

**GENERAL SERVICES ADMINISTRATION  
Federal Supply Schedule  
Authorized Federal Supply Schedule Pricelist**

**Multiple Award Schedule  
Federal Supply Group: Professional Services**

**Contract Number: GS-00F-256CA**

**Contract Period: August 11, 2020 – August 10, 2025**

**Price List current through Modification # PA-0030,  
dated November 17, 2021 and MASS MOD A846 Refresh #12 dated July 21, 2022**

**General Dynamics Information  
Technology, Inc.**

3150 Fairview Park Drive  
Falls Church, Virginia 22042  
e-mail: [GDITGSA@gdit.com](mailto:GDITGSA@gdit.com)  
Website: [www.gdit.com](http://www.gdit.com)  
Business Size: Large

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://www.GSAAdvantage.gov>. Prices shown herein are net (discount deducted).

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## SECTION 1. CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s):**

SIN	Recovery	SIN Description
541715	541715RC	Engineering Research and Development and Strategic Planning
541420	541420RC	Engineering System Design and Integration Services
541380	541380RC	Testing Laboratories
541330ENG	541330ENGRC	Engineering Services
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
541614SVC	541614SVCRC	Supply and Value Chain Management
541614	541614RC	Deployment, Distribution and Transportation Logistics Services
541620	541620RC	Environmental Consulting Services
OLM	OLMRC	Order-Level Materials SIN

**1b. Labor Category Rates:**

Proposed in support of all SINs and are valid for all sites, see individual Pricing by SIN in Section 2.

**1c. Hourly Rates (Services only):**

See individuals Labor Category Descriptions by SIN in Section 3.

**2. Maximum Order: \$1,000,000.00, except SIN 541380 and OLM - \$250,000**

**3. Minimum Order: \$100.00**

**4. Geographic Coverage (delivery Area): Domestic and Overseas**

**5. Point(s) of production: Not applicable.**

**6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).**

**7. Quantity discounts: None Offered**

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8. **Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.** Net 30 days
9. **Foreign items:** Not Applicable
- 10a. **Time of Delivery:** Specified on the Task Order
- 10b. **Expedited Delivery:** Contact Contractor
- 10c. **Overnight and 2-day delivery:** Contact Contractor
- 10d. **Urgent Requirements:** Contact Contractor
11. **F.O.B Points:** Destination
- 12a. **Ordering Address:**
- GDIT  
Attn: Lea Anderegg  
3150 Fairview Park Dr. Ste. 100  
Fall Church, VA 22042  
Phone: (571) 533-3215  
Email: [gditgsa@gdit.com](mailto:gditgsa@gdit.com)
- 12b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).**
13. **Payment address (US Mail)**
- GDIT  
Attn: Accounts Receivable  
P.O. Box 643014  
Pittsburg, PA 15264
- (Via Wire/ACH)  
Please see invoice
14. **Warranty Provision:** Contractor's standard commercial warranty.
15. **Export Packing Charges (if applicable):** Not Applicable
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
17. **Terms and conditions of installation (if applicable):** Not Applicable
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 18b. **Terms and conditions for any other services (if applicable):** Not Applicable
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19. **List of service and distribution points (if applicable):** Not Applicable
  20. **List of participating dealers (if applicable):** Not Applicable
  21. **Preventive maintenance (if applicable):** Not Applicable
  - 22a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
Not Applicable
  - 22b. **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/](http://www.Section508.gov/). Not Applicable
  23. **Unique Entity ID number:** SMNWM6HN79X5
  24. **Notification regarding registration in System for Award Management (SAM) database:**  
Registered

## SECTION 2. RATES

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541611	Director	Contractor Site	\$414.00	\$423.53	\$433.27	\$443.23	\$453.43
541611	Program Manager	Contractor Site	\$312.63	\$319.82	\$327.18	\$334.70	\$342.40
541611	Subject Matter Expert	Contractor Site	\$312.63	\$319.82	\$327.18	\$334.70	\$342.40
541611	Principal Consultant III	Contractor Site	\$348.02	\$356.03	\$364.22	\$372.59	\$381.16
541611	Principal Consultant II	Contractor Site	\$303.62	\$310.60	\$317.75	\$325.06	\$332.53
541611	Principal Consultant I	Contractor Site	\$246.30	\$251.97	\$257.76	\$263.69	\$269.75
541611	Project Manager	Contractor Site	\$244.87	\$250.50	\$256.26	\$262.15	\$268.18
541611	Master Facilitator	Contractor Site	\$244.87	\$250.50	\$256.26	\$262.15	\$268.18
541611	Senior Training Consultant	Contractor Site	\$203.19	\$207.86	\$212.64	\$217.53	\$222.53
541611	Senior Facilitator I	Contractor Site	\$187.85	\$192.17	\$196.59	\$201.11	\$205.74
541611	Senior Consultant III	Contractor Site	\$223.98	\$229.13	\$234.40	\$239.79	\$245.31
541611	Senior Consultant II	Contractor Site	\$186.78	\$191.08	\$195.47	\$199.97	\$204.57
541611	Senior Consultant I	Contractor Site	\$136.21	\$139.34	\$142.55	\$145.82	\$149.18
541611	Mid-Level Training Consultant	Contractor Site	\$149.01	\$152.44	\$155.95	\$159.54	\$163.20
541611	Technical Writer/Editor(**)	Contractor Site	\$117.51	\$120.21	122.98	\$125.80	\$128.70
541611	Mid-Level Consultant II	Contractor Site	\$151.79	\$155.28	\$158.86	\$162.51	\$166.25
541611	Mid-Level Consultant I	Contractor Site	\$134.43	\$137.52	140.68	\$143.92	\$147.23
541611	Mid-Level Facilitator	Contractor Site	\$132.88	\$135.94	139.06	\$142.26	\$145.53
541611	Junior Consultant II	Contractor Site	\$130.55	\$133.55	\$136.62	\$139.77	\$142.98
541611	Junior Consultant I	Contractor Site	\$104.53	\$106.94	\$109.40	\$111.91	\$114.49
541611	Admin Support & Graphics Specialist III(**)	Contractor Site	\$108.31	\$110.80	\$113.35	\$115.96	\$118.62
541611	Admin Support & Graphics Specialist II(**)	Contractor Site	\$86.36	\$88.35	\$90.38	\$92.46	\$94.59
541611	Admin Support & Graphics Specialist I(**)	Contractor Site	\$72.65	\$74.32	\$76.03	\$77.78	\$79.57
541611	Senior Facilitator II	Contractor Site	\$260.32	\$266.30	\$272.43	\$278.69	\$285.10
541611	Senior Organizational Trainer	Contractor Site	\$260.32	\$266.30	272.43	\$278.69	\$285.10
541611	Executive Consultant	Contractor Site	\$193.72	\$198.17	\$202.73	\$207.40	\$212.17

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541611	Team Leader II	Contractor Site	\$175.56	\$179.60	\$183.73	\$187.95	\$192.27
541611	Team Leader I	Contractor Site	\$171.03	\$174.96	\$178.99	\$183.11	\$187.32
541611	Senior Organizational Analyst	Contractor Site	\$99.87	\$102.17	\$104.52	\$106.92	\$109.38
541611	ISO 14000 Analyst(**)	Contractor Site	\$84.75	\$86.70	\$88.69	\$90.73	\$92.82
541611	Organizational Analyst	Contractor Site	\$66.59	\$68.12	\$69.68	\$71.29	\$72.93
541611	Organizational Researcher(**)	Contractor Site	\$46.91	\$47.99	\$49.09	\$50.22	\$51.38
541611	Senior Functional Analyst III	Contractor Site	\$232.64	\$237.99	\$243.47	\$249.07	\$254.80
541611	Senior Functional Analyst I	Contractor Site	\$142.19	\$145.46	\$148.81	\$152.23	\$155.73
541611	Functional Analyst III	Contractor Site	\$121.98	\$124.78	\$127.65	\$130.59	\$133.59
541611	Functional Analyst II	Contractor Site	\$115.58	\$118.24	\$120.96	\$123.74	\$126.59
541611	Functional Analyst I	Contractor Site	\$109.42	\$111.94	\$114.51	\$117.14	\$119.84
541611	Junior Functional Analyst III	Contractor Site	\$97.69	\$99.94	\$102.23	\$104.59	\$106.99
541611	Junior Functional Analyst II	Contractor Site	\$92.61	\$94.74	\$96.92	\$99.15	\$101.43
541611	Junior Functional Analyst I	Contractor Site	\$83.54	\$85.46	\$87.42	\$89.44	\$91.49
541611	Data Specialist III	Contractor Site	\$60.55	\$61.94	\$63.36	\$64.82	\$66.31
541611	Data Specialist II(**)	Contractor Site	\$54.90	\$56.16	\$57.45	\$58.78	\$60.13
541611	Data Specialist I(**)	Contractor Site	\$49.71	\$50.86	\$52.03	\$53.22	\$54.45
541611	Research Data Assistant III(**)	Contractor Site	\$42.75	\$43.74	\$44.74	\$45.77	\$46.83
541611	Research Data Assistant II(**)	Contractor Site	\$37.23	\$38.09	\$38.96	\$39.86	\$40.78
541611	Research Data Assistant I(**)	Contractor Site	\$31.46	\$32.18	\$32.93	\$33.68	\$34.46
541611	Mid-Level Dispute Resolution Professional (MDR)	Contractor Site	\$172.53	\$176.50	\$180.56	\$184.71	\$188.96
541611	Jr. Dispute Resolution Professional (JDR) (**)	Contractor Site	\$136.21	\$139.34	\$142.55	\$145.82	\$149.18
541611	Mid-Level Scientist/Technical Consultant (MST)	Contractor Site	\$172.53	\$176.50	\$180.56	\$184.71	\$188.96
541611	Jr. Scientific/Technical Technician Consultant (JST)	Contractor Site	\$136.21	\$139.34	\$142.55	\$145.82	\$149.18
541611	Direct Support (DS)(**)	Contractor Site	\$74.14	\$75.84	\$77.59	\$79.37	\$81.20
541611	Sr. Program/Manager Analyst (SPM)	Contractor Site	\$222.47	\$227.59	\$232.82	\$238.18	\$243.65
541611	Sr. Systems/Project Engineer (SSE)	Contractor Site	\$225.48	\$230.67	\$235.97	\$241.40	\$246.95

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541611	Mid-Level Program/Manager Analyst (MPM)	Contractor Site	\$160.43	\$164.12	\$167.90	\$171.76	\$175.71
541611	Mid-Level Systems/Project Engineer (MSE)	Contractor Site	\$167.98	\$171.85	175.80	\$179.84	\$183.98
541611	Jr. Program/Management Analyst (JPM)(**)	Contractor Site	\$84.75	\$86.70	\$88.69	\$90.73	\$92.82
541611	Jr. Systems/Project Engineer (JSE)(**)	Contractor Site	\$99.87	\$102.17	\$104.52	\$106.92	\$109.38
541611	Direct Support (DS)(**)	Contractor Site	\$84.75	\$86.70	\$88.69	\$90.73	\$92.82
611430, 611512	Senior Manager	Contractor Site	\$256.04	\$261.93	\$267.95	\$274.11	\$280.42
611430, 611512	Senior Program/Project Manager	Contractor Site	\$214.23	\$219.16	\$224.20	\$229.36	\$234.63
611430, 611512	Program/Project Manager	Contractor Site	\$153.87	\$157.41	\$161.03	\$164.73	\$168.52
611430, 611512	Senior Task Leader	Contractor Site	\$136.81	\$139.96	\$143.18	\$146.47	\$149.84
611430, 611512	Task Leader	Contractor Site	\$111.62	\$114.18	\$116.81	\$119.50	\$122.24
611430, 611512	Senior Administrative Support Specialist(**)	Contractor Site	\$77.06	\$78.83	\$80.65	\$82.50	\$84.40
611430, 611512	Administrative Support Specialist(**)	Contractor Site	\$51.19	\$52.37	\$53.57	\$54.81	\$56.07
611430, 611512	Training Developer I	Contractor Site	\$85.87	\$87.84	\$89.86	\$91.93	\$94.05
611430, 611512	Training Developer II	Contractor Site	\$111.00	\$113.55	\$116.16	\$118.84	\$121.57
611430, 611512	Training Developer III	Contractor Site	\$136.81	\$139.96	\$143.18	\$146.47	\$149.84
611430, 611512	Training Developer IV	Contractor Site	\$162.73	\$166.47	\$170.30	\$174.22	\$178.22
611430, 611512	Training Developer V	Contractor Site	\$188.39	\$192.72	\$197.15	\$201.69	\$206.32
611430, 611512	Graphic Artist I(**)	Contractor Site	\$60.00	\$61.38	\$62.79	\$64.23	\$65.71
611430, 611512	Graphic Artist II(**)	Contractor Site	\$77.06	\$78.83	\$80.65	\$82.50	\$84.40
611430, 611512	Graphic Artist III(**)	Contractor Site	\$94.17	\$96.34	\$98.55	\$100.82	\$103.14
611430, 611512	Graphic Artist IV	Contractor Site	\$111.00	\$113.55	\$116.16	\$118.84	\$121.57
611430, 611512	Graphic Artist V	Contractor Site	\$128.59	\$131.55	\$134.57	\$137.67	\$140.83
611430, 611512	Training Specialist/Instructor I(**)	Contractor Site	\$68.46	\$70.03	\$71.64	\$73.29	\$74.98
611430, 611512	Training Specialist/Instructor II	Contractor Site	\$94.17	\$96.34	\$98.55	\$100.82	\$103.14
611430, 611512	Subject Matter Expert I	Contractor Site	\$170.63	\$174.55	\$178.57	\$182.67	\$186.88
611430, 611512	Subject Matter Expert II	Contractor Site	\$214.23	\$219.16	\$224.20	\$229.36	\$234.63
611430, 611512	Subject Matter Expert III	Contractor Site	\$256.04	\$261.93	\$267.95	\$274.11	\$280.42
611430, 611512	Subject Matter Expert IV	Contractor Site	\$298.59	\$305.46	\$312.48	\$319.67	\$327.02



SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
611430, 611512	Subject Matter Expert V	Contractor Site	\$341.24	\$349.09	\$357.12	\$365.34	\$373.74
611430, 611512	Subject Matter Expert VI	Contractor Site	\$383.93	\$392.76	\$401.80	\$411.04	\$420.49
611430, 611512	Documentation Specialist/Editor I(**)	Contractor Site	\$60.00	\$61.38	\$62.79	\$64.23	\$65.71
611430, 611512	Documentation Specialist/Editor II(**)	Contractor Site	\$77.06	\$78.83	\$80.65	\$82.50	\$84.40
611430, 611512	Documentation Specialist/Editor III	Contractor Site	\$94.17	\$96.34	\$98.55	\$100.82	\$103.14
611430, 611512	Documentation Specialist/Editor IV	Contractor Site	\$111.00	\$113.55	\$116.16	\$118.84	\$121.57
611430, 611512	Documentation Specialist/Editor V	Contractor Site	\$136.81	\$139.96	\$143.18	\$146.47	\$149.84
611430, 611512	Training Technical Support Engineer I(**)	Contractor Site	\$94.17	\$96.34	\$98.55	\$100.82	\$103.14
611430, 611512	Training Software Technician I(**)	Contractor Site	\$51.19	\$52.37	\$53.57	\$54.81	\$56.07
611430, 611512	Training Software Technician II(**)	Contractor Site	\$68.46	\$70.03	\$71.64	\$73.29	\$74.98
611430, 611512	Training Software Technician III(**)	Contractor Site	\$85.87	\$87.84	\$89.86	\$91.93	\$94.05
541611	Director	Customer Site	\$332.61	\$340.26	\$348.08	\$356.09	\$364.28
541611	Program Manager	Customer Site	\$251.14	\$256.92	\$262.83	\$268.87	\$275.05
541611	Subject Matter Expert	Customer Site	\$251.14	\$256.92	\$262.83	\$268.87	\$275.05
541611	Principal Consultant III	Customer Site	\$271.89	\$278.14	\$284.54	\$291.09	\$297.78
541611	Principal Consultant II	Customer Site	\$237.21	\$242.67	\$248.25	\$253.96	\$259.80
541611	Principal Consultant I	Customer Site	\$197.91	\$202.46	\$207.12	\$211.88	\$216.76
541611	Project Manager	Customer Site	\$196.74	\$201.27	\$205.90	\$210.63	\$215.48
541611	Master Facilitator	Customer Site	\$196.74	\$201.27	\$205.90	\$210.63	\$215.48
541611	Senior Training Consultant	Customer Site	\$163.20	\$166.95	\$170.79	\$174.72	\$178.74
541611	Senior Facilitator I	Customer Site	\$150.90	\$154.37	\$157.92	\$161.55	\$165.27
541611	Senior Consultant III	Customer Site	\$174.97	\$179.00	\$183.12	\$187.33	\$191.64
541611	Senior Consultant II	Customer Site	\$150.10	\$153.55	\$157.09	\$160.70	\$164.39
541611	Senior Consultant I	Customer Site	\$119.64	\$122.39	\$125.20	\$128.08	\$131.03
541611	Mid-Level Training Consultant	Customer Site	\$119.74	\$122.49	\$125.31	\$128.19	\$131.14
541611	Technical Writer/Editor(**)	Customer Site	\$91.09	\$93.18	\$95.33	\$97.52	\$99.76
541611	Mid-Level Consultant II	Customer Site	\$118.58	\$121.31	\$124.10	\$126.96	\$129.88

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541611	Mid-Level Consultant I	Customer Site	\$108.01	\$110.49	\$113.03	\$115.63	\$118.29
541611	Mid-Level Facilitator	Customer Site	\$106.71	\$109.16	\$111.67	\$114.24	\$116.87
541611	Junior Consultant II	Customer Site	\$101.96	\$104.30	\$106.70	\$109.16	\$111.67
541611	Junior Consultant I	Customer Site	\$83.99	\$85.92	\$87.89	\$89.92	\$91.98
541611	Admin Support & Graphics Specialist III(**)	Customer Site	\$84.60	\$86.55	\$88.54	\$90.58	\$92.66
541611	Admin Support & Graphics Specialist II(**)	Customer Site	\$69.36	\$70.96	\$72.59	\$74.26	\$75.97
541611	Admin Support & Graphics Specialist I(**)	Customer Site	\$63.80	\$65.26	\$66.76	\$68.30	\$69.87
541611	Senior Facilitator II	Customer Site	\$228.59	\$233.84	\$239.22	\$244.72	\$250.35
541611	Senior Organizational Trainer	Customer Site	\$228.59	\$233.84	\$239.22	\$244.72	\$250.35
541611	Executive Consultant	Customer Site	\$170.11	\$174.02	\$178.03	\$182.12	\$186.31
541611	Team Leader II	Customer Site	\$154.16	\$157.70	\$161.33	\$165.04	\$168.84
541611	Team Leader I	Customer Site	\$150.15	\$153.60	\$157.13	\$160.75	\$164.44
541611	Senior Organizational Analyst	Customer Site	\$87.71	\$89.72	\$91.79	\$93.90	\$96.06
541611	ISO 14000 Analyst(**)	Customer Site	\$74.41	\$76.12	\$77.87	\$79.66	\$81.49
541611	Organizational Analyst	Customer Site	\$58.47	\$59.82	\$61.20	\$62.60	\$64.04
541611	Organizational Researcher(**)	Customer Site	\$41.21	\$42.16	\$43.13	\$44.12	\$45.13
541611	Senior Functional Analyst III	Customer Site	\$196.04	\$200.55	\$205.16	\$209.88	\$214.71
541611	Senior Functional Analyst I	Customer Site	\$119.81	\$122.56	\$125.38	\$128.26	\$131.21
541611	Functional Analyst III	Customer Site	\$102.79	\$105.15	\$107.57	\$110.04	\$112.57
541611	Functional Analyst II	Customer Site	\$97.40	\$99.64	\$101.93	\$104.27	\$106.67
541611	Functional Analyst I	Customer Site	\$92.19	\$94.31	\$96.48	\$98.70	\$100.97
541611	Junior Functional Analyst III	Customer Site	\$82.33	\$84.22	\$86.16	\$88.14	\$90.17
541611	Junior Functional Analyst II	Customer Site	\$78.01	\$79.81	\$81.64	\$83.52	\$85.44
541611	Junior Functional Analyst I	Customer Site	\$70.40	\$72.01	\$73.67	\$75.37	\$77.10
541611	Data Specialist III	Customer Site	\$51.02	\$52.20	\$53.40	\$54.63	\$55.88
541611	Data Specialist II(**)	Customer Site	\$46.25	\$47.31	\$48.40	\$49.52	\$50.65
541611	Data Specialist I(**)	Customer Site	\$41.89	\$42.86	\$43.84	\$44.85	\$45.88
541611	Research Data Assistant III(**)	Customer Site	\$36.04	\$36.87	\$37.72	\$38.59	\$39.48

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541611	Research Data Assistant II(**)	Customer Site	\$31.36	\$32.08	\$32.82	\$33.57	\$34.35
541611	Research Data Assistant I(**)	Customer Site	\$26.53	\$27.14	\$27.77	\$28.40	\$29.06
541611	Mid-Level Dispute Resolution Professional (MDR)	Customer Site	\$151.51	\$155.00	\$158.56	\$162.21	\$165.94
541611	Jr. Dispute Resolution Professional (JDR)	Customer Site	\$119.64	\$122.39	\$125.20	\$128.08	\$131.03
541611	Mid-Level Scientist/ Technical Consultant (MST)	Customer Site	\$151.51	\$155.00	\$158.56	\$162.21	\$165.94
541611	Jr. Scientific/Technical/ Technical Consultant (JST)	Customer Site	\$119.64	\$122.39	\$125.20	\$128.08	\$131.03
541611	Direct Support (DS)(**)	Customer Site	\$65.08	\$66.58	\$68.11	\$69.68	\$71.28
541611	Sr. Program/Manager Analyst (SPM)	Customer Site	\$195.37	\$199.86	\$204.46	\$209.16	\$213.97
541611	Sr. Systems/Project Engineer (SSE)	Customer Site	\$197.98	\$202.53	\$207.19	\$211.95	\$216.83
541611	Mid-Level Program/ Manager Analyst (MPM)	Customer Site	\$139.45	\$142.65	\$145.93	\$149.29	\$152.73
541611	Mid-Level Systems/ Project Engineer (MSE)	Customer Site	\$146.01	\$149.37	\$152.81	\$156.32	\$159.92
541611	Jr. Program/Manager Analyst (JPM)(**)	Customer Site	\$74.41	\$76.12	\$77.87	\$79.66	\$81.49
541611	Jr. Systems/Project Engineer (JSE)	Customer Site	\$87.71	\$89.72	\$91.79	\$93.90	\$96.06
541611	Direct Support (DS)(**)	Customer Site	\$74.41	\$76.12	\$77.87	\$79.66	\$81.49
611430, 611512	Senior Manager	Customer Site	\$202.11	\$206.76	\$211.52	\$216.38	\$221.36
611430, 611512	Senior Program/Project Manager	Customer Site	\$169.13	\$173.02	\$177.00	\$181.07	\$185.23
611430, 611512	Program/Project Manager	Customer Site	\$121.46	\$124.26	\$127.12	\$130.04	\$133.03
611430, 611512	Senior Task Leader	Customer Site	\$107.99	\$110.47	\$113.01	\$115.61	\$118.27
611430, 611512	Task Leader	Customer Site	\$88.08	\$90.10	\$92.17	\$94.29	\$96.46
611430, 611512	Senior Administrative Support Specialist(**)	Customer Site	\$60.84	\$62.24	\$63.67	\$65.13	\$66.63
611430, 611512	Administrative Support Specialist(**)	Customer Site	\$40.41	\$41.34	\$42.29	\$43.27	\$44.26
611430, 611512	Training Developer I	Customer Site	\$67.78	\$69.34	\$70.94	\$72.57	\$74.24
611430, 611512	Training Developer II	Customer Site	\$87.64	\$89.65	\$91.72	\$93.83	\$95.98
611430, 611512	Training Developer III	Customer Site	\$107.99	\$110.47	\$113.01	\$115.61	\$118.27
611430, 611512	Training Developer IV	Customer Site	\$128.47	\$131.42	\$134.44	\$137.54	\$140.70
611430, 611512	Training Developer V	Customer Site	\$148.69	\$152.11	\$155.61	\$159.19	\$162.85
611430, 611512	Graphic Artist I(**)	Customer Site	\$47.37	\$48.46	\$49.58	\$50.72	\$51.88
611430, 611512	Graphic Artist II(**)	Customer Site	\$60.84	\$62.24	\$63.67	\$65.13	\$66.63

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
611430, 611512	Graphic Artist III(**)	Customer Site	\$74.36	\$76.07	\$77.82	\$79.61	\$81.44
611430, 611512	Graphic Artist IV	Customer Site	\$87.64	\$89.65	\$91.72	\$93.83	\$95.98
611430, 611512	Graphic Artist V	Customer Site	\$101.52	\$103.86	\$106.24	\$108.69	\$111.19
611430, 611512	Training Specialist/Instructor I(**)	Customer Site	\$54.03	\$55.27	\$56.54	\$57.84	\$59.17
611430, 611512	Training Specialist/Instructor II(**)	Customer Site	\$74.36	\$76.07	\$77.82	\$79.61	\$81.44
611430, 611512	Subject Matter Expert I	Customer Site	\$134.70	\$137.79	\$140.96	\$144.21	\$147.52
611430, 611512	Subject Matter Expert II	Customer Site	\$169.13	\$173.02	\$177.00	\$181.07	\$185.23
611430, 611512	Subject Matter Expert III	Customer Site	\$202.11	\$206.76	\$211.52	\$216.38	\$221.36
611430, 611512	Subject Matter Expert IV	Customer Site	\$235.72	\$241.15	\$246.69	\$252.37	\$258.17
611430, 611512	Subject Matter Expert V	Contractor Site	\$269.35	\$275.54	\$281.88	\$288.36	\$295.00
611430, 611512	Subject Matter Expert VI	Customer Site	\$303.06	\$310.03	\$317.16	\$324.46	\$331.92
611430, 611512	Documentation Specialist/Editor I(**)	Customer Site	\$47.37	\$48.46	\$49.58	\$50.72	\$51.88
611430, 611512	Documentation Specialist/Editor II(**)	Customer Site	\$60.84	\$62.24	\$63.67	\$65.13	\$66.63
611430, 611512	Documentation Specialist/Editor III	Customer Site	\$74.36	\$76.07	\$77.82	\$79.61	\$81.44
611430, 611512	Documentation Specialist/Editor IV	Customer Site	\$87.64	\$89.65	\$91.72	\$93.83	\$95.98
611430, 611512	Documentation Specialist/Editor V	Customer Site	\$107.99	\$110.47	\$113.01	\$115.61	\$118.27
611430, 611512	Training Technical Support Engineer I(**)	Customer Site	\$74.36	\$76.07	\$77.82	\$79.61	\$81.44
611430, 611512	Training Software Technician I(**)	Customer Site	\$40.41	\$41.34	\$42.29	\$43.27	\$44.26
611430, 611512	Training Software Technician II(**)	Customer Site	\$54.03	\$55.27	\$56.54	\$57.84	\$59.17
611430, 611512	Training Software Technician III(**)	Customer Site	\$67.78	\$69.34	\$70.94	\$72.57	\$74.24
541614SVC , 541614	Account Manager	Contractor Site	\$240.02	\$245.54	\$251.19	\$256.97	\$262.88
541614SVC , 541614	Project Manager	Contractor Site	\$208.94	\$213.75	\$218.66	\$223.69	\$228.84
541614SVC , 541614	Quality Assurance Manager	Contractor Site	\$123.38	\$126.21	\$129.12	\$132.09	\$135.12
541614SVC , 541614	Quality Assurance Analyst	Contractor Site	\$132.63	\$135.68	\$138.80	\$141.99	\$145.26
541614SVC , 541614	Quality Assurance Specialist	Contractor Site	\$108.49	\$110.99	\$113.54	\$116.15	\$118.82
541614SVC , 541614	Program Administration Specialist (**)	Contractor Site	\$75.13	\$76.86	\$78.63	\$80.43	\$82.28
541614SVC , 541614	Project Control Specialist	Contractor Site	\$103.50	\$105.88	\$108.31	\$110.80	\$113.35
541614SVC , 541614	Administrative Support Specialist(**)	Contractor Site	\$90.55	\$92.63	\$94.76	\$96.94	\$99.17
541614SVC , 541614	Graphic Specialist(**)	Contractor Site	\$61.06	\$62.46	\$63.90	\$65.37	\$66.87

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541614SVC , 541614,	Documentation Specialist(**)	Contractor Site	\$61.06	\$62.46	\$63.90	\$65.37	\$66.87
541614SVC , 541614	Technical Writer/Editor(**)	Contractor Site	\$99.08	\$101.36	\$103.69	\$106.08	\$108.52
541614SVC , 541614	Configuration Management Specialist	Contractor Site	\$99.08	\$101.36	\$103.69	\$106.08	\$108.52
541614SVC , 541614	Subject Matter Expert	Contractor Site	\$203.99	\$208.68	\$213.48	\$218.39	\$223.42
541614SVC , 541614	Principal Analyst	Contractor Site	\$187.20	\$191.51	\$195.91	\$200.42	\$205.03
541614SVC , 541614	Senior Analyst	Contractor Site	\$170.96	\$174.89	\$178.92	\$183.03	\$187.24
541614SVC , 541614	Mid-Level Analyst	Contractor Site	\$137.30	\$140.46	\$143.69	\$147.00	\$150.38
541614SVC , 541614	Junior Analyst	Contractor Site	\$95.57	\$97.77	\$100.02	\$102.32	\$104.67
541614SVC , 541614	Entry-Level Analyst(**)	Contractor Site	\$71.21	\$72.84	\$74.52	\$76.23	\$77.99
541614SVC , 541614	Acquisition Specialist V	Contractor Site	\$174.95	\$178.98	\$183.09	\$187.31	\$191.61
541614SVC , 541614	Acquisition Specialist IV	Contractor Site	\$124.88	\$127.75	\$130.69	\$133.70	\$136.77
541614SVC , 541614	Acquisition Specialist III	Contractor Site	\$104.58	\$106.99	\$109.45	\$111.96	\$114.54
541614SVC , 541614	Acquisition Specialist II	Contractor Site	\$91.33	\$93.43	\$95.58	\$97.77	\$100.02
541614SVC , 541614	Acquisition Specialist I	Contractor Site	\$67.40	\$68.95	\$70.53	\$72.16	\$73.81
541614SVC , 541614	ERP Specialist V	Contractor Site	\$202.67	\$207.33	\$212.10	\$216.98	\$221.97
541614SVC , 541614	ERP Specialist IV	Contractor Site	\$173.96	\$177.96	\$182.06	\$186.24	\$190.53
541614SVC , 541614	ERP Specialist III	Contractor Site	\$148.04	\$151.44	\$154.92	\$158.49	\$162.13
541614SVC , 541614	ERP Specialist II	Contractor Site	\$125.67	\$128.56	\$131.52	\$134.54	\$137.64
541614SVC , 541614	ERP Specialist I	Contractor Site	\$105.08	\$107.50	\$109.97	\$112.50	\$115.09
541614SVC , 541614	Information Systems Specialist V	Contractor Site	\$227.89	\$233.13	\$238.49	\$243.98	\$249.59
541614SVC , 541614	Information Systems Specialist IV	Contractor Site	\$191.09	\$195.49	\$199.98	\$204.58	\$209.29
541614SVC , 541614	Information Systems Specialist III	Contractor Site	\$159.16	\$162.82	\$166.56	\$170.39	\$174.31
541614SVC , 541614	Information Systems Specialist II	Contractor Site	\$130.32	\$133.32	\$136.39	\$139.52	\$142.73
541614SVC , 541614	Information Systems Specialist I	Contractor Site	\$102.13	\$104.48	\$106.88	\$109.34	\$111.85
541614SVC , 541614	Logistics Specialist V	Contractor Site	\$146.22	\$149.59	153.03	\$156.55	\$160.15
541614SVC , 541614	Logistics Specialist IV	Contractor Site	\$123.33	\$126.17	\$129.07	\$132.04	\$135.07
541614SVC , 541614	Logistics Specialist III	Contractor Site	\$101.66	\$104.00	\$106.39	\$108.84	\$111.34
541614SVC , 541614	Logistics Specialist II	Contractor Site	\$77.30	\$79.07	\$80.89	\$82.75	\$84.66
541614SVC , 541614	Logistics Specialist I	Contractor Site	\$61.25	\$62.66	\$64.10	\$65.57	\$67.08

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541614SVC , 541614	Maintenance Specialist V(**)	Contractor Site	\$101.53	\$103.87	\$106.26	\$108.70	\$111.20
541614SVC , 541614	Maintenance Specialist IV(**)	Contractor Site	\$87.92	\$89.94	\$92.01	\$94.12	\$96.29
541614SVC , 541614	Maintenance Specialist III(**)	Contractor Site	\$98.41	\$100.67	\$102.99	\$105.36	\$107.78
541614SVC , 541614	Maintenance Specialist II(**)	Contractor Site	\$76.85	\$78.62	\$80.43	\$82.28	\$84.17
541614SVC , 541614	Maintenance Specialist I(**)	Contractor Site	\$45.83	\$46.88	\$47.96	\$49.06	\$50.19
541614SVC , 541614	Supply Chain Specialist V	Contractor Site	\$146.22	\$149.59	\$153.03	\$156.55	\$160.15
541614SVC , 541614	Supply Chain Specialist IV	Contractor Site	\$125.67	\$128.56	\$131.52	\$134.54	\$137.64
541614SVC , 541614	Supply Chain Specialist III	Contractor Site	\$107.55	\$110.02	\$112.55	\$115.14	\$117.79
541614SVC , 541614	Supply Chain Specialist II	Contractor Site	\$85.32	\$87.28	\$89.29	\$91.34	\$93.44
541614SVC , 541614	Supply Chain Specialist I	Contractor Site	\$63.26	\$64.71	\$66.20	\$67.72	\$69.28
541614SVC , 541614	Training Specialist V	Contractor Site	\$168.06	\$171.93	\$175.88	\$179.93	\$184.07
541614SVC , 541614	Training Specialist IV	Contractor Site	\$147.09	\$150.47	\$153.93	\$157.47	\$161.10
541614SVC , 541614	Training Specialist III	Contractor Site	\$132.63	\$135.68	\$138.80	\$141.99	\$145.26
541614SVC , 541614	Training Specialist II	Contractor Site	\$101.16	\$103.48	\$105.86	\$108.30	\$110.79
541614SVC , 541614	Training Specialist I	Contractor Site	\$78.30	\$80.10	\$81.94	\$83.83	\$85.76
541614SVC , 541614	Transportation Specialist V	Contractor Site	\$136.52	\$139.66	\$142.87	\$146.15	\$149.52
541614SVC , 541614	Transportation Specialist IV	Contractor Site	\$117.38	\$120.08	\$122.84	\$125.66	\$128.55
541614SVC , 541614	Transportation Specialist III(**)	Contractor Site	\$97.95	\$100.21	\$102.51	\$104.87	\$107.28
541614SVC , 541614	Transportation Specialist II(**)	Contractor Site	\$75.31	\$77.04	\$78.82	\$80.63	\$82.48
541614SVC , 541614	Transportation Specialist I(**)	Contractor Site	\$59.30	\$60.66	\$62.06	\$63.49	\$64.95
541614SVC , 541614	Information Technology Specialist V	Contractor Site	\$223.91	\$229.06	\$234.33	\$239.72	\$245.23
541614SVC , 541614	Information Technology Specialist IV	Contractor Site	\$179.49	\$183.62	\$187.84	\$192.17	\$196.59
541614SVC , 541614	Information Technology Specialist III	Contractor Site	\$156.25	\$159.84	\$163.52	\$167.28	\$171.13
541614SVC , 541614	Information Technology Specialist II	Contractor Site	\$125.67	\$128.56	\$131.52	\$134.54	\$137.64
541614SVC , 541614	Information Technology Specialist I	Contractor Site	\$95.76	\$97.97	\$100.22	\$102.52	\$104.88
541614SVC , 541614	Information Analyst V	Contractor Site	\$240.97	\$246.51	\$252.18	\$257.98	\$263.92
541614SVC , 541614	Information Analyst IV	Contractor Site	\$205.30	\$210.03	\$214.86	\$219.80	\$224.85
541614SVC , 541614	Information Analyst III	Contractor Site	\$154.42	\$157.97	\$161.61	\$165.33	\$169.13
541614SVC , 541614	Information Analyst II	Contractor Site	\$120.35	\$123.12	\$125.95	\$128.85	\$131.81

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541614SVC , 541614	Information Analyst I	Contractor Site	\$101.66	\$104.00	\$106.39	\$108.84	\$111.34
541614SVC , 541614	Information Assurance Analyst V	Contractor Site	\$202.83	\$207.49	\$212.27	\$217.15	\$222.14
541614SVC , 541614	Information Assurance Analyst IV	Contractor Site	\$176.13	\$180.18	\$184.32	\$188.56	\$192.90
541614SVC , 541614	Information Assurance Analyst III	Contractor Site	\$135.66	\$138.78	\$141.97	\$145.24	\$148.58
541614SVC , 541614	Information Assurance Analyst II	Contractor Site	\$112.38	\$114.97	\$117.61	\$120.32	\$123.08
541614SVC , 541614	Information Assurance Analyst I	Contractor Site	\$69.88	\$71.49	\$73.13	\$74.82	\$76.54
541614SVC , 541614	Information Engineer V	Contractor Site	\$215.95	\$220.91	\$225.99	\$231.19	\$236.51
541614SVC , 541614	Information Engineer IV	Contractor Site	\$191.09	\$195.49	\$199.98	\$204.58	\$209.29
541614SVC , 541614	Information Engineer III	Contractor Site	\$151.67	\$155.16	\$158.73	\$162.38	\$166.12
541614SVC , 541614	Information Engineer II	Contractor Site	\$125.67	\$128.56	\$131.52	\$134.54	\$137.64
541614SVC , 541614	Information Engineer I	Contractor Site	\$106.52	\$108.97	\$111.48	\$114.04	\$116.66
541614SVC , 541614	Disaster Recovery Specialist V	Contractor Site	\$211.94	\$216.82	\$221.80	\$226.91	\$232.12
541614SVC , 541614	Disaster Recovery Specialist IV	Contractor Site	\$185.95	\$190.23	\$194.60	\$199.08	\$203.66
541614SVC , 541614	Disaster Recovery Specialist III	Contractor Site	\$144.33	\$147.65	\$151.04	\$154.52	\$158.07
541614SVC , 541614	Disaster Recovery Specialist II	Contractor Site	\$112.19	\$114.77	\$117.41	\$120.11	\$122.87
541614SVC , 541614	Disaster Recovery Specialist I	Contractor Site	\$102.65	\$105.01	\$107.43	\$109.90	\$112.43
541614SVC , 541614	Logistics Analyst V	Contractor Site	\$129.05	\$132.01	\$135.05	\$138.16	\$141.33
541614SVC , 541614	Logistics Analyst IV	Contractor Site	\$106.12	\$108.56	\$111.06	\$113.61	\$116.22
541614SVC , 541614	Logistics Analyst III	Contractor Site	\$84.65	\$86.60	\$88.59	\$90.63	\$92.71
541614SVC , 541614	Logistics Analyst II	Contractor Site	\$60.19	\$61.57	\$62.99	\$64.44	\$65.92
541614SVC , 541614	Logistics Analyst I(**)	Contractor Site	\$44.24	\$45.26	\$46.30	\$47.37	\$48.46
541614SVC , 541614	Account Manager	Customer Site	\$190.26	\$194.63	\$199.11	\$203.69	\$208.37
541614SVC , 541614	Project Manager	Customer Site	\$165.62	\$169.43	\$173.32	\$177.31	\$181.39
541614SVC , 541614	Quality Assurance Manager	Customer Site	\$97.80	\$100.05	\$102.35	\$104.71	\$107.12
541614SVC , 541614	Quality Assurance Analyst	Customer Site	\$105.13	\$107.55	\$110.02	\$112.55	\$115.14
541614SVC , 541614	Quality Assurance Specialist	Customer Site	\$86.01	\$87.99	\$90.01	\$92.08	\$94.20
541614SVC , 541614	Program Administration Specialist(**)	Customer Site	\$59.57	\$60.94	\$62.34	\$63.77	\$65.24
541614SVC , 541614	Project Control Specialist	Customer Site	\$82.04	\$83.92	\$85.85	\$87.83	\$89.85
541614SVC , 541614	Administrative Support Specialist(**)	Customer Site	\$71.79	\$73.44	\$75.13	\$76.86	\$78.63

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541614SVC , 541614	Graphic Specialist(**)	Customer Site	\$48.39	\$49.50	\$50.64	\$51.81	\$53.00
541614SVC , 541614	Documentation Specialist(**)	Customer Site	\$48.39	\$49.50	\$50.64	\$51.81	\$53.00
541614SVC , 541614	Technical Writer/Editor(**)	Customer Site	\$78.54	\$80.35	\$82.20	\$84.09	\$86.02
541614SVC , 541614	Configuration Management Specialist	Customer Site	\$78.54	\$80.35	\$82.20	\$84.09	\$86.02
541614SVC , 541614	Subject Matter Expert	Customer Site	\$161.72	\$165.44	\$169.24	\$173.14	\$177.12
541614SVC , 541614	Principal Analyst	Customer Site	\$148.39	\$151.80	\$155.29	\$158.86	\$162.52
541614SVC , 541614	Senior Analyst	Customer Site	\$135.53	\$138.64	141.83	\$145.09	\$148.43
541614SVC , 541614	Mid-Level Analyst	Customer Site	\$108.84	\$111.34	\$113.90	\$116.52	\$119.20
541614SVC , 541614	Junior Analyst	Customer Site	\$81.73	\$83.61	\$85.53	\$87.50	\$89.51
541614SVC , 541614	Entry-Level Analyst(**)	Customer Site	\$56.45	\$57.75	\$59.08	\$60.44	\$61.83
541614SVC , 541614	Acquisition Specialist V	Customer Site	\$138.69	\$141.88	\$145.15	\$148.48	\$151.90
541614SVC , 541614	Acquisition Specialist IV	Customer Site	\$98.99	\$101.27	\$103.60	\$105.98	\$108.42
541614SVC , 541614	Acquisition Specialist III	Customer Site	\$82.90	\$84.81	\$86.76	\$88.75	\$90.80
541614SVC , 541614	Acquisition Specialist II	Customer Site	\$72.39	\$74.06	\$75.76	\$77.50	\$79.29
541614SVC , 541614	Acquisition Specialist I	Customer Site	\$53.44	\$54.67	\$55.92	\$57.21	\$58.53
541614SVC , 541614	ERP Specialist V	Customer Site	\$160.65	\$164.34	\$168.12	\$171.99	\$175.94
541614SVC , 541614	ERP Specialist IV	Customer Site	\$137.89	\$141.07	\$144.31	\$147.63	\$151.02
541614SVC , 541614	ERP Specialist III	Customer Site	\$117.34	\$120.04	\$122.80	\$125.63	\$128.52
541614SVC , 541614	ERP Specialist II	Customer Site	\$99.61	\$101.90	\$104.24	\$106.64	\$109.09
541614SVC , 541614	ERP Specialist I	Customer Site	\$83.31	\$85.23	\$87.19	\$89.19	\$91.24
541614SVC , 541614	Information Systems Specialist V	Customer Site	\$180.63	\$184.78	\$189.03	\$193.38	\$197.83
541614SVC , 541614	Information Systems Specialist IV	Customer Site	\$151.49	\$154.98	\$158.54	\$162.19	\$165.92
541614SVC , 541614	Information Systems Specialist III	Customer Site	\$126.16	\$129.06	\$132.03	\$135.07	\$138.18
541614SVC , 541614	Information Systems Specialist II	Customer Site	\$103.29	\$105.66	\$108.09	\$110.58	\$113.12
541614SVC , 541614	Information Systems Specialist I	Customer Site	\$80.97	\$82.83	\$84.74	\$86.69	\$88.68
541614SVC , 541614	Logistics Specialist V	Customer Site	\$115.91	\$118.58	\$121.30	\$124.09	\$126.95
541614SVC , 541614	Logistics Specialist IV	Customer Site	\$97.77	\$100.02	\$102.32	\$104.67	\$107.08
541614SVC , 541614	Logistics Specialist III	Customer Site	\$80.60	\$82.45	\$84.35	\$86.29	\$88.27
541614SVC , 541614	Logistics Specialist II	Customer Site	\$61.26	\$62.67	\$64.11	\$65.59	\$67.10



SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541614SVC , 541614	Logistics Specialist I	Customer Site	\$48.55	\$49.67	\$50.81	\$51.98	\$53.18
541614SVC , 541614	Maintenance Specialist V(**)	Customer Site	\$80.48	\$82.33	\$84.22	\$86.16	\$88.14
541614SVC , 541614	Maintenance Specialist IV(**)	Customer Site	\$69.70	\$71.30	\$72.94	\$74.62	\$76.33
541614SVC , 541614	Maintenance Specialist III(**)	Customer Site	\$78.01	\$79.80	\$81.64	\$83.52	\$85.44
541614SVC , 541614	Maintenance Specialist II(**)	Customer Site	\$60.93	\$62.33	\$63.76	\$65.23	\$66.73
541614SVC , 541614	Maintenance Specialist I(**)	Customer Site	\$36.33	\$37.17	\$38.02	\$38.90	\$39.79
541614SVC , 541614	Supply Chain Specialist V	Customer Site	\$115.91	\$118.58	\$121.30	\$124.09	\$126.95
541614SVC , 541614	Supply Chain Specialist IV	Customer Site	\$99.61	\$101.90	\$104.24	\$106.64	\$109.09
541614SVC , 541614	Supply Chain Specialist III	Customer Site	\$85.24	\$87.20	\$89.21	\$91.26	\$93.36
541614SVC , 541614	Supply Chain Specialist II	Customer Site	\$67.63	\$69.18	\$70.77	\$72.40	\$74.07
541614SVC , 541614	Supply Chain Specialist I	Customer Site	\$50.15	\$51.30	\$52.48	\$53.69	\$54.93
541614SVC , 541614	Training Specialist V	Customer Site	\$133.23	\$136.30	\$139.43	\$142.64	\$145.92
541614SVC , 541614	Training Specialist IV	Customer Site	\$116.60	\$119.28	\$122.03	\$124.83	\$127.71
541614SVC , 541614	Training Specialist III	Customer Site	\$105.13	\$107.55	\$110.02	\$112.55	\$115.14
541614SVC , 541614	Training Specialist II	Customer Site	\$80.20	\$82.05	\$83.93	\$85.87	\$87.84
541614SVC , 541614	Training Specialist I	Customer Site	\$62.06	\$63.49	\$64.95	\$66.45	\$67.97
541614SVC , 541614	Transportation Specialist V	Customer Site	\$108.22	\$110.71	\$113.25	\$115.86	\$118.52
541614SVC , 541614	Transportation Specialist IV	Customer Site	\$93.05	\$95.19	\$97.38	\$99.62	\$101.91
541614SVC , 541614	Transportation Specialist III(**)	Customer Site	\$77.64	\$79.43	\$81.25	\$83.12	\$85.03
541614SVC , 541614	Transportation Specialist II(**)	Customer Site	\$59.70	\$61.07	\$62.47	\$63.91	\$65.38
541614SVC , 541614	Transportation Specialist I(**)	Customer Site	\$47.02	\$48.10	\$49.20	\$50.33	\$51.49
541614SVC , 541614	Information Technology Specialist V	Customer Site	\$177.48	\$181.56	\$185.73	\$190.00	\$194.37
541614SVC , 541614	Information Technology Specialist IV	Customer Site	\$142.27	\$145.54	\$148.89	\$152.31	\$155.81
541614SVC , 541614	Information Technology Specialist III	Customer Site	\$123.86	\$126.70	\$129.62	\$132.60	\$135.65
541614SVC , 541614	Information Technology Specialist II	Customer Site	\$99.61	\$101.90	\$104.24	\$106.64	\$109.09
541614SVC , 541614	Information Technology Specialist I	Customer Site	\$75.91	\$77.65	\$79.44	\$81.26	\$83.13
541614SVC , 541614	Information Analyst V	Customer Site	\$191.02	\$195.41	\$199.90	\$204.50	\$209.20
541614SVC , 541614	Information Analyst IV	Customer Site	\$162.74	\$166.49	\$170.32	\$174.23	\$178.24
541614SVC , 541614	Information Analyst III	Customer Site	\$122.41	\$125.22	\$128.10	\$131.05	\$134.06

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541614SVC , 541614	Information Analyst II	Customer Site	\$95.40	\$97.60	\$99.84	\$102.14	\$104.49
541614SVC , 541614	Information Analyst I	Customer Site	\$80.60	\$82.45	\$84.35	\$86.29	\$88.27
541614SVC , 541614	Information Assurance Analyst V	Customer Site	\$160.79	\$164.49	\$168.27	\$172.14	\$176.10
541614SVC , 541614	Information Assurance Analyst IV	Customer Site	\$139.60	\$142.81	\$146.09	\$149.45	\$152.89
541614SVC , 541614	Information Assurance Analyst III	Customer Site	\$107.54	\$110.02	\$112.55	\$115.14	\$117.79
541614SVC , 541614	Information Assurance Analyst II	Customer Site	\$89.08	\$91.13	\$93.22	\$95.37	\$97.56
541614SVC , 541614	Information Assurance Analyst I	Customer Site	\$55.39	\$56.66	\$57.97	\$59.30	\$60.66
541614SVC , 541614	Information Engineer V	Customer Site	\$171.17	\$175.11	\$179.14	\$183.26	\$187.47
541614SVC , 541614	Information Engineer IV	Customer Site	\$151.49	\$154.98	\$158.54	\$162.19	\$165.92
541614SVC , 541614	Information Engineer III	Customer Site	\$120.24	\$123.00	\$125.83	\$128.73	\$131.69
541614SVC , 541614	Information Engineer II	Customer Site	\$99.61	\$101.90	\$104.24	\$106.64	\$109.09
541614SVC , 541614	Information Engineer I	Customer Site	\$84.44	\$86.38	\$88.37	\$90.40	\$92.48
541614SVC , 541614	Disaster Recovery Specialist V	Customer Site	\$167.99	\$171.85	\$175.81	\$179.85	\$183.99
541614SVC , 541614	Disaster Recovery Specialist IV	Customer Site	\$147.39	\$150.78	\$154.25	\$157.80	\$161.43
541614SVC , 541614	Disaster Recovery Specialist III	Customer Site	\$114.43	\$117.06	\$119.76	\$122.51	\$125.33
541614SVC , 541614	Disaster Recovery Specialist II	Customer Site	\$88.95	\$90.99	\$93.09	\$95.23	\$97.42
541614SVC , 541614	Disaster Recovery Specialist I	Customer Site	\$81.36	\$83.24	\$85.15	\$87.11	\$89.11
541614SVC , 541614	Logistics Analyst V	Customer Site	\$95.85	\$98.05	\$100.31	\$102.61	\$104.97
541614SVC , 541614	Logistics Analyst IV	Customer Site	\$78.82	\$80.63	\$82.48	\$84.38	\$86.32
541614SVC , 541614	Logistics Analyst III	Customer Site	\$62.86	\$64.31	\$65.79	\$67.30	\$68.85
541614SVC , 541614	Logistics Analyst II	Customer Site	\$44.70	\$45.72	\$46.78	\$47.85	\$48.95
541614SVC , 541614	Logistics Analyst I(**)	Customer Site	\$32.87	\$33.62	\$34.40	\$35.19	\$36.00
541620, 611430	Senior Executive Consultant	Contractor Site	\$213.86	\$218.78	\$223.81	\$228.96	\$234.22
541620, 611430	Executive Consultant	Contractor Site	\$122.59	\$125.41	\$128.29	\$131.24	\$134.26
541620, 611430	Team Leader	Contractor Site	\$161.70	\$165.42	\$169.22	\$173.12	\$177.10
541620, 611430	Project Manager	Contractor Site	\$140.83	\$144.07	\$147.38	\$150.77	\$154.24
541620, 611430	Senior Analyst 1	Contractor Site	\$116.49	\$119.17	\$121.91	\$124.71	\$127.58
541620, 611430	Senior Analyst 2	Contractor Site	\$88.51	\$90.54	\$92.63	\$94.76	\$96.94
541620, 611430	Analyst 1	Contractor Site	\$83.46	\$85.38	\$87.34	\$89.35	\$91.40

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541620, 611430	Analyst 2	Contractor Site	\$69.54	\$71.14	\$72.78	\$74.45	\$76.16
541620, 611430	Junior Analyst 1	Contractor Site	\$64.34	\$65.82	\$67.33	\$68.88	\$70.47
541620, 611430	Junior Analyst 2	Contractor Site	\$52.17	\$53.37	\$54.60	\$55.85	\$57.14
541620, 611430	Technician(**)	Contractor Site	\$60.94	\$62.34	\$63.78	\$65.24	\$66.74
541620, 611430	Administrative Support(**)	Contractor Site	\$68.82	\$70.41	\$72.02	\$73.68	\$75.38
541620, 611430	Senior Executive Consultant	Customer Site	\$173.87	\$177.87	\$181.96	\$186.15	\$190.43
541620, 611430	Executive Consultant	Customer Site	\$99.30	\$101.58	\$103.92	\$106.31	\$108.75
541620, 611430	Team Leader	Customer Site	\$130.39	\$133.39	\$136.46	\$139.60	\$142.81
541620, 611430	Project Manager	Customer Site	\$114.75	\$117.39	\$120.09	\$122.86	\$125.68
541620, 611430	Senior Analyst 1	Customer Site	\$93.88	\$96.04	\$98.25	\$100.51	\$102.82
541620, 611430	Senior Analyst 2	Customer Site	\$71.70	\$73.35	\$75.03	\$76.76	\$78.52
541620, 611430	Analyst 1	Customer Site	\$67.81	\$69.37	\$70.96	\$72.59	\$74.26
541620, 611430	Analyst 2	Customer Site	\$57.37	\$58.69	\$60.04	\$61.42	\$62.83
541620, 611430	Junior Analyst 1	Customer Site	\$52.17	\$53.37	\$54.60	\$55.85	\$57.14
541620, 611430	Junior Analyst 2	Customer Site	\$43.47	\$44.47	\$45.49	\$46.54	\$47.61
541620, 611430	Technician(**)	Customer Site	\$48.76	\$49.88	\$51.03	\$52.20	\$53.40
541620, 611430	Administrative Support(**)	Customer Site	\$55.92	\$57.21	\$58.52	\$59.87	\$61.25
541715, 541380, 541330ENG , 541420	Acquisition Manager I	Contractor Site	\$89.71	\$91.77	\$93.89	\$96.05	\$98.25
541715, 541380, 541330ENG , 541420	Acquisition Manager II	Contractor Site	\$118.52	\$121.24	\$124.03	\$126.88	\$129.80
541715, 541380, 541330EN G, 541420	Associate Engineer I	Contractor Site	\$108.87	\$111.37	\$113.94	\$116.56	\$119.24
541715, 541380, 541330EN G, 541420	Associate Engineer II	Contractor Site	\$101.01	\$103.33	\$105.70	\$108.14	\$110.62
541715, 541380, 541330EN G, 541420	Business/Financial Analyst	Contractor Site	\$89.71	\$91.77	\$93.89	\$96.05	\$98.25
541715, 541380, 541330EN G, 541420	Configuration/Data Mgt Specialist	Contractor Site	\$133.52	\$136.59	\$139.73	\$142.95	\$146.23

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541715, 541380, 541330EN G, 541420	Engineer I	Contractor Site	\$129.82	\$132.81	\$135.86	\$138.99	\$142.18
541715, 541380, 541330EN G, 541420	Engineer II	Contractor Site	\$146.29	\$149.66	\$153.10	\$156.62	\$160.22
541715, 541380, 541330EN G, 541420	Engineer III	Contractor Site	\$188.51	\$192.85	\$197.28	\$201.82	\$206.46
541715, 541380, 541330EN G, 541420	Analyst I	Contractor Site	\$117.03	\$119.72	\$122.47	\$125.29	\$128.17
541715, 541380, 541330EN G, 541420	Analyst II	Contractor Site	\$131.87	\$134.91	\$138.01	\$141.18	\$144.43
541715, 541380, 541330EN G, 541420	Analyst III	Contractor Site	\$169.88	\$173.78	\$177.78	\$181.87	\$186.05
541715, 541380, 541330EN G, 541420	Logistician I	Contractor Site	\$73.96	\$75.66	\$77.40	\$79.18	\$81.00
541715, 541380, 541330EN G, 541420	Logistician II	Contractor Site	\$96.20	\$98.41	\$100.67	\$102.99	\$105.36
541715, 541380, 541330EN G, 541420	Logistician III	Contractor Site	\$128.06	\$131.01	\$134.02	\$137.10	\$140.26
541715, 541380, 541330EN G, 541420	Principal Technical Expert	Contractor Site	\$306.34	\$313.39	\$320.60	\$327.97	\$335.51
541715, 541380, 541330EN G, 541420	Program Analyst/Technical Writer	Contractor Site	\$83.66	\$85.59	\$87.55	\$89.57	\$91.63
541715, 541380, 541330EN G, 541420	Project Manager I	Contractor Site	\$187.69	\$192.01	\$196.42	\$200.94	\$205.56
541715, 541380, 541330EN G, 541420	Project Manager II	Contractor Site	\$196.63	\$201.16	\$205.78	\$210.51	\$215.36
541715, 541380, 541330EN G, 541420	Security Specialist(**)	Contractor Site	\$83.66	\$85.59	\$87.55	\$89.57	\$91.63
541715, 541380, 541330EN G, 541420	Senior Engineer I	Contractor Site	\$197.73	\$202.28	\$206.93	\$211.69	\$216.56

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541715, 541380, 541330EN G, 541420	Senior Engineer II	Contractor Site	\$227.26	\$232.49	\$237.84	\$243.31	\$248.91
541715, 541380, 541330EN G, 541420	Senior Engineer III	Contractor Site	\$232.71	\$238.06	\$243.54	\$249.14	\$254.87
541715, 541380, 541330EN G, 541420	Senior Analyst I	Contractor Site	\$178.24	\$182.33	\$186.53	\$190.82	\$195.21
541715, 541380, 541330EN G, 541420	Senior Analyst II	Contractor Site	\$204.83	\$209.55	\$214.36	\$219.30	\$224.34
541715, 541380, 541330EN G, 541420	Senior Analyst III	Contractor Site	\$209.72	\$214.54	\$219.48	\$224.52	\$229.69
541715, 541380, 541330EN G, 541420	Senior Technical Expert	Contractor Site	\$259.39	\$265.35	\$271.46	\$277.70	\$284.09
541715, 541380, 541330EN G, 541420	Technical Media Specialist I(**)	Contractor Site	\$62.35	\$63.79	\$65.25	\$66.75	\$68.29
541715, 541380, 541330EN G, 541420	Technical Media Specialist II(**)	Contractor Site	\$86.69	\$88.68	\$90.72	\$92.81	\$94.94
541715, 541380, 541330EN G, 541420	Technical/Admi n Specialist I(**)	Contractor Site	\$66.59	\$68.12	\$69.68	\$71.29	\$72.93
541715, 541380, 541330EN G, 541420	Technical/Admi n Specialist II(**)	Contractor Site	\$142.66	\$145.94	\$149.30	\$152.73	\$156.25
541715, 541380, 541330EN G, 541420	Acquisition Manager I	Customer Site	\$77.96	\$79.75	\$81.59	\$83.46	\$85.38
541715, 541380, 541330EN G, 541420	Acquisition Manager II	Customer Site	\$103.00	\$105.37	\$107.79	\$110.27	\$112.81
541715, 541380, 541330EN G, 541420	Associate Engineer I	Customer Site	\$94.61	\$96.78	\$99.01	\$101.29	\$103.62
541715, 541380, 541330EN G, 541420	Associate Engineer II	Customer Site	\$87.77	\$89.79	\$91.86	\$93.97	\$96.13
541715, 541380, 541330EN G, 541420	Business/Financial Analyst	Customer Site	\$77.96	\$79.75	\$81.59	\$83.46	\$85.38

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541715, 541380, 541330EN G, 541420	Configuration/Data Mgt Specialist	Customer Site	\$116.03	\$118.70	\$121.43	\$124.22	\$127.08
541715, 541380, 541330EN G, 541420	Engineer I	Customer Site	\$101.68	\$104.02	\$106.41	\$108.86	\$111.36
541715, 541380, 541330EN G, 541420	Engineer II	Customer Site	\$114.60	\$117.23	\$119.93	\$122.69	\$125.51
541715, 541380, 541330EN G, 541420	Engineer III	Customer Site	\$147.65	\$151.04	\$154.52	\$158.07	\$161.71
541715, 541380, 541330EN G, 541420	Analyst I	Customer Site	\$101.68	\$104.02	\$106.41	\$108.86	\$111.36
541715, 541380, 541330EN G, 541420	Analyst II	Customer Site	\$114.60	\$117.23	\$119.93	\$122.69	\$125.51
541715, 541380, 541330EN G, 541420	Analyst III	Customer Site	\$147.65	\$151.04	\$154.52	\$158.07	\$161.71
541715, 541380, 541330EN G, 541420	Logistician I	Customer Site	\$64.26	\$65.73	\$67.25	\$68.79	\$70.37
541715, 541380, 541330EN G, 541420	Logistician II	Customer Site	\$83.58	\$85.51	\$87.47	\$89.48	\$91.54
541715, 541380, 541330EN G, 541420	Logistician III	Customer Site	\$111.28	\$113.84	\$116.46	\$119.14	\$121.88
541715, 541380, 541330EN G, 541420	Principal Technical Expert	Customer Site	\$239.93	\$245.44	\$251.09	\$256.86	\$262.77
541715, 541380, 541330EN G, 541420	Program Analyst/Technical Writer	Customer Site	\$72.70	\$74.38	\$76.09	\$77.84	\$79.63
541715, 541380, 541330EN G, 541420	Project Manager I	Customer Site	\$163.10	\$166.85	\$170.69	\$174.61	\$178.63
541715, 541380, 541330EN G, 541420	Project Manager II	Customer Site	\$170.87	\$174.80	\$178.82	\$182.94	\$187.15
541715, 541380, 541330EN G, 541420	Security Specialist(**)	Customer Site	\$72.70	\$74.38	\$76.09	\$77.84	\$79.63

SIN(s)	Labor Category	Contractor/ Customer Site	8/11/2020 to 8/10/2021	8/11/2021 to 8/10/2022	8/11/2022 to 8/10/2023	8/11/2023 to 8/10/2024	8/11/2024 to 8/10/2025
541715, 541380, 541330EN G, 541420	Senior Engineer I	Customer Site	\$154.87	\$158.44	\$162.08	\$165.81	\$169.62
541715, 541380, 541330EN G, 541420	Senior Engineer II	Customer Site	\$178.01	\$182.11	\$186.29	\$190.58	\$194.96
541715, 541380, 541330EN G, 541420	Senior Engineer III	Customer Site	\$182.27	\$186.46	\$190.75	\$195.14	\$199.62
541715, 541380, 541330EN G, 541420	Senior Analyst I	Customer Site	\$154.87	\$158.44	\$162.08	\$165.81	\$169.62
541715, 541380, 541330EN G, 541420	Senior Analyst II	Customer Site	\$178.01	\$182.11	\$186.29	\$190.58	\$194.96
541715, 541380, 541330EN G, 541420	Senior Analyst III	Customer Site	\$182.27	\$186.46	\$190.75	\$195.14	\$199.62
541715, 541380, 541330EN G, 541420	Senior Technical Expert	Customer Site	\$203.16	\$207.84	\$212.62	\$217.51	\$222.51
541715, 541380, 541330EN G, 541420	Technical Media Specialist I(**)	Customer Site	\$54.16	\$55.41	\$56.68	\$57.98	\$59.32
541715, 541380, 541330EN G, 541420	Technical Media Specialist II(**)	Customer Site	\$75.35	\$77.08	\$78.85	\$80.67	\$82.52
541715, 541380, 541330EN G, 541420	Technical/Admi n Specialist I(**)	Customer Site	\$57.87	\$59.20	\$60.56	\$61.95	\$63.38
541715, 541380, 541330EN G, 541420	Technical/Admi n Specialist II(**)	Customer Site	\$123.96	\$126.81	\$129.73	\$132.71	\$135.77

### Service Contract Act (SCA) Matrix

SIN	SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
541620, 611430	Administrative Support	01111- General Clerk I	2015-4281
541620, 611430	Technician	01111 – General Clerk I	2015-4281
541614SVC, 541614,	Program Administration Specialist	01111 – General Clerk I	2015-4281
541614SVC, 541614,	Administrative Support Specialist	01020 – Administrative Assistant	2015-4281
541614SVC, 541614,	Graphic Specialist	15080 – Graphic Artist	2015-4281
541614SVC, 541614,	Documentation Specialist	30461 – Technical Writer I	2015-4281
541614SVC, 541614,	Technical Writer/Editor	30463 – Technical Writer III	2015-4281
541614SVC, 541614,	Entry-Level Analyst	01113 – General Clerk III	2015-4281
541614SVC, 541614,	Maintenance Specialist V	23183 – Electronic Technician Maintenance III	2015-4281
541614SVC, 541614,	Maintenance Specialist IV	23183 – Electronic Technician Maintenance III	2015-4281
541614SVC, 541614,	Maintenance Specialist III	23183 – Electronic Technician Maintenance III	2015-4281
541614SVC, 541614,	Maintenance Specialist II	23182 – Electronic Technician Maintenance II	2015-4281
541614SVC, 541614,	Maintenance Specialist I	W23181 – Electronic Technician Maintenance I	2015-4281
541614SVC, 541614,	Transportation Specialist III	21030 – Material Coordinator	2015-4281
541614SVC, 541614,	Transportation Specialist II	21030 – Material Coordinator	2015-4281
541614SVC, 541614,	Transportation Specialist I	21030 – Material Coordinator	2015-4281
541614SVC, 541614,	Logistics Analyst I	21030 – Material Coordinator	2015-4281
541715, 541380, 541420, 541330ENG	Security Specialist	01113 – General Clerk III	2015-4281
541715, 541380, 541420, 541330ENG	Technical Media Specialist I	30061 – Drafter/CAD Operator I	2015-4281
541715, 541380, 541420, 541330ENG	Technical Media Specialist II	30062 – Drafter/CAD Operator II	2015-4281
541715, 541380, 541420, 541330ENG	Technical/Admin Specialist I	01112 – General Clerk II	2015-4281
541715, 541380, 541420, 541330ENG	Technical/Admin Specialist II	01113 – General Clerk III	2015-4281
541611	Technical Writer/Editor	30462 - Technical Writer II	2015-4281
541611	Administrative Support and Graphics Specialist III	30063 – Drafter/CAD Operator III	2015-4281
541611	Administrative Support and Graphics Specialist II	30062 – Drafter/CAD Operator II	2015-4281
541611	Administrative Support and Graphics Specialist I	30061 – Drafter/CAD Operator I	2015-4281



541611	ISO 14000 Analyst	01113 - General Clerk III	2015-4281
541611	Organizational Researcher	01113 - General Clerk III	2015-4281
541611	Data Specialist II	01070 – Document Preparation Clerk	2015-4281
541611	Data Specialist I	01070 – Document Preparation Clerk	2015-4281
541611	Research Data Assistant III	01113 - General Clerk III	2015-4281
541611	Research Data Assistant II	01052 - Data Entry Operator II	2015-4281
541611	Research Data Assistant I	010521 - Data Entry Operator I	2015-4281
541611	Direct Support	01111 - General Clerk I	2015-4281
541611	Jr. Program Manager Analyst (JPM)	01111 – General Clerk I	2015-4281
611430, 611512	Senior Administrative Support Specialist	01020 – Administrative Assistant I	2015-4281
611430, 611512	Administrative Support Specialist	011132 - General Clerk III	2015-4281
611430, 611512	Graphic Artist I	015080– Graphic Artist	2015-4281
611430, 611512	Graphic Artist II	015080 – Graphic Artist	2015-4281
611430, 611512	Graphic Artist III	15080 – Graphic Artist	2015-4281
611430, 611512	Training Specialist/Instructor I	15090 – Technical Instructor	2015-4281
611430, 611512	Technical Instructor/Course Developer	15095 – Technical Instructor/Course Developer	2015-4281
611430, 611512	Technical Writer II	30462 - Technical Writer II	2015-4281
611430, 611512	Technical Writer III	30463 – Technical Writer III	2015-4281
611430, 611512	Training Technical Support Engineer I	30085 – Engineering Technician V	2015-4281
6114308, 611512	Training Software Technician I	14041 - Computer Operator I	2015-4281
611430, 611512	Training Software Technician II	14042 - Computer Operator II	2015-4281
611430, 611512	Training Software Technician III	14043 - Computer Operator III	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

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## SECTION 3. LABOR CATEGORIES

The awarded labor categories and substitution methodology are as indicated below.

### Environmental Services (ES) (541620, 611430)

Education and Experience Substitution

- Masters and Law degrees are equivalent to two (2) years experience.
- Ph.D. is equivalent to four (4) years experience.
- Years of experience can be traded one-for-one for degrees (e.g., Masters + 12 = Ph.D. + 10).

### SENIOR EXECUTIVE CONSULTANT

**Functional Responsibility:** Nationally recognized expert in area of concentration. Provides technical leadership in field of expertise, and develops solutions to complex problems. Expertise may include but not be limited to: environmental laws and regulations, energy, sustainability, or other skills required to support agency environmental programs.

**Education & Experience:** Ph.D. in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 12 years related experience required.

Approved Substitutions	
Education	Experience
Masters Degree	14 years

### EXECUTIVE CONSULTANT

**Functional Responsibility:** Provides top level technical input in field of expertise to complex projects. Technical input may be provided in areas including but not limited to: environmental laws and regulations, energy, sustainability, or other skills required to support agency environmental programs.

**Education & Experience:** Ph.D. in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 10 years related experience required.

Approved Substitutions	
Education	Experience
Masters Degree	12 years

### TEAM LEADER

**Functional Responsibility:** Manages multiple Task Orders in area of expertise, including but not limited to: environmental laws and regulations, energy, sustainability, and other functional skills required to support agency environmental programs. Plans, conducts, and supervises the completion of major tasks and supporting tasks. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.

**Education & Experience:** Master's Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related

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analytical, scientific, or technical disciplines. Minimum of 10 years related experience required.

Approved Substitutions	
Education	Experience
BA/BS Degree	12 years
Doctorate Degree/Ph.D.	8 years

## PROJECT MANAGER

**Functional Responsibility:** Leads projects under Team Leader supervision, including planning, conducting and supervising the completion of major tasks and supporting tasks. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.

**Education & Experience:** Master's Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 8 years related experience required.

Approved Substitutions	
Education	Experience
BA/BS Degree	10 years
Doctorate Degree/Ph.D.	6 years

## SENIOR ANALYST 1

**Functional Responsibility:** Leads major tasks, including planning, conducting and supervising the completion of supporting tasks. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.

**Education & Experience:** Master's Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 6 years related experience required.

Approved Substitutions	
Education	Experience
BA/BS Degree	8 years
Doctorate Degree/Ph.D.	4 years

## SENIOR ANALYST 2

**Functional Responsibility:** Under limited supervision of senior staff, provides input to major tasks. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.

**Education & Experience:** Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 6 years related experience required.

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Approved Substitutions	
Education	Experience
Associates Degree	8 years
Master's Degree	4 years
Doctorate Degree/Ph.D.	2 years

### ANALYST 1

**Functional Responsibility:** Under general supervision of senior staff, leads research and data interpretation activities. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.

**Education & Experience:** Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 4 years related experience required.

Approved Substitutions	
Education	Experience
Associates Degree	6 years
Master's Degree	2 years
Doctorate Degree/Ph.D.	0 years

### ANALYST 2

**Functional Responsibility:** Works under supervision of senior or mid-level staff. Conducts research and data interpretation activities. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.

**Education & Experience:** Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 2 years related experience required.

Approved Substitutions	
Education	Experience
Associates Degree	4 years
Master's Degree	0 years

### JUNIOR ANALYST 1

**Functional Responsibility:** Works under close supervision of senior or mid-level staff. Conducts data compilation activities. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.

**Education & Experience:** Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 1 year related experience required.

Approved Substitutions	
Education	Experience
Associates Degree	3 years

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Master's Degree	0 years
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**JUNIOR ANALYST 2**

**Functional Responsibility:** Works under close supervision of senior or mid-level staff. Conducts data compilation activities. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.

**Education & Experience:** Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. No related experience required.

Approved Substitutions	
Education	Experience
Associates Degree	2 years

**TECHNICIAN(\*\*)**

**Functional Responsibility:** Trained in field service skill areas relevant to environmental laws and regulations or other skills required to support agency environmental programs. Typical duties may include all or some combination of the following: install or set up test equipment, record test data, or prepare simple charts or graphs.

**Education & Experience:** High School Diploma. No related experience required.

**ADMINISTRATIVE SUPPORT/ASSISTANT(\*\*)**

**Functional Responsibility:** Provides filing, data collection, data input, and related administrative support for one or more projects. Typical duties may include all or some combination of the following: data entry, data collection or research (library or computer research), data maintenance, administrative support (typing, filing, copying, and mailing), coordination of document production, or administering contracts.

**Education & Experience:** High School Diploma. No related experience required.

**Logistical Services (541614SVC, 541614)**

Education Substituted for General Experience: Minimum number of years in category specialty positions. Formal education may be substituted for experience. Each formal degree (i.e., Bachelor's, Master's, or Ph.D.) may be substituted for four (4) years of experience.

Experience Substituted for Formal Education: Specialized experience may be substituted for formal education. Four (4) years of experience are required to substitute for a Bachelor's Degree. Two (2) years of experience are required to substitute for an Associates Degree. Four (4) years of experience are required to substitute for a High School Diploma.

Each Functional Domain Expertise Area has five levels of expertise that are broadly defined labor categories to permit ordering agencies the broadest range of disciplines and skill sets. Functional domains are (1) Acquisition, (2) Distribution, (3) Information Systems, (4) Logistics, (5) Maintenance, (6) Supply, (7) Training, (8) and Transportation. Labor categories are (1) Subject Matter Expert, (2) Principal, (3) Senior, (4) Mid-level, and (5) Junior Analyst. The combination of expertise level with functional areas provides appropriate options to meet the requirements specified by the ordering agency.

1. Account Manager

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2. Project Manager
  3. Quality Assurance Manager
  4. Quality Assurance Analyst
  5. Quality Assurance Specialist
  6. Program Administration Specialist
  7. Project Control Specialist
  
  8. Administrative Support Specialist
  9. Graphic Specialist
  10. Documentation Specialist
  11. Technical Writer / Editor
  12. Configuration Management Specialist
  13. Subject Matter Expert
  14. Principal Analyst
  15. Senior Analyst
  16. Mid-Level Analyst
  17. Junior Analyst
  18. Entry-Level Analyst

Functional Subject Matter Expertise Areas

1. Acquisition Specialist I-V
2. ERP Specialist I-V
3. Information Systems Specialist I-V
4. Logistics Specialist I-V
5. Maintenance Specialist I-V
6. Supply Chain Specialist I-V
7. Training Specialist I-V
8. Transportation Specialist I-V
9. Information Technology Specialist I-V
10. Information Analyst I-V
11. Information Assurance Analyst I-V
12. Information Engineer I-V
13. Disaster Recovery Specialist I-V
14. Logistics Analyst I-V

**ACCOUNT (PROGRAM) MANAGER**

**Functional Responsibility:** Serves as the contractor’s single contract manager, and shall be the contractor’s authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer’s Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Responsible for the overall contract performance.

**Education & Experience:** Bachelor’s Degree in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, or technical disciplines. General experience eight years.

Approved Substitutions	
Education	Experience
Associates Degree	10 years
Master’s Degree	6 years

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**QUALITY ASSURANCE MANAGER**

**Functional Responsibility:** Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual Task Order. Establishes and maintains a process for evaluating deliverables and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the life cycle.

**Education & Experience:** Bachelor's in Accounting, Business, or other related scientific, technical, or social sciences discipline, including four years of quality assurance experience.

Approved Substitutions	
Education	Experience
Associates Degree	6 years
Master's Degree	2 years

**PROJECT MANAGER**

**Functional Responsibility:** Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Education & Experience:** Bachelor's Degree in Accounting, Business, or other related scientific, technical, or social sciences discipline. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience six years.

Approved Substitutions	
Education	Experience
Associates Degree	9 years
Master's Degree	4 years

**QUALITY ASSURANCE ANALYST**

**Functional Responsibility:** Provides technical and administrative direction for personnel performing tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards and requirements are adhered to, and for progress in accordance with schedules. Coordinate with the Project Manager to ensure problem solution and user satisfaction. Prepare milestone status reports and deliveries/presentations on the concept to colleagues, subordinates, and end user representatives.

**Education & Experience:** Bachelor's in Accounting, Business, or other related scientific, technical, or social sciences discipline, including three years of quality assurance experience.

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Approved Substitutions	
Education	Experience
Associates Degree	5 years
Master's Degree	1 years

### QUALITY ASSURANCE SPECIALIST

**Functional Responsibility:** Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual Task Order. Establishes and maintains a process for evaluating deliverables and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the life cycle. Assist in the evaluation of software and associated documentation. Participate in formal and informal quality reviews.

**Education & Experience:** Bachelor's Degree in Accounting, Business, or other related scientific, technical, or social sciences discipline. General experience four years.

Approved Substitutions	
Education	Experience
Associates Degree	6 years
Master's Degree	2 years

### PROGRAM ADMINISTRATION SPECIALIST(\*\*)

**Functional Responsibility:** Assist in the preparation of management plans and reports. Coordinate schedules to facilitate completion of proposals, contract deliverables, delivery order review, briefings/presentations, and IPR preparation. Perform analysis, development, and review of program administrative operating procedures.

**Education & Experience:** HS Diploma or equivalent. General experience two years.

### PROJECT CONTROL SPECIALIST

**Functional Responsibility:** Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting. Evaluate existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provide daily supervision and direction to staff.

**Education & Experience:** Bachelor's degree in Accounting, Business, or related scientific or technical discipline. General experience three years.

Approved Substitutions	
Education	Experience
Associates Degree	5 years
Master's Degree	1 year

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## ADMINISTRATIVE SUPPORT SPECIALIST(\*\*)

**Functional Responsibility:** Coordinate schedules to facilitate completion of proposals, contract deliverables, delivery order review, and briefings, presentations, and IPR preparation. Perform analysis and evaluation of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommend solutions. Assist in the development of work breakdown schedules and prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel.

**Education & Experience:** Bachelor's degree in Accounting, Business, or related scientific or technical discipline. General experience two years.

Approved Substitutions	
Education	Experience
Associates Degree	4 years
Master's Degree	0 years

## GRAPHIC SPECIALIST(\*\*)

**Functional Responsibility:** Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

**Education & Experience:** Requires High School diploma, must have at least one year experience of which at least one year is specialized to include developing graphics/artistic presentations for publications and documents (preferably technical documentation). Experience with desktop publishing systems is desirable.

## DOCUMENTATION SPECIALIST(\*\*)

**Functional Responsibility:** Gathers, analyzes, and composes technical information. Conduct research and ensure the use of proper technical terminology. Translate technical information into clear, readable documents to be used by technical and non-technical personnel. Compose and finalizes technical documentation including specifications, user manuals, etc. in the style, content and format required by the relevant standards using input received from technical personnel.

**Education & Experience:** Requires High School diploma, must have two years experience developing, editing & producing technical and graphic documentation for information technology systems or one year experience plus a college degree.

## TECHNICAL WRITER/EDITOR(\*\*)

**Functional Responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and

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documents. Prepare and edits documentation incorporating information provided by the user, specialist, analyst, programmer, and management personnel.

**Education & Experience:** Bachelor's degree and 1 year related experience. Must have experience in developing, editing & producing technical and graphic documentation for information technology systems.

Approved Substitutions	
Education	Experience
Associates Degree	3 years

## CONFIGURATION MANAGEMENT SPECIALIST

**Functional Responsibility:** Analyzes and studies complex system requirements. Design software tools and subsystems to support software reuse and domain analyses and manages their implementation. Monitor development costs and schedule versus plans. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Responsible for configuration management activities including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/system acceptance plans. Evaluates and selects configuration management tools and standards. Coordinate with users and systems development personnel on releases of both system-level software and applications software. Verifies the completeness and accuracy of release libraries before implementation and ensures that correct versions of programs are included in specified releases. Prepare configuration management plans and procedures.

**Education & Experience:** Bachelor's Degree in Business, Engineering, Computer Science, Information Engineering, or other related scientific, technical or social sciences discipline. General experience two years.

Approved Substitutions	
Education	Experience
Associates Degree	4 years

## SUBJECT MATTER EXPERT

**Functional Responsibility:** Serve as functional domain experts in areas relevant to a particular project. Relevant experience includes, but is not limited to, supporting large information technology projects related to the individual's subject matter expertise. Maintains knowledge in either functional domains (e.g., finance; personnel; acquisition; etc.); or technical disciplines (e.g., computer security; network engineering; etc.) with some experience. Prepares and delivers presentations to colleagues, subordinates, and government representatives. Assure the proper use of current or requested programming, and testing and documentation techniques. Produces and/or reviews technical documentation reflecting knowledge of technical areas. Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications. Provide technical, functional, logistical, acquisition or consultant expertise on advanced and state-of-the-art methods, theories, and techniques required in the investigation and solution of complex concepts, planning, design, and/or implementation problems.

**Education & Experience:** Master's Degree in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, or technical disciplines. Twelve (12) of progressive experience in supporting large projects related to the individual's subject matter expertise area. Expert in functional domains; Acquisition, Distribution, Information Systems, Logistics, Maintenance, Supply, Training, and Transportation) or in a technical discipline. May have an advance degree and many have a Ph.D.

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Approved Substitutions	
Education	Experience
BA/BS Degree	14 years
PhD/Doctorate Degree	10 years

## PRINCIPAL ANALYST

**Functional Responsibility:** Serve as functional domain experts in areas relevant to a particular project. Produce and/or review substantive and/or complex documentation reflecting detailed knowledge of functional areas as identified in the statement of work. Document requirements-based design, cross-functional integration, feasibility studies, and functional process specifications. Perform evaluation of alternatives and assessment of risks and costs. Assembles, prepares, and analyzes data for studies; statistical models; evaluations; system requirements; and other needs. Use technical discretion within defined practices and policies in selecting methods and techniques for determining approaches or obtaining solutions. Assembles, prepares, and analyzes data. Provide technical advice and operating assistance in interpreting results. Provides input or may prepare technical reports based on the expert interpretation of analyzed data.

**Education & Experience:** Master's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. Twelve years of experience in one of the following disciplines: strategic systems planning, business process reengineering, facilitation, activity based costing, business case analysis, training, change management, economic analysis, operations research, statistics, market surveys, cost/benefit analysis, computer security, or other relevant social sciences, scientific, analytic, or related fields.

Approved Substitutions	
Education	Experience
BA/BS Degree	14 years
PhD/Doctorate	10 years

## SENIOR ANALYST

**Functional Responsibility:** Serve as functional domain experts in areas relevant to a particular project. Produce and/or review substantive and/or complex documentation reflecting detailed knowledge of functional areas as identified in the statement of work. Document requirements-based design, cross-functional integration, feasibility studies, and functional process specifications. Perform evaluation of alternatives and assessment of risks and costs. Assembles, prepares, and analyzes data for studies; statistical models; evaluations; system requirements; and other needs. Use technical discretion within defined practices and policies in selecting methods and techniques for determining approaches or obtaining solutions. Assembles, prepares, and analyzes data. Provide technical advice and operating assistance in interpreting results. Provides input or may prepare technical reports based on the expert interpretation of analyzed data. Performs a variety of logistics tasks concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, and transportation.

**Education & Experience:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. Nine years of experience in one of the following disciplines: strategic systems planning, business process reengineering, facilitation, activity based costing, business case analysis, training, change management, economic analysis, operations research, statistics, market surveys, cost/benefit analysis, computer security, or other relevant social sciences, scientific, analytic, or related fields.

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Approved Substitutions	
Education	Experience
Associates Degree	11 years
Master's Degree	7 years

## MID-LEVEL ANALYST

**Functional Responsibility:** Support functional domain experts in areas relevant to a particular project. Produce and/or review substantive and/or complex documentation reflecting detailed knowledge of functional areas as identified in the statement of work. Document requirements-based design, cross-functional integration, feasibility studies, and functional process specifications. Analyses functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translate detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance software to reduce operating time or improved performance efficiency. Develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion.

**Education & Experience:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. Four years of experience in one of the following disciplines: strategic systems planning, business process reengineering, facilitation, activity based costing, business case analysis, training, change management, economic analysis, operations research, statistics, market surveys, cost/benefit analysis, computer security, or other relevant social sciences, scientific, analytic, or related fields.

Approved Substitutions	
Education	Experience
Associates Degree	6 years
Master's Degree	2 years

## JUNIOR ANALYST

**Functional Responsibility:** Provide support functional domain experts in areas relevant to a particular project. Researches and draft documentation using knowledge of functional areas under supervision. Support requirements-based design, cross-functional integration, feasibility studies, and functional process specifications under supervision. Perform evaluation of alternatives and assessment of risks and costs. Analyzes business applications and design specifications for functional activities. Develop functional process diagrams and logic flow charts.

**Education & Experience:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. Recent college graduate with some experience in one of the following disciplines: strategic systems planning, business process reengineering, facilitation, business case analysis, training, change management, economic analysis, operations research, statistics, market surveys, computer security, or other relevant social sciences, scientific, analytic, or related fields. General experience two years.

Approved Substitutions	
Education	Experience
Associates Degree	5 years
Master's Degree	0 years

## ENTRY-LEVEL ANALYST(\*\*)

**Functional Responsibility:** Works under the supervision of functional domain experts in areas relevant to a particular project. Assist with researches and draft documentation using knowledge of functional areas under supervision. Assist and support requirement -based design, cross-functional integration, feasibility studies, and functional process specifications under supervision. Gathers information through data collection instruments and assists with surveys, document reviews, and interviews. Provides analytical, statistical, and data analysis assistance. Analyzes business applications and design specifications for functional activities. Develop functional process diagrams and logic flow charts.

**Education & Experience:** Associate's Degree in Computer Science, Information Systems, Business, Social Science, or other related analytical, scientific, or technical disciplines. One year of experience in standards and policy development, research and analysis of information system issues and trends, research and development in a technical discipline, and/or development of information systems.

## ACQUISITION SPECIALIST

**Functional Responsibility:** Provides a full spectrum of acquisition support to a product or system throughout its entire life-cycle. Responsibilities would include: general consultation support, development, and preparation of acquisition milestone documentation, acquisition planning, development of specifications/performance-based work statements, and/or integrated logistics support plans (ILSPs). Additional responsibilities: performing market analyses, conducting needs assessments, configuration management support, development/management of maintenance procedures/technical manuals, and vendor management. Responsible for tracking and reporting to program management all key financial information including budgets, performance to these budgets, and estimates to complete. Additional responsibilities include support in developing program and performance measurements, criteria for these measurements, accountability matrices, and performance system implementation guidelines. Defines and continuously refines key indicators, results, and measurements to manage the business processes to achieve desired program and/or project results. Establishes, track, and maintain timelines ensuring adherence to milestones. Develop and maintain quality controls and documentation of the project.

Acquisition Specialist V – Works independently.

Acquisition Specialist IV – Works under the supervision of Acquisition Specialist V.

Acquisition Specialist III – Works under the supervision of Acquisition Specialist IV.

Acquisition Specialist II – Works under the supervision of Acquisition Specialist III.

Acquisition Specialist I – Works under the supervision of Acquisition Specialist II.

### Education & Experience:

Acquisition Specialist V – Master's in Program Management or related field and 8 years related experience.

Acquisition Specialist IV – Master's in Program Management or related field and 5 years related experience.

Acquisition Specialist III – Bachelor's degree and 8 years related experience.

Acquisition Specialist II – Bachelor's degree and 6 years related experience.

Acquisition Specialist I – Bachelor's degree and 3 years related experience.

**Duties:** Participates as an assistant to acquisition project officers, and in some situations as the actual project officer, to provide expertise in higher technical functional areas that pertain to the acquisition of equipment and systems. The responsibilities may range from providing assistance in the areas of project

initiation, systems development, systems engineering, test and evaluation management, integrated logistics support management, systems manpower and training requirements, life-cycle system support management. Duties may also include conducting various support analyses, to include: spares modeling, field problem analysis, reliability studies, maintainability studies, and equipment readiness analyses.

<b>Approved Substitutions - Acquisition Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	10 years
PhD/Doctorate Degree	6 years
<b>Approved Substitutions - Acquisition Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	7 years
PhD/Doctorate Degree	3 years
<b>Approved Substitutions - Acquisition Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	10 years
Master's Degree	6 years
<b>Approved Substitutions - Acquisition Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	8 years
Master's Degree	4 years
<b>Approved Substitutions - Acquisition Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master's Degree	1 year

## ERP SPECIALIST

**Functional Responsibility:** Performs enterprise application implementation expertise, such as with specific ERP products, across functional business areas within an organization. Utilize technical area expertise to assess, select, manage and implement enterprise application components, and to ensure that the technical solution solves the business problem as an organic part of the organization's operational and functional baseline. Functional areas include Human Resources, Finance, Supply, Service, etc. Focus is in a specific product or technology family of technologies on multiple platforms, which is supplemented with a clear understanding of the business requirements and related applications issues. Work with logistics specialists to brief senior managers and end users on applications integration/functionality within the enterprise; determine those technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support technical strategies that will improve productivity across functional areas within the organization. Educate others with regard to logistics-specific best practices. Lead enterprise applications integration efforts and oversee the validation of associated work products.

ERP Specialist V – Works independently.

ERP Specialist IV – Works under the supervision of ERP Specialist V.

ERP Specialist III – Works under the supervision of ERP Specialist IV.

ERP Specialist II – Works under the supervision of ERP Specialist III.

ERP Specialist I – Works under the supervision of ERP Specialist II.

### Education & Experience:

ERP Specialist V – Master's in ERP or related field and 8 years related experience.

ERP Specialist IV – Bachelor's degree and 10 years related experience.

ERP Specialist III – Bachelor's degree and 8 years related experience.

ERP Specialist II – Bachelor's degree and 6 years related experience.

ERP Specialist I – Bachelor's degree and 3 years related experience.

**Duties:** Performs enterprise application team lead responsibilities, including planning tasks, assigning resources to the task, monitoring and tracking progress, and informing project management on all project activities. Perform logistics and technical analyst functions, including workshop facilitation, logistics process data validation, enterprise application (ERP product) testing from a functional business area perspective, program development, unit testing of the application code (ERP product) from a technical perspective, work group/work session participation, and delivery of technical and logistics solutions. Assists with the analysis of enterprise information system baseline and perform a “gap analysis” between the baseline, the user operational requirements and the operating capability of enterprise application product sets. Also perform logistics and technical designer functions, including making contribution to both the logistics and technical architecture components of the enterprise solutions.

<b>Approved Substitutions – ERP Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	10 years
PhD/Doctorate Degree	4 years
<b>Approved Substitutions – ERP Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
Master’s Degree	8 years
PhD/Doctorate Degree	6 years
<b>Approved Substitutions - ERP Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	10 years
Master’s Degree	6 years
<b>Approved Substitutions - ERP Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	8 years
Master’s Degree	4 years
<b>Approved Substitutions - ERP Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master’s Degree	1 year

**INFORMATION SYSTEMS SPECIALIST**

**Functional Responsibility:** Defines designs and develops system requirements. Performs trade-off analyses of performance, life-cycle cost, risk, productivity, and other system or program requirements. Assesses architecture and current hardware limitations, defines and designs system specifications, and evaluates input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Defines system support requirements. Analyzes and resolves program support deficiencies. Conducts independent technical investigations in systems design. Evaluates vendor capabilities to provide required products or services.

- Information System Specialist V – Works independently.
- Information Systems Specialist IV – Works under the supervision of Information System Specialist V.
- Information Systems Specialist III – Works under the supervision of Information System Specialist IV.
- Information Systems Specialist II – Works under the supervision of Information System Specialist III.
- Information Systems Specialist I – Works under the supervision of Information System Specialist II.

**Education & Experience:**

Information System Specialist V – Master’s degree or equivalent and 10 years of general experience.  
 Information Systems Specialist IV – Bachelor’s degree or equivalent and 8 years of general experience.  
 Information Systems Specialist III – Bachelor’s degree or equivalent and 6 years of general experience.  
 Information Systems Specialist II – Bachelor’s degree or equivalent and 4 years of general experience.  
 Information Systems Specialist I – Bachelor’s degree or equivalent and 2 years of general experience.

**Duties:** Performs systems analysis of computer and communications or network systems. Supports the installation of computer operating systems, network, and application software, and computer/ network hardware. Provides hotline support to customers and possesses troubleshooting skills.

<b>Approved Substitutions – Information System Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	12 years
PhD/Doctorate Degree	8 years
<b>Approved Substitutions – Information System Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
Master’s Degree	6 years
PhD/Doctorate Degree	4 years
<b>Approved Substitutions – Information System Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	8 years
Master’s Degree	4 years
<b>Approved Substitutions – Information System Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	6 years
Master’s Degree	4 years
<b>Approved Substitutions – Information System Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	4 years
Master’s Degree	0 year

**LOGISTICS SPECIALIST**

**Functional Responsibility:** Provides specialized professional logistics support to project. Directly supports projects through specialized logistics, mechanical, equipment, supply/support, technical, analytical and/or subject matter knowledge, experience or disciplines. Plans, schedules and implements assigned logistics tasks, processes, procedures and programs. Performs logistics related technical analysis of data, specifications, requirements, technical orders, engineering change orders/proposals, processes, procedures, integrated schedules, budgets, etc. Provides recommendations and advice to project/program based on technical discipline or expert interpretation of data. Analyzes, prepares, and/or assembles data for studies; statistical models; evaluations; system requirements; engineering evaluation and other needs. Prepares or provides input to technical reports; deliverable items, summaries; briefings; technical interchange meetings; feasibility studies; preliminary/critical design reviews; and process review or team meetings. Provides a wide range of logistics support and advice on component/commodity/equipment item and supply chain management; diminishing parts; acquisition/procurement; disposition; and inventories necessary to procure and/or sustain equipment. Assists in the development of specialized tools, technical solutions, models and/or applications used



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during the completion of assigned tasks. Coordinates logistics activities between the government, subcontractors, and vendors.

Logistics Specialist V – Works independently.

Logistics Specialist IV – Works under the supervision of Logistics Specialist V.

Logistics Specialist III – Works under the supervision of Logistics Specialist IV.

Logistics Specialist II – Works under the supervision of Logistics Specialist III.

Logistics Specialist I – Works under the supervision of Logistics Specialist II.

**Education & Experience:**

Logistics Specialist V – Master’s degree and 8 years related experience.

Logistics Specialist IV – Master’s degree and 5 years related experience.

Logistics Specialist III – Bachelor’s degree and 8 years related experience.

Logistics Specialist II – Bachelor’s degree and 5 years related experience.

Logistics Specialist I – Bachelor’s degree and 3 years related experience.

**Duties:** Supports managers in the performance of logistics technical analyses. This includes the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provide support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assist in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Assist in the conduct of system design alternatives analysis and other logistics analyses.

<b>Approved Substitutions – Logistics Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	10 years
PhD/Doctorate Degree	4 years
<b>Approved Substitutions – Logistics Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	7 years
PhD/Doctorate Degree	3 years
<b>Approved Substitutions – Logistics Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	10 years
Master’s Degree	6 years
<b>Approved Substitutions - Logistics Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	7 years
Master’s Degree	3 years
<b>Approved Substitutions - Logistics Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master’s Degree	1 year

**MAINTENANCE SPECIALIST(\*\*)**

**Functional Responsibility:** Performs a variety of activities and operations requiring application of one or more disciplines or procedures, including electronic theory, electrical circuitry, electrical testing, engineering mathematics, physics, etc. to install, troubleshoot, repair, calibrate, or modify in-house electronic equipment and systems. Sets up test apparatus or devises test equipment to conduct a variety of tests (e.g., functional, operational, environmental, etc.) to evaluate performance and reliability.

Maintenance Specialist V – Works independently.

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Maintenance Specialist IV – Works under the supervision of Maintenance Specialist V.  
 Maintenance Specialist III – Works under the supervision of Maintenance Specialist IV.  
 Maintenance Specialist II – Works under the supervision of Maintenance Specialist III.  
 Maintenance Specialist I – Works under the supervision of Maintenance Specialist II.

**Education & Experience:**

Maintenance Specialist V – Bachelor’s degree and 3 year related experience.  
 Maintenance Specialist IV – Bachelor’s degree and 3 year related experience.  
 Maintenance Specialist III – AA / Certification or equivalent and 4 years of related experience.  
 Maintenance Specialist II – HS Diploma or equivalent and 5 years of related experience.  
 Maintenance Specialist I – HS Diploma or equivalent and 3 years of related experience.

**Duties:** Provides advice, guidance, and assistance to the equipment commodity manager, the maintenance commodity manager, and maintenance personnel who perform maintenance and maintenance management duties. Serves as maintenance management officer and maintenance management chief supervise maintenance management personnel, monitor maintenance management programs, policies, and procedures, and analyze maintenance and maintenance management functional areas to ensure effective management of equipment, maintenance, and materiel. Ensure correct functions of field maintenance systems.

<b>Approved Substitutions – Maintenance Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	10 years
PhD/Doctorate Degree	4 years
<b>Approved Substitutions – Maintenance Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
Master’s Degree	8 years
PhD/Doctorate Degree	6 years
<b>Approved Substitutions - Maintenance Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	10 years
Master’s Degree	6 years
<b>Approved Substitutions - Maintenance Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	8 years
Master’s Degree	4 years
<b>Approved Substitutions – Maintenance Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master’s Degree	1 year

**SUPPLY CHAIN SPECIALIST**

**Functional Responsibility:** Manage production, planning, scheduling, Inventory Management, Purchasing Distribution. Manage supplier performance and provide resolution of supplier performance

issues. Evaluate, select, contract with and manage strategic suppliers in order to meet specific goals of availability, quality, cost, and flexibility. Design and improve supply chain structures, processes and performance. Manage inventory, excess, obsolescence, and supply chain risk in this highly cyclical business. Build up and leverage commercial market intelligence in assigned products. Manage supplier performance, including supplier delivery performance and supplier shipping performance. Identify and provide resolution of supplier performance problems. Conduct extensive problem solving of supplier issues. Communicate effectively and build a professional relationship with carriers, shippers and internal/external customers to strive to exceed their total service expectations. Focus on customer satisfaction. Understand and document accounts in detail on the supplier profile screen to include, reduction of backorders, ensuring ship date accuracy, and meeting and exceeding dealer fill objectives.

Supply Chain Specialist V – Works independently.

Supply Chain Specialist IV – Works under the supervision of Supply Chain Specialist V.

Supply Chain Specialist III – Works under the supervision of Supply Chain Specialist IV.

Supply Chain Specialist II – Works under the supervision of Supply Chain Specialist III.

Supply Chain Specialist I – Works under the supervision of Supply Chain Specialist II.

**Education & Experience:**

Supply Chain Specialist V – Master’s degree in Logistics and 8 years related experience.

Supply Chain Specialist IV – Master’s degree in Logistics and 6 years related experience.

Supply Chain Specialist III – Bachelor’s degree and 4 years related experience.

Supply Chain Specialist II – Bachelor’s degree and 3 years related experience.

Supply Chain Specialist I – Bachelor’s degree and 2 years related experience.

**Duties:** Provides general project support for Supply Chain efforts. Support may include but is not limited to: development and management of data collection and management spreadsheets; development of briefings and information papers; data collection assistance, and meeting attendance. Provides input to reports and other deliverables as directed. Assist in the conduct of complex logistics analyses in support of larger supply efforts. Manage the performance and development of the Business unit’s strategic supply base. Support BU’s order fulfillment, new product engineering, R&D, manufacturing and finance teams for Supply Chain implementation.

<b>Approved Substitutions – Supply Chain Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	10 years
PhD/Doctorate Degree	6 years
<b>Approved Substitutions – Supply Chain Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	8 years
PhD/Doctorate Degree	4 years
<b>Approved Substitutions – Supply Chain Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	6 years
Master’s Degree	2 years
<b>Approved Substitutions – Supply Chain Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master’s Degree	1 years
<b>Approved Substitutions – Supply Chain Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	4 years
Master’s Degree	0 year

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**TRAINING SPECIALIST**

**Functional Responsibility:** Develop plans for the long-term development of each competency needed by the organization, defining organizational standards for the quality of training and development activities required to sustain and/or redirect the organization's competencies, mapping organizational competencies to constituent individual competencies and defining processes for developing and maintaining individual development plans. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Training Specialist V – Works independently.

Training Specialist IV – Works under the supervision of Training Specialist V.

Training Specialist III – Works under the supervision of Training Specialist IV.

Training Specialist II – Works under the supervision of Training Specialist III.

Training Specialist I – Works under the supervision of Training Specialist II.

**Education & Experience:**

Training Specialist V – Master's degree and 8 years related experience.

Training Specialist IV – Master's degree and 5 years related experience.

Training Specialist III – Bachelor's degree and 8 years related experience.

Training Specialist II – Bachelor's degree and 5 years related experience.

Training Specialist I – Bachelor's degree and 3 years related experience.

**Duties:** Develops and presents training programs for customer and in-house employees. Coordinates with sales, marketing, and engineering to identify program needs, obtains technical data, and schedules programs. Internally develops or works with outside vendors to schedule programs and to determine the training support materials required. Conducts training classes on topics and designs and develops training program elements/modules.

<b>Approved Substitutions – Training Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	10 years
PhD/Doctorate Degree	6 years
<b>Approved Substitutions – Training Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	7 years
PhD/Doctorate Degree	3 years
<b>Approved Substitutions – Training Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	10 years
Master's Degree	6 years
<b>Approved Substitutions – Training Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	7 years
Master's Degree	3 years
<b>Approved Substitutions – Training Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master's Degree	1 year

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## TRANSPORTATION SPECIALIST(\*\*)

**Functional Responsibility:** Performs transportation management/coordination, freight audit, and freight claims processing and network design and possesses a full understanding of distribution channels. Duties may include, but not be limited to: negotiates carrier contracts/rates; establishes metrics; analyzes benchmark goals and drives changes in all facets of carrier management; and applies optimization techniques, routing tools, and project management approaches. Responsible for the physical movement of inbound and outbound shipments via air, land, rail, sea, or pipeline. Analyzes and researches errors in transportation functions at a facility. Duties may include, but not be limited to: provides metrics at management's request; creates custom management and measurement reports, researches root causes of results; recommends improvements in existing processes; and implements action plans to correct problems.

Transportation Specialist V – Works independently.

Transportation Specialist IV – Works under the supervision of Transportation Specialist V.

Transportation Specialist III – Works under the supervision of Transportation Specialist IV.

Transportation Specialist II – Works under the supervision of Transportation Specialist III.

Transportation Specialist I – Works under the supervision of Transportation Specialist II.

### Education & Experience:

Transportation Specialist V – Bachelor's degree and 3 year related experience.

Transportation Specialist IV – Bachelor's degree and 3 year related experience.

Transportation Specialist III – AA / Certification or equivalent and 4 years of related experience.

Transportation Specialist II – HS Diploma or equivalent and 5 years of related experience.

Transportation Specialist I – HS Diploma or equivalent and 3 years of related experience.

**Duties:** Performs transportation management/coordination, freight audit, freight claims processing, and network design and possesses a full understanding of distribution channels. Duties may include, but not be limited to: negotiates carrier contracts/rates; establishes metrics; analyzes benchmark goals and drives changes in all facets of carrier management; and applies optimization techniques, routing tools, and project management approaches.

<b>Approved Substitutions – Transportation Specialist V</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
<b>Approved Substitutions – Transportation Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
<b>Approved Substitutions – Transportation Specialist III</b>	
<b>Education</b>	<b>Experience</b>
HS Diploma	6 years
<b>Approved Substitutions – Transportation Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	3 years
<b>Approved Substitutions – Transportation Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	1 years

## INFORMATION TECHNOLOGY SPECIALIST

**Functional Responsibility:** Designs, configures, installs and maintains local and wide area network hardware and software which support file services, electronic mail, print services, Internet/Intranet

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services, data transport, and overall system administration; conducts compatibility tests on various hardware and software components; supervises contractors and conducts testing/certification of their work; provides technology training support in the form of developing training requirements based on customer needs, establishing training profiles, developing training manuals and conducting training sessions as needed; assists in supporting other IT processes and programs including technology planning, program/methodology development, project management, disaster recovery and capacity planning; and performs other duties as required.

Information Technology Specialist V – Works independently.

Information Technology Specialist IV – Works under the supervision of Information Technology Specialist V.

Information Technology Specialist III – Works under the supervision of Information Technology Specialist IV.

Information Technology Specialist II – Works under the supervision of Information Technology Specialist III.

Information Technology Specialist I – Works under the supervision of Information Technology Specialist II.

**Education & Experience:**

Information Technology Specialist V – Master’s degree in IT and 8 years related experience.

Information Technology Specialist IV – Master’s degree in IT and 6 years related experience.

Information Technology Specialist III – Bachelor’s degree and 4 years related experience.

Information Technology Specialist II – Bachelor’s degree and 3 years related experience.

Information Technology Specialist I – Bachelor’s degree and 2 years related experience.

**Duties:** Provides technical expertise, support, and oversight in one or more emerging technology areas including, but not limited to, knowledge discovery, data mining, wireless communications, Internet technologies, secure messaging, enterprise engineering, fraud detection, intrusion detection, bioinformatics, information assurance, public key infrastructure (PKI), and critical infrastructure protection. Reviews and recommends solutions to customer problems based on prior experience and hands-on understanding of how products and services interrelate and support the customer mission.

<b>Approved Substitutions – Information Technology Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	10 years
PhD/Doctorate Degree	6 years
<b>Approved Substitutions – Information Technology Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	8 years
PhD/Doctorate Degree	4 years
<b>Approved Substitutions – Information Technology Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	8 years
Master’s Degree	2 years
<b>Approved Substitutions – Information Technology Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master’s Degree	1 years
<b>Approved Substitutions – Information Technology Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	4 years
Master’s Degree	0 year

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## INFORMATION ANALYST

**Functional Responsibility:** Provide design, programming, documentation and implementation of applications which requires knowledge of government information technology systems for effective development and deployment of software modules. Directs and participates in all phases of software development with emphasis on analysis, coding, testing, documentation, and acceptance phases. Responsible for identifying new and emerging technology to support strategic planning initiatives required to meet business needs. Conducts assessments, evaluations, selections, site surveys, requirements analysis and definition, technology prototyping, and cost analysis related to information technology. Designs and prepares technical reports and documentation to record results.

Information Analyst V – Works independently.

Information Analyst IV – Works under the supervision of Information Analyst V.

Information Analyst III – Works under the supervision of Information Analyst IV.

Information Analyst II – Works under the supervision of Information Analyst III.

Information Analyst I – Works under the supervision of Information Analyst II.

### Education & Experience:

Information Analyst V – Master's degree in IT and 8 years related experience.

Information Analyst IV – Master's degree in IT and 6 years related experience.

Information Analyst III – Bachelor's degree and 4 years related experience.

Information Analyst II – Bachelor's degree and 3 years related experience.

Information Analyst I – Bachelor's degree and 2 years related experience.

**Duties:** Plan and review statistical data services and programs; provides technical direction to subordinates in research methods including sampling techniques, analytical techniques, applications, and the use of computer resources in research procedures; reviews analysis, findings, and conclusions of subordinates and makes recommendations to administrators for program improvements. Reviews and researches established policies of funding sources to determine the impact on funding, operations and information systems; may prepare formal reply to funding source providing comments and recommendations; clarifies and translates state policy into operational procedures; monitors data collection and information reporting methods to ensure that state and/or federal requirements are being met by the office and provider agency staff. Provides technical assistance and training in research, evaluation and information.

<b>Approved Substitutions – Training Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	10 years
PhD/Doctorate Degree	6 years
<b>Approved Substitutions – Training Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	7 years
PhD/Doctorate Degree	3 years
<b>Approved Substitutions – Training Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	10 years
Master's Degree	6 years
<b>Approved Substitutions – Training Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	7 years
Master's Degree	3 years
<b>Approved Substitutions – Training Specialist I</b>	

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Education	Experience
Associates Degree	5 years
Master's Degree	1 year

## INFORMATION ASSURANCE ANALYST

**Functional Responsibility:** Provide support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of fire-wall and other related security issues on LANs/WANs. A working knowledge of several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software firewalls and their implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products (ex. - DNS, RSA, Smartcard, Cyber guard, BBN, Time Step), and current Internet/EC technology. Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.

Information Assurance Analyst V – Works independently.

Information Assurance Analyst IV – Works under the supervision of Information Assurance Analyst V.

Information Assurance Analyst III – Works under the supervision of Information Assurance Analyst IV.

Information Assurance Analyst II – Works under the supervision of Information Assurance Analyst III.

Information Assurance Analyst I – Works under the supervision of Information Assurance Analyst II.

### Education & Experience:

Information Assurance Analyst V – Master's degree in IT and 8 years related experience.

Information Assurance Analyst IV – Master's degree in IT and 6 years related experience.

Information Assurance Analyst III – Bachelor's degree and 4 years related experience.

Information Assurance Analyst II – Bachelor's degree and 3 years related experience.

Information Assurance Analyst I – Bachelor's degree and 2 years related experience.

**Duties:** Designs, develops, or recommends integrated security system solutions that will ensure proprietary/confidential data and systems are protected. Provide technical engineering services for the support of integrated security systems and solutions. Participate with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems. Test security products and systems to detect security weaknesses.

Approved Substitutions – Information Assurance Analyst V	
Education	Experience
BS/BA Degree	10 years
PhD/Doctorate Degree	6 years
Approved Substitutions – Information Assurance Analyst IV	
Education	Experience
BS/BA Degree	7 years
PhD/Doctorate Degree	3 years
Approved Substitutions – Information Assurance Analyst III	
Education	Experience
Associates Degree	10 years



Master's Degree	6 years
<b>Approved Substitutions – Information Assurance Analyst II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	7 years
Master's Degree	3 years
<b>Approved Substitutions – Information Assurance Analyst I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master's Degree	1 year

## INFORMATION ENGINEER

**Functional Responsibility:** Performs data maintenance for enterprise wide information systems in conformance with the Statement of Work procedures, standards, and guidelines. Conducts impact assessments on enterprise wide information systems to determine application integration potential and compatibility with the enterprise architecture. Participate in the conceptual design/redesign of data base systems and logical models for use in business systems reengineering. Provide technical guidance on corporate repository and modeling techniques in support of information systems development and maintenance. Perform information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Implements information engineering projects; and performs systems analysis; design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis.

Information Engineer V – Works independently.

Information Engineer IV – Works under the supervision of Information Engineer V.

Information Engineer III – Works under the supervision of Information Engineer IV.

Information Engineer II – Works under the supervision of Information Engineer III.

Information Engineer I – Works under the supervision of Information Engineer II.

### Education & Experience:

Information Engineer V – Master's degree in IT and 8 years related experience.

Information Engineer IV – Master's degree in IT and 6 years related experience.

Information Engineer III – Bachelor's degree and 4 years related experience.

Information Engineer II – Bachelor's degree and 3 years related experience.

Information Engineer I – Bachelor's degree and 2 years related experience.

**Duties:** Applies a business-wide set of disciplines for the planning, analysis, design and construction of information systems on a business-wide basis or across a major sector of the business. Perform business strategic systems planning, information planning, business and analysis. Perform process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer Aided Software Engineering (I-CASE) tools. Apply reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Provide technical guidance in software engineering techniques and automated support tools.

<b>Approved Substitutions – Information Engineer V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	10 years
PhD/Doctorate Degree	6 years
<b>Approved Substitutions – Information Engineer IV</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	8 years

PhD/Doctorate Degree	4 years
<b>Approved Substitutions – Information Engineer III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	6 years
Master's Degree	2 years
<b>Approved Substitutions – Information Engineer II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master's Degree	1 year
<b>Approved Substitutions – Information Engineer I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	4 years
Master's Degree	0 year

## DISASTER RECOVERY SPECIALIST

**Functional Responsibility:** Previous experience in business recovery or disaster recovery planning required. General knowledge of business processes, management structures, and technology programs/platforms are preferred. Strong verbal and written communications skills are desirable. Provide support in the development of a government agencies emergency management and business recovery plans; perform functions pertaining to the agencies business risk assessments; review and develop business recovery strategies; draft procedures for identifying failures and invoking contingency plans; create response procedures and identifying communications channels; communicate with various response teams during testing and actual execution of recovery procedures. Support the design, development, installation, implementation and administration of backup solutions. Make recommendations to the user community and the operations group on system enhancements.

Disaster Recovery Specialist V – Works independently.

Disaster Recovery Specialist IV – Works under the supervision of Disaster Recovery Specialist V.

Disaster Recovery Specialist III – Works under the supervision of Disaster Recovery Specialist IV.

Disaster Recovery Specialist II – Works under the supervision of Disaster Recovery Specialist III.

Disaster Recovery Specialist I – Works under the supervision of Disaster Recovery Specialist II.

### Education & Experience:

Disaster Recovery Specialist V – Master's degree and 5 years related experience.

Disaster Recovery Specialist IV – Master's degree and 3 years related experience.

Disaster Recovery Specialist III – Bachelor's degree and 8 years related experience.

Disaster Recovery Specialist II – Bachelor's degree and 5 years related experience.

Disaster Recovery Specialist I – Bachelor's degree and 3 years related experience.

**Duties:** Performs evaluations of a company or business area to identify and value its assets; identifies its threats and their likelihood of occurrence; establishes where in place protection exists and determines its adequacy; evaluates potential losses; and provides guidelines for risk mitigation and their cost benefit. Performs disaster recovery planning to assist businesses resume their operations after a disaster has occurred.

<b>Approved Substitutions – Disaster Recovery Specialist V</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	7 years
PhD/Doctorate Degree	3 years

<b>Approved Substitutions – Disaster Recovery Specialist IV</b>	
<b>Education</b>	<b>Experience</b>
BS/BA Degree	5 years
PhD/Doctorate Degree	1 year
<b>Approved Substitutions – Disaster Recovery Specialist III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	10 years
Master’s Degree	6 years
<b>Approved Substitutions – Disaster Recovery Specialist II</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	7 years
Master’s Degree	3 years
<b>Approved Substitutions – Disaster Recovery Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	5 years
Master’s Degree	1 year

**LOGISTICS ANALYST(\*\*)**

**Functional Responsibility:** Provides integrated logistics support (ILS) activities designed to provide effective and efficient life cycle support of equipment or systems. Recommends ILS element planning and progress to ensure compliance with program requirements, specifications, and standards. Reviews customer requirements, equipment design, and other data to plan and develop program activities from conceptual stage through the full life cycle of the system. Assists in providing expert ILS technology to assist customers in the management of system acquisition programs. Analyzes, models, and optimizes distribution networks using advanced logistics software for location of sites, allocation of resources, inventory placement and size, selection of transportation mode, freight consolidation, closed loop tours, continuous moves, shipment to foreign customers, etc. Determines proper logistic support sequences and time phasing, problems arising from location of operational area, and other factors such as environmental and human factors.

- Logistics Analyst V – Works independently.
- Logistics Analyst IV – Works under the supervision of Logistics Analyst V.
- Logistics Analyst III – Works under the supervision of Logistics Analyst IV.
- Logistics Analyst II – Works under the supervision of Logistics Analyst III.
- Logistics Analyst I – Works under the supervision of Logistics Analyst II.

**Education & Experience:**

- Logistics Analyst V – Bachelor’s degree and ten years related experience
- Logistics Analyst IV – Bachelor’s degree and eight years related experience.
- Logistics Analyst III – Bachelor’s degree and six years related experience.
- Logistics Analyst II – Associates degree and four years related experience.
- Logistics Analyst I – High School Diploma and two years related experience.

**Duties:** Performs required standard studies and analyses specified in the applicable Task Orders. Provide broad based logistical management, consulting, advice and services with the ultimate goal of maintaining and sustaining a high state of readiness. Provide technical assistance on supply and maintenance procedures and recommend viable solutions to improve the maintenance posture of equipment. Perform materiel management functions and implement working knowledge of US Army maintenance and supply policies and procedures, management, and reporting procedures. Coordinate meetings of appropriate logistics personnel to ensure that they have the most current information available to facilitate an expeditious flow of material. Participate in preparing written reports and in performing post-project evaluations. Coordinate with the Project Manager, and client agency managers

to ensure solution and user satisfaction for logistical technical matters. Prepare and deliver presentations to peers, subordinates, and user representatives. Determines ILS functional and cross-functional logistical requirements, includes superior knowledge in a specific functional area; knowledge of: analyzing functional processes to identify required tasks and the interrelationships among tasks; identifying resource requirement for each task; developing functional requirements for complex integrated logistical systems; or developing recommendations functional process improvement. Perform required studies and analyses of logistical network/system support specified in the applicable task order. Participates in performing inspections/evaluations; preparing written reports; possesses knowledge of the policies and regulations governing the life cycle management of automated management information systems and the procedures and techniques used for their design, analysis, development, validation, deployment and maintenance; familiar with personal computer operations and office automation applications, to include spreadsheets, databases, graphics, and work processing; skilled in merging logistics and accounting automated files, analyzing the data, and producing comprehensive reports, briefings and diagrams representative of that data.

<b>Approved Substitutions – Logistics Analyst V</b>	
<b>Education</b>	<b>Experience</b>
Master's Degree	8 years
PhD/Doctorate Degree	6 years
<b>Approved Substitutions – Logistics Analyst IV</b>	
<b>Education</b>	<b>Experience</b>
Master's Degree	6 years
PhD/Doctorate Degree	4 years
<b>Approved Substitutions – Logistics Analyst III</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	8 years
Master's Degree	4 years
<b>Approved Substitutions – Logistics Analyst II</b>	
<b>Education</b>	<b>Experience</b>
High Scholl Diploma	6 years
BS/BA Degree	2 years
<b>Approved Substitutions – Logistics Analyst Specialist I</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	0 years

## **Technical and Engineering Services (541715, 541380, 541420, 541330ENG)**

The required minimum levels of education and experience for each labor category are listed below. In addition, depending on the specific task order there may also be a requirement for the individual to possess a specified security clearance in addition to the requirements listed below. Most clearances will be at the Secret level, but many will be at the Top Secret/SCI level. Academic credentials and years of experience may be substituted as follows: GED or Vocational degree is equivalent to a high school diploma; high school diploma plus two years of relevant experience is considered equivalent to an associates degree; high school diploma plus four years of relevant experience or associate's degree plus two years of relevant experience is considered equivalent to a bachelor's degree; a master's degree is

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considered equivalent to a bachelor's degree plus three years of relevant experience; and a Ph.D. is considered equivalent to a bachelor's degree plus five years of relevant experience or a master's degree plus two years of relevant experience. Academic degrees applicable to positions 1-9, 16-19, and 21-23, and 27-31, must be in engineering, math, physical sciences, or other relevant technical field of study.

### ACQUISITION MANAGER I

**Minimum/General Experience:** Four (4) years of general experience in acquisition management.

**Functional Responsibility:** Supports the planning and management of acquisition strategy for assigned projects and evaluates program and mission requirements to establish detailed objectives and integrates these activities with other program and functional elements. Implements plans by preparing and reviewing program documents such as detailed acquisition plans, development and production schedules, engineering change proposals, designs studies, etc. Identifies problem areas for further study and evaluation and provides superiors with status and decision information on assigned program(s).

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	6 years
Master's Degree	1 years
PhD/Doctorate Degree	0 years

### ACQUISITION MANAGER II

**Minimum/General Experience:** Seven (7) years of general experience in acquisition management.

**Functional Responsibility:** Knowledgeable of acquisition management principles and practices and capable of evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Capable of identifying problems and recommending solutions and able to devise new approaches to problems encountered. Plans the management of acquisition strategy and mission requirements to establish detailed objectives and integrates these activities with other program and functional elements. Oversees the implementation of acquisition plans and directs activities of subordinate acquisition personnel.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Master's Degree	4 years
PhD/Doctorate Degree	2 years

### ASSOCIATE ENGINEER I

**Minimum/General Experience:** One (1) year of experience in a relevant functional area or training sufficient to enable the successful accomplishment of assigned engineering tasking.

**Functional Responsibility:** Performs engineering and/or analysis activities such as system planning, analysis, design, modification, conversion, implementation, and support under the direction of higher-grade personnel.

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**Minimum Education:** Associate's degree or appropriate skills and/or training.

Approved Substitutions	
Education	Experience
High School Diploma	3 years

## ASSOCIATE ENGINEER II

**Minimum/General Experience:** Three (3) years of experience in a relevant functional area or training sufficient to enable the successful accomplishment of assigned engineering tasking.

**Functional Responsibility:** Performs engineering and/or analysis activities such as system planning, analysis, design, modification, conversion, implementation, and support under the direction of higher-grade personnel.

**Minimum Education:** Associate's degree or equivalent.

Approved Substitutions	
Education	Experience
High Scholl Diploma	5 years

## BUSINESS/FINANCIAL ANALYST

**Minimum/General Experience:** Five (5) years of relevant experience.

**Functional Responsibility:** Prepares funding documentation, analyzes and interprets financial performance data and prepares reports of status and findings. Performs program budget monitoring and analysis of cost and schedule status issues.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	8 years
Master's Degree	2 years
PhD or Doctorate Degree	0 year

## CONFIGURATION/DATA MANAGEMENT SPECIALIST

**Minimum/General Experience:** Five (5) years of general experience in configuration/data management.

**Functional Responsibility:** Requires knowledge of DoD data management practices and policies and pertinent FARs and DoD ADP system configuration management and data management policies and procedures, with emphasis on C4I integration management and open architecture concepts. Must be knowledgeable of Government regulations, manuals, technical orders, standards, and industry publications related to configuration/data management.

**Minimum Education:** Bachelor's degree or equivalent.

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Approved Substitutions	
Education	Experience
Associates Degree	8 years
Master's Degree	2 years
PhD or Doctorate Degree	0 year

### ENGINEER I

**Minimum/General Experience:** One (1) year of relevant experience applying the fundamental practices, concepts, and procedures of various engineering, development or analysis activities.

**Functional Responsibility:** Performs activities such as system planning, analysis, design, modification, conversion, implementation, and support.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	4 years

### ENGINEER II

**Minimum/General Experience:** Three (3) years of relevant experience applying the fundamental practices, concepts, and procedures of various engineering, development or analysis activities.

**Functional Responsibility:** Performs complex activities such as system planning, analysis, design, modification, conversion, implementation, and support.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	6 years
Master's Degree	0 years

### ENGINEER III

**Minimum/General Experience:** Five (5) years of relevant experience applying the fundamental practices, concepts, and procedures of various engineering development or analysis activities.

**Functional Responsibility:** Performs highly complex activities such as system planning, analysis, design, modification, conversion, implementation, support, and project management.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	8 years
Master's Degree	2 years
PhD or Doctorate	0 year

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## ANALYST I

**Minimum/General Experience:** One (1) years of relevant experience applying fundamental analysis practices, concepts, and procedures to the examination of a specific area to determine if the facts/process supports the desired outcome/circumstances..

**Functional Responsibility:** Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
High School Diploma	5 years
Associates Degree	4 years

## ANALYST II

**Minimum/General Experience:** Three (3) years of relevant experience applying basic analysis practices, concepts, and procedures to the examination of a specific area to determine if the facts/process supports the desired outcome/circumstances.

**Functional Responsibility:** Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
High School Diploma	7 years
Associates Degree	6 years
Master's Degree	0 year

## ANALYST III

**Minimum/General Experience:** Five (5) years of relevant experience applying analysis practices, concepts, and procedures to the examination of a specific area to determine if the facts/process supports the desired outcome/circumstances.

**Functional Responsibility:** Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcomes/deliverables, liaison between developers and the stakeholders.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	8 years
Master's Degree	2 years

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PhD or Doctorate	0 year
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**LOGISTICIAN I**

**Minimum/General Experience:** Four (4) years of relevant logistics support experience.

**Functional Responsibility:** Requires knowledge of applicable Government regulations, manuals, technical orders, standards, and industry publications related to logistics support operations.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	7 years
Master's Degree	1 year

**LOGISTICIAN II**

**Minimum/General Experience:** Eight (8) years of relevant logistics support experience.

**Functional Responsibility:** Must be knowledgeable of practices and principles necessary to access advanced systems concepts, assess specifications and perform system integration and perform detailed and complex calculations. Requires knowledge of applicable Government regulations, manuals, technical orders, standards, and industry publications related to logistics support operations.

**Minimum Education:** Bachelor's degree or equivalent

Approved Substitutions	
Education	Experience
Associates Degree	11 years
Master's Degree	5 years
PhD or Doctorate	0 year

**LOGISTICIAN III**

**Minimum/General Experience:** Ten (10) years of relevant logistics support experience including management or project level management experience in major systems.

**Functional Responsibility:** Must be knowledgeable of the program material acquisition life cycle process to include factors such as program cycle data/documentation requirements, acquisition processes, systems integration, fiscal matters, development processes, design, test and evaluation, readiness, production, operational deployment, maintenance, reliability and maintainability, concurrent engineering, operating and cost performance, acquisition streamlining, TQM, and other related processes.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	12 years
Master's Degree	7 years
PhD or Doctorate	5 years

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## PRINCIPAL TECHNICAL EXPERT

**Minimum/General Experience:** Twelve (12) years of general experience including at least eight (8) years of specialized experience in the required area of expertise.

**Functional Responsibility:** Individuals in this category possess specialized technical knowledge and skills and superior leadership skills required to solve the most demanding and complex technical issues. These individuals are experts in the technology being addressed and demonstrate creativity and innovation in developing and applying advanced techniques and solutions.

**Minimum Education:** Bachelor's degree or equivalent. Advanced degrees are typical in this category.

Approved Substitutions	
Education	Experience
Associates Degree	15 years
Master's Degree	9 years
PhD or Doctorate	7 years

## PROGRAM ANALYST/TECHNICAL WRITER

**Minimum/General Experience:** Four (4) years relevant experience.

**Functional Responsibility:** Performs analysis or writing or editing services in relation to the subject matter involved. Requires an understanding of the technical field(s) involved and an awareness of the relationships of the analysis/writing/editing project to the overall technical program. Requires knowledge of applicable specialized vocabulary and the ability to acquire additional information about the field and/or related fields. Must be able to perform detailed analyses of technical information and/or edit, interpret, and compose technical documentation.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	7 years
Master's Degree	1 years

## PROJECT MANAGER I

**Minimum/General Experience:** Seven (7) years of general experience including at least three (3) years of relevant specialized experience.

**Functional Responsibility:** Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks. Requires knowledge of FARs and DoD regulations, requirements, policies and procedures, cost and schedule estimating, systems disciplines, and engineering specifications.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	10 years

Master's Degree	4 years
PhD or Doctorate	0 year

## PROJECT MANAGER II

**Minimum/General Experience:** Ten (10) years of general experience including at least five (5) years of relevant specialized experience.

**Functional Responsibility:** Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks. Requires knowledge of FARs and DoD regulations, requirements, policies and procedures, cost and schedule estimating, systems disciplines, and engineering specifications.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	13 years
Master's Degree	7 years
PhD or Doctorate	5 Years

## SECURITY SPECIALIST(\*\*)

**Minimum/General Experience:** Five (5) years of experience in security administration.

**Functional Responsibility:** Provides security services to support program requirements and ensure compliance with government regulations. Requires knowledge of protection and handling procedures associated with classified information to include Top Secret and Special Access and experience in industrial security operations and procedures as they apply to contractors, DoD, and other government intelligence organizations.

**Minimum Education:** High school diploma or equivalent.

## SENIOR ENGINEER I

**Minimum/General Experience:** Six (6) years of general experience including at least three (3) years of specialized experience in the required area of expertise.

**Functional Responsibility:** Performs advanced engineering activities in the design, integration, and analysis of complex systems using different technologies. Progressive experience in planning, scheduling, conducting and/or coordinating detailed phases of projects.

**Minimum Education:** Bachelor's degree or equivalent. Advanced degrees are typical in this position.

Approved Substitutions	
Education	Experience
Associates Degree	9 years
Master's Degree	3 years
PhD or Doctorate	1 year

## SENIOR ENGINEER II

**Minimum/General Experience:** Eight (8) years of general experience including at least four (4) years of specialized experience in the required area of expertise.

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**Functional Responsibility:** Performs highly advanced engineering activities in the design, integration and analysis of complex systems using different technologies. Progressive experience in planning, scheduling, conducting and/or coordinating detailed phases of projects.

**Minimum Education:** Bachelor's degree or equivalent. Advanced degrees are typical in this position.

Approved Substitutions	
Education	Experience
Associates Degree	11 years
Master's Degree	5 years
PhD or Doctorate	0 year

### SENIOR ENGINEER III

**Minimum/General Experience:** Ten (10) years of general experience including at least five (5) years of specialized experience in the required area of expertise.

**Functional Responsibility:** Individuals in this position are high-level engineering specialists and managers able to perform and manage significant engineering or technical projects. They possess superior leadership skills, a high degree of knowledge in the required engineering and technical disciplines, and substantial management experience directing successful engineering efforts.

**Minimum Education:** Bachelor's degree or equivalent. Advanced degrees are typical in this position.

Approved Substitutions	
Education	Experience
Associates Degree	13 years
Master's Degree	8 years
PhD or Doctorate	5 year

### ANALYST I

**Minimum/General Experience:** Six (6) years of general experience including at least three (3) years of specialized experience in the required area of expertise.

**Functional Responsibility:** Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies advanced analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	9 years
Master's Degree	1 years

### SENIOR ANALYST II

**Minimum/General Experience:** Eight (8) years of general experience including at least four (4) years of specialized experience in the required area of expertise.

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**Functional Responsibility:** Performs highly advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools Applies advanced analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	11 years
Master's Degree	3 years
PhD or Doctorate	0 year

### SENIOR ANALYST III

**Minimum/General Experience:** Ten (10) years of general experience including at least five (5) years of specialized experience in the required area of expertise.

**Functional Responsibility:** Individuals in this position are high-level specialists and managers able to perform and manage significant projects. They possess superior leadership skills, a high degree of knowledge in the required disciplines, and substantial management experience directing successful efforts.

**Minimum Education:** Bachelor's degree or equivalent.

Approved Substitutions	
Education	Experience
Associates Degree	13 years
Master's Degree	5 years
PhD or Doctorate	0 year

### SENIOR TECHNICAL EXPERT

**Minimum/General Experience:** Ten (10) years of general experience including at least six (6) years of specialized experience in the required area of expertise.

**Functional Responsibility:** Individuals in this category possess specialized technical knowledge and skills and superior leadership skills required to solve the most demanding and complex technical issues. These individuals are experts in the technology being addressed and demonstrate creativity and innovation in developing and applying advanced techniques and solutions.

**Minimum Education:** Bachelor's degree or equivalent. Advanced degrees are typical in this category.

Approved Substitutions	
Education	Experience
Associates Degree	13 years
Master's Degree	5 years
PhD or Doctorate	0 year

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**TECHNICAL MEDIA SPECIALIST I (\*\*)**

**Minimum/General Experience:** Three (3) or more years relevant experience.

**Functional Responsibility:** Creates illustrations and designs using traditional and computer-based methodology. Solves challenging problems associated with depicting visual displays of data and information. Creates animation, Internet art, presentation material, and electronic publications.

**Minimum Education:** High school diploma or equivalent.

**TECHNICAL MEDIA SPECIALIST II (\*\*)**

**Minimum/General Experience:** Six (6) or more years relevant experience.

**Functional Responsibility:** Creates illustrations and designs using traditional and computer-based methodology. Solves challenging problems associated with depicting visual displays of data and information. Creates animation, Internet art, presentation material, and electronic publications.

**Minimum Education:** High school diploma or equivalent.

**TECHNICAL/ADMIN SPECIALIST I (\*\*)**

**Minimum/General Experience:** One (1) or more years of experience in a relevant functional area or training sufficient to enable the successful accomplishment of assigned tasks.

**Functional Responsibility:** Performs technical and/or administrative project support activities through the application of specialized knowledge or skills. Activities include report/correspondence preparation, document/deliverable tracking, meeting and travel coordination, filing and document organization, scheduling, and related support services to all members of the engineering team.

**Minimum Education:** High School Diploma or equivalent.

**TECHNICAL/ADMIN SPECIALIST II (\*\*)**

**Minimum/General Experience:** Five (5) or more years of experience in a relevant functional area.

**Functional Responsibility:** Performs technical and/or administrative project support activities through the application of specialized knowledge or skills. Activities include report/correspondence preparation, document/deliverable tracking, meeting and travel coordination, filing and document organization, scheduling, and related support services to all members of the engineering team.

**Minimum Education:** High school diploma or equivalent.

**Business Administrative Services (SIN 541611)**

**Experience Substituted for Formal Education:** Four years of specialized experience may substitute for a bachelor's degree.

Masters and Law degrees are equivalent to two (2) years experience. Ph.D. is equivalent to four (4) years experience. Years of experience can be traded one-for-one for degrees (e.g., Masters +12 = Ph.D. +10)

**Education Substituted for Experience:** Each formal degree (i.e., Ph.D., master's, or bachelor's.) may be substituted for 4 years of experience.

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## DIRECTOR

**Experience/Description:** Directors have 15 years of experience, in organizational behavior and organizational development devising strategy development; designing, leading, and organizing organizational surveys and focus groups; performing benchmark studies; design and lead business process improvement efforts; conduct training sessions and pilot projects; successfully implement methods, tools, and procedures to execute strategy or change efforts. They provide executive coaching to agency heads and directors on strategy development, implementation and quality improvement engagements. Directors require extensive senior level experience, public visibility, and act in an operationally critical role, having potential significant regulatory or financial impact on the mission of the agency. Recognized as an industry expert, the Director formulates innovative methodologies and techniques based on cutting edge organizational theory. They design, organize, lead and conduct executive level workshops, seminars, training sessions and pilot projects which require senior level application of methods, tools, or theories, or require senior level experience in the strategy development and program management of enterprise-wide change efforts. They facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area where the client determines it is advantageous to utilize personnel with a senior level of experience to ensure the success of pilot projects, and the planning for enterprise-wide implementation. Directors manage teams of senior consultants and analysts supporting an agency's strategy development, implementation and process improvement efforts in initiatives, which have extreme public visibility, operational criticality or potentially significant regulatory or financial impact on the mission of the agency. They give lectures, speeches or write original articles or documents relating to strategy development, implementation and process improvement or technical enhancements to process improvement and customer service.

**Education:** Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific disciplines.

Approved Substitutions	
Education	Experience
Bachelor's Degree	17 years
PhD or Doctorate	12 years

## PROGRAM MANAGER

**Experience/Description:** Program Managers have a master's degree and 12 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in managing large complex projects, contracts, funds, and resources (or group of projects, contracts, funds, and resources). Duties may include contract management, large project management, and interface with the customer. The Program Manager serves as SRA's single contract manager, and will be SRA's authorized interface with the Government's Contracting Officer's Representative (COR), other Government management personnel, and customer agency representatives. The Program Manager is responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals of SRA to subordinates and subcontractors. He or she is responsible for the overall contract performance and manages MOBIS services and support operations that may include multiple projects. The Program Manager organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects.

**Education:** Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology, or other related analytical, scientific, or technical disciplines.

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Approved Substitutions	
Education	Experience
Bachelor's Degree	17 years
PhD or Doctorate	7 years

### SUBJECT MATTER EXPERT

**Experience/Description:** Subject Matter Experts have a Ph.D. degree and 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in supporting large information technology projects related to the individuals subject matter expertise. These senior personnel are renowned experts in either functional domains (e.g., finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.) with many years of experience. They all have extensive experience as technical leaders and senior Project Managers. Subject Matter Experts prepare and deliver presentations to colleagues, subordinates, and Government representatives. They assure the proper use of current or requested programming, testing and documentation techniques. Subject Matter Experts produce or review substantive or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Documentation subjects include, but are not limited to, systems design, system architecture, feasibility studies, and system specifications. Subject Matter Experts report to the SRA Project Manager.

**Education:** Ph.D. in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Bachelor's Degree	12 years
Master's Degree	10 years

### PRINCIPAL CONSULTANT III

**Experience/Description:** Principal Consultants have a master's degree and 12 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Principal Consultant supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Principal Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— And process and data modeling in support of the planning and analysis efforts, using both manual and automated (Integrated Computer-Aided Software Engineering (ICASE)) tools. The Principal Consultant develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems— And applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

**Education:** Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific disciplines.

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Approved Substitutions	
Education	Experience
Bachelor's Degree	14 years
PhD/Doctorate	10 years

## PRINCIPAL CONSULTANT II

**Experience/Description:** Principal Consultants have a master's degree and 10 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Principal Consultant supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Principal Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— And process and data modeling in support of the planning and analysis efforts, using both manual and automated (Integrated Computer-Aided Software Engineering (ICASE)) tools. The Principal Consultant develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems— And applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

**Education:** Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific disciplines.

Approved Substitutions	
Education	Experience
Bachelor's Degree	12 years
PhD/Doctorate	8 years

## PRINCIPAL CONSULTANT I

**Experience/Description:** Principal Consultants have a master's degree and 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Principal Consultant supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Principal Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— And process and data modeling in support of the planning and analysis efforts, using both manual and automated (Integrated Computer-Aided Software Engineering (ICASE)) tools. The Principal Consultant develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems— And applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

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**Education:** Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific disciplines.

Approved Substitutions	
Education	Experience
Bachelor's Degree	10 years
PhD/Doctorate	6 years

## PROJECT MANAGER

**Experience/Description:** Project Managers have a master's degree and 8 years of progressive experience (or equivalent combination of education and experience) in managing, directing, and implementing projects. Relevant experience includes, but is not limited to, experience in managing projects, contracts, funds, and resources. They are experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. A Project Manager serves as the leader of a delivery/task order and assists the Program Manager in working with the Government's COR, other Government management personnel, and customer agency representatives. Under the guidance of the Program Manager, the Project Manager is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. The Project manager performs enterprise-wide horizontal integration planning and interfaces to other functions systems. Project Managers are senior personnel who not only have responsibility for managing projects, but also, for managing people.

**Education:** Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Bachelor's Degree	10 years
PhD/Doctorate	6 years

## MASTER FACILITATOR

**Experience/Description:** Master Facilitators have a master's degree and 6 years of progressive experience (or equivalent combination of education and experience). General experience includes excellent interpersonal, communication and client management skills. Must have a broad understanding of and hands-on experience in systems development life-cycle methodologies, hardware, and telecommunications. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Experience is also required in information systems development, functional and data requirements analysis, systems analysis and design, program design, workshop and focus group facilitation, and documentation preparation.

**Education:** Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Bachelor's Degree	8 years
PhD/Doctorate	4 years

### SENIOR TRAINING CONSULTANT

**Experience/Description:** Senior Training Consultants have a master's degree and 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in developing and providing technical and end-user training and preparing appropriate training catalogs. The Senior Training Consultant develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-aided training; and provides daily supervision and direction to staff.

**Education:** Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Bachelor's Degree	8 years
PhD/Doctorate	4 years

### SENIOR FACILITATOR I

**Experience/Description:** Senior Facilitators have a bachelor's degree and 4 years of progressive experience (or equivalent combination of education and experience). General experience includes excellent interpersonal, communication and client management skills. The Senior Facilitator must have a broad understanding of and hands-on experience in systems development life-cycle methodologies, hardware, and telecommunications. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Experience is also required in information systems development, functional and data requirements analysis, systems analysis and design, program design, workshop and focus group facilitation, and documentation preparation.

**Education:** Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Master's Degree	2 years
PhD/Doctorate	0 years

### SENIOR CONSULTANT III

**Experience/Description:** Senior Consultants have a master's degree and 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is

not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Senior Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Senior Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization- wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

**Education:** Master’s degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Bachelor’s Degree	10 years
PhD/Doctorate	6 years

**SENIOR CONSULTANT II**

**Experience/Description:** Senior Consultants have a master’s degree and 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Senior Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Senior Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization- wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

**Education:** Master’s degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Bachelor’s Degree	8 years
PhD/Doctorate	4 years

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## SENIOR CONSULTANT I

**Experience/Description:** Senior Consultants have a master's degree and 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, data collection, data analysis, or information system development methods and practices. The Senior Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. The Senior Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

**Education:** Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Bachelor's Degree	8 years
PhD/Doctorate	2 years

## MID-LEVEL TRAINING CONSULTANT

**Experience/Description:** Mid-Level Training Consultants have a bachelor's degree and 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in developing and providing technical and end-user training and preparing appropriate training catalogs. The Mid-Level Training Consultant develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); and trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-aided training.

**Education:** Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Master's Degree	2 years
PhD/Doctorate	0 years

## TECHNICAL WRITER/EDITOR(\*\*)

**Experience/Description:** Technical Writers/Editors have a bachelor's degree and 2 years of progressive

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experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in editing documents, including technical documents. The Technical Writer/Editor assists in collecting and organizing information required for preparation of reports, studies, and analyses for (a) documenting proposed managerial or organizational improvements including developmental, consultative, or implementation efforts; (b) for documenting workshop results; and (c) for description and summary of survey results with associated graphs, charts, tables, and briefings. He or she edits functional descriptions, system specifications, special reports, or any other customer deliverables and documents and has a demonstrated ability to work independently or only under general direction.

**Education:** Bachelor's degree in English, literature, Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Associate Degree	4 years
Master's Degree	0 years

## MID-LEVEL CONSULTANT II

**Experience/Description:** Mid-Level Consultants have a bachelor's degree and 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Mid-Level Consultant performs data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. The Mid-Level Consultant supervises other consultant specialists and applies process improvement and reengineering methodologies and principles to conduct process modernization projects. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis and process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

**Education:** Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Associate Degree	8 years
Master's Degree	4 years

## MID-LEVEL CONSULTANT I

**Experience/Description:** Mid-Level Consultants have a bachelor's degree and 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, data collection, data analysis, or

information system development methods and practices. The Mid-Level Consultant supervises other consultant specialists and applies process improvement and reengineering methodologies and principles to conduct process modernization projects. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis and process and data modeling in support of the planning and analysis efforts using both manual and automated tools. The Mid-Level Consultant performs data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

**Education:** Bachelor’s degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Associate Degree	6 years
Master’s Degree	2 years

## MID-LEVEL FACILITATOR

**Experience/Description:** Mid-Level Facilitators have a bachelor’s degree and 2 years of progressive experience (or equivalent combination of education and experience). General experience includes excellent interpersonal, communication and client management skills. The Mid-level Facilitator must have a broad understanding of and hands-on experience in systems development life-cycle methodologies, hardware, and telecommunications. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Experience is also required in information systems development, functional and data requirements analysis, systems analysis and design, program design, workshop and focus group facilitation, and documentation preparation.

**Education:** Bachelor’s degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Associate Degree	4 years
Master’s Degree	0 years

## JUNIOR CONSULTANT II

**Experience/Description:** Junior Consultants II have a bachelor’s degree and 2 of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change modeling, or information system development methods and practices. The Junior Consultant performs data collection

from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. The Junior Consultant applies process improvement and reengineering methodologies and principles to conduct process modernization projects and performs enterprise strategic systems planning, enterprise information planning and business area analysis. He or she performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. The Junior Consultant develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

**Education:** Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
Associate Degree	4 years
Master's Degree	0 years

### JUNIOR CONSULTANT I

**Experience/Description:** Junior Consultants I have a bachelor's degree and 0 years of experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, data collection, data analysis, or information system development methods and practices. The Junior Consultant applies process improvement and reengineering methodologies and principles to conduct process modernization projects and performs enterprise strategic systems planning, enterprise information planning and business area analysis. He or she performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. The Junior Consultant performs data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. The Junior Consultant develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

**Education:** Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
High School Diploma	4 years
Associate Degree	2 years

### ADMINISTRATIVE SUPPORT AND GRAPHICS SPECIALIST III(\*\*)

**Experience/Description:** Administrative Support and Graphics Specialists III have a High School diploma and 4 years of experience in office administration and developing graphic or artistic presentations for publications and documents (preferably technical documentation). They have at a minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word); graphics systems (e.g., PowerPoint, Harvard, Freelance); and desktop publishing systems. The Administrative



Support and Graphics Specialist directly supports the Program Manager or Project Manager by maintaining personnel and other files, preparing correspondence and schedules, and coordinating travel. He or she assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. He or she is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

**Education:** High school diploma.

### **ADMINISTRATIVE SUPPORT AND GRAPHICS SPECIALIST II(\*\*)**

**Experience/Description:** Administrative Support and Graphics Specialists have a High School diploma and 2 years of experience in office administration and developing graphic or artistic presentations for publications and documents (preferably technical documentation). They have at a minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word); graphics systems (e.g., PowerPoint, Harvard, Freelance); and desktop publishing systems. The Administrative Support and Graphics Specialist directly supports the Program Manager or Project Manager by maintaining personnel and other files, preparing correspondence and schedules, and coordinating travel. He or she assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. He or she is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

**Education:** High school diploma.

### **ADMINISTRATIVE SUPPORT AND GRAPHICS SPECIALIST I(\*\*)**

**Experience/Description:** Administrative Support and Graphics Specialists have a High School diploma and 0 years of experience in office administration and developing graphic or artistic presentations for publications and documents (preferably technical documentation). They have one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word); graphics systems (e.g., PowerPoint, Harvard, Freelance); and desktop publishing systems. The Administrative Support and Graphics Specialist directly supports the Program Manager or Project Manager by maintaining personnel and other files, preparing correspondence and schedules, and coordinating travel. He or she assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. He or she is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

**Education:** High school diploma.

### **SENIOR FACILITATOR II**

**Experience/Description:** Senior consultant with extensive expertise in developing/implementing facilitation plan/strategies, applying facilitation techniques to encourage participation and dialogue, or with expertise in group/individual coaching. Supplies advice and counsel related to facilitation needs to other professionals.

**Education:** Bachelors and 10 years of experience

<b>Approved Substitutions</b>	
<b>Education</b>	<b>Experience</b>

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Associates Degree	12 years
Master's Degree	8 years
PhD or Doctorate	6 years

### SENIOR ORGANIZATIONAL TRAINER

**Experience/Description:** Senior consultant with extensive expertise in developing/implementing training programs/courses, including needs assessment, instructional design and delivery. Supplies advice and counsel related to training needs to other professionals.

**Education:** Bachelors in Education or related field and 10 years of experience

Approved Substitutions	
Education	Experience
Associates Degree	12 years
Master's Degree	8 years
PhD or Doctorate	6 years

### EXECUTIVE CONSULTANT

**Experience/Description:** Subject matter expert in policy development and analysis, program management, and/or communications support. Ensures appropriate corporate resources are made available and that the company standards for quality assurance and quality control are met or exceeded.

**Education:** Masters and 7 years of experience

Approved Substitutions	
Education	Experience
BS/BA Degree	9 years
PhD or Doctorate	5 years

### TEAM LEADER I & II

**Experience/Description:** Principal, Practice Area Leader, Corporate Service Team Leaders, or other Senior Managers. Leads individual assignments/ projects or major tasks. Responsible for quality review of all contract deliverables. Provides direction to subcontractors and consultants.

**Education:** Bachelors and 4 years of experience

Approved Substitutions	
Education	Experience
Associates Degree	6 years
Master's Degree	2 years

### SENIOR ORGANIZATIONAL ANALYST

**Experience/Description:** Senior consultant who provides technical direction to the team. May be the Work Assignment Manager (WAM). As the WAM, responsible for timely delivery of all contract required deliverables.

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**Education:** Bachelors and 6 years of consulting related experience

Approved Substitutions	
Education	Experience
Associates Degree	8 years
Master's Degree	4 years
PhD or Doctorate	2 years

**ISO 14000 Analyst(\*\*)**

**Experience/Description:** ISO 14000 analysts have 0 years of experience and a bachelor's degree. The ISO 14000 analyst operates under supervision and collects and analyzes data, takes meeting notes, prepares reports, supports other related efforts and has familiarity with International Standards Organization (ISO) and broader environmental programs.

**Education:** Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

Approved Substitutions	
Education	Experience
High School Diploma	4 years
Associates Degree	2 years

**ORGANIZATIONAL ANALYST(\*\*)**

**Experience/Description:** Provides analysis of data. May be responsible for preparing deliverable documents for internal review.

**Education:** Bachelors and 3 years of consulting related experience

Approved Substitutions	
Education	Experience
High School Diploma	7 years
Associates Degree	5 years

**ORGANIZATIONAL RESEARCHER(\*\*)**

**Experience/Description:** Entry level position. Performs basic data collection and presentation. Minimal analysis required.

**Education:** Bachelor's and 0 years of consulting related experience

Approved Substitutions	
Education	Experience
High Scholl Diploma	4 years
Associates Degree	2 years

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### SENIOR FUNCTIONAL ANALYST III

**Experience/Description:** Supervise other analysts in performing their duties Develops and implements new methodological approaches. Published thought leader on relevant topic areas. Supervises, trains, and provides technical leadership for other analysts in performing their duties. Demonstrated experience in developing and implementing management and technical plans for complex projects.

**Education:** PhD and 10 years of experience including 6 courses in supervisory management.

Approved Substitutions	
Education	Experience
BS/BA Degree	14 years
Master's Degree	12 years

### SENIOR FUNCTIONAL ANALYST I

**Experience/Description:** Supervises other analysts in performing their duties. Demonstrated experience in working independently with little to no daily supervision to develop and implement management and technical plans for projects. Ability to apply a variety of technologies to meet project requirements. May possess significant expertise in relevant topic areas, and as such, may conduct advanced research and publish findings.

**Education:** PhD and 5 years of experience including 3 courses in supervisory management.

Approved Substitutions	
Education	Experience
BS/BA Degree	9 years
Master's Degree	7 years
PhD or Doctorate	6 years

### FUNCTIONAL ANALYST III

**Experience/Description:** May supervise other analysts in performing their duties. Has demonstrated experience in working independent of daily supervision to develop management and technical plans for projects. Has proven ability to manage staff or projects and strong knowledge of technical applications or software to provide project related support. Possesses the technical expertise to contribute to the development and implementation of complex research and analysis plans.

**Education:** PhD in a discipline directly related to the program activity being supported and 5 years of experience in supervisory management

Approved Substitutions	
Education	Experience
BS/BA Degree	9 years
Master's Degree	7 years

### FUNCTIONAL ANALYST II

**Experience/Description:** Provides specialized support services in a functional area, or coordination of single or multiple functional activities. May implement pre-specified research or analysis plans; work in a team environment to solve problems; and ensure deadlines are met. Strong working skills in the use of

desktop software and technical applications as it applies to project specific work. Documented experience working on research or similar industry specific projects. Strong writing and editing skills. Ability to provide oversight to a small team.

**Education:** Master's degree in a discipline directly related to the program activity being supported and 5 years of experience.

Approved Substitutions	
Education	Experience
BS/BA Degree	7 years
PhD or Doctorate	3 years

### FUNCTIONAL ANALYST I

**Experience/Description:** Provides specialized support services in a functional area, or coordination of a functional activity. May implement pre-specified research or analysis plans and perform moderate to complex data/information manipulation. Strong working skills in the use of desktop software including Microsoft Office (Word, PowerPoint).

**Education:** Bachelor's degree in a discipline directly related to the program activity being supported and 3 years of experience

Approved Substitutions	
Education	Experience
High School Diploma	7 years
Associates Degree	5 years
Master's Degree	1 year

### JR. FUNCTIONAL ANALYST III

**Experience/Description:** Performs and oversees basic research. Utilizes data/information from a range of sources. Acquires, abstracts, manipulates and analyzes data/information. Designs methods, forms, and procedures for data acquisition and handling. Works independently. Offers technical experience and expertise in subject matter and can be responsible for supervising projects and staff.

**Education:** Master's degree in public health, biostatistics, or related field and 5 years of experience.

Approved Substitutions	
Education	Experience
Associates Degree	9 years
BS/BA Degree	7 years
PhD or Doctorate	3 years

### JR. FUNCTIONAL ANALYST II

**Experience/Description:** Performs basic research, including executing pre-specified study plans, acquiring and abstracting data/information, and verifying completeness of data/information in collaboration with or under direction of senior staff, assists in integration and delivery of assigned activities or tasks. Offers technical experience and expertise in subject matter and can be responsible for supervising projects and staff with careful oversight.

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**Education:** Master's degree in biostatistics, public health or related field and 3 years of experience.

Approved Substitutions	
Education	Experience
Associates Degree	7 years
BS/BA Degree	5 years

**JR. FUNCTIONAL ANALYST I(\*\*)**

**Experience/Description:** In collaboration with or under the direction of senior staff, implements or delivers research services or functions, such as data/information acquisition, coordination of basic research activities, study progress reporting. In collaboration with or under direction of senior staff, assists in integration and delivery of assigned activities or tasks.

**Education:** Bachelor's degree in public health, biostatistics, or related field / 0 years of experience.

Approved Substitutions	
Education	Experience
High School Diploma	4 years
Associates Degree	2 years

**DATA SPECIALIST III**

**Experience/Description:** Performs and provides technical leadership of support tasks that may include data coding, document management, QA, and adjudication.

**Education:** Bachelor's degree and 6 years of experience.

Approved Substitutions	
Education	Experience
High School Diploma	10 years
Associates Degree	8 years
Masters Degree	4 years

**DATA SPECIALIST II(\*\*)**

**Experience/Description:** Performs support tasks that may include data coding, document management, QA, and adjudication. Highly proficient in required coding schemes.

**Education:** High School diploma and 3 years of experience.

**DATA SPECIALIST I(\*\*)**

**Experience/Description:** Performs support asks that may include data coding, document management, and document tracking. Follows project guidelines and works under direct supervision of others.

**Education:** High School diploma and 0 years of experience

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**RESEARCH DATA ASSISTANT III(\*\*)**

**Experience/Description:** Performs various project-related tasks or manages project operations, which may include field operations and data collection. Implements study guidelines, QA plans, progress reporting, and/or other administrative tasks as assigned.

**Education:** High School diploma and 5 years of experience.

**RESEARCH DATA ASSISTANT II(\*\*)**

**Experience/Description:** Performs data collection and/or data entry according to study specifications. Assists with QA activities. Works with little supervision.

**Education:** High School diploma and 3 years of experience.

**RESEARCH DATA ASSISTANT I(\*\*)**

**Experience/Description:** Performs data collection and/or data entry according to study specifications. Works under direct supervision of others.

**Education:** High School diploma and 0 years of experience.

**MID-LEVEL DISPUTE RESOLUTION PROFESSIONAL (MDR)**

**Experience/Description:** Provides direction for particular tasks as part of a project and prepares major contract deliverables. Can provide facilitation, mediation or other dispute resolution services, typically under the guidance of a Senior ADR professional. May be Work Assignment Manager (WAM). As WAM, responsible for planning and managing budgets and timely delivery of contract deliverables.

**Education:** Bachelors and 6 years of experience in planning, conducting and supervising assignments of smaller or of less significance in the areas of negotiation, facilitation, mediation or other consensus or dispute resolution processes.

Approved Substitutions	
Education	Experience
High School Diploma	10 years
Associates Degree	8 years

**JUNIOR DISPUTE RESOLUTION PROFESSIONAL (JDR)**

**Experience/Description:** Under supervision, researches, collects and analyzes information, records summaries or minutes of meetings, supports logistical coordination during meetings and training related to dispute resolution processes or techniques.

**Education:** Bachelor's and 3 years of experience supporting negotiation, facilitation, mediation or other consensus or dispute resolution processes. Some of this experience can include educational experience related to ADR topics.

Approved Substitutions	
Education	Experience
High School Diploma	7 years
Associates Degree	5 years

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### **MID-LEVEL SCIENTIFIC/ TECHNICAL CONSULTANT (MST)**

**Experience/Description:** As part of an ADR process, identifies research requirements, designs surveys, develops automated data management systems, prepares research findings, and performs detailed analyses of statutes and regulations. The findings, analyses, or systems developed help to further the understanding of parties about the technical issues related to a particular conflict or dispute resolution process.

**Education:** Bachelors and 6 years of experience in planning, conducting and supervising assignments of smaller or of less significance in the areas of biological or environmental science, public policy, environmental law, economics, statistics, information management or related disciplines.

<b>Approved Substitutions</b>	
<b>Education</b>	<b>Experience</b>
High School Diploma	10 years
Associates Degree	8 years

### **JUNIOR SCIENTIFIC/TECHNICAL CONSULTANT (JST)**

**Experience/Description:** Under supervision, researches and collects information that help further define or illuminate particular issues related to a dispute; performs basic analyses, summarizes findings, develops spreadsheets or other formats for storing data; and provides basic data entry and logistical support.

**Education:** Bachelors and 3 years of experience in biological or environmental science, public policy, environmental law, economics, statistics, information management or related disciplines.

<b>Approved Substitutions</b>	
<b>Education</b>	<b>Experience</b>
High School Diploma	7 years
Associates Degree	5 years

### **DIRECT SUPPORT (DS)(\*\*)**

**Experience/Description:** Administrative and non-technical support related to the management and execution of particular dispute resolution process. These activities include accounting, contracts management, project administration, graphics/document design support, or related direct support.

**Education:** High school diploma/0 years of experience

### **SENIOR PROGRAM/ MANAGEMENT ANALYST (SPM)**

**Experience/Description:** Senior analyst with the technical background to provide management and integrations support. Provides knowledge of methods and procedures. Typical degrees/areas of expertise include social sciences, liberal arts, law, evaluation, economics, statistics, etc. Provides direction to other project participants.

**Education:** Masters and 8 years of experience in management systems, program evaluation, and technical studies.



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Approved Substitutions	
Education	Experience
BS/BA Degree	10 years
PhD or Doctorate	6 years

### SENIOR SYSTEMS/ PROJECT ENGINEER (SSE)

**Experience/Description:** Senior scientist, or engineer with the experience to provide senior leadership in technical project areas in including systems engineering, information management, operations research, environmental studies, etc.

**Education:** Masters and 10 years of experience

Approved Substitutions	
Education	Experience
BS/BA Degree	12 years
PhD or Doctorate	8 years

### MID-LEVEL PROGRAM/ MANAGEMENT ANALYST (MPM)

**Experience/Description:** Provides direction for particular tasks and prepares major contract deliverables under the guidance of a Senior Analyst. Can provide project integration management and operates as a work assignment manager with budget management responsibilities.

**Education:** Bachelors and 5 years of experience

Approved Substitutions	
Education	Experience
Associates Degree	7 years
Master's Degree	3 years

### MID-LEVEL SYSTEMS/ PROJECT ENGINEER (MSE)

**Experience/Description:** Provides direction for particular tasks and prepares major contract deliverables under the guidance of a Senior Analyst. Can provide project integration management and operates as a work assignment manager with budget management responsibilities.

**Education:** Bachelors and 5 years of experience

Approved Substitutions	
Education	Experience
Master's Degree	3 years
PhD or Doctorate	1 year

### JUNIOR SYSTEMS/ PROJECT ENGINEER (JSE)

**Experience/Description:** Operates under supervision and collects and analyzes data, takes meeting notes, prepares reports and supports project oversight duties.

**Education:** Bachelors and 0 years of experience

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**JUNIOR PROGRAM/ MANAGEMENT ANALYST (JPM)(\*\*)**

**Experience/Description:** Operates under supervision and collects and analyzes data, takes meeting notes, prepares reports and supports project oversight duties.

**Education:** Bachelors and 0 years of experience

Approved Substitutions	
Education	Experience
High School Diploma	4 years
Associates Degree	2 years

**DIRECT SUPPORT(\*\*)**

**Experience/Description:** Includes all administrative and non-technical support such as accounting, contracts, project administration, graphical design, etc.

**Education:** High school diploma/0 years of experience

**SPECIAL ITEM NUMBER 611430, 611512****SENIOR MANAGER**

**Experience/Description:** Fifteen (15) years of progressive management or subject matter expertise experience with training, information technology, and/or multimedia related projects. Experience must include at least five (5) years of experience in planning and supervising training-related projects similar to the services offered under this contract. Able to commit the company to binding agreements with the Government, and provide and coordinate company-wide contract schedules, work/capital/personnel allocation to this contract.

Acts as the senior manager for all contract work performed within the company. Serves as the authorized contact point for the company and is able to commit the company contractually. Is responsible for holding periodic summary contract status reviews and resolve any schedule or technical issues identified by the contract program/project manager. Is able to assign or reallocate equipment or personnel resources in order to resolve issues or contract variances.

This individual can also act as a Senior Subject Matter Expert.

**Education:** A Master's degree in a related field.

Approved Substitutions	
Education	Experience
BS/BA Degree	17 years progressive management and 7 years of experience in planning and supervising
PhD or Doctorate	13 years of progressive management and 3 years of experience in planning and supervising

**SENIOR PROGRAM/PROJECT MANAGER**

**Experience/Description:** Ten (10) years of progressive management or subject matter expertise experience with training, information technology, and/or multimedia related projects. Experience must include five (5) years of experience planning and supervising one or more training-related contracts

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similar to the services offered under this contract. Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staff, budget, prioritization, and other contract or personnel matters. May also serve as the technical lead.

**Education:** Bachelor's degree in education or a related field, or in the project's functional area.

Approved Substitutions	
Education	Experience
Associate Degree	12 years of progressive management and 7 years of experience planning and supervising
Master's Degree	8 years of progressive management and 3 years of experience planning and supervising

### PROGRAM/PROJECT MANAGER

**Experience/Description:** Eight (8) years of progressive management and subject matter expertise experience with training, information technology, and multimedia related projects. Experience must include three (3) years of experience planning and supervising one or more training related contracts similar to the services offered under this contract. Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staff, budget, prioritization, and other contract or personnel matters. May also serve as the technical lead.

**Education:** Bachelor's degree in education or a related field, or in the project's functional area.

Approved Substitutions	
Education	Experience
Associated Degree	10 years of progressive management and 5 years of planning and supervising
Master's Degree	6 years of progressive management and 3 years of planning and supervising

### SENIOR TASK LEADER

**Education/Description:** Eight (8) years of progressive subject matter expertise and training task supervision. Assists the Project/Program Manager or Senior Program Manager in the development and management of project plans for order performance, and serves as the day-to-day manager for performance. This includes the review of task performance and work products for correctness as well as adherence to training concepts and instructional requirements, and for progress in accordance with schedules. Coordinates with the Project/Program Manager and the customer to ensure solution and user satisfaction for training matters. Prepares and delivers presentations to peers, subordinates, and student representatives.

**Education:** Bachelor's degree in education or related field.

Approved Substitutions	
Education	Experience
Associates Degree	10 years of training task supervision
Master's Degree	6 years of training task supervision2 years

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## TASK LEADER

**Experience/Description:** Six (6) years of progressive subject matter expertise and training task supervision. Assists the Project/Program Manager in the development and management of project plans for order performance, and serves as the day-to-day manager for performance. This includes the review of task performance and work products for correctness as well as adherence to training concepts and instructional requirements, and for progress in accordance with schedules. Coordinates with the Project/Program Manager and the customer to ensure solution and user satisfaction for training matters. Prepares and delivers presentations to peers, subordinates, and student representatives.

**Education:** Bachelor's degree in education or related field. Four (4) years of specialized experience may also be substituted for the Bachelor's degree.

Approved Substitutions	
Education	Experience
Associates Degree	8 years of training task supervision
Master's Degree	4 years of training task supervision

## SENIOR ADMINISTRATIVE SUPPORT SPECIALIST(\*\*)

**Experience/Description:** Five (5) years of increasing experience and responsibility in administration support to a project organization with general office support, such as word processing, receptionist, filing, and meeting and travel reservations. Under general direction, is responsible for providing analytical and specialized administrative support functions. Interacts with outside company and client organizations to support scheduling and resource assignments on the project. Coordinates specific project and task order requirements by analyzing requirements, determining an approach to administratively support those requirements, compiling and analyzing data and preparing reports and recommendations using Personal Computer skills, knowledge of administrative systems, and understanding of policies and procedures.

**Education:** High school diploma.

## ADMINISTRATIVE SUPPORT SPECIALIST(\*\*)

**Experience/Description:** Two (2) years of generalized experience supporting a project organization with general office support, such as word processing, receptionist, filing, and meeting and travel reservations. Supports the project organization with generalized office support. Provides word processing, receptionist, meeting scheduling, travel reservations, filing, reproduction and similar project support.

**Education:** High school diploma.

## TRAINING DEVELOPER I

**Experience/Description:** Six (6) years of increasing experience in the design, preparation and delivery of training courses. Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Education:** Bachelor's degree in related field.

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Approved Substitutions	
Education	Experience
Associates Degree	8 years of experience in design, preparation of training courses
Master's Degree	4 years of experience in design, preparation of training courses

### TRAINING DEVELOPER II

**Experience/Description:** Eight (8) years of increasing experience in the design, preparation and delivery of training courses. Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Education:** Bachelor's degree in related field.

Approved Substitutions	
Education	Experience
Associates Degree	10 years of experience in design, preparation of training courses
Master's Degree	6 years of experience in design, preparation of training courses

### TRAINING DEVELOPER III

**Experience/Description:** Ten (10) years of increasing experience in the design, preparation and delivery of training courses. Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Education:** Bachelor's degree in related field.

Approved Substitutions	
Education	Experience
Associates Degree	12 years of experience in design, preparation of training courses
Master's Degree	8 years of experience in design, preparation of training courses

### TRAINING DEVELOPER IV

**Experience/Description:** Twelve (12) years of increasing experience in the design, preparation and delivery of training courses. Develops instructor lead and computer based training. Involved in all phases

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of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Education:** Bachelor's degree in related field.

Approved Substitutions	
Education	Experience
Associates Degree	14 years of experience in design, preparation of training courses
Master's Degree	10 years of experience in design, preparation of training courses

### TRAINING DEVELOPER V

**Experience/Description:** Fifteen (15) years of increasing experience in the design, preparation and delivery of training courses. Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Education:** Master's degree in related field. Two (2) years of specialized experience may be substituted for the Master's degree. Four (4) years of experience may be substituted for the Bachelor's degree.

Approved Substitutions	
Education	Experience
BS/BA Degree	17 years of experience in design, preparation of training courses
PhD or Doctorate	13 years of experience in design, preparation of training courses

### GRAPHIC ARTIST I(\*\*)

**Experience/Description:** Two (2) years of increasing experience in the design, preparation and delivery of training-related graphics. Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Education:** High school diploma.

### GRAPHIC ARTIST II(\*\*)

**Experience/Description:** Four (4) years of increasing experience in the design, preparation and delivery of training-related graphics. Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Education:** Associates degree in art or a related field..

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Approved Substitutions	
Education	Experience
High Scholl Diploma	6 years of experience in design, preparation of training related graphcs
BS/BA Degree	2 years of experience in design, preparation of training related graphics

### GRAPHIC ARTIST III(\*\*)

**Experience/Description:** Six (6) years of increasing experience in the design, preparation and delivery of training–related graphics. Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Education:** Associates degree in art or a related field.

Approved Substitutions	
Education	Experience
High School Diploma	6 years of experience in design, preparation of training courses
BS/BA Degree	4 years of experience in design, preparation of training courses

### GRAPHIC ARTIST IV

**Experience/Description:** Eight (8) years of increasing experience in the design, preparation and delivery of training–related graphics. Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Education:** Bachelor's degree in art or a related field.

Approved Substitutions	
Education	Experience
Associates Degree	10 years of experience in design, preparation of training courses
Master's Degree	6 years of experience in design, preparation of training courses

### GRAPHIC ARTIST V

**Experience/Description:** Ten (10) years of increasing experience in the design, preparation and delivery of training–related graphics. Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Education:** Bachelor's degree in art or a related field.

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Approved Substitutions	
Education	Experience
Associates Degree	12 years of experience in design, preparation of training courses
Master's Degree	6 years of experience in design, preparation of training courses

### TRAINING SPECIALIST/INSTRUCTOR I(\*\*)

**Experience/Description:** Three (3) years of experience in the preparation of courseware, and the course design, and Programs of instruction. Writes lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

**Education:** High school diploma.

### TRAINING SPECIALIST/INSTRUCTOR II

**Experience/Description:** Five (5) years of experience in the preparation of courseware, and the course design, and Programs of instruction. Writes lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

**Education:** Associates degree in related field.

Approved Substitutions	
Education	Experience
High Scholl Diploma	7 years of experience in course design and Program Instructions

### SUBJECT MATTER EXPERT I

**Experience/Description:** Ten (10) years of generalized and specialized experience in training, tactics, procedures, and training technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented. Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Education:** Bachelor's degree in a related field.

Approved Substitutions	
Education	Experience
Associates Degree	14 years of experience in training, procedures, development and implementation of business process
Master's Degree	8 years of experience in training, procedures, development and implementation of business process

### SUBJECT MATTER EXPERT II

**Experience/Description:** Twelve (12) years of generalized and specialized experience in training, tactics, procedures, and training technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented. Acts as a consultant to the project



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organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Education:** Bachelor's degree in a related field.

Approved Substitutions	
Education	Experience
Associates Degree	16 years of experience in training, procedures, development and implementation of business process
Master's Degree	10 years of experience in training, procedures, development and implementation of business process

### SUBJECT MATTER EXPERT III

**Experience/Description:** Fourteen (14) years of generalized and specialized experience in training, tactics, procedures, and training technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented. Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Education:** Bachelor's degree in a related field..

Approved Substitutions	
Education	Experience
Associates Degree	18 years of experience in training, procedures, development and implementation of business process
Master's Degree	12 years of experience in training, procedures, development and implementation of business process

### SUBJECT MATTER EXPERT IV

**Experience/Description:** Sixteen (16) years of generalized and specialized experience in training, tactics, procedures, and training technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented. Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Education:** Bachelor's degree in a related field.

Approved Substitutions	
Education	Experience
Associates Degree	20 years of experience in training, procedures, development and implementation of business process
Master's Degree	14 years of experience in training, procedures, development and implementation of business process

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**SUBJECT MATTER EXPERT V**

**Experience/Description:** Eighteen (18) years of generalized and specialized experience in information technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented. Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Education:** Bachelor's degree in a related field.

Approved Substitutions	
Education	Experience
Associates Degree	20 years of experience in training, procedures, development and implementation of business process
Master's Degree	16 years of experience in training, procedures, development and implementation of business process

**SUBJECT MATTER EXPERT VI**

**Experience/Description:** Twenty (20) years of generalized and specialized experience in information technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented. Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Education:** Bachelor's degree in a related field.

Approved Substitutions	
Education	Experience
Associates Degree	22 years of experience in training, procedures, development and implementation of business process
Master's Degree	18 years of experience in training, procedures, development and implementation of business process

**DOCUMENTATION SPECIALIST/EDITOR I**

**Experience/Description:** Four (4) years generalized experience in training data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards. Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Education:** High school diploma and four (4) years of experience working in a project organization preparing and delivering training documents, briefings, technical reports and other \_\_\_\_\_

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task order documentation requirements.

## **DOCUMENTATION SPECIALIST/EDITOR II**

**Experience/Description:** Six (6) years generalized experience in training data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards. Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Education:** High school diploma and six (6) years of experience working in a project organization preparing and delivering training documents, briefings, technical reports and other task order documentation requirements.

## **DOCUMENTATION SPECIALIST/EDITOR III**

**Experience/Description:** Eight (8) years generalized experience in training data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards. Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Education:** Bachelor's degree in English or a related field.

<b>Approved Substitutions</b>	
<b>Education</b>	<b>Experience</b>
Associates Degree	10 years of experience in training data management
Master's Degree	6 years of experience in training data management

## **DOCUMENTATION SPECIALIST/EDITOR IV**

**Experience/Description:** Ten (10) years generalized experience in training data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards. Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Education:** Bachelor's degree in English or a related field.

Approved Substitutions	
Education	Experience
Associates Degree	12 years of experience in training data management
Master's Degree	8 years of experience in training data management

## DOCUMENTATION SPECIALIST/EDITOR V

**Experience/Description:** Twelve (12) years generalized experience in data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards. Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Education:** Bachelor's degree in English or a related field.

Approved Substitutions	
Education	Experience
Associates Degree	14 years of experience in training data management
Master's Degree	10 years of experience in training data management

## TRAINING TECHNICAL SUPPORT ENGINEER I(\*\*)

**Experience/Description:** Two (2) years of generalized experience with information technology and engineering sciences. Has a basic understanding comparable to knowledge gained from an undergraduate degree program in electrical engineering, computer science, information technology or similar application areas. Provides supervised technical support to the engineering and computer science process within the project organization or business entity. Is capable of generating technical documents and performing technology trade studies and comparative analyses.

**Education:** Bachelor's degree in computer science or a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

Approved Substitutions	
Education	Experience
Master's Degree	0 years of experience in IT and Engineering Sciences

## TRAINING SOFTWARE TECHNICIAN I(\*\*)

**Experience/Description:** Two (2) years of generalized non-technical experience working in a training technology business entity or client project supporting the automation process. Is capable of taking direction from the technical or management staff to perform software loading, data backups, basic computer reconfigurations, and similar tasking. Supports the automation process with non-technical capabilities based on direction provided by technical or management staff members. Has a basic understanding of person computers and operating system commands and functions and is able to load

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software, reconfigure computer settings, perform data backups, and other similar automation support tasks.

**Education:** High school diploma.

**TRAINING SOFTWARE TECHNICIAN II(\*\*)**

**Experience/Description:** Four (4) years of generalized non-technical experience working in a training technology business entity or client project supporting the automation process. Is capable of taking direction from the technical or management staff to perform software loading, data backups, basic computer reconfigurations, and similar tasking. Supports the automation process with non-technical capabilities based on direction provided by technical or management staff members. Has a basic understanding of person computers and operating system commands and functions and is able to load software, reconfigure computer settings, perform data backups, and other similar automation support tasks.

**Education:** High school diploma.

**TRAINING SOFTWARE TECHNICIAN III(\*\*)**

**Experience/Description:** Six (6) years of generalized non-technical experience working in an information technology business entity or client project supporting the automation process. Is capable of taking direction from the technical or management staff to perform software loading, data backups, basic computer reconfigurations, and similar tasking. Supports the automation process with non-technical capabilities based on direction provided by technical or management staff members. Has a basic understanding of person computers and operating system commands and functions and is able to load software, reconfigure computer settings, perform data backups, and other similar automation support tasks.

**Education:** Associates degree in computer science or a related field.

Approved Substitutions	
Education	Experience
High School Diploma	8 years of experience in IT automation process

s degree.