

GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Schedule for Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: GS-00F-355CA

For more information on ordering from Federal Supply Schedules
click on the **FSS Schedules** button at <http://www.gsa.gov/schedules-ordering>

Contract Period: September 18, 2020 - September 17, 2025

Effective as of PO-0012

Contractor: Peerless Technologies Corporation
2300 NATIONAL ROAD
FAIRBORN, OH 45324 2009

Business Size: Large Business

Telephone: (937) 490-5000
FAX Number: (937) 490-5001
Web Site: <http://www.epeerless.com>
E-mail: mindy.waldren@epeerless.com
Contract Administration: Mindy Waldren

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
541330ENG	541330ENGRC	Engineering Services
541715	541715RC	Engineering Research and Development and Strategic Planning
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	611430RC	Professional and Management Development Training
611512	611512RC	Flight Training
OLM	OLMRC	Order Level Material

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other

concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Below

- 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. See Below**
- 2. Maximum Order: \$1,000,000.00**
- 3. Minimum Order: \$100.00**
- 4. Geographic Coverage (delivery Area): Domestic only; 48 States, DC**
- 5. Point(s) of production (city, county, and state or foreign country): Same as company address**
- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).**
- 7. Quantity discounts: None**
- 8. Prompt payment terms: Net 30 days**

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Will Accept**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will Accept**
- 10. Foreign items (list items by country of origin): None**
- 11a. Time of Delivery(Contractor insert number of days): Specified on the Task Order**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor**
- 12. F.O.B Points(s): Destination**
- 13a. Ordering Address(es): Same as Contractor**

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(es): Same as company address

15. Warranty provision.: Contractor's standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

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. contactor's website or other location.) The EIT standards can be found at:
www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 132729877

26. Notification regarding registration in System for Award Management (SAM) database:
Registered

27. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN(s)	Labor Category	Min EDU	Min EXP	Facility	Option Period 1 (price w/IFF)				
					8/18/2020-8/17/2021	8/18/2021-8/17/2022	8/18/2022-8/17/2023	8/18/2023-8/17/2024	8/18/2023-8/17/2025
541330ENG, 541715	Acquisition Management III	Bachelor's Degree	5	Customer	\$98.94	\$100.92	\$102.94	\$105.00	\$107.10
541330ENG, 541715	Acquisition Management IV	Bachelor's Degree	7	Customer	\$115.39	\$117.70	\$120.05	\$122.46	\$124.90

541611	Acquisition Management Senior Level	Bachelor's Degree	15	Customer	\$144.46	\$147.35	\$150.30	\$153.30	\$156.37
541611	Administrative Assistant II	Bachelor's Degree	5	Customer	\$37.84	\$38.60	\$39.37	\$40.16	\$40.96
541330ENG, 541715	Advisor IV	Bachelor's Degree	7	Customer	\$189.00	\$192.78	\$196.63	\$200.56	\$204.58
611430, 611512	Associate Training Specialist	Bachelor's Degree	1	Customer	\$48.26	\$49.22	\$50.21	\$51.21	\$52.23
541611	Communication/Logistics Systems Analyst	Bachelor's Degree	3	Customer	\$55.59	\$56.70	\$57.84	\$58.99	\$60.17
541330ENG, 541715	Consultant IV	Master's Degree	7	Customer	\$148.67	\$151.64	\$154.67	\$157.76	\$160.92
541611	Configuration/Data Manager Journeyman Level	Bachelor's Degree	5	Customer	\$71.28	\$72.70	\$74.16	\$75.64	\$77.15
541330ENG, 541715	Data Configuration Specialist II	Bachelor's Degree	3	Customer	\$52.90	\$53.96	\$55.03	\$56.13	\$57.26
541611	Data Processor /Admin Assistant On-site Coordinator	Bachelor's Degree	0	Customer	\$44.68	\$45.57	\$46.48	\$47.41	\$48.36
541330ENG, 541715	Data Processor /Admin/ Assistant On-Site/Coordinator I	Bachelor's Degree	0	Customer	\$42.85	\$43.71	\$44.58	\$45.47	\$46.38
541611	Data/Configuration Specialist Associate	Bachelor's Degree	5	Customer	\$53.03	\$54.09	\$55.17	\$56.28	\$57.40
541330ENG, 541715	Engineer II	Bachelor's Degree	3	Customer	\$111.63	\$113.86	\$116.14	\$118.46	\$120.83
541330ENG, 541715	Engineer III	Bachelor's Degree	5	Customer	\$141.15	\$143.97	\$146.85	\$149.79	\$152.78
541330ENG, 541715	Engineer IV	Bachelor's Degree	7	Customer	\$173.86	\$177.34	\$180.88	\$184.50	\$188.19
541330ENG, 541715	Facilitator I	Bachelor's Degree	0	Customer	\$48.69	\$49.67	\$50.66	\$51.68	\$52.71
541330ENG, 541715	Financial Analyst I	Bachelor's Degree	0	Customer	\$65.24	\$66.54	\$67.87	\$69.23	\$70.62
541330ENG, 541715	Functional Systems Administrator IV	Bachelor's Degree	7	Customer	\$97.52	\$99.47	\$101.46	\$103.49	\$105.56
541611	Ind/Func Area Specialist Sr	Bachelor's Degree	5	Customer	\$102.07	\$104.11	\$106.20	\$108.32	\$110.49
541611	Logistician Senior Level	Bachelor's Degree	15	Customer	\$92.74	\$94.59	\$96.49	\$98.41	\$100.38
541611	Management Analyst	Bachelor's Degree	2	Customer	\$68.42	\$69.79	\$71.19	\$72.61	\$74.06
541330ENG, 541715	Management Analyst II	Bachelor's Degree	2	Customer	\$66.25	\$67.57	\$68.93	\$70.30	\$71.71
541611	Principal Systems Analyst	Bachelor's Degree	10	Customer	\$110.51	\$112.72	\$114.97	\$117.27	\$119.62
541611	Principal Acquisitions	Bachelor's Degree	8	Customer	\$119.79	\$122.18	\$124.63	\$127.12	\$129.66

	Engineer I								
541611	Principal Acquisitions Management I	Bachelor's Degree	5	Customer	\$103.16	\$105.23	\$107.33	\$109.48	\$111.67
541611	Principal Acquisitions Management II	Master's Degree	10	Customer	\$120.31	\$122.72	\$125.17	\$127.67	\$130.23
541611	Principal Systems Architect	Bachelor's Degree	5	Customer	\$106.07	\$108.19	\$110.36	\$112.56	\$114.81
541611	Process Expert	Master's Degree	15	Customer	\$287.06	\$292.80	\$298.66	\$304.63	\$310.72
541330ENG, 541715	Process Expert IV	Master's Degree	15	Customer	\$286.32	\$292.05	\$297.89	\$303.85	\$309.93
541611	Program Management Assistant I	Bachelor's Degree	4	Customer	\$67.74	\$69.09	\$70.47	\$71.88	\$73.32
541611	Program Management Assistant II	Bachelor's Degree	7	Customer	\$73.76	\$75.23	\$76.74	\$78.27	\$79.84
541611	Program Manager I	Bachelor's Degree	3	Customer	\$120.82	\$123.24	\$125.70	\$128.21	\$130.78
541611	Program Manager II	Bachelor's Degree	5	Customer	\$132.96	\$135.62	\$138.33	\$141.10	\$143.92
541330ENG, 541715	Program Manager II	Bachelor's Degree	3	Customer	\$117.10	\$119.44	\$121.83	\$124.26	\$126.75
541611	Program Manager III	Bachelor's Degree	7	Customer	\$158.28	\$161.45	\$164.68	\$167.97	\$171.33
541330ENG, 541715	Program Manager III	Bachelor's Degree	5	Customer	\$127.51	\$130.06	\$132.66	\$135.31	\$138.02
541330ENG, 541715	Program Manager IV	Bachelor's Degree	7	Customer	\$151.80	\$154.83	\$157.93	\$161.09	\$164.31
541611	Senior Advisor	Master's Degree	10	Customer	\$198.22	\$202.18	\$206.22	\$210.35	\$214.56
541611	Senior Business Analyst	Bachelor's Degree	8	Customer	\$101.73	\$103.77	\$105.84	\$107.96	\$110.12
541611	Senior Consultant	Master's Degree	7	Customer	\$155.01	\$158.11	\$161.27	\$164.50	\$167.79
611430, 611512	Senior Facilitator/Trainer	Bachelor's Degree	10	Customer	\$82.64	\$84.29	\$85.98	\$87.70	\$89.45
541611	Senior Program Control Manager	Bachelor's Degree	5	Customer	\$63.85	\$65.13	\$66.43	\$67.76	\$69.12
541611	Subject Matter Expert	Bachelor's Degree	15	Customer	\$172.65	\$176.10	\$179.62	\$183.21	\$186.88
541330ENG, 541715	Systems Analyst III	Bachelor's Degree	5	Customer	\$112.27	\$114.52	\$116.81	\$119.14	\$121.53
541330ENG, 541715	Systems Analyst IV	Bachelor's Degree	7	Customer	\$106.20	\$108.33	\$110.49	\$112.70	\$114.96
611430, 611512	Technical Writer	Bachelor's Degree	3	Customer	\$79.23	\$80.82	\$82.43	\$84.08	\$85.76

541611	Test & Evaluation Management Journeyman Level	Bachelor's Degree	10	Customer	\$120.19	\$122.59	\$125.04	\$127.54	\$130.09
541611	Test & Evaluation Management Senior Level	Bachelor's Degree	15	Customer	\$118.64	\$121.01	\$123.43	\$125.90	\$128.42
541330ENG, 541715	Trainer/Tech Writer II	Bachelor's Degree	3	Customer	\$63.85	\$65.13	\$66.43	\$67.76	\$69.12
611430, 611512	Training Project Lead	Bachelor's Degree	10	Customer	\$85.17	\$86.87	\$88.61	\$90.38	\$92.19
611430, 611512	Training Specialist	Bachelor's Degree	5	Customer	\$80.93	\$82.55	\$84.20	\$85.88	\$87.60
541330ENG, 541715	Training Specialist III	Bachelor's Degree	5	Customer	\$80.72	\$82.34	\$83.98	\$85.66	\$87.38
541330ENG, 541715	Acquisition Management III	Bachelor's Degree	5	Contractor	\$114.46	\$116.75	\$119.09	\$121.47	\$123.90
541330ENG, 541715	Acquisition Management IV	Bachelor's Degree	7	Contractor	\$133.46	\$136.13	\$138.85	\$141.63	\$144.46
541611	Acquisition Management Senior Level	Bachelor's Degree	15	Contractor	\$161.36	\$164.59	\$167.88	\$171.24	\$174.67
541611	Administrative Assistant II	Bachelor's Degree	5	Contractor	\$42.27	\$43.11	\$43.98	\$44.86	\$45.75
541330ENG, 541715	Advisor IV	Bachelor's Degree	7	Contractor	\$220.27	\$224.67	\$229.17	\$233.75	\$238.43
541611	Analyst	Bachelor's Degree	0	Contractor	\$67.53	\$68.88	\$70.26	\$71.67	\$73.10
611430, 611512	Associate Training Specialist	Bachelor's Degree	1	Contractor	\$53.92	\$55.00	\$56.10	\$57.22	\$58.36
541611	Budget Analyst	Bachelor's Degree	2	Contractor	\$82.00	\$83.64	\$85.31	\$87.02	\$88.76
541611	Communication/Logistics Systems Analyst	Bachelor's Degree	3	Contractor	\$62.10	\$63.34	\$64.61	\$65.90	\$67.22
541330ENG, 541715	Consultant IV	Master's Degree	7	Contractor	\$171.96	\$175.40	\$178.91	\$182.49	\$186.14
541611	Configuration/Data Manager Journeyman Level	Bachelor's Degree	5	Contractor	\$79.63	\$81.22	\$82.85	\$84.51	\$86.20
541330ENG, 541715	Data Configuration Specialist II	Bachelor's Degree	3	Contractor	\$61.02	\$62.24	\$63.48	\$64.75	\$66.05
541611	Data Processor /Admin Assistant On-site Coordinator	Bachelor's Degree	0	Contractor	\$49.91	\$50.91	\$51.92	\$52.96	\$54.02
541330ENG, 541715	Data Processor /Admin/ Assistant On-Site/Coordinator I	Bachelor's Degree	0	Contractor	\$49.57	\$50.56	\$51.57	\$52.61	\$53.66
541611	Data/Configuration Specialist Associate	Bachelor's Degree	5	Contractor	\$59.23	\$60.42	\$61.62	\$62.86	\$64.11
541330ENG, 541715	Engineer II	Bachelor's Degree	3	Contractor	\$129.13	\$131.71	\$134.35	\$137.04	\$139.78

541330ENG, 541715	Engineer III	Bachelor's Degree	5	Contractor	\$163.26	\$166.53	\$169.86	\$173.25	\$176.72
541330ENG, 541715	Engineer IV	Bachelor's Degree	7	Contractor	\$201.12	\$205.15	\$209.25	\$213.43	\$217.70
541330ENG, 541715	Facilitator I	Bachelor's Degree	0	Contractor	\$56.31	\$57.44	\$58.59	\$59.76	\$60.96
541611	Financial Analyst	Bachelor's Degree	2	Contractor	\$90.00	\$91.80	\$93.64	\$95.51	\$97.42
541330ENG, 541715	Financial Analyst I	Bachelor's Degree	0	Contractor	\$75.48	\$76.99	\$78.53	\$80.10	\$81.70
541611	Functional Specialist	Bachelor's Degree	6	Contractor	\$158.04	\$161.20	\$164.42	\$167.71	\$171.07
541330ENG, 541715	Functional Systems Administrator IV	Bachelor's Degree	7	Contractor	\$112.81	\$115.07	\$117.37	\$119.72	\$122.11
541611	Ind/Func Area Specialist Sr	Bachelor's Degree	5	Contractor	\$114.02	\$116.30	\$118.62	\$120.99	\$123.41
541611	Junior Consultant	Bachelor's Degree	2	Contractor	\$122.11	\$124.56	\$127.05	\$129.59	\$132.18
541611	Logistician Senior Level	Bachelor's Degree	15	Contractor	\$103.59	\$105.66	\$107.78	\$109.93	\$112.13
541611	Management Analyst	Bachelor's Degree	2	Contractor	\$76.43	\$77.96	\$79.52	\$81.11	\$82.73
541330ENG, 541715	Management Analyst II	Bachelor's Degree	2	Contractor	\$76.62	\$78.15	\$79.72	\$81.31	\$82.94
541611	Principal Systems Analyst	Bachelor's Degree	10	Contractor	\$123.44	\$125.91	\$128.43	\$131.00	\$133.62
541611	Principal Acquisitions Engineer I	Bachelor's Degree	8	Contractor	\$133.81	\$136.49	\$139.22	\$142.00	\$144.84
541611	Principal Acquisitions Management I	Bachelor's Degree	5	Contractor	\$115.24	\$117.54	\$119.90	\$122.29	\$124.74
541611	Principal Acquisitions Management II	Master's Degree	10	Contractor	\$134.39	\$137.07	\$139.81	\$142.61	\$145.46
541611	Principal Systems Architect	Bachelor's Degree	5	Contractor	\$118.48	\$120.85	\$123.27	\$125.74	\$128.25
541611	Process Expert	Master's Degree	15	Contractor	\$320.66	\$327.07	\$333.61	\$340.28	\$347.09
541330ENG, 541715	Process Expert IV	Master's Degree	15	Contractor	\$331.19	\$337.82	\$344.57	\$351.47	\$358.50
541611	Program Management Assistant I	Bachelor's Degree	4	Contractor	\$75.66	\$77.18	\$78.72	\$80.29	\$81.90
541611	Program Management Assistant II	Bachelor's Degree	7	Contractor	\$82.39	\$84.03	\$85.71	\$87.43	\$89.18
541611	Program Manager I	Bachelor's Degree	3	Contractor	\$134.97	\$137.67	\$140.42	\$143.23	\$146.09
541611	Program Manager II	Bachelor's Degree	5	Contractor	\$148.51	\$151.48	\$154.51	\$157.60	\$160.75

541330ENG, 541715	Program Manager II	Bachelor's Degree	3	Contractor	\$135.44	\$138.14	\$140.91	\$143.73	\$146.60
541611	Program Manager III	Bachelor's Degree	7	Contractor	\$176.81	\$180.34	\$183.95	\$187.63	\$191.38
541330ENG, 541715	Program Manager III	Bachelor's Degree	5	Contractor	\$147.48	\$150.43	\$153.44	\$156.51	\$159.64
541330ENG, 541715	Program Manager IV	Bachelor's Degree	7	Contractor	\$175.59	\$179.10	\$182.69	\$186.34	\$190.07
541611	Project Manager	Bachelor's Degree	12	Contractor	\$179.61	\$183.20	\$186.87	\$190.61	\$194.42
541611	Senior Advisor	Master's Degree	10	Contractor	\$221.41	\$225.84	\$230.36	\$234.96	\$239.66
541611	Senior Analyst	Bachelor's Degree	2	Contractor	\$93.38	\$95.25	\$97.15	\$99.10	\$101.08
541611	Senior Budget Analyst	Bachelor's Degree	3	Contractor	\$129.00	\$131.58	\$134.21	\$136.90	\$139.63
541611	Senior Business Analyst	Bachelor's Degree	8	Contractor	\$117.33	\$119.68	\$122.07	\$124.51	\$127.00
541611	Senior Consultant	Master's Degree	7	Contractor	\$173.16	\$176.62	\$180.15	\$183.75	\$187.43
611430, 611512	Senior Facilitator/Trainer	Bachelor's Degree	10	Contractor	\$92.31	\$94.16	\$96.04	\$97.96	\$99.92
541611	Senior Financial Analyst	Bachelor's Degree	4	Contractor	\$179.61	\$183.20	\$186.87	\$190.61	\$194.42
541611	Senior Program Control Manager	Bachelor's Degree	5	Contractor	\$71.54	\$72.97	\$74.43	\$75.92	\$77.44
541611	Senior Task Manager	Bachelor's Degree	5	Contractor	\$165.23	\$168.53	\$171.91	\$175.34	\$178.85
541611	Staff Consultant	Bachelor's Degree	2	Contractor	\$107.76	\$109.92	\$112.12	\$114.36	\$116.65
541611	Subject Matter Expert	Bachelor's Degree	15	Contractor	\$251.44	\$256.47	\$261.60	\$266.83	\$272.17
541330ENG, 541715	Systems Analyst III	Bachelor's Degree	5	Contractor	\$129.87	\$132.46	\$135.11	\$137.82	\$140.57
541330ENG, 541715	Systems Analyst IV	Bachelor's Degree	7	Contractor	\$122.86	\$125.32	\$127.82	\$130.38	\$132.99
541611	Systems Analyst Consultant	Bachelor's Degree	2	Contractor	\$98.00	\$99.96	\$101.96	\$104.00	\$106.08
541611	Technical/Graphic	Bachelor's Degree	0	Contractor	\$57.47	\$58.62	\$59.79	\$60.98	\$62.20
611430, 611512	Technical Writer	Bachelor's Degree	3	Contractor	\$88.51	\$90.28	\$92.08	\$93.92	\$95.80
541611	Test & Evaluation Management Journeyman Level	Bachelor's Degree	10	Contractor	\$134.25	\$136.94	\$139.68	\$142.47	\$145.32
541611	Test & Evaluation Management Senior Level	Bachelor's Degree	15	Contractor	\$132.51	\$135.16	\$137.86	\$140.62	\$143.43

541611	Trainer	Bachelor's Degree	2	Contractor	\$79.02	\$80.60	\$82.21	\$83.86	\$85.53
541330ENG, 541715	Trainer/Tech Writer II	Bachelor's Degree	3	Contractor	\$74.26	\$75.74	\$77.26	\$78.80	\$80.38
611430, 611512	Training Project Lead	Bachelor's Degree	10	Contractor	\$95.14	\$97.04	\$98.98	\$100.96	\$102.98
611430, 611512	Training Specialist	Bachelor's Degree	5	Contractor	\$90.40	\$92.21	\$94.05	\$95.94	\$97.85
541330ENG, 541715	Training Specialist III	Bachelor's Degree	5	Contractor	\$93.38	\$95.25	\$97.15	\$99.10	\$101.08

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Category Descriptions

SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Acquisition Management Senior Level

Functional Responsibility: This position requires the individual to have mastery of the acquisition process and areas relating to acquisition policy matters including acquisition streamlining, integrated weapons systems management, manning, best practices and lessons learned. These individuals shall have responsibility for interpreting, organizing, executing and coordinating assignments. Individuals shall perform work involving exploration of the subject area, definition of scope, and selection of problems for investigation. They apply intensive and diverse knowledge to problems. They may be called upon to support the Program Director from time to time at executive levels within the government and other contractor organizations, including major program reviews, inspections, conferences, and other program evaluations and major milestone events. Frequent contacts may be required between the program office, supporting government offices, other contractors and higher headquarters mid to upper level staff. Assignment at this level is generally limited to support of major acquisition programs.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 15 years of Acquisition management experience of which 5 must be in a Defense acquisition program either as a program/project manager, IPT lead, or sub-IPT lead

Administrative Assistant II

Functional Responsibility: Experience with managing large amounts of data in support of a government program. Provide support to program and technical staff. Experience in data entry, data retrieval and database maintenance.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 5 years

Analyst

Functional Responsibilities: Progressive experience in office automation tools and financial software. Knowledgeable in computer based documentation and presentation techniques, technical typing and word processing. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material.

Minimum Education Requirement: Bachelor's degree or an equivalent combination of education and experience.

Minimum Experience Requirement: No experience required

Budget Analyst

Functional Responsibility: Two or more years performing financial and budget analysis for federal credit agencies and/or financial services institutions. Specific expertise in budget modeling and provisions governing and development of federal credit agency budgets. Supports engagement team by completing project specific tasks that require experience in performing budget analysis.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 2 years of related experience

Communication / Logistics Systems Analyst

Functional Responsibility: Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer systems.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 3 years

Configuration/Data Manager Journeyman Level

Functional Responsibilities: The duties include: Configuration identification, including supporting the review of program unique specifications for hardware and software; engineering drawing and participating in in-process reviews; requesting nomenclature and CPIN assignment for CIs; marking of CI/CSCIs and associated documentation; assisting and ensuring appropriate documentation is approved and placed on contract for establishment of government controlled baselines. Change control, including reviewing ACSNs, ECPs, CCPs, RFWs, RFDs for format and content requirements; identify discrepancies and issues between the government and weapon systems contractor; planning and scheduling CCBs; Secretariat for CCBs, preparing CCB Briefings and documentation for the board; and tracking implementation of approved changes. Support configuration audits, including developing audit plans, coordinating on weapon system contractor proposed agendas and schedules for FCAs/PCAs; generating significant comments and action items; reviewing draft minutes; monitoring corrective actions and closure of action items; and assist with preparing notifications to weapon system contractors when audit requirements have been satisfactorily met. Configuration Status Accounting including monitoring data input; tracking the configuration of fielded systems and equipment; and monitoring changes and status of configuration baseline documentation. Deficiency reporting; receiving, processing and tracking closure of deficiency reports; monitoring investigations; processing and disposition of exhibits; responding to inquiries from field units, contractors, etc. supporting briefings and generating reports for management on DR status and trends; and scheduling and performing secretariat function for Review Boards.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: Minimum of 5 years of experience in configuration management in a government or private industry program office

Data Processor /Admin Assistant On-site Coordinator

Functional Responsibilities: Knowledgeable in computer based documentation and presentation techniques, technical typing, and word processing. Supports project by preparing graphical and narrative presentation material. Integrates input from various sources to create a cohesive product.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: No experience required

Data/Configuration Specialist Associate

Functional Responsibilities: Responsible for developing configuration management (CM) standards specific to the project. Responsible for Configuration Identification, Change Control, Configuration Audits, Configuration Status Accounting, and Deficiency Reporting. Specific duties include but are not limited to: training the project staff on CM procedures; reviewing program unique specifications for hardware and software; reviewing engineering drawings and conducting in-process reviews; reviewing Engineering Change Proposals and Deficiency Reports for format and content requirements; planning, preparing, and scheduling Configuration Control Boards (secretariat for CCB) and tracking implementation of approved changes; developing audit plans and briefing audit teams, monitoring corrective actions and closure of action items; tracking configuration of fielded information technology systems and monitoring changes and status of configuration baseline documentation; processing and tracking closure of deficiency reports (DRs); monitoring investigations; conducting briefings and generating reports for management on DR status and trends.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 5 years

Financial Analyst

Functional Responsibilities: Two or more years performing financial analysis for federal credit agencies and/or financial services institutions. Specific expertise in financial modeling, financial statement analysis, or budgeting and accounting. Supports project by completing project specific tasks that require experience in performing financial analysis. Works with customers to analyze and evaluate all aspects of financial management system and transaction processing requirements.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 2 years of related experience

Functional Specialist

Functional Responsibilities: Over six years of progressive experience in providing specialized function knowledge to financial management services engagements. Translates financial management systems or transaction processing systems program requirements and flow charts into functional description plans and specifications. Specific expertise in a specific financial SIN area such as statistics, economics, or security and general knowledge in the other SIN areas. Interfaces with the client on a day-to-day basis.

Supports the completion of projects within estimated time frames and budget constraints. Supports presentations and client meetings.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 6 years of related experience

Ind/Func Area Specialist Sr

Functional Responsibilities: Recognized for understanding and communicating common best practices for the industry. Utilizes a knowledge base to create conceptual business models and to point out relevant issues and considerations. Assesses the operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy while ensuring the organizational needs are being addressed. Works with senior managers to provide industry vision and guidance with regard to their industry. Leads the determination and classification of technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Supports the development of functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 5 years

Junior Consultant

Functional Responsibilities: Experience participating in financial advisory consulting engagements. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the key areas and knowledgeable in the others. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 2 years

Logistician Senior Level

Functional Responsibilities: Logistician Senior Level (SL): Provides technical advice and guidance to journeyman logisticians. Plans, schedules, coordinates and estimates major complex tasks which are generally carried out by others. Directs activities of all acquisition logistics disciplines.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 15 years, 5 specialized

Management Analyst

Functional Responsibilities: Assists in organizational development and effectiveness activities including strategic planning and quality control measures. Works with management to prepare high-level meetings for organization development and effectiveness. Utilizes working systems to monitor and track organization development information, prepares documents and manuals, and assists the organization in operating more efficiently and effectively.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 2 years

Principal Systems Analyst

Functional Responsibilities: The analyst will study problems and needs of systems to determine how to best solve the problems and accomplish improvements. The systems analyst will create and maintain required documentation and specifications as deemed necessary by the initiative. The analyst will be responsible for assisting in leading the project as well as overseeing the analysis phase of systems maintenance and development. The analyst will manage and participate in all phases and will support all government/contractor meetings. The analyst will be expected to work requirements definition; and coordinate policies/processes, regulations, and standards. The analyst will work several deliverables to include the Specifications Requirements Traceability Matrix, and work with the System Architectural Reviews. Additional work will include creating the Integrated Master Schedule, Interface Design Document, Program Management Plan, Interface Design Description, and the Integrated Master Schedule, and Configuration Management. The analyst will have technology, analysis, management, and communication skills and work within and across practices and organizations to produce the system.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 10 years

Principal Acquisitions Engineer I

Functional Responsibilities: Provide acquisition support major defense-related programs. In this capacity develop acquisition plans, requirements, budgets, and schedules for mission management and data processing systems. Assist the government in developing acquisition strategies and documentation, generate Request For Proposals, participate in source selections, and assist in contract startup. Demonstrate an excellent knowledge of the mission and customer and be capable of communicating complex technical data to development contractors and government decision-makers. Demonstrate an ability to work well in a team environment with other engineers and military and intelligence community customers and project a positive collaborative image. Software and computer hardware development experience are desired. Requires routine dialogue with Contract Officer Technical Representatives, Government technical staff and development contractors.

Minimum Education Requirement: Bachelor's Degree in Engineering or a Scientific discipline

Minimum Experience Requirement: 8 years of relevant acquisition experience. Familiarity with mission requirements

Principal Acquisitions Management I

Functional Responsibilities: Develops and reviews acquisition strategies, documentation, statements of objectives, source selection plans, and business cases that support acquisition decisions. Provides acquisition support for major system acquisitions and executes the full life-cycle acquisition requirement. Responsible for utilizing automated systems for tracking and monitoring acquisition status, funding, implementation, and closeout. Relevant experience, to include well-developed acquisition planning, strategy development, negotiations, contract administration, pricing analysis, and related functional assignments in the execution of the acquisition related requirements. Experience in Department of Defense program management offices supporting major acquisition programs. Familiarity with federal acquisition laws and regulations, including Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS) and agency specific regulations. Knowledge of government financial management principals, including a working knowledge of project financial statements and

earned value management systems (EVMS). Strong knowledge of project management principles, automated tools, and program status tracking techniques. Knowledge of DoD 5000 standards

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 5 years

Principal Acquisitions Management II

Functional Responsibilities: Provide acquisition support major defense-related programs. In this capacity develop acquisition plans, requirements, budgets, and schedules for mission management and data processing systems. Assist the government in developing acquisition strategies and documentation, generate Request For Proposals, participate in source selections, and assist in contract startup. Demonstrate an excellent knowledge of the mission and customer and be capable of communicating complex technical data to development contractors and government decision-makers. Demonstrate an ability to work well in a team environment with other engineers and military and intelligence community customers and project a positive collaborative image. Software and computer hardware development experience are desired. Requires routine dialogue with Contract Officer Technical Representatives, Government technical staff and development contractors.

Minimum Education Requirement: Master's Degree Engineering or a scientific discipline

Minimum Experience Requirement: 10 years of relevant acquisition experience

Principal Systems Architect

Functional Responsibilities: Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include software, hardware and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open System Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organizations, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 5 years

Process Expert

Functional Responsibilities: Duties include providing high-level process expert support for Requirements Traceability Tool (RTT) development. The Process Expert must be knowledgeable in all aspects of generating the Systems Requirements Document (SRD), including all Federal, DoD, FAA, Safety, and related processes and requirements. Must have an understanding of defense domain's technical requirements, knowledge of DOD acquisition policies and their implementation and experience in preparing programs for technical evaluation in Source Selection. The Process Expert must have a working knowledge of CDD (Capability Definition Document) decomposition to develop RFP (Request For Proposal) and TRD (Technical Requirements Document)/SRD (System Requirements Document). An understanding of ISR (Intelligence, Surveillance, and Reconnaissance) applications and a working level knowledge of DODI 5000.02 and practical implementation is desired.

Minimum Education Requirement: Master's Degree

Minimum Experience Requirement: 15 years

Program Management Assistant I

Functional Responsibilities: Assists government personnel with all aspects of contract/program management.

Minimum Education Requirement: Bachelor's Degree in a scientific or business field

Minimum Experience Requirement: 4 years

Program Management Assistant II

Functional Responsibilities: Assists government personnel with all aspects of contract/program management.

Minimum Education Requirement: Bachelor's Degree in a scientific or business field

Minimum Experience Requirement: 7 years

Program Manager I

Functional Responsibilities: Responsible for managing schedule and project performance. Possesses knowledge of the DoD and Federal processes regarding procurement and accreditation of IT systems as well as knowledge of DoD 5000.2 series acquisition regulations. Possesses management experience in defense contracting, knowledge of systems engineering, systems analysis, AF PfM process, IT Lean implementation, and DIACAP processes. Duties include but are not limited to ensuring compliance with the contract terms and conditions relating to the completion of work described in the PWS; observing code of conduct regulations relating to ethical business practices; guaranteeing quality and completeness of all work completed and fulfillment of all obligations; maintaining a close working relationship with government technical, contracting, and program staff; completing assigned work according to pre-defined schedules and standards; providing monthly status reports and other reports as required to identify progress, issues, challenges, strategies, and achievements; and performing other duties as assigned.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 3 years

Program Manager II

Functional Responsibilities: Provides technical support for project management for the EMCBC and sites supported by the EMCBC, such as but not limited to, small sites and closure sites. Will support project management according to ANSI standards and DOE Office of Environmental Management policy and objectives.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 5 years

Program Manager III

Functional Responsibilities: Support Program Management in accordance with ANSI Standards and government mandated Management Policy/Directives.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 7 years

Project Manager

Functional Responsibilities: Over twelve years' experience in leading and providing technical direction for financial management services and related projects in the financial special items numbers (SINS) designated by GSA. Demonstrated ability to provide guidance and direction for multiple projects in managing financial services. Capability to manage multitask projects of high complexity. Primary interface with client management regarding strategic issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness, quality, and adherence to customer requirements. Delivers presentations and leads strategic level client meetings.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 12 years of related experience

Senior Advisor

Functional Responsibilities: Duties include providing high-level expert advice, assistance, guidance, or counseling in support of program management, technical, functional, organizational, and business improvement or investigative efforts. Other duties include studies, analysis and reports, proposal development, policy/procedures, new processes, techniques, metrics/models, and other time saving/cost saving initiatives. The advisor provides programmatic leadership as required for tasks in support of the PWS requirements as referenced below. Our advisor's recommendations and conclusions will be considered highly authoritative and expert, exhibiting originality and sound judgment.

Minimum Education Requirement: Master's Degree

Minimum Experience Requirement: 10 years

Senior Analyst

Functional Responsibilities: Up to two years of progressive experience in participating in financial management services and related projects. Specific expertise in one or more of the key areas. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 2 years of related experience

Senior Budget Analyst

Functional Responsibilities: Three or more years of experience performing financial and budget analysis for federal credit agencies and/or financial services institutions. Specific expertise in budget modeling and provisions governing the development of federal credit agency budgets. Demonstrated ability to provide guidance and direction for project specific tasks that require experience in performing budget analysis.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 3 years of related experience

Senior Business Analyst

Functional Responsibilities: Analyzes, designs, and appropriately documents information in support of technology and/or operational solutions. Ability to gather requirements, perform analysis, assist in functional designs and feasibility studies. Ability to create use case designs. May assist in projecting software and hardware requirements. Consults with personnel in other information systems areas to coordinate activities. Prepares activity and progress reports. Functional service delivery roles include Consultant.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 8 years

Senior Consultant

Functional Responsibilities: Provide senior level advice and assistance as required. Provide review and oversight of design, development, and implementation of complex systems. Assist in management and coordination of changes to existing systems. Provide technical analysis, design, development, and enhancement expertise. Maintain senior level expertise and currency in applicable technologies. Serve as Program Lead or Program Manager via management of end to end system life cycle development of major programs. Oversee minor programs being lead by intermediate level staff under your supervision. Develop costing analysis for programs, perform risk analysis, and manage change control. Provide business analysis, business area assessment, user needs analysis and business systems design for major programs. Conduct comprehensive cost/benefit analysis and prepare business cases for programs. Supervise and mentor intermediate and junior level personnel assigned as members of program teams. Exemplify a high degree of personal integrity and interpersonal skills and abilities. Excellent written and oral communications skills. Program management experience utilizing the full systems development life cycle. Supervision of program teams consisting of five personnel or more.

Minimum Education Requirement: Master's Degree

Minimum Experience Requirement: 7 years

Senior Financial Analyst

Functional Responsibilities: Four or more years of experience performing financial analysis for federal credit agencies and/or financial services institutions. Specific expertise in financial modeling, financial statement analysis, or budgeting and accounting. Demonstrated ability to provide guidance and direction for project specific tasks that require experience in performing financial analysis. Works with customers to analyze and evaluate all aspects of financial management system and transaction processing requirements. Applies a broad knowledge of management theories and finance. Use or disclosure of the data contained on this page is subject to the restrictions on the title page of this document. Business management disciplines to varying organizations of all sizes. Participates in organizational planning, strategic planning and analysis, change management, and program development related to financial management.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 4 years of related experience

Senior Program Control Manager

Functional Responsibilities: Responsible for the preparation of correspondence and technical documents in final form including managing document review meetings. Uses expert knowledge of software and tools to prepare briefings, reports, and visual aids. Responsible for inventory management including ordering, tracking, monitoring, and servicing inventory and equipment. Responsible for all aspects of travel management including travel authorization, travel orders, and vouchers. Develops and tracks system as well as updates and monitors systems used by the program. Experienced with software and systems used to maintain data and payroll records. Answers telephones, schedules meetings, and distributes mail. Develops correspondence, staff actions, and reports prepared for management's signature for thoroughness, clarity, completeness, grammatical, and procedural correctness. Maintains a standardized system for filing. Establishes and maintains both centralized and decentralized office files, management and record keeping systems.

Minimum Education Requirement: Bachelors Degree

Minimum Experience Requirement: 5 years

Senior Task Manager

Functional Responsibilities: Five or more years of progressive experience in participating in projects comparable to those described in the GSA Schedule. Demonstrated ability to work with other key technical and financial experts and may serve as lead on financial analysis issues, concerns, and special projects related to budgeting, accounting, and transaction processing. Responsible for various financial functions such as budgeting, auditing, forecasting, billing, asset management, and analysis. Reviews complex financial data received for processing and for inclusion in cost expenditures and budget submissions. Ensures understanding of rate structures, cost expenditures, and budget issues. Ensures compliance with all requirements and regulations. Directs the completion of project specific tasks within estimated time frames and budget constraints. Delivers presentations and leads client meetings.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 5 years of related experience

Staff Consultant

Functional Responsibilities: Up to two years of experience participating in financial advisory consulting engagements. Interfaces with client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and any budget constraints. Supports presentations and client meetings.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 2 years of related experience

Subject Matter Expert

Functional Responsibilities: Serves as a subject matter functional expert in the development of large, complex task orders. Establishes functional/technical system information requirements in the development of enterprise-wide or large-scale financial management/information systems. Designs financial management processes to support total requirements as well as provide for and support present and future cross-functional/technical requirements and interfaces. Ensures systems are in compliance with relevant Federal, Agency and Organization Regulations, Statutes, Circulars, Policies and/or Professional Standards. Analytically and systematically evaluates problems related to organizational issues; planning and workflow issues, etc.; and develops appropriate corrective action.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 15 years of related experience

System Analyst Consultant

Functional Responsibilities: Up to two years of experience participating in consulting engagements, with experience and knowledge of database applications, spreadsheet use or disclosure of the data contained on this page is subject to the restrictions on the title page of this document. Modeling, or accounting software applications. Supports completion of technical tasks within estimated time frames and any budget constraints.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 2 years of related experience

Technical/Graphic

Functional Responsibilities: Knowledgeable in computer based documentation and presentation techniques, technical typing, and word processing. Supports project by preparing graphical and narrative presentation material. Integrates inputs from various sources to create cohesive product.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: No experience required

Test & Evaluation Management Journeyman Level

Functional Responsibilities: Fully competent in all aspects of the T&E discipline in the required task area. The person must be capable of the evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria to meet program office requirements and objectives in a fluid test environment. Capable of identifying problems and recommending solutions with little or no supervision and able to devise innovative approaches to solve problems. They will plan, organize, coordinate, and manage assigned test related projects within the program office. Ability to integrate the participation of various elements and attendant responses from other agencies, such as other program offices, directorates and matrix organizations, DoD test agencies. Provides direction and advice on significant requirements, approaches, and potential problem areas. Able to review the products of subordinates to determine quality, timeliness, and responsiveness to assigned tasks. Recommend courses of action after evaluating testing issues and events and prepare correspondence, briefing materials and other documentation to support the program office. Establish and utilize appropriate management information and feedback systems, to review, control and report on assigned projects. Primary contacts will be working level program offices support organization, and weapon system contractor employees in support of the assigned program(s), generally working within an assigned integrated product team. Must be able to review test progress to assess problems and workloads and to adjust priorities and tasking as necessary to meet program office requirements and objectives.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 10 years – 5 specialized

Test & Evaluation Management Senior Level

Functional Responsibilities: Test and Evaluation Management Support (TE) Applies knowledge and experience of test and evaluation in the design, planning, execution, and analysis phases of test programs to assess the performance of systems, subsystems, and equipment, as they progress through

acquisition milestones. Requires comprehensive knowledge of and necessary skills to determine the levels of effort, resources and integration required to develop executable T&E programs and the technical/managerial ability to execute the T&E plan.

Test & Evaluation Management Senior Level: Must be fully capable of interpreting, organizing, executing, coordinating assignments for projects concerned with unique or potentially controversial test requirements having a major effect on the programs. Applies intensive and diverse knowledge to problems and makes independent decisions. Must be capable of planning and developing overall test strategy within program requirements and applicable constraints. Have the ability to perform research activities to define minimum test requirements, definition of task scope and selection of alternatives. Individual must have the ability to plan and organize testing of systems, subsystems or components involving weapon system contractors, and Department of Defense (DoD) agencies. Must have the ability to apply extensive knowledge to deal with and provide potential solutions for any program test problems, issues or concerns. Must have mastery of the acquisition process and of the entire system(s) being acquired to establish test objectives necessary to ensure a thorough, meaningful test program meeting program office objectives.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 15 years – 8 specialized

Trainer

Functional Responsibilities: Two or more years in providing training services. Develops course curriculum, instructor guides, presentation materials, and training materials using different media. Organizes, prepares, schedules, and conducts training sessions. Develops testing use or disclosure of the data contained on this page is subject to the restrictions on the title page of this document. Packages, lab training sessions, and course effectiveness reporting feedback surveys. Sets up and manages training facilities and associated equipment. Provides instruction on specific financial management systems and databases.

Minimum Education Requirement: Bachelor's degree

Minimum Experience Requirement: 2 years of related experience

SIN 611430 Professional and Management Development Training and SIN 611512 Flight Training

Associate Training Specialist

Functional Responsibility: Responsible for providing training to system users. Duties include but are not limited to delivering training through classroom instruction; observing online computer-based training modules, electronically published process guides, quick reference guides, user guides, alerts, and supplements. Classroom training shall be provided as coordinated and scheduled by the PMO. Significant volumes of classroom training are expected.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 1 year

Senior Facilitator/Trainer

Functional Responsibilities: Performs training needs identification and analysis on various software capabilities to develop comprehensive, customizable curriculum that focuses on meeting customer requirements and instructional delivery methods that optimizes the learning experience. Conducts instructor-led training at various locations nationally, designs and delivers change management

messages to leadership and end users, applies quality control standards to all courseware and identifies and mitigates risks to change management strategies and training delivery methods. Conducts instructor-led classroom training, facilitates workshops, hosts online webinars and assists with Help Desk tickets.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 10 Years

Tech Writer

Functional Responsibilities: Support the writing and edition of all deliverables and general documentation. Possess excellent English presentation skills. Identify, create, revise, and maintain documentation and templates needed by the application teams, ensure appropriate control access/use of documentation materials, maintain application and user documentation, and ensure messages and terminology are consistent across all written materials.

Minimum Education Requirement: Bachelors Degree

Minimum Experience Requirement: 3 years

Training Project Lead

Functional Responsibilities: Determines long-term strategic plans for developing and deploying a successful training program with a focus on meeting customer requirements while affecting positive change management for end user. Maintains staff oversight while dealing with complex problems and unexpected situations in the delivery of customer-focused classroom training and specialized facilitation sessions. Evaluates the effectiveness of training courseware for various software capabilities, establishes and validates quality standards, manages the training schedule, and identifies and mitigates risks. Coordinates the status of the training program with government representatives, ensures compliances with contractual requirements, and reports status of the training program to senior leadership. Maintains qualifications as a Senior Facilitator/Trainer while directing a team of professionals.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 10 Years with 2 years of management experience

Training Specialist

Functional Responsibilities: Responsible for providing training to system users. Duties include but are not limited to delivering training through classroom instruction; observing online computer-based training modules, electronically published process guides, quick reference guides, user guides, alerts, and supplements. Classroom training shall be provided as coordinated and scheduled by the PMO. Significant volumes of classroom training are expected.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 5 years

SIN 541330ENG Engineering Services, SIN 541715 Engineering Research and Development and Strategic Planning

Acquisition Management III

Functional Responsibilities: Individuals fully competent in all aspects of their discipline and capable of evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Capable of identifying problems and recommending solutions with little or no supervision and able to devise new approaches to problems encountered. These individuals plan the management of acquisition strategy for assigned projects as directed by the program director. They evaluate program and mission requirements to establish detailed objectives and integrate these activities with other program and functional elements within the program office and outside organizations. They implement plans by preparing and reviewing program documents such as detailed acquisition plans, development and production schedules, engineering change proposals, design studies, and so on. They perform Contractor activities for assigned projects and identify problem areas for further study and evaluation. They defend the program position at program reviews, conferences, and other functions, providing higher-level management with status and decision information on assigned program(s). Level of contact on program issues will be working-level and middle-management within the program office, support organizations, and contractors.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 5 years of related experience

Acquisition Management IV

Functional Responsibilities: Individuals having mastery of acquisition processes and areas relating to acquisition policy matters including manning, best practices, and lessons learned. Responsible for interpreting, organizing, executing, and coordinating assignments. These individuals will explore the subject area, define scope, and select problems for investigation. They apply intensive and diverse knowledge to problems. They may be required to support executive levels within the Government and other contractor organizations, including major program reviews, inspections, conferences, and other program evaluations and major milestone events. Frequent contacts may be required between the program office, supporting government offices, other contractors, and higher headquarters from mid- to upper-level staff.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 7 years of related experience

Advisor IV

Functional Responsibilities: Individuals providing high-level expert advice, assistance, guidance, or counseling in support of program management, technical, functional, organizational, and business improvement or investigative efforts. Other duties include studies, analysis and reports, proposal development, policy/procedures, new processes, techniques, metrics/models, and other timesaving/cost-saving initiatives. The advisor provides programmatic leadership as required for tasks in support of PWS requirements. Recommendations and conclusions will be considered highly authoritative and expert, exhibiting originality and sound judgment.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 7 years of related experience

Consultant IV

Functional Responsibilities: Individuals having expertise and experience in developing complex systems. Requires expertise in planning and integrating complex systems along with various segments of large system acquisitions. They recommend system and technology performance tradeoffs and support development of a large program acquisition strategy. Experience should include some or all of the

following: evaluation of complex systems; interaction with program leaders and coordination with developers of major system segments; analysis of various complex system specifications and performance requirements; risk assessment of complex systems and generation of risk mitigation plans and strategies; management of an engineering team of engineers, acquisition professionals, and subject matter experts in developing system requirements and analyzing system interfaces. They provide leadership for junior employees, measure success in terms of client satisfaction, and help the client to manage systems engineering.

Minimum Education Requirement: Master's Degree

Minimum Experience Requirement: 7 years of related experience

Data Processor/Administrative Assistant/ On-Site Coordinator I

Functional Responsibilities: Individuals knowledgeable in computer-based documentation and presentation techniques, technical typing, and word processing. They support projects by preparing graphical and narrative presentation material. They integrate inputs from various sources to create cohesive product.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: No experience required

Data Configuration Specialist II

Functional Responsibilities: Individuals responsible for developing configuration management (CM) standards specific to the project. Responsible for Configuration Identification, Change Control, Configuration Audits, Configuration Status Accounting, and Deficiency Reporting. Specific duties include but are not limited to training the project staff on CM procedures; reviewing program-unique specifications for hardware and software; reviewing engineering drawings and conducting in-process reviews; reviewing Engineering Change proposals and Deficiency Reports for format and content requirements; planning, preparing, and scheduling Configuration Control Boards (secretariat for CCB) and tracking implementation for approved changes; developing audit plans and briefing audit teams, monitoring corrective actions and closure of action items; tracking configuration of fielded information technology systems and monitoring changes and status of configuration baseline documentation; processing and tracking closure of deficiency reports (DRs); monitoring investigations; conducting briefings and generating reports for management on DR status and trends.

Minimum Education Requirement: Bachelor's Degree.

Minimum Experience Requirement: 3 years of related experience

Engineer II

Functional Responsibilities: Engineer with expert knowledge of acquisition processes and process engineering. These individuals provide services in engineering. They are responsible for the entire project cycle including design, development, and project completion. They prepare engineering analysis of projects including preliminary design, calculation, life cycle cost, and equipment selection; conduct surveys to gather field data; prepare and interpret blueprints, schematic drawings, layouts, and other visual aids; prepare technical construction specifications; manage project issues, budgets, and schedules; review and critique proposed changes to engineering standards, policies, or details; review development plans for compliance with adopted engineering standards and good engineering practices; meet with the public and/or developers, landowners, and interest groups concerning zoning, subdivision projects, building projects, engineering regulations, standards, or policies; coordinate the activities of the design and construction teams; and perform other duties as assigned.

Minimum Education Requirement: Bachelor's Degree in Engineering or related field

Minimum Experience Requirement: 3 years of related experience

Engineer III

Functional Responsibilities: Individuals who support the planning, configuration, and implementation of reliable solutions. Participates as a technology representative in inter-agency teams assembled to research technology projects. Ensures that all local, state and federal laws and regulations are followed in the area of responsibility. Actively develops procedures and standards. Documents new and existing infrastructure. Inspects premises to ascertain location and space available for new equipment installation. Coordinates and schedules equipment installation with vendor. Work with vendors and other technology groups to resolve problems. Prepares floor plans for equipment arrangement for customer or architect approval. Prepares cost estimates for equipment installations and submits data to management for approval. Prepares analysis for types and quantities of equipment to be installed. Analyzes and specifies environmental conditions for new hardware installation. As required, provides consulting to other technology groups. Prepares and simulates disaster recovery action plan. Prepares management reports from project information. Implements plans and projects in a timely and efficient manner.

Minimum Education Requirement: Bachelor's Degree in Engineering or related field

Minimum Experience Requirement: 5 years of related experience

Engineer IV

Functional Responsibilities: Individuals who support the planning, configuration, and implementation of reliable solutions. Participates as a technology representative in inter-agency teams assembled to research technology projects. Ensures that all local, state and federal laws and regulations are followed in the area of responsibility. Actively develops procedures and standards. Documents new and existing infrastructure. Inspects premises to ascertain location and space available for new equipment installation. Coordinates and schedules installation of equipment with vendor. Works with vendors and other technology groups to resolve problems. Prepares floor plans for equipment arrangement for customer or architect approval. Prepares cost estimates for equipment installations and submits data to management for approval. Prepares analysis for types and quantities of equipment to be installed. Analyzes and specifies environmental conditions for new hardware installation. As required, provides consulting to other technology groups. Prepares and simulates disaster recovery action plan. Prepares management reports from project information. Implements plans and projects in a timely and efficient manner. Provides training to operations staff. Ensures compliance with Quality Policies. Directs the work of shift personnel, ensuring manning is available and certified to support operations. Plans schedules and oversees all maintenance, preventive maintenance, engineering change work, and software/firmware upgrades. Develops site-unique maintenance procedures and ensures that all equipment is properly maintained. Directs troubleshooting of complex problems. Develops and submits proposed changes for site improvements. Reports on operations performance, equipment status, and status of work in progress. Coordinates customer-unique procedures development and site testing.

Minimum Education Requirement: Bachelor's Degree in Engineering or related field

Minimum Experience Requirement: 7 years of related experience

Facilitator I

Functional Responsibilities: Individuals providing training, facilitation, and related decision-support services to offices engaging in group training sessions; collaboration efforts; working groups; or integrated

product, process, or self-directed teams. Must have experience in public speaking and hosting/briefing. Must be effective in briefing and communication techniques.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: No experience required

Financial Analyst I

Functional Responsibilities: Individuals working under close supervision and assisting in implementing and operating financial control and accounting systems. Assists in organizing information into reports for client and management review.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: No experience required

Functional Systems Administrator IV

Functional Responsibilities: Individuals responsible for performing functional systems administration, business process administration, portfolio and software management, hardware management, and technical reporting. Must understand decision making policies and processes, requirements definition and management, and systems analysis. Duties include but are not limited to maintaining tools, processes, guidelines, methodologies, models, simulations, databases, websites, and validation; working with Specialists and s to maintain training and course materials for government and contractor personnel in technical and software engineering areas such as requirements definition, developmental planning, and support; developing and evaluating plans, strategies, automated report generation, functional or process requirements and compliance documents, specifications, instructions, reports, directives, policies, and event-driven evaluation criteria; submitting recommendations for streamlining and improving all elements of the trouble reporting process; performing other duties as assigned.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 7 years of related experience

Management Analyst II

Functional Responsibilities: Individuals assisting in organizational development and effectiveness activities including strategic planning and quality control measures. Works with management to prepare for high-level meetings for organization development and effectiveness. Utilizes working systems to monitor and track organization development information, prepares documents and manuals, and assists the organization in operating more efficiently and effectively.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 2 years of related experience

Process Expert IV

Functional Responsibilities: Individuals providing high-level process expert support. Knowledgeable in all aspects of generating system requirements and implementing related processes. Must have understanding of specific domain technical requirements, understanding of acquisition policies and their implementation, and experience in preparing programs for technical evaluation. Must have a working knowledge of functional decomposition to develop requirements. An understanding of technical domain applications and a working level knowledge of applicable standards and regulations may be required.

Minimum Education Requirement: Master's Degree

Minimum Experience Requirement: 15 years of related experience

Program Manager II

Functional Responsibilities: Individuals responsible for managing schedule and project performance. Possesses management experience in contracting, knowledge of systems engineering, systems analysis, and related processes. Duties include but are not limited to ensuring compliance with contract terms and conditions relating to the completion of work described in the PWS; observing code of conduct regulations relating to ethical business practices; guaranteeing quality and completeness of all work completed and fulfillment of all obligations; maintaining a close working relationship with government technical, contracting, and program staff; completing assigned work according to pre-defined schedules and standards; providing monthly status reports and other reports as required to identify progress, issues, challenges, strategies, and achievements; and performing other duties as assigned

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 3 years of related experience

Program Manager III

Functional Responsibilities: Individuals providing technical support for Project Management. The employee works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. Requires knowledge of the policies, procedures, and regulations of customer programs, and of supervisory techniques, personnel policies, and procedures. Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees. Evaluates and verifies employee performance through the review of completed work assignments and work techniques. Identifies staff development and training needs and ensures that training is obtained. Ensures proper labor relations and employment conditions are maintained. Maintains records, prepares reports, and composes correspondence relative to the work.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 5 years of related experience

Program Manager IV

Functional Responsibilities: Individuals providing technical supervisory support for project management. Monitors and evaluates the provision of client services in the work area. May be responsible to initiate, coordinate, or monitor subcontracts with providers. Provides assistance to staff in developing effective management techniques to maintain timely service to clients. Plans and conducts in-service training for subordinate staff. Maintains liaison with industry partners and governmental entities. Serves as a resource person to subordinate staff. Directs the activities of services staff. Provides assistance to the management staff in defining and resolving service delivery problems. Provides assistance in the development of programs, policies, and procedures. Prepares reports and attends conferences and individual meetings. Provides direct counseling services to clients. Performs related work as assigned.

Minimum Education Requirement: Bachelor's Degree in Engineering or related field

Minimum Experience Requirement: 7 years of related experience

System Analyst III

Functional Responsibilities: Individuals who study the problems and needs of selected programs to determine how to best solve the problems and accomplish improvements using applicable technology. Creates and maintains required documentation and specifications as deemed necessary by the initiative. Assists in leading the project as well as overseeing the analysis phase of maintenance and development. Manages and participates in all project phases and supports all government/contractor meetings. Expected to work requirements definition and coordinate policies/processes, regulations, and standards. Assists in the development of the Integrated Master Schedule, Interface Design Document, Program Management Plan, Interface Design Description, Integrated Master Schedule, and Configuration Management Plan. The analyst will have IT, analysis, management, and communication skills and work within and across practices and organizations to produce the system.

Minimum Education Responsibility: Bachelor's Degree

Minimum Experience Responsibility: 5 years of related experience

System Analyst IV

Functional Responsibilities: Individuals who study the technical problems and needs of selected programs to determine how to best solve the problems and accomplish improvements using applicable technology. Creates and maintains required documentation and specifications as necessary by the initiative. Responsible for assisting in leading the project as well as overseeing the analysis phase of maintenance and development. Manages and participates in all project phases and supports all government/contractor meetings. Develops work requirements definition and coordinates policies/processes, regulations, and standards. Prepares deliverables as required. Creates the Integrated Master Schedule, Interface Design Document, Program Management Plan, Interface Design Description, and Configuration Management Plan. Possesses analysis, management, and communication skills and works within and across practices and organizations.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 7 years of related experience

Trainer/Technical Writer II

Functional Responsibilities: Individuals with experience and expertise in curriculum development of self-study training materials, interactive CBT development (desirable), presentation skills, and both remote and in-person training. Evaluates and reports on success of training sessions; assists development, enhancement, and maintenance of user documentation; works within deadlines, and is able to travel. Has a working knowledge of engineering and/or technical support functions to develop technical documentation, excellent interpersonal and communication skills, and experience in providing technical documentation service or in training/education. Supports summits and on-site training and works with developers.

Minimum Education Requirement: Bachelor's Degree

Minimum Experience Requirement: 3 years of related experience

Training Specialist III

Functional Responsibilities: Individuals having working knowledge of engineering and/or technical support functions to develop technical documentation, excellent interpersonal and communication skills, and experience in providing technical documentation service or in training/education. Supports summits and on-site training and works with developers.

Minimum Education Responsibility: Bachelor's Degree.

Minimum Experience Responsibility: 5 years of related experience

Education/Experience Substitution

SIN(s)	Labor Category	Minimum Requirements		Substitutions				
		Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
541330ENG, 541715	Acquisition Management III	Bachelors	5	1	3		7	14
541330ENG, 541715	Acquisition Management IV	Bachelors	7	3	5		9	16
541611	Acquisition Management Senior Level	Bachelors	15	11	13		17	24
541611	Administrative Assistant II	Bachelors	5	1	3		7	14
541330ENG, 541715	Advisor IV	Bachelors	7	3	5		9	16
541611	Analyst	Bachelors	0	0	0		2	9
611430, 611512	Associate Training Specialist	Bachelors	1	0	0		3	10
541611	Budget Analyst	Bachelors	2	0	0		4	11
541611	Communication/Logistics Systems Analyst	Bachelors	3	0	1		5	12
541611	Configuration/Data Manager Journeyman Level	Bachelors	5	1	3		7	14
541330ENG, 541715	Consultant IV	Masters	7	5		9	11	18
541611	Data Processor /Admin Assistant On-site Coordinator	Bachelors	0	0	0		2	9
541330ENG, 541715	Data Processor/Admin Assistant Onsite Coordinator I	Bachelors	0	0	0		2	9
541330ENG, 541715	Data/Config Spec II	Bachelors	3	0	1		5	12
541611	Data/Configuration Specialist Associate	Bachelors	5	1	3		7	14
541330ENG, 541715	Engineer II	Bachelors	3	0	1	*		
541330ENG, 541715	Engineer III	Bachelors	5	1	3	*		
541330ENG, 541715	Engineer IV	Bachelors	7	3	5	*		
541330ENG, 541715	Facilitator I	Bachelors	0	0	0		2	9
541611	Financial Analyst	Bachelors	2	0	0		4	11
541330ENG, 541715	Financial Analyst I	Bachelors	0	0	0		2	9
541611	Functional Specialist	Bachelors	6	2	4		8	15
541330ENG, 541715	Functional Systems Administrator IV	Bachelors	7	3	5		9	16
541611	Ind/Func Area Specialist Sr	Bachelors	5	1	3		7	14
541611	Logistician Senior Level	Bachelors	15	11	13		17	24
541611	Junior Consultant	Bachelors	2	0	0		4	11
541611	Management Analyst	Bachelors	2	0	0		4	11
541330ENG, 541715	Management Analyst II	Bachelors	2	0	0		4	11
541611	Principal Acquisitions Engineer I	Bachelors	8	4	6	*		
541611	Principal Acquisitions Management I	Bachelors	5	1	3		7	14
541611	Principal Acquisitions Management II	Bachelors	10		6	8		12
541611	Principal Systems Analyst	Bachelors	10	6	8		12	19
541611	Principal Systems Architect	Bachelors	5	1	3		7	14
541611	Process Expert	Masters	15	13		17	19	21
541330ENG, 541715	Process Expert IV	Masters	15	13		17	19	21
541611	Program Management Assistant I	Bachelors	4	0	2		6	13
541611	Program Management Assistant II	Bachelors	7	3	5		9	16
541611	Program Manager I	Bachelors	3	0	1		5	12
541611	Program Manager II	Bachelors	5	1	3		7	14
541330ENG, 541715	Program Manager II	Bachelors	3	0	1		5	12
541330ENG, 541715	Program Manager II	Bachelors	5	1	3		7	14
541330ENG, 541715	Program Manager IV	Bachelors	7	3	5		9	16
541611	Program Manager III	Bachelors	7	3	5		9	16
541611	Project Manager	Bachelors	12	8	10		14	21
541611	Senior Advisor	Masters	10	8		12	14	16
541611	Senior Analyst	Bachelors	2	0	0		4	11
541611	Senior Budget Analyst	Bachelors	3	0	1		5	12
541611	Senior Business Analyst	Bachelors	8	4	6		10	17
541611	Senior Consultant	Masters	7	5		9	11	13
611430, 611512	Senior Facilitator/Trainer	Bachelors	10	6	8		12	19
541611	Senior Financial Analyst	Bachelors	4	0	2		6	13
541611	Senior Program Control Manager	Bachelors	5	1	3		7	14
541611	Senior Task Manager	Bachelors	5	1	3		7	14
541611	Staff Consultant	Bachelors	2	0	0		4	11
541611	Subject Matter Expert	Bachelors	15	11	13		17	24
541611	Systems Analyst Consultant	Bachelors	2	0	0		4	11
541330ENG, 541715	Systems Analyst III	Bachelors	5	1	3		7	14
541330ENG, 541715	Systems Analyst IV	Bachelors	7	3	5		9	16
611430, 611512	Tech Writer	Bachelors	3	0	1		5	12

541611	Technical/Graphic	Bachelors	0	0	0		2	9
541611	Test & Evaluation Management Journeyman Level	Bachelors	10	6	8		12	19
541611	Test & Evaluation Management Senior Level	Bachelors	15	11	13		17	24
541611	Trainer	Bachelors	2	0	0		4	11
541330ENG, 541715	Trainer/Tech Writer II	Bachelors	3	0	1		5	12
611430, 611512	Training Project Lead	Bachelors	10	6	8		12	19
611430, 611512	Training Specialist	Bachelors	5	1	3		7	14
541330ENG, 541715	Training Specialist III	Bachelors	5	1	3		7	14

* Engineers experience cannot be substituted below a Bachelor's Degree