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

Multiple Award Schedule
LARGE CATEGORY H & K:
PROFESSIONAL SERVICES

CONTRACT NUMBER:
47QRAA18D006L

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

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

Price List is current as of Modification #PS-0033, Dated 08/02/2022

Contract Administrator: Jeannine Harris
Phone: (301) 866-2070 ext #131
Fax: (301) 866-2071
jeannine.harris@avian.com

Business Size: SMALL, SDVOB

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
GSA AWARDED TERMS AND CONDITIONS
AVIAN, LLC

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

<table>
<thead>
<tr>
<th>SIN#</th>
<th>SIN TITLE</th>
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<tbody>
<tr>
<td>541330ENG</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>541420</td>
<td>Engineering System Design and Integration Services</td>
</tr>
<tr>
<td>541715</td>
<td>Engineering Research and Development and Strategic</td>
</tr>
<tr>
<td>541380</td>
<td>Planning Testing Laboratory Services</td>
</tr>
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<td>611710</td>
<td>Educational Support Services</td>
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<tr>
<td>611430</td>
<td>Professional and Management Development Training Maintenance Agreements</td>
</tr>
<tr>
<td>541330EMI</td>
<td>Engineering Services Related to Military, Aerospace Equipment, Military</td>
</tr>
<tr>
<td></td>
<td>Architecture</td>
</tr>
<tr>
<td>488190</td>
<td>Aircraft Components, Maintenance, Repair Services, Extended Warranties,</td>
</tr>
<tr>
<td></td>
<td>and Maintenance Agreements</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management</td>
</tr>
<tr>
<td></td>
<td>Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
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</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. **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.

<table>
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<tr>
<th>SIN</th>
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<td>$1,000,000</td>
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<td>OLM</td>
<td>$250,000</td>
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</table>

3. Minimum order: $100

4. Geographic coverage (delivery area).

**Domestic Only**

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

**AVIAN, LLC**
22111 Three Notch Road
Lexington Park, MD 20653-2050
Phone: (301) 866-2070
Fax: (301) 866-2071

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** Information for Ordering Offices: Prompt Payment Terms cannot be negotiated out of the contractual agreement for other concessions

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

10a. Time of delivery. (Contractor insert number of days.)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Time of Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
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<td>TBD at TOL</td>
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<td>TBD at TOL</td>
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<td>TBD at TOL</td>
</tr>
<tr>
<td>541611</td>
<td>TBD at TOL</td>
</tr>
</tbody>
</table>

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 lists that have expedited delivery.

**EXPEDITED DELIVERY TIME IS NEGOTIATED BETWEEN CONTRACTOR AND ORDERING AGENCY**

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.

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

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.

**URGENT REQUIREMENTS ARE NEGOTIATED BETWEEN CONTRACTOR AND ORDERING AGENCY**

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

**Destination**

12a. Ordering address(es).

**AVIAN, LLC**
22111 Three Notch Road
Lexington Park, MD 20653-2050
Phone: (301) 866-2070
Fax: (301) 866-2071

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).
   AVIAN, LLC
   22111 Three Notch Road
   Lexington Park, MD 20653-2050
   Phone: (301) 866-2070
   Fax: (301) 866-2071

14. Warranty provision.

**STANDARD COMMERCIAL WARRANTY**

15. Export packing charges, if applicable.
   **NOT APPLICABLE**

16. Terms and conditions of rental, maintenance, and repair (if applicable).
   **NOT APPLICABLE**

17. Terms and conditions of installation (if applicable).
   **NOT APPLICABLE**

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
   **NOT APPLICABLE**

18b. Terms and Conditions for any other services (if applicable). Terms and Conditions for any other services (if applicable).
   **NOT APPLICABLE**

19. List of service and distribution points (if applicable).
   **NOT APPLICABLE**

20. List of participating dealers (if applicable).
   **NOT APPLICABLE**

21. Preventive maintenance (if applicable).
   **NOT APPLICABLE**

22a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants).
   **NONE**

22b. The 508 requirement ask where the full details can be found. The EIT standards can be found at: www.Section508.gov/. All Section 508 Standards are compliant, and no Section 508 Products are offered

23. Unique Entity Identifier (UEI)):
   **D82NUFL39FE3**

24. Notification regarding registration in System for Award Management (SAM) database.
   CAGE Code 345J8, active in SAM.
<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
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<th>Site</th>
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### GSA AWARDED PRICING
#### AVIAN, LLC

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Service Contract Labor Standards Compliance Notification

The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Schedule and all services provided. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract.

SCLS Matrix

<table>
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<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code – Title</th>
<th>WD Number</th>
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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  
   **Experience:** 10 years  
   Allowable substitution: Bachelor's degree and 14 years of experience

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  
   **Experience:** 6 years

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  
   **Experience:** 2 years

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  
   **Experience:** 10 years  
   Allowable substitution: Bachelor's degree and 14 years of experience

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  
   **Experience:** 6 years  
   Allowable substitutions: Associate’s degree and 8 years of experience OR a high school diploma and 11 years of experience
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:** High School diploma  
**Experience:** 2 years  
Allowable substitutions: Associate’s degree

7. **Sr Maintenance Technician**  
**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:** High School diploma  
**Experience:** 10 years

8. **Maintenance Technician II**  
**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, plus a technical certification  
**Experience:** 6 years

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  
**Experience:** 10 years  
Allowable substitution: Bachelor's and 14 years of experience
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  
**Experience:** 6 Years  
Allowable substitutions: Associate's degree and 10 years of experience

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  
**Experience:** 6 Years  
Allowable Substitution: High School diploma and 10 years of experience
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
   **Experience:** 6 Years

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
   **Experience:** 1 Year

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
   **Experience:** 6 years
   **Allowable Substitution:** High School diploma and an Information Technology (IT) certification
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:** 3 Years

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:** AS or AA degree  
**Experience:** 4 Years  
Allowable Substitution: High School diploma and 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  
**Experience:** 10 Years

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:** Master’s  
**Experience:** 20 Years
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  
*Experience:* 10 Years

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:* BA or BS Degree  
*Experience:* 4 Years  
Allowable Substitution: Graduate degree or an Associate's degree with 6 years of experience

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:* Bachelor's  
*Experience:* 8 Years  
Allowable Substitution: Graduate degree or an Associate's degree with 10 years of experience

22. **Information Management Technician 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  
*Experience:* 4 years  
Allowable Substitution: Associate's Degree and 6 years of experience. For a degree other than computer/network-related fields, an additional four years of relevant experience may be substituted (a total of 8 years for a Bachelors Degree; 10 years for an 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  
**Experience:** 10 years  
**Allowable Substitution:** Associate’s Degree and 12 years of experience. For a degree other than computer/network-related fields, an additional four years of relevant experience may be substituted (a total of 14 years for a Bachelors Degree; 16 years for an 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.  
**Education:** BA or BS Degree  
**Experience:** 3 Years  
**Allowable Substitution:** AA or AS degree in Audiovisual Communications and 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:* MS or MA Degree  
*Experience:* 10 Years  
*Allowable Substitution:* BS or BA degree and 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 that 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 negotiating 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:* 5 Years

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  
*Experience:* 10 Years

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  
*Experience:* 10 years
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 degree  
*Experience:* 10 Years

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:* BA or BS degree  
*Experience:* 3 Years

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:* BA or BS degree  
*Experience:* 6 Years

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:* High School Diploma  
*Experience:* 3 Years
33. **Administrative Assistant II**  
*Description:* Performs administrative and technical support as directed in a management environment including data management, document and project control, and computer support. Will demonstrate common knowledge of operation of office equipment including but not limited to, facsimile machines, copiers, projectors, and printers. Proficient in computer literacy with working knowledge of email, word processing, and spreadsheet software.  
*Education:* High School Diploma  
*Experience:* 1 Year

34. **Business Operation Specialist I**  
*Description:* Responsible for aspects relating to business operations including day-to-day management of contract support, implementation of work policies, and management of the client interface. They will organize, direct, and coordinate planning and production of all support activities. They will be responsible for maintaining project documentation financials.  
*Education:* Associate’s  
*Experience:* 3 Years

35. **Business Operation Specialist II:**  
*Description:* Responsible for aspects relating to business operations including day-to-day management of contract support. This will include staffing, assignment and oversight of consultants, communication with client managers, and creation and implementation of work policies, and management of the client interface. They will organize, direct, and coordinate planning and production of all support activities. Ensure scope of work required by the task order is completed while providing technical guidance in regard to work and reviews to the project team. In addition, they will be responsible for all staffing, project planning, and project financials. Work to be done under the direction of more senior Business Operation Specialists with minimum amount of supervision.  
*Education:* Bachelor’s  
*Experience:* 2 Years

36. **Business Operation Specialist III:**  
*Description:* Responsible for aspects relating to business operations including day-to-day management of contract support. This will include staffing, assignment and oversight of consultants, communication with client managers, and creation and implementation of work policies, and management of the client interface. They will organize, direct, and coordinate planning and production of all support activities. Ensure scope of work required by the task order is completed while providing technical guidance in regard to work and reviews to the project team. In addition, they will be responsible for all staffing, project planning, and project financials. Work to be done under the direction of more senior Business Operation Specialists with minimum amount of supervision.  
*Education:* Bachelor’s  
*Experience:* 4 Years
37. **Business Operation Specialist IV:**
Description: Responsible for aspects relating to business operations including day-to-day management of contract support. This will include staffing, assignment and oversight of consultants, communication with client managers, and creation and implementation of work policies, and management of the client interface. They will organize, direct, and coordinate planning and production of all support activities. Ensure scope of work required by the task order is completed while providing technical guidance in regard to work and reviews to the project team. In addition, they will be responsible for all staffing, project planning, and project financials. May be required to provide direction and supervision to lower level Business Operation Specialists.
**Education:** Master's
**Experience:** 7 Years

38. **Computer Based Training (CBT) Specialist:**
Description: CBT Specialist - works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.
**Education:** Bachelor's
**Experience:** 2 Years

39. **Graphic Artist:**
Description: Works with the production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.
**Education:** Bachelor's
**Experience:** 4 Years
40. **Illustrator II:**
   Description: Works with projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the Illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. This illustrator does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations, but does acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.
   **Education:** Bachelor's
   **Experience:** 2 Years

41. **Instructional Systems Design Specialist I:**
   Description: Position will utilize knowledge of instructional principles to design curriculum based on client and program objectives. This will include developing instructor-led training to include instructional materials, aids, quick reference materials, assessments, and any learning activities. Develop and facilitate all training events for trainers and utilize and develop evaluation instruments to evaluate effectiveness of created products. They will be a member of the instructional design team to provide knowledge and input on the analysis, design, and implementation of curriculum products.
   **Education:** Associate's
   **Experience:** 1 Year

42. **Instructional Systems Design Specialist II:**
   Description: Position will utilize knowledge of instructional principles to design curriculum based on client and program objectives. This will include developing instructor-led training to include instructional materials, aids, quick reference materials, assessments, and any learning activities. Develop and facilitate all training events for trainers and utilize and develop evaluation instruments to evaluate effectiveness of created products. They will be a member of the instructional design team to provide knowledge and input on the analysis, design, and implementation of curriculum products.
   **Education:** Associate's
   **Experience:** 2 Years
43. **Instructional Systems Design Specialist III:**  
Description: Position will utilize knowledge of instructional principles to design curriculum based on client and program objectives. This will include developing instructor-led training to include instructional materials, aids, quick reference materials, assessments, and any learning activities. Develop and facilitate all training events for trainers and utilize and develop evaluation instruments to evaluate effectiveness of created products. They will be a member of the instructional design team to provide knowledge and input on the analysis, design, and implementation of curriculum products.  
**Education:** Bachelor's  
**Experience:** 4 Years

44. **Instructional Systems Design Specialist IV:**  
Description: Position will utilize knowledge of instructional principles to design curriculum based on client and program objectives. This will include developing instructor-led training to include instructional materials, aids, quick reference materials, assessments, and any learning activities. Develop and facilitate all training events for trainers and utilize and develop evaluation instruments to evaluate effectiveness of created products. They will be a member of the instructional design team to provide knowledge and input on the analysis, design, and implementation of curriculum products. Guide SMEs through the design and development process of training.  
**Education:** Master's  
**Experience:** 7 Years

45. **Logistics Analyst I:**  
Description: Provides administrative and logistical support required for course delivery and workshops. May include agenda development support, audio visual services, mailing list coordination, photocopying, mailing of required materials and exhibits, set up, tear down, and storage of exhibits, coordinating exhibit display spaces, registration of participants, hotel accommodation arrangements, and distribution of meeting materials.  
**Education:** Master’s  
**Experience:** 10 Years
46. **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.
Education: Bachelor's
Experience: 2 Years

47. **Program Manager III:**
Description: Provides overall program management of the contract, which may include budgeting, scheduling, trade-off analysis, lifecycle cost, risk management, requirements development, and Strategy Reports,. Ensuring the Statement of Work (SOW), and Contract Data Requirements Lists (CDRLs), are maintained. Program procedures, practices, strategies, and documentation will be assessed for compliance to contract specifications and mission requirements. They attend all meetings, conferences, and review boards as well as providing reports, preparing brief, point papers, and correspondence.
Education: Bachelor's
Experience: 8 Years

48. **Subject Matter Expert (SME) II:**
Description: Applies expertise to support program development, project execution, business and technical operations, strategic initiatives, workforce development, or as required to support technical and organizational tasks.
Education: Master's
Experience: 10 Years

49. **Subject Matter Expert (SME):**
Description: Applies expertise to support program development, project execution, business and technical operations, strategic initiatives, workforce development, or as required to support technical and organizational tasks.
Education: Bachelor's
Experience: 8 Years
50. **Technical Instructor:**
   Description: Teaches one or more courses, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. Teaches assigned topics in accordance with approved curriculum, maintains proficiency in instructional techniques.
   Education: Bachelor’s
   Experience: 4 Years

51. **Technical Instructor III:**
   Description: Teaches one or more courses, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. Teaches assigned topics in accordance with approved curriculum, maintains proficiency in instructional techniques. incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching.
   Education: Master’s
   Experience: 7 Years

52. **Technical Instructor/Course Development:**
   Description: Responsible for curriculum revision and maintenance. teaches one or more courses, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. Supports course delivery.
   Education: Bachelor’s
   Experience: 3 Years

53. **Technical Writer:**
   Description: Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications and other documentation as required.
   Education: Bachelor’s
   Experience: 4 Years

54. **Training Specialist II:**
   Description: Researches and analyzes new or revised technical documentation and information concerning advances in military weapons systems and support systems technology. Designs, develops, and prepares structured training manuals, presentation materials, and courses of study related to the operation or maintenance of military weapon systems and support systems. Works to implement program use of the training courses and materials that are developed.
   Education: High School diploma
   Experience: 2 Years
55. **Training/Development Manager I:**
   **Description:** Researches and analyzes new or revised technical documentation and information concerning advances in military weapons systems and support systems technology. Designs, develops, and prepares structured training manuals, presentation materials, and courses of study related to the operation or maintenance of military weapon systems and support systems. Works to implement program use of the training courses and materials that are developed.
   **Education:** Associate's
   **Experience:** 1 Year

56. **Training/Development Manager II:**
   **Description:** Oversees operational and program management for aspects of technical training included within the contract. Responsible for monitoring program and recommending any policy changes to technical training. They will monitor progress in order to track all contract/customer goals. Schedule classes, workloads, facilities, and equipment usage. Develop and expand training opportunities with outcome-based criteria. Record and track all financial aspects of the curriculum. Correspond with and act as liaison to outside agencies, community organizations, and community employers. Under the direction and supervision of senior Training/Development Managers.
   **Education:** Associate's
   **Experience:** 2 Years

57. **Training/Development Manager III:**
   **Description:** Oversees operational and program management for aspects of technical training included within the contract. Responsible for monitoring program and recommending any policy changes to technical training. They will monitor progress in order to track all contract/customer goals. Schedule classes, workloads, facilities, and equipment usage. Develop and expand training opportunities with outcome-based criteria. Record and track all financial aspects of the curriculum. Correspond with and act as liaison to outside agencies, community organizations, and community employers. Under the direction of senior Training/Development Managers with minimal supervision.
   **Education:** Bachelor's
   **Experience:** 4 Years
58. **Training/Development Manager IV**:  
Description: Oversees operational and program management for aspects of technical training included within the contract. Responsible for monitoring program and recommending any policy changes to technical training. They will monitor progress in order to track all contract/customer goals. Schedule classes, workloads, facilities, and equipment usage. Develop and expand training opportunities with outcome-based criteria. Record and track all financial aspects of the curriculum. Correspond with and act as liaison to outside agencies, community organizations, and community employers. Supervises and directs junior Training/Development Managers.  
**Education:** Bachelor's  
**Experience:** 7 Years

59. **Professional and Management Development Subject Matter Expert (SME):**  
Description: SME applies expertise through experience in DOD standards, regulations, and requirements used to support program development, project execution, business and technical operations, strategic initiatives, workforce development, or as required to support technical and organizational tasks. This expertise will be used to gather information and provide feedback, develop solutions and offer recommendations to the customer.  
**Education:** Master's  
**Experience:** 10 Years

60. **Management Development Instructor**  
Description: Teaches one or more short courses in a professional development or Management development in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.  
**Education:** Master's  
**Experience:** 8 Years
61. **ISD Manager**

Description: Responsible for curriculum revision and maintenance. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g. develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.

**Education:** Master's

**Experience:** 8 Years

62. **Graphic Artist/Animator**

Description: Works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

**Education:** Bachelor's

**Experience:** 3 Years

63. **Administrative Assistant/Program Coordinator**

Description: Performs administrative and technical support as directed in a management environment including data management, document and project control, and computer support. Will demonstrate common knowledge of operation of office equipment including but not limited to, facsimile machines, copiers, projectors, and printers. Proficient in computer literacy with working knowledge of email, word processing, and spreadsheet software. Schedules all training sessions, facilities, and instructors while communicating efficiently with the rest of the team.

**Education:** Associate's

**Experience:** 2 Years
64. **Computer Based Training Specialist**  
**Description:** Works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques and 508 compliance standards. The worker also implements quality control and review and revision procedures throughout the courseware development process.  
**Education:** Bachelor's  
**Experience:** 3 Years

65. **Media Relations 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 to support training directives. 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.  
**Education:** Bachelor's  
**Experience:** 3 Years

66. **Training Materials Editor I**  
**Description:** Develops, writes, and edits material for training documents, manuals, briefs, instruction books, catalogs, and administrative publications concerned with work methods and procedures. This writer interviews personnel and reads journals, reports, and other material to become familiar with management practices and training. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: 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, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.  
**Education:** Bachelor's  
**Experience:** 2 Years
67. **Training Materials Editor II**  
**Description:** Researches and analyzes new or revised technical documentation and information concerning professional and management development. Designs, develops, and prepares structured training manuals, presentation materials, and courses of study. Works to implement program use of the training courses and materials that are developed. Provides feedback on training materials and development.  
**Education:** Bachelor's  
**Experience:** 4 Years

68. **Training Materials/Technical Writer**  
**Description:** Creates training materials for new or existing courses. Researches data to support the creation of the courses. Attends all meetings, conferences, and review boards as well as providing reports, preparing brief, point papers, and take care of any correspondence.  
**Education:** Bachelor's  
**Experience:** 3 Years

69. **Program Manager III**  
**Description:** Conducts technical program management and support development of program documentation. Attends all meetings, conferences, and review boards as well as providing reports, preparing brief, point papers, and take care of any correspondence. Ensures all materials meet the training requirements.  
**Education:** Bachelor's  
**Experience:** 7 Years

70. **Training Operations Specialist I**  
**Description:** Responsible for day-to-day training management of the contract support under supervision. This will include staffing, assignment and oversight of consultants, communication with client managers, and creation and implementation of work policies, and management of the client interface. They will organize, direct, and coordinate planning and production of all support activities. Ensure scope of work required by the task order is completed while providing technical guidance in regard to work and reviews to the project team. In addition, they will be responsible for all staffing, project planning, and project financials. Work to be done under the supervision of more senior Business Operation Specialists.  
**Education:** Bachelor's  
**Experience:** 2 Years
71. **Training Operations Specialist II**  
**Description:** Responsible for aspects relating to business operations including day-to-day management of contract support. This will include staffing, assignment and oversight of consultants, communication with client managers, and creation and implementation of work policies, and management of the client interface. They will organize, direct, and coordinate planning and production of all support activities. Ensure scope of work required by the task order is completed while providing technical guidance in regard to work and reviews to the project team. In addition, they will be responsible for all staffing, project planning, and project financials. Work to be done under the direction of more senior Business Operation Specialists with minimum amount of supervision.  
**Education:** Bachelor's  
**Experience:** 3 Years

72. **Training Operations Specialist III**  
**Description:** This individual provides day-to-day management of contract support. This will include staffing, assignment and oversight of consultants, communication with client managers, and creation and implementation of work policies, and management of the client interface. They will organize, direct, and coordinate planning and production of all support activities. Ensure scope of work required by the task order is completed while providing technical guidance in regard to work and reviews to the project team. In addition, they will be responsible for all staffing, project planning, and project financials. Work to be done under the direction of more senior Business Operation Specialists with minimum amount of supervision.  
**Education:** Bachelor's  
**Experience:** 7 Years

73. **Training Operations Specialist IV**  
**Description:** Responsible for aspects relating to training delivery, timeline of course delivery day-to-day management of training contract support. This will include staffing, assignment and oversight of consultants, communication with client managers, and creation and implementation of work policies, and management of the client interface. They will organize, direct, and coordinate planning and production of all support activities. Ensure scope of work required by the task order is completed while providing technical guidance in regard to work and reviews to the project team. In addition, they will be responsible for all staffing, project planning, and project financials.  
**Education:** Bachelor's  
**Experience:** 10 Years
74. **Instructional Systems Design Specialist**
   **Description:** Supervises other ISD/Training utilizing knowledge of instructional principles to design curriculum based on client and program objectives. This will include developing instructor-led training to include instructional materials, aids, quick reference materials, assessments, and any learning activities. Develop and facilitate all training events for trainers and utilize and develop evaluation instruments to evaluate effectiveness of created products. They will be a member of the instructional design team to provide knowledge and input on the analysis, design, and implementation of curriculum products. Guide SMEs through the design and development process of training.
   **Education:** Master’s
   **Experience:** 10 Years

75. **Training/Development Manager**
   **Description:** Supervises the implementation of operational and program management aspects of all training and course curriculum in compliance with the contract. Responsible for monitoring program and recommending any changes to training. They will monitor progress in order to track all contract/customer goals. Schedule classes, workloads, facilities, and equipment usage. Develop and expand training opportunities with outcome-based criteria. Record and track all financial aspects of the curriculum. Correspond with and act as liaison to outside agencies, community organizations, and community employers. Supervises and directs junior Training/Development Managers. Ensures that all training is scheduled and delivered timely.
   **Education:** Master’s
   **Experience:** 10 Years

76. **Program Engineering Lead**
   **Description:** Acts as the overall Program Lead. Conducts program management and support development of program documentation. Attends all meetings, conferences, and review boards as well as providing reports, preparing brief, point papers, and take care of any correspondence.
   **Education:** Bachelor’s
   **Experience:** 10 Years

77. **Engineer Subject Matter Expert (SME)**
   **Description:** SME applies expertise through experience in DOD standards, regulations, and requirements used to support the engineering and testing department, or as required to support technical and organizational tasks. This expertise will be used to gather information and provide feedback, develop solutions and offer recommendations to the customer.
   **Education:** Master’s
   **Experience:** 12 Years
78. **Engineer/Scientist III**  
**Description:** Engineer/Scientist III will manage junior Engineer/Scientist. They will support all technical, testing, and engineering efforts by developing and directing computer and engineering related research, design development, and process planning. Regular updates and communication with Program Manager and Customer will occur.  
**Education:** Master’s  
**Experience:** 10 Years

79. **Engineer/Scientist II**  
**Description:** Engineer Scientist I will support all technical, testing, and engineering efforts by performing computer and engineering related research, design development, and process planning. They will perform tasks assigned by more senior engineer scientists under their supervision.  
**Education:** Bachelor’s  
**Experience:** 6 Years

80. **Engineer/Scientist I**  
**Description:** Engineer Scientist I will support all technical, testing, and engineering efforts by performing computer and engineering related research, design development, and process planning. They will perform tasks assigned by more senior engineer scientists under their supervision.  
**Education:** High School diploma  
**Experience:** 2 Years

81. **Program Analyst III**  
**Description:** Uses expert knowledge of analytical methodologies and principles to aid in the resolution on complex problems. Provides support to operations, training, and analysis programs by providing professional, business management, and technical support. Directs the application of analytic techniques and helps define project objectives and strategic direction. Supervises and directs lower level analysts.  
**Education:** Master’s  
**Experience:** 10 Years

82. **Program Analyst II**  
**Description:** Uses knowledge of analytical methodologies and principles to aid in the resolution on complex problems. Provides support to operations, training, and analysis programs by providing professional, business management, and technical support. Assists in the application of analytic techniques and helps define project objectives and strategic direction. Works with minimal supervision and direction.  
**Education:** Bachelor’s  
**Experience:** 6 Years
83. **Program Analyst I**  
**Description:** Uses knowledge of analytical methodologies and principles to aid in the resolution on complex problems. Aides in the support to operations, training, and analysis programs by providing professional, business management, and technical support. Works under the supervision and direction of more senior Program Analysts.  
**Education:** High School diploma  
**Experience:** 2 Years

84. **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 associated with the DOD. 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:** Bachelor's  
**Experience:** 3 Years

85. **Program Manager**  
**Description:** Acts as the overall Program Lead. Conducts program management and support development of program documentation. Attends all meetings, conferences, and review boards as well as providing reports, preparing brief, point papers, and take care of any correspondence.  
**Education:** Bachelor's  
**Experience:** 10 Years

86. **Project Manager**  
**Description:** The Project Manager is in charge of overseeing all aspects of the project, including documentation and budget. They will assist senior leaders and other departments ensuring the project stays on schedule, within budget, and being safely executed. May be asked to brief stakeholders on progress, budget, and any project concerns.  
**Education:** Bachelor's  
**Experience:** 8 Years

87. **Test Engineer III**  
**Description:** Plans, designs, develops, tests, and evaluates systems and hardware. Will work with the team to prepare and analyze data and develop solutions. Works with Senior Engineers to support all efforts including system analysis, quality assurance testing, and acquisition. Will act as sector lead with little supervision.  
**Education:** Bachelor's  
**Experience:** 8 Years
88. **Test Engineer II**  
*Description:* Plans, designs, develops, tests, and evaluates systems and hardware. Will work with the team to prepare and analyze data and develop solutions. Works with Senior Engineers to support all efforts including system analysis, quality assurance testing, and acquisition. Will work under the supervision of Senior Engineers.  
*Education:* Bachelor's  
*Experience:* 4 Years

89. **Test Engineer I**  
*Description:* Plans, designs, develops, tests, and evaluates systems and hardware. Works with Senior Engineers to support all efforts including system analysis, quality assurance testing, and acquisition. Will work under the supervision of Senior Engineers.  
*Education:* Bachelor's  
*Experience:* 2 Years

90. **Systems Engineer IV**  
*Description:* Uses engineering expertise to develop engineering procedures and controls, systems integration, quality assurance testing, and acquisition of project. They will analyze, plan, develop, design, test, evaluate, and implement systems and hardware. The Systems Engineer will also analyze data and assist in problem resolution, briefing stakeholders, and supervise all junior Systems Engineers.  
*Education:* Master's  
*Experience:* 8 Years

91. **Design Engineer**  
*Description:* Designs, develops, prototypes and tests new systems or system improvements while keeping up to date with new emerging technology and trends for possible implementation in current programs. Works with engineering department to create reports, evaluations, technical analysis, proposal changes, and recommendations. Plans systems integration, configuration management, and quality assurance testing or acquisition and resource management efforts.  
*Education:* Bachelor's  
*Experience:* 6 Years

92. **Records Management Specialist**  
*Description:* Maintains logbooks and records for aircraft, maintenance, and engine. Performs data collection, analysis, data entry, and documentation of software/hardware errors. Collects, archives, and interprets data in support of deployment and detachment operations. Assists in the creation of reports, correspondence, and other administrative duties.  
*Education:* Associate's  
*Experience:* 2 Years
93. **Sr Business Administration Manager**
   **Description:** Responsible for full lifecycle program management duties through all aspects of Technical Management, Engineering, Logistics, Administration. Exercising supervisory authority for planning, organizing, controlling, integrating through program completion. Evaluates program objectives, requirements, outcomes, needs, objectives, and funding. Maintains adherence to program schedule and operations.
   **Education:** Master's
   **Experience:** 8 Years

94. **Consulting Program Manager**
   **Description:** Responsible for full lifecycle program management duties through all aspects of Technical Management, Engineering, Logistics, Administration. Exercising supervisory authority for planning, organizing, controlling, integrating through program completion. Evaluates program objectives, requirements, outcomes, needs, objectives, and funding. Maintains adherence to program schedule and operations.
   **Education:** Bachelor's
   **Experience:** 12 Years

95. **Sr. Business Consultant**
   **Description:** Responsible for performing analysis for a project's functionality and determining methodologies that break down individual processes into definable pieces of larger programs. Demonstrates expertise and understanding of standards, practices, concepts, and theories to apply a structured approach to accomplish tasks at a high level involving planning, design and implementation in support of management or strategy, research, evaluations, studies and analysis; business policy and regulation or development assistance. Uses analysis for successful project completion and performance consistent with contractual agreements and program objectives. Provides guidance and supervision to daily support staff. Industry expert acting as lead consultant to the executive team providing guidance, analysis, and advice to ensure completion of customer objectives. Provides guidance for complex problem solutions. May provide industry related articles, training, and seminars.
   **Education:** Master's
   **Experience:** 8 Years

96. **Business Consultant III**
   **Description:** Responsible for providing support to senior management with technical knowledge and strategic direction with industry standard solutions based on understanding of program developments. Provides guidance on the functional procedures and policies knowledge of functional areas. Consults with clients, functional and technical staff, and stakeholders to assess, identify, determine, program requirements.
   **Education:** Bachelor's
   **Experience:** 10 Years
97. **Business Consultant II**  
**Description:** Responsible for providing specialized expertise in order to resolve a particular management, organizational, or business improvement solution. Implements a particular function within an overall solution. Provides concentrated subject matter expertise, training and leading studies, research, and analysis. Applies knowledge, technique, or expertise to support the organization's vision and strategic direction. Able to understand, articulate, and implement best practices related to area of expertise. Assists in defining business requirements for business area being improved and suggest a business solution(s) to meet those business needs. Industry expert providing guidance, analysis, and advice to executive team. May provide industry related articles and training.  
**Education:** Bachelor's  
**Experience:** 8 Years

98. **Business Analyst I**  
**Description:** Provides analysis of records, task management, and business operations to provide information and advice to the consultants. They may also provide assistance in travel, administrative tasks, training, and meeting planning.  
**Education:** Bachelor's  
**Experience:** 4 Years

99. **Management Analyst**  
**Description:** Analyzes business or operating procedures to devise most efficient methods of accomplishing work. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Collects and organizes information on problem or procedures including present operating procedures. Analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding.  
**Education:** Bachelor's  
**Experience:** 4 Years

100. **Administrative Analyst**  
**Description:** Supports administrative operations and activities including special projects, research studies, and other specialized functions. Performs a variety of professional-level administrative duties and studies of moderate complexity related to the business, technological, and operational activities of assigned functions, operations, programs, department, and/or division. Assists in identifying and resolving operational and administration issues; observes, gathers, compiles, verifies, analyzes, and correlates pertinent information, facts, and data; prepares communications.  
**Education:** High School diploma  
**Experience:** 2 Years
101. **Financial Analyst**
Description: Assist in the financial, administrative, and management functions. These include assisting in the preparation of financial reports, financial funding documents, correspondence, and memoranda. Responsible for supporting the development of business plans, work plans, analyzing complex programs/projects. Applies expertise in cost estimating, scheduling and resource loading. Maintains government budget expertise. Assess budget formulation processes and systems, and developing recommendations to improve the efficiency and effectiveness of budgetary controls and to streamline budgeting system, processes, procedures and operations.
Education: Bachelor’s
Experience: 4 Years