



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

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

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR FSC GROUP
LARGE CATEGORY H:
PROFESSIONAL SERVICES**

CONTRACT NUMBER:
47QRAA18D006L

PERIOD COVERED BY CONTRACT:
March 23rd, 2018 through March 22nd, 2023

AVIAN, Inc.
22111 Three Notch Road
Lexington Park, MD 20653-2050
Phone: (301) 866-2070 ext #131
Fax: (301) 866-2071
<https://www.avian.com/>

General Services Administration
Management Services Center Acquisition Division
Supplement **#PO-0019**, dated **07/23/2020**

Contract Administrator: Leah Bohrer
Phone: (301) 866-2070 ext #131
Fax: (301) 866-2071
Leah.Bohrer@avian.com

Business Size: **SMALL SDVOB**
DUNS: **137893942**

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

GSA AWARDED TERMS AND CONDITIONS AVIAN, Inc.

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<u>SIN #</u>	<u>SIN TITLE</u>
541300ENG	Engineering Services
5414120	Engineering System Design and Integration Services
541715	Engineering Research and Development and Strategic Planning
541380	Testing Laboratory Services
OLM	Order-Level Materials

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

NOT APPLICABLE

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

See attached GSA Pricelist

2. Maximum order.

<u>SIN</u>	<u>Amount</u>
541330ENG	\$1,000,000
541420	\$1,000,000
541715	\$1,000,000
541380	\$250,000
OLM	\$250,000

3. Minimum order.

\$100

4. Geographic coverage (delivery area).

Domestic Only

5. Point(s) of production (city, county, and State or foreign country).

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6. Discount from list prices or statement of net price.

Net GSA pricing is listed in the attached pricing tables

7. Quantity discounts.

None



8. Prompt payment terms.

0% Net 30 Days

9a. Government purchase cards *are accepted* at or below the micro-purchase threshold.

9b. Government purchase cards *are accepted* above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

None

11a. Time of delivery. (Contractor insert number of days.)

<u>SIN</u>	<u>Time of Delivery</u>
541330ENG	TBD at TOL
541420	TBD at TOL
541715	TBD at TOL
541380	TBD at TOL

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

EXPEDITED DELIVERY TIME IS NEGOTIATED BETWEEN CONTRACTOR AND ORDERING AGENCY

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

OVERNIGHT AND 2-DAY DELIVERY TIME IS NEGOTIATED BETWEEN CONTRACTOR AND ORDERING AGENCY

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.

URGENT REQUIREMENTS ARE NEGOTIATED BETWEEN CONTRACTOR AND ORDERING AGENCY

12. F.O.B. point(s).

DESTINATION

13a. Ordering address(es).

**AVIAN, Inc.
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Fax: (301) 866-2071**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es).

AVIAN, Inc.



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15. Warranty provision.
STANDARD COMMERCIAL WARRANTY
16. Export packing charges, if applicable.
NOT APPLICABLE
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
SAME
18. Terms and conditions of rental, maintenance, and repair (if applicable).
NOT APPLICABLE
19. Terms and conditions of installation (if applicable).
NOT APPLICABLE
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
NOT APPLICABLE
21. List of service and distribution points (if applicable).
NOT APPLICABLE
22. List of participating dealers (if applicable).
NOT APPLICABLE
23. Preventive maintenance (if applicable).
NOT APPLICABLE
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
NONE
- 24b. The 508 requirement ask where the full details can be found. The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number:
137893942
26. Notification regarding registration in System for Award Management (SAM) database.
CAGE Code 345J8, active in SAM.



**GSA AWARDED PRICING
AVIAN, Inc.**

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	541330ENG	Engineer Scientist 5	Customer Facility	\$130.20	\$132.80	\$135.46	\$138.17	\$140.93
2	541330ENG	Engineer Scientist 5	Contractor Facility	\$124.29	\$126.78	\$129.31	\$131.90	\$134.54
3	541330ENG	Engineer Scientist 3	Customer Facility	\$82.75	\$84.41	\$86.09	\$87.81	\$89.57
4	541330ENG	Engineer Scientist 3	Contractor Facility	\$90.11	\$91.91	\$93.75	\$95.63	\$97.54
5	541330ENG & 541380	Engineer Scientist	Customer Facility	\$71.47	\$72.90	\$74.36	\$75.84	\$77.36
6	541330ENG & 541380	Engineer Scientist	Contractor Facility	\$77.83	\$79.39	\$80.97	\$82.59	\$84.25
7	541330ENG & 541715	Program Analyst Sr	Customer Facility	\$95.63	\$97.54	\$99.49	\$101.48	\$103.51
8	541330ENG & 541715	Program Analyst Sr	Contractor Facility	\$104.14	\$106.22	\$108.35	\$110.51	\$112.72
9	541330ENG & 541715	Program Analyst	Customer Facility	\$63.67	\$64.94	\$66.24	\$67.57	\$68.92
10	541330ENG & 541715	Program Analyst	Contractor Facility	\$73.98	\$75.46	\$76.97	\$78.51	\$80.08
11	541330ENG & 541715	Program Analyst Jr**	Customer Facility	\$36.30	\$37.03	\$37.77	\$38.52	\$39.29
12	541330ENG & 541715	Program Analyst Jr**	Contractor Facility	\$41.21	\$42.03	\$42.87	\$43.73	\$44.61
13	541330ENG & 541420	Sr Maintenance Technician**	Customer Facility	\$45.70	\$46.61	\$47.55	\$48.50	\$49.47
14	541330ENG & 541380	Sr Maintenance Technician**	Contractor Facility	\$49.76	\$50.76	\$51.77	\$52.81	\$53.86
15	541330ENG	Maintenance Technician II**	Customer Facility	\$44.82	\$45.72	\$46.63	\$47.56	\$48.51
16	541330ENG & 541380	Maintenance Technician II**	Contractor Facility	\$48.18	\$49.14	\$50.13	\$51.13	\$52.15
17	541420	Logistician III	Customer Facility	\$81.25	\$82.88	\$84.53	\$86.22	\$87.95
18	541420	Logistician III	Contractor Facility	\$88.48	\$90.25	\$92.05	\$93.90	\$95.77
19	541420	Mid-Level Logistics Analyst	Customer Facility	\$55.50	\$56.61	\$57.74	\$58.90	\$60.07
20	541420	Mid-Level Logistics Analyst	Contractor Facility	\$60.44	\$61.65	\$62.88	\$64.14	\$65.42
21	541715	Acquisition Specialist	Customer Facility	\$67.70	\$69.05	\$70.44	\$71.84	\$73.28



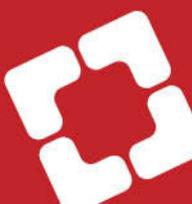
22	541715	Acquisition Specialist	Contractor Facility	\$73.72	\$75.19	\$76.70	\$78.23	\$79.80
23	541715	Mass Communications Specialist	Customer Facility	\$79.00	\$80.58	\$82.19	\$83.84	\$85.51
24	541715	Mass Communications Specialist	Contractor Facility	\$86.02	\$87.74	\$89.50	\$91.29	\$93.11
25	541330ENG & 541380 & 541420 & 541715	Administrative Assistant**	Customer Facility	\$33.85	\$34.53	\$35.22	\$35.92	\$36.54
26	541330ENG & 541380 & 541420 & 541715	Administrative Assistant**	Contractor Facility	\$36.86	\$37.60	\$38.35	\$39.12	\$39.90
27	541330ENG & 541380 & 541420 & 541715	Systems Analyst**	Customer Facility	\$79.02	\$80.60	\$82.21	\$83.86	\$85.53
28	541330ENG & 541380 & 541420 & 541715	Systems Analyst**	Contractor Facility	\$86.05	\$87.77	\$89.53	\$91.32	\$93.14
29	541330ENG & 541380 & 541420 & 541715	Administrative Assistant II**	Customer Facility	-	\$46.58	\$47.51	\$48.48	\$49.43
30	541330ENG & 541380 & 541420 & 541715	Administrative Assistant II**	Contractor Facility	-	\$51.00	\$52.02	\$53.06	\$54.12
31	541330ENG & 541420 & 541715	Configuration Management Analyst	Customer Facility	-	\$36.15	\$36.87	\$37.61	\$38.36
32	541330ENG & 541420 & 541715	Configuration Management Analyst	Contractor Facility	-	\$39.58	\$40.37	\$41.18	\$42.00
33	541330ENG & 541380 & 541420 & 541715	Consultant	Customer Facility	-	\$124.86	\$127.36	\$129.90	\$132.50
34	541330ENG & 541380 & 541420 & 541715	Consultant	Contractor Facility	-	\$136.71	\$139.44	\$142.23	\$145.08
35	541330ENG & 541380	Flight & Academic Instructor	Customer Facility	-	\$137.66	\$140.41	\$143.22	\$146.09
36	541330ENG & 541380	Flight & Academic Instructor	Contractor Facility	-	\$150.72	\$153.73	\$156.81	\$159.95
37	541330ENG & 541380 & 541420 & 541715	Graphic Artist**	Customer Facility	-	\$61.34	\$62.57	\$63.82	\$65.09
38	541330ENG & 541380 & 541420 & 541715	Graphic Artist**	Contractor Facility	-	\$67.16	\$68.50	\$69.87	\$71.27
39	541330ENG & 541380 & 541420 & 541715	Information Assurance Senior Analyst	Customer Facility	-	\$120.79	\$123.21	\$125.67	\$128.18



40	541330ENG & 541380 & 541420 & 541715	Information Assurance Senior Analyst	Contractor Facility	-	\$129.40	\$131.99	\$134.63	\$137.32
41	541330ENG & 541380 & 541420 & 541715	Information Management Technician Senior Analyst	Customer Facility	-	\$79.93	\$81.53	\$83.16	\$84.82
42	541330ENG & 541380 & 541420 & 541715	Information Management Technician Senior Analyst	Contractor Facility	-	\$85.62	\$87.33	\$89.08	\$90.86
43	541330ENG & 541380 & 541420 & 541715	Multimedia Specialist	Customer Facility	-	\$62.76	\$64.02	\$65.30	\$66.60
44	541330ENG & 541380 & 541420 & 541715	Multimedia Specialist	Contractor Facility	-	\$72.59	\$74.04	\$75.52	\$77.03
45	541330ENG & 541380 & 541715	Operations Research Analyst Senior	Customer Facility	-	\$140.95	\$143.77	\$146.64	\$149.58
46	541330ENG & 541380 & 541715	Operations Research Analyst Senior	Contractor Facility	-	\$154.33	\$157.42	\$160.56	\$163.78
47	541330ENG & 541380 & 541420 & 541715	Program Manager	Customer Facility	-	\$131.45	\$134.08	\$136.76	\$139.50
48	541330ENG & 541380 & 541420 & 541715	Program Manager	Contractor Facility	-	\$143.92	\$146.80	\$149.73	\$152.73
49	541330ENG & 541380 & 541420 & 541715	Project Manager	Customer Facility	-	\$86.98	\$88.72	\$90.49	\$92.30
50	541330ENG & 541380 & 541420 & 541715	Project Manager	Contractor Facility	-	\$95.23	\$97.13	\$99.08	\$101.06
51	541330ENG & 541380 & 541420 & 541715	Project Manager II	Customer Facility	-	\$128.43	\$131.00	\$133.62	\$136.29
52	541330ENG & 541380 & 541420 & 541715	Project Manager II	Contractor Facility	-	\$140.62	\$143.43	\$146.30	\$149.23
53	541330ENG & 541380 & 541420 & 541715	Senior Consultant	Customer Facility	-	\$127.98	\$130.54	\$133.15	\$135.81
54	541330ENG & 541380 & 541420 & 541715	Senior Consultant	Contractor Facility	-	\$140.13	\$142.93	\$145.79	\$148.71
55	541330ENG & 541380 & 541420 & 541715	Subject Matter Expert	Customer Facility	-	\$169.87	\$173.27	\$176.73	\$180.27
56	541330ENG & 541380 & 541420 & 541715	Subject Matter Expert	Contractor Facility	-	\$186.00	\$189.72	\$193.51	\$197.38



57	541330ENG & 541380 & 541420 & 541715	Tech Writer**	Customer Facility	-	\$33.09	\$33.75	\$34.43	\$35.12
58	541330ENG & 541380 & 541420 & 541715	Tech Writer**	Contractor Facility	-	\$36.24	\$36.96	\$37.70	\$38.46
59	541330ENG & 541380 & 541420 & 541715	Tech Writer III**	Customer Facility	-	\$57.37	\$58.52	\$59.69	\$60.88
60	541330ENG & 541380 & 541420 & 541715	Tech Writer III**	Contractor Facility	-	\$62.82	\$64.08	\$65.36	\$66.67
61	541330ENG & 541380	Training Specialist I	Customer Facility	-	\$105.11	\$107.21	\$109.36	\$111.54
62	541330ENG & 541380	Training Specialist I	Contractor Facility	-	\$115.09	\$117.39	\$119.74	\$122.13
63	541330ENG & 541380 & 541420 & 541715	Video Designer	Customer Facility	-	\$33.23	\$33.89	\$34.57	\$35.26
64	541330ENG & 541380 & 541420 & 541715	Video Designer	Contractor Facility	-	\$36.38	\$37.11	\$37.85	\$38.61



Service Contract Labor Standards (SCLS) matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Administrative Assistant	01020 Administrative Assistant	15-4279 Rev. 10
Sr Maintenance Technician	30083 Engineering Technician III	15-4279 Rev. 10
Maintenance Technician II	30082 Engineering Technician II	15-4279 Rev. 10
Program Analyst Jr	01041 Customer Services Representative I	15-4279 Rev. 10
Systems Analyst	14102 Computer Systems Analyst II	15-4279 Rev. 10
Administrative Assistant II	01020 – Administrative Assistant	15-4279 Rev. 10
Graphic Artist	15080 - Graphic Artist	15-4279 Rev. 10
Technical Writer	30461 - Technical Writer I	15-4279 Rev. 10
Technical Writer III	30463 - Technical Writer III	15-4279 Rev. 10

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



1. Engineer Scientist 5:

Description - Oversees engineering activities of an organization's information systems. Plans, designs, develops, evaluates, tests, and integrates an organization's systems infrastructure, including the implementation and design of hardware and software.

Education: Master's degree in mathematics, physics or an engineering discipline.

Experience: 10 years of experience in engineering, including design, integration, testing, design studies, risk analysis/management, modeling and simulation, and/or mission design analysis.

Allowable substitution: A Bachelor's degree in mathematics, physics or an engineering discipline and 14 years of engineering experience will be considered equivalent to a Master's degree.

2. Engineer Scientist 3:

Description - Oversees engineering activities of an organization's information systems. Plans, designs, develops, evaluates, tests, and integrates an organization's systems infrastructure, including the implementation and design of hardware and software.

Education: Bachelor's degree in mathematics, physics or an engineering discipline.

Experience: Six years of experience in engineering, including design, integration, testing, design studies, risk analysis/management, modeling and simulation, and/or mission design analysis.

3. Engineering Scientist:

Description - Oversees engineering activities of an organization's information systems. Plans, designs, develops, evaluates, tests, and integrates an organization's systems infrastructure, including the implementation and design of hardware and software.

Education: Bachelor's degree in mathematics, physics or an engineering discipline

Experience: Two years of experience in engineering, including design, integration, testing, design studies, risk analysis/management, modeling and simulation, and/or mission design analysis.

4. Program Analyst Sr:

Description - Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.

Education: Master's degree, preferably in management or business-related discipline.

Experience: 10 years of experience in studying and analyzing complex program or project management problems.

Allowable substitution: A Bachelor's degree and four additional years of experience will be considered equivalent to a Master's degree.



5. Program Analyst:

Description - Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.

Education: Bachelor's degree, preferably in management or business-related discipline.

Experience: Six years of experience in studying and analyzing complex program or project management problems.

Allowable substitutions: An Associate's degree and two additional years of experience will be considered equivalent to a Bachelor's degree; OR a high school diploma and five additional years of experience will be considered equivalent to a Bachelor's degree.

6. Program Analyst Jr:

Description - Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.

Education: A high school diploma or GED.

Experience: Two years of experience in a customer-related business environment.

Allowable substitutions: An Associate's OR a Bachelor's degree may be substituted for two years of experience.

7. Sr Maintenance Technician:

Description - Assists engineers with designs, and creates, tests, and manufactures machinery, consumer products, and other equipment. Applies knowledge of mechanical engineering technology under direction of engineering and scientific staff.

Education: High School diploma or GED, plus a technical certification and/or equivalent to US Navy "A" school.

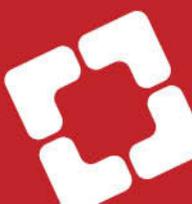
Experience: 10 years of experience testing, maintaining, integrating and/or adjusting electrical, mechanical or other systems.

8. Maintenance Technician II:

Description - Assists Mechanical Engineers with designs, and creates, tests, and manufactures machinery, consumer products, and other equipment. Applies knowledge of mechanical engineering technology under direction of engineering and scientific staff.

Education: High School diploma or GED., plus a technical certification and/or equivalent to US Navy "A" school.

Experience: 6 years of experience testing, maintaining, integrating and/or adjusting electrical, mechanical or other systems.



9. Logistician III:

Description - Conducts logistics, supportability, reliability, maintainability, and operational analyses and provides recommendations for tailoring, optimizing, and establishing logistics element requirements in support of aircraft, weapon systems, training, or support equipment programs. Provides recommendations for changes to site support including maintenance planning, phased support, manpower and personnel requirements, initial provisioning and material support, support equipment, training and training devices, technical data packaging, handling, storage and transportation, and facilities. Provides recommendations for the development of Life Cycle Cost (LCC) and Total Ownership Cost (TOC) Management Plans. Provides recommendations for the review and development of Maintenance Plans/Logistics Support Analysis (MP/LSA) records, maintenance tasks and Level of Repair Analysis recommendations.

Education: Master's degree, preferably in management, or a business-related discipline.

Experience: 10 years of experience in acquisition, Maintenance Planning, Logistics Support/Supportability Analysis, Operational Availability analysis, or resource requirements analysis related to in-service support of DoD weapons systems. Life Cycle Costing experience desired.

Allowable substitution: A Bachelor's degree and four additional years of experience will be considered equivalent to a Master's degree.

10. Mid-Level Logistics Analyst:

Description - Provides support across the full spectrum of Integrated Logistics Support (ILS) elements. Performs various tasks related to the development, operation, evaluation, and improvement of weapon systems supportability and/or maintainability programs and information systems. Works on technical evaluations and identification of weapons systems logistics requirements and resources; development of logistics support and maintainability programs or plans; systems acquisition requirements analysis; budgetary or financial analysis and control; life cycle cost analysis and control; weapons systems hardware and software standardization and compatibility; ILS/Reliability & Maintainability (R&M) program test and evaluation planning and execution; and, ILS/R&M program management analysis. Collects, compiles, analyzes, investigates, researches, or applies logistics, maintenance, acquisition, or financial data and information. Develops, modifies, prepares, or validates documentation in relation to automated logistics or maintenance data reporting systems, and management information systems.

Education: Bachelor's degree, preferably in management, or a business-related discipline.

Experience: At least six (6) years of experience in operational logistics support/maintenance engineering demonstrating the ability to perform ILS studies, analysis, and evaluations.

Allowable Substitution: An AA or AS degree and an additional four years of logistics experience will be considered equivalent to a Bachelor's degree.

11. Acquisition Specialist:

Description - Supports and drafts program milestone related documentation to ensure compliance with all aspects of the DoD and SECNAV 5000 series directives. Supports the development of program acquisition documentation Utilizes business and technical



methodologies to provide support of hardware, software and service acquisition and life cycle management.

Education: Bachelor's degree, preferably in management, or a business-related discipline.

Experience: At least six years of experience related to weapon systems acquisition, including logistics, research and development, configuration management or systems analysis/design. Demonstrated knowledge in one or more of the following areas: program management, systems engineering, system acquisition, financial management, test and evaluation or integrated logistics support.

Allowable Substitution: A High School degree and an additional four years of acquisition experience will be considered equivalent to a Bachelor's degree.

12. Mass Communications Specialist:

Description - Prepares written materials for proactive release externally to attract print, broadcast and social media coverage and internally to educate, inform and motivate the workforce. Plans, executes and updates internal and external communications plans with national, international, political and budgetary impacts. Campaigns will be coordinated and may be short or long term in duration. Creates and edits news releases, fact sheets, talking points and other material to stimulate internal and external interest in command accomplishments and enhance understanding of the command, its workforce, mission, and contribution to the national defense. Advises senior leadership on likely public affairs implications of endeavors. Prepares senior management and technical personnel to participate in media interviews and public and contractor presentations. Monitors leadership engagements with internal and external groups, especially media, and reviews their results. Trains command leadership on media interactions.

Education: Bachelor's degree in communication, journalism or related discipline.

Experience: At least six years of experience. Experience in creating and executing internal or externally focused mass communications plans required. Experience in media relations preferred. Competent in working in Microsoft Office computing environment.

13. Administrative Assistant:

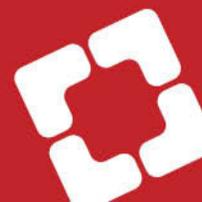
Description - In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Education: High School diploma or GED.

Experience: At least one (1) year of experience in a customer and business-oriented position.

14. Systems Analyst:

Description - Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.



Education: Associate's degree in Computer Science, Information Technology or related discipline.

Experience: Six years of experience performing Information Technology work.

Allowable Substitution: In lieu of an Associate's degree, a High School degree and an Information Technology (IT) certification such as Microsoft Certified Solutions Associate (MCSA) or CompTIA certification is considered equivalent.

15. Administrative Assistant II

Description: Performs administrative duties in a staff activity. Performs specialized assignments relating to typing, word processing, graphics illustration using computers with very little direction. Performs a variety of support services such as operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Maintains personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of documents and supports the development of contract deliverables and reports. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Education: High School Diploma or GED.

Experience: At least three (3) years of experience in a customer and business-oriented position.

16. Configuration Management Analyst

Description: Participates as a member of and/or supports the specified program or project team. Collects, completes, organizes and interprets data relating to acquisition and product programs. Maintains configuration control of acquisition products and data. Tracks configuration changes. Coordinates and supports development of Engineering Change Proposals. Supports program milestone briefings as they pertain to configuration management. Applies government-instituted processes for documentation, change control management and data management.

Education: Position requires an AS or AA degree from an accredited college or university.

Experience: At least four (4) years of recent and relevant technical experience in management, technical or business analysis disciplines. Demonstrated experience in analyzing program/project status and providing documentation to support project/program is required.

Allowable Substitution: A High School degree and an additional Two (2) years of recent and relevant technical experience may be substituted for an AS or AA degree. These two (2) years of experience are in addition to the required minimum of four (4) years to meet the "Experience requirements, therefore, requiring a total of six (6) years of experience.

17. Consultant

Description: Provides expert advice and recommendations in particular program areas such as strategic business management of DoD major weapon systems, and/or specialties related to information technology, engineering, acquisition, hardware/software engineering.



Education: BS or BA degree in a Business, Management, or “Relevant Technical Discipline”.

Experience: At least ten (10) years of relevant experience, three (3) of these ten years must be Department of Navy specific.

18. Senior Consultant

Description: Serves as a senior advisor for strategies dealing with long range needs. Duties and responsibilities include developing and applying advanced methods, theories, and research techniques in the investigation and solution of complex business problems or issues. Develop economic and business case analysis and other financial models, prepare white papers, justifications, alternatives and recommendations, and participate and support efforts associated with developing a strategic plan, operating plan and other corporate initiatives.

Education: MS or MA degree in a Business, Management, or “Relevant Technical Discipline.

Experience: At least twenty (20) years of strategic business management experience in DoD major weapon systems. Experience must include corporate strategic planning, organization government structures, guiding significant organizational and management chance. At least five (5) years of the business experience must be at the executive level and at least seven (7) years must be recent Department of Navy experience.

19. Flight & Academic Instructor

Description: Develops curricula, instructs students in a classroom setting, conducts training flights, determines student proficiency, reports on student progress and develop new teaching methods. Responsible for training students in subjects such as aircraft systems, operating procedures, handling emergencies, problem analysis, aircraft navigation, radio operation and aerodynamics.

Education: BS or BA degree in a “Relevant Technical Discipline”

Experience: At least ten (10) years of experience in a relation position, three (3) of which must be directly related to Naval systems. Demonstrated knowledge in related area of aviation sciences.

20. Graphic Artist

Description: Applies knowledge and skill in drafting methods, procedures, and techniques to illustrate or depict subjects and prepare drawings/illustrations. Includes lettering for publications, charts, posters, or exhibits. Lays out illustrations in conformity with required style and format. Responsible for configuration management of documentation, templates, and course material.

Education: Bachelor’s degree in Art or Graphic Design.

Experience: A total of at least four (4) years of experience performing the foregoing functions. At least three years of that experience in Illustration, layouts, visual aids, and preparing illustrations for training materials.

Allowable Substitution: A graduate degree will be considered equivalent to four (4) years of general experience. An additional two (2) years of general experience with an Associate degree



will be considered equivalent to a Bachelor's degree.

21. Training Specialist I

Description: Research and analyze new or revised technical documentation and information. Design, develop, and prepare structured training manuals, presentation material, and courses of study. Implement use of program training courses and materials that are developed.

Education: A Bachelor's Degree in a relevant technical field.

Experience: In addition to the education, at least eight (8) years in training development.

Allowable Substitution: A graduate degree will be considered equivalent to four (4) years of general experience. An additional two (2) years of general experience with an Associate degree will be considered equivalent to a Bachelor's degree.

22. Information Management and Technology Senior Analyst

Description: Lead the execution of complex tasks. Integrate, plan, coordinate, and facilitate information systems related activities to include upgrade of hardware and software; program and system design development of computer networks; and implementation of internet and intranet sites. Assist in the upkeep, maintenance and security of networks. Analyze the computer and information needs of the organization from an operational and strategic perspective and determine immediate and long-range personnel and equipment requirements. Ensure the availability, continuity, and security of data and information technology. Recommend and support process improvement initiatives

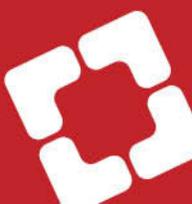
Education: Bachelor's Degree in an appropriate computer/network-related field

Experience: 4 years experience performing the described functions.

Allowable Substitution: An Associate's Degree and an additional two years' experience (total 6 years) OR no degree and an additional four years' experience (total 8 years) may substitute for the Bachelor's Degree with 4 years. For degrees other than computer/network related fields, an additional four years relevant experience may be substituted (total 8 years for Bachelor's Degree; 10 years for Associate's; 12 years for no degree).

23. Information Assurance Senior Analyst

Description: Serve as a team leader for the support of tasks that involve the analysis of the information assurance posture of networks in support of system certification and accreditation. This support would include analysis of networks/systems; development of secure networks/systems; and integration, test, and maintenance of the networks/systems. Lead the development of system IA documentation to support certification of compliance to applicable standards including DIACAP, Director Central Intelligence Directive (DCID) 6/9, and Intelligence Community Directive (ICD) 503. ALT: Apply knowledge of Information Security policies and procedures to process and protect DoD classified information. Apply knowledge of policies, regulations, and Executive Orders in the marking, handling, and dissemination of classified material and information and creation and use of Security Classification Guides (SCGs). Apply knowledge of policy, regulations and Executive Orders in the release of U.S. Government



information. Develop, participate in, and/or provide Information Security training and awareness.
Education: Bachelor's Degree in an appropriate computer/network-related field.

Experience: 10 years experience performing the described functions.

Allowable Substitution: An Associate's Degree and an additional two years' experience (total 12 years) OR no degree and an additional four years' experience (total 14 years) may substitute for the Bachelor's Degree with 10 years. For degrees other than computer/network related fields, an additional four years relevant experience may be substituted (total 14 years for Bachelor's Degree; 16 years for Associate's; 18 years for no degree).

24. Multimedia Specialist

Description: Plans and develops visual information products for external and internal communication initiatives. Uses knowledge of audiovisual media techniques, methods, hardware and software to create a range of products in response to specific command communication requirements. Products may include capturing video footage and photographs of test events, ceremonies, conferences, symposiums, community activities in a variety of formats. Ability to conduct on-camera interviews, record high quality audio for video, and edit audio and video footage using industry standard software. Capture high quality portrait photography in studio environment, edit still images utilizing photographic software, print high quality images and mount prints in a variety of formats. Provide customer support services to clients and senior leadership as needed to ensure high quality service.

Experience: At least three (3) years of experience. Experience in Adobe Photoshop, Adobe Premiere, Adobe Illustrator, Final Cut Pro, Final Cut Studio, PC and Mac operating systems, photojournalism techniques, cinematography, digital video file conversation, graphic design and still photography. Understand how to visually tell a story using photojournalism techniques. Knowledge of broadcast journalist techniques is required to conduct media training for senior leadership.

Education: BA or BS Degree in Mass Communication, Video/Film Production, Photographic, or related audiovisual field.

Allowable Substitution: AA or AS degree in Audiovisual Communications and five (5) years of experience.

25. Operations Research Analyst Senior

Description: Applies scientific, mathematics and statistical methodologies to the study and analysis of problems in relation to development of processes, systems and equipment. Uses mathematical and computerized modeling and other analytical techniques, to design procedures for and execute experiments, test and evaluations.

Education: Position required a MS or MA degree from an accredited college or university in Operations Research, Computer Science, Mathematics, Statistics, Physics, or Engineering.

Experience: At least ten (10) years of recent and relevant experience in an engineering or operations analysis position, three (3) of which must be directly related to naval systems.



Demonstrated knowledge in area of engineering expertise is required.

Allowable Substitution: A BS or BA degree from an accredited college or university in Operations Research, Computer Science, Mathematics, Statistics, Physics or Engineering and an additional four (4) years of recent and relevant experience may be substituted for a MS or MA degree. These four (4) years of experience are in addition to the required minimum of ten (10) years to meet the “Experience” requirements above, requiring a total of fourteen (14) years of experience.

26. Project Manager

Description: Concerned with the overall planning, direction and success of major projects, systems development efforts, and research or technology initiatives which have great significance to the activity’s and agency’s needs. Projects are large, multi-year efforts divided into several sub-programs/tasks. Project Managers are also responsible for the overall program definition, organization, and direction of short and long range plans. This includes the responsibility for formulating, guiding, and directing the technical approach; and defining and negotiation with activity and agency personnel for necessary resources. Establishment and control of technical milestones, schedules, budgets and costs are also essential tasks for the Project Manager

Education: BA or BS degree in any technical or managerial discipline.

Experience: Five (5) years of professional experience in program or project management.

27. Project Manager II

Description: Concerned with the overall planning, direction and success of major projects, systems development efforts, and research or technology initiatives which have great significance to the activity’s and agency’s needs. Projects are large, multi-year efforts divided into several sub-programs/tasks. Project Managers are also responsible for the overall program definition, organization, and direction of short and long range plans. This includes the responsibility for formulating, guiding, and directing the technical approach; and defining and negotiation with activity and agency personnel for necessary resources. Establishment and control of technical milestones, schedules, budgets and costs are also essential tasks for the Project Manager

Education: BA or BS degree in any technical or managerial discipline.

Experience: Ten (10) years of professional experience in program or project management.

28. Program Manager

Description: Acts as the overall lead, manager and administrator for the contracted effort in support of programs. Serves as the primary interface and point of contact with program authorities and representatives on technical and program/project issues. Oversees contractor personnel program/project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources and controls financial and administrative aspects of the program/project with respect to contract requirements



Education: BA or BS degree in any technical or managerial discipline.

Experience: At least ten (10) years of professional experience in Defense acquisition and three (3) years of experience in support of Navy Acquisition Management.

29. Subject Matter Expert

Description: Provides technical leadership, direction, and specialized skills for complex tasks that require unique expertise related to specific subject matter. Ensures that work within area of responsibility is complete, meets customer requirements, and is of high quality.

Education: MA or MS in a technically relevant field.

Experience: At least ten (10) years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals and independently performs a wide variety of complicated tasks.

Allowable Substitution: BA or BS in a technically relevant field may be substituted for a MA or MS with an additional four (4) years of experience.

30. Technical Writer

Description: Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

Education: A BA or BS from an accredited college or University in English or other related disciplines.

Experience: Minimum of three (3) years of recent and relevant professional experience in the organization of material and writing assignments according to a set of standards regarding grammar, spelling, syntax, order, clarity, conciseness, style, and terminology.



31. Technical Writer III

Description: Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

Education: A BA or BS degree from an accredited college or University in English or a related discipline.

Experience: Minimum of six (6) years of recent and relevant professional experience in the organization of material and writing assignments according to a set of standards regarding grammar, spelling, syntax, order, clarity, conciseness, style, and terminology.

32. Video Designer

Description: Uses specialized computer software and/or hardware to develop, integrate and edit text, audio, graphics, animation, and video for interactive presentations. Uses appropriate programming/branching logic and screen layout and remediation/feedback techniques.

Education: A High School Diploma or GED; Vocational Training commensurate with Department of Labor functional descriptions.

Experience: Three (3) years of experience in a field relevant to the labor category description.

