

This is a non-personnel services contract to provide Program support and coordination at 2nd Marine Division (2nd MARDIV), II Marine Expeditionary Force (II MEF) at Camp Lejeune, NC, Government on-site

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

- Utilize analytical tools to assess ADSEP and LIMDU personnel tracking, and administrative processing.

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

- Utilize analytical tools to assess ADSEP and LIMDU personnel tracking, and administrative processing.

Anticipated Tasks:

Program Support

5.2.1 Develop recommendations for updates and/or modifications to the Division Surgeon and SJA policies and Standard Operating Procedures.

5.2.2 Develop metrics and reporting capabilities in addition to trend analyses and prepare reports on the LIMDU and ADSEP processes.

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

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

5.2.5 Analyze the impact of new DOD, Navy and Marine Corps policy on LIMDU and ADSEP procedures.

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

5.3 Division Surgeon Support

5.3.1 Analyze, update and maintain the 2d MARDIV LIMDU tracking database in congruence with Medical Board On-Line Tracking Tool (MEDBOLTT), Marine Corps Total Force System (MCTFS), Medical Readiness Reporting system (MRRS), Armed Forces Health Longitudinal Technology Application (AHLTA), Composite Health Care System (CHCS) Health Artifact and Image Management Solution (HAIMS) and reconciling them on a daily basis.

5.3.2 Coordinate with Medical Boards and Installation Personnel Administration Center (IPAC) to report LIMDU/PEB statistics as requested to maintain accurate databases between MEDBOLTT, MRRS and MCTFS.

5.3.3 Analyze unit MCTFS rosters to remove deficiencies in duty limitation codes on a weekly basis, and align with MRRS and MEDBOLTT.

5.3.4 Analyze unit MRRS to identify and reconcile shortfalls in accounting of personnel in a LIMDU or medical board status and reporting these occurrences to the unit LIMDU Coordinator.

5.3.5 Analyze the evaluation, as well as the re-evaluation, of procedures for processing all permanent LIMDU status personnel through MEDBOLTT and MCTFS tracking systems to assure all units in 2d MARDIV follow the proper protocols while submitting the required paperwork in the necessary timeframe.

5.3.6 Assesses procedure for preparing personnel and the requisite administrative requirements for PEBs, to include Line of Duty determinations, Non-Medical Assessments, and VA physical requirements with recommendations for a program to meet all command requirements for PEBs.

5.3.7 Analyze and recommend risk controls to the Manager of Internal Control Processes (MICP) Coordinator in matters relating to medical readiness and risk reduction strategies as required by annual MICP Certification of Statements of Assurances.

5.4 Administrative Separations Support

5.4.1 Conduct trend analysis and determine the strengths, weaknesses, opportunities, threats for the current ADSEP process and develop ways to improve.

5.4.2 Conduct an internal after action review (AAR), on the ADSEP program, after 12 months at the Division level to evaluate the impact of the revised processes and procedures.

5.4.3 Conduct analysis of the current state of each of the Divisions Major Subordinate Commands (MSC) program's to identify high risk areas, and realistic goals for improvement over a given period of time.

5.4.4 Utilize information gathered in the initial assessment to identify discrepancies between the existing processes and the intended state. Identify the effects and risks which result, due to the inability to meet the required end state.

5.4.5 Develop training plans and recommendations for Staff Judge Advocate (SJA) section, utilizing existing internal training support, on the ADSEP process.

5.4.6 Conduct training at the 2nd MARDIV MSCs , and perform regular assessments with administrative personnel to evaluate the execution of the new policies and procedures.

Knowledge Skills and Abilities (KSAs) Required: Contractor personnel shall be knowledgeable of Department of Defense (DOD), Navy and Marine Corps policies and processes. Contractor personnel shall be fully trained and possess six years minimum experience working in the following systems:

- Marine Corps Electronic Administrative System (MCEAS)
- Marine Corps Total Force System (MCTFS)
- Marine Online (MOL)
- Medical Board On-Line Tracking Tool (MEDBOLTT)
- Armed Forces Health Longitudinal Technology Application (AHLTA)
- Composite Health Care System (CHCS)
- Health Artifact and Image Management Solution (HAIMS)
- Medical Readiness Reporting System