

Authorized Federal Supply Schedule Price List



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

PROFESSIONAL SERVICES SCHEDULE (PSS)

Industrial Group: 00CORP

Federal Supply Group: PSS

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

DCS-Millennium LLC

6909 Metro Park Drive,
Suite 500
Alexandria, VA 22310

Contract Number: 47QRAA18D0038

Contract Period: 1/11/2018 - 1/10/2023

Business Size:

Small Business

DCS-Millennium LLC GSA Web Page: <http://dcs-millennium-llc.com/>

Contract Manager: Thomas J. Gallagher, Vice President, Contracts
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Pricelist current through Basic Award, dated 1 January 2018.

Customer Information

1a. Awarded Special Item Numbers/Primary Engineering Disciplines

SIN	Recovery	SIN Description
871-1	871-1RC	Strategic Planning for Technology Programs/Activities
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-4	871-4RC	Test and Evaluation
871-5	871-5RC	Integrated Logistics Support
871-6	871-6RC	Acquisition and Life Cycle Management
874-1	874-1RC	Integrated Consulting Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

1b. Labor Rates: Please see page 4.

1c. Labor Category Descriptions: Please see Page 7 and following.

2. Maximum Order Threshold: The maximum order threshold value per order for all Professional Engineering Services will be \$1,000,000. Clients may request discounts for orders above \$1,000,000. (Please see Ordering Thresholds in the Terms and Conditions Section for details).

3. **Minimum Order:** The minimum dollar value per order for all Professional Engineering Services is \$100.
4. **Geographic coverage (delivery area):** Domestic and Overseas
5. **Point(s) of production:** DCS-Millennium LLC
 - 6909 Metro Park Drive, Suite 500, Alexandria, VA 22310 (Main Office)
 - 1401 South Clark Street, Suite 810, Arlington, VA 22202-3290
 - 5030 Bradford Drive, Bldg II, Suite 125, Huntsville, AL 35805
 - 137 W. Drummond Avenue, Ridgecrest, CA 93555
 - 7676 Hazard Center Drive, Suite 500, San Diego, CA 92108
 - 109 Bailey Drive, Niceville, FL 32578
 - 295 Foster Street, Suite 120, Littleton, MA 01460
 - 67 Buena Vista Street, Devens, MA 01434
 - 46641 Corporate Drive, Lexington Park, MD 20653
 - 100 Walter Ward Boulevard Suite 100 Abingdon, Maryland 21009
 - 7400 Miller Drive, Warren, MI 48092-4729
 - 2043 Woodland Parkway, Suite 100 St. Louis, MO 63146
 - 9 Trafalgar Sq., Ste. 220, Nashua, NH 03063
 - 17932 S. Fraley Boulevard, Suite 101, Dumfries, VA 22026
 - 17243 Dahlgren Road King George, VA 22485
 - 4445 Corporation Lane, Suite 214, Virginia Beach, VA 23462
6. **Discount from list prices or statement of net price:** Additional 3% discount on Task Orders or Delivery Orders over \$10,000,000.00.
7. **Quantity discounts:** Not applicable.
8. **Prompt payment terms:** No special discounts are offered for prompt payment. Payment terms are net 30 days. **Information for Ordering Offices:** Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **Notification that Government purchase cards are accepted at or below the micropurchase threshold.** Yes. DCS-Millennium LLC accepts the Government Commercial Credit Card but does not provide any additional discounts.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold.** Yes. DCS-Millennium LLC accepts the Government Commercial Credit Card but does not provide any additional discounts.
10. **Foreign Items:** Not applicable.
- 11a. **Time of Delivery:** As negotiated and specified in each task order.
- 11b. **Expedited Delivery:** Items available for expedited delivery are noted in this price list. As negotiated and specified in each task order.

- 11c. **Overnight and 2-day delivery:** As negotiated and specified in each task order.
- 11d. **Urgent Requirements:** Please see the "Urgent Requirements" clause in the contract. Agencies may also contact the Contractor's representative to effect a faster delivery.
12. **F.O.B. Point(s):** Destination
- 13a. **Ordering address(s):** DCS-Millennium LLC, 6909 Metro Park Dr., Suite 500, Alexandria, VA 22310
- 13b. **Ordering Procedures:** The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://fss.gsa.gov/schedules>).
14. **Payment address(s):** DCS-Millennium LLC, 1401 South Clark Street, Suite 810, Arlington, VA 22202-3290, Attn: Accounts Payable.
15. **Warranty provision:** Not applicable.
16. **Export Packing charges:** As negotiated and specified in each task order.
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** As negotiated and specified in each task order.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable.
19. **Terms and Conditions of Installation:** Not applicable.
20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:** Not applicable.
- 20a. **Terms and Conditions for Any Other Services:** Not applicable.
21. **List of Service and Distribution Points:** Not applicable.
22. **List of Participating Dealers:** Not applicable.
23. **Preventive Maintenance:** Not applicable.
- 24a. **Environmental Attributes:** Not applicable.
- 24b. **Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at www.Section508.gov.
25. **Data Universal Numbering System (DUNS) Number:** 962364399
26. **Central Contractor Registration (CCR) Database:** DCS-Millennium LLC Corporation is registered in the Central Contractor Registration (CCR) Database. **CAGE Code:** 685Z0
27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN(s)	Labor Categories	Min Edu	Min Exp	GSA Rate (w/IFF)
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Engineer 9	Masters	13	\$259.49
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Engineer 8	Bachelors	12	\$199.32
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Engineer 7	Bachelors	10	\$160.23
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Engineer 6	Bachelors	8	\$136.78
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Engineer 5	Bachelors	7	\$123.95
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Engineer 4	Bachelors	5	\$111.36
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Engineer 3	Bachelors	3	\$99.43
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Engineer 2	Bachelors	2	\$98.18
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Engineer 1	Bachelors	0	\$89.12
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Staff Scientist 2	Masters	13	\$175.81
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Staff Scientist 1	Bachelors	10	\$156.73
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Program Manager	Masters	4	\$155.20
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Project Manager 2	Masters	4	\$142.86
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Project Manager 1	Masters	2	\$117.70
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Risk Manager	Masters	4	\$163.24
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Analyst 7	Bachelors	7	\$151.37

871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Analyst 6	Bachelors	6	\$122.65
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Analyst 5	Bachelors	5	\$98.12
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Analyst 4	Bachelors	3	\$91.52
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Analyst 3	Bachelors	2	\$84.04
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Analyst 2	Bachelors	0	\$62.96
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Analyst 1	Associates	2	\$50.69
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Analytical Asst.	High School	4	\$51.23
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technician 3	Bachelors	2	\$91.59
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technician 2	Associates	3	\$71.30
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technician 1	Associates	2	\$61.01
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technician Asst.	High School	1	\$38.76
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Sr. Assistant	Bachelors	5	\$64.07
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Admin Asst. 3 **	High School	5	\$57.65
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Admin Asst. 2 **	High School	3	\$49.76
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Admin Asst. 1 **	High School	1	\$42.05
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Admin Specialist 2 **	Associates	3	\$38.78
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Admin Clerk **	High School	0	\$32.65

871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Subject Matter Expert 5	Bachelors	20	\$226.23
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Subject Matter Expert 4	Bachelors	15	\$208.01
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Subject Matter Expert 3	Bachelors	10	\$168.15
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Subject Matter Expert 2	Bachelors	7	\$162.51
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Subject Matter Expert 1	Bachelors	5	\$125.68
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Specialist 4	Masters	8	\$179.15
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Specialist 3	Masters	6	\$148.79
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Specialist 2	Masters	4	\$127.53
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Specialist 1	Masters	1	\$106.29
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Analyst 6	Masters	7	\$167.01
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Analyst 5	Masters	4	\$142.72
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Analyst 4	Masters	3	\$133.61
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Analyst 3	Masters	2	\$112.34
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Analyst 2	Masters	1	\$91.10
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Technical Analyst 1	Bachelors	1	\$75.91
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Logistician 2	Bachelors	5	\$100.39
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Cost Analyst 2	Bachelors	5	\$123.88

871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Cost Analyst 1	Bachelors	3	\$110.95
871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-6, and 874-7	Operations Analyst 2	Bachelors	5	\$114.86

* The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Admin Assistant III	01020 - Admin Assistant	2015-4281
Admin Assistant II	01113 - General Clerk III	2015-4281
Admin Assistant I	01112 - General Clerk II	2015-4281
Admin Specialist II	01111 - General Clerk I	2015-4281
Admin Clerk	01111 - General Clerk I	2015-4281

Labor Category Descriptions

ENGINEER 9

Responsibilities:

- Conduct all duties assigned to a Division Manager or Executive
- Serve as technical expert within the scope of work covered in area(s) of responsibility
- Work within company strategic and policy framework set by Board of Directors
- Maintain current and long-term profitable operation and growth of an operating unit consisting of at least 50 professional employees and responsible for at least \$5 million in annual sales
- Oversee multiple significant programs encompassing a variety of projects involving complex technologies
- Implement all approved plans and exert a consistent effective management force for the achievement of Corporate objectives
- Manage product and business development activities
- Develop standards and guidelines
- Maintain contacts with key personnel and officials of other organizations
- Meet regularly with clients

Skills/Aptitudes:

- Leadership in the area of strategic business development, planning, and negotiation
- Project planning
- Ability to train managers and other employees
- Outstanding verbal and written communication
- Management abilities and business acumen
- Knowledge of company policies/procedures
- Creativity, initiative, and foresight in anticipating and solving unprecedented problems
- Identifying and assigning priorities for significant corporate projects
- Developing, maintaining and controlling organization budget
- Recruiting new employees

- Supervising, developing, and disciplining subordinate employees
- Developing and enforcing quality standards

Latitude:

- Work independently under policy framework provided by Board of Directors

Education:

- Advanced degree in a relevant technical discipline (Master's Degree)

Experience:

- Minimum of 13 years.

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ENGINEER 8

Responsibilities:

- Conduct all duties assigned to a Department Manager
- Ensure profitability of a unit(s)
- Serve as technical expert in area of responsibility
- Participate in strategic planning
- Practice financial planning and control
- Perform tactical business acquisition
- Conduct project planning and management
- Ensure quality control
- Develop business
- Supervise personnel staffing and training
- Provide direction and counseling to direct and indirect reports

Skills/Aptitudes:

- Negotiation and planning
- Excellent verbal and written communication
- Management abilities and business acumen
- Knowledge of company policies and procedures
- Recruiting new employees

Latitude:

- Works within corporate guidelines
- Considerable decision-making authority

Education:

- Bachelor's degree in a relevant technical discipline

Experience:

- Minimum of 12 years

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ENGINEER 7

Responsibilities:

- Perform a variety of intensive and diversified project tasks applied to specialized technologies
- Serve as specialist in the application of advanced technical theories, concepts, principles and processes
- Ensure growth and profitability of a unit(s)
- Plan and develop engineering projects concerned with unique or controversial problems having an effect on major programs
- Select problems for investigation

Skills/Aptitudes:

- Interviewing
- Problem resolution including contributing new ideas, designs or techniques
- Excellent verbal and written communication
- Planning

Latitude:

- Minimal supervision
- Education:
- Bachelor's degree in a relevant technical discipline
- Experience:
- Minimum of 10 years

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ENGINEER 6

- Responsibilities:
- Perform complex project tasks applied to specialized technology problems
 - Develop engineering projects concerned with unique or controversial problems
 - Research complex problem areas of considerable scope
 - Remain current on new technical methods and recommend changes
 - Develop system architecture, evaluate products, and serve as expert on technical specialties and equipment
- Skills/Aptitudes:
- Problem solving
 - Engineering/Math/Physics
 - Excellent verbal and written communication
- Latitude:
- Minimal supervision
- Education:
- Bachelor's degree in relevant technical discipline
- Experience:
- Minimum of 8 years

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ENGINEER 5

- Responsibilities:
- Perform moderately complex project tasks applied to specialized technology problems
 - Develop engineering projects concerned with moderately difficult problems
 - Research problem areas of considerable scope
 - Remain current on new technical methods and recommend changes
 - Perform systems integration
 - Perform systems documentation
 - Design and develop prototypes
- Skills/Aptitudes:
- Problem solving
 - Engineering/Math/Physics
 - Strong verbal and written communication
- Latitude:
- Minimal supervision
- Education:
- Bachelor's degree in a technical discipline
- Experience:
- Minimum of 7 years

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ENGINEER 4

- Responsibilities:
- Perform a limited number of complex project tasks applied to specialized technology problems
 - Develop engineering projects, selecting problems for investigation

- Perform systems integration
- Perform systems documentation
- Design and develop prototypes

Skills/Aptitudes:

- Problem solving
- Engineering/Math/Physics
- Good verbal and written communication

Latitude:

- Nominal supervision

Education:

- Bachelor's degree in a technical discipline

Experience:

- Minimum of 5 years

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ENGINEER 3

Responsibilities:

- Perform a limited number of moderately complex project tasks applied to specialized technology problems
- Develop engineering projects defining scope of problems for investigation
- Perform systems integration
- Perform systems documentation
- Design and develop prototypes

Skills/Aptitudes:

- Problem solving
- Engineering/Math/Physics
- Systems testing and evaluation
- Good verbal and written communication

Latitude:

- Nominal supervision

Education:

- Bachelor's degree in a technical discipline

Experience:

- Minimum of 3 years

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ENGINEER 2

Responsibilities:

- Perform a limited number of moderately complex project tasks applied to specialized technology
- Develop engineering projects defining scope of problems for investigation
- Perform systems integration and documentation of programs and systems
- Meet with clients to determine system requirements

Skills/Aptitudes:

- Database programming
- Systems testing and evaluation
- Engineering/Math/Physics
- Good verbal and written communication

Latitude:

- Detailed supervision

Education:

Experience:

- Bachelor's degree in a technical discipline
- Minimum of 2 years

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ENGINEER 1

Responsibilities:

- Perform relatively routine tasks applied to specialized technology
- Perform systems integration and programmatic tasks
- Meet with client engineers to determine requirements

Skills/Aptitudes:

- Computer and electronics
- Engineering/Math/Physics
- Adequate verbal and written communication

Latitude:

- Close supervision

Education:

- Bachelor's degree in a technical discipline

Experience:

- 0 years

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STAFF SCIENTIST 2

Responsibilities:

- Serve as a recognized expert in a scientific or engineering discipline
- Determine program objectives and requirements
- Organize programs/projects developing standards and guidelines for diverse activities
- Manage highly technical state-of-the-art projects
- Define methodology to research general hypotheses
- Serve as technical project leader on projects involving other scientists and engineers
- Supervise, train and develop lower level employees

Skills/Aptitudes:

- Creativity, initiative, foresight and sound judgment
- Innovative problem solving
- Project planning
- Project Management
- Outstanding verbal and written communication
- Management skills and business acumen
- Knowledge of company policies/procedures

Latitude:

- Minimum supervision, work within corporate guidelines
- Considerable decision-making authority

Education:

- Advanced technical degree (Master of Science)

Experience:

- Minimum of 13 years

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STAFF SCIENTIST 1

Responsibilities:

- Serve as a recognized expert in a scientific or engineering discipline
- Determine program objectives and requirements

- Perform basic research efforts to generate new knowledge or understanding in assigned scientific discipline
- Review technical reports for validity and correctness
- Serve as technical project leader on efforts involving other scientists/ engineers
- Execute operational and profit responsibilities as required

Skills/Aptitudes:

- Creativity, initiative, foresight and sound judgment
- Complex problem solving
- Project planning
- Training and project management
- Excellent verbal and written communication
- Knowledge of company policies and procedures

Latitude:

- General guidance

Education:

- Technical Bachelor's degree

Experience:

- Minimum of 10 years

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PROGRAM MANAGER

Responsibilities:

- Contractor counterpart to the Government program/technical manager
- Provide guidance and direction in multiple tasks across several functional areas and the use of different technologies
- Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations
- Organizes, directs, and coordinates planning and execution of all program/technical support activities
- Approve all project/contract correspondence
- Maintain/control project budget
- Ensure all efforts meet established standards for quality
- Interview and hire new employees
- Supervise, train and develop subordinate level employees

Skills/Aptitudes:

- Proven experience in the management and control of funds and resources
- Demonstrated capability in managing complex multi-task contracts
- Demonstrated experience in managing all key project areas
- Excellent verbal and written communication
- Knowledge of all company policies/procedures

Latitude:

- Operates independently

Education:

- Master's Degree in appropriate field of study

Experience:

- Minimum of 4 years

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PROJECT MANAGER 2

Responsibilities:

- Manages the technical and management aspects, from inception to deployment, of multiple complex projects

- Provides guidance and direction in multiple tasks across several functional areas and including use of different technologies
- Manages moderate program/technical support operations potentially involving multiple projects/task orders and personnel at multiple locations
- Organizes, directs, and coordinates planning and execution of all program/technical support activities
- Establishes and alters management structure as necessary to effectively direct program/technical support activities
- Confers with appropriate Government management officials regarding the status of specific Contractor program/technical activities and problems, issues, or conflicts
- Identify and assign priorities for project accomplishment
- Ensure plans, policies, deliverables meet user requirements
- Interface and coordinate with customers
- Review project correspondence
- Supervise, train, develop lower level employees

Skills/Aptitudes:

- Demonstrated capability in managing moderately complex tasks
- Demonstrated experience in managing key project areas
- Strong verbal and written communication
- Knowledge of all company policies/procedures
- Strong judgment and initiative

Latitude:

- General guidance

Education:

- Master's degree

Experience:

- Minimum of 4 years

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PROJECT MANAGER 1

Responsibilities:

- Proven technical and management experience, from inception to deployment, of one or more projects
- Provides guidance and direction in multiple tasks across several functional areas and including use of different technologies
- Manages moderate program/technical support operations potentially involving multiple projects/task orders and personnel at multiple locations
- Organizes, directs, and coordinates planning and execution of program/technical support activities
- Provides daily supervision and direction to support staff
- Monitors performance and evaluates areas to improve efficiency

Skills/Aptitudes:

- Demonstrated capability in managing tasks and project areas
- Good verbal and written communication
- Ability to plan and budget staff and data resources
- Good judgment and initiative

Latitude:

- Nominal supervision

Education:

- Master's degree in appropriate field of study

Experience:

- Minimum of 2 years

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RISK MANAGER

Responsibilities:

- Develops and administers risk-management and loss-prevention programs
- Manages risk analyst staff and typically reports to top management
- Initiates policies to comply with safety legislation and industry practices
- Researches and reports on the most cost effective plans to minimize asset liability
- Acts as the liaison to attorneys, insurance companies and individuals, investigating any incidences that may result in asset loss
- Prepare appropriate documentation in area of responsibility

Skills/Aptitudes:

- Knowledge of risk-related laws, regulations, and industry standards and practices
- Exercise independent judgment and initiative in performance of work
- Strong verbal and written communication

Latitude:

- Nominal supervision

Education:

- Master's degree in a related area

Experience:

- Minimum of 4 years

[Top](#)

ANALYST 7

Responsibilities:

- Determine program objectives and requirements
- Organize programs and projects
- Provide technical and management expertise for executing and coordinating large, complex, highly technical state-of-the-art projects
- Approve all project/contract correspondence
- Maintain/control project budget
- Ensure all efforts meet established standards for quality
- Interview and hire new employees
- Supervise, train and develop subordinate level employees

Skills/Aptitudes:

- Trade-off analysis/performance measures/mathematics/statistics
- Excellent verbal and written communication
- Knowledge of all company policies/procedures

Latitude:

- Minimal supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 7 years

[Top](#)

ANALYST 6

Responsibilities:

- Serve as technical/administrative leader for major projects/contracts
- Perform complex analysis tasks on contracts
- Develop and analyze computational techniques
- Develop solutions to specific problems, analyze results, complete required reports

- Recommend and plan efforts concerning original or advanced areas of customer problems
- Initiate, study and determine techniques or methods involved to accomplish objectives
- Identify and assign priorities for project accomplishment
- Ensure plans, policies, deliverables meet user requirements
- Interface and coordinate with customers
- Review all project correspondence
- Supervise, train, develop lower level employees

Skills/Aptitudes:

- Strong conceptual and analytical abilities
- Proven planning abilities
- Sound judgment and management skills (in areas including engineering, business, economics, statistics, mathematics)

Latitude:

- General guidance

Education:

- Bachelor's degree

Experience:

- Minimum of 6 years

[Top](#)

ANALYST 5

Responsibilities:

- Participate in program/project efforts
- Receive guidance from senior analyst/team leads and work independently to provide support in functional areas such as acquisition, costing, logistics, programmatic, mission planning, and configuration management
- Conduct studies/analyses of moderately complex problems
- Provide analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives
- Prepare documentation to meet client requirements; advise on trade-off analyses and fiscal planning activities
- Formulate client requirements for discussion with senior staff or project managers
- Provide guidance/direction to less experienced personnel as required

Skills/Aptitudes:

- Strong analytical and technical abilities in business, economics, statistics or mathematics
- Knowledge of automated financial management systems
- Sound judgment and initiative

Latitude:

- Nominal supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 5 years

[Top](#)

ANALYST 4

Responsibilities:

- Participate in project/program efforts
- Receive guidance from senior analyst/team leads and work independently to provide support in functional areas such as acquisition, costing, logistics, programmatic, mission planning, and configuration management

- Provide analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives
- Maintain support for automated financial systems
- Provide budgetary inputs and develop databases and hardware requirements
- Prepare appropriate documentation in area of responsibility

Skills/Aptitudes:

- Analytical and technical abilities in business, economics, statistics, mathematics or financial management
- Knowledge of automated information systems
- Familiarity with DoD acquisition cycle
- Exercise good judgment in performance of work

Latitude:

- Moderate supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 3 years

[Top](#)

ANALYST 3

Responsibilities:

- Participate in project/program efforts
- Maintain automated financial systems
- Maintain budget, develop databases, and hardware requirements
- Prepare appropriate documentation in area of responsibility

Skills/Aptitudes:

- Analytical and technical abilities in business, economics, statistics, mathematics or financial management
- Knowledge of automated information systems
- Familiarity with DoD acquisition cycle
- Exercise independent judgment in performance of work

Latitude:

- Nominal supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 2 years

[Top](#)

ANALYST 2

Responsibilities:

- Participate in project/program efforts
- Maintain current knowledge of DoD acquisition cycle
- Maintain automated financial management system
- Assemble, format, maintain and review technical, financial and programmatic data
- Prepare and evaluate expenditure plans, funding documentation and reconciliations
- Perform database development, spreadsheet formulation, and graphic display of data
- Interact regularly with clients

Skills/Aptitudes:

- Technical ability in one or more of the following areas: business, economics, statistics, mathematics, computers and financial management

Latitude:

- Nominal supervision

Education:

- Bachelor's Degree

Experience:

- Minimum of 0 years

[Top](#)

ANALYST 1

Responsibilities:

- Assist with project/program efforts
- Perform data analysis
- Interact with clients
- Assist with maintenance of automated financial management system

Skills/Aptitudes:

- Technical ability in business, economics, statistics, mathematics, computers or financial management
- Possess initiative and sound judgment
- Demonstrate excellent customer relations and interpersonal skills

Latitude:

- Nominal supervision

Education:

- Associate Degree

Experience:

- Minimum of 2 years

[Top](#)

ANALYTICAL ASSISTANT

Responsibilities:

- Assist with general project/program efforts
- Perform data entry
- Type documents, spreadsheets and graphic displays

Skills/Aptitudes:

- Proficient with word processing, Excel and PowerPoint
- Excellent proofreading ability
- Good verbal and written communication skills

Latitude:

- Close supervision

Education:

- High School Diploma

Experience:

- Minimum of 4 years

[Top](#)

TECHNICIAN 3

Responsibilities:

- Perform assignments of substantial complexity
- Develop, test, evaluate, design standardization, maintenance, operation or installation of systems and equipment
- Conduct tests and experiments
- Prepare test procedures
- Record, analyze and evaluate test data
- Plan, schedule, coordinate work-flow and execute all phases of complex projects

- Provide technical direction and assistance to junior employees and expert consultation on difficult projects

Skills/Aptitudes:

- Creativity, initiative and sound judgment
- Technical knowledge in areas such as electronics/electricity, video, engineering, communications or physics
- Ability to read engineering drawings, specifications or other engineering technician work
- Excellent verbal and written communication

Latitude:

- Independent, with conceptual guidance

Education:

- Bachelor's degree

Experience:

- Minimum of 2 years

[Top](#)

TECHNICIAN 2

Responsibilities:

- Perform non-routine assignments of moderate complexity
- Follow test procedures, record measurements using test equipment
- Provide technical directions and assistance to junior employees
- Conduct training and development of subordinates from lesson guides
- Conduct field and/or laboratory testing
- Provide equipment and instrumentation set-up and operation or system installation and maintenance

Skills/Aptitudes:

- Creativity, initiative and sound judgment
- Technical knowledge in one or more of the following: electronics, video, communications, physics
- Good verbal and written communication

Latitude:

- Minimal supervision

Education:

- Associate's degree

Experience:

- Minimum of 3 years

[Top](#)

TECHNICIAN 1

Responsibilities:

- Perform routine and non-routine assignments of low to moderate complexity
- Follow test procedures, conduct tests, take measurements
- Record and analyze test data

Skills/Aptitudes:

- Ability to follow written directions, procedures or systematic work methods
- Good verbal and written communication

Latitude:

- Close supervision

Education:

- Associate's degree

Experience:

- Minimum of 2 years

[Top](#)

TECHNICIAN ASSISTANT

Responsibilities:

- Perform basic tasks from detailed instructions
- Operate and adjust simple computer test equipment
- Perform data entry and minor computer maintenance

Skills/Aptitudes:

- Ability to follow written directions, procedures or work methods
- Good verbal and written communication

Latitude:

- Close supervision

Education:

- High school diploma

Experience:

- 1 year

[Top](#)

SENIOR ASSISTANT

Responsibilities:

- Provide general secretarial support to a Department level manager and assist staff
- Assist with all administrative duties of unit
- Handle sensitive information and maintain confidentiality
- Interface with various levels of personnel
- Receive and screen telephone calls
- Utilize various software packages
- Establish and maintain records
- Train/supervise lower level employees

Skills/Aptitudes:

- Initiative and sound judgment
- Computer
- Advanced word processing/spreadsheet/presentation
- Excellent spelling, grammar, correspondence
- Knowledge of company policies/procedures

Latitude:

- General supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 5 years

[Top](#)

ADMINISTRATIVE ASSISTANT 3

Responsibilities:

- Provide general secretarial support and assist staff
- Type, proof, edit and reproduce documents both technical and non-technical
- Complete complex tasks as assigned
- Establish and maintain files
- Compose and edit miscellaneous correspondence
- Assemble and compile data and references as required

Skills/Aptitudes:

- Initiative and sound judgment
- Advanced word processing
- Excellent spelling, grammar, correspondence
- Proficiency with office equipment
- Knowledge of company policies/procedures as they relate to immediate area of responsibility

Latitude:

- Nominal supervision

Education:

- High school diploma

Experience:

- Minimum of 5 years

[Top](#)

ADMINISTRATIVE ASSISTANT 2

Responsibilities:

- Provide general secretarial support and assist staff
- Type, edit and reproduce a variety of documents
- Establish and maintain files
- Make travel arrangements and answer phones as required

Skills/Aptitudes:

- Initiative
- Knowledge of various office equipment
- Good spelling, grammar, correspondence
- Basic word processing skills

Latitude:

- Detailed supervision

Education:

- High school diploma

Experience:

- Minimum of 3 years

[Top](#)

ADMINISTRATIVE ASSISTANT 1

Responsibilities:

- Provide general secretarial support and assist staff
- Type, edit and reproduce a variety of documents
- Maintain files
- Make travel arrangements and answer phones as required

Skills/Aptitudes:

- Some knowledge of office equipment
- Good spelling, grammar
- Beginning word processing

Latitude:

- Close supervision

Education:

- High school diploma

Experience:

- Minimum of 1 year

[Top](#)

ADMINISTRATIVE SPECIALIST 2

Responsibilities:

- Performs diversified clerical, administrative, and general office duties
- Maintains schedules, calendars, correspondences and filing systems
- Reproduce documents
- Answer phones
- Locate and extract materials from files
- Distribute materials as requested

Skills/Aptitudes:

- Good organizational and interpersonal skills
- Knowledge of applicable policies, organization, and a high level of technical skills using automation tools including word-processing, graphics, desktop publishing, editing and coordination

Latitude:

- Moderate supervision

Education:

- Associates Degree

Experience:

- 3 years

[Top](#)

ADMINISTRATIVE CLERK

Responsibilities:

- Perform clerical/technical functions based on requirements of supervisor
- Maintain files and databases
- Reproduce documents
- Answer phones
- Locate and extract materials from files
- Distribute materials as requested

Skills/Aptitudes:

- Beginning word processing or typing
- Basic computer

Latitude:

- Close supervision

Education:

- High school diploma

Experience:

- 0 years

[Top](#)

SUBJECT MATTER EXPERT 5

Responsibilities:

- Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area. Must be well versed with related technologies, business strategies, acquisition policies
- Perform project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems, models/simulations, or architectures
- Serve in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs

- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Recognized as an expert in a specific are of technology, engineering, or management
- Cost/Risk/Technical/Financial Analysis
- Excellent verbal and written communication skills
- Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude:

- No supervision

Education/ Experience

- Bachelor's degree and 20 years' experience culminating in subject matter expertise in a technical, military, or management field of endeavor [Top](#)

SUBJECT MATTER EXPERT 4

Responsibilities:

- Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area. Must be well versed with related technologies, business strategies, acquisition policies
- Perform project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems, models/simulations, or architectures
- Serve in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Recognized as an expert in a specific are of military operations, intelligence, technology, engineering, or management
- Cost/Risk/Technical/Financial Analysis
- Excellent verbal and written communication skills
- Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude:

- No supervision

Education/ Experience:

- Bachelor's degree and 15 years' experience culminating in subject matter expertise in a technical, military, or management field of endeavor [Top](#)

SUBJECT MATTER EXPERT 3

Responsibilities:

- Provides expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance
- Provides analysis, evaluation and implementation of systems and other engineering tasks
- Develops requirements from a projects' inception to its conclusion in the subject matter area for simple to moderately complex systems
- Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts
- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Recognized as an expert in systems architecture, risk management; software, lifecycle management, modeling and simulation, program integration, and/or system engineering
- Cost/Risk/Technical/Financial Analysis
- Strong verbal and written communication skills
- Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude:

- Nominal supervision

Education/ Experience:

- Bachelor's degree and 10 years' experience in a relevant technical or business discipline

[Top](#)

SUBJECT MATTER EXPERT 2

Responsibilities:

- Provides expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance
- Provides analysis, evaluation and implementation of systems and other engineering tasks
- Develop requirements from a projects' inception to its conclusion in the subject matter area for simple to moderately complex systems
- Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts
- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Recognized as an expert in a specific area of systems architecture, risk management; software, lifecycle management, modeling and simulation, program integration, and/or system engineering
- Cost/Risk/Technical/Financial Analysis
- Strong verbal and written communication skills
- Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude:

- Nominal supervision

Education/ Experience:

- Bachelor's degree and 7 years' experience in a relevant technical or business discipline

[Top](#)

SUBJECT MATTER EXPERT 1

Responsibilities:

- Provides expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance
- Provide analysis, evaluation and implementation of systems and other engineering tasks
- Develop requirements from a projects' inception to its conclusion in the subject matter area for simple to moderately complex systems
- Assist other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts
- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Expert in a specific area of systems architecture, risk management; software, lifecycle management, modeling and simulation, program integration, and/or system engineering

- Cost/Risk/Technical/Financial Analysis
- Strong verbal and written communication
- Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude:

- Minimal supervision

Education/ Experience:

- Bachelor's degree and 5 years' experience in a relevant technical or business discipline

[Top](#)

TECHNICAL SPECIALIST 4

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a key member on Integrated Product Teams as a part of an acquisition, test, or development program
- Serve as technical lead on projects

Skills/Aptitudes:

- Program management skills
- Project planning, budgeting, staffing
- Effective verbal and written communication
- Effective use of software based management tools

Latitude:

- Minimal supervision

Education/ Experience

- Master's degree in a relevant technical discipline and 8 years' experience

[Top](#)

TECHNICAL SPECIALIST 3

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a key member on Integrated Product Teams as a part of an acquisition, test, or development program
- Serve in a key technical role in projects

Skills/Aptitudes:

- Program management skills
- Effectively serve as key contributor to a project team
- Effective verbal and written communication
- Effective use of software based management tools

Latitude:

- Minimal supervision

Education/ Experience

- Master's degree in a relevant technical discipline and 6 years' experience

[Top](#)

TECHNICAL SPECIALIST 2

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a support member on Integrated Product Teams as a part of an acquisition, test, or development program
- Serve in a mid-level technical role in projects

Skills/Aptitudes:

- Effectively serve as key contributor to a project team
- Effective verbal and written communication
- Effective use of software based tools

Latitude:

- Minimal supervision

Education/ Experience

- Master's degree in a relevant technical discipline and 4 years' experience

[Top](#)

TECHNICAL SPECIALIST 1

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical assistant in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a support member on a project team as a part of an acquisition, test, or development program
- Serve in a journeyman technical role in projects

Skills/Aptitudes:

- Effectively serve as key contributor to a project team
- Effective verbal and written communication
- Effective use of software based tools and methods

Latitude:

- Nominal supervision

Education/ Experience

- Master's degree in a relevant technical discipline and 1 years' experience

[Top](#)

TECHNICAL ANALYST 6

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a specialist in execution of program tasks that involve analysis or evaluation of technical, financial, business or logistics management aspects of programs
- Serve as a lead member on Integrated Product Teams as a part of an acquisition, development, validation or test program
- Serve as a project leader

Skills/Aptitudes:

- Program management/logistics management/engineering management/acquisition management skills
- Project planning, budgeting, staffing
- Cost/Risk/Technical Analysis
- Effective verbal and written communication

- Effective use of software based management and analysis tools

Latitude:

- Minimal supervision

Education/ Experience

- Master's degree in a relevant technical or business discipline and 7 years' experience [Top](#)
-

TECHNICAL ANALYST 5

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a key role in execution of program tasks that involve analysis or evaluation of technical, financial, business or logistics management aspects of programs
- Serve as a key member on Integrated Product Teams as a part of an acquisition, development, validation or test program
- Serve in major support role to project leader

Skills/Aptitudes:

- Program management/logistics management/logistics engineering/acquisition management skills
- Cost/Risk/Technical Analysis
- Effective verbal and written communication
- Effective use of software based management and analysis tools

Latitude:

- Minimal supervision

Education/ Experience

- Master's degree in a relevant technical or business discipline and 4 years' experience [Top](#)
-

TECHNICAL ANALYST 4

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
- Serve as a support member on Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Program management/logistics management/engineering management/acquisition management skills
- Cost/Risk/Technical/Financial Analysis
- Effective verbal and written communication
- Effective use of software based management and analysis tools

Latitude:

- Nominal supervision

Education/ Experience

- Master's degree in a relevant technical or business discipline and 3 years' experience [Top](#)
-

TECHNICAL ANALYST 3

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business, or logistics management aspects of programs
- Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes:

- Program Technical/Financial/Logistics Analysis
- Effective verbal and written communication
- Effective use of software based analysis tools
- Effective use of software based tools for preparation of reports and presentations

Latitude:

- Nominal supervision

Education/ Experience

- Master's degree in a relevant technical or business discipline and 2 years' experience [Top](#)

TECHNICAL ANALYST 2

Responsibilities:

- Perform project tasks involving application of technical or management skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role to other project staff in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business, or logistics management aspects of programs
- Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes:

- Program Technical/Financial/Logistics Analysis
- Effective verbal and written communication
- Effective use of software based tools for preparation of reports and presentations

Latitude:

- Nominal supervision

Education/ Experience

- Master's degree in a relevant technical or business discipline and 1 years' experience [Top](#)

TECHNICAL ANALYST 1

Responsibilities:

- Perform project tasks involving application of technical or management skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role to other project staff in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business or logistics management aspects of programs
- Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes:

- Effective verbal and written communication
- Effective use of software based tools for preparation of reports and presentations

Latitude:

- Nominal supervision
Education/ Experience

- Bachelor's degree in a relevant technical or business discipline and 1 year of experience [Top](#)

LOGISTICIAN 2

Responsibilities:

- Performs logistic program activities from conceptual stage through life cycle of product
- Supports the integrated logistic plans and policy and procedures for logistic support for major systems
- Resolves logistics problems and performs analyses to determine system maintainability, reliability, and supportability requirements
- Compiles data on standardization and interchangeability of parts to expedite logistics activities
- Documents logistics analysis results and ensures that lifecycle supply requirements and processes meet supply requirements

Skills/Aptitudes:

- Integrated logistic plans
- Strong knowledge and problem solving acumen in systems maintainability, reliability, and supportability
- Program Technical/Life Cycle/Financial/Logistics Analysis
- Effective verbal and written communication
- Effective use of software based analysis tools

Latitude:

- Moderate supervision

Education/ Experience

- Bachelor's degree in a relevant technical or business discipline and 5 years' experience [Top](#)

COST ANALYST 2

Responsibilities:

- Analyze and prepare financial statements
- Analyzes blueprints, specifications, proposals, and other documentation to prepare time, material, equipment, and labor estimates involved in assigned products, projects, or services, applying knowledge of specialized methodologies, techniques, principles, or processes
- Compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives for contract transactions
- Compiles information from periodicals, catalogs, and other sources to keep informed on price trends

Skills/Aptitudes:

- Possess experience in the analysis and preparation of financial statements
- Possess experience in the analysis and preparation of blueprints, specifications, proposals, and other documentation
- Strong basis of estimate (BOE) development knowledge, including cost estimating relationships, parametric estimation, historical comparisons, engineering estimates, learning curve estimates, etc.
- Strong verbal and written communication
- Strong use of software based cost estimation tools
- Strong use of software based tools for preparation of reports and presentations
- Nominal supervision

Education/ Experience

- Bachelor's degree in a relevant technical or business discipline and 5 years' experience [Top](#)

COST ANALYST 1

Responsibilities:

- Analyze and prepare financial statements
- Analyzes blueprints, specifications, proposals, and other documentation to prepare time, material, equipment, and labor estimates involved in assigned products, projects, or services, applying knowledge of specialized methodologies, techniques, principles, or processes
- Compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives for contract transactions
- Compiles information from periodicals, catalogs, and other sources to keep informed on price trends

Skills/Aptitudes:

- Possess experience in the analysis and preparation of financial statements
- Possess experience in the analysis and preparation of blueprints, specifications, proposals, and other documentation
- Knowledgeable in basis of estimate (BOE) development, including cost estimating relationships, parametric estimation, historical comparisons, engineering estimates, learning curve estimates, etc.
- Effective verbal and written communication
- Effective use of software based cost estimation tools
- Effective use of software based tools for preparation of reports and presentations
- Moderate supervision

Education/ Experience

- Bachelor's degree in a relevant technical or business discipline and 3 years' experience [Top](#)

OPERATIONS ANALYST 2

Responsibilities:

- Performs analysis applying appropriate scientific and engineering processes and modelling techniques to the lifecycle development of systems
- Performs analysis and trade-off studies related to operational issues and reviews test plans to ensure MOEs address operational requirements
- Reviews plans for system integration, operation, and maintenance and assists in the development of training for operational personnel
- Assesses management and operational problems using engineering and scientific methods like mathematical modeling, statistics, and algorithms to help with decision-making in complex problems which are concerned with coordination and execution of the operations within an organization, in order to improve or optimize the performance of the organization

Skills/Aptitudes:

- Strong Program Technical/Financial/Trade-Off/Life Cycle Analysis knowledge
- Strong knowledge of system integration, operation, and maintenance operations
- Strong knowledge of scientific and engineering processes and modelling techniques
- Strong knowledge in the use of engineering and scientific methods like mathematical modeling, statistics, and algorithms
- Strong complex problem solving and decision-making experience
- Effective verbal and written communication
- Effective use of software based tools for preparation of reports and presentations

Latitude:

- Minimal supervision

Education/ Experience

- Bachelor's degree in a relevant technical or business discipline and 5 years' experience [Top](#)

Labor Category-Specific Education and Experience Minimum Requirement Substitution Table

For the labor categories set forth in the following table, the minimum education and experience combinations shown therein may be substituted for the default minimum education and experience requirement. Education/experience combinations shaded in green are the default minimum requirements prior to any substitution consideration. Cells shaded brown are N/A. Labor Categories with descriptions in this document that are not listed in the below table do not have minimum education and experience substitutions.

Labor Category	Master's Degree	Bachelor's Degree	Associates/ Technical Degree	High School Diploma	Military Experience
Program Manager	4	7	9	11	
Project Manager 2	4	7	9	11	
Project Manager 1	2	5	7	9	
Risk Manager	4	7	9	11	
Analyst 5	3	5	7	9	
Analyst 4	1	3	5	7	
Analyst 3		2	4	6	
Analyst 2		0	3	5	
Analyst 1		0	2	4	
Technician 3		2	4	6	
Technician 2		0	3	5	
Technician 1		0	2	4	
Subject Matter Expert 5		20	22	25	22
Subject Matter Expert 4		15	17	20	17
Subject Matter Expert 3		10	14	17	14
Subject Matter Expert 2		7	11	15	11
Subject Matter Expert 1		5	8	10	8
Technical Specialist 4	8	12			
Technical Specialist 3	6	9	13		13
Technical Specialist 2	4	7	10		10
Technical Specialist 1	1	3	7		7
Technical Analyst 6	7	10	12	20	
Technical Analyst 5	4	7	10	14	
Technical Analyst 4	3	6	8	12	
Technical Analyst 3	2	4	6	8	
Technical Analyst 2	1	3	4	6	
Technical Analyst 1		1	2	4	
Logistician 2		5	7	9	
Cost Analyst 2		5	7	9	
Cost Analyst 1		3	5	7	
Operations Analyst 2		5	7	9	