General Services Administration Federal Supply Service

Multiple Award Schedule — MAS

FSC Classes: R408, R704, U006

**CONTRACT NUMBER GS-02F-039AA**

PERIOD COVERED BY CONTRACT:
November 6, 2017 through November 5, 2022

Current Through Mod A81 Effective 6/11/2020

**Corps Solutions LLC**
233 Garrisonville Road, Suite 202
Stafford, VA 22554-1552
P (540)623-7276
www.corps-solutions.com

For Contract Information, please contact Tom Keogh
thomas.keogh@corps-solutions.com

Business Size: Service Disabled Veteran Owned Small Business (SDVOSB)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov.
Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

   SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
   SIN 611430 – Professional and Management Development Training
   SIN 611512 – Flight Training

   *For pricing please refer to Corps Solutions’ Awarded GSA Hourly Rates on page 6.*

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

   Please refer to Corps Solutions’ Awarded GSA Hourly Rates on page 6

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.

   Please refer to Corps Solutions’ Awarded GSA Hourly Rates on page 6

2. MAXIMUM ORDER:
   All SINs: $1,000,000

3. MINIMUM ORDER:
   All SINs: $100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):
   48 Contiguous States, Alaska, Hawaii, and District of Columbia.

5. Point(s) of production (city, county, and State or foreign country).
   233 Garrisonville Road, Suite 202
   Stafford, VA 22554-1552
   Office: 540-300-1274
   Fax: 703-891-9570

6. Discount from list prices or statement of net price.
   All pricing shown is net pricing with the GSA discount and IFF included.

7. QUANTITY DISCOUNTS.
   Volume Discount of additional one (1%) Percent will be applied to all labor categories for task orders exceeding $500,000.
8. PROMPT PAYMENT TERMS:
   0%, Net 30 Days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
    Yes

9b. Notification that Government purchase cards are not accepted above the micro-purchase threshold.
    No

10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):
    None

11a. TIME OF DELIVERY:
    30 Days ARO

11b. EXPEDITED DELIVERY:
    7 Days ARO.

11c. OVERNIGHT AND 2-DAY DELIVERY:
    Contact contractor

11d. URGENT REQUIREMENTS:
    Contact contractor to affect a faster delivery.

12. F.O.B. POINT(S):
    Destination

13a. ORDERING ADDRESS:
    233 Garrisonville Road, Suite 202
    Stafford, VA 22554-1552
    Office: 540-300-1274
    Fax: 703-891-9570

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS:
    233 Garrisonville Road, Suite 202
    Stafford, VA 22554-1552
    Office: 540-300-1274
    Fax: 703-891-9570
15. WARRANTY PROVISION.
   Not applicable

16. EXPORT PACKING CHARGES, IF APPLICABLE.
   Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL).
   Corps Solutions will accept government purchase card payments for orders up to and over the micro purchase threshold.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE).
   Not applicable

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE).
   Not applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE).
   Not applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE)
   Not applicable

   Not applicable

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE).
   None

23. PREVENTIVE MAINTENANCE (IF APPLICABLE).
   Not applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
   Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov.
   Not applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER.
   830537317
26. Notification regarding registration in System for Award Management (SAM) database.

Corps Solutions maintains an active registration in SAM.
Corps Solutions

GSA Hourly Rates

All Labor Categories apply to SINs 541611 and 611430

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<tr>
<th>LABOR CATEGORY</th>
<th>Year 1</th>
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<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>11/06/2018 - 11/05/2019</td>
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<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
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</table>
LABOR CATEGORY DESCRIPTIONS

Administrative Assistant I

Functional Responsibilities: Performs routine clerical and administrative functions such as answering phones, drafting correspondences, scheduling appointments, making copies of correspondence or other printed material, organizing and maintaining paper and electronic files.

Minimum Education/Certification: High School Diploma -OR- GED plus one (1) year of progressive relevant experience.

Minimum Years of Experience: Three (3) years of progressive experience. Relevant experience includes but is not limited to, experience in providing administration type support to all personnel on a project.

Administrative Assistant II

Functional Responsibilities: Supervises administrative functions within an organization. Performs routine clerical and administrative functions such as answering phones, drafting correspondences, scheduling appointments, making copies of correspondence or other printed material, organizing and maintaining paper and electronic files. Completes correspondence in accordance with company procedures. Reviews work done by others to check for correct spelling and grammar, ensuring that company format policies are followed, and recommend revisions.

Minimum Education/Certification: High School Diploma -OR- GED plus one (1) year of progressive relevant experience.

Minimum Years of Experience: Eight (8) years of progressive experience. Relevant experience includes but is not limited to, experience in providing administration type support to all personnel on a project.

Clerical Assistant

Functional Responsibilities: Provides general office support and word processing. Filing, faxing, data entry and receptionist type duties.

Minimum Education/Certification: High School Diploma -OR- GED plus one (1) year of progressive relevant experience.

Minimum Years of Experience: One (1) year of progressive experience. Relevant experience includes but is not limited to, experience in providing clerical/secretarial support to all personnel on a project.

Contracts Administrator

Functional Responsibilities: Handles routine or standard form contract agreements and related documentation in accordance with established contract policies and procedures.

Minimum Education/Certification: Associate's degree is preferred in contract administration, business management or a closely related field is strongly preferred -OR- five (5) years experience in the procurement/contract field may be substituted in lieu of a degree.

Minimum Years of Experience: One (1) to three (3) years contract administration, procumbent and business management experience is required.

Contracts Administrator II

Functional Responsibilities: Supervises contracting functions within an organization. Handles routine or standard form contract agreements and related documentation in accordance with established contract policies and procedures. Reviews modifications, extensions and contract closeout documents. Prepares and distributes reports and statistical data to facilitate planning and maintenance of accurate contract records and files.

Minimum Education/Certification: Bachelor's degree is preferred in contract administration, business management or a closely related field is strongly preferred -OR- eight (8) years in the
procurement/contract field may be substituted in lieu of a degree.

**Minimum Years of Experience:** Two (2) to five (5) years contract administration, procurement and business management experience is required.

**Courseware Developer I**

**Functional Responsibilities:** Develops interactive courseware using commercial off-the-shelf and/or company-created software tools, including the structuring of user-computer interfaces and the implementation of graphics, animations, text, and audio files.

**Minimum Education/Certification:** Associate's degree preferably in Instructional Design or related field -OR- two (2) years of progressive professional experience may be substituted for degree.

**Minimum Years of Experience:** One (1) year experience with and demonstrated knowledge of courseware development and/or graphic file formats.

**Courseware Developer II**

**Functional Responsibilities:** Develops interactive courseware using commercial off-the-shelf and/or company-created software tools including the structuring of user-computer interfaces and the implementation of graphics, animations, text, and audio files. Possesses knowledge and experience in courseware creation.

**Minimum Education/Certification:** Associate's degree in a computer-related field with three (3) years’ experience with a commercial off-the-shelf authoring program or other computer-based training development experience or a high school education and five (5) years’ experience with courseware development, commercial off-the-shelf authoring program or other computer-based training development experience.

**Minimum Years of Experience:** Three (3) to Five (5) years’ experience with courseware development and/or commercial off-the-shelf authoring program or other computer-based training development experience.

**Courseware Developer III**

**Functional Responsibilities:** Develops interactive courseware using commercial off-the-shelf and/or company-created software tools including the structuring of user-computer interfaces and the implementation of graphics, animations, text, and audio files. Possesses knowledge and experience in courseware creation. Research, evaluates, and prepares recommendations on curricula, instructional methods, and materials. May proofread and edit the work of others to improve quality, readability, consistency, and effectiveness of documentation

**Minimum Education/Certification:** Associate's degree in a computer-related field with five (5) years’ experience with a commercial off-the-shelf authoring program or other computer-based training development experience or a high school education and seven (7) years experience with courseware development, commercial off-the-shelf authoring program or other computer-based training development experience.

**Minimum Years of Experience:** College degree in a computer-related field and five (5) years experience with a commercial off-the-shelf authoring program or other computer-based training development experience or a high school education and seven (7) years experience with courseware development, a commercial off-the-shelf authoring program or other computer-based training development experience.

**Educational Specialist**

**Functional Responsibilities:** Expert in learning theory/instructional design and functions as a key member of the Integrated Product Team (IPT) coordinating the analysis, design, development, implementation, and evaluation phases for multimedia and traditional training systems developed for technical training programs. Establishes and maintains curriculum development standards and guidelines and evaluates curriculum documents and instructional delivery procedures.
Minimum Education/Certification: A Bachelor’s degree in Instructional Technology, Instructional Design, Educational Psychology, Behavioral Science, or closely related field from an accredited college or university with three (3) years of experience in Instructional Design, or an Associate’s Degree in Instructional Technology, Instructional Design, Educational Psychology, Behavioral Science, or closely related field from an accredited college or university with five (5) years of experience in Instructional Design.

Minimum Years of Experience: Three (3) to five (5) years experience in Instructional Design.

Functional Analyst I
Functional Responsibilities: Possesses knowledge and experience applying analytical methodologies and principles to address clients’ needs. Applies analytical techniques in evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives.

Minimum Education/Certification: Bachelor’s degree. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.

Minimum Years of Experience: Two (2) years of progressive relevant experience including but is not limited to, providing knowledge and applying methodologies and principles to address clients’ needs. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.

Functional Analyst II
Functional Responsibilities: Possesses knowledge in designated field or discipline. Supports assessments of organization’s challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team’s objectives. Works closed with senior Specialists or Task Leads.

Minimum Education/Certification: Bachelor’s degree in related field. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.

Minimum Years of Experience: Five (5) years of relevant experience including but not limited to, providing solutions to an organization’s challenges.

Functional Analyst III
Functional Responsibilities: Possesses knowledge in designated field or discipline. Gathers requirements through interaction with customers. Decomposes high-level business and user-defined requirements into system functional requirements and design documents. Defines quality attributes, interfaces, constraints and other non-functional requirements. Completes requirements analysis and verification, ensuring that requirements statements are complete, consistent, traceable, unambiguous, feasible and verifiable. Participates with team members in prioritization of identified requirements. Participates in peer reviews and inspections of requirements documents. Manages requirements traceability information and tracking the status of requirements throughout the stages of implementation. Develops effective testing plans and scripts, as well as defining expected results for all tests.

Minimum Education/Certification: Bachelor’s degree in related field. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.

Minimum Years of Experience: Six (6) years of relevant experience including, but not limited to, providing solutions to an organization’s challenges.

Instructional Designer I
Functional Responsibilities: Serves as integral part of the Integrated Product Team (IPT) conducting the analysis, design, development, implementation, and evaluation phases for multimedia and traditional training systems developed for technical training programs.
**Minimum Education/Certification:** Associate's degree in Instructional Technology/Design or closely related field and three (3) years of experience as an Instructional Designer or Master's degree in Instructional Technology/Design or closely related field in lieu of experience. Eight (8) years or progressive experience may be substituted if the professional lacks a degree.

**Minimum Years of Experience:** Three (3) years of experience as an Instructional Designer. Master's degree in Instructional Technology/Design or closely related field may be substituted in lieu of experience.

### Instructional Designer II

**Functional Responsibilities:** Serves as integral part of the Integrated Product Team (IPT) using ISD principles to plan the analysis, design, development, implementation, and evaluation for multimedia and traditional training systems developed for technical training programs. Provides evaluation of curriculum documents and instructional delivery procedures.

**Minimum Education/Certification:** Associate's degree with five (5) years of experience or Master's degree in Instructional Technology, Instructional Design, Education, Behavioral Science, or closely related field. Ten (10) years or progressive experience may be substituted if the professional lacks a degree.

**Minimum Years of Experience:** Five (5) years related experience as Instructional Designer or Master's degree in Instructional Technology, Instructional Design, Education, Behavioral Science, or closely related field and three (3) years professional experience as an Instructional Designer I.

### Instructional Designer III

**Functional Responsibilities:** Serves as integral part of the Integrated Product Team (IPT) using ISD principles to plan the analysis, design, development, implementation, and evaluation for multimedia and traditional training systems developed for technical training programs. Provides evaluation of curriculum documents and instructional delivery procedures. Must be capable of serving as a leader in a multiple ID development team in support of the Program Lead Instructional Designer. Provides coaching and mentoring to other team personnel to ensure timely design and development of instructional materials. Develops master course documentation or manuals according to applicable accreditation, certification, or other requirements. May interview subject matter experts or conduct other research to develop instructional content. Presents and makes recommendations regarding course design, technology, and instruction delivery options.

**Minimum Education/Certification:** Associate's degree with eight (8) years of experience in Instructional Technology, Instructional Design, Education, Behavioral Science, or closely related field. Twelve (12) years or progressive experience may be substituted if the professional lacks a degree.

**Minimum Years of Experience:** Three (3) years professional experience as an Instructional Designer II. Five (5) years related experience as Instructional Designer or Master's degree in Instructional Technology, Instructional Design, Education, Behavioral Science, or closely related field and three (3) years professional experience as an Instructional Designer I.

### Junior Consultant

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects and performs enterprise strategic systems planning, enterprise information planning and business area analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. In addition, develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

**Minimum Education/Certification:** Bachelor's degree and/or two (2) years of progressive experience or High School diploma with six (6) years of progressive professional experience may be substituted for a Bachelor's degree. Secret Clearance is required, Top Secret Clearance desirable.

**Minimum Years of Experience:** Two (2) years of progressive experience with Bachelor's Degree or Six
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(6) Years progressive relevant experience with High School Diploma. Relevant experience includes, but is not limited to, experience in performing analytical and assessment studies, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

**Military Analyst I**

**Functional Responsibilities:** Serves as a Subject Matter Expert (SME) during courseware product development, testing, initial delivery or revision and maintenance (R&M) programs for new or modified military doctrine, systems or subsystems or support systems. Provides subject matter expertise to design and develop officer or non-commissioned officer level courseware and/or conducts training for defined areas of military expertise in accordance with applicable specifications, standards, and instructions.

**Minimum Education/Certification:** For Officer level Training Specialists: Bachelor's degree in any field. Must be a graduate of a US military intermediate level school such as Expeditionary Warfare School College (or other service equivalent). Must possess at least six (6) years of related military work experience in research regarding national military strategy, Joint and combined doctrine, operations concepts, liaison and coordination with allies, industry and academia. Must demonstrate the ability to apply emerging doctrine and tactics from formal doctrinal changes, Force XXI initiatives or systems design and development. For Non-Commissioned Officer Training Specialists: High School Diploma or GED Required. At least four (4) years of experience in applicable enlisted designator or military occupation specialty (MOS).

**Minimum Years of Experience:** Must possess at least six (6) years of related military work experience in research regarding national military strategy, Joint and combined doctrine, operations concepts, liaison and coordination with allies, industry and academia. Must demonstrate the ability to apply emerging doctrine and tactics from formal doctrinal changes, Force XXI initiatives or systems design and development. For Non-Commissioned Officer Training Specialists: High School Diploma or GED Required. At least four (4) years of experience in applicable enlisted designator or military occupation specialty (MOS).

**Military Analyst II**

**Functional Responsibilities:** Supervises small teams of analysts and function experts while serving as a Subject Matter Expert (SME) during courseware product development, testing, initial delivery or revision and maintenance (R&M) programs for new or modified military doctrine, systems or subsystems or support systems. Provides subject matter expertise to design and develop officer or non-commissioned officer level courseware and/or conducts training for defined areas of military expertise in accordance with applicable specifications, standards, and instructions.

**Minimum Education/Certification:** For Officer level Training Specialists: Bachelor's degree in any field. Must be a graduate of a US military intermediate level school such as Expeditionary Warfare School College (or other service equivalent). Must possess at least ten (10) years of related military work experience in research regarding national military strategy, Army, Joint and combined doctrine, operations concepts, liaison and coordination with allies, industry and academia. Must demonstrate the ability to apply emerging doctrine and tactics from formal doctrinal changes, Force XXI initiatives or systems design and development. For Non-Commissioned Officer Training Specialists: High School Diploma or GED Required. At least four years of experience in applicable enlisted designator or military occupation specialty (MOS).

**Minimum Years of Experience:** Ten (10) years of related military work experience in research regarding national military strategy, Army, Joint and combined doctrine, operations concepts, liaison and coordination with allies, industry and academia. Must demonstrate the ability to apply emerging doctrine and tactics from formal doctrinal changes, Force XXI initiatives or systems design and development. For Non-Commissioned Officer Training Specialists: High School Diploma or GED Required. At least four years of experience in applicable enlisted designator or military occupation specialty (MOS).
**Military Analyst III**

**Functional Responsibilities:** Supervises groups of analysts and functional experts while serving as a Subject Matter Expert (SME) during courseware product development, testing, initial delivery or revision and maintenance (R&M) programs for new or modified military doctrine, systems or subsystems or support systems. Provides subject matter expertise to design and develop officer or non-commissioned officer level courseware and/or conducts training for defined areas of military expertise in accordance with applicable specifications, standards, and instructions.

**Minimum Education/Certification:** For Officer level Training Specialists: Bachelor’s degree in any field. Must be a graduate of a US military career level school such as Command and General Staff College (or other service equivalent). Must possess at least 20 years of related military work experience in research regarding national military strategy, Army, Joint and combined doctrine, operations concepts, liaison and coordination with allies, industry and academia. Must demonstrate the ability to apply emerging doctrine and tactics from formal doctrinal changes, Force XXI initiatives or systems design and development.

For Non-Commissioned Officer Training Specialists: High School Diploma or GED Required. At least four years of experience in applicable enlisted designator or military occupation specialty (MOS).

**Minimum Years of Experience:** Twenty (20) years of related military work experience in research regarding national military strategy, Army, Joint and combined doctrine, operations concepts, liaison and coordination with allies, industry and academia. Must demonstrate the ability to apply emerging doctrine and tactics from formal doctrinal changes, Force XXI initiatives or systems design and development.

**Program Manager I**

**Functional Responsibilities:** Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc.

**Minimum Education/Certification:** Master’s degree preferred - ORBachelor’s degree in an engineering, education, or management discipline, from an accredited college or university and a minimum of six (6) years of general management experience that is directly related to one or more of the systems covered under the contract for which employed. PMP Certification preferred.

**Minimum Years of Experience:** Six (6) years of general management experience that is directly related to one or more of the systems covered under the contract for which employed. PMP Certification preferred.

**Program Manager II**

**Functional Responsibilities:** Performs project and/or program management functions, including planning, implementation and coordination functions. Supervises multiple project teams and complex tasks to meet schedule deadlines and cost projections. Responsible for progress and status reporting, Customer briefings, personnel management, and all program deliverables. Serves as advisor for large or complex tasks and provides recommendations and alternative courses of action as required. Performs technical and fiscal management of various technology projects including software development, systems integration, and technology insertion. Responsible for the day to day direction of assigned personnel and the utilization of all-technical equipment and assets. Conducts risk assessment of tasking and develop risk mitigation techniques to be briefed and implemented under customer direction.
Minimum Education/Certification: Master's degree preferred - OR - Bachelor's degree in an engineering, education, or management discipline, from an accredited college or university and a minimum of ten (10) years of general management experience that is directly related to one or more of the systems covered under the contract for which employed. PMP Certification preferred.

Minimum Years of Experience: Minimum ten (10) years of general management experience that is directly related to one or more of the systems covered under the contract for which employed. PMP Certification preferred.

Program Manager III
Functional Responsibilities: Performs project and or program management functions, including planning, implementation and coordination functions. Supervises multiple project teams and complex tasks to meet schedule deadlines and cost projections. Responsible for progress and status reporting, Customer briefings, personnel management, and all program deliverables. Serves as advisor for large or complex tasks and provides recommendations and alternative courses of action as required. Performs technical and fiscal management of various technology projects including software development, systems integration, and technology insertion. Conducts risk assessment of tasking and develop risk mitigation techniques to be briefed and implemented under customer direction.

Minimum Education/Certification: Master's degree preferred - OR - Bachelor's degree in an engineering, education, or management discipline, and a minimum of fifteen (15) years of general management experience that is directly related to one or more of the systems covered under the contract for which employed. PMP Certification preferred.

Minimum Years of Experience: Fifteen (15) years of general management experience that is directly related to one or more of the systems covered under the contract for which employed. PMP Certification preferred.

Project Manager I
Functional Responsibilities: Responsible for the performance of small sized projects in accordance with contract requirements and company policies, procedures and guidelines. Develops project requirements, acceptance criteria, and objectives of proposed client solution. Determines and manages project costing, schedules, and staffing levels. Defines and manages project scope, assigns and maintains resources and provides technical direction to the project and ensures project profitability. Identifies project risks and develops contingency plans. Develops status reports, tracks issues and executes problem resolution and ensures project quality control. Creates and executes internal team and external client communications model. Technical and Core Competencies include: strong Instructional Systems Design (ISD) background and is experienced with the entire ISD life cycle; Uses project planning tools as needed to create project work breakdown, schedule project resources and track actual expenditures; strong written and oral communication skills; ability to multi-task.

Minimum Education/Certification: Bachelor's degree - OR - two (2) years work experience on an team responsible for developing multimedia for training or a team responsible for the development of data for a series of technical publications. Project Manager ("PMP") certification is a plus.

Minimum Years of Experience: Two (2) years work experience on an team responsible for developing multimedia for training or a team responsible for the development of data for a series of technical publications. Project Manager ("PMP") certification is a plus. Secret Clearance is required, Top Secret Clearance desirable.

Project Manager II
Functional Responsibilities: Responsible for the performance of mid-sized projects or a definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Develops project requirements, acceptance criteria, and objectives of proposed client
solution. Determines and manages project costing, schedules, and staffing levels. Defines and manages project scope, assigns and maintains resources and provides technical direction to the project and ensures project profitability. Identifies project risks and develops contingency plans. Develops status reports, tracks issues and executes problem resolution and ensures project quality control. Creates and executes internal team and external client communications model. Technical and Core Competencies include: strong Instructional Systems Design (ISD) background and is experienced with the entire ISD life cycle; Uses project planning tools as needed to create project work breakdown, schedule project resources and track actual expenditures; strong written and oral communication skills; ability to multi-task.

**Minimum Education/Certification:** Bachelor's degree - OR - five (5) years work experience on a team responsible for developing multimedia for training or a team responsible for the development of data for a series of technical publications. Project Manager ("PMP") certification is a plus.

**Minimum Years of Experience:** Five (5) years work experience on a team responsible for developing multimedia for training or a team responsible for the development of data for a series of technical publications. Project Manager ("PMP") certification is a plus. Secret Clearance is required, Top Secret Clearance desirable.

**Project Manager III**

**Functional Responsibilities:** Responsible for the entire scope of project management activities on a large complex projects, concurrent smaller projects or a definable piece of a larger program to successful completion consistent with contractual agreement and project management best practices. Assists clients in creating strategic learning and performance plans to meet organizational requirements. Defines new project charters, authority and accountability structures. Supports contract negotiations. Performs variance analysis and continual risk management while maintaining project profitability and contributes technical expertise to the projects. Technical and Core Competencies include: exhibits technical insight and understanding of the entire learning and performance discipline; an expert project estimator and scheduler; is goal oriented and a problem solver; a motivator, facilitator, and strong communicator (written and oral); is experienced with the entire ISD life cycle; demonstrates ability to multi-task; provides leadership.

**Minimum Education/Certification:** Bachelor's degree and a minimum of ten (10) years of progressive experience managing, directing, and implementing projects - OR - a Master's degree in Project Management. Relevant experience includes, but is not limited to, managing a diverse group of functional activities, subordinate groups of analytical, technical, and administrative personnel. Fourteen (14) years of progressive professional experience may be substituted, if the professional lacks a Master's degree.

**Minimum Years of Experience:** Ten (10) years of progressive experience managing, directing, and implementing projects - OR - a Master's degree in Project Management. Relevant experience includes, but is not limited to, managing a diverse group of functional activities, subordinate groups of analytical, technical, and administrative personnel. Fourteen (14) years of progressive professional experience may be substituted, if the professional lacks a Master's degree. Secret Clearance is required, Top Secret Clearance desirable.

**Senior Consultant**

**Functional Responsibilities:** Supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

**Minimum Education/Certification:** Bachelor’s degree and/or up to six (6) years of progressive
experience -OR- Associate's degree with eight (8) years of progressive professional experience may be substituted for a Bachelor's degree.

**Minimum Years of Experience:** Four (4) to Six (6) years of progressive experience with Bachelor's degree or Associate's degree with Eight (8) years progressive professional experience. Relevant experience includes, but is not limited to, experience in performing analytical and assessment studies, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, data modeling, or information system development methods and practices. Secret Clearance is required, Top Secret Clearance desirable.

**Senior Military Training Analyst**

**Functional Responsibilities:** Responsible for information gathering and detailed analysis of United States Military training systems. Serves as liaison with customers. Makes recommendations to the Program Manager regarding changes to training systems.

**Minimum Education/Certification:** Master's degree is preferred -OR-Bachelor's degree in any field. Must possess at least twenty (20) years of related military work experience in research regarding military training strategy, operations concepts, liaison and coordination with allies, industry and academia,. Must possess at least ten (10) years experience in military training. Must demonstrate the ability to apply emerging doctrine and tactics from formal doctrinal changes and systems design and development. Must have experience in a senior management role or as an Officer in Charge (OIC).

**Minimum Years of Experience:** Twenty (20) years of related military work experience in research regarding military training strategy, operations concepts, liaison and coordination with allies, industry and academia,. Must possess at least ten (10) years experience in military training. Must demonstrate the ability to apply emerging doctrine and tactics from formal doctrinal changes and systems design and development. Must have experience in a senior management role or as an Officer in Charge (OIC).

**Staff Engineering Specialist A**

**Functional Responsibilities:** Designs, plans, and implements engineering related products and services. Conducts surveys and studies, directs engineering operations for commercial, government and industrial customers. Directs and coordinates junior personnel in the accomplishment of assigned tasks. Provides expert consulting services, historic and resource management, regulatory compliance permitting knowledge and techniques. Demonstrates experience applying proven and emerging technologies to improve engineering processes and systems.

**Minimum Education/Certification:** Master's degree -OR- eight (8) additional years of experience can be substituted for the degree requirement.

**Minimum Years of Experience:** Level A requires twenty (20) years minimum experience.

**Staff Engineering Specialist B**

**Functional Responsibilities:** Provides engineering and technical services. Conducts surveys and studies, coordinates engineering operations for commercial, government and industrial customers. May direct and coordinate junior personnel in the accomplishment of assigned tasks. Demonstrates experience applying proven and emerging technologies to improve environmental engineering processes and systems.

**Minimum Education/Certification:** Bachelor's degree -OR- eight (8) additional years of experience can be substituted for the degree requirement.

**Minimum Years of Experience:** Level B requires fifteen (15) years minimum experience.

**Staff Engineering Specialist C**

**Functional Responsibilities:** Provides engineering and technical services. Conducts surveys and studies, coordinates engineering operations for commercial, government and industrial customers. Demonstrates experience applying proven and emerging technologies to improve environmental engineering processes
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and systems.  
**Minimum Education/Certification:** Bachelor's degree -OR- eight (8) additional years of experience can be substituted for the degree requirement.  
**Minimum Years of Experience:** Level C requires ten (10) years minimum experience.

**Subject Matter Expert I**  
**Functional Responsibilities:** Performs a range of design, development, analysis, or review tasks independent. Generates complete design specifications and/or procedures for complex assignments. Acts as a lead on complex tasks and responsible for design, analyses, or design reviews. Leads and coordinates the installation, modification, monitoring, operation, testing, and servicing of equipment and systems at company and client sites. Provides technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirements. Builds, installs, monitors, test and services equipment and systems at Company and client sites. Coordinates and works closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements. Directs on-site customer interface for equipment/system installation, testing, survey, fabrication, and other engineering tasks as needed.  
**Minimum Education/Certification:** Bachelor's degree -OR- Associate's degree plus two (2) years of additional related experience.  
**Minimum Years of Experience:** Minimum four (4) years of experience.

**Subject Matter Expert II**  
**Functional Responsibilities:** Performs a range of design, development, analysis, or review tasks independent. Generates complete design specifications and/or procedures for complex assignments. Acts as a lead on complex tasks and responsible for design, analyses, or design reviews. Leads and coordinates the installation, modification, monitoring, operation, testing, and servicing of equipment and systems at company and client sites. Provides technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirements. Builds, installs, monitors, test and services equipment and systems at Company and client sites. Coordinates and works closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements. Directs on-site customer interface for equipment/system installation, testing, survey, fabrication, and other engineering tasks as needed.  
**Minimum Education/Certification:** Bachelor's Degree -OR- Associate's degree plus two (2) years of additional related experience.  
**Minimum Years of Experience:** Minimum of six (6) years of experience.

**Subject Matter Expert III**  
**Functional Responsibilities:** Creates drawings, illustrations and cartoons for publications and presentations. Designs and constructs experimental/prototype models to engineering requirements. Performs a wide variety of duties of complex nature in the installation, testing, modifications, and operation of electronic equipment. Provides technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirements. Investigates systems problems and provides white papers on the results of the investigation. Installs, monitors and services equipment and systems at company and client sites. Plans approach and conducts various experiments to develop equipment or systems characterized by difficult performance requirements and unusual combinations of techniques or components. Serves as senior/lead technician and assist in the training of other technicians.  
**Minimum Education/Certification:** Master's degree -OR- Bachelor's degree plus four (4) years additional related experience or Associate's degree plus six (6) years additional related experience.  
**Minimum Years of Experience:** Minimum of six (6) years of experience.
Analyst I (formerly Senior Engineer/Analyst A)

Functional Responsibilities: Provides junior level analysis for management, organizational and business improvement services including, but not limited to analyzing strategic goals; applying methodology, models, and tools; identifying candidate best practices models; and using performance measures, benchmarking, and management standards to support assessments, program audits, and management and policy development.

Minimum Education/Certification: Requires Bachelor’s degree – OR – an Associate’s degree.

Minimum Years of Experience: Minimum of four (4) years of current work experience, in addition to a Bachelor's degree - OR - a minimum of six (6) years of current work experience, in addition to an Associate's degree. Experience in military environment required.

Analyst II (formerly Senior Engineer/Analyst B)

Functional Responsibilities: Provides mid-level analysis for management, organizational and business improvement services including, but not limited to analyzing strategic goals; applying methodology, models, and tools; identifying candidate best practices models; and using performance measures, benchmarking, and management standards to support assessments, program audits, and management and policy development.

Minimum Education/Certification: Requires Bachelor’s degree – OR – an Associate’s degree.

Minimum Years of Experience: Minimum of eight (8) years of current work experience, in addition to a Bachelor's degree - OR - a minimum of ten (10) years of current work experience, in addition to an Associate's degree. Experience in military environment required.

Analyst III (formerly Senior Engineer/Analyst C)

Functional Responsibilities: Provides senior-level analytical support for management, organizational and business improvement services including, but not limited to analyzing strategic goals; applying methodology, models, and tools; identifying candidate best practices models; and using performance measures, benchmarking, and management standards to support assessments, program audits, and management and policy development.

Minimum Education/Certification: Requires Bachelor’s degree.

Minimum Years of Experience: Minimum of sixteen (16) years of current work experience, in addition to a Bachelor's degree. Experience in military environment required.

Network Administrator

Functional Responsibilities: Responsible for the daily management and operation of a Microsoft-based network including all software and peripheral associated hardware. Performs software preparation, installation, and improvement of software modifications and research of software related problems.

Minimum Education/Certification: Bachelor’s degree and completion of network software certification such as UNIX, CISCO, or Microsoft Certification qualifications for computer and server operating software administration -OR- Four (4) years experience in personal computer-based systems design and maintenance to include three years of experience in network management and two (2) years experience in software diagnostics.

Minimum Years of Experience: Four (4) years experience in personal computer-based systems design and maintenance to include three years of experience in network management and two years experience in software diagnostics.

Technical Writer/Editor

Functional Responsibilities: Consult with customers to document business requirements, operational level process models, and functional requirements documentation. Writes technical specifications for a variety of systems. Authors, edits, rewrites, authenticates and verifies documentation (paper and electronic) and knowledge base materials that have been created are consistent for use by the customer.
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Creates user documentation for a variety of material, including how-to-guides and instruction manuals. Interfaces with different groups to ensure that a consistent, clear, concise message is developed and maintained in all materials. Assure standardization of terms, format, controls and documentation. Ensures technical verbiage is easy to understand. Writes clear and concise policies and procedures.

**Minimum Education/Certification:** Requires Bachelor's Degree – OR – an Associate's Degree.

**Minimum Years of Experience:** Minimum of two (2) years of current work experience, in addition to a Bachelor's degree - OR - a minimum of four (4) years of current work experience, in addition to an Associate's degree. Experience in military environment required.

**Modeling & Simulations Analyst**

**Functional Responsibilities:** Operates, provides instruction, and maintains various training to simulation models with respect to maneuver, aviation, fires, logistics, and intelligence operations with respect to billet assignment, and contractor's personal military background. Translates real world or fictional enemy and friendly force structures into an exercise simulation database. Studies highly classified material and sanitizes to a lesser classification level for entry into a model, simulation or report. Provides analysis of a functional area (e.g., aviation, ground combat, command and control, combat service support, intelligence, and opposing forces) and identifies strengths and weaknesses as they occur during a simulation-supported event. Researches documents and extracts or factual data for composition of military forces for a model/simulation. Edits doctrinal manuscripts, analyzes problem areas, and postulates feasible solutions for simulation and training events.

**Minimum Education/Certification:** Requires Bachelor's degree in operations research, management, military science, political science or equivalent area desired –OR- minimum three (3) years experience in military training and education.

**Minimum Years of Experience:**

Military Education – Minimum three (3) years experience in military training and education. Attendance at Intermediate Level School such as Marine Corps CSC or completion of equivalent nonresident course.

Military Operational Experience – Minimum five (5) years operational experience in maneuver, aviation, fires, logistics, or intelligence operations as it pertains to computer-assisted exercises. Minimum three (3) years demonstrated knowledge of military doctrine, tactics, and command relationships at MAGTF or joint/combined command level as measured by actual operational force employment experience. Minimum three (3) years experience conducting exercises or analysis efforts. Direct participation in real world operation. Modeling and Simulation Experience – Minimum three (3) years of experience in DOD modeling and simulation.

**SharePoint Developer**

**Functional Responsibilities:** Designs, develops, deploys, and administers Microsoft SharePoint 2007 and 2010 sites to provide mission-critical collaboration and information sharing to support government teams that are geographically dispersed. Creates and maintains all aspects of SharePoint including site collections, sites, master pages/templates, pages, Web parts, content types, lists, libraries, workflows, and navigation. Administers and configures IIS Web sites and Web services. Understands and is knowledgeable on network and server relationships between SharePoint Services and Active Directory, Domain Name Services, and Microsoft Exchange. Collaborates with military and contractor functional technical leads to produce solution design documents and process flow charts. Provides operational support, troubleshooting, and management of the overall SharePoint environment. Converts provided designs into functioning SharePoint pages and templates. Assists the Government representative in conducting research on product upgrades and conducting market research; system testing on available Government approved hardware resources; and requesting vendor quotations, training support, equipment specifications, software solutions, and maintenance and support service contracts. Evaluates and recommends new SharePoint related tools and technologies.

**Minimum Education/Certification:** Requires Associate's degree. At a minimum, qualified MCSD
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SharePoint Applications or appropriate legacy certification (i.e., MCTS SharePoint Application Developer, MCTS SharePoint Configuration). Microsoft Certified Solutions Expert (MCSE) SharePoint desired.

**Minimum Years of Experience:** A minimum of three (3) years of experience working Information/Knowledge Management for a military organization at the regimental/brigade level or above desired. At least six (6) years of experience in Microsoft SharePoint configuration, administration, and development. Demonstrated experience with HTML, XML, CSS, ASP.NET is required. Experience employing Microsoft SharePoint servers within virtualized server architectures is desired. Experience managing SQL databases used for Microsoft SharePoint services is desired. Familiarity with other collaboration and Web portal systems such as Adobe Connect, Collaboration at Sea (CAS), and Public Key Encryption implementation on SharePoint is desired.

**Information Operations Analyst**

**Functional Responsibilities:** Possesses detailed and functional knowledge of DoD IO Planning Processes and Marine Corps and joint doctrine related to Information Operations. Conducts tactical and operational IO planning at the conceptual, functional, and detailed levels for service and functional component organizations and joint headquarters organizations in the area of emphasis. Advises and performs the functional responsibilities of event billets that may include but are not limited to General and Joint staff sections for service and functional component headquarters and Joint Force Headquarters per area of emphasis. Performs research of IO concepts and plans and conducts analysis of factual data. Prepares reports, briefs, and documents to support event scenario development and higher and adjacent headquarters functions. Participates in and conducts reviews and structured walk-throughs of events, operation orders and plans, and information gathering requirements. Creates and edits documents, analyzes problem areas, and suggests feasible solutions. Participates in Information Operations working groups, advocacy boards, and training courses.

**Minimum Education/Certification:** Bachelor's degree is required; major in Information Systems, management, military science, or equivalent area is desired – OR – a minimum of three (3) years of experience in military training and education. Attendance at Intermediate Level School such as Marine Corps CSC or completion of equivalent nonresident course is required. Attendance at SAW or Top Level School is preferred.

**Minimum Years of Experience:** Minimum eight (8) years of operational experience in deployment and employment of ground combat, aviation, supporting arms, and combat service support units and related equipment. Minimum three (3) years of demonstrated knowledge of military doctrine, tactics, and command relationships at the operational command level as measured by actual operational force employment experience. Minimum two (2) years of cumulative training, education, on-the-job training, and assignment to IO billets. Direct participation in real world operations is desired.

**Exercise Design Analyst**

**Functional Responsibilities:** Assists subject matter experts with creating scenarios for the training environment, and providing exercise control for the application of concepts during exercises. Must be able to develop and maintain exercise curriculum for intermediate and advanced individual / collective (i.e. unit) training. Must be able to plan, coordinate, design and develop exercises for the training of all elements of the MAGTF or elements of the Joint community involved with maneuver, fires, intel, logistics, aviation, or emergency management. Be able to coordinate and execute the exercise, fulfilling the role of exercise control (EXCON) and/or an observer trainer collector (OTC). Must be experienced in the analysis, design, development, implementation and evaluation of course material in accordance with the SAT users guide and understand the fundamentals of instructional system design.

**Minimum Education/Certification:** Requires Bachelor's degree - OR - an Associate's degree - OR- a High School diploma.

**Minimum Years of Experience:** Ten (10) years of military experience required including experience in units of action and operational staff experience, plus three (3) years of experience in military training and
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education focused on senior enlisted personnel, junior officers and senior officers or equivalent, plus a Bachelor's degree - OR - Twelve (12) years of military experience required including experience in units of action and operational staff experience, plus three (5) years of experience in military training and education focused on senior enlisted personnel, junior officers and senior officers or equivalent, plus an Associate's degree - OR - Fifteen (15) years of military experience required including experience in units of action and operational staff experience, plus three (6) years of experience in military training and education focused on senior enlisted personnel, junior officers and senior officers or equivalent, plus a High School diploma.

**Researcher**
**Functional Responsibilities:** Conducts literature reviews and keeps abreast of current publications relative to methods, techniques, and developments within area of research. Collects, prepares, and analyzes data. Evaluates results of (or response to) processes. Research activities may include the design and conduct of scientifically rigorous, peer reviewed translational / applied projects in coordination with DoD partners. Deliverables may include scholarly white papers, publications, presentations, inputs to curricula, vignettes, case studies, operational guides, and reference publications or other efforts designed to be relevant and accessible to different DoD audiences.

**Minimum Education/Certification:** Requires Bachelor’s Degree – OR – an Associate’s Degree.

**Minimum Years of Experience:** Minimum of four (4) years of current work experience, in addition to a Bachelor's degree - OR - a minimum of six (6) years of current work experience, in addition to an Associate's degree Experience in military environment required.

**Scenario Developer**
**Functional Responsibilities:** Supports development of complex combat scenarios. Develops written and graphical products, analyzes Operational environment products, briefs solutions, works with other members of the scenario development team to deliver scenario products.

**Minimum Education/Certification:** Requires Bachelor's Degree – OR – an Associate’s Degree.

**Minimum Years of Experience:** Ten (10) years of military experience required including experience in units of action and operational staff experience, plus four (4) years of military or civilian experience in exercise development, training management or battle simulation, plus a Bachelor's degree - OR - Twelve (12) years of military experience required including experience in units of action and operational staff experience, plus six (6) years of military or civilian experience in exercise development, training management or battle simulation plus an Associate's degree.

**Program Analyst**
**Functional Responsibilities:** Position utilizes a high degree of qualitative and quantitative analytical skills in analyzing, evaluating, and improving the effectiveness of the operations. Major duties of this position may include employing advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations.

**Minimum Education/Certification:** Requires Bachelor’s Degree – OR – an Associate’s Degree.

**Minimum Years of Experience:** Minimum of four (4) years of current work experience, in addition to a Bachelor's degree - OR - minimum of six (6) years of current work experience, in addition to an Associate's degree. Experience in military environment required.
Overview

The scope of this effort is to provide one (1) day of leadership and staff training on planning for Civil Military Operations (CMO). This CMO specific training will be conducted through CMO and planning instruction. In addition to developing and providing instruction on a six-step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a 3-5 page planning vignette. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 10 hours of formal instruction and practical application using the planning process. The duration of the actual training will be one (1), ten (10) hour day.

Location

All training shall be conducted at the customer's facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction

a. Corps Solutions will provide instruction on Civil Military Operations to include: Civil Military Operations Overview and Planning Considerations for Civil Military Operations.
c. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the MCPP. The end state for this training is for each student to have a basic understanding of the MCPP and their role in the planning process.
d. Corps Solutions will develop a three to five page CMO specific planning vignette such as Humanitarian Assistance/Disaster Relief, tailored to a requested geographic region, to be used during practical application.
e. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.
f. Upon completion of the training, Corps Solutions will facilitate an After Action Review.
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**Deliverables**

Corps Solutions will provide a “CMO Planning Tools” compact disc that includes all student handouts, a CMO Planner’s Guide, CMO planning references, CMO planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
Overview

The scope of this effort is to provide three (3) days of leadership and staff training on planning for Civil Military Operations (CMO). This CMO specific training will be conducted through CMO and planning instruction, and through practical application of a six step planning process. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a planning vignette, create supporting scenario documentation and support implementation of the scenario during execution of the course. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 10-14 hours of formal instruction and 10-14 hours of practical application using the planning process. The duration of the actual training will be three (3), eight (8) hour days.

Location

All training shall be conducted at the customer’s facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction

a. Corps Solutions will provide instruction on Civil Military Operations to include: Civil Military Operations Overview, Planning Considerations for Civil Military Operations, Civil Affairs Methodology, Civil Affairs Core Tasks, and Introduction to Interagency Partners. Additional instruction such as Humanitarian Assistance and Disaster Relief can be added to the POI for no additional charge.


c. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the MCPP. The end state for this training is for each student to have a solid understanding of the MCPP and their role in the planning process.
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d. Corps Solutions will provide instruction on decision making, leadership, staff to staff integration, planning preparation and execution, information management, assessment, and lines of operation.
e. Corps Solutions will develop a CMO specific planning vignette such as Humanitarian Assistance/Disaster Relief that is tailored to a requested geographic region in order to support organization training goals and objectives.
f. Corps Solutions will develop the CMO vignette, to include supporting products such as a Road to Crisis, JCS DEPORD and/or WARNORD, intelligence summary, and background materials to be used as during the planning practical application.
g. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.
h. Upon completion of training, Corps Solutions will facilitate an After Action Review.

Deliverables

Corps Solutions will provide a “CMO Planning Tools” compact disc that includes all student handouts, a CMO Planner’s Guide, CMO planning references, CMO planning tools and templates, briefing formats and vignette materials to each student.

Travel

All travel will be funded in accordance with the Joint Travel Regulations.

Security

Training will be conducted at the unclassified level.

Equipment

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
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COURSE TITLE
ONE WEEK CIVIL MILITARY OPERATIONS MARINE CORPS PLANNING PROCESS TRAINING PACKAGE
(Five Day CMO MCPP Training Package)

Overview

The scope of this effort is to provide five days of leadership and staff training on planning for Civil Military Operations (CMO). This CMO specific training will be conducted through CMO and planning instruction, and through practical application of a six step planning process. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a planning vignette, create supporting scenario documentation and support implementation of the scenario during execution of the course. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 12-18 hours of formal instruction and 22-28 hours of practical application using the planning process. The duration of the actual training will be five, eight hour days.

Location

All training shall be conducted at the customer's facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction
a. Corps Solutions will provide instruction on Civil Military Operations to include: Civil Military Operations Overview, Planning Considerations for Civil Military Operations, Civil Affairs Methodology, Civil Affairs Core Tasks, and Introduction to Interagency Partners. Additional instruction such as Humanitarian Assistance and Disaster Relief can be added to the POI for no additional charge.
c. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the MCPP. The end state for this training is for each student to have a strong understanding of the MCPP and their role in the planning process.
d. Corps Solutions will provide instruction on decision making, leadership, staff to staff integration, planning preparation and
Corps Solutions

execution, information management, assessment, and lines of operation.
e. Corps Solutions will develop a CMO specific planning vignette such as Humanitarian Assistance/Disaster Relief that is tailored to a requested geographic region in order to support organization training goals and objectives.
f. Corps Solutions will develop the CMO vignette, to include supporting products such as a Road to Crisis, JCS DEPORD and/or WARNORD, intelligence summary, and background materials to be used as during the planning practical application.
g. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.
h. Upon completion of the training, Corps Solutions will facilitate an After Action Review.

**Deliverables**

Corps Solutions will provide a “CMO Planning Tools” compact disc that includes all student handouts, a CMO Planner’s Guide, CMO planning references, CMO planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
COURSE TITLE

ONE DAY COIN OPERATIONS PLANNING TRAINING PACKAGE
(One Day COIN Training Package)

Overview

The scope of this effort is to provide one (1) day of leadership and staff training on planning for Counterinsurgency (COIN) Operations. This COIN specific training will be conducted through COIN operations and planning instruction. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a three to five page COIN Operations planning vignette. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 10 hours of formal instruction and practical application using the planning process. The duration of the actual training will be one (1), ten (10) hour day.

Location

All training shall be conducted at the customer’s facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction
a. Corps Solutions will provide instruction on COIN Operations to include: COIN Operations Overview and COIN Planning Considerations.
c. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the Marine Corps Planning Process. The end state for this training is for each student to have a basic understanding of the Marine Corps Planning Process and their role in the planning process.
d. Corps Solutions will develop a three to five page COIN Operations specific planning vignette and instruction that is tailored to a specific requested geographic region in order to support organization training goals and objectives.
Corps Solutions

e. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.
f. Upon completion of training, Corps Solutions will facilitate an After Action Review.

**Deliverables**

Corps Solutions will provide a “COIN Operations Planning Tools” compact disc that includes all student handouts, a Planner’s Guide, planning references, planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
Overview

The scope of this effort is to provide three (3) days of leadership and staff training on planning for Counterinsurgency (COIN) Operations. This COIN specific training will be conducted through COIN operations and planning instruction, and through practical application of a six step planning process. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions, Inc. (CORPS SOLUTIONS) shall develop a COIN Operations planning vignette, create supporting scenario documentation and support implementation of the scenario during execution of the course. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 10-14 hours of formal instruction and 10-14 hours of practical application using the planning process. The duration of the actual training will be three (3), eight (8) hour days.

Location

All training shall be conducted at the customer’s facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction

a. Corps Solutions will provide instruction on COIN Operations to include: COIN Operations Overview, COIN Theory, COIN Planning Considerations, Targeting Considerations for COIN Operations, Command and Control for COIN Operations, and Introduction to Interagency Partners. Additional COIN instruction can be added to the POI for no additional charge.


c. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the Marine Corps Planning Process. The endstate for this training is for each student to have a solid understanding of the Marine Corps Planning
Corps Solutions

Process and their role in the planning process.

d. Corps Solutions will provide instruction on decision making, leadership, staff to staff integration, planning preparation and execution, information management, assessment, and lines of operation while conducting COIN operations.

e. Corps Solutions will develop a COIN Operations specific planning vignette that is tailored to a requested geographic region in order to support organization training goals and objectives.

f. Corps Solutions will develop the COIN Operations vignette, to include supporting products such as a Road to Crisis, JCS DEPORD and/or WARNORD, intelligence summary, and background materials to be used as during the planning practical application.

g. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.

h. Upon completion of the training, Corps Solutions will facilitate an After Action Review.

Deliverables

Corps Solutions will provide a “COIN Operations Planning Tools” compact disc that includes all student handouts, a Planner’s Guide, planning references, planning tools and templates, briefing formats and vignette materials to each student.

Travel

All travel will be funded in accordance with the Joint Travel Regulations.

Security

Training will be conducted at the unclassified level.

Equipment

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
Corps Solutions

COURSE TITLE

ONE WEEK COUNTERINSURGENCY OPERATIONS TRAINING PACKAGE
(Five Day COIN Training Package)

Overview

The scope of this effort is to provide five (5) days of leadership and staff training on planning for Counterinsurgency (COIN) Operations. This COIN specific training will be conducted through COIN operations and planning instruction, and through practical application of a six step planning process. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a COIN Operations planning vignette, create supporting scenario documentation and support implementation of the scenario during execution of the course. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 12-18 hours of formal instruction and 22-28 hours of practical application using the planning process. The duration of the actual training will be five (5), eight (8) hour days.

Location

All training shall be conducted at the customer’s facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction

a. Corps Solutions will provide instruction on COIN Operations to include: COIN Operations Overview, COIN Theory, COIN Planning Considerations, Targeting Considerations for COIN Operations, Command and Control for COIN Operations, and Introduction to Interagency Partners. Additional COIN instruction can be added to the POI for no additional charge.
c. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the Marine Corps Planning Process. The endstate for this training is for each student to have a strong understanding of the Marine Corps Planning Process and their role in the planning process.
d. Corps Solutions will provide instruction on decision making, leadership, staff to staff integration, planning preparation and execution, information management, assessment, and lines of operation while conducting COIN operations.
Corps Solutions

e. Corps Solutions will develop a COIN Operations specific planning vignette that is tailored to a requested geographic region in order to support organization training goals and objectives.

f. Corps Solutions will develop the COIN Operations vignette, to include supporting products such as a Road to Crisis, JCS DEPORD and/or WARNORD, intelligence summary, and background materials to be used as during the planning practical application.

g. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.

h. Upon completion of the training, Corps Solutions will facilitate an After Action Review.

**Deliverables**

Corps Solutions will provide a “COIN Operations Planning Tools” compact disc that includes all student handouts, a Planner's Guide, planning references, planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
COURSE TITLE

ONE DAY MARINE CORPS PLANNING PROCESS TRAINING PACKAGE
(One Day MCPP Training)

Overview

The scope of this effort is to provide one (1) day of leadership and staff training through planning instruction and practical application of a six step planning process. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a 3-5 page planning vignette. During practical application of the training, students will be organized into 6-8 person operational planning teams. Students will receive 10 hours of formal instruction/practical application using the planning process. The duration of the actual training will be one (1), ten (10) hour day.

Location

All training shall be conducted at the customer’s facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction

b. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the MCPP. The endstate for this training is for each student to have a basic understanding of the MCPP and their role in the planning process.
c. Corps Solutions will develop a three to five page vignette, tailored to a specific geographic region, to be used as during the planning practical application.
d. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.
e. Upon completion of the training, CORPS SOLUTIONS will facilitate an After Action Review.
Corps Solutions

**Deliverables**

Corps Solutions will provide a “Planning Tools” compact disc that includes all student handouts, planning references, planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
THREE DAY MARINE CORPS PLANNING PROCESS TRAINING PACKAGE  
(Three Day MCPP Training Package)

Overview

The scope of this effort is to provide three (3) days of leadership and staff training through planning instruction and practical application of a six step planning process. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a planning vignette, create supporting scenario documentation and support implementation of the scenarios during execution of the course. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 10 hours of formal instruction and 14 hours of practical application using the planning process. The duration of the actual training will be three (3), eight (8) hour days.

Location

All training shall be conducted at the customer’s facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction


b. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the MCPP. The endstate for this training is for each student to have a solid understanding of the MCPP and their role in the planning process.

c. Corps Solutions will provide instruction on decision making, leadership, staff to staff integration, planning preparation and execution, information management, assessment, and lines of operation.

d. Planning vignette and instruction will be tailored to a specific geographic region to support organization training goals and objectives.
e. Corps Solutions will develop a vignette, to include supporting products such as a Road to Crisis, JCS DEPORD and/or WARNORD, intelligence summary, and background materials to be used as during the planning practical application.

f. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.

g. Upon completion of the training, Corps Solutions will facilitate an After Action Review.

**Deliverables**

Corps Solutions will provide a “Planning Tools” compact disc that includes all student handouts, planning references, planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
Overview

The scope of this effort is to provide five (5) days of leadership and staff training through planning instruction and practical application of a six step planning process. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a planning vignette, create supporting scenario documentation and support implementation of the scenarios during execution of the course. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 10 hours of formal instruction and 30 hours of practical application using the planning process. The duration of the actual training will be five (5), eight (8) hour days.

Location

All training shall be conducted at the customer’s facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction


b. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the MCPP. The endstate for this training is for each student to have a strong understanding of the MCPP and their role in the planning process.

c. Corps Solutions will provide instruction on decision making, leadership, staff to staff integration, planning preparation and execution, information management, assessment, and lines of operation.

d. Planning vignette and instruction will be tailored to a specific geographic region to support organization training goals and objectives.
Corps Solutions

e. Corps Solutions will develop a vignette, to include supporting products such as a Road to Crisis, JCS DEPORD and/or WARNORD, intelligence summary, and background materials to be used as during the planning practical application.

f. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.

g. Upon completion of the training, Corps Solutions will facilitate an After Action Review.

**Deliverables**

Corps Solutions will provide a “Planning Tools” compact disc that includes all student handouts, planning references, planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
COURSE TITLE

ONE DAY STABILITY OPERATIONS PLANNING PROCESS TRAINING PACKAGE
(One Day StabOPS Training Package)

Overview

The scope of this effort is to provide one (1) day of leadership and staff training on planning for Stability Operations (StabOPS). Training will be conducted through stability operations and planning instruction. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a three to five page Stability Operations planning vignette. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 10 hours of formal instruction and practical application using the planning process. The duration of the actual training will be one (1), ten (10) hour day.

Location

All training shall be conducted at the customer’s facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction

a. Corps Solutions will provide instruction on Stability Operations to include: Stability Operations Overview and Planning Considerations for Stability Operations.


c. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the Marine Corps Planning Process. The endstate for this training is for each student to have a basic understanding of the Marine Corps Planning Process and their role in the planning process.

d. Corps Solutions will develop a three (3) to five (5) page Stability Operations specific planning vignette that is tailored to a requested geographic region, to be used during practical application.

e. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan.
Corps Solutions

and to refine vignette products.
f. Upon completion of the training, Corps Solutions will facilitate an After Action Review.

**Deliverables**

Corps Solutions will provide a “Stability Operations Planning Tools” compact disc that includes all student handouts, a Stability Operations Planner’s Guide, planning references, planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
COURSE TITLE

THREE DAY STABILITY OPERATIONS PLANNING PROCESS TRAINING PACKAGE
(Three Day StabOPS Training Package)

Overview

The scope of this effort is to provide three (3) days of leadership and staff training on planning for Stability Operations (StabOPS). Training will be conducted through stability operations and planning instruction, and through practical application of a six step planning process. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a Stability Operations planning vignette, create supporting scenario documentation and support implementation of the scenario during execution of the course. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 10-14 hours of formal instruction and 10-14 hours of practical application using the planning process. The duration of the actual training will be three (3), eight (8) hour days.

Location

All training shall be conducted at the customer's facility or premises.

Class Size/Personnel

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

Specific Services to be provided

Planning Instruction

a. Corps Solutions will provide instruction on Stability Operations to include: Stability Operations Overview, Planning Considerations for Stability Operations, Targeting for Stability Operations, and Introduction to Interagency Partners. Additional instruction such as Humanitarian Assistance and Disaster Relief can be added to the POI for no additional charge.
c. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the Marine Corps Planning Process. The endstate for this training is for each student to have a solid understanding of the Marine Corps Planning Process and their role in the planning process.
d. Corps Solutions will provide instruction on decision making, leadership, staff to staff integration, planning preparation and execution, information management, assessment, and lines of operation.
Corps Solutions

e. Corps Solutions will develop a Stability Operations specific planning vignette that is tailored to a requested geographic region in order to support organization training goals and objectives.
f. Corps Solutions will develop the Stability Operations vignette, to include supporting products such as a Road to Crisis, JCS DEPORD and/or WARNORD, intelligence summary, and background materials to be used as during the planning practical application.
g. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.
h. Upon completion of the training, Corps Solutions will facilitate an After Action Review.

**Deliverables**

Corps Solutions will provide a “Stability Operations Planning Tools” compact disc that includes all student handouts, a Stability Operations Planner’s Guide, planning references, planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.
**Overview**

The scope of this effort is to provide five (5) days of leadership and staff training on planning for Stability Operations (StabOPS). Training will be conducted through stability operations and planning instruction, and through practical application of a six step planning process. In addition to developing and providing instruction on a six step planning process, (Joint, Marine Corps, US Army or Navy), Corps Solutions shall develop a Stability Operations planning vignette, create supporting scenario documentation and support implementation of the scenario during execution of the course. During execution of the training, students will be organized into 6-8 person operational planning teams. Students will receive 12-18 hours of formal instruction and 22-28 hours of practical application using the planning process. The duration of the actual training will be five (5), eight (8) hour days.

**Location**

All training shall be conducted at the customer’s facility or premises.

**Class Size/Personnel**

This course is designed for a class size of approximately 24 students. Corps Solutions shall provide three instructors (for class sizes up to 24) to develop the planning vignette, prepare lesson materials, provide instruction and support planning practical application.

**Specific Services to be provided**

**Planning Instruction**

a. Corps Solutions will provide instruction on Stability Operations to include: Stability Operations Overview, Planning Considerations for Stability Operations, Targeting for Stability Operations, and Introduction to Interagency Partners. Additional instruction such as Humanitarian Assistance and Disaster Relief can be added to the POI for no additional charge.


c. Corps Solutions will facilitate planning practical application to enable the students to work through each step of the Marine Corps Planning Process. The endstate for this training is for each student to have a strong understanding of the Marine Corps Planning Process and their role in the planning process.

d. Corps Solutions will provide instruction on decision making, leadership, staff to staff integration, planning preparation and execution, information management, assessment, and lines of operation.
Corps Solutions

e. Corps Solutions will develop a Stability Operations specific planning vignette that is tailored to a requested geographic region in order to support organization training goals and objectives.

f. Corps Solutions will develop the Stability Operations vignette, to include supporting products such as a Road to Crisis, JCS DEPORD and/or WARNORD, intelligence summary, and background materials to be used as during the planning practical application.

g. Corps Solutions will be available for coordination prior to the execution of the instruction in order to work out a detailed training plan and to refine vignette products.

h. Upon completion of the training, Corps Solutions will facilitate an After Action Review.

**Deliverables**

Corps Solutions will provide a “Stability Operations Planning Tools” compact disc that includes all student handouts, a Stability Operations Planner’s Guide, planning references, planning tools and templates, briefing formats and vignette materials to each student.

**Travel**

All travel will be funded in accordance with the Joint Travel Regulations.

**Security**

Training will be conducted at the unclassified level.

**Equipment**

Corps Solutions will provide all necessary equipment to conduct the training to include computers and audio visual aids. The customer shall provide supporting materials such as break out rooms and white boards.