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## Executive Summary

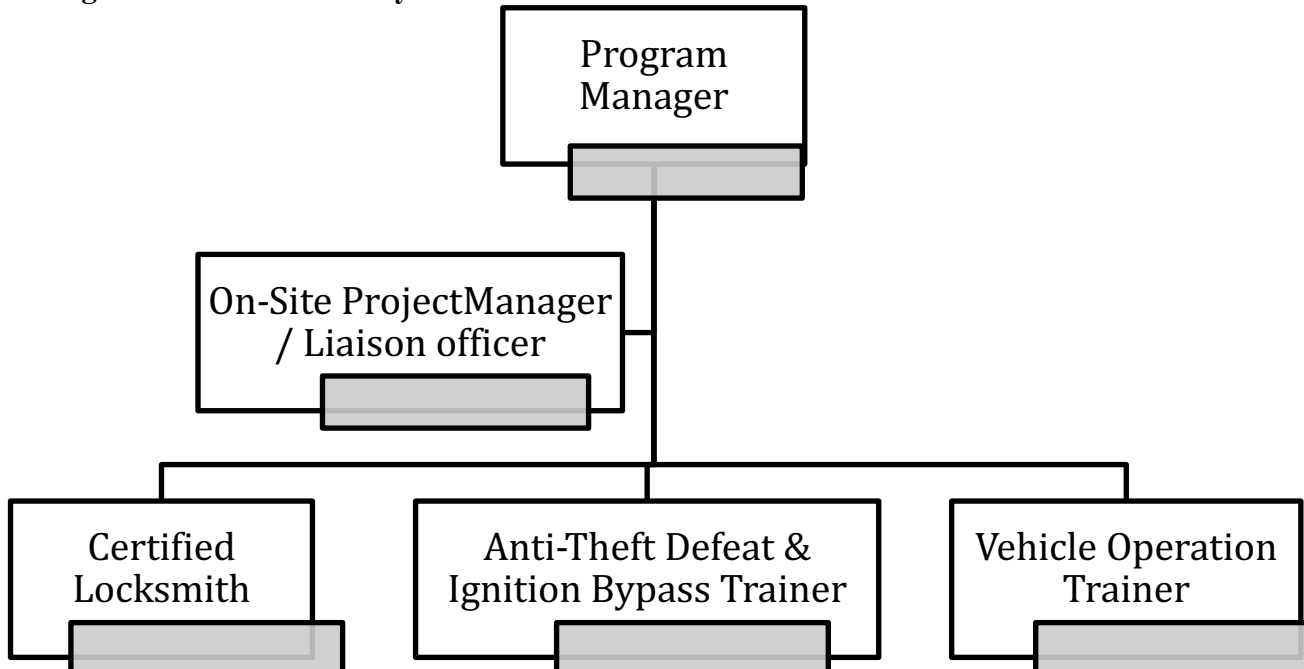
OPCON Training Solutions looks forward to again working with [REDACTED]. OTC's team of experts with SOF experience will instruct rotational based courses that will train [REDACTED] to successfully enter, start and operate a locked and/or anti-theft equipped vehicle using hotwiring techniques and rehearse the skills required to drive vehicles off a flight line. OTC logistical support and management team will ensure that all required vehicles are delivered, properly equipped, and removed IAW Statement of Work.

### TAB A. Management Plan

Our project organization provides a clear line of authority and communication. Oversight and monitoring of the daily operations will be the responsibility of the Project Manager (PM) to include reviewing tasks and ensure timely response and appropriate staffing, so all risks are minimized, and quality performance standards and safety is maintained throughout the tenure of this contract.

This plan, along with our staffing plan, shows offerors' understanding of the skills needed to execute the contract as well as how these skills will be implemented and utilized in contract performance to meet the requirements of the Performance Work Statement (PWS).

#### A.1 Organization Chart of Key Personnel



## **A.2 Key Management Personnel description of roles and responsibilities**

### **A.2.1 Program Manager –**

OTC's Program Manager oversees the development and execution of all Military Training Courses of Instruction. While the Military Training Program Manager will not be on site, he will be available at all times to provide support to project from OTC's headquarters, as well as respond to any concerns brought forth [REDACTED] is a former Naval Officer with extensive experience managing complex programs as Operations Officer for Helicopter Sea Combat Wing, U.S. Pacific Fleet, and Training and Assessments Program Manager for Commander, Navy Region Southwest.

### **A.2.2 On-Site Project Manager / Liaison Officer –**

OTC's on-site Project Manager will be the single point of interface for administrative direction given by the [REDACTED] or their authorized representative. Project Manager will have full authority to speak for and make decisions on behalf of OTC. Project Manager will make daily reports to Program Manager to ensure that training is on track. OTC's Project Managers always have Subject Matter Expertise on the project that they are executing, and in this training course, Project Manager has extensive experience with Special Operations Forces, Hotwire Training and Flight Line Clearing and will also act as the Liaison Officer, helping to develop realistic scenarios for the final module. Project manager will also ensure that all logistical vehicle movements are made IAW statement of work and are at the right place at the right time. Project Manager has worked with [REDACTED] previously for this particular course. [REDACTED] was the site lead and instructor for the 2017 Hotwire training course and familiar with all aspects of training and logistical requirements.

## **TAB B. Staffing Plan**

OTC will execute the contract utilizing highly qualified OTC permanent managerial and technical staff, as well as technical expertise from a contract employee who has a proven track record with OTC and who has already been vetted through an extensive recruiting and hiring process. Staff will be present for the entire duration of the contract; therefore, no turnover shall occur. While each staff member will have a specialty assigned to them, each has been cross-trained in each area to provide assistance if needed.

## **B.2 Key Technical Personnel description of roles and responsibilities**

### **B.2.1 Certified Locksmith (1)**

Labor Category 23510

Special operations and/or special forces capable department of defense combat veteran with overseas operational experience as an Army Ranger and having completed Ranger School with extensive experience requiring vehicle movement and towing operations. Will have the responsibilities of teaching how to tow a vehicle and how to operate the different type of vehicles (standard and automatic transmission)

### **B.2.2 Anti-Theft Defeat and Ignition Bypass Trainer (1)**

Labor Category Non-Standard

Special operations and/or special forces capable department of defense combat veteran with overseas operational experience requiring hotwire of vehicles. Will have the responsibilities of teaching the functional techniques of how to bypass the anti-theft systems of a vehicle and also provided functional explanations based on past experience.

### **B.2.3 Vehicle Operation Trainer (1)**

Labor Category Non-Standard

Special operations and/or special forces capable department of defense combat veteran with overseas operational experience as an Army Ranger and having completed Ranger School with extensive experience requiring vehicle movement and towing operations. Will have the responsibilities of teaching how to tow a vehicle and how to operate the different type of vehicles (standard and automatic transmission)

### **B.2.4 Training Site Project Manager / Liaison Officer (1)**

Labor Category Non-Standard

USMC Force Reconnaissance and Counter Intelligence SNCO with ten years of combat operational experience both in combat arms and logistical and operational support. Will have the responsibilities coordinating with Unit rep and make sure training is meeting the needs of the unit.

## **B.3 Staffing Vetting and Background (E-Verify)**

OTC will have completed company background check with E-verify and though Good Hire for all personnel who will be used on the contract. OTC will be able to provide copies of the report to the KO if requested.

## **TAB C. Training Plan**

The hotwire, vehicle removal and flight line clearing course will equip each student with the essential skills and knowledge necessary to gain a basic level of proficiency. The development of this course is based on [REDACTED] training requirements for [REDACTED], and lessons learned from OTC's previous delivery of this specific course.

This curriculum combines an active, hands-on approach to accomplish this understanding. Through practical exercises such as: vehicle antitheft device familiarization, manual techniques to overcome antitheft devices, methods to move a disabled vehicle, hotwire techniques, lock pick and manual starting procedures and vehicle towing and pushing. Each student will learn the use of essential techniques and significantly improve competency level required to maintain reasonable levels of force protection and survivability on a mission.

At the end of the 2-hour intensive course, each student will obtain a full understanding of the following topics:

- Vehicle steering wheel lock mechanism
- Vehicle ignition lock System

- Basic overview of the ignition electrical system
- Hotwire techniques
- Techniques to access locked vehicle
- Bypassing ignition anti-theft mechanisms
- Bypassing steering wheel lock mechanisms
- Manual techniques to move a disabled vehicle
- Bypassing automatic transmission anti-theft mechanisms

### **C.1 Training Methodologies**

- I. OTC's Instructors are consummate professionals delivering the right training at the right place, at the right time, with the right equipment.
- II. OTC's Instructors customize proven effective teaching methodologies to promote active learning in adult auditory learners, visual learners, surface learners, and deeper students.
- III. OTC's Instructors use audio/video, PowerPoint© presentations, lecture, focus group study and interactive dialogue in the delivery of training.

### **C.2 ROPES training model**

**REVIEW** to conduct a review of the learners' general knowledge of and experience with the topic.

**OVERVIEW** to establish a connection between the students and the training content, which will engage the student and motivate them to learn.

**PRESENT** the content to learners in ways that helps them comprehend and retain the information.

**EXERCISES** to enable the students to practice using the training material to build and reinforce skills.

**SUMMARIZE** to clarify what was learned and bring closure to the training sessions with the incorporation of focus group study and skill assessment evaluation.

### **C.3 Assessment and Evaluation**

Participant's assessment is based on the following criteria:

- Ability to overcome vehicle antitheft mechanisms
- Ability to hotwire vehicle
- The ability to work as a group to manually move disable vehicle

### **C.4 Training Lesson Plan and Syllabus**

The OTC Hotwire training program includes three round robin training segments followed by a 25-minute scenario based practical application. After the initial introduction, [REDACTED] be separated into three groups and rotate through three training stations with each instructor focusing on their specified training requirements. OTC uses a hands on approach following the ROPES model to ensure each

receives in depth training on the curriculum requirements. OTC SMEs will first discuss the concepts of the station followed by individual execution of each training element.

#### **C.4.1 Introduction – (5 Mins)**

**CONDUCT** Instructor introduction, class rules and policy, course safety and the expectation of the course for the students.

#### **C.4.2 Training Station 1 – (30 Mins) Functional Overview**

This station will be instructed by a certified locksmith specializing in lock defeat and is security subject matter expert. The station is centered around one domestic and one foreign steering column and one training aid sport utility vehicle.

**EXPLAIN** the following mechanism:

- Vehicle steering wheel lock mechanism design and function
- Vehicle ignition lock system and defeat
- Basic overview of the electrical system involved in starting a vehicle
- Manual techniques to overcome vehicle antitheft mechanisms
- Fabricating a bump key and bump key operations
- Using an ignition puller and/or forceable ignition starting procedures

**UTILIZE** steering column training aid to identify components of the following:

- Ignition lock mechanism type
- Steering wheel lock anti-theft mechanism
- Manual lock bypass
- Ignition electrical

**CONDUCT** steering column practical application:

- Utilize a bump key and other field expedient tools to force the operation of the ignition
- Demonstrate the use of ignition puller
- Manual ignition lock bypass

#### **C.4.3 Training Station 2 – (30 Mins) Hotwire Operations**

This station will be instructed by a special operations and/or special forces capable department of defense combat veteran with overseas operational experience requiring hotwire of vehicles.

The instructor has utilized this training in an operational combat theater. This station will utilize a bus with a similar style ignition system to vehicles and equipment found on or near foreign airfields. will learn how to identify the various electrical components of the ignition toggle and

successfully identify and start the bus and one additional standard transmission vehicle. Two additional standard transmission vehicles will be utilized to teach standard transmission driving operations.

**EXPLAIN** basic hotwire techniques.

- Overview of the functions of an ignition system and how to bypass
- Vehicle electrical basics associated with starting and running the engine
- Hotwire operations and maintaining an operational vehicle
- Electrical security/anti-theft components and bypass
- Disarming alarms and disabling lights for blackout operations
- Standard transmission driving operations

**CONDUCT** hotwire techniques on automatic and manual transmission vehicle training aids.

- Hotwire of [REDACTED] bus and standard shift vehicle
- Successfully operate a standard shift vehicle in the designated training course.

#### **C.4.4 Training Station 3 – (30 Mins) Vehicle Entry and Disabling Physical Security Mechanisms.**

This station will be instructed by a special operations and/or special forces capable department of defense combat veteran with overseas operational experience requiring vehicle towing operations. The instructor has utilized this training in an operational theater. This station will utilize one half car and two additional vehicles along with stand-alone car doors for glass breaking demonstrations. The half car is used to teach the steering wheel mechanical lock defeat and shifter release. The two additional vehicles will be used to instruct towing and manual vehicle movement techniques.

**EXPLAIN** manual techniques to move a disabled vehicle

**CONDUCT** movement of a disabled vehicle training aids

**EXPLAIN** rigging points on different make/model vehicles

**CONDUCT** rigging on vehicle training aids

**EXPLAIN** techniques to access a locked vehicle

**CONDUCT** techniques to access locked vehicle.

**EXPLAIN** automatic transmission antitheft mechanisms and shifter release.

**CONDUCT** automatic transmission antitheft bypass on vehicle training aids.

**EXPLAIN** manual techniques to overcome steering wheel lock mechanisms.

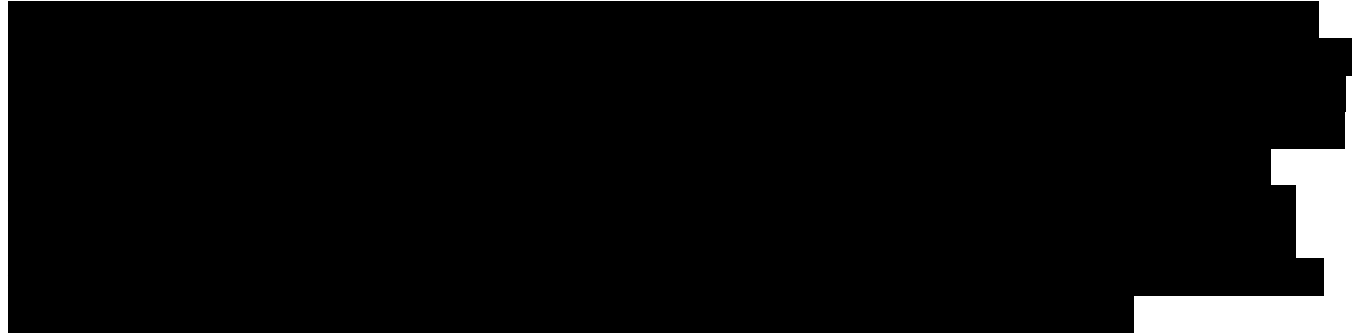
**CONDUCT** manual techniques to overcome steering wheel lock mechanisms.

#### **C.4.5 Station 4 – (25 Mins) Practical Exercise**

[REDACTED] will come together to conduct a practical exercise as a single unit. OTC instructors will provide a real-world tactical scenario for [REDACTED] to demonstrate knowledge and skills learned in the round robin training portion. [REDACTED] will make vehicle entry, prepare the vehicle for movement and move the vehicle either by towing with an additional vehicle or pushing with the hotwired bus.

**CONDUCT** platoon vehicle movement drill using techniques learned during course of instruction.

#### **TAB D. Resourcing Plan**



#### **D.1 Vehicles**

All Vehicles will be in good running condition with a new battery and shall be available for hotwire training. Vehicles will be able to move on their own power and idle indefinitely and will be delivered to



- Automatic Shift Sedans – 4
- Standard Shift Sedans – 5
- Sport Utility Vehicles – 2
- 44 PAX Bus – 1

#### **D.2 Training Aids**

- D.2.1 Sedan cut in half (behind front seats) – 1
  - Will be a custom-built training aid with the ability to be easily moved around the training area
- D.2.2 Steering Columns – 2
  - One foreign
  - One Domestic
- D.2.3 Single Car Doors – 20
- D.2.4 Irwin Vice-Grips – 4
- D.2.5 Flat head Screw Drivers – 20
- D.2.6 Juggler Key Sets – 4
- D.2.7 Ignition Pullers – 4



### D.3 Resource Delivery Schedule

- D.3.1 Vehicles – All training vehicles will be staged at the OTC vehicle storage area and delivered to [REDACTED]
- D.3.2 Training Aids – All training aids will be staged at the OTC vehicle storage area and delivered [REDACTED]. Doors and steering columns will be staged in the bus which will be driven in by OTC personnel from the storage area. The OTC program manager will coordinate with the unit representative and the Provost Marshall's office to gain a temporary access card and ensure proper coordination is made with the gate security personnel for a fluid transfer of required training items to and from [REDACTED]
- D.3.3 Vehicle transport to [REDACTED] – OTC has contracted out with a local auto carrier to transport all six vehicles to [REDACTED]. Vehicles will be staged off base and available for pick up no and delivered no earlier than [REDACTED] and no later than [REDACTED]. Upon completion of training, all vehicles will be removed as required by the control group and properly disposed at a local scrap yard.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
D-14	D-13	D-12	D-11	D-10	D-9	D-8	D-7	D-6	D-5
		Coordination meeting with OTC and Unit POC	Coordination with vehicle vendor and staging of training aids. Prep vehicles and training aids for movement to [REDACTED]						

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
D-4	D-3	D-2	D-1	D	D+1	D+2	D+3	D+4	
Holiday		On-Site Project Manager arrives in [REDACTED]	Training team arrive in [REDACTED]	Equipment staged at HAAF	Round Robin Training Event			0900-1200 Retraining 1300-1600 vehicle staging for movement to [REDACTED] [REDACTED] AAR with LNO and KO Rep.	

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
D+5	D+6	D+7	D+8	D+9	D+10	D+11	D+12	D+13	D+14
[REDACTED] Mission Night Training (6 vehicles)									
					6 Vehicles placed at [REDACTED] No Earlier than 1200hrs D+10 NLT 1200hrs D+11				