

This is a non-personnel services contract to provide overarching integrated support in the areas of logistical knowledge, skills and abilities and establish a knowledge baseline across the Marine Corps for all civilian logistics positions. Work will be performed in the NCR area, contractor off-site with some visits to LPC for on-site work.

Description of Services/Introduction: This effort establishes the requirement to provide the Marine Corps with the requisite data that will serve to ensure that Civilian Marine Logisticians are provided with the knowledge; skills and abilities to perform the requirements of their Occupational Series and are consistent with the Department of Defense, and establish a competency baseline across the Marine Corps. This effort will support the Marine Corps Installations and Logistics Roadmap with an enduring advocacy construct that leverages the entire Logistics Community for the development of Logisticians and logistics prepared for 21st Century expeditionary operations, regardless of mission or location. It will result in skilled logisticians and installations experts who can support and sustain Marines in any clime or place against any foe, for any mission. Lastly, it will improve operating force and supporting establishment readiness by having a workforce that is competent, skilled and unified.

Scope: The scope of this effort is to, using the government provided strategically realigned Occupational Series information transferred from the Industrial Trades COI into the Logistics COI and develop a strategic communications plan, implementation plan and tools that will support the professional development and training and education of all Civilian Marine Logisticians.

Objectives: The objective of this Performance Work Statement (PWS) is to, in coordination and assistance of ADC, I&L and LPC develop the necessary documentation that will result in the strategic realignment, communications development, quarterly workshops planning and meetings and implementation plan for the 39 additional Occupational Series identified in Attachment (3).

Knowledge Skills and Abilities (KSAs) Required: Contractor personnel performing the efforts described by this PWS shall have the expert knowledge required to provide subject matter expertise, technical support, associated research, administrative, and graphics support to accomplish the Log COI objectives described in paragraph 1.4 of this PWS.

Anticipated Tasks:

. **Specific Tasks:** The contractor shall perform the following tasks to meet the objectives of this PWS.

5.1 Develop, update and deliver a Plan of Action and Milestones (POA&M) for the Log COI Strategic Communication and Implementation Plans. Deliverable due dates will be based on the POA&M. Government will review and approve the POA&M and finalize deliverable due dates.

5.2 Prepare and provide Log COI briefings and related documentation.

5.3 Participate in weekly reviews, COI meetings, and Human Capital Strategy meetings, as designated by Log COI Leader/Managers. Upon completion, provide meeting minutes to Log COI Manager within 3 Business Days.

5.4 Coordinate with other Department of Defense (DoD), Military Services, and Defense Agencies to ensure that Marine Corps efforts are complementary to overarching DoD/DoN policy/guidance.

As this is a draft there is a possibility of additional and different tasks in final document.