

Notice Type: Defense Manpower Data Center (DMDC)

Business Synopsis:

DMDC is the Department of Defense (DoD) enterprise wide provider of Human Resource IT services and products leveraging extensive human resource focused data assets. DMDC data assets enable execution of numerous missions within and outside the DoD; to include benefit eligibility, identity management, personnel security, physical security, and other personnel related services. DMDC's strategic vision is to securely support the vastly expanding HR related mission represented in emerging areas and those which will undergo HR reform initiatives. DMDC is organized within the Office of the Under Secretary of Defense, Personnel and Readiness. The services required under this PWS are considered mission critical to DMDC. The Office of the DMDC Director is located in Alexandria, VA

For this particular mission, the Vendor would mainly be providing administrative support services to ensure DMDC operational effectiveness. Services provided include administrative office functions for director support, technical administration, delivering training materials, and document control along with the ability to interpret the clearance and investigative data contained in DMDC System of Record. These services include interaction with DoD, Defense Human Resources Activity (DHRA), and other federal agencies to ensure operational effectiveness of DMDC efforts.

DMDC is a geographically disbursed organization and as such administrative support is required at our locations in Alexandria VA, Seaside CA and Ft Knox KY.

Contracting Office Address:

Defense Human Resources Activity (DHRA)
4800 Mark Center Drive
Suite 03E25
Alexandria, VA 22311

Places of Performance:

Defense Manpower Data Center (DMDC)
4800 Mark Center Drive
Suite 04E25
Alexandria, VA 22311

Defense Manpower Data Center (DMDC)
DoD Center Monterey Bay
400 Gigling Road
Seaside, CA 93955

Defense Manpower Data Center (DMDC)
1600 Spearhead Division Avenue
Department 548
Fort Knox, KY 40122-5504

Notice Type: Defense Human Resources Activity (DHRA) Enterprise Operations Center (DEOC)

Business Synopsis:

DEOC is the essential business services provider for the DHRA Enterprise. DEOC delivers shared services and mission essential solutions to all DHRA Components. DEOC's superior customer service and solution delivery aids enterprise operations and bolsters the DHRA mission. Integral to DEOC will be its information management capability that directly serves DHRA and the Department of Defense Human Resource Management mission.

DEOC will be the Government lead for all DHRA task orders under this contract. In this role the DEOC PM/COR will be the single point of contact between the serviced DHRA components and the contractor and/or the contractor designated representative.

DEOC is a geographically disbursed organization and as such administrative support is required at our locations in Alexandria VA, and Seaside CA.

Services provided include in Alexandria, executive level administrative office support for the Director, DEOC; front desk reception, information management, meeting, supply and training administrative support for the DEOC HQ suite; and Travel Management Support; in Monterey, DODC conference center support, switchboard receptionist support, security office support (CAC and Badge issuance). These services include interaction with DoD, DHRA, and other federal agencies to ensure operational effectiveness of DEOC efforts.

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Defense Human Resources Activity (DHRA)
4800 Mark Center Drive
Suite 03E25
Alexandria, VA 22311

Place of Performance:

DHRA Enterprise Operations Center (DEOC)
4800 Mark Center Drive
Alexandria, VA 22311

DHRA Enterprise Operations Center (DEOC)
DoD Center Monterey Bay
400 Gigling Road
Seaside, CA 93955

Notice Type: Defense Human Resources Activity (DHRA) Headquarters

Business Synopsis:

HQ DHRA oversees the daily operations and administration of the Field Activity and provides oversight and strategic direction to DHRA Components including but not limited to:

- Developing enterprise Business Operation Plans
- Issuing Enterprise-wide policy
- Performing legal services
- POM/Budget submission
- FIAR and MICP compliance
- Human Resources oversight/Manpower Management
- Special Staff: EEO, Ombudsman, Small Business Program

Services provided under this contract for HQ DHRA includes but may not be limited to: executive level administrative office support for the Director, DHRA and supporting senior staff members; front desk reception support; Small Business Office Support; Communities of Practice administrative support; information management, meeting, supply administrative support.

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Suite 03E25
Alexandria, VA 22311

Place of Performance:

DHRA Enterprise Operations Center (DEOC)
4800 Mark Center Drive
Alexandria, VA 22311

Notice Type: The Defense Activity for Non-Traditional Education Support (DANTES)

Business Synopsis:

DANTES provides consolidated management of Defense Voluntary Education (VoEd) programs that prevents duplication of effort among the Services. These VoEd programs play a pivotal role in military recruitment, retention, readiness, workforce professionalization, raising force literacy rates, and facilitating civilian transition. DANTES delivers a portfolio of voluntary educational opportunities that support the Services and more than 600,000 service members each year in gaining the knowledge they need to achieve their education goals, advance in their military careers, and transition into the civilian workforce at the conclusion of their military service.

DANTES develops outreach products to increase awareness of VoEd programs and will be potentially requiring Multimedia and Graphics Support. As part of executing the Troops-to-Teachers Program, DANTES potentially requires On-site Project Management Support, Statistical Analyst Assistance Service Support, Government Program Eligibility Support, and Project and Customer Support. DANTES also distributes educational materials, reference books, counseling publications, educational software, and key educational resource information to Defense agencies and Department of Defense installations and potentially requiring Material Distribution Support. The services required under this PWS are considered mission critical to DANTES. The Office of the DANTES Director is located in Alexandria, VA.

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Defense Human Resources Activity (DHRA)
4800 Mark Center Drive
Suite 03E25
Alexandria, VA 22311

Place of Performance:

DANTES
6490 Saufley Field Road
Pensacola, FL 32509

Notice Type: Defense Travel Management Office (DTMO)

Business Synopsis:

The DTMO, established in February 2006, consolidates, streamlines, and centrally manages commercial travel, providing a single focal point to the Department of Defense (DoD or "Defense") and industry. Some functions for which the DTMO maintains central oversight are: management of commercial travel programs, travel policy and implementation, customer support and training, DoD travel charge card program management, and allowance and entitlement program management. The DTMO is organized within the Office of the Under Secretary of Defense, Personnel and Readiness, and receives direct oversight from Military Personnel Policy. The services required under this PWS are considered mission critical to DTMO. The Office of the DTMO Director is located in Alexandria, VA.

For this particular mission, the Vendor would mainly be providing coverage for the front desk to include phone and suite door access. Primary functions as representative to direct individuals while visiting the DTMO, to correct meeting site, and track visitor sign in/out operations.

With the unique mission of the Defense Travel Management Office, normal administrative functionality set forth in the Performance Work Statement is secondary function of the front office support personnel. The front office support personnel will not be tasked, or asked to provide any travel management functions or services throughout the life of the contract.

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4800 Mark Center Drive
Suite 03E25
Alexandria, VA 22311

Place of Performance:

DHRA
4800 Mark Center Drive
Suite 04J25
Alexandria, VA 22311

Notice Type: Office of People Analytics (OPA)

Business Synopsis:

OPA provides the go-to expertise for scientific assessments, data analytics, and outreach to improve the lives of the Department of Defense (DoD) community. We enhance people-related policies and programs through collaborations, recommendations, and solutions in a responsive, objective, and customer focused approach.

OPA utilizes big data analytics to better understand key components of service members' and DoD civilians' career paths and to better understand how policy or environmental changes affect the performance and composition of the DoD Total work force. This will be done by taking advantage of cutting-edge analytic methods to understand and improve the DoD total workforce.

To utilize existing resources more efficiently, OPA is interested in the opportunity to receive administrative support as outlined in the PWS. OPA would primarily be focused on tasked outlined in 4.2, 4.3, and 4.4. Services provided under this contract for OPA includes: executive level administrative office support for the Director, OPA; front desk reception support and general admin support; and Communities of Practice Administrative Support.

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Defense Human Resources Activity (DHRA)
4800 Mark Center Drive
Alexandria, VA 22311

Place of Performance:

DHRA
4800 Mark Center Drive
Alexandria, VA 22311

Notice Type: The Defense Suicide Prevention Office (DSPO)

Business Synopsis:

The Defense Suicide Prevention Office (DSPO) requires program and administrative support in order to accomplish its mission to advance holistic, data-driven suicide prevention in our military community, through policy, oversight, and engagement, to positively impact individual beliefs and behaviors, as well as instill systemic culture change. Given the nature and tempo of DSPO's work, and the level at which its interactions take place, program and administrative support must demonstrate proven ability to operate in high stress, high pace environments.

DSPO is the focal point for all Department of Defense suicide prevention strategic development, implementation, centralization, standardization, communication, and evaluation of suicide programs, policies, and surveillance activities. DSPO has regular interaction with members of Congress, their staff, and White House personnel and is consistently tasked with responding to requests for information in 24 hours or less. DSPO works collaboratively with internal and external partners from across the Services, Federal partners, medical professionals, military service organizations, and other non-profits in order to provide holistic, integrated assistance to Service members and their families.

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4800 Mark Center Drive
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Notice Type: Defense Personnel and Family Support Center (DPFSC)

Business Synopsis:

Defense Personnel and Family Support Center administers programs to enhance readiness, resiliency, and reintegration. The Center's programs are Computer/Electronic Accommodations Program, Employer Support of the Guard and Reserve, Federal Voting Assistance Program, Office for Reintegration Programs, and the Transition to Veterans Program Office.

All five mission areas have unique capabilities where we actively connect directly to our customers in the field whether it's States, Fed Agencies, Military Services, Service Member Families or US citizens living overseas.

The Employer Support of the Guard and Reserve (ESGR) (1972 – over 3,800 Volunteers) promote cooperation & understanding between Reserve component members and their civilian employers, and assists in the resolution of conflicts arising from employees' military commitments in all 50 States, Territories and DC.

The Federal Voting Assistance Program's (FVAP) role is to ensure over 1.3M Service members, their approximate 700K eligible family members, & approximately 5.7M overseas citizens are aware of their right to vote and have the tools and resources to successfully do so — from anywhere in the world.

The Office for Reintegration Programs (ORP), via the Yellow Ribbon Reintegration Program (YRRP) and Yellow Ribbon Outreach promotes the well-being of Nat'l Guard & RC Members, their Families & Communities by connecting them with event support, program analysis and online training resources throughout the deployment cycle. (yellowribbon.mil) since 2008, provided services to over 1.6M RC members and their families via over 10K events.

The Computer/Electronic Accommodations Program (CAP) established in 1990 for DoD employees, expanded in 2000 to support Fed Agencies and 2004 to support wounded, ill and injured SMs. since 2005, have provided over 142K assistive technology and support services free of charge to DoD, & Federal agencies that have a partnership agreement with CAP and wounded, ill & injured Service members.

The Transition to Veterans Program Office (TVPO) provides transition assistance policy and program (TAP) oversight to promote, advance & install a culture of career-ready Service members to over 187 sites globally.

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Notice Type: Sexual Assault Prevention and Response Office (SAPRO)

Business Synopsis:

The Department of Defense (DoD) Sexual Assault Prevention and Response Office (SAPRO) represents the Secretary of Defense as the central authority charged with preventing sexual assault in the military and facilitating recovery for survivors. The Department executes the SAPR program throughout the highest levels of U.S. Government, with the support and interest of both the White House and Congress and serves as the single point of authority, accountability, and oversight of the DoD SAPR program for prevention, response and oversight. SAPRO's vision is a DoD community free of sexual assault.

For this particular mission, SAPRO is interested in the opportunity to acquire administrative support as outlined in the draft Performance Work Statement, specifically High-Level Administrative Support listed at paragraph 4.3.

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Alexandria, VA 22311

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