's Day

During any military training holidays associated with federal holidays, building is open and contractors are expected to work either at the facility or, if capable conduct telework with advance coordination and approval of the COR. Any work done must be through common access card access.

The normal duty day performance is the same daily hours that the XYZG School operates.

Contract Requirements

General

GENERAL: This Performance Work Statement (PWS) describes the technical requirements necessary to procure services for the XYZ Soldier Support Institute and Adjutant General School. The Government shall not exercise direct supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government for the accomplishment of the work. The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and services necessary to perform the activities and services defined in this PWS except for those items specified as government furnished property and services. The Contractor shall perform to the standards stated in this PWS.

1. Contract ManXYZGement: The Contractor shall be responsible for total manXYZGement during the performance of this contract; administration of the contract requires maximum coordination between the Government and the Contractor. The Contractor shall establish processes and assign appropriate resources to effectively administer the requirements. The Contractor shall respond to

Government request for contractual actions in a timely fashion. The following individuals shall be the Government point of contact during the performance of this contract:

- a) Contracting Officer (CO). All contract administration shall be effected by the CO. Communications pertaining to the contract administration shall be addressed directly to the CO. No changes to the performance work statement are authorized without a written modification to the contract executed by the CO. If at any time the Contractor believes any person other than the CO has given direction that changes the performance work statement, the Contractor shall immediately inform the Contracting Officer Representative (COR) and CO by the most expeditious means.
 - b) Contracting Officer Representative (COR). The COR monitors all technical aspects of the contract and assists in contract administration. The COR is the Contractor's primary point of contact. The COR is authorized to perform the following functions: ensure the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: and monitor Contractor's performance and notify both the CO and Contractor of any deficiencies. The COR is not authorized to change any of the terms and conditions of the resulting order.
2. Quality Control: The Contractor shall develop and maintain an effective quality control (QC) program (QCP) to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is the means by which to assure work complies with the requirement of the contract. The QCP should be delivered within 30 days after contract award. After acceptance of the quality control plan the Contractor shall receive the CO's acceptance in writing of any proposed change to the QC system.
 3. Technical Approach/ManXYZGement Plan: The Contractor shall develop a Technical Approach as part of the proposal packXYZGe. Upon award, the Contractor shall work with the government to incorporate the Technical Approach into a manXYZGement plan that outlines and/or reiterates the deliverables that are necessary to meet the Government's specific requirements as defined in the PWS and proposal documents. It should include a project timeline of deliverables and expected completion dates. The ManXYZGement Plan is not separately priced.

NOTE: The ManXYZGement Plan is a supplemental document that will serve as the "roadmap" or "blueprint" for the conduct of all other project tasks. The ManXYZGement Plan will not authorize or provide approval for any task; only the Task Order shall authorize performance. In the event there is conflict between the ManXYZGement Plan and the Task Order, only the Task Order shall take precedence.

4. Project ManXYZGement: The Contractor shall address all comments provided by the government and the OPM COR on the draft deliverable. Each deliverable will be subject to inspection and

acceptance by the government and the OPM Contracting Officer Representative (COR)/PM, and will conform to the requirements stated in the ManXYZGement Plan. All documents produced under this PWS shall be created in Microsoft Word, Microsoft Project, Microsoft Excel, and other compatible Windows-based software as approved by the government. The government may request that documents be delivered in either hard copy or electronic copy format.

The Contractor shall designate a Project ManXYZGer that will be a single point of contact for the government and OPM COR. It is anticipated that the Project ManXYZGer shall be one of the senior-level employees provided by the Contractor for this work effort. The name of the Project ManXYZGer, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Project ManXYZGer, shall be provided to the Government as part of the Contractor's proposal. The Project ManXYZGer shall be available to the government and OPM COR/PM via telephone between the hours of 8:30 AM through 4:30 PM EST, Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within 48 hours of notification.

5. Transition Plan: The contractor shall provide a start-up transition plan in their proposal to ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition. Once awarded the contract, the contractor will work with the XYZGency TPOC to adjust and implement the plan.
6. Security: Contractors must be able to pass local background and basic security checks required to issue a military Common Access Card.
7. Non-Disclosure XYZGreements: All selected Contractor personnel assigned to work on this project shall be required to sign a non-disclosure XYZGreement regarding key aspects of the project and project content.
8. Quality Assurance: The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s). See the Attachment I for the Performance Requirements Summary/QASP.
9. Monthly Status Reports (MSR): The Contractor shall provide a the government a Contractor monthly status report electronically to the XYZGency's TPOC and the Contracting Officer Representative (COR) no later than the 5th calendar day of each subsequent month. This report shall summarize the activities performed by the Contractor in support of this contract; specifically, the report shall outline tasks accomplished, meetings attended problems encountered, mitigation strategies, risks and any other relevant performance information.
10. Interim Project Reviews - The Contractor shall provide Interim Project Reviews (IPR) on a quarterly basis to the XYZGency TPOC and the COR. Interim Project Reviews will be used to manXYZGe and report on project schedule, budget, risks, and invoices.

11. Release of Information: If Contractor and its personnel have access to Personally Identifiable Information (PII), Classified Information, and other controlled unclassified information (CUI) which is not releasable to the general public. The Contractor or its personnel shall not release any information or documents that they are provided during performance of the contract without the express written permission of the CO through coordination with the COR.
12. Data Rights: The Government has unlimited rights to all documents and materials produced under this contract. All documents and materials shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. The right does not abrogate any other Government rights.
13. Government Furnished Equipment: The contractor will need information that can only be accessed using government onsite equipment. Work will be performed on government approved data lines.
14. Travel: All travel shall be in accordance with the Federal Travel Regulations and FAR part 31.205-46. All travel should be pre-approved at least 15 days prior to scheduling travel by the government and OPM COR/PM.
15. Other Requirements: All documents produced under this PWS shall be created in Microsoft Word, Microsoft Project, Microsoft PowerPoint or Microsoft Excel, Microsoft Access, and other compatible Windows software and Department of the XYZ systems as approved by the COR. The COR may request that documents be delivered in hard copy and / or electronic copy format.
16. Employee Identification: Visiting Contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.
17. Employee Conduct: Contractor employees shall present a professional appearance at all times and their conduct shall not discredit the United States Government.
18. Removing Employees for Misconduct or Security Reasons: The Government may, at its sole discretion, direct the Contractor to remove any Contractor employee from the Government facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under any task order awarded. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.
19. Conflict of Interest: The Contractor shall not employ any person who is an employee of the United States Government, if that employment would or would appear to cause a conflict of interest.

20. Qualified Personnel: The Contractor shall provide qualified personnel to perform all requirements specified in this PWS. Your staffing plan needs to show how these requirements will be met throughout the project.

- Proficient in Microsoft Office Suite products Word, Excel, and PowerPoint.
- Knowledge and/or experience (both preferred) developing TRADOC approved lessons plans, POIs, and course management plans.
- Pass local background and basic security checks required to issue a military Common Access Card.
- Understanding and/or experience (both preferred) operating XYZ HR systems to include the Electronic Military Personnel Office (eMILPO), the Deployed Theater Accountability System (DTAS), the Defense Casualty Information processing System – Casualty Reporting (DCIPS-CR), the Enlisted Distribution and Assignment System (EDAS), the Total Officer Personnel Management information System II (TOPMIS II), and the Interactive Personnel Records Management System (iPERMS).
- The lead contractor and a minimum of three other contractors needs to have the knowledge and/or experience (both preferred) to develop presentation materials and articulate recommendations to senior XYZ Personnel at the Colonel Level and above.
- Individual contractor staff that hold certifications by the Human Resources Certification Institute (HRCI) are preferred.
- Contract employees with the following demonstrated capabilities and skills are preferred:
 - Using PeopleSoft and Oracle systems.
 - Writing Military Training Support Packages and associated military training materials.
 - Developing and writing US XYZ Doctrinal Publications.
 - Operating Department of Defense MilSuites software,
 - Capability to collate and condense military human resources information into usable strategic communications that will be provided to a large audience (50K+) of US XYZ HR Professionals on a routine basis.
 - Advising senior military officers and civilians regarding strategic communications, and developing recommendations for largescale HR training involving automated military personnel systems.
 - Expertise in the current versions of the following Department of Defense HR Systems:
 - Electronic Military Personnel Office (eMILPO)
 - Total Officer Personnel Management System (TOPMIS)
 - Enlisted Distribution and Assignment System (EDAS)
 - Interactive Personnel Records Management System (iPERMS)
 - Defense Casualty Information Processing System (DCIPS)
 - Deployed Theater Accountability System (DTAS)
 - Integrated Personnel and Pay System – XYZ (IPPS-XYZ)
 - Tactical Personnel System (TPS)
 - Personnel Network (PERNET)
 - Integrated Personnel Pay System –XYZ (IPPS-XYZ)
 - Common Operating Picture Synchronization (COPS)
 - XYZ Human Resources System (AHRS) Datastore
 - Human Resource Management Information System (HIMS) Human Resources Command (HRC) User Registration System (HURS)

- CITRIX Software

21. Mandated Government Training: Contractors are required to complete certain mandated government training requirements administered by the organization to retain access to systems and ensure safe and secure operations of the organization. The training listed below is required as a minimum, and if additional training is directed for contractors by any higher headquarters in the future the Contractor will be notified.

- Anti-Terrorism/Operational Security (AT/OPSEC) training
- Threat Assessment and Reporting Program (TARP) training
- Information Assurance Vulnerability Alert (IAVA) training
- Annual DoD Cyber Awareness training
- Active Shooter Training

In addition, contractors are required to complete any additional training that either the Department of Defense or the Department of the XYZ determines is mandatory for contract personnel for the duration of the period of performance.

Specifications

Best commercial practices shall be employed during the performance of this project.

Administrative Information

The primary point-of-contact for this project is:

{Insert CO Name}
Contracting Officer

Evaluation Criteria

FACTOR 1 – TECHNICAL AND MANXYZGEMENT APPROACH

The proposed Technical and ManXYZGement approach should provide a project roadmap that documents the Contractor’s assumptions and decisions; how the Contractor will facilitate communication among stakeholders; and the proposed project schedule/baselines. The Government will evaluate based upon the extent to which the proposal including the Technical and manXYZGement approach demonstrates the following:

- The manner and extent to which the Contractor’s technical proposal demonstrates a clear understanding of the requirements, with a project plan with a program milestone chart which details the lists of tasks and subtasks and the duration of each.
- These milestones should include the timeframes for preparation, delivery, review, and approval of all updates to course materials, draft and final reports, as appropriate
- The completeness, instructional design techniques, feasibility, practicability, and innovativeness of a written technical approach should allow the Government to understand the methods to be used to meet the requirements.
- The quality of the Contractor’s demonstration of the Contractor’s:
 - capabilities to perform the work,
 - approach to meeting the requirements,
 - understanding of the project and
 - methodology that would ensure the successful, efficient and effective performance of the required services.
- The quality and level to which the Contractor shall describe its knowledge of the subject matter needed to deliver the services required.

FACTOR 2 – KEY PERSONNEL AND STAFFING

The Government will evaluate Key Personnel based on the demonstrated experience in performing work similar in, scope and complexity to their proposed duties and responsibilities in the PWS; and qualifications presented in the resumes as compared to the qualifications described under Key Personnel qualifications. Resumes, Key Personnel Matrix, and Staffing Plans must be submitted with proposal.

FACTOR 3 – RELEVANT EXPERIENCE

The Government will evaluate the Contractor’s relevant experience. The Contractor shall describe two (2) past or ongoing projects of significant relevance to the effort requested by this solicitation. The description for each relevant experience shall not exceed two (2) pXYZGes/slides. Cited projects shall:

- Be currently underway or completed within the past three (3) years;
- Be of similar scope, size, and complexity to the work required by the PWS.

- Have involved efforts in support of very large organizations where significant collaboration as to requirements and design was required.
- Demonstrate an understanding of the deliverables by providing evidence or sample presenting a course module from past relevant experience.

Any similar experience information provided by the Contractor is subject to verification and validation by the Government. The Government reserves the right to contact the government/ commercial points of contact provided by the Contractor, and any project officials and/or other persons who have been involved in any of the contracts listed by the Contractor to verify information about similar experience and to obtain past performance information.

ATTACHMENTS

ATTACHMENT A: Travel locations

All travel shall be in accordance with the Federal Travel Regulations and FAR part 31.205-46. All travel should be pre-approved by the Government. Contractors may travel to the locations below.

- Washington D.C. Metro Area
- Fort Knox, KY
- Joint Base San Antonio, San Antonio, TX
- St Louis, MO
- Ogden, UT
- Fort Benning, GA
- Fort Stewart GA
- Fort BrXYZGg, NC
- Fort Gordon, GA
- Indianapolis, IN
- XYZ National Guard, Little Rock, AK
- Fort Lee, VA
- Fort McCoy, WI
- Fort Eustis, VA
- Europe
- Korea
- Alaska
- Hawaii

ATTACHMENT B: GS Training Department Courses

Courses	Length (weeks)	Optimum Class Size	Classes Per Year
Human Resources Specialist Course (Junior Enlisted Soldiers) IPPS-XYZ	9	28	132
Advanced Leaders Course (Non Commissioned Officers) IPPS-XYZ	7	16	42
Senior Leaders Course (Non Commissioned Officers) IPPS-XYZ	6	64	8
Warrant Officer Basic Course IPPS-XYZ	8	25	7
Basic Officer Leader Course (BOLC) IPPS-XYZ	12	36	12
Captains Career Course (CCC) IPPS-XYZ	20	45	6
CCC (Reserve Component) Phase 1 IPPS-XYZ	2 x 2	30	7
CCC (Reserve Component) Phase 3 IPPS-XYZ	2 x 2	30	7
Warrant Officer Advanced Course (WOAC) IPPS-XYZ	7	32	2
WOAC (Reserve Component) PH 1 IPPS-XYZ	2 x 2	32	3
WOAC (Reserve Component) PH2 IPPS-XYZ	2 x 2	32	3
CP50 Military Personnel Management Course IPPS-XYZ	2	15	5
HR Management Qualification Course PH 2 IPPS-XYZ	2	30	8
Brigade S1 Course IPPS-XYZ	2	30	9
HR Plans and Operations	2	30	7

ATTACHMENT C: Tentative IPPS-XYZ Meeting Schedule

This information is provided in support of the HCaTS contracting solicitation underway by the XYZG School.

The XYZG School will expect the selected vendor for this contract to participate in the following Working Integrated Product Team (WIPT) meeting associated with the Integrated Personnel Pay System – XYZ (IPPS-XYZ). This list has evolved over the past several years as the IPPS-XYZ program has progressed through various milestones in the Department of the XYZ Acquisition cycle, and may continue to evolve with new WIPTs being added or older ones being deleted.

- Application Security WIPT
- Benefits WIPT
- Customer Support WIPT
- Cutover Strategy WIPT
- Data Correctness WIPT
- Deployment Strategy WIPT
- Fit Gap Analysis WIPT
- Military Pay (MILPAY) Transition WIPT
- Roles and Responsibilities WIPT
- Supportability WIPT
- Test and Evaluation (T&E) WIPT
- Training WIPT

Additional routine meetings associated with the IPPS-XYZ Program include the list below. This list has evolved over the past several years as the IPPS-XYZ program has progressed through various milestones in the Department of the XYZ Acquisition cycle, and may continue to evolve with new meetings being added or older ones being deleted.

IPPS-XYZ Council of Colonels

IPPS-XYZ 1-2 Star Executive Steering Committee (ESC) meetings
IPPS-XYZ 3-Star ESC meetings
MILPAY Transition Council of Colonels
MILPAY Transition 1-2 Star ESC meetings
MILPAY Transition 3-Star ESC meetings
XYZ National Guard Deployment Working Group
Capability Acceptance Tests (CATs)
Critical Design Reviews (CDR)
Development Integration Tests (DITs)
Government Acceptance Testing (GAT)
HR Transformation/Who Does What at What Level
Integrated Baseline Reviews (IBRs)
Limited User Testing (LUT)
New Equipment Training (NET) Production
Preliminary Design Reviews (PDR)
Product Build Reviews (PBRs)
Product Level Tests (PLTs)
Requirements Control Board (RCB)
Risk Reduction Events (RREs)
Stakeholder Build Reviews (SBRs)
System Functional Reviews (SFRs)
System Requirement Reviews (SRRs)
Test Readiness Reviews (TRRs)

ATTACHMENT D: Tentative Timeline and Milestones

Deliverable Timeline Expectations (Tentative)

1. The Training and Doctrine Command (TRADOC) estimated time value required to produce a new or update a current lesson plan is as follows:

Review a current lesson plan: 8 hours per each 1 academic hour of lesson plan material.

Produce New Lesson Plan: 17 hours per each 1 academic hour of lesson plan material.

Update Existing Lesson Plan: 10 hours per each 1 academic hour of lesson plan material.

2. Of the existing XYZG School lesson plans outlined in the performance work statement there are 2425 Human Resources technical training academic hours that are expected to be impacted by IPPS-XYZ, with breakouts as indicated on the chart below. Additionally, some of the separate overall class hours will also be impacted by IPPS-XYZ, to some extent, with possibly up to as much as 5% per class that is integrated into the courses respective end of course exercise training.

Number	Courses	Course TYPE: IMT/ PME/ Funtional	Number of Lesson Plans	Human Resources Technical Academic Hours
1	Human Resources Specialist Course - (Junior Enlisted Soldiers)	IMT	17	223
2	Advanced Leaders Course - (Non Commissioned Officers)	PME	29	273
3	Senior Leaders Course - (Non Commissioned Officers)	PME	24	231
4	Warrant Officer Basic Course	IMT	21	233
5	Basic Officer Leader Course (BOLC)	IMT	29	262
6	Captains Career Course (CCC)	PME	28	291
7	CCC (Reserve Component) Phase 1	PME	12	84
8	CCC (Reserve Component) Phase 2	PME	5	53
9	Warrant Officer Advanced Course (WOAC)	PME	11	192
10	WOAC (Reserve Component) PH 1	PME	7	107
11	WOAC (Reserve Component) PH2	PME	4	84
12	CP50 Military Personnel ManXYZGers Course	Functional	4	55
13	HR ManXYZGement Qualification Course PH 2	Functional	8	38
14	Brigade S1 Course	Functional	12	54
15	HR Plans and Operations	Functional	2	11
	Totals		213	2191

Note 1: Contractor will only work on Human Resources Technical Academic Hours (Highlighted in Column D)

Note 2: Course hours developed for course #6 will also be used with course #7 & #8

Note 3: Course hours developed for course #9 will also be used with course #10 & #11

Note 4: Multiple courses contain content that is Progressive and Sequential meaning they build on each other.

Course #1 is the basic course, course #2 is the intermediate course, and course #3 is the senior course, all building on each other.

Course #4 is the basic course, and course #9 is the senior course, each building on each other.

Course #5 is the basic course, and course #6 is the senior course, each building on each other.

Courses #12 - #15 utilize content from courses #3, #5, & #9

Course Type Description:

IMT = Initial military Training. This refers to newly assessed Soldiers

PME = Professional Military Education. This refers to experience Soldiers attending courses that are required for professional advancement and promotion.

Functional: These courses are short in duration and optional as they focus on a specific skill set or type of experience a Soldier/Civilian needs for a specific job.

ATTACHMENT E: Doctrine Review Cycle Timeline

3. US XYZ Doctrinal review timelines are established in XYZ Regulation 25-36. The XYZG School currently has three approved doctrinal publications that will be impacted by IPPS-XYZ fielding. They are FM 1-0 Human resources, XYZ Technical Training Publication (ATTP) 1-01.1, Brigade S1 Operations, and ATTP 1-0.2, Theater Human Resources Planning Operations

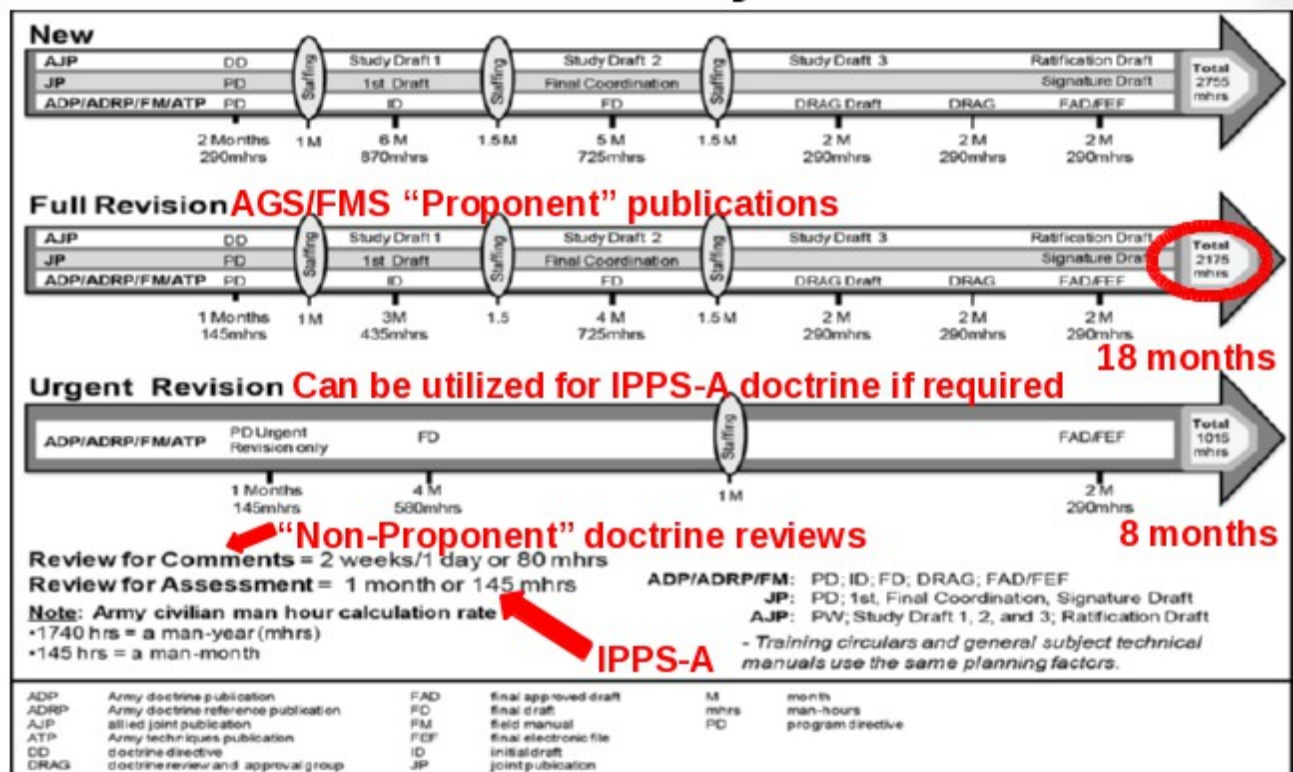
Additionally, there are up to twenty (20) other military publications either within the XYZ or the Joint Community (Air Force, Navy, Marines) that also may be impacted by IPPS-XYZ fielding and processes. The standard doctrinal publication review cycle is outlined in Attachment F.



UNCLASSIFIED



TRADOC Reg 25-36 Doctrine Review Cycle Timeline



DIGNITY ATTITUDE READINESS TRADITION SUPPORT

UNCLASSIFIED

ATTACHMENT F: SSI Training Development Directorate Plan of Action and Milestones (POAM)

4. Overarching IPPS-XYZ Training development strategy Plan of Action and Milestones (POAM). The chart in Attachment G provides a timeline and milestones associated with IPPS-XYZ fielding as we know it to be today. While the timeline and milestones extend well beyond the current base and option year of the proposed contract, much of the heavy work that will enable us to be successful is ongoing now.



UNCLASSIFIED SSI Training Development Directorate Plan of Action and Milestones (POAM)



Task Overview	Timeline / Milestones	
<p>Purpose: Execute tasks within the (T) raining domain in support of IPPS-A development, deployment, and implementation starting in FY 2017 through FY 2020; serve as an active and key participant in all IPPS-A stakeholder functions.</p> <p>Tasks: IAW HQDA EXORD 009-16 and SSI TASKORD 16-10-006:</p> <ul style="list-style-type: none"> Design, develop, and implement comprehensive training solutions across the Army's Institutional, Operational, and Self-development domains necessary to support the IPPS-A enabled environment. Develop Training Resources Analysis System (TRAS) documents for new and existing IMT / PME / Functional courses impacted by IPPS-A. Lead and facilitate the IPPS-A Training Domain Working Group. 	<p>2d-4th Qtr FY17</p>	<ul style="list-style-type: none"> Needs analysis and training for developers Course growth documents for new IPPS-A functional courses due to TRADOC TOMA for SMDR process. PEC TD support for courses Begin modification of existing institutional lesson plans.
<p>Concerns / Issues / Higher HQs Help</p>	<p>1st Qtr FY18</p>	<ul style="list-style-type: none"> SSI Develop IPPS-A training POI approval for IPPS-A functional courses Continue modification of existing institutional lesson plans.
<ul style="list-style-type: none"> Manpower - shortage of qualified training developers. Training - train-up of newly hired / assigned Soldier / Civilian / Contractor IPPS-A training developers. Resources - institutional course growth. Training – Existing developers on IPPS-A Adequate funding needed for IPPS-A related travel requirements to best position TDD developers to develop required training. <p>AD: 18 Jan 17</p>	<p>2d Qtr FY18</p>	<ul style="list-style-type: none"> Instructor training for new functional courses
	<p>3d Qtr FY18</p>	<ul style="list-style-type: none"> Limited Fielding Decision (LFD) (Rel. 2 (ARNG HR))
	<p>4th Qtr FY18</p>	<ul style="list-style-type: none"> Functional courses begin/pilots Instructor training for institutional IMT/PME
	<p>2d Qtr FY19</p>	<ul style="list-style-type: none"> IMT/PME Start / Pilots
	<p>3d Qtr FY19</p>	<ul style="list-style-type: none"> LFD (Rel. 3 (USAR/RA))
	<p>4th Qtr, FY19</p>	<ul style="list-style-type: none"> POI submission/approval for IMT/PME revisions
	<p>2d Qtr, FY20</p>	<ul style="list-style-type: none"> Final Fielding Decision, (Rel. MILPAY) Modification of courses/lesson plans impacted by IPPS-A
	Current Status / Next Step	
	<p>Current Status:</p> <ul style="list-style-type: none"> Brief SSI Commander on Resource Requirements. Initial assessment of potential Measures of Effectiveness (MOE) and Measures of Performance (MOP). <p>Next Step:</p> <ul style="list-style-type: none"> Gain necessary resources and continue analysis, design, and development ICW Release 2 and IPPS-APM 	

ATTACHMENT G: TRADOC Estimated Time Values

Product Type	Source DB	Maintenance Cycle (months)	Unit of Measure	New	Revise	Review	Maint
Collective Task	TDC	36	Per Product	240	180	20	92
Drill	TDC	36	Per Product	340	230	24	116.7
Function CATS	CATS-DT	12	Per Product	240	180	20	92
GTA	CAR	24	Per Product	80	60	5	29.75
ICTL	TDC	36	Per Product	440	230	20	114.5
Individual Task	TDC	36	Per Product	80	60	8	31.4
Individual TSP	TDC	18	Per Product	122	90	14	48.2
Lesson Plan	TDC	18	Per Academic Hour	17	10	8	8.9
POI	TDC	36	Per Product	57	40	12	24.6
STP/OFS	TDC	12	Per Product	160	110	24	62.7
STRAP	STRAP-WT	Variable Maint	Per Product	240	180	12	87.6
TC	CAR	24	Per Product	2040	1530	84	734.7
Unit CATS	CATS-DT	12	Per Product	240	180	20	92
UTL	TDC	24	Per Product	160	130	20	69.5
WTSP	TDC	18	Per Product	490	330	74	189.2

AR 570-4, table 4-2: TDA Orgs-Civilians and Military, 145 hours / month = 1740 annually

ATTACHMENT H: Quality Assurance Surveillance Plan

QUALITY ASSURANCE SURVEILLANCE PLAN

Deliverable	Performance Standard	Acceptable Quality Level	Monitoring Method	Incentive/Disincentive
Timeliness of Deliverables	Deliverables and services are supplied within pre-scheduled deadlines.	Deliverables will be on time 95% of the time.	Receipt of deliverables and services.	<u>Incentive:</u> If Contractor performs in accordance with performance standard/AQL, favorable comments will be documented on Contractor's Past performance and CPRs.
Accuracy of Deliverables	Deliverables will be accurate and reliable*.	97%	Review of product	
Quality of Deliverables	Deliverables are of quality consistent with those presented with proposal.**	97%	Review of products	<u>Disincentive:</u> If Contractor does not perform in accordance with performance standard/AQL, unfavorable comments will be documented on Contractor's past performance.
ManXYZGement	Program ManXYZGement effectively oversees and directs projects and employees.**	100%	Observation/Status Reports	

* Means free of typos, spelling and grammatical errors, consistent formatting, etc. Includes accuracy in support of technical efforts.

** Accuracy in meeting terms of contract; accurate billing; timely response to government issues; apply lessons learned; recommend ways to be more effective and efficient.