

U.S. Department of Labor

Wage and Hour Division  
90 7th Street  
Suite 18-300



San Francisco, CA 94103  
415-625-7720  
415-625-7735

June 27, 2011

Kevin Lawrence  
[REDACTED]

Subject: Lockheed Martin Global Training and Logistics  
File No: 1623334

Dear Mr. Lawrence:

This acknowledges receipt of the information you furnished us about the firm named above. Your identity will be kept confidential to the maximum extent possible under existing law.

The conditions you describe will be looked into as soon as possible and we will be in touch with you again.

Meanwhile, if you care to submit additional information (such as a change in your address or directions on how to reach your home if you furnished us a Post Office Box as an address or if you live in a rural area), please contact our District Office listed above in writing, please refer to this firm by the name shown above.

Sincerely,

*Celeste Hale*

for Susana Rincon  
District Director

Distributed Learning Standard Operating Procedures (SOP Volume 7) including the appended Standards and Styles Guide and other training SOPs as appropriate to the product being delivered. These SOPs are located at <http://www.uscg.mil/hq/cg1/cg132/>

5.1.2 The Contractor shall meet technical standards for delivery via the Coast Guard Standard Workstation, LMS, and the CG intranet. The Contractor shall ensure ADL development is Sharable Content Object Reference Model (SCORM) conformant in the version currently employed by USCG. The Contractor shall ensure ADL development is 508 compliant.

5.1.3 The Contractor shall provide lifecycle support for ADL assets so that the assets function as intended and contain the correct information

5.1.4 Prepare design documents in accordance with USCG SOPs, including Volume 6, Curriculum Outline, Volume 7 Advanced Distributed Learning, and other requirements specified in the call. Prepare storyboards for content development. Design ADL, including instructional, structural, and navigational design, to conform to USCG styles, standards and requirements, including the ADL SOP Volume 7, including the styles and standards guide, established educational theories, practices, and performance support. These shall be accomplished using software, hardware, and other tools readily available within USCG or specified in the call.

5.1.5 Select appropriate ADL systems to support development of human performance and testing of competencies.

5.1.6 Prepare and structure tests and practical application exercises so that these are reliable indicators that a learner has learned to perform the tasks identified in the objectives.

5.1.7 Develop initial versions of online courses to include screen presentations, interactive components, and assessments.

5.1.8 Perform formative and summative evaluations, including pilot studies 8 of 10

5.1.9 Revise versions in accordance with feedback from reviews and data obtained in pilot testing.

5.1.10 Develop plans for piloting training experiences developed under calls.

5.1.11 Develop reports of pilot studies usable in finalizing the training products.

5.1.12 Participate in reviews

5.1.13 Perform Life Cycle maintenance on ADL products and supporting documentation as required.

5.1.14 Ensure work and processes conform to USCG training SOPS (<http://www.uscg.mil/hq/cg1/cg132/>), standards, and styles, and other requirements stipulated in the calls.

## **Reference USCG ADL SOP**

This SOP was developed to ensure that ADL development follows a Human Performance Technology analysis and produces products that focus on work accomplishments for the Coast Guard. Although Appendix B defines the technical development requirements for asynchronous web-based learning, this SOP is intended to cover development and lifecycle maintenance of the following:

- Instructor-led online learning

**San Francisco District Office  
United States Dept. of Labor  
Wage & Hour Division  
90 7th Street, Suite 18-300  
San Francisco, CA 94103-6719**

**I am reporting an apparent violation of the McNamara-O'Hara Service Contract Act (SCA).**

**U.S Coast Guard Training and Technical Support Services Solicitation Number:  
HSCG23-10-R-DBT000**

1. Incorrect wage per hour determination for Educational Technologist (15060) performed in Sonoma County.
2. Dispute of Educational Technologist job classification based on job tasking of contract.
3. The \$3.50 per hour fringe benefits is not track able on paystubs.

#### **ITEM 1**

I am currently employed by the prime contractor Lockheed Martin as Educational Technologist at United States Coast Guard Training Center Petaluma California. Lockheed Martin is using the Educational Technologist Wage Determination (DOL 15060) for the work to be performed in Sonoma County, California. The wage that I am being paid is \$31.57/hour. See attached Lockheed Martin paystubs for verification of hourly wage paid. The wage listed as for \$31.96 for Educational Technologist (Department of Labor 15060) 2005-2069 for California Counties of Napa, Solano, Sonoma.

#### **ITEM 2**

While working as an Educational Technologist, I have spoken with the Lockheed Martin Site Lead [REDACTED] and Lockheed Martin Deputy Program Manager (John Gentile) about the job classification of Educational Technologist. Joellen Mitchell has since vacated the position of site lead on May 27, 2011.

I have asked for a job description and tasks that I will perform as an Educational Technologist. Currently there is not a job description for the Educational Technologist on the Lockheed Martin employee website. The Lockheed Martin website LMPeople lists a job title, but does not have a job description for Educational Technologist. I was told the by the deputy Program Manager (John Gentile) that a job description would not be provided.

### **ITEM 3**

The Benefits elected have changed in the first 30 days of contract period. Healthcare elections increased 400% from elections on May 5, to May 15. The only explanation given was a third party email that an incorrect code was entered by Human Resources. I have asked for a formal communication from Management and Human Resources that details the error. I have also asked for a copy of the official employee benefit plan that makes the final determination of cost and benefits. I have not received any of the information to date.

Fringe Benefits are extremely difficult to provide documental proof with the changes to the Employee Benefits and inability to access online paystubs. When I elected medical, dental, and vision coverage I received a confirmation statement (dated May 5th) that the out of pocket cost would be \$85.66 per week. After notification by a 3rd party email from HR that the listed cost was incorrect, I received another confirmation (dated May 10th) that the cost would be \$399 per week. I have requested a formal communication from Lockheed Martin management that explains the changes in cost. I have also asked for a copy of the official employee benefits documents that is to be the final determination benefits in the plan.

#### **Summary**

It is my opinion that the Coast Guard Contract officer and Lockheed Martin are responsible for determining the proper job classification for the work to be performed. I base this on the information publicly available on the United States Department of Labor website that details the laws and regulations of the McNamara-O'Hara Service Contract Act (SCA). I became very familiar with the information available while tracking news about Executive Order 13495 NONDISPLACEMENT OF QUALIFIED WORKERS UNDER SERVICE CONTRACTS that is in the final rule determination phase.

<http://www.dol.gov/whd/regs/unifiedagenda/fall2010/1235-AA02.htm>

I understand the changes in economics and federal budgets to reduce labor costs of Federal contracts. It makes the job classification even more important when the contractor is electing to pay the minimum wage and fringe benefit no matter the experience and qualifications of the employee. Lockheed Martin management has stated publicly with regards to this awarded contract that wages will not increase in 5 years unless the Wage Determination increases.

It has been extremely demoralizing to know that the United States Coast Guard and Lockheed Martin have not demonstrated knowledge of the McNamara-O'Hara Service Contract Act with the amount of information and education available from the Department of Labor Wage and Hour Division with regards to the selection and Award of the contract. I am representing myself in the reporting of the violations, but can say that I am not alone in the incorrect job classification applied to my position of work.

Recent Press Release by Department of Labor the describes the violations I am experiencing. The circumstances of the incorrect job classifications seem to mirror a recent press release posted

recently on 05/03/2011 by the Department of Labor. "US Labor Department recovers nearly \$2.9 million in back wages for more than 500 contract employees of Stanley Associates and subcontractors"

<http://www.dol.gov/opa/media/press/whd/WHD20110631.htm>

I have additional information and detailed documentation to support my claims of a violation of the McNamara-O'Hara Service Contract Act (SCA).

I can be contacted by phone, email or mail if the Department of Labor Wage and Hour Division need additional information.

**Lawrence Kevin**



*Lawrence Kevin*  
*May 30, 2011*

**Note:** Year-To-Date (YTD) balance information is shown on the last pay statement of each month and on your latest weekly pay statement.

**LOCKHEED MARTIN**

Enterprise Business Services  
 P.O. Box 33003  
 Lakeland, FL 33807-3003

Name	LMPeople ID	Regular Shift	Compensation Rate/Frequency	Hourly Vacation Rate	Pay Period
Lawrence Kevin	276462	1	\$31.570000 / Hourly	\$31.570000	05/02/2011 to 05/08/2011

Hours/Earnings and Reimbursements			
----- Current -----			
Description	Hours	Rate of Pay	Earnings
Regular Pay	40.00	31.57	1,262.80
SCA Benefits Differential	0.00		0.00
<b>TOTAL:</b>	<b>40.00</b>		<b>1,262.80</b>

After-Tax Deductions	
Description	Current
Long Term Disability	0.00
Dep Opt Term Life	0.00
<b>TOTAL:</b>	<b>0.00</b>

Taxes	
Description	Current
Fed Withholding	75.57
Fed MED/EE	18.31
Fed OASDI/EE	53.04
CA Withholding	25.79
CA OASDI/EE	15.15
<b>TOTAL:</b>	<b>187.86</b>

Before-Tax Deductions	
Description	Current
Medical	0.00
Dental	0.00
Vision	0.00
Health Care Account	0.00
EE Special Accident	0.00
Spouse Special Accident	0.00
Child Special Accident	0.00
<b>TOTAL:</b>	<b>0.00</b>

Non-Paid Updates (Memo)		
Description	Hours	Current
Imputed Inc-Life Ins.		0.00
Pers Business-Unpaid	0.00	0.00

	Gross Earnings	Non-Taxable Reimbursements	Total Taxes	Total Deductions	Net Pay
<b>Current:</b>	1,262.80	0.00	187.86	0.00	1,074.94

Net Pay		
Check #	Amount	Net Pay
	1454452	1,074.94

**For questions or concerns, please contact the following:**  
 Lockheed Martin Employee Service Center (LMESC) at 1-866-562-2363.  
 Overseas employees may call 201-242-4397.  
 TDD services are available at 800-TDD-TDD4.  
 Representatives will assist you 8am - 8pm, Monday - Friday, Eastern time.





Enterprise Business Services  
 P.O. Box 33003  
 Lakeland, FL 33807-3003

**Note:** Year-To-Date (YTD) balances and Paid Time Off information reflect your balances as of the Pay Period End Date shown.

Name	LMPeople ID	Regular Shift	Compensation Rate/Frequency	Hourly Vacation Rate	Pay Period
Lawrence Kevin	276462	1	\$31.570000 / Hourly	\$31.570000	05/09/2011 to 05/15/2011

Hours/Earnings and Reimbursements					
Description	Current			YTD	
	Hours	Rate of Pay	Earnings	Hours YTD	Earnings YTD
Regular Pay	32.00	31.57	1,010.24	72.00	2,273.04
SCA Benefits Differential	0.00		140.00	0.00	140.00
<b>TOTAL:</b>	<b>32.00</b>		<b>1,150.24</b>	<b>72.00</b>	<b>2,413.04</b>

After-Tax Deductions		
Description	Current	YTD
Long Term Disability	6.36	6.36
Dep Opt Term Life	0.48	0.48
<b>TOTAL:</b>	<b>6.84</b>	<b>6.84</b>

Taxes			Taxable YTD
Description	Current	YTD	
Fed Withholding	0.00	75.57	1,626.20
Fed MED/EE	5.27	23.58	1,626.20
Fed OASDI/EE	15.26	68.30	1,626.20
CA Withholding	0.00	25.79	1,626.20
CA OASDI/EE	4.33	19.48	1,623.36
<b>TOTAL:</b>	<b>24.86</b>	<b>212.72</b>	

Before-Tax Deductions		
Description	Current	YTD
Medical	683.30	683.30
Dental	71.60	71.60
Vision	8.60	8.60
Health Care Account	9.68	9.68
EE Special Accident	9.24	9.24
Spouse Special Accident	6.46	6.46
Child Special Accident	0.80	0.80
<b>TOTAL:</b>	<b>789.68</b>	<b>789.68</b>

Non-Paid Updates (Memo)				
Description	Hours	Current	Hours YTD	YTD
Imputed Inc-Life Ins.		2.84		2.84
Pers Business-Unpaid	8.00	0.00	8.00	0.00

	Gross Earnings	Non-Taxable Reimbursements	Total Taxes	Total Deductions	Net Pay
<b>Current:</b>	1,150.24	0.00	24.86	796.52	328.86
<b>YTD:</b>	2,413.04	0.00	212.72	796.52	1,403.80

Paid Time Off	
Plan	Balance
Vacation	0

Net Pay		
Advice # (Checking)	27005870	328.86
Check Date:	05/20/2011	

**For questions or concerns, please contact the following:**  
 Lockheed Martin Employee Service Center (LMESC) at 1-866-562-2363.  
 Overseas employees may call 201-242-4397.  
 TDD services are available at 800-TDD-TDD4.  
 Representatives will assist you 8am - 8pm, Monday - Friday, Eastern time.

Lockheed Martin Corporation  
Employee Service Center  
P. O. Box 462  
Little Falls, NJ 07424-0462

LOCKHEED MARTIN



May 4, 2011

0003240

LAWRENCE THOMAS KEVIN

**Login ID Notification**

Lockheed Martin Employee Service Center  
866-562-2363  
Employee Service Center Online  
LM Intranet: <https://lmpeople.lmco.com>  
Internet: <https://www.lmpeople.com>  
Internet: [www.lockheedmartin.com](http://www.lockheedmartin.com)

Your Login ID for access to the Lockheed Martin Employee Service Center and the Employee Service Center Online is:

Your Login ID is the same as your six-digit LMPeople ID. Should you forget your Login ID, your LMPeople ID can be found on your online or paper pay statement. You will need your Login ID and PIN to access the Lockheed Martin Employee Service Center and the Employee Service Center Online directly. Otherwise, you can log in to LMPeople to access the Employee Service Center Online without the need for additional authentication.

Lockheed Martin understands that the protection of your personal data is a very serious matter. Since the combination of your Login ID and PIN allows access to your personal data, please keep this information confidential.

If you have any questions, visit the Employee Service Center Online or call the Lockheed Martin Employee Service Center. Customer Service Representatives are available Monday through Friday, 8 a.m. to 8 p.m., Eastern time, except on holidays.

**Please Note:** Whenever you use Employee Service Center Online Web access or a Customer Service Representative to initiate a transaction, you are authorizing the Plan Administrator to execute each transaction as if you had given written, signed authorization to do so. While we attempt to make Employee Service Center Online Web access available 24 hours a day, occasionally, it and Lockheed Martin Customer Service Representatives may be unavailable or it may not be possible to execute transactions for other reasons. The Lockheed Martin Corporation and its agents will not process or be responsible for incomplete forms and transactions.



May 5, 2011

0002820

LAWRENCE THOMAS KEVIN  


**Confirmation Statement**

Lockheed Martin Employee Service Center  
866-562-2363  
Employee Service Center Online  
LM Intranet: <https://lmpeople.lmco.com>  
Internet: <https://www.lmpeople.com>  
Internet: [www.lockheedmartin.com](http://www.lockheedmartin.com)

Personal Identification Number: 

**This Confirmation Statement reflects your elections effective May 5, 2011.**

The following coverage will be in effect in accordance with the plans' provisions, as outlined in your Summary Plan Descriptions. You will not be able to change your pre-tax benefits again until the next Annual Enrollment period, unless you experience a qualified status change (otherwise known as a life event). If you have a qualified status change, you must act quickly because elections must be made within the 30 days following the event. Please visit the Employee Service Center Online or call the Lockheed Martin Employee Service Center within 30 days after experiencing a qualified status change if you would like to make changes to your coverage. Post-tax benefits may be changed at any time, although proof of insurability may be required.

Read this statement carefully. If any of the information is incorrect, call the Lockheed Martin Employee Service Center immediately and speak with a Customer Service Representative.

Keep this Confirmation Statement for your records.

**Please Note:** Whenever you use the Employee Service Center Online or a Customer Service Representative to initiate a transaction, you are authorizing the Plan Administrator to execute each transaction as if you had given written, signed authorization to do so. While we attempt to make the Employee Service Center Online available 24 hours a day, occasionally, it and Lockheed Martin Customer Service Representatives may be unavailable or it may not be possible to execute transactions for other reasons. The Lockheed Martin Corporation and its agents will not process or be responsible for incomplete forms and transactions.

## Your Coverage

Benefit	Your Coverage	Coverage Level	Your Cost	
			Pre-Tax	Post-Tax
Medical	LMHealthWorks - West	Participant + Two or More	\$51.25	\$0.00
Dental	Delta Comprehensive Plus PPO Dental Plan	Participant + Two or More	\$16.10	\$0.00
Vision	Vision 12 Plan	Participant + Two or More	\$0.64	\$0.00
Employee Optional Term Life Insurance	\$132,000		\$0.00	\$0.00
Group Universal Life Insurance	No Coverage			\$0.00
Cash Accumulation Fund	No Coverage			\$0.00
Dependent Optional Term Life Insurance — Spouse or Same-sex Domestic Partner	No Coverage			\$0.00
Dependent Optional Term Life Insurance — Child or Child of Same-sex Domestic Partner	\$25,000			\$0.24
Special Accident Insurance — Employee	\$1,000,000		\$4.62	\$0.00
Special Accident Insurance — Spouse or Same-sex Domestic Partner	\$500,000		\$3.23	\$0.00
Special Accident Insurance — Child or Child of Same-sex Domestic Partner	\$50,000		\$0.40	\$0.00
Long Term Disability Insurance	60% of Pay			\$3.18
Health Care Spending Account	<b>Annual: \$300</b>			
Dependent Care Spending Account	<b>Annual: \$0</b>			

### Your Total Cost

<b>\$82.24</b>	<b>\$3.42</b>
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The applicable weekly cost of your coverage will be paid through payroll deductions.

## Optional Life Insurance

If your spouse or same-sex domestic partner is also a Lockheed Martin employee, you cannot be covered as both an employee and a dependent for optional life insurance. Optional life insurance includes Group Universal Life insurance and any other supplemental life plan made available through the company as an optional benefit for employees to elect. Therefore, you may only cover your spouse or same-sex domestic partner as a dependent if he or she is not enrolled in any company-sponsored optional life insurance plan.

In addition, only one employee can cover your eligible dependent children, so either you or your spouse/same-sex domestic partner may cover each dependent child.

## Special Accident Insurance

If your spouse or same-sex domestic partner is also a Lockheed Martin employee, you and your spouse or same-sex domestic partner may choose Employee Special Accident insurance for yourselves and also cover one another under the Dependent Special Accident insurance plan.

In addition, you and your spouse or same-sex domestic partner may both elect to cover your eligible dependent children.

Your contributions to the Health Care Spending Account will be deducted in equal amounts from your weekly paychecks through mid-December. Please remember to submit claims for reimbursement of your eligible health care expenses. All claims for services incurred from January 1, 2011, through March 15, 2012, must be submitted to the spending account administrator by April 30, 2012. The brochure you will receive from the spending account administrator contains more information regarding the deadline and contact information for submitting claims. You will forfeit any contributions not claimed by that deadline.

Lockheed Martin Corporation  
Employee Service Center  
P. O. Box 462  
Little Falls, NJ 07424-0462

LOCKHEED MARTIN

May 10, 2011

0001430

LAWRENCE THOMAS KEVIN

### Confirmation Statement

Lockheed Martin Employee Service Center  
866-562-2363

Employee Service Center Online  
LM Intranet: <https://lmpeople.lmco.com>  
Internet: <https://www.lmpeople.com>  
Internet: [www.lockheedmartin.com](http://www.lockheedmartin.com)

Personal Identification Number: [REDACTED]

**This Confirmation Statement reflects your elections effective May 5, 2011.**

The following coverage will be in effect in accordance with the plans' provisions, as outlined in your Summary Plan Descriptions. You will not be able to change your pre-tax benefits again until the next Annual Enrollment period, unless you experience a qualified status change (otherwise known as a life event). If you have a qualified status change, you **must** act quickly because elections must be made within the 30 days following the event. Please visit the Employee Service Center Online or call the Lockheed Martin Employee Service Center within 30 days after experiencing a qualified status change if you would like to make changes to your coverage. Post-tax benefits may be changed at any time, although proof of insurability may be required.

Read this statement carefully. If any of the information is incorrect, call the Lockheed Martin Employee Service Center immediately and speak with a Customer Service Representative.

Keep this Confirmation Statement for your records..

**Please Note:** Whenever you use the Employee Service Center Online or a Customer Service Representative to initiate a transaction, you are authorizing the Plan Administrator to execute each transaction as if you had given written, signed authorization to do so. While we attempt to make the Employee Service Center Online available 24 hours a day, occasionally, it and Lockheed Martin Customer Service Representatives may be unavailable or it may not be possible to execute transactions for other reasons. The Lockheed Martin Corporation and its agents will not process or be responsible for incomplete forms and transactions.

**Your Coverage**

Benefit	Your Coverage	Coverage Level	Your Cost	
			Pre-Tax	Post-Tax
Medical	LMHealthWorks - West	Participant + Two or More	\$341.65	\$0.00
Dental	Delta Comprehensive Plus PPO Dental Plan	Participant + Two or More	\$35.80	\$0.00
Vision	Vision 12 Plan	Participant + Two or More	\$4.30	\$0.00
Employee Optional Term Life Insurance	\$132,000		\$0.00	\$0.00
Group Universal Life Insurance	No Coverage			\$0.00
Cash Accumulation Fund	No Coverage			\$0.00
Dependent Optional Term Life Insurance -- Spouse or Same-sex Domestic Partner	No Coverage			\$0.00
Dependent Optional Term Life Insurance -- Child or Child of Same-sex Domestic Partner	\$25,000			\$0.24
Special Accident Insurance -- Employee	\$1,000,000		\$4.62	\$0.00
Special Accident Insurance -- Spouse or Same-sex Domestic Partner	\$500,000		\$3.23	\$0.00
Special Accident Insurance -- Child or Child of Same-sex Domestic Partner	\$50,000		\$0.40	\$0.00
Long Term Disability Insurance	60% of Pay			\$3.18
Health Care Spending Account	Annual: \$300			
Dependent Care Spending Account	Annual: \$0			

**Your Total Cost**

<b>\$396.00</b>	<b>\$3.42</b>
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8.25	3.42
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The applicable weekly cost of your coverage will be paid through payroll deductions.

**Optional Life Insurance**

If your spouse or same-sex domestic partner is also a Lockheed Martin employee, you cannot be covered as both an employee and a dependent for optional life insurance. Optional life insurance includes Group Universal Life insurance and any other supplemental life plan made available through the company as an optional benefit for employees to elect. Therefore, you may only cover your spouse or same-sex domestic partner as a dependent if he or she is not enrolled in any company-sponsored optional life insurance plan.

In addition, only one employee can cover your eligible dependent children, so either you or your spouse/same-sex domestic partner may cover each dependent child.


**Special Accident Insurance**

If your spouse or same-sex domestic partner is also a Lockheed Martin employee, you and your spouse or same-sex domestic partner may choose Employee Special Accident insurance for yourselves and also cover one another under the Dependent Special Accident insurance plan.

In addition, you and your spouse or same-sex domestic partner may both elect to cover your eligible dependent children.

Your contributions to the Health Care Spending Account will be deducted in equal amounts from your weekly paychecks through mid-December. Please remember to submit claims for reimbursement of your eligible health care expenses. All claims for services incurred from January 1, 2011, through March 15, 2012, must be submitted to the spending account administrator by April 30, 2012. The brochure you will receive from the spending account administrator contains more information regarding the deadline and contact information for submitting claims. You will forfeit any contributions not claimed by that deadline.

April 5, 2011

Lawrence Kevin  


Dear Lawrence,

**Congratulations! Lockheed Martin Corporation is pleased to offer you the position of Educational Technologist reporting to Matthew Murphy at our Petaluma, CA facility. This position falls under the purview of the Department of Labor, Service Contract Act (SCA), which mandates a minimum rate of pay and benefit level for this job. You will be paid \$31.57 per hour. You will also receive health & welfare benefits equivalent to a rate of \$3.50 per hour.**

This position is classified as non-exempt hourly in accordance with Fair Labor Standards Act and will be eligible for overtime pay when overtime is authorized for hours worked over 40 in a week.

All offers are contingent upon your satisfactory completion of our pre-employment screening process that includes drug testing and/or security processing, a background investigation. Also, please carefully review the requirements included with this letter as they contain important information, some of the conditions of employment and other possible contingencies. While we are confident that we will have a satisfactory employment relationship, Lockheed Martin is an at-will employer. This means that either you or Lockheed Martin may end the employment relationship for any or no reason and without advance notice.

**This offer is also contingent upon the successful award and funding of the Tracen contract/customer task order.**

Rich Arnold will be in contact with you within the next 24 hours to answer any questions you might have in reference to this position. He can also be reached at 703-932-6319.

**Please let me know your decision about this offer of employment within 48 hours of receiving this letter.** Whatever you decide, the Lockheed Martin team wishes you all the best in your career. If I can answer any questions or provide additional information, please call me at the number listed below. I look forward to hearing from you!

**Please email me at [april.m.milligan@lmco.com](mailto:april.m.milligan@lmco.com) or call me to notify me of your decision within 48 hours. I can be reached at the number below if you have any questions or concerns regarding the details of this offer.**

Sincerely,



April Milligan  
Talent Acquisition  
Lockheed Martin  
Recruiter  
Phone: (407) 254-5664  
Email: [april.m.milligan@lmco.com](mailto:april.m.milligan@lmco.com)

Should you choose to accept our employment offer, please complete and fax this signed offer letter back to me at (877) 231-5741.

**Offer Acceptance:**

\_\_\_\_\_  
Candidate Name (please print)

\_\_\_\_\_  
Acceptance Signature

\_\_\_\_\_  
Date

**Pre-Employment Screening Process Requirements and Contingencies**

***Please carefully review the requirements below as they contain important information, some of the conditions of employment and other possible contingencies.***

All Lockheed Martin offers are contingent upon the verification of the information you provided in your employment application, as well as drug testing and security processing (if required for your position). We encourage you to complete the drug test within 3 business days. The drug screen **must** be completed within 10 business days of your acceptance. Your failure to participate in the drug screen within this designated time period may result in termination.

Additionally, U.S. immigration law requires you to complete the U. S. Government Employment Eligibility verification form (I-9) and verify your identity and employment eligibility on your first day of employment.

**This offer specifically is contingent upon the following conditions:**

- All offers are contingent upon your satisfactory completion of our pre-employment screening process. This process includes, but is not limited to security processing (if required for your job) and verification of the information you provided in your employment application.
- This position requires a U.S. Government Security Clearance. Failure to timely secure and maintain the required U.S. Government clearance or access may result in reassignment or termination.



**From:** Kevin, Lawrence CTR  
**To:** Thore, Kathleen;  
**cc:** [REDACTED]  
**Subject:** LM offer received | Lawrence Kevin  
**Date:** Wednesday, April 06, 2011 7:21:33 AM

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Kathy,

USCG TECHNICAL SUBCOTAR

I received an offer from Lockheed Martin for Tracen Petaluma. The position is listed as **Educational Technologist(15050)**. I have requested a detailed job description so that I can evaluate if I can perform the tasking defined by the position.

I believe the **15050 COMPUTER BASED TRAINING SPECIALIST** is the description that best describes my current position as a Multimedia Developer for L-3 Communications. I am not sure if a similar position is available on the Lockheed Martin contract.

I am in contact with LM HR and Rich Arnold for further clarification of the position.

////////////////////////////////////

Department of Labor Wage Determination Job Descriptions

**15060 EDUCATIONAL TECHNOLOGIST**

The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics integrates completed graphics into curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.

**15050 COMPUTER BASED TRAINING SPECIALIST**

The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop,

integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.

The L-3 Support Contract ends April 30, 2011

My availability after that date has not been determined. Please send project requests soon, so they can be completed before contract ends.

Lawrence T. Kevin  
MULTIMEDIA DEVELOPER  
L-3 Communications, Inc.  
Readiness and Training Department  
Command & Control Systems & Software (C2S2)

In support of -  
U.S. Coast Guard Training Center  
599 Tomales Road, Petaluma, CA 94952  
Lawrence.T.Kevin@uscg.mil

Phone: 707-765-7220

Fax: 707-765-7749

**From:** [Thore, Kathleen](#)  
**To:** [Kevin, Lawrence CTR;](#)  
**cc:** [lkevin@pixelmaestro.com;](mailto:lkevin@pixelmaestro.com)  
**Subject:** RE: LM offer received | Lawrence Kevin  
**Date:** Wednesday, April 06, 2011 7:56:03 AM

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Lawrence ~ Did LM send you the below descriptions to choose from? If you want to see what the requirements are in the contract I can let you read it. I don't think you will have any problems meeting what is outlined since they are very general.

~~kathy

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"Let your life speak."  
-- a Quaker saying

-----Original Message-----

From: Kevin, Lawrence CTR  
Sent: Wednesday, April 06, 2011 7:21 AM  
To: Thore, Kathleen



Subject: LM offer received | Lawrence Kevin

Kathy,

I received an offer from Lockheed Martin for Tracen Petaluma. The position is listed as Educational Technologist(15050). I have requested a detailed job description so that I can evaluate if I can perform the tasking defined by the position.

I believe the 15050 COMPUTER BASED TRAINING SPECIALIST is the description that best describes my current position as a Multimedia Developer for L-3 Communications. I am not sure if a similar position is available on the Lockheed Martin contract.

I am in contact with LM HR and Rich Arnold for further clarification of the position.

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Department of Labor Wage Determination Job Descriptions

15060 EDUCATIONAL TECHNOLOGIST

The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics integrates completed graphics into curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.

#### 15050 COMPUTER BASED TRAINING SPECIALIST

The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.

The L-3 Support Contract ends April 30, 2011

My availability after that date has not been determined. Please send project requests soon, so they can be completed before contract ends.

Lawrence T. Kevin  
MULTIMEDIA DEVELOPER  
L-3 Communications, Inc.  
Readiness and Training Department  
Command & Control Systems & Software (C2S2)

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U.S. Coast Guard Training Center  
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## Lawrence Kevin

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**From:** Milligan, April M [april.m.milligan@lmco.com]  
**Sent:** Wednesday, April 06, 2011 5:06 AM  
**To:** Lawrence Kevin  
**Subject:** RE: EXTERNAL: Tracen Offer Questions | Lawrence Kevin

Hi Kevin-

Did Rich Arnold address all of your questions and concerns below? Please let me know if you need any further clarifying.

Thanks,  
April

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**From:** Lawrence Kevin [mailto: [REDACTED]]  
**Sent:** Tuesday, April 05, 2011 10:15 PM  
**To:** Milligan, April M  
**Subject:** EXTERNAL: Tracen Offer Questions | Lawrence Kevin

Tracy,

Thank you for sending me the offer of employment from Lockheed Martin. I am very excited that I will have the opportunity to serve the United States Coast Guard Training Center and to work for Lockheed Martin.

I do have some questions about the offer of employment. My anticipated phone call with Rich Arnold might clarify my questions.

**Position Title: Educational Technologist (DOL code 15060)**

*Will there be a list of job requirements other than what was listed on the Lockheed Martin career website? If there is a final job description for the position, can you please provide me with the information or latest job description for Educational Technologist?*

*Is the position on the USCG RFP contract that was described as ADL Specialist?*

*Will my anniversary date for continued service?*

*What is my starting Vacation Accrual per Calendar Year?*

*Is Kaiser HMO available as a Health Care Provider?*

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Reference:

**SCA DIRECTORY OF OCCUPATIONS  
(Fifth Edition)**

**15060 EDUCATIONAL TECHNOLOGIST**

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Reference:

**ATTACHMENT II  
CONTRACTOR TECHNICAL SUPPORT SERVICES FOR THE U.S. COAST GUARD**

**TRAINING SYSTEM**

**CONTRACT  
PERFORMANCE WORK STATEMENT  
23 MARCH 2010**

**1.3.2.1.2 Advanced Distributed Learning (ADL) Specialist**

- Master level degree in Instructional Systems Technology or in an equivalently similar field.
- One (1) years experience in Government and/or Industry human performance analysis initiatives

**5.1 ADVANCED DISTRIBUTED LEARNING DEVELOPMENT.**

The Contractor shall provide Advanced Distributed Learning (ADL) development support. The

Contractor shall develop new and convert existing course material to ADL and develop

appropriate performance support tools as identified by performance analysis and as established via the curriculum outline development process. These shall include- e-games, electronic performance support systems, simulations, and other immersive ADL products. The Contractor shall develop appropriate effective learning objects for inclusion in Coast Guard ADL repository, LMS, or other designated CG hosting environments. The Contactor shall meet the following

ADL design requirements:

5.1.1 The Contractor shall meet development requirements of the USCG's Advanced



# EDUCATIONAL

# TECHNOLOGIST JOB DESCRIPTIONS

From Lockheed Martin Available Open Positions  
Last Updated May 23, 2011

<b>Req ID</b>	203408BR
<b>Industry Job Title</b>	E-Learning Specialist
<b>Standard Job Code/Title</b>	W15060: Educational Technologist
<b>Required skills</b>	Master level degree in Instructional Systems Technology or in an equivalently similar field.  One (1) years experience in Government and/or Industry human performance analysis initiatives
<b>Specific Job Description</b>	<p>The ADL Specialist will:</p> <ul style="list-style-type: none"><li>• Provide ADL development support. He/she will develop new and convert existing course material to ADL and develop appropriate performance support tools as identified by performance analysis and as established via the curriculum outline development process. These shall include- e-games, electronic performance support systems, simulations, and other immersive ADL products</li><li>• Develop appropriate effective learning objects for inclusion in Coast Guard ADL repository, LMS, or other designated CG hosting environment.</li><li>• Ensure ADL development is Sharable Content Object Reference Model (SCORM) conformant in the version currently employed by USCG.</li><li>• Ensure ADL development is 508 compliant.</li><li>• Prepare design documents in accordance with USCG SOPs, including Volume 6, Curriculum Outline, Volume 7 Advanced Distributed Learning, and other requirements specified in the call.</li><li>• Prepare storyboards for content development.</li><li>• Design ADL, including instructional, structural, and navigational design, to conform to USCG styles, standards and requirements, including the ADL SOP Volume 7, including the styles and standards guide, established educational theories, practices, and performance support. These shall be accomplished using software, hardware, and other tools readily available within USCG or specified in the call.</li><li>• Develop initial versions of online courses to include screen presentations, interactive components, and assessments.</li><li>• Perform formative and summative evaluations, including pilot studies</li><li>• Revise versions in accordance with feedback from reviews and data obtained in pilot testing.</li><li>• Develop plans for piloting training experiences developed under calls.</li><li>• Develop reports of pilot studies usable in finalizing the training products.</li><li>• Participate in reviews</li><li>• Perform Life Cycle maintenance on ADL products and supporting documentation as required.</li><li>• Ensure work and processes conform to USCG training SOPs.</li></ul> <p>Note: The Company may locate this position in any of the following locations: Mobile, AL; Petaluma, CA; Elizabeth City, NC; Camp LeJeune, NC; Cape May, NJ; Oklahoma City, OK; Charleston, SC; or Yorktown, VA.</p>
<b>Standard Job Description</b>	Educational Technologist
<b>Security Clearance</b>	Secret
<b>Typical</b>	NA

**Minimums**

<b>LMCareers Business Unit</b>	ESS0806 GLOBAL TRNG LOGISTICS (S0806)
<b>Business Area</b>	Electronic Systems
<b>Program</b>	TRACEN - TTSS - US Coast Guard (USCG)
<b>Department</b>	R705:TSI TTSS Mobile
<b>Job Class</b>	Product Support
<b>Job Category</b>	Hourly/Non-Exempt
<b>State</b>	Alabama
<b>Relocation Available</b>	No
<b>Work Schedule</b>	FLEX-Non-Standard 40 hour week
<b>Req Type</b>	Blue Sky
<b>Direct/Indirect</b>	Direct
<b>Shift</b>	First