General Services Administration
Federal Supply Schedule
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: GSA Advantage.gov.

Multiple Award Schedule
Industrial Group: Professional Services

Contract Number: 47QRAA19D002Z

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Base Period: January 15, 2019 through January 14, 2024

Price list current as of Modification #PS-A812 effective February 3, 2020

8(a) Small Disadvantaged Business

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# CUSTOMER INFORMATION

<table>
<thead>
<tr>
<th>1a. Awarded SINS</th>
<th>541219, 541370GIS, 541611, 541620, 541820, 562910REM, 611430, 54151S, 611512, OLM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1b. Lowest Price Model for each SIN</td>
<td>See price sheet</td>
</tr>
<tr>
<td>1c. Hourly Rates</td>
<td>Skill category descriptions begin on page 23</td>
</tr>
<tr>
<td>2. Maximum Order for each SIN</td>
<td>$1,000,000.00 (541219, 541370GIS, 541611, 541620, 541820, 562910REM, 611430, 611512); $500,000 (54151S); $250,000 (OLM)</td>
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<tr>
<td>3. Minimum Order for each SIN</td>
<td>$100.00</td>
</tr>
<tr>
<td>4. Geographic Coverage</td>
<td>Worldwide</td>
</tr>
<tr>
<td>5. Points of Production</td>
<td>Same as company address</td>
</tr>
<tr>
<td>7. Quantity Discounts</td>
<td>1% discount for task order over $250,000; 2% discount for task order over $450,000; and 3% discount for task order over $650,000</td>
</tr>
<tr>
<td>8. Prompt Payment Terms</td>
<td>Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions</td>
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<tr>
<td>9. Foreign Items (list items by country of origin)</td>
<td>None</td>
</tr>
<tr>
<td>10a. Time of Delivery (days)</td>
<td>Specified on the Task Order</td>
</tr>
<tr>
<td>10b. Expedited Delivery</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>10c. Overnight and 2-day delivery</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>10d. Urgent Requirements</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>11. F.O.B. Terms</td>
<td>Destination</td>
</tr>
<tr>
<td>12a. Ordering Address(es)</td>
<td>Same as Contractor</td>
</tr>
<tr>
<td>12b. Ordering Procedures</td>
<td>For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3</td>
</tr>
<tr>
<td>13. Payment Address(es)</td>
<td>Same as company address</td>
</tr>
<tr>
<td>15. Export packing charges, if any</td>
<td>N/A</td>
</tr>
<tr>
<td>16. Terms and conditions of rental, maintenance, and repair (if applicable)</td>
<td>N/A</td>
</tr>
<tr>
<td>17. Terms and conditions of installation (if applicable)</td>
<td>N/A</td>
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<tr>
<td>18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).</td>
<td>N/A</td>
</tr>
<tr>
<td>18b. Terms and conditions for any other services (if applicable).</td>
<td>N/A</td>
</tr>
<tr>
<td>19. List of service and distribution points (if applicable).</td>
<td>N/A</td>
</tr>
<tr>
<td>20. List of participating dealers (if applicable).</td>
<td>N/A</td>
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<tr>
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</tr>
<tr>
<td><strong>21.</strong> Preventive maintenance (if applicable).</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>22a.</strong> Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>22b.</strong> If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at <a href="http://www.Section508.gov/">www.Section508.gov/</a>.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>23.</strong> Data Universal Number System (DUNS) number.</td>
<td>079386548</td>
</tr>
<tr>
<td><strong>24.</strong> Notification regarding registration in System for Award Management (SAM) database.</td>
<td>Registered</td>
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</table>
LIST OF AWARDED SINS

Marketing and Public Relations
GSI North America Inc. (GSI) provides strategic communications management and services to assist in program integration, planning and execution oversight in maintaining an internal and external communication program. GSI supports clients through planning, scheduling, and administration including preparation of meeting materials (e.g., agendas, attendance records and coordination), attending meetings, and developing meeting minutes to include a list of action items and conclusions. GSI develops draft public outreach materials including brochures, pamphlets, handbooks, technical manuals, and educational working sessions, to educate the public about the various programs.

SIN 541820 Public Relations Services: Services provided under this SIN include but are not limited to the following components: providing customized media and public relation services such as the development of media messages and strategies; providing recommendations of media sources for placement of campaigns; preparing media materials such as, background materials, press releases, speeches and presentations and press kits.

Other related services may fall under the following categories: executing media programs, conducting press conferences, scheduling broadcast and/or print interviews, public relations and crisis communications media training, such as, training of agency personnel to deal with media and media responses, media alerts and press clipping services related activities to public relations services.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

Environmental Services
GSI is an experienced environmental services contractor possessing the technical capability and proven experience to address a wide array of environmental services. We achieve technical excellence through thorough research, meticulous data gathering and analysis, attention to details, and stringent quality control. GSI’s environmental professionals are well versed in all aspects of the regulatory process and provide turnkey environmental services from remedial investigations/feasibility studies (RI/FS) through remedial design/remedial action (RD/RA), including long term monitoring, remedial system operation and maintenance, and process optimization. We provide project management personnel, engineers, environmental scientists, biologists, hydrogeologists, geologist, chemists, and quality and safety personnel for any project to meet our clients’ needs.

SIN 541620 Environmental Consulting Services: The services include, but are not limited to consultation in the areas of: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Climate change adaptation and resiliency planning and implementation support, including but not limited to, identifying climate risks and impacts; applying and interpreting climate and impact assessment model outputs; development and/or implementation of solutions to build climate resilience,
reduce identified climate risks, and/or provide both climate change mitigation and adaptation benefits; climate decision support, risk management, and vulnerability assessments and analyses; and climate risk communications and training; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

Note: Services involving only the consulting portion of environmental remediation efforts are included under this SIN. Any actual remediation efforts are performed under SIN 562910REM.

**SIN 562910REM Environmental Remediation Services:** Remediation services include, but are not limited to: Excavation, removal and disposal of hazardous waste; Site preparation, characterization, field investigation, conservation and closures; Wetland restoration; Emergency response clean up (ERC); Underground storage tank/above-ground storage tank (UST/AST) removal; Air monitoring; Soil vapor extraction; Stabilization/solidification, bio-venting, carbon absorption, reactive walls, containment, monitoring and/or reduction of hazardous waste sites, as well as unexploded ordnance removal; Remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include, but are not limited to: Land (e.g., creating new land from sea or riverbeds and/or restoring areas to a more natural state, such as after pollution, desertification, or salination have made it unusable); and Water and refrigerant reclamation.

Note: Services offered under this SIN shall NOT include any remediation / transportation / disposal of radioactive waste, asbestos and/or paint abatement, radon mitigation, construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). Disposal services performed under SIN must be ancillary to remediation services performed.

This SIN does not include Davis-Bacon Act work as described in Federal Acquisition Regulation Subpart 22.4. Ordering Contracting Officers utilizing this SIN for environmental remediation projects/support must ensure the work being required is not covered by the Davis-Bacon Act prior to issuing a Request for Quotes (RFQ).

Ordering Contracting Officers are advised to consult with the Department of Labor and/or their Ordering Agency Labor advisor (if applicable). Additionally, Ordering Contracting Officers should review the DOL Field Operations Handbook and the Davis-Bacon Desktop Guide, which are excellent online resources for researching whether the Davis-Bacon Act applies to a specific environmental remediation project.
Technical and Engineering Services
GSI’s geospatial capabilities include land surveying and mapping, database management, spatial analysis, figure production, and web mapping application development. GSI’s geospatial assets include sub-centimeter accuracy survey grade Real-Time Kinematic Global Positioning System (RTK-GPS) units, and sub-foot accuracy handheld GPS units. Our geographic information systems (GIS) professionals leverage ArcGIS for Desktop and Server and Oracle relational database management system (RDBMS) for an enterprise-caliber, multiuser editing environment that is consumed in desktop, server, and mobile environments. GSI utilizes these geospatial resources to bring the power of GIS into the hands of our project teams, enabling better decision making. Additionally, our GIS personnel are well versed in Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE).

SIN 541370GIS Geographic Information Systems (GIS) Services: Provides GIS services in support of environmental programs. Services include, but are not limited to: Creation/enforcement of environmental legislation; Cultural resource GIS (CRGIS); Environmental cost assessment; Environmental impact analyses; Environmental regulatory compliance; Groundwater monitoring; Growth forecast modeling; Habitat conservation plans; Habitat modeling; Image analysis support for emergency response; Mapping, Cartography, and Mashups (e.g., combining data from more than one source into a single integrated tool to include aerial mapping); Migration pattern analysis; Natural resource planning; Remote sensing for environmental studies; Terrestrial, marine, and/or atmospheric measuring/management; Vegetation mapping; and Watershed characterization for mitigation planning.

Note: The services offered under this SIN shall NOT include construction and architect-engineering services as set forth in FAR Part 36, including surveying and mapping services as defined under the Brooks Act of 1972 (Public Law 92-582, 40 U.S. 1102 et seq.).

Financial Services
GSI covers a wide range of support functions including programmatic documentation and program budget guidance, and financial and policy analysis and risk management and mitigation strategies.

SIN 541219 Budget and Financial Management Services: Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

Business Administrative Services
GSI provides professional services to support the Department of Defense (DoD) as well as federal and civil customers worldwide. Our team of managers and analysts apply their vast knowledge and skills to enhance the understanding of, and develop alternative solutions to complex issues; support and improve the operation of organizations; and provide outside points of view, advice and assistance for a broad area of interests including program management, strategic planning, asset management, logistical support and analysis, and financial analysis. GSI covers a wide range of support functions including drafting and technical reviews of policy and programmatic documentation and program budget guidance, reviews of environmental documentation, development of briefings, meeting support, financial and policy analysis and risk management and mitigation strategies.

SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services: Encompasses the management of financial and business solutions programs and projects and includes but is not limited to program management, program
oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

**Training**
GSI has been successfully providing a wide array of training services for over nine years to customers by developing courses with the specific client’s requirements in mind. GSI ensures that instructors, facilitators, training developers, managers, and support personnel have the skills to perform their jobs. GSI develops training programs by outlining course objectives, building content, designing software functionality, and customizing exercises. We provide Subject Matter Experts (SMEs) to deliver training support to Project Managers. The courses are provided by face-to-face, video teletraining or via Mobile Training Team.

**SIN 611430 Professional and Management Development Training:** Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.).

Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN 874-8 Functional industry-specific training covered under other schedules will not be accomplished under this SIN.

**Complementary Services**
GSI provides tailored solutions for a wide range of Information Technology (IT) services for DoD and Federal agencies primarily in the National Capital Region. Our professionals include experienced software engineers, analysts, and technicians capable of providing a wide range of IT services including: full software development life cycle support, network management, email services, account management, SharePoint support, help desk and application management. GSI’s national presence and depth of capabilities provides clients with the experience and capability to meet challenging deadlines and complex project assignments with efficiency and accuracy.

**SIN 54151S Information Technology Professional Services:** Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.
REPRESENTATIVE PROJECTS

SIN 541820 Public Relations Services

Chemical Materials Activity Events Tracker, United States Army Corps of Engineers (USACE) Omaha District - GSI was contracted by the USACE to provide communication and graphic design consulting services to the Chemical Materials Activity (CMA) Public Affairs Office (PAO) to identify, develop, implement and evaluate communications and public affairs activities to enhance mission accomplishments. GSI developed draft issue/position papers and presentations to address Recovered Chemical Warfare Material (RCWM) Program-related environmental restoration issues that may have significant future impacts on the DoD. GSI developed, produced, distributed, updated and inventoried written information including fact sheets, brochures, presentations, newsletters, briefings, responses to query, news releases, newsletters and other items requested. Display products included posters, displays, signage, banners, and flags as required by CMA PAO, in support of CMA public affairs missions. GSI also developed and updated graphics to include program-wide templates for fact sheets, brochures, posts, exhibits, displays, electronic newsletters, mailers, newsletters, briefings. GSI furnished photographic support for CMA activities and developed, produced, shot, and edited new scripts and video presentations and update existing video presentations. Additionally, GSI was responsible for monitoring and analyzing discussions on Continental United States (CONUS) chemical weapons destruction, storage and recovery operations and Outside the Continental United States (OCONUS) chemical weapons activities with a focus on dialogue of CMA in traditional media and on social media, including Facebook, Flickr, Twitter, YouTube, Instagram, Snapchat and Wikipedia.

Recovered Chemical Warfare Material Integrating Office Support Services, USACE Omaha District - GSI is currently providing assistance to the Army for its RCWM Program (RCWM-P) Integrating Office (IO). The RCWM-P IO provides program management functions to ensure appropriate environmental response to munitions with an unknown liquid fill or chemical warfare materials (CWM) recovered at Active Duty, Reserve, and Base Realignment and Closure (BRAC) installations and Formerly Used Defense Sites (FUDS). The IO responsibilities include maintaining a single, accurate and integrated inventory of DoD CWM and chemical agent identification set (CAIS) sites, coordinating periodic meetings with the DoD stakeholders, assisting in developing and reviewing CWM related policies, preparing a draft annual RCWM-P work plan, monitoring of advancements in technology applicable to the program and conducting archive research. GSI was contracted to provide environmental consulting services to the RCWM IO as it integrates, coordinates, and synchronizes for the Army to achieve response complete through efficient and effective execution of all policies and procedures. GSI supported the development of program guidance, requirements, budget estimates, review of USACE remediation documentation and assisted in generating draft materials, recommendations and reports. Specifically, GSI develops draft issue/position papers and presentations to address RCWM-P related environmental restoration issues; develops presentations and papers appropriate for decision makers in Integrated Product Team, Overarching Integrated Product Teams, Executive Agent for RCWM-P and the RCWM-P IO organizational participants; and develops draft public outreach materials including brochures, pamphlets, handbooks, technical manuals, educational working sessions, to educate the public about the RCWM-P. GSI also supports the planning, scheduling and administration of RCWM-P IO and initiatives. This includes the preparation of meeting materials (e.g., agendas, attendance records and coordination), meeting attendance, and developing meeting minutes to include a list of action items and conclusions.
SIN 541620 Environmental Consulting Services

ECS for Environmental Restoration, US Army Engineering & Support Center, Omaha - GSI is providing a team of environmental SMEs, to assist the Defense Logistics Agency Support for Energy (DF- FE) Environmental Branch Chief in identifying the annual project requirements for DF-FE funded environmental restoration sites. GSI developed, planned, facilitated, coordinated, and documented Restoration Strategy Workshops (RSWs), which are used to develop requirements for DF-FE funded environmental restoration sites. GSI developed all materials and training, held pre-and post-RSW meetings to review and validate installation sites and projects, define project requirements and assumptions, and develop quantifiable/executable strategies to accelerate closure. GSI also developed current work estimates (CWEs) for out-of-cycle requirements and other documents as needed for implementing approved projects not captured under the Fiscal Year (FY) 2019 RSW process. GSI provided on-site Technical Restoration Support by supporting the DF- FE in day-to-day execution and management of restoration contracts including field oversight, review of technical documents, preparing cost estimates, updating Management Action Plans, and ensuring all project activities were in compliance with project requirements. GSI performed Technical Site Visits (TAVs) and Remedial Process Optimization (RPOs) with the objective of enhancing the restoration program through focused reviews to aid the goals of achieving reduced restoration costs, optimizing remedial system operating and long-term monitoring, and accelerating site closure. As part of the RPO, GSI prioritized DF- FE environmental restoration sites to aid RPO determination; reviewed restoration-related environmental site reports and regulatory documents; and reviewed restoration sites that were forecasted to obtain closure timelines needed to achieve closure. GSI developed in-briefings for each site visit; prepared a Recommendations Tracker for each site; and revised the Recommendations Tracker quarterly to report progress. GSI’s team of environmental SMEs assisted the DF- FE Environmental Branch Chief in identifying the annual project requirements for DF- FE funded environmental restoration sites.

CCYPG-151 and CCYPG-152 Risk Based Corrective Action Assessment, USACE Albuquerque District - GSI performed a leaking underground storage tank (LUST) investigation to determine the current state of contamination in the subsurface at two former fuel stations on U.S. Army Garrison Yuma Proving Ground (USAGYPG) as required by the State of Arizona Department of Environmental Quality (ADEQ). The objective of the project was to fully delineate the extent of the contamination at the sites by re-sampling both locations that had contamination above State of Arizona non-residential soil remediation levels. GSI performed a Risk-Based Corrective Action (RBCA) investigation at CCYPG-151 and CCYPG-152 to determine current concentrations of petroleum hydrocarbons in the vadose zone and groundwater, and evaluate whether corrective measures were necessary, or if the Sites could be recommended for closure of LUST releases. The primary exposure pathway and receptor assessment for the investigations at CCYPG-151 and CCYPG-152 concerned human receptors (current and future workers at Yuma Proving Ground (YPG)). The objective of the project was to fully delineate the extent of the contamination at both sites. GSI prepared a Corrective Action Plan based on the findings of the RBCA investigation. Based on the results of the RBCA investigation, GSI recommended a soil vapor survey be performed at CCYPG-152 to determine potential human health exposure risk. Corrective actions were deemed necessary to mitigate human health exposure risk for vadose-zone soil and perched water. GSI recommended the installation of additional monitoring wells to delineate the extent of hydrocarbon constituents in the perched water interval. Investigation of facility operations was also determined to be warranted to establish whether the source of perched water originated from leaking water piping.
GIS Geographic Information Systems (GIS) Services

Former Waikoloa Maneuver Area, Area T and Sector 17, Military Munitions Program Remedial Investigation/Feasibility Study through Decision Document, USACE Honolulu District - GSI utilized GIS in the development of a Conceptual Site Model (CSM) and maintained and managed all project and geospatial data in accordance with (IAW) DID WERS-007.01, EM 200-1-2, EM 200-1-15 and most recent versions of applicable guidance. The CSM is a tool to assist in the development of the Data Quality Objectives (DQOs) for the RI. The CSM was developed prior to the intrusive site investigation and addressed the existing potential exposure pathways for munitions of explosive concern (MEC) and munitions constituents (MC) for both human and ecological receptors. Included in the development of the CSM was: known or suspected sources of contamination; Contaminants of Potential Concern (COPC); primary release mechanisms; potential migration pathways; contaminant fate and transport; potential receptors and exposure pathways based on current and future use; physical characteristics of the site (e.g., geology, hydrogeology, topography); and known or suspected extent of contamination. Approximately 299.5 miles (119.2 acres) of transects were visually and geophysically surveyed simultaneously. When metal items were identified and/or dug mapping grade Global Positioning System (GPS) units (Trimble GeoXH) with DGPS enabled (WAAS) were used which have accuracy of less than 1 to 4 meters. When the targets were identified, a Trimble Geo XH or Geo 7X was used to collect the anomaly point. The GPS units utilized in the field had an accuracy in the sub-meter range. Analog transect locations were noted in the field team’s logbook and digitally tracked in the GPS unit for uploading into the GIS database. The analog track path data was collected using Garmin GPS with an accuracy of approximately 4 meters. When metal items were identified and/or dug Differential Global Positioning System (DGPS) (supported by Omnistar or WAAS) was used which has an accuracy of less than 1 meter. Approximately 3,255 anomalies were identified in the field with locations and relevant anomaly information imported into the project GIS database. GSI developed a GIS web mapping application in ArcGIS Viewer for Silverlight to facilitate project planning efforts by empowering management of landowner rights-of-entry records for over 5,400 different properties within the Waikoloa Maneuver Area.

Air Force Military Munitions Response Program Feasibility Study, Proposed Plan, and Record of Decision, USACE Omaha District - GSI conducted a Military Munitions Response Program (MMRP) Feasibility Study (FS), Proposed Plan (PP), and Record of Decision (ROD) for the USACE. The FS, PP, and ROD addressed MEC and MC issues associated with three separate Munitions Response Sites (MRS) totaling 164.6 acres. GSI utilized geospatial techniques included data capture and management, raster-to-vector translation, geoprocessing, mapping and spatial analysis, historical records research, aerial imagery acquisition, georeferencing, digitizing, change detection, interpolation, cartography and figure generation. A particularly unique element of the project addressed the need to perform a Supplemental Human and Ecological Risk Assessment related to meeting a Biological Opinion (B.O.) issued by the United States Fish and Wildlife Service. The B.O. required the Air Force (AF) to construct a 7-acre wetland to accommodate the loss of habitat to several endangered native waterbirds as a result of AF mission requirements. GSI prepared the constructed wetland conceptual design; geospatial techniques include data capture and management, raster-to-vector translation, geoprocessing, mapping and spatial analysis, historical records research, aerial imagery acquisition, georeferencing, digitizing, change detection, interpolation, cartography and figure generation. Geostatistical techniques including inverse distance weighted Kriging, and Nearest Neighbor were used to interpolate discreet soil sampling results for lead at various depths using ArcGIS Spatial Analyst. This geostatistical analysis produced useful data to aid the project team in visualizing the distribution of the concentration of lead in soil at different depth to practically apply a knowledge-driven, performance-based management approach to the project decision making.
Remedial Action at the Former Cape Poge Little Neck Bomb Target Site, US Army Engineering & Support Center, Huntsville - The Cape Poge Remedial Action project is a highly complex MEC, materials potentially presenting and explosive hazard (MPPEH), and explosives hazard clearance action. Work was performed in logistically remote and austere location encompassing tidal bay, inland tidal ponds/marsh areas, beaches/dunes and upland tracts. Project planning was critical due to seasonal restrictions for threatened and endangered species, commercial fishing, and tourist season work restrictions. GSI completed and gained approval on Quality Assurance Project Plans, received notice to proceed, and mobilized within nine months of contract award date. Despite the size of the removal area increasing by over 26% to address “step-out” requirements, GSI completed all field work within the original period of performance. In total, 26,400 anomalies were interrogated, 3,822 MEC items processed through explosive demolition, and 39,427 pounds of materials documented as safe shipped off site for final disposition through smelting. Civil surveys were performed to delineate work areas within the land and inland MRSs utilizing Real-Time Kinematic GPS survey equipment. Environmental compliance efforts included development of a “pocket” Environmental Protection Plan, which was provided to each field team to facilitate recognition of threatened/endangered species, as well as decontamination procedures to prevent the spread of invasive species seeds. Clearance activities include subsurface removal with the overall objective to achieve unrestricted use/unrestricted exposure for both MRSs. Special precautions were taken by the divers performing MEC removal operations within the eelgrass beds to minimize impacts and perform monitoring. GSI successfully replanted eelgrass where anomaly excavations took place in established eelgrass beds. MEC removal was performed over land MRS (62 acres) and inland water MRS (172 acres).

Muggins Mountain Interim Measures, USACE Albuquerque District - GSI was contracted to perform Interim Measures (IM) at CCYPG-35, Muggins Mountain located at the USAGYPG, AZ IAW requirements of the State of Arizona RCRA Corrective Action Program. The scope of work involved a 70-acre MEC instrument-aided surface clearance; MC sampling, demolition, and MPPEH management; drum investigation; and groundwater well installation with anomaly avoidance and downhole geophysics, well development, sampling, and waste management. GSI was faced with countering hazards from munitions that were very unique and dangerous. Munitions were only fired on the test areas of YPG and many were not type-classified and standardized by the military, so little information was available to train the work force. The goal of the IM was to “make safe” roughly 70 acres within CCYPG-35 to allow for implantation of characterization/corrective action at the Site. The scope of work included surface and subsurface MEC removal; MC sampling; investigation of a 55-gallon leaking drum, including soil sampling and analysis and drum removal; Toxicity characteristic leaching potential tests and hazardous waste management of inert wax-based fill material; and installation of a groundwater monitoring well and groundwater sampling and analysis. Soil removed during the hand-dig was screened with a photoionization detector and visibly inspected for staining and odors. Discrete soil samples were collected around the leaking drum and analyzed for explosives, metals, volatile organic compounds, and semi-volatile organic compounds. Given the concentrations of metals and mercury in the samples that exceeded the regulatory level, the drum contents were classified as hazardous waste. The drum was profiled appropriately, removed, and transported to an approved disposal facility IAW applicable local standards and federal transportation regulations. A pre-fieldwork instrument detection test was conducted by a government geophysicist with support from GSI to evaluate geophysical equipment performance based on site conditions. Based on the results, electromagnetic interference analog metal detectors were chosen for surface clearance to augment visual scan of surface by UXO technicians. GSI successfully managed and disposed of 61,969 of munitions debris and 1,646 MEC items, a total of 15,000 MEC exposure hours with no safety incidents.
SIN 541219 Budget and Financial Management Services

Defense Logistics Agency (DLA) Support for Energy (DS-FE) Advisory and Assistance Services, US Army Engineering & Support Center, Omaha - The Advisory and Assistance Services (A&AS) support for the DS-FE is a professional services-oriented contract. GSI provided a team of financial management staff onsite to provide financial analysis, transaction metrics, and program management support to the Environmental Branch Chief and supporting project managers. On average, the team evaluates over 100 transactions during a given month. The analysis of these transactions provides real-time metrics for the Branch Chief regarding the movement of funds and a snapshot of where funding may be held up in the execution of various support contracts. Routine tracking of expenditures and transactions were performed in order to maintain current spreadsheets. These spreadsheets then fed the Note 14 preparation. Data gathering and obtaining all relevant quarterly budget activities was performed in order to develop and submit the required quarterly submission.

GSI facilitated the outbound military interdepartmental purchase request process by preparing, recording, and managing all military interdepartmental purchase requests during the FY. GSI created and managed a cost planning tool which tracks commitments and obligations against the Annual Operating Budget for the current FY. GSI prepared draft cost spreadsheets to support Note 14 quarterly reporting requirement (4/FY). The GSI Team provided financial analysis support to the contract lifecycle for DLA-managed environmental task orders. GSI assisted in the preparation and analysis of financial reports showing costs to date for Restoration/Compliance projects as needed. GSI provide financial analysis support to assist in the remedy, and track the progress of, blocked invoices, unliquidated obligations, and negative payables. GSI documented and assisted in updating financial analysis processes as needed.

RCWM IO Support – ECS, US Army Engineering & Support Center, Omaha - GSI is providing assistance to the Army for its RCWM-P IO. The RCWM-P IO provides program management functions to ensure appropriate environmental response to munitions with an unknown liquid fill or CWM (i.e., chemical munitions or chemical agents in other than a munitions configuration) recovered at Active Duty, Reserve, and BRAC installations and FUDS. The IO responsibilities include maintaining a single, accurate and integrated inventory of DoD CWM and CAIS sites, coordinating periodic meetings with the DoD stakeholders, assisting in developing and reviewing CWM related policies, preparing a draft annual RCWM-P work plan, monitoring of advancements in technology applicable to the program and conducting archive research. A portion of the RCWM-P is funded from the Chemical Agent and Munitions Disposal, Defense Account (CAMD,D). This funding includes program management to assist in program integration, planning and execution oversight. Further, this funding covers the actual assessment and destruction of RCWM IAW applicable laws, Army regulations and the Chemical Weapons Convention. The RCWM-P IO is responsible to ensure all of these activities are coordinated and efficiently executed. GSI developed an annual RCWM-P Budgeting Guidance with decisional approval briefing for Deputy Assistant Secretary of the Army for Environment, Safety and Occupational Health including a list of sites for which work is planned during the following FY and the type of work planned. The Guidance identified tentative plans for work during the subsequent six years and was integrated with the funding profiles for Defense Environmental Restoration Program and CAMD,D. GSI provided technical reviews of schedule-based costing and budget documentation and provided detailed feedback and coordination between several DoD components to ensure that future requirements were being considered under the RCWM-P budget.
SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

ECS for Environmental Restoration, US Army Engineering & Support Center, Omaha - The A&AS support for DS-FE is a professional services-oriented contract. A team of environmental SMEs work both on and off-site to provide program management support to the Environmental Branch Chief and supporting project managers. This team assists the DS-FE Environmental Branch Chief in identifying the annual project requirements for active spill sites. The process used to identify these requirements is called the RSW and ultimately contributes to the Planning, Programming, Budgeting and Execution for the annual Restoration Budget. The RSWs are used, by DS-FE, as part of a consistent requirements-based Planning and Programming Process for DS-FE funded environmental restoration sites. The RSWs provide a portfolio-level view of the environmental program for DS-FE to develop requirements, thereby initiating the process of aligning programmed funds with project execution. The RSWs focus on site closure strategies through 1) developing site roadmaps to closure; 2) developing quantifiable and executable strategies to accelerate closure; and 3) developing reliable life-cycle funding requirements for each project. GSI developed all materials and training, held pre-and post-RSW meetings to review and validate installation sites and projects, define project requirements and assumptions, and develop quantifiable/executable strategies to accelerate closure. GSI also developed CWEs for out-of-cycle requirements and other documents as needed for implementing approved projects not captured under the FY19 RSW process. GSI provided on-site Technical Restoration Support by supporting the DF-FE in day-to-day execution and management of restoration contracts including field oversight, review of technical documents, preparing cost estimates, updating Management Action Plans, and ensuring all project activities were in compliance with project requirements.

RCWM IO Support, US Army Engineering & Support Center, Omaha - GSI was contracted to provide environmental consulting services to the RCWM IO as it integrates, coordinates, and synchronizes for the Army to achieve response complete through efficient and effective execution of all policies and procedures. GSI supported the development of program guidance, requirements, budget estimates, review of USACE remediation documentation and assisted in generating draft materials, recommendations and reports. Management of Financial and Business Solutions Programs and Projects and Includes Program Management, Program Oversight, Project Management, and Program Integration of a Limited Duration. GSI developed an Research, Development, Test, and Evaluation plan describing the execution of the RCWM-P as it relates to improvements of future assessment and destruction equipment. This along with the Development of the RCWM-P Documentation Repository and Updates to the RCWM-P Status Report provided the RCWM IO with a comprehensive, integrated approach to managing and executing programmatic strategies. GSI provided technical reviews in addition to programmatic execution solutions by answering data calls, providing technical expertise in the evaluation of RCWM program documents and provided detailed feedback and coordination between several DoD components to ensure that future requirements were being considered under the RCWM-P budget to ensure cohesive strategies and objectives. GSI provided a Senior Analyst and Data Analyst who worked in close coordination with the USACE and each of the DoD components executing work on behalf of the RCWM-P to collect data and prepare updates to annual plans including the RCWM-P Status Report and RCWM-P Budgeting Guidance. GSI maintained regular communications for data gathering efforts over the year long period of performance and managed the review process to ensure all comments from all the DoD components were consolidated, reviewed, and addressed appropriately. GSI used final FY documentation from the DoD to complete and update the Final RCWM-P Plan and Budget Guidance documents.
SIN 611430 Professional and Management Development Training

Army Force Modernization Training Developer Course Instruction (AFMTDC), Department of the Army, Army Training Support Center (ATSC) - The ATSC is charged with assuring the efficient and effective execution of the Staff and Faculty Development Program (SFDP) as the Training & Doctrine Command (TRADOC) lead. Within ATSC, Education Support Division (ESD), the Staff and Faculty Development Office (SFDO) has the mission to ensure instructors, facilitators, training developers, managers, and support personnel at Army institutions of learning have the basic skills to perform their jobs in support of the operational Army. The SFDP supports TRADOC and non-TRADOC SFDO’s of all components and provides basic skills training to a 12,000 plus instructor and training development workforce. GSI was contracted to support the ATSC ESD in scheduling, instructing, and updating the AFMTDC. AFMTDC is a 40-hour course comprised of two phases. Phase I is a pre-requisite phase requiring students to complete 16 hours of web-based material in BlackBoard (Bb). The instructor does not teach Phase I and only performs limited administration functions to register and record student completion in Bb. Phase II is a resident phase consisting of 24 hours of classroom instruction that can be delivered via resident face-to-face classroom or video teletraining. The course can also be provided via Mobile Training Team. The projected annual student load for the AFMTDC is 100 students dispersed among the six Centers of Excellence (CoE), with Force Modernization missions: Maneuver Support; Maneuver; Sustainment; Cyber; Intelligence; and Aviation. GSI was contracted by the ATSC ESD to support the mission of the SFDO to ensure instructors, facilitators, training developers, managers, and support personnel at Army institutions of learning have the basic skills to perform their jobs in support of the operational Army. GSI provided SME’s to develop and instruct 12 iterations of the AFMTDC to train and verify the annual student load for the course. The AFMTDC was taught one to two times per month depending on student availability at the six CoE.

ECS for Environmental Restoration, US Army Engineering & Support Center, Omaha - GSI provides a team of environmental SMEs, working both on and off-site, to assist the DF-FE Environmental Branch Chief in identifying the annual project requirements for DF-FE funded environmental restoration sites. GSI is providing training and meetings to complete reviews of all installations requirements, developing and presenting a RACER® Refresher training, and On-site Technical Restoration Support includes assisting with day-to-day execution and management of restoration contracts; review and analysis of technical documents, identifying project requirements, developing scoping documents and site-specific narrative summaries, assisting with field oversight of projects, developing/analyzing remedial technologies, and maintaining project/program databases. The RACER software application is a commercial, off-the-shelf (COTS) product designed to provide cost estimates for environmental remediation. RACER functions to provide estimate capabilities for all phases of the CERCLA process from pre-study, to site closeout. RACER is the cost estimating tool of choice utilized by DoD components, including DLA, to complete the cost estimates required for the annual CTC reporting. DS-FE Project Managers are required to review and sign off on cost estimates generated for their sites; therefore, they are required to take an annual refresher that provides a basic overview of the software functionality and key components to reviewing cost estimates. An End User License agreement was not required to complete the scope of the performance work statement. GSI provided a SME to provide RACER training which align with the Office of the Secretary of Defense Environmental Liabilities training requirements.
SIN 54151S Information Technology Professional Services

Recovered Chemical Warfare Material Program

Assistant Secretary of the Army for Installations, Energy, and Environment, US Army Engineering & Support Center, Omaha - The GSI team was responsible for all aspects of project management with respect to providing data archive research and systems analysis for support to the RCWM-P. GSI was responsible for identification, reconciliation, conversion and implementation of inconsistent/incorrect data provided in the Government Furnished Information. GSI managed all personnel and hardware/software resources for both full time support personnel and touch labor (e.g., system and network administrators), which at the peak of the Data Management System development effort was approximately 13 full time equivalents. GSI was responsible for the procurement, setup/installation of all hardware and software on developer’s workstations as well as the development and test servers (front end Cold Fusion and backend Oracle Servers), all patches and upgrades as well specifications that would fit in customer beta and production environments. Was responsible for all aspects of local server room facilities as well as VPN terminals to customers network for remote administration. We were responsible for initial database planning and design (Oracle was required by the customer) and all subsequent release related planning and design as well as new Oracle installations over the years. Our Oracle DBA also remotely administered the customer Oracle databases and servers. GSI was responsible for performing the complete systems analysis to include meeting with the stakeholders, documenting the requirements, reviewing with client and assisting the software and web designer with the interface and functionality requirements. GSI maintained VPN circuit for remote administration of customer servers and Oracle. Worked with other stakeholders and contractors to resolve networking issues for remote workers and non-DoD users. GSI provided all programming services to include design, development, testing, documentation, and training IAW customer requirements (Quality Assurance Surveillance Plan) and our Standard Procedures. Over the lifetime of this effort, provided multiple ColdFusion and Oracle conversions/upgrades. Also provide extensive data and image processing to ensure proper uploading to the site.

PMP Properties (Commercial Client) - GSI's team of IT professionals provided comprehensive IT services for a 100-person small business with three locations. GSI services included providing resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to the successful completion of the scope of work. Specifically, GSI provided ongoing Tier 1, Tier 2, and Tier 3 Help Desk support for a commercial customer with offices spanning several regions of the United States. GSI was responsible for all communication support infrastructure from ISP drop to include firewalls, routers, switches as well as security within the network. GSI provided immediate assistance to customers who engaged the Help Desk for support. Assistance is provided in person, via telephone, and via email. GSI logged trouble calls/emails for problems utilizing a customized ticket tracking system. The GSI team designed network architecture, security infrastructure, bandwidth requirements to ensure all components would meet customer requirements. GSI purchased, maintained and controlled inventory of IT Equipment. GSI provided System Administration of Computer Networks including: designing and building out network, providing 24-hour network system administration and support, managing all data storage and integrity across multiple servers at multiple locations, and managing all aspects of network. GSI managed all software which entailed providing expertise in software selection, procuring and installing all software on computers, providing advice on new software packages and implementing new software across the company, providing software training, developing and maintaining relational databases for personnel and asset management, and providing programming support. GSI managed all Telecommunications, procured and installed IP phone system, and managed wireless data and commutation contacts, hardware and deployment.
## PRICE LIST

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<td>562910REM</td>
<td>UXO Safety Officer (UXOSO)</td>
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<td>Price Offered to GSA (including IFF)</td>
</tr>
<tr>
<td>---------</td>
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</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------</td>
<td>----------------------------------------</td>
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</table>
## Service Contract Labor Standards (SCLS) Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexploded Ordnance (UXO) Technician I</td>
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<td>(WD) 15-4209</td>
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<tr>
<td>Unexploded (UXO) Sweep Personnel</td>
<td>30495</td>
<td>(WD) 15-4209</td>
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</tbody>
</table>

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

Program Manager
Functional Responsibility: Plans, conducts, and supervises programs, projects, and assignments. Actively involved in bidding, directing, managing, supporting and executing new business and on-going programs. Responsible for managing multiple contracts and task orders, drafting project proposals and budgets, recordkeeping, designing, staffing, and overseeing fieldwork, and reviewing project plans and reports for quality. Manages project team of scientists, analysts and consultants.
Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum 10 years of experience is required in overall project/program management.

Project Manager
Functional Responsibility: Provides strategy, acquisition and project management services. Plans, directs, and coordinates technical and administrative activities of projects to ensure that goals or objectives are accomplished within given time frame and funding constraints. Develops and reviews acquisition and cost reporting documents, data consolidation, and management of business operations.
Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum five years of experience including supervisory or management experience. Specific experience areas include control of budget, schedule, and task execution, contract and subcontract management, and staff management.

Senior Geophysicist
Functional Responsibilities: Designs, implements and manages geophysical investigations. Leads the design, planning, and execution of projects including data collection, processing, analyzing, and reporting. Develops project technical plans and proposals. Provides feedback to ensure the technical appropriateness and accuracy of field work and reports. Excels in geophysical mapping, detection and classification of buried military munitions. Proficient in various geophysical analysis software, field data collection instruments and platforms, various handheld analog detectors, and positioning/location systems.
Minimum Education: B.S. degree in Geophysics or closely related field
Minimum/General Experience: Minimum eight years of experience.

Geophysicist
Functional Responsibilities: Applies geophysical principals to identify and evaluate the value of underground deposits. Aids in the design, planning, and execution of geophysical investigations and projects including data collection, processing, analyzing, and reporting. Familiar with a variety of the field's concepts, practices, and procedures. Possesses knowledge of environmental laws, regulations, programs, policies, and procedures.
Minimum Education: B.S. degree in Geophysics or closely related field
Minimum/General Experience: Minimum two years of experience.

Senior Data Analyst
Functional Responsibility: Applies knowledge and experience to obtain, integrate and report client data. Develops and applies analytic methodologies and principles. Analyzes acquisition data, formulates conclusions and recommendations, designs and develops materials and evaluates effectiveness IAW stated guidelines, specifications, and models.
Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum six years of experience.
Data Analyst

**Functional Responsibility:** Excels in technical writing, editing, case file management, electronic data management, and research. Specializes in document production, formatting, project tracking, creating information packets, information management, and reporting. Writes, creates, edits, reviews and/or coordinates work plans and other planning documents, technical brochures and presentations.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum two years of experience.

---

Senior Data Processor

**Functional Responsibility:** Oversees data entry and performs data analysis. Responsible for ensuring information is accurate, complete and consistent prior to entering into systems.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum six years of experience.

---

Data Processor

**Functional Responsibility:** Enters and analyzes data. Responsible for ensuring information is accurate, complete and consistent prior to entering into systems.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum two years of experience.

---

Senior Programmer

**Functional Responsibility:** Performs advanced specialized systems programming duties including design, specifications development, and computerized information systems implementation to include web-based applications. Supervises programmers and other technical staff on complex projects.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum eight years of experience.

---

Programmer

**Functional Responsibility:** Performs writing, testing, debugging/troubleshooting, and maintains the source code of computer programs. Designs, develops and implements databases. Programs websites using HTML, JavaScript, and CCS.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum four years of experience.

---

Senior CADD/GIS

**Functional Responsibility:** Prepares drawings and other report documents using standard CAD software. Maintains diagrams and project documentation. Manages, updates and maintains GIS databases. Develops, organizes and prepares a variety of highly complex layouts, drawings and designs. Collects and creates spatial data using Trimble handheld GPS units, heads-up digitization, scanned maps, and different sources of raster imagery data.

**Minimum Education:** High School Diploma; Bachelor’s degree preferred

**Minimum/General Experience:** Minimum seven years of experience.

---

Senior IT Specialist

**Functional Responsibility:** Supervises IT Specialists and other technical staff. Analyzes, troubleshoots, escalates, and resolves applications and company hardware. Manually deploys software and computer hardware. Acts as the first line of defense for documentation, troubleshooting, and working with third
party vendors. Performs vulnerability and risk analyses of computer systems and applications during all phases of the system development lifecycle.

**Minimum Education**: B.A. or B.S. degree  
**Minimum/General Experience**: Minimum five years of experience.

**IT Specialist**

**Functional Responsibility**: Analyzes, troubleshoots, escalates, and resolves applications and company hardware. Manually deploys software and computer hardware. Acts as the first line of defense for documentation, troubleshooting, and working with third party vendors. Performs vulnerability and risk analyses of computer systems and applications during all phases of the system development lifecycle.

**Minimum Education**: B.A. or B.S. degree  
**Minimum/General Experience**: Minimum two years of experience.

**Field Technician**

**Functional Responsibility**: Responsible for collecting samples, conducting audits, performing on-site measurements, downloading instrumentation data, evaluating on-site conditions, and performing assessments. Operates field equipment as necessary. Responsible for complete and accurate recording of activities.

**Minimum Education**: B.A. or B.S. degree  
**Minimum/General Experience**: Minimum two years of experience with hands on experience in operation of laboratory and field equipment.

**Registered Land Surveyor**

**Functional Responsibility**: Performs a variety of tasks associated with land surveying and civil engineering projects. Oversees survey aspects of civil engineering and other land surveying projects. Researches and reviews deeds and plans. Completes a wide variety of surface water hydrology, storm water control, boundary surveys, 3-D point cloud data collection, marine geophysical and detailed topographic mapping projects.

**Minimum Education**: B.A. or B.S. degree and state Professional Licensed Surveyor (PLS) certification  
**Minimum/General Experience**: Minimum two years of experience.

**Clerical**

**Functional Responsibility**: Manages general office operations and provides support for all levels of staff. Maintains office supplies, arranges travel accommodations, and monitors and maintains staff certifications and training. Works with numbers and manipulates data.

**Minimum Education**: High School Diploma  
**Minimum/General Experience**: Minimum two years of experience.

**Contracts Manager**

**Functional Responsibility**: Manages Firm Fixed Price and Cost Plus Fixed Fee contracts and procurements. Knowledgeable in the Federal Acquisition Regulations (FAR) and Defense Acquisition Regulations (DFAR) requirements. Responsible for compliance with Federal, state, and local laws and regulations related to contract management and acquisition. Responsible for overall development, implementation, oversight, and management of all contract administration, including modification and records management on the direct award contract. Coordinates various credit accounts to obtain field purchases.

**Minimum Education/Experience**: B.A. or B.S. degree preferred. Relevant coursework and/or training in accounting, business law, procurement, and contracts management.  
**Minimum/General Experience**: Minimum eight years of experience.
Chemist

**Functional Responsibility:** Experience in analysis and interpretation of results for contaminants and geochemical indicators. Coordinates with laboratory to ensure all relevant criteria are met and prepares work plans and reports, visual surveys, environmental sampling, and laboratory analysis. Oversees the review and data validation, data assessments, and data usability of organic and inorganic analytical data to ensure standard operating procedures were followed.

**Minimum Education/Experience:** B.S. degree in Chemistry

**Minimum/General Experience:** Minimum five years of experience.

---

Geologist Specialist I

**Functional Responsibility:** Participates in environmental studies, field work, sampling, investigation, analysis, and reporting.

**Minimum Education/Experience:** B.S. degree in Geology or closely related field

**Minimum/General Experience:** Minimum one year of experience.

---

Geologist Specialist II

**Functional Responsibility:** Provides technical expertise in the area of geology including field work, sampling, investigation, analysis, and reporting. Participates in environmental studies, evaluates and provides oversight for excavations, construction sites, and environmental remediation projects, and investigates natural resources.

**Minimum Education/Experience:** B.S. degree in Geology or closely related field. Professional Geologist Certification preferred.

**Minimum/General Experience:** Minimum three years of experience.

---

Geologist Specialist III

**Functional Responsibility:** Serves as project leader. Assigns, supervises and oversees technical staff. Reviews and approves reports, documents, maps, plans, and drawings before submitting to the client and regulatory agencies. Provides technical expertise in geology including field work, sampling, investigation, analysis, and reporting. Participates in environmental studies, evaluates and provides oversight for excavations, construction sites, and environmental remediation projects.

**Minimum Education/Experience:** B.S. degree in Geology or closely related field. Professional Geologist Certification required.

**Minimum/General Experience:** Minimum seven years of experience.

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Hydrogeologist

**Functional Responsibility:** Leads investigations for groundwater and subsurface investigation planning, quantitative groundwater hydrology, tracer applications, groundwater remediation remedy selection, estimating and design, subsurface contaminant transport and fate processing in vadose zone and phreatic systems, and surface/interfacial phenomena. Proficient in in-situ remediation including surfactant-based methods for dense non-aqueous phase liquid/light non-aqueous phase liquid remediation, chemical oxidation, polymer-improved methods, and soil vapor extraction applications. Characterizes a variety of volatile organic and inorganic groundwater and vadose zone contaminants including perchlorate and RCRA metals and conducts related contaminant forensic investigations.

**Minimum Education/Experience:** B.S. degree in Hydrogeology or closely related field.

**Minimum/General Experience:** Minimum five years of experience. Professional Geologist Certification preferred.
**Risk Assessor**

**Functional Responsibility:** Responsible for developing, monitoring and reporting programmatic risk. Ability to outline and report against the programs strategic objectives and assess exposures and limits. Provide analysis of potential risks and prepare risk mitigation plans as necessary. Develop and implement methodologies for the assessment of risk factors.

**Minimum Education:** B.A. or B.S. degree in Chemistry, Biology, Toxicology or closely related field.

**Minimum/General Experience:** Minimum five years of experience.

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**Hazardous Material Manager/Transportation Specialist**

**Functional Responsibility:** Provides logistics and facility management services in support of customer operational, compliance, and security requirements. Functions as member of the logistics and facility support team, providing assistance and data entry and retrieval in the area of configuration management, data management, operations, training, testing, transportation, reliability, and maintainability.

**Minimum Education/Experience:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum six years of experience in hazardous waste operations and emergency response (HAZWOPER) training inclusive of transportation, storage, and disposal.

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**Safety Professionals/Industrial Hygienists**

**Functional Responsibility:** Responsible for the development and implementation of the Safety and Health projects and/or specific portions thereof. Identifies and develops approaches for assessment and resulting recommendations for remediation/abatement control. May serve as on-site technical expert. Seeks technical back up support from a Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP).

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum five years of experience.

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**Engineer, Sr.**

**Functional Responsibility:** Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analysis employing modeling and simulation techniques.

**Minimum Education:** B.S. degree in Engineering or closely related field. Must be a Registered Professional Engineer (P.E.).

**Minimum/General Experience:** Minimum seven years of experience in an engineering discipline such as industrial, civil, aviation, electrical, mechanical, nuclear, chemical, information, computer, software, environmental, telecommunications, information security, network, or other engineering disciplines.

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**Engineer, Mid.**

**Functional Responsibility:** Performs routine, well-defined field and office assignments (technical and non-technical), receives detailed instructions on objectives, complex features and possible solutions, receives supervision and review of work. May prepare proposals and cost estimates. Performs field exploration, inspection, analysis, provides technical support with supervision. Acts as a data gatherer, prepares maps and charts, and runs simple computer programs. Performs field testing and uses equipment and instrumentation. Interprets data and test results. Conducts engineering or scientific calculations, coordinates geometry, performs minimal design work, preliminary analysis, and layout.

**Minimum Education:** B.S. degree in Engineering or closely related field. Registered P.E. preferred.
**Minimum/General Experience:** Minimum six years of experience in an engineering discipline such as industrial, civil, aviation, electrical, mechanical, nuclear, chemical, information, computer, software, environmental, telecommunications, information security, network, or other engineering disciplines.

**Engineer, Jr.**

**Functional Responsibility:** Performs field exploration, inspection, analysis; provides technical support with supervision. Acts as a data gatherer, prepares maps and charts, and runs simple computer programs. Performs field testing; uses equipment and instrumentation. Interprets data and test results. Conducts engineering or scientific calculations, coordinates geometry, performs minimal design work, preliminary analysis, and layout.

**Minimum Education:** B.S. degree in Engineering or closely related field

**Minimum/General Experience:** Minimum three years of experience in an engineering discipline such as industrial, civil, aviation, electrical, mechanical, nuclear, chemical, information, computer, software, environmental, telecommunications, information security, network, or other engineering disciplines.

**Environmental Engineer Specialist I**

**Functional Responsibility:** Performs hydro-geological site characterizations and supervise hydraulic tests. Identifies and develops approaches for assessment and resulting remediation controls. Analyzes and interprets data and prepares technical sections of reports.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum one year of experience.

**Environmental Engineer Specialist II**

**Functional Responsibility:** Performs hydro-geological site characterizations and supervises hydraulic tests. Identifies and develops approaches for assessment and resulting remediation controls. Analyzes and interprets data and prepares limited technical sections of reports.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum three years of experience.

**Environmental Engineer Specialist III**

**Functional Responsibility:** Responsible for the development and implementation of environmental engineering projects. May perform hydro-geological site characterizations and supervise hydraulic tests. May serve as the Project Manager. Identifies and develops approaches for assessment and resulting remediation controls. May serve as both on-site technical expert as well as corporate technical environmental expert. Analyzes and interprets data and prepares limited technical sections of reports. Signs off on all environmental reports requiring personal equipment.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum seven years of experience.

**Scientist, Sr.**

**Functional Responsibility:** Manages highly complex environmental resource projects. Develops technical and price proposals and executes work orders. Responsible for final product, including technical reviews for Quality Assurance/Quality Control (QA/QC). Performs the functions of a technical expert in the relevant scientific field in the support of major programs. Applies scientific expertise in defining and resolving system issues, performing analysis and developing plans and requirements in the subject matter area. Coordinates the preparation of analyses, evaluations, and recommendations of programs and systems.

**Minimum Education:** B.A. or B.S. degree in an environmentally related field. Certification in field of specialty preferred.
Minimum/General Experience: Minimum seven years of experience in a scientific field such as biology, chemistry, environmental, physics, mathematics, geology or other scientific area.

Scientist, Mid.
Functional Responsibility: Applies scientific expertise in defining and resolving system issues, performing analysis and developing plans and requirements in the subject matter area. Coordinates the preparation of analyses, evaluations, and recommendations of programs and systems.
Minimum Education: B.A. or B.S. degree in an environmentally related field
Minimum/General Experience: Minimum three years of experience in a scientific field such as biology, chemistry, environmental, physics, mathematics, geology or other scientific area.

Scientist, Jr.
Functional Responsibility: Applies scientific expertise in defining and resolving system issues, performing analysis and developing plans and requirements in the subject matter area. Prepares evaluations, and recommendations of programs and systems.
Minimum Education: B.A. or B.S. degree in an environmentally related field
Minimum/General Experience: Minimum one year of experience in a scientific field such as biology, chemistry, environmental, physics, mathematics, geology or other scientific area.

Physical / Environmental Scientist Specialist I
Functional Responsibility: Determines data collection methods for research projects, investigations, and surveys. Collects and compiles environmental data from samples of air, soil, water, food, and other materials for scientific analysis. Analyzes samples, surveys, and other information to identify and assess threats to the environment. Develops plans to prevent, control, or fix environmental problems, such as land or water pollution.
Minimum Education: B.S. degree in the Physical sciences
Minimum/General Experience: Minimum one year of experience in a scientific field such as chemistry, physics, mathematics, geology or other scientific area.

Physical / Environmental Scientist Specialist II
Functional Responsibility: Determines data collection methods for research projects, investigations, and surveys. Collects and compiles environmental data from samples of air, soil, water, food, and other materials for scientific analysis. Analyzes samples, surveys, and other information to identify and assess threats to the environment. Develops plans to prevent, control, or fix environmental problems, such as land or water pollution. Provides information and guidance to government officials, businesses, and the general public on possible environmental hazards and health risks. Prepares technical reports and presentations that explain their research and findings.
Minimum Education: B.S. degree in the Physical sciences
Minimum/General Experience: Minimum three years of experience in a scientific field such as chemistry, physics, mathematics, geology or other scientific area.

Physical / Environmental Scientist Specialist III
Functional Responsibility: Prepares, coordinates, or supervises the preparation/completion of technical environmental resource reports, resource agency consultations, environmental permit applications, and acquisition of applicable environmental clearances and approvals. Assists in the interpretation of applicable environmental regulations and assists in the development, review, and implementation of Company guidelines, procedures, and processes to ensure successful completion of projects in compliance with
applicable environmental laws and regulations. Reviews and manages contractor work to ensure services are performed according to applicable environmental specifications, standards and regulatory requirements.

**Minimum Education:** B.S. degree in the Physical sciences

**Minimum/General Experience:** Minimum seven years of experience in a scientific field such as chemistry, physics, mathematics, geology or other scientific area.

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**Site Safety and Health Officer**

**Functional Responsibility:** Authority to shut down the site work if/when health and safety becomes an issue.

**Minimum Education:** B.A. or B.S. degree in an environmentally related field. Training and experience to conduct exposure monitoring/air sampling and select/adjust protective equipment use.

**Minimum/General Experience:** Minimum two years of experience.

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**Regulatory Specialist**

**Functional Responsibility:** Works with key stakeholders to determine best course of action IAW standard operating procedures and regulatory requirements. Provides senior level support to stakeholders including briefings, response to data calls, third-party review of deliverables and ability to author senior-level client deliverables.

**Minimum Education:** Possess a M.S. degree in mathematics, statistics, physical sciences, or environmental sciences. Additional experience may be substituted for Masters degree.

**Minimum/General Experience:** Minimum five years of experience.

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**Quality Control Supervisor**

**Functional Responsibility:** Provides field oversight and work with project/program manager to ensure project plans meet or exceed goals and specifications. Able to communicate with clients and stakeholders to determine best course of action IAW industry standards. Reviews and evaluates client deliverables to ensure required quality plan standards are met.

**Minimum Education:** B.A. or B.S. degree. Quality Auditor Certification (CQA ASQ) and/or Manager of Quality/Organizational Excellence (CMQ/OE) Certification preferred.

**Minimum/General Experience:** Minimum six years of quality/organizational experience as it relates to overseeing and supervising field personnel and managing medium to complex environmental remediation sites. Familiarity with or direct involvement with QA/QC audits.

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**Site Superintendent/On-Site Supervisor**

**Functional Responsibility:** Conducts on-site management of subcontractors, safety practices, and job site execution. Oversees the daily environmental and construction activities including scheduling of workers, delivery of equipment and materials, and progress of the project. Interprets safety regulations and company policies and procedures for workers. Maintains transportation, financial inventory and personnel records and submits reports on work activities, operations, production and work-related accidents.

**Minimum Education:** High School diploma with license for 10 Hour & 30 Hour OSHA Construction Safety Certification

**Minimum/General Experience:** Minimum five years of experience.

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**Certified Industrial Hygienist**


**Minimum Education:** B.S. degree in Biology, Chemistry, or Public Safety or related field.
Minimum/General Experience: Minimum five years of experience, Professional Certification, and 40-Hour HAZWOPER Training.

Hazardous Waste Specialist  
**Functional Responsibility:** Oversees and performs the day-to-day hazardous material operations, focusing on regulated waste and chemical inventory programs. Responsible for chemical inventory audits, chemical storage audits, chemical cleanouts and chemical surplus program.  
**Minimum Education:** B.S. degree with license for Certified Hazardous Materials Manager (CHMM), RCRA or 40-hour HAZWOPER  
**Minimum/General Experience:** Minimum six years of experience to include managing regulated waste; labpacking; environmental management; and able to apply appropriate regulatory guidance to managing waste according to appropriate federal and state requirements.

Community Relations Specialist  
**Functional Responsibility:** Establishes and maintains effective relationships with media representatives and public affairs personnel of specialized groups, including national publication media and industry public affairs personnel to expand interest in and news coverage of programs. Researches, writes and edits material for use in internal and external publications. Leads staff in day-to-day tasks, including event planning, media outreach, communication initiative planning and execution, web and social media updates, and collateral development.  
**Minimum Education:** B.A. or B.S. degree  
**Minimum/General Experience:** Minimum five years of experience.

Cost Budget Analyst I  
**Functional Responsibility:** Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses an understanding of the budget allocation, execution, and administration process. Has the ability to monitor and track obligation and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers.  
**Minimum Education:** B.S. degree in Finance or Accounting.  
**Minimum/General Experience:** Minimum one year of experience.

Cost Budget Analyst II  
**Functional Responsibility:** Supports the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses through knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensures that tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives. Should be familiar with activity-based costing, business case analysis and outsourcing requirements.  
**Minimum Education:** B.S. degree in Finance or Accounting  
**Minimum/General Experience:** Minimum three years of financial management experience.
Cost Budget Analyst III

**Functional Responsibility:** Experience in financial management with demonstrated ability to supervise or lead a team of financial analysts. Possess a thorough knowledge of Federal financial and accounting policies and systems requirements. Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Must be able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity-based costing, business case analysis and outsourcing requirements.

**Minimum Education:** B.S. degree in Finance or Accounting

**Minimum/General Experience:** Seven years financial management experience, including at least five years of increasing responsibilities as a team leader or first level supervisor.

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Environmental Training Specialist I

**Functional Responsibility:** Conducts research to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates and course evaluation forms). Assists in conducting courses, workshops, and seminars.

**Minimum Education:** B.A. or B.S. degree in environmentally related field

**Minimum/General Experience:** Minimum one year of experience in information systems development, training or related fields.

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Environmental Training Specialist II

**Functional Responsibility:** Conducts research to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Specialized Experience: Experience developing and providing end-user training on computer hardware and application software, or training on business process improvements and procedures.

**Minimum Education:** B.A. or B.S. degree in an environmentally related field

**Minimum/General Experience:** Minimum three years of experience in information systems development, training or related fields.

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Environmental Training Specialist III

**Functional Responsibility:** Responsible for conducting environmental courses. Uses appropriate methodologies during the training sessions. Must be able to adjust training to fit the intended audience in regard to student education and training, experience level, and objectives desired. Conducts research to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision to staff.

**Minimum Education:** B.A. or B.S. degree in an environmentally related field

**Minimum/General Experience:** Minimum seven years of experience developing and providing end-user training on computer hardware and application software, or training on business process improvements and procedures.
Technical Editor/Writer

**Functional Responsibility:** Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum three years of experience in editing documents, including technical documents.

Subject Matter Expert (all professional)

**Functional Responsibility:** Provides consulting to agency heads, directors, and senior managers on environmental management and/or information analysis and IT solutions, strategic analysis and organizational engineering, resource management, and cost and economic analysis. Conducts senior executive level workshops, benchmarking, and surveys.Facilitates process improvement efforts. Manages a team of consultants and analysts. Gives lectures, speeches or writes articles. Develops, analyzes, and promotes the customer’s needs and issues, including the responsiveness of required deliverables.

**Minimum Education:** Possess a master’s degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, logistics, or business management. Additional experience can be substituted for master’s degree.

**Minimum/General Experience:** Minimum five years of functional experience, which includes experience in the application of research and analytical methodologies, environmental and/or IT and tools. Specializing in management, business development, resource allocation or IT. Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies. Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers.

Field Operations Manager

**Functional Responsibility:** Provides specialized single or multi-focused engineering or scientific support to environmental projects. Coordinates and completes sampling projects, scientific evaluations and studies as directed by project management.

**Minimum Education:** B.A. or B.S. degree in relevant field

**Minimum/General Experience:** Minimum eight years of experience.

UXO Technician III

**Functional Responsibility:** In addition to being able to fully perform all of the UXOSP (UXO Sweep Personnel) and for UXOTI (UXO Technician I) and UXOTII (UXO Technician II) functions, UXOTIII (UXO Technician III) personnel may: supervise and perform the on-site demilitarization of Munitions and Explosives of Concern (MEC), and handling of demolition materials; prepare an explosives storage plan per all applicable guidance; prepare required Unexploded Ordnance (UXO) munitions response actions and/or range maintenance administrative reports; prepare standard operating procedures for on-site munitions responses and/or for range clearance activities; assist in the preparation of risk and hazards analyses; conduct daily site safety briefings; supervise the conduct of all on-site UXO-related operations; inspect and certify and/or verify Material Potentially Presenting an Explosive Hazard (MPPEH) as safe or as to the explosive hazard it may present for transfer within the Department of Defense (DoD) or release from DoD control per current policies and standards.

**Minimum Education:** Per DDESB TP 18: 200 hours of training on MEC and MPPEH, 40-hour HAZWOPER, and Master EOD USACE Certification
Minimum/General Experience: Graduate of a military EOD School of the United States or graduate of a military EOD school of Canada, Great Britain, Germany, or Australia, or graduate of a formal training course of instruction or EOD assistant courses AND eight years prior military EOD and/or commercial UXO experience in munitions response actions or range clearance activities, as appropriate for the operation.

UXO Technician II
Functional Responsibility: In addition to being able to fully perform all of the UXOSP and UXOTI functions above, UXOTII personnel may: properly store explosive materials per applicable guidance; determine precise location in field environment using a variety of techniques such as use of global positioning equipment, or basic land navigation techniques using topographical map and compass; perform field collection procedures to identify contaminated soil; prepare an on-site holding area to temporarily stow MEC that has an acceptable risk of movement; operate modes of transportation for transporting UXO, for which the risk of movement has been determined acceptable, when appropriate; perform limited technical supervision of UXOSP; escort personnel who are not directly involved in UXO-related operations (e.g., personnel performing environmental monitoring), but have activities to perform within exclusion areas; inspect MPPEH for the presence of explosives safety hazards.

Minimum Education: Per DDESB TP 18: 200 hours of training on MEC and MPPEH, 40-hour HAZWOPER, and Master EOD USACE Certification

Minimum/General Experience: Graduate of a military EOD School of the United States or a graduate of a military EOD school of Canada, Great Britain, Germany, or Australia and prior military EOD experience OR a graduate of a formal training course/EOD assistant courses and three years of EOD/UXO experience and experience in response munitions response actions or range clearance activities, as appropriate for the contracted operation, plus specific project/explosives safety training.

UXO Technician I
Functional Responsibility: In addition to being able to fully perform all of the UXO Sweep Personnel functions, and with direction and supervision from UXO-qualified personnel, UXO T1 personnel may reconnoiter and classify UXO and DMM; identify all types of military munitions, including possible fuzes and their condition, armed or unarmed; excavate subsurface UXO and DMM; move and/or consolidate UXO and DMM that has been determined acceptable for movement within a Munitions Response Site (MRS) or Munitions Response Area (MRA), but not over public traffic routes; transport demolition materials and/or UXO and discarded military munitions (DMM) that have been determined safe for transport over public traffic routes, when required; prepare firing systems, both electric and non-electric, for demilitarization operations; operate personnel decontamination stations; assist in the inspection of MPPEH for the presence of explosive hazards.

Minimum Education: Per DDESB TP 18: 200 hours of training on MEC and MPPEH, 40-hour HAZWOPER, and Master EOD USACE Certification

Minimum/General Experience: Graduate of a formal training course of instruction or EOD assistant courses, successfully completed formal course of instruction appropriate to this skill level, no minimum years of EOD/UXO experience.

UXO Sweep Personnel
Functional Responsibility: Assists UXO technicians and UXO qualified personnel in the performance of UXO-related operations. Conducts visual and/or detector-aided UXO and DMM field search activities. Locates subsurface UXO and DMM by operating geophysical detection instruments and related equipment. Performs field maintenance and calibration checks on geophysical detection instruments and related equipment. Removes non-hazardous munitions debris and range-related debris, only after such items have
been inspected by a UXO technician or UXO qualified personnel and determined to be safe for handling. Perform site/area security functions.

**Minimum Education:** Per DDESB TP 18: Safety Equipment and site specific training

**Minimum/General Experience:** None.

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**Senior UXO Supervisor (SUXOS)**

**Functional Responsibility:** In addition to being able to fully perform all of the UXOSP, UXOTI, UXOTII, and UXOTIII functions, SUXOS shall: plan, coordinate, and supervise all explosives operations; supervise multiple teams; assist in development of munitions response plans.

**Minimum Education:** Per DDESB TP 18: 200 hours of training on MEC and MPPEH, 40-hour HAZWOPER, and Master EOD USACE Certification

**Minimum/General Experience:** Graduate of a military EOD School of the United States or graduate of a military EOD school of Canada, Great Britain, Germany, or Australia, or graduate of a formal training course of instruction or EOD assistant courses AND 10 years of EOD/UXO Experience and significant experience in all aspects of munitions response actions or range clearance activities, as appropriate for the contracted operation. Minimum of five years of experience in supervisory positions.

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**UXO Quality Control Specialist (UXOQCS)**

**Functional Responsibility:** In addition to being able to fully perform all of the UXOSP, UXOTI, UXOTII, and UXOTIII functions above, UXOQCS may: develop and implement the MEC-specific sections of the Quality Control Program Plan (QCPP) for all explosive related operations; conduct and document quality control audits of all explosive operations for compliance with established procedures; identify, document, report and ensure completion of all corrective actions to ensure all explosive operations comply with requirements.

**Minimum Education:** Per DDESB TP 18: 200 hours of training on MEC and MPPEH, 40-hour HAZWOPER, and Master EOD USACE Certification

**Minimum/General Experience:** Graduate of a military EOD School of the United States or graduate of a military EOD school of Canada, Great Britain, Germany, or Australia, or graduate of a formal training course of instruction or EOD assistant courses AND eight years of EOD/UXO experience and experience in all phases of munitions response actions or range clearance activities, as appropriate for the contracted operation, and the transportation, handling and storage of munitions and commercial explosives.

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**UXO Safety Officer (UXOSO)**

**Functional Responsibility:** In addition to being able to fully perform all of the UXOSP, UXOTI, UXOTII, and UXOTIII functions above, UXOSO may: develop and implement approved explosives and UXO health and safety program in compliance with applicable DoD policy and federal, state, and local health and safety statutes, regulations and codes; analyze operational risks, explosive hazards and safety requirements; establish and ensure compliance with all site-specific explosive operations safety requirements; enforce personnel limits and safety exclusion zones for explosives related operations; conduct, document, and report the results of safety inspections to ensure compliance with all applicable explosives safety policies, standards, regulations and codes; operate and maintain air-monitoring equipment required at sites known or suspected for airborne contaminants; ensure all protective works and equipment used within the exclusion zone are operated in compliance with applicable DoD policy, DDESB approvals, and Federal, state, and local health and safety statutes, regulations and codes.

**Minimum Education:** Per DDESB TP 18: 200 hours of training on MEC and MPPEH, 40-hour HAZWOPER, and Master EOD USACE Certification

**Minimum/General Experience:** Graduate of a military EOD School of the United States or graduate of a military EOD school of Canada, Great Britain, Germany, or Australia, or graduate of a formal training course
of instruction or EOD assistant courses AND eight years of EOD/UXO experience and experience in all phases of munitions response actions or range clearance activities, as appropriate for the contracted operation, and applicable safety standards.

**Biologist**

**Functional Responsibility:** Generates identification studies, and reports regarding climate risk impacts, climate resiliency, environmental regulations, climate change, and environmental assessments. Is aware of federal, state and local rules and regulations that deal directly with that tasks being supported so that they can assist with compliance. Responsibilities may include: maintaining and investigating wetland areas, mitigation sites, and other natural areas; may serve as the field crew leader for a project which calls for collection of biological data; supervision of data collection and analysis and initial report preparation; preparation of environmental documents and permits and the primary contact to handle concerns with biological issues.

**Minimum Education:** B.S. degree in biology or closely related field

**Minimum/General Experience:** Minimum five years of experience.

**Botanist**

**Functional Responsibility:** Identifies and classifies plants. Investigates environment and plant communities and the effect of proposed projects. Responsibilities include performing or supervising: field data collection, data reduction and data analysis; initial report preparation; support of other staff botanists; preparation of environmental documents and permits; maintaining and investigating wetland areas, mitigation sites, and other natural areas; may serve as the field crew leader for a project which calls for collection of biological data; may present biological data in meetings and or other situations. Conducts environmental studies and prepare reports.

**Minimum Education:** B.S. degree in Botany or closely related field

**Minimum/General Experience:** Minimum three years of experience.

**Specification Writer**

**Functional Responsibility:** Assists Project Manager in preparation of specification sections for Project Manual. Reviews and assists in coordinating specifications with drawings for completeness. Assists in research of new products for projects. Assists in organizing periodic seminars to inform staff of products.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum two years of experience.

**Estimator**

**Functional Responsibility:** Attends pre-bid meetings; determines scope of work and required contents of estimate or proposal; establishes subcontract scopes of work; establishes material scopes of supply; establishes/executes the company’s bid strategy; pre-bid planning/organization; reviews proposal specifications and drawings; performs quantity takeoffs; manages staff engineers and/or estimating technicians to assist with quotes, take offs, etc.; detailed estimate preparation; manages material quotes; manages subcontract quotes/proposals; prepares project schedule; manages/anticipates last minute adds/cuts from vendors/subcontractors; reviews final estimates; manages final estimate preparation and report to company principals on items such as scope, labor, equipment, Critical Path Method (CPM) schedule, bid summary, etc.; manages final bid preparation to client; Provides estimating assistance on pricing extra work items and change orders on existing projects.

**Minimum Education:** B.A. or B.S. degree preferred. Additional experience, training and/or certifications may substitute for degree.

**Minimum/General Experience:** Minimum five years of experience.
Data Management Specialist I

Functional Responsibility: Supports development, enhancement and maintenance of multiple datasets. Evaluates datasets for consistency, completeness, accuracy and reasonableness. Interacts with customers and other teams to obtain data requirements for new and existing applications. Audits data on a regular basis and ensures data integrity. Performs data management activities IAW customer, company, contract, and regulatory requirements. Generates data reports on a periodic basis for management and customers.

Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum one year of experience.

Data Management Specialist II

Functional Responsibility: Independently manages data collection and entry, which may be related to a variety of subjects and fields; examples include data entry related to sales, demographics, product and cost reporting. Supports development, enhancement and maintenance of multiple datasets. Evaluates datasets for consistency, completeness, accuracy and reasonableness. Interacts with customers and other teams to obtain data requirements for new and existing applications. Audits data on a regular basis and ensures data integrity. Performs data management activities IAW customer, company, contract, and regulatory requirements.

Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum three years of experience.

Data Management Specialist III

Functional Responsibility: Plans, executes, and distributes quantitative reports and analyses. Independently manages data collection and entry, which may be related to a variety of subjects and fields; examples include data entry related to sales, demographics, product and cost reporting. Supports development, enhancement and maintenance of multiple datasets. Evaluates datasets for consistency, completeness, accuracy and reasonableness. Interacts with customers and other teams to obtain data requirements for new and existing applications. Audits data on a regular basis and ensures data integrity. Manages the regular report running schedule and process. Performs data management activities IAW customer, company, contract, and regulatory requirements. Presents data management updates at internal and customer meetings. Manages the completion and release of new items in the system.

Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum seven years of experience.

Program/Plan Specialist I

Functional Responsibility: Collects, analyzes and interprets program data including statistical, narrative and anecdotal reports, staff input and other information; prepares program/unit annual work plans and monitor progress, achievements, and outcomes; implements performance measurement and quality improvement processes; assures the implementation of County policies, procedures, rules, and regulations.

Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum one year of experience.

Program/Plan Specialist II

Functional Responsibility: Monitors service quality of contractors and recommend changes; monitors program-related legislation, rules, and regulations and impacts on programs; monitors and evaluates program and/or grant compliance; evaluates and recommends management systems and program equipment; oversees information management/electronic record systems related to program assignment; collects, analyzes and interprets program data including statistical, narrative and anecdotal reports, staff input and other information; prepares program/unit annual work plans and monitor progress, achievements, and outcomes; implements
Program/Plan Specialist III

Functional Responsibility: Negotiates and prepares contracts with service providers; monitors service quality of contractors and recommend changes; develops and implements program service standards, policies and procedures; monitors program-related legislation, rules, and regulations and impacts on programs; monitors and evaluates program and/or grant compliance; evaluates and recommends management systems and program equipment; oversees information management/electronic record systems related to program assignment; collects, analyzes and interprets program data including statistical, narrative and anecdotal reports, staff input and other information; prepares program/unit annual work plans and monitor progress, achievements, and outcomes; implements performance measurement and quality improvement processes; assures the implementation of County policies, procedures, rules, and regulations. Oversees and manages staff.

Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum three years of experience.

Technical Analyst Specialist I

Functional Responsibility: Performs various types of analyses and tests related to business and system changes/enhancement; writes and maintains detailed documentation of application user testing & validation activities including client specifications, expected outcomes, testing methodology & processes, test results, recommendations, version control, and configuration design.

Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum one year of experience.

Technical Analyst Specialist II

Functional Responsibility: Performs various types of analyses and tests related to business and system changes/enhancement; writes and maintains detailed documentation of application user testing & validation activities including client specifications, expected outcomes, testing methodology & processes, test results, recommendations, version control, and configuration design; partners with internal and external business partners in the development of new or enhanced applications, systems tools, and other systems solutions; adheres to standard documentation, testing, and sign-off procedures for the development of new functionalities.

Minimum Education: B.A. or B.S. degree
Minimum/General Experience: Minimum three years of experience.

Technical Analyst Specialist III

Functional Responsibility: Performs various types of analyses and tests related to business and system changes/enhancement; writes and maintains detailed documentation of application user testing & validation activities including client specifications, expected outcomes, testing methodology & processes, test results, recommendations, version control, and configuration design; partners with internal and external business partners in the development of new or enhanced applications, systems tools, and other systems solutions; adheres to standard documentation, testing, and sign-off procedures for the development of new functionalities; seeks out and actively participates in business initiatives that contribute to service excellence. Manages and oversees staff.

Minimum Education: B.A. or B.S. degree
### Planner Analyst Specialist I
**Functional Responsibility:** Compiles and analyzes various reports and recommends corrective actions, evaluates written data, such as job orders, personalization requirements, parts and materials inventory lists, and production rates, to establish proper routing, responsible for providing key data and assisting in the compilation of monthly Operations reports. Compiles reports on progress of work, inventory levels, costs, and schedule attainment problems.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum seven years of experience.

### Planner Analyst Specialist II
**Functional Responsibility:** Compiles and analyzes various reports and recommends corrective actions, evaluates written data, such as job orders, personalization requirements, parts and materials inventory lists, and production rates, to establish proper routing, responsible for providing key data and assisting in the compilation of monthly Operations reports. Confers with production personnel to resolve problems affecting production schedules. Compiles reports on progress of work, inventory levels, costs, and schedule attainment problems.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum one year of experience.

### Planner Analyst Specialist III
**Functional Responsibility:** Creates and manages the master production schedule, monitors throughput of orders to ensure successful on-time delivery, compiles and analyzes various reports and recommends corrective actions, evaluates written data, such as job orders, personalization requirements, parts and materials inventory lists, and production rates, to establish proper routing, responsible for providing key data and assisting in the compilation of monthly operations reports. Confers with production personnel to resolve problems affecting production schedules. Compiles reports on progress of work, inventory levels, costs, and schedule attainment problems. Manages and directs staff.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum three years of experience.

### Contractor Quality Control Supervisor
**Functional Responsibilities:** Provides direction for personnel performing tasks with special attention paid to correctness and adherence to the customer standards IAW schedules. Coordinates and oversees preparation of project-specific quality manuals and QA/QC plans. Reviews new or proposed procedures to determine applicability and appropriate use, monitors and coordinates work progress and ensures that the work meets the specified quality requirements.

**Minimum Education:** B.A. or B.S. degree

**Minimum/General Experience:** Minimum seven years of experience in overall quality oversight and/or management for environmental projects.

### Safety and Health Manager
**Functional Responsibilities:** Has the authority to shut down the site work if/when health and safety becomes an issue. Enlists the support of safety and occupational health professionals with appropriate education and experience when working on sites with multiple (chemical, safety, ionizing radiation) hazards. Develops, maintains, and oversees implementation of the Site Safety Health Plan (SSHP); visits the project as needed to audit the effectiveness of the SSHP; remains available for project emergencies; develops modifications to the
SSHP as needed; evaluates occupational exposure monitoring/air sampling data and adjusting SSHP requirements as necessary; serves as a QC staff member; approves the SSHP by signature.

**Minimum Education**: B.A. or B.S. degree. Must be a CIH or Certified Safety Professional (CSP).

**Minimum/General Experience**: Minimum three years of experience managing safety and occupational health at hazardous waste site cleanup (or radioactive waste sites, if necessary) operations.