General Services Administration
Federal Supply Service

Authorized Federal Supply Schedule Price List

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

SCHEDULE FOR MULTIPLE AWARD SCHEDULE (MAS)

<table>
<thead>
<tr>
<th>Federal Supply Group: Professional Services, Information Technology, and Human Capital</th>
<th>Company Name: Country Intelligence Group, Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Number:</strong> 47QRAA18D0066</td>
<td><strong>Contract Administrator:</strong> Jeffrey F. Fourman</td>
</tr>
<tr>
<td><strong>Contract Period:</strong> March 14, 2018 through March 13, 2023</td>
<td><strong>Address:</strong> 2566 E Lower Springboro Road, Waynesville, Ohio 45068</td>
</tr>
<tr>
<td>Price list current as of Modification #PS-A837 effective October 14, 2021</td>
<td><strong>Phone Number:</strong> (855) 307-8700</td>
</tr>
<tr>
<td><strong>Business Size:</strong> Small Business</td>
<td><strong>Website:</strong> <a href="http://www.countryintel.com">www.countryintel.com</a></td>
</tr>
<tr>
<td><strong>Socio Economic Status:</strong> None</td>
<td><strong>Email:</strong> <a href="mailto:support@countryintel.com">support@countryintel.com</a></td>
</tr>
</tbody>
</table>

Customer Information

1a. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541612HC</td>
<td>Agency Human Capital Strategy, Policy and Operations</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Prices shown in price list are valid for all areas including worldwide. [NOTE: Travel costs will be expensed in accordance with Joint Travel Regulations. For any overseas work, pricing will also reflect current State Department indices of living costs abroad.]
Customer Information

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

Labor category descriptions and hour rates are attached.

2. Maximum Order:

- SIN 541611: $1,000,000.00
- SIN 54151S: $500,000.00
- SIN 541612HC: $1,000,000.00
- OLM: $250,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Worldwide

5. Point(s) of production (city, county, and state or foreign country): Same as company address


7. Quantity discounts: 2.0% discount for orders equal to or exceeding $750,000

8. Prompt payment terms: Net 30 days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
Customer Information

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): Same as company address

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

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

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

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

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

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

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

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

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

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

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/. N/A

23. Unique Entity Identifier (UEI) Number: 078706096

24. System for Award Management (SAM) database: Country Intelligence Group, LTD is registered in the SAM database.

About Country Intelligence Group

Country Intelligence Group, LTD was established in 2012 in Dayton, Ohio by a group of research and analysis professionals with a unique blend of expertise in data analytics, workforce development, and international affairs. The company is a Management Consulting and Research Services firm that provides services to Government and commercial clients. The company’s primary business activity occurs with the Federal Government, and specifically with the Department of Defense. The company’s core capabilities include data collection, data analysis, research, survey execution, and consulting related to Department of Defense Workforce Development initiatives, Foreign Military Sales, Security Cooperation, and training operations. The company also has a robust capability to execute large scale surveys and public opinion polls to inform public policy and to conduct market research. The company is registered with the Federal Government’s System for Award Management (SAM), maintaining eligibility for Federal Government Contract Awards, and the company holds a GSA Multiple Award Schedule (MAS) Professional Services Contract (Contract# 47QRAA18D0066) with the following SINs:

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

54151S - Information Technology Professional Services

541612HC - Agency Human Capital Strategy, Policy and Operations

OLM – Order Level Materials
## GSA Awarded Labor Categories and Rates

**GSA AWARDED LABOR CATEGORIES AND RATES**

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>Contractor or Customer Facility or Both</th>
<th>Domestic or Overseas</th>
<th>Unit of Issue</th>
<th>GSA Pricing (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611, 54151S, 541612HC</td>
<td>Subject Matter Expert</td>
<td>Masters</td>
<td>15</td>
<td>Both</td>
<td>Worldwide</td>
<td>hour</td>
<td>$137.29</td>
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<tr>
<td>541611, 54151S, 541612HC</td>
<td>Project Manager</td>
<td>Masters</td>
<td>10</td>
<td>Both</td>
<td>Worldwide</td>
<td>hour</td>
<td>$88.52</td>
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<tr>
<td>541611, 54151S, 541612HC</td>
<td>Senior Research Consultant</td>
<td>Bachelors</td>
<td>7</td>
<td>Both</td>
<td>Worldwide</td>
<td>hour</td>
<td>$65.39</td>
</tr>
<tr>
<td>541611, 54151S, 541612HC</td>
<td>Research Consultant</td>
<td>Bachelors</td>
<td>4</td>
<td>Both</td>
<td>Worldwide</td>
<td>hour</td>
<td>$55.51</td>
</tr>
<tr>
<td>541611, 54151S, 541612HC</td>
<td>Senior Research Analyst</td>
<td>Bachelors</td>
<td>2</td>
<td>Both</td>
<td>Worldwide</td>
<td>hour</td>
<td>$49.60</td>
</tr>
<tr>
<td>541611, 54151S, 541612HC</td>
<td>Research Analyst</td>
<td>Bachelors</td>
<td>1</td>
<td>Both</td>
<td>Worldwide</td>
<td>hour</td>
<td>$44.64</td>
</tr>
</tbody>
</table>

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

For each labor category the specific years of experience, education requirements, foreign language requirements, and functional responsibilities by SIN are provided in the labor category descriptions below. There are no allowable substitutions of experience for education except for the Subject Matter Expert Labor Category as described below.

Research Analyst

Position Summary:
This is an entry level position with at least one year of general professional work experience conducting research and analysis. The position requires a Bachelors degree in a field of study related to the technical aspects or subject matter of assigned tasks. The Incumbent will require initial training on the technical aspects of the job, and will have direct supervision. For tasks that require foreign language skills, the incumbent should also have basic proficiency in the subject language.

Career Level: Entry
Minimum Years of Experience: 1
Minimum Education: Bachelors
Minimum Foreign Language Skills (for translation requirements): Basic Proficiency

Functional Responsibilities by SIN:

541611:
• Collect and analyze data related mission-oriented business functions
• Assist with the preparation and facilitation of evaluations, studies, scenario exercises and simulations
• Prepare and distribute survey instruments and questionnaires
• Set up questionnaires and survey instruments into automated survey and interviewing tools
• Analyze and categorize collected data
• Assist with the preparation and drafting of reports and stakeholder briefings
• Assist with the facilitation of stakeholder meetings
• Provide decision support services by assisting with the preparation of staff meeting documents and organization of automated meeting facilitation tools; record, analyze, and track action items
• Assist with the implementation of business process re-engineering, change management, and process improvement initiatives
• Assist with monitoring and reporting performance metrics associated with mission-oriented business operations
• Assist with the data collection and analysis in support of mission performance goals
• Assist with the analysis and data collection initiatives required to manage mission-oriented business projects or programs
• Execute services related to all phases of program or project management, from planning to closeout
• Execute operational and administrative support services required to meet program objectives
• Assist with the preparation and drafting of project documentation
• Assist with the tracking of project progress, and update status reports as directed by the project manager
• Assist with the drafting of project briefings and the facilitation of project kick-off, interim progress report, and close out meetings

54151S:
• Collect and analyze data related to IT systems and processes
• Maintain records and enter data into supported systems
• Assist with beta testing and documentation of required fixes of supported IT systems
• Provide database account management support
• Provide technical and usability support (telephonic, email, and in-person) for supported IT systems
• Assist with drafting technical documents, user guides, release notes, and desk side reference procedures for supported IT systems
• Provide basic network and web browser troubleshooting
• Escalate reported issues with IT systems and track issues through resolution

541612HC:
• Collect and analyze workforce data
• Identify gaps in manning levels, position authorizations, skills, experience levels, professional certifications, and training required in reference to strategic objectives
• Analyze regulations, laws, and policies applicable to subject workforce
• Collect and analyze data collected from internal and external workforce environmental scans
• Prepare and distribute workforce skills and training needs assessment instruments and questionnaires
• Provide programmatic support to workforce development and training initiatives
• Prepare and disseminate informational materials related to workforce development and training initiatives
• Analyze and code collected data
• Assist with the preparation and drafting of reports
Senior Research Analyst

Position Summary:
Entry level position with two years of general professional work experience conducting research and analysis. The position requires a Bachelors degree in a field of study related to the technical aspects or subject matter of assigned tasks. The Incumbent will require some initial training on the technical aspects of the job, but also has at least one year of direct experience with the specific subject matter of assigned tasks. The incumbent will have direct supervision. For tasks that require foreign language skills, the incumbent also has intermediate proficiency in the subject language (or basic proficiency for high demand languages).

Career Level: Entry
Minimum Years of Experience: 2
Minimum Education: Bachelors
Minimum Foreign Language Skills (for translation requirements): Intermediate (low demand language) or Basic Proficiency (high demand language)

Functional Responsibilities by SIN:

541611:
- Collect and analyze data related mission-oriented business functions
- Assist with the preparation and facilitation of evaluations, studies, scenario exercises and simulations
- Prepare and distribute survey instruments and questionnaires
- Set up questionnaires and survey instruments into automated survey and interviewing tools
- Analyze and categorize collected data
- Draft reports and stakeholder briefings
- Assist with the facilitation of stakeholder meetings
- Provide decision support services by assisting with the preparation of staff meeting documents and organization of automated meeting facilitation tools; record, analyze, and track action items
- Conduct process mapping exercises and document business operations
- Analyze and document business rules and operational policies
- Assist with the implementation of business process re-engineering, change management, and process improvement initiatives
- Assist with the deployment, use, and analysis of predictive models to forecast mission-oriented business functions
- Monitor and report performance metrics associated with mission-oriented business operations
• Collect data and execute analysis in support of mission performance goals
• Analyze and conduct data collection initiatives required to manage mission-oriented business projects or programs
• Execute services related to all phases of program or project management, from planning to closeout
• Execute operational and administrative support services required to meet program objectives
• Prepare and draft project documentation
• Track project progress, and update status reports as directed by the project manager
• Draft project briefings and the facilitation of project kick-off, interim progress report, and close out meetings

54151S:
• Collect and analyze data related to IT systems and processes
• Maintain records and enter data into supported systems
• Assist with beta testing and documentation of required fixes of supported IT systems
• Provide database account management support
• Provide technical and usability support (telephonic, email, and in-person) for supported IT systems
• Assist with drafting technical documents, user guides, release notes, and desk side reference procedures for supported IT systems
• Provide basic network and web browser troubleshooting
• Escalate reported issues with IT systems and track issues through resolution
• Assist with IT training support including drafting of training guides and delivery of basic training for supported IT systems
• Assist with the drafting and development of informational and briefing materials for supported IT systems

541612HC:
• Collect and analyze workforce data
• Identify gaps in manning levels, position authorizations, skills, experience levels, professional certifications, and training required in reference to strategic objectives
• Analyze regulations, laws, and policies applicable to subject workforce
• Collect and analyze data collected from internal and external workforce environmental scans
• Prepare and distribute workforce skills and training needs assessment instruments and questionnaires
• Assist with the development of strategies to implement workforce initiatives and the human capital planning
• Provide programmatic support to workforce development and training initiatives
• Prepare and disseminate informational materials related to workforce development and training initiatives
• Analyze and code collected data
• Assist with the preparation and drafting of reports

Research Consultant

Position Summary:
Mid-level position with four years of general professional work experience with research and analysis and at least two years of experience performing the specific tasks of job. The position requires a Bachelors degree in a field of study related to the technical aspects or subject matter of assigned tasks. The Incumbent does not require initial training on the technical aspects of the job, and will work with little supervision. The incumbent will also provide consultation regarding research and analysis tasks to less experienced team members, and will assist with training and quality control. The incumbent will be well versed in research design, methodology, and report writing. For tasks that require foreign language skills, the incumbent also has intermediate proficiency in the subject language (or basic proficiency for high demand languages).

Career Level: Mid
Minimum Years of Experience: 4
Minimum Education: Bachelors
Minimum Foreign Language Skills (for translation requirements):
Advanced (low demand language) or Intermediate (high demand language)

Functional Responsibilities by SIN:

541611:
• Collect and analyze data related mission-oriented business functions
• Prepare and facilitate evaluations, studies, scenario exercises and simulations
• Design, develop, prepare, and distribute survey instruments and questionnaires
• Set up questionnaires and survey instruments into automated survey and interviewing tools
• Analyze and categorize collected data
• Author and review reports and stakeholder briefings prior to final publication
• Facilitate stakeholder meetings
• Provide decision support services by preparing staff meeting documents and organization of automated meeting facilitation tools; record, analyze, and track action items
• Design, develop and conduct process mapping exercises and document business operations
• Analyze, document, and assist with the development of new business rules and operational policies
• Provide consultation to management and executive level leadership on mission-oriented business functions
• Assist with the planning and design of, and implement business process re-engineering, change management, and process improvement initiatives
• Deploy, use, and analyze predictive models to forecast mission-oriented business functions
• Assist with the development of, monitor, and report performance metrics associated with mission-oriented business operations
• Design, develop, and execute analysis in support of mission performance goals
• Design, develop, and conduct data collection initiatives required to manage mission-oriented business projects or programs
• Develop solutions for and execute services related to all phases of program or project management, from planning to closeout
• Develop solutions for and provide operational and administrative support services required to meet program objectives
• Review and draft project documentation in final preparation for publication
• Track project progress, and update status reports as directed by the project manager
• Draft project briefings and the facilitation of project kick-off, interim progress report, and close out meetings
• Provide consultation and make recommendations for operational services and project management required to achieve program and project objectives

54151S:
• Collect and analyze data related to IT systems and processes
• Maintain records and enter data into supported systems
• Assist with beta testing and documentation of required fixes of supported IT systems
• Provide database account management support
• Provide technical and usability support (telephonic, email, and in-person) for supported IT systems
• Design and draft technical documents, user guides, release notes, and desk side reference procedures for supported IT systems
• Provide basic and intermediate level network and web browser troubleshooting
• Escalate reported issues with IT systems and track issues through resolution
• Resolve technical issues within areas of responsibility
• Design and deliver training for supported IT systems
• Design and develop informational and briefing materials for supported IT systems
• Provide consultation to internal and external IT support personnel on supported systems
• Assist with system specifications definition and translate business requirements into IT system requirements
• Assist with the planning, design, coding, and programming of IT systems and processes
• Assist with data conversions and establishment of data linking schematics between systems
541612HC:

- Define research questions and design data collection instruments for collecting workforce data
- Make recommendations and assist with the design and development of internal and external environmental scans
- Analyze workforce, training, and professional certification data
- Identify and make recommendations to address gaps in manning levels, position authorizations, skills, experience levels, professional certifications, and training required in reference to strategic objectives
- Make recommendations for the development of strategies to implement workforce initiatives and the human capital planning
- Analyze regulations, laws, and policies applicable to subject workforce
- Prepare and distribute workforce skills and training needs assessment instruments and questionnaires
- Provide programmatic support to workforce development and training initiatives
- Prepare and disseminate informational materials related to workforce development and training initiatives
- Draft workforce and human capital reports
- Develop draft policy documents related to workforce development and human capital planning, and prepare documents for final review and comment
- Assist with the development and testing of workforce forecasting models
- Assist with the development of workforce skills and competency matrices
- Assist with the development of workforce initiative and human capital performance metrics
- Make recommendations for new Workforce Development and Human Capital systems and technologies
- Conduct return on investment analysis for Human Capital Initiatives
Senior Research Consultant

Position Summary:

Senior Journeyman level position with at least seven years of general professional work experience with research and analysis and at least five years of experience performing the specific tasks of job. The position requires a Bachelors degree in a field of study related to the technical aspects or subject matter of assigned tasks. The Incumbent does not require initial training on the technical aspects of the job, and will work with little or no direct supervision. The incumbent will also provide consultation regarding research and analysis tasks to less experienced team members, and will assist with training and quality control. Incumbents at this level will also require some project management oversight experience, but does not necessarily require personnel management experience. The incumbent will also be very well versed in research design, methodology, and report writing. The incumbent will be able to independently apply standards for quantitative and qualitative research methods to research tasks. For tasks that require foreign language skills, the incumbent also has Advanced proficiency in the subject language (or intermediate proficiency for high demand languages).

Career Level: Mid

Minimum Years of Experience: 7

Minimum Education: Bachelors

Minimum Foreign Language Skills (for translation requirements):

Advanced (low demand language) or Intermediate (high demand language)

Functional Responsibilities by SIN:

541611:

- Collect and analyze data related mission-oriented business functions
- Design, develop, prepare, and facilitate evaluations, studies, scenario exercises and simulations
- Design, develop, prepare, and distribute survey instruments and questionnaires
- Set up questionnaires and survey instruments into automated survey and interviewing tools
- Analyze and categorize collected data
- Author and review reports and stakeholder briefings prior to final publication
- Design and facilitate stakeholder meetings
- Design, develop and conduct process mapping exercises and document business operations
- Analyze, document, and assist with the development of new business rules and operational policies
- Design, develop, and implement business process re-engineering, change management, and process improvement initiatives
- Provide consultation to management and executive level leadership on mission-oriented business functions and related initiatives
- Design, develop, deploy, utilize, and analyze predictive models to forecast mission-oriented business functions
- Develop, monitor, and report performance metrics associated with mission-oriented business operations
- Design, develop, and execute analysis in support of mission performance goals
- Design, develop, and conduct data collection initiatives required to manage mission-oriented business projects or programs
- Develop solutions for and execute services related to all phases of program or project management, from planning to closeout
- Develop solutions for and provide operational and administrative support services required to meet program objectives
- Review and draft project documentation in final preparation for publication
- Track project progress, and update status reports as directed by the project manager
- Draft project briefings and the facilitation of project kick-off, interim progress report, and close out meetings
- Provide consultation and make recommendations for operational services and project management required to achieve program and project objectives
- Assist with the development of quality surveillance plans for supported programs and projects

54151S:
- Collect and analyze data related to IT systems and processes
- Maintain records and enter data into supported systems
- Assist with beta testing and documentation of required fixes of supported IT systems
- Provide database account management support
- Provide technical and usability support (telephonic, email, and in-person) for supported IT systems
- Design and draft technical documents, user guides, release notes, and desk side reference procedures for supported IT systems
- Provide basic, intermediate, and advanced level network and web browser troubleshooting
- Escalate reported issues with IT systems and track issues through resolution
- Resolve technical issues within areas of responsibility
- Design and deliver training for supported IT systems
- Design and develop informational and briefing materials for supported IT systems
- Provide consultation to internal and external IT support personnel on supported systems
- Define system specifications and translate business requirements into IT system requirements
- Execute the planning, design, coding, and programming of IT systems and processes
- Execute data conversions and establishment of data linking schematics between systems
- Monitor performance of tasks associated with support provided to IT systems to ensure tasks are on-track to meet timeline objectives and escalate issues when discovered
541612HC:

- Define research questions and design data collection instruments for collecting workforce data
- Make recommendations for, design and develop internal and external environmental scans
- Analyze workforce, training, and professional certification data
- Identify and make recommendations to address gaps in manning levels, position authorizations, skills, experience levels, professional certifications, and training required in reference to strategic objectives
- Make recommendations for and develop strategies to implement workforce initiatives and the human capital planning
- Analyze regulations, laws, and policies applicable to subject workforce
- Prepare and distribute workforce skills and training needs assessment instruments and questionnaires
- Provide programmatic support to workforce development and training initiatives
- Prepare and disseminate informational materials related to workforce development and training initiatives
- Draft and conduct final review of workforce and human capital reports
- Develop draft policy documents related to workforce development and human capital planning, and prepare documents for final review and comment
- Design and develop workforce forecasting models
- Design and develop workforce skills and competency matrices
- Design and develop workforce initiative and human capital performance metrics
- Make recommendations for and define requirements for new Workforce Development and Human Capital systems and technologies
- Conduct return on investment analysis for Human Capital Initiatives
- Provide cross-functional liaison services for Workforce Development and Human Capital Initiatives
- Develop workforce plans and concept of operations for integrating and aligning skills and competencies with organizational strategic plans
Project Manager

Position Summary:
Senior level position with at least ten years of general professional work experience and at least seven years of project management experience. The position requires a Masters degree in a field of study related to the technical aspects or subject matter of project or a combination of a Bachelors degree with Project Management Professional (PMP) certification. Incumbents at this level will also have experience with all aspects of project management principles and will have demonstrated experience successfully managing other personnel. They will work without direct supervision. For tasks that require foreign language skills, the incumbent will also have Advanced proficiency in the subject language (or intermediate proficiency for high demand languages).

Career Level: Senior

Minimum Years of Experience: 10

Minimum Education: Masters degree or a combination of a Bachelors degree with Project Management Professional (PMP) Certification

Minimum Foreign Language Skills (for translation requirements):
Advanced (low demand language) or Intermediate (high demand language)

Functional Responsibilities by SIN:

541611:

• Provide on-site personnel management for mission-oriented and business program business services
• Apply project management principals to the execution of project management duties, operational, and administrative business support services
• Apply project management principals to the execution of surveys, evaluations, studies, scenario exercises, and simulations
• Facilitate kick-off meetings, requirements gathering sessions
• Serve as research manager for research projects related to mission-oriented business functions
• Establish plan of action and milestones for incorporation into the study plan documentation
• Establish acceptance levels for quality control and monitor the performance metrics, response rates, and validity of data collected.
• Review, finalize, and submit compliance documentation for Office of Personnel & Management (OPM) approval, human subjects review when applicable, and other required regulatory filings and notifications
• Prepare project status reports, and monitor all aspects of the research cycle
• Secure resources, tools, and facilities required by assigned personnel to execute mission-oriented business services
• Ensure adherence to project plans by assigned personnel
• Take action to resolve any identified or reported quality issues

Knowledge is Power
**Country Intelligence Group**

- Design, develop, and execute analysis in support of mission performance goals
- Design, develop, and conduct data collection initiatives required to manage mission-oriented business projects or programs
- Manage the development of solutions for and execute services related to all phases of program or project management, from planning to closeout
- Manage the development of solutions for and provide operational and administrative support services required to meet program objectives
- Draft, review, and approve project documentation for publication
- Track project progress, and update status reports as directed by the project manager
- Draft, review, and approve project briefings and lead the facilitation of project kick-off, interim progress report, and close out meetings.
- Design, develop, and execute quality surveillance plans for supported programs and projects
- Provide cross-functional liaison services for supported programs and projects

54151S:
- Provide on-site personnel management for IT services provided by other assigned team members
- Apply project management principals to the execution IT services
- Manage projects related to data conversion, data entry, data management, data linking, system analysis, planning, design, development, programming, testing, and other IT functions of supported systems
- Manage technical and usability support for IT systems
- Facilitate kick-off meetings, requirements gathering sessions
- Establish plan of action and milestones for incorporation into the study plan documentation
- Establish acceptance levels for quality control and monitor the performance metrics associated with tasks completed
- Review, finalize, and submit compliance documentation for IT services provided
- Prepare project status reports, and monitor all aspects of IT services provided
- Secure resources, tools, and facilities required to execute IT services provided
- Ensure adherence to project plan by assigned personnel
541612HC:

- Provide on-site personnel management for Workforce Development and Human Capital services provided by other assigned team members
- Manage Human Capital and Workforce Development initiatives by applying project management principles
- Facilitate kick-off meetings, requirements gathering sessions for Human Capital and Workforce Development initiatives
- Establish plan of action and milestones for incorporation into the project plan documentation
- Establish acceptance levels for quality control and monitor the performance metrics for Human Capital and Workforce Development initiatives
- Prepare project status reports, and monitor all aspects of the research cycle
- Secure resources, tools, and facilities required to execute tasks related to the development, execution, and analysis of Human Capital and Workforce Development initiatives
- Ensure adherence to project plans by assigned personnel
- Take action to resolve any identified or reported quality issues
Subject Matter Expert

Position Summary:
At least fifteen years of directly relevant experience, and incumbent is recognized as an expert by peers in the field of study associated with the subject tasks. The position requires a Masters degree in a field of study directly related to the subject matter of the job (A Bachelors degree plus 20 years of direct experience with the specific subject matter under study may be substituted for the Master degree requirement). Incumbents at this level work without supervision, and they are recognized as the subject matter authority within the team for assigned projects. The incumbent will be well-versed in all aspects of the topic(s) relevant to the assigned task. For tasks that require foreign language skills, the incumbent also has Advanced proficiency in the subject language (or intermediate proficiency for high demand languages).

Career Level: Senior

Minimum Years of Experience: 15

Minimum Education: Masters degree
A Bachelors degree plus 20 years of direct experience with the specific subject matter area related to a task may be substituted for a Masters degree.

Minimum Foreign Language Skills (for translation requirements):
Advanced (low demand language) or Intermediate (high demand language)

Functional Responsibilities by SIN:

541611:
• Develop new data collection and analysis methodologies for mission-oriented business functions
• Provide subject matter review for the design, development, preparation, and facilitation of evaluations, studies, scenario exercises and simulations
• Provide subject matter review of design and execution of survey instruments and questionnaires
• Provide statistical analysis using the most appropriate methodology for data collected in support of mission-oriented business functions
• Author and provide subject matter review of reports and stakeholder briefings prior to final publication
• Provide subject matter review, design, and facilitate stakeholder meetings
• Provide subject matter review, design, develop and conduct process mapping exercises and document business operations
• Analyze, document, and make recommendation for the development of new business rules and operational policies
• Develop new methodologies and provide subject matter review for the design, development, and implementation of business process re-engineering, change management, and process improvement initiatives
• Provide consultation to management and executive level leadership on mission-oriented business functions and related initiatives
• Develop new methodologies and incorporate subject matter expertise into the design, development, and deployment of predictive models to forecast mission-oriented business functions
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• Ensure adherence to the most appropriate application of research methodologies, process improvement techniques, change management, business process re-engineering, and other mission-oriented business functions
• Develop new methodologies and incorporate subject matter expertise into the design, development, monitoring, and reporting of performance metrics associated with mission-oriented business operations
• Provide subject matter expertise for the design, development, and execution of analysis in support of mission performance goals
• Provide subject matter expertise for the design, development, and execution of data collection initiatives required to manage mission-oriented business projects or programs
• Incorporate subject matter expertise into the development of solutions for and execution of services related to all phases of program or project management, from planning to closeout
• Incorporate subject matter expertise into the development of solutions and execution of operational and administrative support services required to meet program objectives
• Provide subject matter review for project documentation
• Provide subject matter review for the development of progress tracking mechanisms and performance metrics
• Provide subject matter expertise for project briefings and during the facilitation of project kick-off, interim progress report, and close out meetings
• Provide expert consultation and make recommendations for operational services and project management required to achieve program and project objectives
• Provide subject matter expertise for the development of quality surveillance plans for supported programs and projects

54151S:

• Provide subject matter review for the collection and analysis of data related to IT systems and processes; develop new methodologies for data collection and systems analysis by incorporating subject matter expertise
• Provide subject matter review of beta testing plans and documentation of required fixes of supported IT systems
• Incorporate subject matter expertise into approaches to delivering technical and usability support (telephonic, email, and in-person) for supported IT systems
• Conduct subject matter review for the design and development of technical documents, user guides, release notes, and desk side reference procedures for supported IT systems
• Provide advanced level network and web browser troubleshooting
• Escalate reported issues with IT systems and track issues through resolution
• Resolve technical issues within areas of responsibility
• Provide subject matter review for the design and delivery of training for supported IT systems
• Provide subject matter review for the design and development of informational and briefing materials for supported IT systems
• Provide consultation to internal and external IT support personnel on supported systems
• Provide subject matter review for defined system specifications and translation of business requirements into IT system requirements
• Provide subject matter review for the planning, design, coding, and programming of IT systems and processes
• Provide subject matter for the planning and execution of data conversions and the establishment of data linking schematics between systems

541612HC:
• Define research questions and design data collection instruments for collecting workforce data
• Provide subject matter review and make recommendations for the most appropriate design for internal and external environmental scans
• Analyze workforce, training, and professional certification data and apply subject matter expertise in Workforce Development and Human Capital Initiatives to interpret results
• Identify and make recommendations to address gaps in manning levels, position authorizations, skills, experience levels, professional certifications, and training required in reference to strategic objectives
• Make recommendations for and develop strategies to implement workforce initiatives and the human capital planning
• Analyze regulations, laws, and policies applicable to subject workforce
• Conduct subject matter review of the design and distribution of workforce skills and training needs assessment instruments and questionnaires
• Provide programmatic support to workforce development and training initiatives
• Make recommendations for the design and dissemination methods of informational materials related to workforce development and training initiatives
• Draft and conduct subject matter review of workforce and human capital reports
• Develop and conduct subject matter review of draft policy documents related to workforce development and human capital planning
• Validate policy and
• Design, develop, and conduct subject matter review of workforce forecasting models
• Design, develop, and conduct subject matter review workforce skills and competency matrices
• Design, develop, and conduct subject matter review of workforce initiative and human capital performance metrics
• Make recommendations for and define requirements for new Workforce Development and Human Capital systems and technologies
• Conduct return on investment analysis for Human Capital Initiatives
• Provide cross-functional liaison services for Workforce Development and Human Capital Initiatives
• Develop workforce plans and concept of operations for integrating and aligning skills and competencies with organizational strategic plan.