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 GSA Advantage!® is: GSAAdvantage.gov

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Schedule Title: MULTIPLE AWARD SCHEDULE (MAS)

Contract number: 47QRAA18D00G8

Allied Mission Group, Inc
722 E Market Street
Suite 102-CH1
Leesburg, VA 20176-4475

Ph 571-344-0888
http://www.alliedmission.com

Contract Period: September 21, 2018 through September 20, 2023

Business size: Small business, SBA Certified Small Disadvantaged business and SBA Certified HUBZone Firm

Awarded Special Item Numbers (SINs)

541715 and 541715 RC* - Engineering Research and Development and Strategic Planning - Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects. Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

541330ENG and 541330ENG RC* - Engineering Services - Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.
541420 and 541420 RC* - Engineering System Design and Integration Services - Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance. Associated tasks include, but are not limited to computer-aided design, e.g. CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis.

541380 and 541380 RC* - Testing Laboratory Services - Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services. Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences).

54151S, 54151S RC* and 54151S *DR - Information Technology Professional Services - IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing. * NOTE – This SIN cannot be used as a “stand alone” SIN.

* RC indicates participation in Cooperative Purchasing - The Cooperative Purchasing Program allows state, local, and tribal governments to purchase IT, security, and law enforcement products and services offered through specific Schedule contracts. Cooperative Purchasing allows eligible entities to purchase from approved industry partners, at any time, for any reason, using any funds available.

* DR indicates participation in State and Local Disaster Purchasing - GSA's Disaster Purchasing Program allows state and local governments to buy supplies and services directly from all GSA Schedules to facilitate disaster preparation, response, or major disaster recovery. Purchases made in support of recovery must be in response to a Stafford Act Presidential declaration. The Federal Emergency Management Agency (FEMA) manages the list of declared disasters.

State and local governments can purchase equipment and services to support natural or man-made disasters, including acts of terrorism, or nuclear, biological, chemical, or radiological attack.

CUSTOMER INFORMATION:

1a. Table of awarded Special Item Number (SIN) with appropriate cross-reference to item descriptions and awarded prices:

541715 and 541715 RC – See pages five to forty-two.

541330ENG and 541330ENG RC - See pages five to forty-two.

541420 and 541420 RC See pages five to forty-two.

541380 and 541380 RC See pages five to forty-two.

541330ENG and 541330ENG RC - See pages five to forty-two.

54151S, 54151S RC and 54151S DR - See pages five to forty-two.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price:

541715 and 541715 RC - Junior Administrative Assistant, $28.53

541330ENG and 541330ENG RC - Junior Organizational Change Management, $29.65
541420 and 541420 RC - Junior Modeling and Simulations Specialist, $30.72
541380 and 541380 RC - Junior Test Engineer, $26.66
541330ENG and 541330ENG RC - Junior Research Analyst, $28.65
54151S, 54151S RC and 54151S DR - Junior Web Content Analyst, $28.65

1c. 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:
See pages x to y.

2. Maximum order: $1,000,000 for all SINs, except 541380, which is $250,000.

3. Minimum order: $100,000


5. Point of production: Leesburg, VA - Fairfax County.

6. Discount from list prices or statement of net price: Prices listed are discounted.

7. Quantity discounts: 1% discount for orders exceeding $100,000, 1.5% discount for orders exceeding $250,000 and 2% discount for orders exceeding $500,000.

8. Prompt payment terms: .5% 20 Days, Net 30.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Accepted.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accepted.

10. Foreign items: None.

11a. Time of delivery: As mutually agreed.

11b. Expedited Delivery: As mutually agreed.

11c. Overnight and 2-day delivery: As mutually agreed.

11d. Urgent Requirements: As mutually agreed.

12. F.O.B. point: DEST.

13a. Ordering address: Allied Mission Group, Inc 722 E Market Street. Suite 102 CH1, Leesburg, VA 20176-4475

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: Allied Mission Group, Inc 722 E Market Street. Suite 102 CH1, Leesburg, VA 20176-4475

15. Warranty provision: Workmanlike manner.

16. Export packing charges: Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contract contractor.

18. Terms and conditions of rental, maintenance, and repair: Not Applicable.

19. Terms and conditions of installation: Not applicable.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable.

20a. Terms and conditions for any other services:

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

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Administrative Assistant</td>
<td>01311 Secretary I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Graphics Specialist</td>
<td>30461 Technical Writer I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Help Desk Specialist</td>
<td>01041 Customer Service Representative I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Network Engineer</td>
<td>30081 Engineering Technician I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Organizational Change Management</td>
<td>14041 Computer Operator I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Program Manager</td>
<td>30085 Engineering Technician V</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Project Manager</td>
<td>30085 Engineering Technician V</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Quality Assurance Specialist</td>
<td>14041 Computer Operator I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Systems Engineer</td>
<td>30081 Engineering Technician I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Systems Operations Specialist</td>
<td>14041 Computer Operator I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Technical Writer</td>
<td>30461 Technical Writer I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Test Engineer</td>
<td>30081 Engineering Technician I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Training Developer</td>
<td>30461 Technical Writer I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Web Content Analyst</td>
<td>30461 Technical Writer I</td>
<td>2015-4281 Revision 11</td>
</tr>
<tr>
<td>Junior Web Designer</td>
<td>30061 Drafter/CAD Operator I</td>
<td>2015-4281 Revision 11</td>
</tr>
</tbody>
</table>

21. List of service and distribution points: Not applicable.

22. List of participating dealers: Not applicable.

23. Preventive maintenance: Not applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found: Not applicable.

The EIT standards can be found at: www.Section508.gov/

25. Data Universal Number System (DUNS) number: 078887261.

26. Notification regarding registration in System for Award Management (SAM) database: Yes
**Labor Category Descriptions:**

**SIN:** 541715 and 541715 RC  
**Title:** Junior Administrative Assistant  
**Minimum/General Experience:** One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision  
**Functional Duties/Responsibility:** Provides administrative support such as technical writing, proofreading, graphics, technical editing and developing presentations and reports for clients and management. Duties include but are not limited to analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting.  
**Minimum Education:** High School diploma

**SIN:** 541715 and 541715 RC  
**Title:** Mid Administrative Assistant  
**Minimum/General Experience:** Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision. Provides support for such as projects, systems, missions, etc., and the objectives and approaches to agency goals.  
**Functional Duties/Responsibility:** Provides administrative support such as technical writing, proofreading, graphics, technical editing and developing presentations and reports for clients and management. Duties include but are not limited to analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting.  
**Minimum Education:** Associate’s Degree

**SIN:** 541715 and 541715 RC  
**Title:** Senior Administrative Assistant  
**Minimum/General Experience:** Fifteen years of technical experience providing leadership on major agency mission tasks or assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team. Provides support for such as projects, systems, missions, etc., and the objectives and approaches to agency goals.  
**Functional Duties/Responsibility:** Supports strategic planning activities. Duties include but are not limited to analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting.  
**Minimum Education:** Master’s Degree

**Required/Supplemental Certifications:** A Security Clearance is required.

**SIN:** 54151S, 54151S RC and 54151S DR  
**Title:** Junior Application Developer  
**Minimum/General Experience:** One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision  
**Functional Duties/Responsibility:** Researches, designs, develops, enhances, debugs, and implements software and enhancements in multiple platforms across all environments. Supports full software engineering lifecycle across a multi-disciplinary team. Makes suggestions on software enhancements and improvements. Provides recommendations on SW packages, integration and tools. Supports in the development of software, user and technical documentation.  
**Minimum Education:** High School diploma
SIN: 54151S, 54151S RC and 54151S DR

Title: Mid Application Developer

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.


Minimum Education: Associate’s Degree

SIN: 54151S, 54151S RC and 54151S DR

Title: Senior Application Developer

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.


Minimum Education: Master’s Degree.

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 541420 and 541420 RC

Title: Junior Applications System Analyst

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

Functional Duties/Responsibility: Involved the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, design review services, reviewing services, developing risk reduction strategies and making recommendations to mitigate identified risk conditions, performance-based design reviews, high level detailed specifications and scope preparation, configuration, management and document control. Assists in all phases of software systems programming applications including: defines system scope; prepares detailed specifications; supports the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with stakeholders to ensure application designs meet business requirements. Designs, codes, tests, debugs and documents software changes. Prepares cost-benefit and return-on-investment analyses to prove system will be financially feasible. Evaluates new and existing software products. Defines and interprets of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement.

Minimum Education: High School diploma
SIN:  541420 and 541420 RC

Title:  Mid Applications System Analyst

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Involved the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, design review services, reviewing services, developing risk reduction strategies and making recommendations to mitigate identified risk conditions, performance-based design reviews, high level detailed specifications and scope preparation, configuration, management and document control. Assists in all phases of software systems programming applications including: defines system scope; prepares detailed specifications; supports the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with stakeholders to ensure application designs meet business requirements. Designs, codes, tests, debugs and documents software changes. Prepares cost-benefit and return-on-investment analyses to prove system will be financially feasible. Evaluates new and existing software products. Defines and interprets of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Assists in all phases of software systems programming applications including: defines system scope; prepares detailed specifications; supports the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with stakeholders to ensure application designs meet business requirements. Designs, codes, tests, debugs and documents software changes. Prepares cost-benefit and return-on-investment analyses to prove system will be financially feasible. Evaluates new and existing software products.

Minimum Education:  Associate’s Degree

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SIN:  541420 and 541420 RC

Title:  Senior Applications System Analyst

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including management, client management, task management and resource management. Provides domain knowledge across project implementation. Provides leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Involved the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, design review services, reviewing services, developing risk reduction strategies and making recommendations to mitigate identified risk conditions, performance-based design reviews, high level detailed specifications and scope preparation, configuration, management and document control. Assists in all phases of software systems programming applications including: defines system scope; prepares detailed specifications; supports the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with stakeholders to ensure application designs meet business requirements. Designs, codes, tests, debugs and documents software changes. Prepares cost-benefit and return-on-investment analyses to prove system will be financially feasible. Evaluates new and existing software products. Defines and interprets of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Assists in all phases of software systems programming applications including: defines system scope; prepares detailed specifications; supports the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with stakeholders to ensure application designs meet business requirements. Designs, codes, tests, debugs and documents software changes. Prepares cost-benefit and return-on-investment analyses to prove system will be financially feasible. Evaluates new and existing software products.

Minimum Education:  Master’s Degree

Required/Supplemental Certifications:  A Security Clearance is required.
SIN:  541330ENG and 541330ENG RC

Title:  Junior Business Case Specialist

Minimum/General Experience:  One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

Functional Duties/Responsibility:  Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology/system conceptual designs, training, consulting, defines interfaces and environments, collision avoidance analysis and creating interface control documents. Prepares investment analysis reports including cost-benefit and return-on-investment analyses. Calculates existing and future costs of project including details for organizational performance. Documents all assumptions projected in reports.

Minimum Education:  High School diploma

SIN:  541330ENG and 541330ENG RC

Title:  Mid Business Case Specialist

Minimum/General Experience:  Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility:  Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology/system conceptual designs, training, consulting, defines interfaces and environments, collision avoidance analysis and creating interface control documents. Prepares investment analysis reports including cost-benefit and return-on-investment analyses. Calculates existing and future costs of project including details for organizational performance. Documents all assumptions projected in reports.

Minimum Education:  Associate’s Degree

SIN:  541330ENG and 541330ENG RC

Title:  Senior Business Case Specialist

Minimum/General Experience:  Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility:  Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology/system conceptual designs, training, consulting, defines interfaces and environments, collision avoidance analysis and creating interface control documents. Prepares investment analysis reports including cost-benefit and return-on-investment analyses. Calculates existing and future costs of project including details for organizational performance. Documents all assumptions projected in reports. Prepares investment analysis reports including cost-benefit and return-on-investment analyses. Calculates existing and future costs of project including details for organizational performance.

Minimum Education:  Master’s Degree

Required/Supplemental Certifications:  A Security Clearance is required.
SIN: 541330ENG and 541330ENG RC

Title: Junior Business Process Analyst

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Involved with involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Utilizes methodologies, process improvement, and principles to conduct process driven projects. Help transition project teams and clients meet their goals and objectives through use of improved manual and automated processes. Provides data modeling, development of business methods, and creates performance measurements utilizing best practices. Conducts workshops, training, and knowledge transfer. Ensures enterprise-wide integration of reengineering efforts.

Minimum Education: High School diploma

SIN: 541330ENG and 541330ENG RC

Title: Mid Business Process Analyst

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Involved with involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Utilizes methodologies, process improvement, and principles to conduct process driven projects. Help transition project teams and clients meet their goals and objectives through use of improved manual and automated processes. Provides data modeling, development of business methods, and creates performance measurements utilizing best practices. Conducts workshops, training, and knowledge transfer. Ensures enterprise-wide integration of reengineering efforts. Utilizes methodologies, process improvement, and principles to conduct process driven projects. Help transition project teams and clients meet their goals and objectives through use of improved manual and automated processes. Provides data modeling, development of business methods, and creates performance measurements utilizing best practices. Conducts workshops, training, and knowledge transfer. Ensures enterprise-wide integration of reengineering efforts.

Minimum Education: Associate’s Degree

SIN: 541330ENG and 541330ENG RC

Title: Senior Business Process Analyst

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Involved with involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Utilizes methodologies, process improvement, and principles to conduct process driven projects. Help transition project teams and clients meet their goals and objectives through use of improved manual and automated processes. Provides data modeling, development of business methods, and creates performance measurements utilizing best practices. Conducts workshops, training, and knowledge transfer. Ensures enterprise-wide integration of reengineering efforts. Utilizes methodologies, process improvement, and principles to conduct process driven projects. Help transition project teams and clients meet their goals and objectives through use of improved manual and automated processes. Provides data modeling, development of business methods, and creates performance measurements utilizing best practices. Conducts workshops, training, and knowledge transfer. Ensures enterprise-wide integration of reengineering efforts. Utilizes methodologies, process improvement, and principles to conduct process driven projects. Help transition project teams and clients meet their goals and objectives through use of improved manual and automated processes. Provides data modeling, development of business methods, and creates performance measurements utilizing best practices. Conducts workshops, training, and knowledge transfer. Ensures enterprise-wide integration of reengineering efforts.
Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 541330ENG and 541330ENG RC

Title: Junior Capital Planning Specialist

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Provides analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing, testing. Prepares financial analysis documents including: return on investment, cost estimation, present value, and other analyses in support of capital planning and investment control. Provides recommendation based on industry best practices. Documents strategic planning, programming, budgeting, and execution, such as OMB Exhibit 300. Researches best practices, supports collection and analysis of data to detect trends and make recommendations. Develops and reviews business cases for mission or activity investments.

Minimum Education: High School diploma

SIN: SIN 541330ENG and 541330ENG RC

Title: Mid Capital Planning Specialist

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Provides analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing, testing. Prepares financial analysis documents including: return on investment, cost estimation, present value, and other analyses in support of capital planning and investment control. Provides recommendation based on industry best practices. Documents strategic planning, programming, budgeting, and execution, such as OMB Exhibit 300. Researches best practices, supports collection and analysis of data to detect trends and make recommendations. Develops and reviews business cases for mission or activity investments. Prepares financial analysis documents including: return on investment, cost estimation, present value, and other analyses in support of capital planning and investment control. Provides recommendation based on industry best practices. Documents strategic planning, programming, budgeting, and execution, such as OMB Exhibit 300. Researches best practices, supports collection and analysis of data to detect trends and make recommendations. Develops and reviews business cases for mission or activity investments.

Minimum Education: Associate’s Degree

SIN: SIN 541330ENG and 541330ENG RC

Title: Senior Capital Planning Specialist

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.
**Functional Duties/Responsibility:** Provides analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing, testing. Prepares financial analysis documents including: return on investment, cost estimation, present value, and other analyses in support of capital planning and investment control. Provides recommendation based on industry best practices. Documents strategic planning, programming, budgeting, and execution, such as OMB Exhibit 300. Researches best practices, supports collection and analysis of data to detect trends and make recommendations. Develops and reviews business cases for mission or activity investments. Prepares financial analysis documents including: return on investment, cost estimation, present value, and other analyses in support of capital planning and investment control. Provides recommendation based on industry best practices. Documents strategic planning, programming, budgeting, and execution, such as OMB Exhibit 300. Researches best practices, supports collection and analysis of data to detect trends and make recommendations. Develops and reviews business cases for mission or activity investments.

**Minimum Education:** Master’s Degree

**Required/Supplemental Certifications:** A Security Clearance is required.

**SIN:** 54151S, 54151S RC and 54151S DR

**Title:** Junior Communications Engineer

**Minimum/General Experience:** One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

**Functional Duties/Responsibility:** Translates business requirements into telecommunications/ network requirements including LAN, MAN, WAN, Voice and Video. Support government agencies strategic modernization efforts by providing telecommunications alternative designs. Support medium to large scale telecommunications infrastructure.

**Minimum Education:** High School diploma

**SIN:** 54151S, 54151S RC and 54151S DR

**Title:** Mid Communications Engineer

**Minimum/General Experience:** Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

**Functional Duties/Responsibility:** Translates business requirements into telecommunications/ network requirements including LAN, MAN, WAN, Voice and Video. Support government agencies strategic modernization efforts by providing telecommunications alternative designs. Support medium to large scale telecommunications infrastructure.

**Minimum Education:** Associate’s Degree

**SIN:** 54151S, 54151S RC and 54151S DR

**Title:** Senior Communications Engineer

**Minimum/General Experience:** Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

**Functional Duties/Responsibility:** Translates business requirements into telecommunications/ network requirements including LAN, MAN, WAN, Voice and Video. Support government agencies strategic modernization efforts by providing telecommunications alternative designs. Support medium to large scale telecommunications infrastructure.

**Minimum Education:** Master’s Degree

**Required/Supplemental Certifications:** A Security Clearance is required.
SIN: 541330ENG and 541330ENG RC

Title: Junior Configuration Management Specialist

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing, testing. Regulates configuration change control process to ensure only approved changes are executed. Ensures configuration identification and change control process is consistently documented by maintaining original configuration requirements, design, and related documents. Tracks all problems and changes and reports changes and current configuration. Conducts configuration audits as well as supports audits to verify that requirements and quality assurance process have been met.

Minimum Education: High School diploma

SIN: 541330ENG and 541330ENG RC

Title: Mid Configuration Management Specialist

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing, testing. Regulates configuration change control process to ensure only approved changes are executed. Ensures configuration identification and change control process is consistently documented by maintaining original configuration requirements, design, and related documents. Tracks all problems and changes and reports changes and current configuration. Conducts configuration audits as well as supports audits to verify that requirements and quality assurance process have been met. Regulates configuration change control process to ensure only approved changes are executed. Ensures configuration identification and change control process is consistently documented by maintaining original configuration requirements, design, and related documents. Tracks all problems and changes and reports changes and current configuration. Conducts configuration audits as well as supports audits to verify that requirements and quality assurance process have been met.

Minimum Education: Associate’s Degree

SIN: 541330ENG and 541330ENG RC

Title: Senior Configuration Management Specialist

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing, testing. Regulates configuration change control process to ensure only approved changes are executed. Ensures configuration identification and change control process is consistently documented by maintaining original configuration requirements, design, and related documents. Tracks all problems and changes and reports changes and current configuration. Conducts configuration audits as well as supports audits to verify that requirements and quality assurance process have been met. Regulates configuration change control process to ensure only approved changes are executed. Ensures configuration identification and change control process is consistently documented by maintaining original configuration requirements, design, and related documents. Tracks all problems and changes and reports changes and current configuration. Conducts configuration audits as well as supports audits to verify that requirements and quality assurance process have been met.
Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 54151S, 54151S RC and 54151S DR

Title: Junior Data Architect

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.


Minimum Education: High School diploma

SIN: 54151S, 54151S RC and 54151S DR

Title: Mid Data Architect

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.


Minimum Education: Associate’s Degree

SIN: 541330ENG and 541330ENG RC

Title: Senior Data Architect

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or mission critical assignments. Manages activities for a client including management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing. Designs, implements and maintains information and data. Maintains access methods, validation checks, protection and security. Manages and monitors standards and procedures. Ensures integration of systems through the system design.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 54151S, 54151S RC and 54151S DR

Title: Junior Database Specialist

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Designs, creates, and administers computerized databases. Evaluates stakeholders needs prior to development of an automated solution. Performs database programming and design. Maintains database dictionaries and documents standards/procedures. Monitors database performance levels including space allocation for optimum end-user experience. Conducts thorough quality control and audit of databases to ensure accurate use of data. Prepares database management systems (DBMS) detailed reports such as usage, data storage requirements, and procedures. Designs access methods, validation checks, protection and security. Applies experience with database technologies, development methodologies, and front-end loading.
Minimum Education: High School diploma

SIN: 54151S, 54151S RC and 54151S DR

Title: Mid Database Specialist

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Designs, creates, and administers computerized databases. Evaluates stakeholders needs prior to development of an automated solution. Performs database programming and design. Maintains database dictionaries and documents standards/ procedures. Monitors database performance levels including space allocation for optimum end-user experience. Conducts thorough quality control and audit of databases to ensure accurate use of data. Prepares data base management systems (DBMS) detailed reports such as usage, data storage requirements, and procedures. Designs access methods, validation checks, protection and security. Applies experience with database technologies, development methodologies, and front- end loading.

Minimum Education: Associate’s Degree

SIN: 54151S, 54151S RC and 54151S DR

Title: Senior Database Specialist

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Designs, creates, and administers computerized databases. Evaluates stakeholders needs prior to development of an automated solution. Performs database programming and design. Maintains database dictionaries and documents standards/ procedures. Monitors database performance levels including space allocation for optimum end-user experience. Conducts thorough quality control and audit of databases to ensure accurate use of data. Prepares data base management systems (DBMS) detailed reports such as usage, data storage requirements, and procedures. Designs access methods, validation checks, protection and security. Applies experience with database technologies, development methodologies, and front- end loading.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 54151S, 54151S RC and 54151S DR

Title: Junior Enterprise Architect

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Utilizes architectural proficiency to provide support to staff while using the goals of the organization to produce architectural products. Designs and utilizes framework strategy of system. Provides input for technological purchases with regards to processing, data storage, data access, and applications development. Provides criterions for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Directs management in viability of impending future projects. Monitors and reviews current systems and plans requiring IT resources. Provides input on developing technologies that will promote success of the organization. Ensures compliance between IT solution systems for the business with the existing client systems.

Minimum Education: High School diploma

SIN: 54151S, 54151S RC and 54151S DR

Title: Mid Enterprise Architect

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.
Functional Duties/Responsibility: Utilizes architectural proficiency to provide support to staff while using the goals of the organization to produce architectural products. Designs and utilizes framework strategy of system. Provides input for technological purchases with regards to processing, data storage, data access, and applications development. Provides criteria for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Directs management in viability of impending future projects. Monitors and reviews current systems and plans requiring IT resources. Provides input on developing technologies that will promote success of the organization. Ensures compliance between IT solution systems for the business with the existing client systems.

Minimum Education: Associate’s Degree

SIN: 54151S, 54151S RC and 54151S DR

Title: Senior Enterprise Architect

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Utilizes architectural proficiency to provide support to staff while using the goals of the organization to produce architectural products. Designs and utilizes framework strategy of system. Provides input for technological purchases with regards to processing, data storage, data access, and applications development. Provides criteria for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Directs management in viability of impending future projects. Monitors and reviews current systems and plans requiring IT resources. Provides input on developing technologies that will promote success of the organization. Ensures compliance between IT solution systems for the business with the existing client systems.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 541380 and 874 4 RC

Title: Junior Exchange Specialist

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

Functional Duties/Responsibility: Tests system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Creates solutions for information retrieval which supports client specifications while utilizing information retrieval software languages, automated text analysis, and extraction techniques. Typical associated tasks include, but are not limited to testing of a prototype, performing inspections, acceptance testing, independent verification and validation, reverse engineering, simulation and modeling.

Minimum Education: High School diploma

SIN: 874 4 and 874 4 RC

Title: Mid Exchange Specialist

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Tests system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Creates solutions for information retrieval which supports client specifications while utilizing information retrieval software languages, automated text analysis, and extraction techniques. Typical associated tasks include, but are not limited to testing of a prototype, performing inspections, acceptance testing, independent verification and validation, reverse engineering, simulation and modeling.

Minimum Education: Associate’s Degree
SIN: SIN 541380 and 874 4 RC
Title: Senior Exchange Specialist

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including management review, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Tests system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Creates solutions for information retrieval which supports client specifications while utilizing information retrieval software languages, automated text analysis, and extraction techniques. Typical associated tasks include, but are not limited to testing of a prototype, performing inspections, acceptance testing, independent verification and validation, reverse engineering, simulation and modeling.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 541715 and 541715 RC
Job Title: Junior Financial Analyst

Minimum/General Experience: One years of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting. Supports financial aspects for mission critical initiatives or agency goals. Evaluates an organization's performance and potential in areas such as order management, credit, invoicing, and dispute management. Works with clients to outline and carry out process, technology, and organizational improvements. Follows and integrates government best business practices and incorporates processes into an automated solution. Assists in applying sound fiscal and data processing principles. Recognizes possible problems and recommends solutions through analysis. Works with clients while applying best practices to effectively automate requirements.

Minimum Education: High School diploma

SIN: 541715 and 541715 RC
Title: Mid Financial Analyst

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting. Supports financial aspects for mission critical initiatives or agency goals. Evaluates an organization's performance and potential in areas such as order management, credit, invoicing, and dispute management. Works with clients to outline and carry out process, technology, and organizational improvements. Follows and integrates government best business practices and incorporates processes into an automated solution. Assists in applying sound fiscal and data processing principles. Recognizes possible problems and recommends solutions through analysis. Works with clients while applying best practices to effectively automate requirements.

Minimum Education: Associate’s Degree
Title: Senior Financial Analyst

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or agency assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting. Supports financial aspects for mission critical initiatives or agency goals. Evaluates an organization's performance and potential in areas such as order management, credit, invoicing, and dispute management. Works with clients to outline and carry out processes, technology, and organizational improvements. Follows and integrates government best business practices and incorporates processes into an automated solution. Assists in applying sound fiscal and data processing principles. Recognizes possible problems and recommends solutions through analysis. Works with clients while applying best practices to effectively automate requirements.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

Title: Junior Functional Analyst

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing. Evaluates Integrated Logistics Support user needs to establish functional and cross-functional requirement while preforming functional allocation to identify necessary tasks and their interrelationships. Identifies resources required for each task. Has extensive expertise in the requirements and integration.

Minimum Education: High School diploma

Title: Mid Functional Analyst

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing. Evaluates Integrated Logistics Support user needs to establish functional and cross-functional requirement while preforming functional allocation to identify necessary tasks and their interrelationships. Identifies resources required for each task. Has extensive expertise in the requirements and integration.

Minimum Education: Associate’s Degree
SIN:  871-5 and 541330ENG RC

Title:  Senior Functional Analyst

Minimum/General Experience:  Fifteen years of technical experience providing leadership on major tasks or agency assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility:  Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing. Evaluates Integrated Logistics Support user needs to establish functional and cross-functional requirement while preforming functional allocation to identify necessary tasks and their interrelationships. Identifies resources required for each task. Has extensive expertise in the requirements and integration. Supervises and supports staff on system integration. Evaluates user needs to establish functional and cross-functional requirement while preforming functional allocation to identify necessary tasks and their interrelationships. Identifies resources required for each task. Has extensive expertise in the requirements and integration. Supervises and supports staff on system integration.

Minimum Education:  Master’s Degree

Required/Supplemental Certifications:  A Security Clearance is required.

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SIN:  54151S, 54151S RC and 54151S DR

Title:  Junior Graphics Specialist

Minimum/General Experience:  One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

Functional Duties/Responsibility:  Designs a variety of informational resources through multiple media outlets. Tracks graphic tasks to ensure timely completion. Creates high quality products utilizing desktop publishing, page layout, or typesetting software. Utilizes graphic images, animations, sound, text, and video generated with automated tools into consolidated and seamless multimedia programs. Evaluates products for ease of use, efficiency, and accuracy.

Minimum Education:  High School diploma

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SIN:  54151S, 54151S RC and 54151S DR

Title:  Mid Graphics Specialist

Minimum/General Experience:  Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility:  Designs a variety of informational resources through multiple media outlets. Tracks graphic tasks to ensure timely completion. Creates high quality products utilizing desktop publishing, page layout, or typesetting software. Utilizes graphic images, animations, sound, text, and video generated with automated tools into consolidated and seamless multimedia programs. Evaluates products for ease of use, efficiency, and accuracy.

Minimum Education:  Associate’s Degree

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SIN:  54151S, 54151S RC and 54151S DR

Title:  Senior Graphics Specialist

Minimum/General Experience:  Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.
Functional Duties/Responsibility: Designs a variety of informational resources through multiple media outlets. Tracks graphic tasks to ensure timely completion. Creates high quality products utilizing desktop publishing, page layout, or typesetting software. Utilizes graphic images, animations, sound, text, and video generated with automated tools into consolidated and seamless multimedia programs. Evaluates products for ease of use, efficiency, and accuracy. Supervises and supports staff on system integration.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 54151S, 54151S RC and 54151S DR

Title: Junior Help Desk Specialist

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

Functional Duties/Responsibility: Provides support to users in areas that include e-mail, LAN/WAN, directories, standard desktop images and applications, COTS, and GOTS applications. Serves as the initial point of contact for troubleshooting all IT related problems.

Minimum Education: High School diploma

SIN: 54151S, 54151S RC and 54151S DR

Title: Mid Help Desk Specialist

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Provides support to users in areas that include e-mail, LAN/WAN, directories, standard desktop images and applications, COTS, and GOTS applications. Serves as the initial point of contact for troubleshooting all IT related problems.

Minimum Education: Associate’s Degree

SIN: 54151S, 54151S RC and 54151S DR

Title: Senior Help Desk Specialist

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Provides support to users in areas that include e-mail, LAN/WAN, directories, standard desktop images and applications, COTS, and GOTS applications. Serves as the initial point of contact for troubleshooting all IT related problems. Supervises and supports staff on system integration.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 54151S, 54151S RC and 54151S DR

Title: Senior Information Assurance (IT Security Specialist)

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

Functional Duties/Responsibility: Delivers support to plan and implement the organization’s information security. Aids in helping agencies identify their current security infrastructure and outline future programs. Oversees the efforts of security staff to ensure they are meeting security requirements. Implements DHS IT security. Manages technical information about an organization's mission goals and requirements, existing security products, and ongoing program. Performs risk analyses and assessment. Aids to plan, coordinate, and implement the organization’s
information security. Knowledge of the following areas are required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology. Must be able to serve as Information System Security Officer.

**Minimum Education:** High School diploma

**SIN:** 54151S, 54151S RC and 54151S DR

**Title:** Mid Information Assurance (IT Security Specialist)

**Minimum/General Experience:** Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

**Functional Duties/Responsibility:** Delivers support to plan and implement the organization’s information security. Aids in helping agencies identify their current security infrastructure and outline future programs. Oversees the efforts of security staff to ensure they are meeting security requirements. Implements DHS IT security. Manages technical information about an organization's mission goals and requirements, existing security products, and ongoing program. Performs risk analyses and assessment. Aids to plan, coordinate, and implement the organization’s information security. Knowledge of the following areas are required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology. Must be able to serve as Information System Security Officer.

**Minimum Education:** Associate’s Degree

**SIN:** 54151S, 54151S RC and 54151S DR

**Title:** Senior Information Assurance (IT Security Specialist)

**Minimum/General Experience:** Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

**Functional Duties/Responsibility:** Delivers support to plan and implement the organization’s information security. Aids in helping agencies identify their current security infrastructure and outline future programs. Oversees the efforts of security staff to ensure they are meeting security requirements. Implements DHS IT security. Manages technical information about an organization's mission goals and requirements, existing security products, and ongoing program. Performs risk analyses and assessment. Aids to plan, coordinate, and implement the organization’s information security. Knowledge of the following areas are required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology. Must be able to serve as Information System Security Officer. Supervises and supports staff on system integration.

**Minimum Education:** Master’s Degree

**Required/Supplemental Certifications:** A Security Clearance is required.

**SIN:** 541420 and 541420 RC

**Title:** Junior Modeling and Simulation Specialist

**Minimum/General Experience:** One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

**Functional Duties/Responsibility:** Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Expert in demonstrating functions or processes such as exercises, plans, coordination, demonstrations, and training in the field. Developing risk reduction strategies and recommendations to mitigate identified risk conditions, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis.
Minimum Education:  High School diploma

SIN:   541420 and 541420 RC

Title:  Mid Modeling and Simulation Specialist

Minimum/General Experience:  Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Expert in demonstrating functions or processes such as exercises, plans, coordination, demonstrations, and training in the field. Developing risk reduction strategies and recommendations to mitigate identified risk conditions, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis.

Minimum Education:  Associate’s Degree

SIN:   541420 and 541420 RC

Title:  Senior Modeling and Simulation Specialist

Minimum/General Experience:  Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provides domain knowledge across project implementation. Provides leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Expert in demonstrating functions or processes such as exercises, plans, coordination, demonstrations, and training in the field. Developing risk reduction strategies and recommendations to mitigate identified risk conditions, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis. Supervises and supports staff on system integration.

Minimum Education:  Master’s Degree

Required/Supplemental Certifications:  A Security Clearance is required.

SIN:   541420 and 541420 RC

Title:  Junior Network Engineer

Minimum/General Experience:  One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Supports information systems operations. Aids in translation of business requirements into mission critical or agency goals, designs, and orders. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, mission design analysis and detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

Minimum Education:  High School diploma
SIN: 541420 and 541420 RC
Title: Mid Network Engineer

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Supports information systems operations. Aids in translation of business requirements into mission critical or agency goals, designs, and orders. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, mission design analysis and detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

Minimum Education: Associate’s Degree

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SIN: 541420 and 541420 RC
Title: Senior Network Engineer

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or agency goals, missions or assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Supports information systems operations. Aids in translation of business requirements into mission critical or agency goals, designs, and orders. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, mission design analysis and detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification. Supervises and supports staff on system integration.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

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SIN: 541330ENG and 541330ENG RC
Title: Junior Organizational Change Management

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual design improvements and training. Trains employees for new technology, processes, or roles. Consults with government executives and managers to outline leadership support. Ensures human resource capabilities support initiatives. Serves as a means for support and communication. Outlines risks associated with change and develops mitigation strategies. Creates and implements organizational structures to support transformation initiatives. Makes legal, policy, changes process required to support transformation initiatives. Employs best practice organizational change management techniques.

Minimum Education: High School diploma
SIN: 874 2 and 541330ENG RC

Title: Mid Organizational Change Management

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual design improvements and training. Trains employees for new technology, processes, or roles. Consults with government executives and managers to outline leadership support. Ensures human resource capabilities support initiatives. Serves as a means for support and communication. Outlines risks associated with change and develops mitigation strategies. Creates and implements organizational structures to support transformation initiatives. Makes legal, policy, changes process required to support transformation initiatives. Employs best practice organizational change management techniques.

Minimum Education: Associate’s Degree

SIN: 541330ENG and 541330ENG RC

Title: Senior Organizational Change Management

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing evaluation worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual design improvements and training. Trains employees for new technology, processes, or roles. Consults with government executives and managers to outline leadership support. Ensures human resource capabilities support initiatives. Serves as a means for support and communication. Outlines risks associated with change and develops mitigation strategies. Creates and implements organizational structures to support transformation initiatives. Makes legal, policy, changes process required to support transformation initiatives. Employs best practice organizational change management techniques.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.
SIN: 541715 and 541715 RC

Title: Junior Program Manager

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Coordinates and manages contract operation support roles, involving project tasks. Responsible for creating interface of the client organization at the senior levels. Meets with client and contractor personnel to manage task plans and deliverable items. Guarantees alignment with program task schedules and costs. Ensure successful finish to assigned tasks by conducting technical reports to show progress of projects to management and customers.

Minimum Education: High School diploma.

SIN: 541715 and 541715 RC

Title: Mid Program Manager

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Coordinates and manages contract operation support roles, involving project tasks. Responsible for creating interface of the client organization at the senior levels. Meets with client and contractor personnel to manage task plans and deliverable items. Guarantees alignment with program task schedules and costs. Ensure successful finish to assigned tasks by conducting technical reports to show progress of projects to management and customers.

Minimum Education: Associate’s Degree

SIN: 541715 and 541715 RC

Title: Senior Program Manager

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or mission critical or agency assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Coordinates and manages contract operation support roles, involving project tasks. Oversees support personnel. Responsible for creating interface of the client organization at the senior levels. Meets with client and contractor personnel to manage task plans and deliverable items. Guarantees alignment with program task schedules and costs. Ensure successful finish to assigned tasks by conducting technical and financial reports to show progress of projects to management and customers. Coordinates and manages contract operation support roles, involving project tasks. Oversees support personnel. Responsible for creating interface of the client organization at the senior levels. Meets with client and contractor personnel to manage task plans and deliverable items. Guarantees alignment with program task schedules and costs. Ensure successful finish to assigned tasks by conducting technical and financial reports to show progress of projects to management and customers. Supervises and supports staff on system integration.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.
**Title:** Junior Project Manager

**Minimum/General Experience:** One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

**Functional Duties/Responsibility:** Provides high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Works as project manager for a large, multifaceted task order. Assists the agency Program Manager in working with the Government Contracting Officer (CO), the task order-level Task Managers (TM), Government management personnel and customer agency representatives. Responsible for the management of the specific task orders including insurance that solutions and schedules implemented in a timely manner, under the guidance of the Program Manager. Maintains horizontal integration development and interfaces to other functional systems. This includes the development of conceptual systems requirements, systems integration requirements, systems phasing plan, business application consultation, problem tracking/management, and preparation and delivery of presentations.

**Minimum Education:** High School diploma

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**Title:** Mid Project Manager

**Minimum/General Experience:** Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

**Functional Duties/Responsibility:** Provides high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Works as project manager for a large, multifaceted task order. Assists the agency Program Manager in working with the Government Contracting Officer (CO), the task order-level Task Managers (TM), Government management personnel and customer agency representatives. Responsible for the management of the specific task orders including insurance that solutions and schedules implemented in a timely manner, under the guidance of the Program Manager. Maintains horizontal integration development and interfaces to other functional systems. This includes the development of conceptual systems requirements, systems integration requirements, systems phasing plan, business application consultation, problem tracking/management, and preparation and delivery of presentations.

**Minimum Education:** Associate’s Degree

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**Title:** Senior Project Manager

**Minimum/General Experience:** Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

**Functional Duties/Responsibility:** Provides high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Works as project manager for a large, multifaceted task order. Assists the agency Program Manager in working with the Government Contracting Officer (CO), the task order-level Task Managers (TM), Government management personnel and customer agency representatives. Responsible for the management of the specific task orders including insurance that solutions and schedules implemented in a timely manner, under the guidance of the Program Manager. Maintains horizontal integration development and interfaces to other functional systems. This includes the development of conceptual systems requirements, systems integration requirements, systems phasing plan, business application consultation, problem tracking/management, and preparation and delivery of presentations. Supervises and supports staff on system integration.

**Minimum Education:** Master’s Degree

**Required/Supplemental Certifications:** A Security Clearance is required.
SIN: 541380 and 541380 RC

Title: Junior Quality Assurance Specialist

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

Functional Duties/Responsibility: Provides independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, consulting. Ensures compliance and quality control with quality assurance standards, guidelines, and procedures in large agencies. Outlines characteristics of quality with quality metrics and scoring parameters as well as determines necessary quality control resources. Participates in reviews at pre-determined points throughout the development life cycle.

Minimum Education: High School diploma

SIN: 541380 and 541380 RC

Title: Mid Quality Assurance Specialist

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Provides independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, consulting. Ensures compliance and quality control with quality assurance standards, guidelines, and procedures in large agencies. Outlines characteristics of quality with quality metrics and scoring parameters as well as determines necessary quality control resources. Participates in reviews at pre-determined points throughout the development life cycle.

Minimum Education: Associate’s Degree

SIN: 541380 and 541380 RC

Title: Senior Quality Assurance Specialist

Minimum/General Experience: Fifteen years of technical experience providing leadership on major quality assurance tasks. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation. Provides leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: May include independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, consulting. Provides independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, consulting. Ensures compliance and quality control with quality assurance standards, guidelines, and procedures in large agencies. Outlines characteristics of quality with quality metrics and scoring parameters as well as determines necessary quality control resources. Participates in quality reviews at pre-determined points throughout the development life cycle.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.
SIN: 541330ENG and 541330ENG RC

Title: Junior Research Analyst

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing. Utilizes various platforms such as documents, newspapers, statistical records, reference works, etc. to perform research, analyze data, and creates reports for use by professionals. Research may include new or existing products in support of an agency initiative or mission.

Minimum Education: High School diploma

SIN: 541330ENG and 541330ENG RC

Title: Mid Research Analyst

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of functional expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing. Utilizes various platforms such as documents, newspapers, statistical records, reference works, etc. to perform research, analyze data, and creates reports for use by professionals. Research may include new or existing products, science, social science, law or business, etc. in support of an agency initiative or mission.

Minimum Education: Associate's Degree

SIN: 541330ENG and 541330ENG RC

Title: Senior Research Analyst

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or assignments with comprehensive knowledge across tasks. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing. Utilizes various platforms such as documents, newspapers, statistical records, reference works, etc. to perform research, analyze data, and creates reports for use by professionals. Research may include new or existing products, science, social science, law or business, etc. in support of an agency initiative or mission. Provide leadership and supervisory guidance to other members of the team.

Minimum Education: Master's Degree

Required/Supplemental Certifications: A Security Clearance is required.
SIN: 54151S and 54151S RC

Title: Junior Solutions Architect

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Evaluates business goals, gaps in capability, and outlines business requirements. Identifies potential software, hardware, and system constructs that can be used to meet business objectives. Assesses technical trends for recommendations of technology and architecture to meet business objectives. Performs research on developing technologies to support proof-of-concept (POC) capabilities and identify future solutions for the organization.

Minimum Education: High School diploma

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SIN: 54151S, 54151S RC and 54151S DR

Title: Mid Solutions Architect

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Evaluates business goals, gaps in capability, and outlines business requirements. Identifies potential software, hardware, and system constructs that can be used to meet business objectives. Assesses technical trends for recommendations of technology and architecture to meet business objectives. Performs research on developing technologies to support proof-of-concept (POC) capabilities and identify future solutions for the organization.

Minimum Education: Associate’s Degree

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SIN: 54151S, 54151S RC and 54151S DR

Title: Senior Solutions Architect

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including management, client management, task management and resource management. Provide domain knowledge across project implementation.

Functional Duties/Responsibility: Evaluates business goals, gaps in capability, and outlines business requirements. Identifies potential software, hardware, and system constructs that can be used to meet business objectives. Assesses technical trends for recommendations of technology and architecture to meet business objectives. Performs research on developing technologies to support proof-of-concept (POC) capabilities and identify future solutions for the organization. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

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SIN: 541715 and 541715 RC

Title: Junior Strategic Planning Consultant

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Assists in formulating both mission and vision statements, and defining goals and objectives that support the vision. Responsible for prioritizing enterprises, building operational plans, and identifying measurable outcomes during the process of the strategic planning. Assists in strategic planning activities for organizations, large projects, or large strategic planning portions for complex projects. Knowledgeable of federal and commercial strategic planning procedures and practices.

Minimum Education: High School diploma
SIN: 541715 and 541715 RC

Title: Mid Strategic Planning Consultant

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Assists in formulating both mission and vision statements, and defining goals and objectives that support the vision. Responsible for prioritizing enterprises, building operational plans, and identifying measurable outcomes during the process of the strategic planning. Assists in strategic planning activities for organizations, large projects, or large strategic planning portions for complex projects. Knowledgeable of federal and commercial strategic planning procedures and practices.

Minimum Education: Associate’s Degree

SIN: 541715 and 871 RC

Title: Senior Strategic Planning Consultant

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation.

Functional Duties/Responsibility: Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Assists in formulating both mission and vision statements, and defining goals and objectives that support the vision. Responsible for prioritizing enterprises, building operational plans, and identifying measurable outcomes during the process of the strategic planning. Assists in strategic planning activities for organizations, large projects, or large strategic planning portions for complex projects. Knowledgeable of federal and commercial strategic planning procedures and practices. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 541420 and 541420 RC

Title: Mid Subject Matter Expert

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of functional expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Uses knowledge of a specific subject matter area (i.e., simple to complex systems) to formulate requirements from a project’s beginning to end. Works with other team members to provide recommendations for system improvements, optimization, development, and/or maintenance efforts. Services involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Services may include computer-aided design, e.g. CADD which leads to design studies, analysis and deployment.

Minimum Education: Associate’s Degree
SIN: 54151S, 54151S RC and 54151S DR

Title: Senior Subject Matter Expert

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation.

Functional Duties/Responsibility: Uses knowledge of a specific IT subject matter area (i.e., simple to complex systems) to formulate requirements from a project’s beginning to end. Works with other team members to provide recommendations for system improvements, optimization, development, and/or maintenance efforts in such areas as: information systems architecture, networking, telecommunications, automation, communications procedures, risk management/electronic analysis, software, life-cycle management, software development, modeling and simulation, disaster recovery, and requirements management. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 8741 and 8741 RC

Title: Junior Systems Engineer

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

Functional Duties/Responsibility: Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Responsible for evaluating the functional business requirements and design requirements for functional activities. Responsible for identifying problems and solutions for problems within current systems and while implementing new systems. Responsible for improving systems and conducting analysis, while designing and constructing and next generation systems. Should have understanding of the needs of customers, creating requirements that allow implementation by architecture and engineering teams.

Minimum Education: High School diploma

SIN: 8741 and 8741 RC

Title: Mid Systems Engineer

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Responsible for evaluating the functional business requirements and design requirements for functional activities. Responsible for identifying problems and solutions for problems within current systems and while implementing new systems. Responsible for improving systems and conducting analysis, while designing and constructing and next generation systems. Should have understanding of the needs of customers, creating requirements that allow implementation by architecture and engineering teams.

Minimum Education: Associate’s Degree
SIN: 874 1 and 874 1 RC

Title: Senior Systems Engineer

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including, client management, task management and resource management. Provide domain knowledge across project implementation. Provides leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Responsible for evaluating the functional business requirements and design requirements for functional activities. Responsible for identifying problems and solutions for problems within current systems and while implementing new systems. Responsible for improving systems and conducting analysis, while designing and constructing and next generation systems. Should have understanding of the needs of customers, creating requirements that allow implementation by architecture and engineering teams. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 541330ENG and 541330ENG RC

Title: Junior Systems Analyst

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Evaluates and designs computer systems with an extensive range of capabilities, including various engineering, business and records management abilities. Formulates plans for automated information systems from the project’s beginning to end. Evaluates user interfaces, maintains equipment performance tuning, maintains interfaces with outside systems, analyzes workload and computer usage, analyzes downtimes, evaluates proposed system changes and upgrades. Investigates problems and information to be processed. Defines problems, and develops system requirements and program specifications to prepare detailed flow charts, programs, and tests. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for and to user standards, and for progress in adherence to schedules. Responsible for providing recommendations for approval of major equipment installations. Responsible for preparing milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Coordinates with the Project and/or Program Manager to guarantee problem solution and user satisfaction. Other tasks include Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis and feasibility analysis, Responsible for providing daily supervision and guidance to support staff.

Minimum Education: High School diploma

SIN: 541330ENG and 541330ENG RC

Title: Mid Systems Analyst

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Evaluates and designs computer systems with an extensive range of capabilities, including various engineering, business and records management abilities. Formulates plans for automated information systems from the project’s beginning to end. Evaluates user interfaces, maintains equipment performance tuning, maintains interfaces with outside systems, analyzes workload and computer usage, analyzes downtimes, evaluates proposed system changes and upgrades. Investigates problems and information to be processed. Defines problems, and develops system requirements and program specifications to prepare detailed flow charts, programs, and tests. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for and to user standards, and for progress in adherence to schedules. Responsible for providing recommendations for approval of major equipment installations. Responsible for preparing milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Coordinates with the Project and/or Program Manager to guarantee problem solution and user satisfaction.
satisfaction. Other tasks include Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis and feasibility analysis, Responsible for providing daily supervision and guidance to support staff.

Responsible for providing daily supervision and guidance to support staff.

**Minimum Education:** Associate’s Degree

**SIN:** 541330ENG and 541330ENG RC

**Title:** Senior Systems Analyst

**Minimum/General Experience:** Fifteen years of technical experience providing leadership on major tasks or equipment. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

**Functional Duties/Responsibility:** Evaluates and designs computer systems with an extensive range of capabilities, including various engineering, business and records management abilities. Formulates plans for automated information systems from the project’s beginning to end. Evaluates user interfaces, maintains equipment performance tuning, maintains interfaces with outside systems, analyzes workload and computer usage, analyzes downtimes, evaluates proposed system changes and upgrades. Investigates problems and information to be processed. Defines problems, and develops system requirements and program specifications to prepare detailed flow charts, programs, and tests. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for and to user standards, and for progress in adherence to schedules. Responsible for providing recommendations for approval of major equipment installations. Responsible for preparing milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Coordinates with the Project and/or Program Manager to guarantee problem solution and user satisfaction. Other tasks include Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis and feasibility analysis, Responsible for providing daily supervision and guidance to support staff. Provide leadership and supervisory guidance to other members of the team. Provides leadership and supervisory guidance to other members of the team.

**Minimum Education:** Master’s Degree

**Required/Supplemental Certifications:** A Security Clearance is required.

**SIN:** 54151S, 54151S RC and 54151S DR

**Title:** Junior Systems Administrator

**Minimum/General Experience:** One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

**Functional Duties/Responsibility:** Responsible for providing support for implementing, troubleshooting and maintaining IT systems. Responsible for managing IT system infrastructure and processes connected to these systems. Responsible for providing support to IT systems including: day-to-day operations, monitoring and problem solving for all client issues. Provides second level problem identification, diagnosis and problem solving. Provides support for the dispatch system and hardware problems and remains involved in the problem-solving process. Also provides support for status escalation and communication to agency management and internal customers. Experience in one or more systems and architectures and associated hardware is a must: mainframe, mini, or client/server based.

**Minimum Education:** High School diploma

**SIN:** 54151S, 54151S RC and 54151S DR

**Title:** Mid Systems Administrator

**Minimum/General Experience:** Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.
**Functional Duties/Responsibility:** Responsible for providing support for implementing, troubleshooting and maintaining IT systems. Responsible for managing IT system infrastructure and processes connected to these systems. Responsible for providing support to IT systems including: day-to-day operations, monitoring and problem solving for all client issues. Provides second level problem identification, diagnosis and problem solving. Provides support for the dispatch system and hardware problems and remains involved in the problem-solving process. Also provides support for status escalation and communication to agency management and internal customers. Experience in one or more systems and architectures and associated hardware is a must: mainframe, mini, or client/server based.

**Minimum Education:** Associate’s Degree

**Functional Duties/Responsibility:** Responsible for providing support for implementing, troubleshooting and maintaining IT systems. Responsible for managing IT system infrastructure and processes connected to these systems. Responsible for providing support to IT systems including: day-to-day operations, monitoring and problem solving for all client issues. Provides second level problem identification, diagnosis and problem solving. Provides support for the dispatch system and hardware problems and remains involved in the problem-solving process. Also provides support for status escalation and communication to agency management and internal customers. Experience in one or more systems and architectures and associated hardware is a must: mainframe, mini, or client/server based. Provides leadership and supervisory guidance to other members of the team.

**Minimum Education:** Master’s Degree

**Required/Supplemental Certifications:** A Security Clearance is required.

**Minimum/General Experience:** Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation.

**Minimum/General Experience:** One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

**Functional Duties/Responsibility:** Responsible for monitoring, controlling, and maintaining the operations of computer networks and related equipment. Responsible for investigating and resolving problems associated with computer operations and security threats. Also offers technical and staff support to network operations centers (NOC) and security operations centers (SOC) by monitoring the status, security and performance of computer networks.

**Minimum Education:** High School diploma

**Minimum/General Experience:** Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

**Functional Duties/Responsibility:** Responsible for monitoring, controlling, and maintaining the operations of computer networks and related equipment. Responsible for investigating and resolving problems associated with computer operations and security threats. Also offers technical and staff support to network operations centers (NOC) and security operations centers (SOC) by monitoring the status, security and performance of computer networks.

**Minimum Education:** Associate’s Degree
SIN: 54151S, 54151S RC and 54151S DR

Title: Senior Systems Operation Specialist

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation.

Functional Duties/Responsibility: Responsible for monitoring, controlling, and maintaining the operations of computer networks and related equipment. Responsible for investigating and resolving problems associated with computer operations and security threats. Also offers technical and staff support to network operations centers (NOC) and security operations centers (SOC) by monitoring the status, security and performance of computer networks. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

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SIN: 541330ENG and 541330ENG RC

Title: Junior Technical Writer

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Involved in abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Collects, analyzes, translates and composes technical information into clear, concise, and readable documents. Responsible for writing technical documents including; user's manuals, training materials, proposals, installation guides, and reports. Also, responsible for editing system specifications, functional descriptions, user’s manuals, special reports, or any other customer documents and deliverables. Also performs research and must use proper technical terminology.

Minimum Education: High School diploma

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SIN: 541330ENG and 541330ENG RC

Commercial Job Title: Mid Technical Writer

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Involved in abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Collects, analyzes, translates and composes technical information into clear, concise, and readable documents. Responsible for writing technical documents including; user's manuals, training materials, proposals, installation guides, and reports. Also, responsible for editing system specifications, functional descriptions, user’s manuals, special reports, or any other customer documents and deliverables. Also performs research and must use proper technical terminology.

Minimum Education: Associate’s Degree

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SIN: 541330ENG and 541330ENG RC

Title: Senior Technical Writer

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation.
**Functional Duties/Responsibility:** Involved in abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Collects, analyzes, translates and composes technical information into clear, concise, and readable documents. Responsible for writing technical documents including; user's manuals, training materials, proposals, installation guides, and reports. Also, responsible for editing system specifications, functional descriptions, user's manuals, special reports, or any other customer documents and deliverables. Also performs research and must use proper technical terminology. Provides leadership and supervisory guidance to other members of the team.

**Minimum Education:** Master’s Degree

**Required/Supplemental Certifications:** A Security Clearance is required.

**SIN:** 874 4 and 874 4 RC

**Title:** Junior Test Engineer

**Minimum/General Experience:** One of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

**Functional Duties/Responsibility:** Typical associated tasks include, but are not limited to testing of a prototype, first article(s) testing, environmental testing, performing safety inspections systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling. Completes formal system testing for a specific project or portion of a larger project under the supervision of more experienced test personnel. Analyzes documented user requirements and may direct or assist in the design of test plans to support user requirements for moderately complex to extreme complex systems. May participate in all phases of risk management evaluation and equipment development. Guarantees that the test design and documentation support applicable clients, agency or industry standards time lines and budgets. Confirms that decisions and recommendations are fully supported by test results, and project managers are informed of testing status and application deviations from documented user requirements.

**Minimum Education:** High School diploma

**SIN:** 541380 and 874 4 RC

**Title:** Mid Test Engineer

**Minimum/General Experience:** Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

**Functional Duties/Responsibility:** Typical associated tasks include, but are not limited to testing of a prototype, first article(s) testing, environmental testing, performing safety inspections systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling. Completes formal system testing for a specific project or portion of a larger project under the supervision of more experienced test personnel. Analyzes documented user requirements and may direct or assist in the design of test plans to support user requirements for moderately complex to extreme complex systems. May participate in all phases of risk management evaluation and equipment development. Guarantees that the test design and documentation support applicable clients, agency or industry standards time lines and budgets. Confirms that decisions and recommendations are fully supported by test results, and project managers are informed of testing status and application deviations from documented user requirements.

**Minimum Education:** Associate’s Degree

**SIN:** 541380 and 874 4 RC

**Title:** Senior Test Engineer

**Minimum/General Experience:** Fifteen years of technical experience providing leadership on major tasks or assignments. Manages activities for a client including, client management, task management and resource management. Provide domain knowledge across project implementation. Provides leadership and supervisory guidance to other members of the team.
**Functional Duties/Responsibility:** Typical associated tasks include, but are not limited to testing of a prototype, first article(s) testing, environmental testing, performing safety inspections systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling. Completes formal system testing for a specific project or portion of a larger project under the supervision of more experienced test personnel. Analyzes documented user requirements and may direct or assist in the design of test plans to support user requirements for moderately complex to extreme complex systems. May participate in all phases of risk management evaluation and equipment development. Guarantees that the test design and documentation support applicable clients, agency or industry standards time lines and budgets. Confirms that decisions and recommendations are fully supported by test results, and project managers are informed of testing status and application deviations from documented user requirements. Provides leadership and supervisory guidance to other members of the team.

**Minimum Education:** Master’s Degree

**Required/Supplemental Certifications:** A Security Clearance is required.

**SIN:** 54151S, 54151S RC and 54151S DR

**Title:** Junior Training Developer

**Minimum/General Experience:** One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision

**Functional Duties/Responsibility:** Develops and carries out computer-based training. Responsible for developing and revising existing training courses and preparing training catalogs. Responsible for developing courses and instructional materials to educate technical and non-technical personnel in IT. Responsible for preparing instructor materials (course outline, background material, and training aids). Responsible for preparing student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Provides second level support and coordinate training with help desk. Also provides training on standards, services, and guidance with IT related training programs that are designed to assist government agency personnel use IT and systems more productively. Thorough knowledge of appropriate hardware and software is preferred, as well as understanding of computer functions and related technical terminology, and how they are applied in everyday business situations. Should have exceptional interpersonal skills and superior oral and written communication skills.

**Minimum Education:** High School diploma

**SIN:** 54151S, 54151S RC and 54151S DR

**Title:** Mid Training Developer

**Minimum/General Experience:** Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

**Functional Duties/Responsibility:** Develops and carries out computer-based training. Responsible for developing and revising existing training courses and preparing training catalogs. Responsible for developing courses and instructional materials to educate technical and non-technical personnel in IT. Responsible for preparing instructor materials (course outline, background material, and training aids). Responsible for preparing student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Provides second level support and coordinate training with help desk. Also provides training on standards, services, and guidance with IT related training programs that are designed to assist government agency personnel use IT and systems more productively. Thorough knowledge of appropriate hardware and software is preferred, as well as understanding of computer functions and related technical terminology, and how they are applied in everyday business situations. Should have exceptional interpersonal skills and superior oral and written communication skills.

**Minimum Education:** Associate’s Degree
SIN:  54151S, 54151S RC and 54151S DR

Title:  Senior Training Developer

Minimum/General Experience:  Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation. Provide leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility:  Develops and carries out computer-based training. Responsible for developing and revising existing training courses and preparing training catalogs. Responsible for developing courses and instructional materials to educate technical and non-technical personnel in IT. Responsible for preparing instructor materials (course outline, background material, and training aids). Responsible for preparing student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Provides second level support and coordinate training with help desk. Also provides training on standards, services, and guidance with IT related training programs that are designed to assist government agency personnel use IT and systems more productively. Thorough knowledge of appropriate hardware and software is preferred, as well as understanding of computer functions and related technical terminology, and how they are applied in everyday business situations. Should have exceptional interpersonal skills and superior oral and written communication skills.

Minimum Education:  Master’s Degree

Required/Supplemental Certifications:  A Security Clearance is required.

SIN:  54151S, 54151S RC and 54151S DR

Title:  Junior Web Content Analyst

Minimum/General Experience:  One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility:  Develops contents and provides supports for Agency Web-site content that will both interest and satisfy civilian users’ needs so that civilian users will be able to: regularly access the site, use it as a major source for information, use for decision making and use for benefits delivery. Provides support in maintaining a civil service handbook and maintaining the policies/procedures on the agency Web; assists in developing the agency newsletter and civilian benefits communications; recommends new and innovative web uses; and new ways for training and educating employees on benefits and use of the Web. Also, responsible for surveying internal customers for feedback for site improvement and enhancements to the site. A working knowledge of several of the following are required: graphic design or a related field, Web-site management, web servers, intranet site structures, and Web-related software.

Minimum Education:  High School diploma

SIN:  54151S, 54151S RC and 54151S DR

Title:  Mid Web Content Analyst

Minimum/General Experience:  Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility:  Develops contents and provides supports for Agency Web-site content that will both interest and satisfy civilian users’ needs so that civilian users will be able to: regularly access the site, use it as a major source for information, use for decision making and use for benefits delivery. Provides support in maintaining a civil service handbook and maintaining the policies/procedures on the agency Web; assists in developing the agency newsletter and civilian benefits communications; recommends new and innovative web uses; and new ways for training and educating employees on benefits and use of the Web. Also, responsible for surveying internal customers for feedback for site improvement and enhancements to the site. A working knowledge of several of the following are required: graphic design or a related field, Web-site management, web servers, intranet site structures, and Web-related software.

Minimum Education:  Associate’s Degree
Title: Senior Web Content Analyst

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation.

Functional Duties/Responsibility: Develops contents and provides supports for Agency Web-site content that will both interest and satisfy civilian users’ needs so that civilian users will be able to: regularly access the site, use it as a major source for information, use for decision making and use for benefits delivery. Provides support in maintaining a civil service handbook and maintaining the policies/procedures on the agency Web; assists in developing the agency newsletter and civilian benefits communications; recommends new and innovative web uses; and new ways for training and educating employees on benefits and use of the Web. Also, responsible for surveying internal customers for feedback for site improvement and enhancements to the site. A working knowledge of several of the following are required: graphic design or a related field, Web-site management, web servers, intranet site structures, and Web-related software. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

Title: Junior Web Designer

Minimum/General Experience: One year of technical experience in fundamental concepts, practices, processes, and procedures on assigned tasks. Work is performed under supervision.

Functional Duties/Responsibility: Responsible for working with graphic designers and other team members to develop the site concept, interface design, and architecture of the website. Designs, develops, debugs, troubleshoots, and implements software code for components of the website. Responsible for interface implementation. Requires strong navigation and site design instincts.

Minimum Education: High School diploma

Title: Mid Web Designer

Minimum/General Experience: Five years of technical experience on multiple relevant complex work assignments with comprehensive knowledge across tasks. Plays role of technical expert and leads multiple assignments and projects. Recommends changes to promote task and project growth and success. Work is done with very limited to no supervision.

Functional Duties/Responsibility: Responsible for working with graphic designers and other team members to develop the site concept, interface design, and architecture of the website. Designs, develops, debugs, troubleshoots, and implements software code for components of the website. Responsible for interface implementation. Requires strong navigation and site design instincts.

Minimum Education: Associate’s Degree

Title: Senior Web Designer

Minimum/General Experience: Fifteen years of technical experience providing leadership on major tasks or technology assignments. Manages activities for a client including financial management, client management, task management and resource management. Provide domain knowledge across project implementation.

Functional Duties/Responsibility: Responsible for working with graphic designers and other team members to develop the site concept, interface design, and architecture of the website. Designs, develops, debugs, troubleshoots, and implements software code for components of the website. Responsible for interface implementation. Requires strong navigation and site design instincts. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Master’s Degree

Required/Supplemental Certifications: A Security Clearance is required.
SIN: 541420 and 541420 RC

Title: Senior Facilities Engineer

Minimum/General Experience: Ten years of technical experience providing leadership on major tasks or assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation. Provides leadership and supervisory guidance to other members of the team.

Functional Duties/Responsibility: Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, design review services, shop drawing review services, submittal review services, conducting fire protection facility surveys, developing risk reduction strategies and recommendations to mitigate identified risk conditions. Substantial facilities engineering and construction experience in managing facilities engineering projects and associated facilities engineers. Plans and implements the design of plants, offices, and production lines in order to maximize the use of available space and improve production efficiency. Estimates costs related to layout design, including equipment and materials. Recommends production/processing equipment or fixtures for purchase based on their ability to meet organizational needs. Ensures that established efficiency and safety targets are met. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Bachelor’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 541380 and 541380 RC

Title: Senior Environmental Planning

Minimum/General Experience: Ten years of technical experience providing leadership on major tasks or assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation.

Functional Duties/Responsibility: Typical associated tasks include may simulate and ultimately duplicate its operational environment for testing of a prototype, first article(s) testing, environmental testing, planning and performing inspections. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Bachelor’s Degree

Required/Supplemental Certifications: A Security Clearance is required.

SIN: 541330ENG and 541330ENG RC

Title: Senior Acquisitions Analyst

Minimum/General Experience: Ten years of technical experience providing leadership on major tasks or assignments. Manages activities for a client including client management, task management and resource management. Provide domain knowledge across project implementation.

Functional Duties/Responsibility: Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Advises and assists functional area experts on matters in the planning and implantation stages. Supports documentation development for acquisition planning and project management from mission analysis and requirements generation through design, development, production, and deployment. Plans, prepares, tracks and maintains acquisition lifecycle documentation. Supports development of acquisition milestone documentation. Provides full range of life cycle logistics support and design to include training, operation and maintenance requirements, and replacement procedures. Provides leadership and supervisory guidance to other members of the team.

Minimum Education: Bachelor’s Degree

Required/Supplemental Certifications: A Security Clearance is required.
## Awarded Rates for Off-Site (Customer Location) and On-Site (Allied Mission Group, Inc location)

### Labor Category

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA</th>
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<td>Junior Administrative Assistant</td>
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