

PERFORMANCE WORK STATEMENT

CAREER MANAGEMENT AND TRANSITION SEMINARS

1.0 OBJECTIVE

Commander, Naval Surface Forces, U.S. Pacific Fleet (CNSP) requires contractor support in the area of military to private sector career transition training for its senior military service personnel transitioning from a military career to a civilian career. This support shall involve a seminar program designed to take an individual through every aspect of career transition with the focus being on re-employment.

2.0 BACKGROUND

CNSP aims to increase the post-military employability of its current senior military personnel by providing quality of life enhancing career transition training. Current transition assistance programs offered through the DoD, and tailored to all military personnel regardless of rank, provide basic information regarding career evaluation, family transition, networking, retirement stress, interview and resume techniques, and transition resources. These transition assistance courses vary in size between 30 – 40 participants, and up to 60 participants in some instances, offering less time for one-on-one interaction with transition educators not specializing in corporate hiring. CNSP requires a more robust and intimate (smaller class size) training curriculum, administered by retired senior military personnel with substantial experience in the civilian sector, specifically tailored to increase the employment opportunities of active-duty personnel (O-4 and above, and E-8 and above) within three years of retirement..

3.0 REQUIREMENTS

In support of CNSP, the contractor shall provide the following services, broken down into task areas as described herein:

3.1 TASK 1: DEVELOP COURSE AND COURSE RELATED MATERIALS

The contractor shall develop the course, pre-course preparatory homework and course related materials such as a comprehensive student guide. The student guide shall provide the military service member with sufficient skills to enable them for success in a career search and future employment in the civilian sector. The course and guide shall address the topics listed in paragraph 3.1.1.

3.1.1 COURSE CONTENT

The course content shall address the following specific topics:

- 3.1.1.1 Evaluating and deciding on a new career or field
- 3.1.1.2 Determining a realistic objective
- 3.1.1.3 Understanding personal preferences
- 3.1.1.4 Spouse/family concerns during transition
- 3.1.1.5 Building a winning resume
- 3.1.1.6 Developing and cultivating contacts
- 3.1.1.7 Networking inside and outside of the service
- 3.1.1.8 Effectively marketing oneself
- 3.1.1.9 Coping with the stress of retirement and transition

- 3.1.1.10 Effective communication
- 3.1.1.11 Information and job interview techniques
- 3.1.1.12 Research and preparation
- 3.1.1.13 Compensation and salary negotiation skills
- 3.1.1.14 Business world reality
- 3.1.1.15 Retirement reality
- 3.1.1.16 Using social media tactics
- 3.1.1.17 Financial reality
- 3.1.1.18 Organization - managing the transition process

3.2 TASK 2: CAREER TRANSITION SEMINAR

- 3.2.1 Each seminar shall be three days of intensive “participatory” discussions on how to get organized to conduct a job search, ways to negotiate a salary, ways to determine what jobs pay and two days of one-on-one job interview practice and resume screening.
- 3.2.2 Each seminar shall have at least fourteen service members, plus their spouses, at the members’ discretion. For bidding purposes, the Contractor will provide 14 student guides.
- 3.2.3 Each member will receive a student’s guide.
- 3.2.4 Students will be allowed to “make-up” a day or session without traveling out of town.
- 3.2.5 Students will be allowed to attend a “review seminar” at anytime and at any place where a seminar is being conducted.

4.0 SEMINAR DATES AND LOCATION

The seminar is an estimated schedule, to be facilitated on the following months:

Military Personnel Schedule Dates

- July Course; up to 14 participants; O-4+ and E-8+; final participants to be determined.
- August Course; up to 14 participants; O-4+ and E-8+; final participants to be determined.
- September Course; up to 14 participants; O-4+ and E-8+; final participants to be determined.

Facility Location

- Contractor facilitated, but not more than 25 miles from Naval Amphibious Base, Coronado, CA.