

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

**Professional Services Schedule
Federal Supply Group: 00CORP**

Contract Number: 47QRAA19D0030

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

Contract Period: January 14th, 2019 – January 13, 2024



Contractor: YORKTOWN SYSTEMS GROUP, INC.

675 Discovery Dr. Suite 302

Huntsville, AL 35806 2814

Business Size: Large Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: 877-406-0262

Extension: 105

FAX Number: 855-274-1209

Web Site: <http://www.ysginc.com/>

E-mail: gsa@ysginc.com

Contract Administration: Nancy Acquavella, Chief Administrative Officer

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the options to create an electronic delivery order is available through GSA *Advantage!*TM, a menu-driven database system. The INTERNET address for GSA *Advantage!*TM is: **<http://GSAADVANTAGE.GOV>**.

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

Table 1. Awarded Special Item Number(s)

SIN	Recovery	SIN Description
382-3	382-3RC	Training and Educational Materials
871-3	871-3RC	System Design, Engineering, and Integration
874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.
- Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum Order: \$1,000,000.00
 3. Minimum Order: \$100.00
 4. Geographic Coverage (delivery Area): Worldwide
 5. Point(s) of production (city, county, and state or foreign country): Same as company address
 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
 7. Quantity discounts: None
 8. Prompt payment terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
 - 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
 - 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept
 10. Foreign items (list items by country of origin): None
 - 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
 - 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
 - 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
 - 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery: Contact Contractor

- 12 F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor
- 1b. Ordering procedures: or supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14 Payment address(es): Same as company address
- 15 Warranty provision.: Contractor's standard commercial warranty
- 16 Export Packing Charges (if applicable): N/A
- 17 Terms and conditions of Government purchase card acceptance (any thresholds above the micro- purchase level): Contact Contractor
- 18 Terms and conditions of rental, maintenance, and repair (if applicable): N/A
- 19 Terms and conditions of installation (if applicable): N/A
- 20 Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
- 21 List of service and distribution points (if applicable): N/A
- 22 List of participating dealers (if applicable): N/A
- 23 Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N / A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: 801478384
26. Notification regarding registration in System for Award Management (SAM) database: Yorktown Systems Group, Inc. is registered in SAM.

RATES AWARDED UNDER SIN C382-1, TRANSLATION
SERVICES

Rates are inclusive of 0.75% IFF

PERIOD	
Year 1	01/14/2019 - 01/13/2020
Year 2	01/14/2020 - 01/13/2021
Year 3	01/14/2021 - 01/13/2022
Year 4	01/14/2022 - 01/13/2023
Year 5	01/14/2022 - 01/13/2024

Table 2. Labor Categories Pricing

ITEM	SIN	AWARDED LABOR CATEGORY	SITE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1	382-3	Curriculum Developer I	Both	\$52.53	\$53.58	\$54.65	\$55.75	\$56.86
2	382-3	Curriculum Developer II	Both	\$65.28	\$66.59	\$67.92	\$69.28	\$70.66
3	382-3	Distance Learning Mentor	Both	\$49.35	\$50.34	\$51.34	\$52.37	\$53.42
4	382-3	Junior Evaluation Specialist (Evaluation Specialist II)	Both	\$65.28	\$66.59	\$67.92	\$69.28	\$70.66
5	382-3	Senior Evaluation Specialist (Evaluation Specialist III)	Both	\$75.61	\$77.12	\$78.66	\$80.24	\$81.84
6	382-3	Language Examiner I	Both	\$54.11	\$55.19	\$56.30	\$57.42	\$58.57
7	382-3	Language Examiner II	Both	\$62.10	\$63.34	\$64.61	\$65.90	\$67.22
8	382-3	Language Instructor I	Both	\$47.84	\$48.80	\$49.77	\$50.77	\$51.78
9	382-3	Language Instructor II	Both	\$55.70	\$56.81	\$57.95	\$59.11	\$60.29
10	382-3	Language Instructor III	Both	\$64.89	\$66.19	\$67.51	\$68.86	\$70.24
11	382-3	Language Tester I	Both	\$54.86	\$55.96	\$57.08	\$58.22	\$59.38
12	382-3	Language Tester II	Both	\$61.30	\$62.53	\$63.78	\$65.05	\$66.35
13	382-3	Materials Editor	Both	\$55.70	\$56.81	\$57.95	\$59.11	\$60.29
14	382-3	Program Manager	Both	\$80.35	\$81.96	\$83.60	\$85.27	\$86.97
15	871-3	Analyst	Both	\$86.96	\$88.70	\$90.47	\$92.28	\$94.13
16	874-4	Administrative Assistant I	Both	\$35.27	\$35.98	\$36.69	\$37.43	\$38.18
17	874-4	Administrative Assistant II	Both	\$37.40	\$38.15	\$38.91	\$39.69	\$40.48
18	874-4	Administrative Assistant III	Both	\$39.43	\$40.22	\$41.02	\$41.84	\$42.68
19	874-4	Coach/Teacher/Mentor I	Both	\$67.92	\$69.28	\$70.66	\$72.08	\$73.52
20	874-4	Coach/Teacher/Mentor II	Both	\$83.02	\$84.68	\$86.37	\$88.10	\$89.86
21	874-4	Coach/Teacher/Mentor III	Both	\$90.56	\$92.37	\$94.22	\$96.10	\$98.03
22	874-4	Equipment Maintainer I	Both	\$41.51	\$42.34	\$43.19	\$44.05	\$44.93
23	874-4	Equipment Maintainer II	Both	\$49.81	\$50.81	\$51.82	\$52.86	\$53.92
24	874-4	Equipment Maintainer III	Both	\$69.43	\$70.82	\$72.24	\$73.68	\$75.15
25	874-4	Executive Administrative I	Both	\$53.27	\$54.34	\$55.42	\$56.53	\$57.66
26	874-4	Executive Administrative II	Both	\$61.96	\$63.20	\$64.46	\$65.75	\$67.07
27	874-4	Executive Administrative III	Both	\$74.21	\$75.69	\$77.21	\$78.75	\$80.33
28	874-4	Intelligence Analyst	Both	\$71.70	\$73.13	\$74.60	\$76.09	\$77.61
29	874-4	Knowledge Manager	Both	\$71.70	\$73.13	\$74.60	\$76.09	\$77.61
30	874-4	Logistics Specialist I	Both	\$52.83	\$53.89	\$54.96	\$56.06	\$57.18
31	874-4	Logistics Specialist II	Both	\$64.15	\$65.43	\$66.74	\$68.08	\$69.44
32	874-4	Medical Planner/Trainer	Both	\$71.70	\$73.13	\$74.60	\$76.09	\$77.61
33	874-4	Medical Specialist/Trainer	Both	\$55.50	\$56.61	\$57.74	\$58.90	\$60.08
34	874-4	Operations Support Specialist I	Both	\$60.38	\$61.59	\$62.82	\$64.08	\$65.36
35	874-4	Operations Support Specialist II	Both	\$71.70	\$73.13	\$74.60	\$76.09	\$77.61
36	874-4	Operations Support Specialist III	Both	\$81.39	\$83.02	\$84.68	\$86.37	\$88.10

ITEM	SIN	AWARDED LABOR CATEGORY	SITE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
37	874-4	Program Manager	Both	\$121.24	\$123.66	\$126.14	\$128.66	\$131.23
38	874-4	Project Assistant	Both	\$83.02	\$84.68	\$86.37	\$88.10	\$89.86
39	874-4	Recruiter	Both	\$79.61	\$81.20	\$82.83	\$84.48	\$86.17
40	874-4	Subject Matter Expert	Both	\$113.20	\$115.46	\$117.77	\$120.13	\$122.53

Table 3. Service Contract Act (SCA) Matrix

SCA ELIGIBLE LABOR CATEGORY	SCA EQUIVALENT CODE TITLE	WAGE DETERMINATION NO.
Administrative Assistant I	01111 - General Clerk I	2015-4603
Administrative Assistant II	01112 - General Clerk II	2015-4603
Administrative Assistant III	01113 - General Clerk III	2015-4603
Executive Administrative I	01311 - Secretary I	2015-4603
Executive Administrative II	01312 - Secretary II	2015-4603
Executive Administrative III	01313 - Secretary III	2015-4603

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

Table 4. Labor Category Descriptions

SIN	TITLE	DESCRIPTION	MINIMUM EDUCATION	YEARS OF EXP	EQUIVALNCY
382-3	Curriculum Developer I	Develop language training materials including, but not limited to, text, audio, video, and technology-based media. Collaborate with others to review and edit foreign language and/or English in instructional materials. Collaborate or execute single-handedly relevant research and development projects, including but not limited to instructional research and development. Collaborate in the development and implementation of new specialized language training programs for domestic and overseas use. Assist with developing models that reflect "best practices" around the world and encourage wider use of innovative training models. Incorporate innovative materials and practices to address various learning styles and needs, build skills in learning strategies, and promote continual learning after language training. Assist with drafting all required documents in the curriculum development project approval process as well as provide status updates on approved projects on request.	HS	7	BA/BS - 2
382-3	Curriculum Developer II	In addition to requirements in Curriculum Developer I, the candidate will: Lead groups in the development of language training materials and relevant instructional research and development. Manage the development and implementation of new specialized language training programs for domestic and overseas use. Assist other language professionals, in a mentoring role, by, among other things, developing models that reflect "best practices" around the world. Actively encourage the wider use of innovative training models, e.g., distance learning, multimedia learning systems, guided self-study, coaching, exploiting a local language environment, and tutoring. Lead groups in the development of staff training projects or undertake training development on own, including, but not limited to, design and execution of workshops. Training projects may involve coaching, mentoring or classroom observation as required. Collaborate and draft all required documents in the curriculum development project approval process and provide status updates on approved projects as directed. May require 2 years of experience serving as a team lead for a course-length development project or 2 years of experience designing and delivering training for language educators.	HS	10	BA/BS - 5
382-3	Distance Learning Mentor	Attend, in person, pre-semester orientations and mentor meetings with Distance Learning Staff. Attend, in person, language section and other meetings, as requested. Participate in staff development and orientation activities, including giving presentations or facilitating workshops. Use established training materials and work collaboratively with Distance Learning staff and other Mentors. Conduct telephone mentoring sessions with each assigned distance learning student, in courses where telephone mentoring is used. Mentors will assess student progress, answer student questions, and provide speaking practice. In courses where telephone mentoring is used, Mentors keep detailed notes of each telephone session, their attendance, and their progress.	HS	7	BA/BS - 2
382-3	Junior Evaluation Specialist (Evaluation Specialist II)	Propose, plan and conduct evaluation tasks or projects leading groups or executing single-handedly. Tasks and projects include but are not limited to instructional research and institutional (management) data handling and analysis. Perform assigned tasks for the development, editing, and review of evaluation reports, proposal drafts, evaluation policies and procedures, and reference materials on request. Adhere to all copyright guidelines and restrictions. Provide expert advisory services to staff and lead teams as needed in determining research objectives, creating evaluation plans, designing and delivering evaluative instruments, and analyzing, interpreting, and determining implications of evaluation results. Review evaluation plans for proposed projects for effectiveness and provide recommendations as needed. Design and/or maintain a database for tracking evaluation project timelines and completion. Research evaluation models and systems for potential implementation and draft proposals for improving evaluation models and systems. Develop and deliver relevant in-service staff development workshops designed to build skills in effective training evaluation and data analysis. Develop oral briefings on evaluation projects and results. On request, review existing research, analysis, and reported results to assess validity of reported outcomes. May require Native or near-native proficiency in English. May require ability to speak and write clearly on topics related to evaluation.	BA/BS	8	MA/MS - 5
382-3	Senior Evaluation Specialist (Evaluation Specialist III)	All required qualifications of Junior Evaluation Specialist position description apply.	BA/BS	13	MA/MS - 10

SIN	TITLE	DESCRIPTION	MINIMUM EDUCATION	YEARS OF EXP	EQUIVALNCY
382-3	Language Examiner I	Serve as examiner for language proficiency testing, interacting with the examinee in English to administer the exam and collecting and rating foreign language proficiency in conjunction with the tester. Proficiency tests may be face-to-face or by telephone or other technology-based medium (such as recorded audio, recorded video, live videoconferencing). The language proficiency test rates the examinee's skills in reading and speaking. The examiner directs the administration of each portion of the exam, collects information from the tester about the examinee's linguistic performance on various parts of the test, determines the selection and/or preparation of reading test materials. Assist with testing training to candidates seeking testing certification by tasks including but not limited to facilitating training workshops, providing small group or individual mentoring, and observing candidates while conducting mock or official exams. Lead, in conjunction with tester, the creation and testing of new reading kits to be used in face-to-face, telephone or field-testing. Lead the production of audio or video materials for use in conjunction with testing training. Collaborate with others to lead the reviewing and editing of foreign language and/or English in testing materials. Adhere to all copyright guidelines and restrictions as well as follow all procedures regarding testing material security and safeguarding test score data. May require English proficiency of Level 3 or higher (IRL scale) in speaking and reading.	HS	7	BA/BS - 2
382-3	Language Examiner II	All duties within the Language Examiner I position description apply. May require 3 years of experience designing and selecting testing materials for language exams	HS	8	BA/BS - 3
382-3	Language Instructor I	Plan and conduct individual, small group, and/or large group language classes using a variety of language teaching methodologies and techniques, stressing speaking, listening comprehension, and reading skills. Use established training materials and work collaboratively and closely with other instructors on training and/or testing matters. Provide feedback and analysis of the students' progress and problems to instructional and other staff as appropriate. Provide students with encouragement and constructive feedback. Apply classroom management techniques to provide a respectful, student-centered environment conducive to learning. Conduct informal or formal progress evaluations and/or administer weekly quizzes and assessments to evaluate student progress. Incorporate the use of instructional technology into the instructional program as appropriate. Participate voluntarily in the planning and delivery of language immersions. Serve as mentor and facilitator of distance learning classes. Take part in non-classroom activities. This may include visits to foreign embassies, local community organizations, community centers, neighborhoods, shopping areas, and restaurants where heritage speakers live and congregate. Activities often involve pre-visit training and after-action follow up.	HS	6	BA/BS - 1
382-3	Language Instructor II	All qualifications and requirements present in Language Tester I apply to Language Tester II. Maintain a minimum English proficiency level of 2:2 on the ILR proficiency scale.	HS	8	BA/BS - 3
382-3	Language Instructor III	All qualifications and requirements present in Language Tester I apply to Language Tester III. Maintain a minimum English proficiency level of a 3:3 on the ILR proficiency scale. (TOEFL or CEFR scale equivalents are considered acceptable). Demonstrated expertise through experience or publications in one or more of the qualifications required for language instruction (i.e., curriculum development, proficiency assessment, task-based teaching and learning, adult language learning, educational technology in Foreign Language Education, etc.)	BA/BS	10	MA/MS - 7
382-3	Language Tester I	Serve as tester for language proficiency examinations, interacting with examinee in the tester's native language or a language in which the tester has near-native proficiency. Proficiency tests may be face-to-face or by telephone or other technology-based medium (such as recorded audio, recorded video, live videoconferencing). The language proficiency test rates the examinee's skills in reading and speaking. The tester provides information to an examiner about the examinee's performance on various parts of the test and about the content of the texts used in the test, and assists with the selection and/or preparation of reading test materials. Lead the creation and testing of new reading kits to be used in face-to-face, telephone, or field-testing. Collaborate with other to lead the reviewing and editing of foreign language/and or English in testing materials. Adhere to all copyright guidelines and restrictions along with all procedures regarding testing material security and safeguarding test score data. May require English proficiency 2+ or higher (ILR scale) in speaking and reading.	HS	6	BA/BS - 1
382-3	Language Tester II	All duties within the Language Tester I position description apply. May require English proficiency at the 3-level or higher (ILR scale) in speaking and reading.	HS	8	BA/BS - 3

SIN	TITLE	DESCRIPTION	MINIMUM EDUCATION	YEARS OF EXP	EQUIVALNCY
382-3	Materials Editor	Collaborate or execute single-handedly, the editing of English or foreign language training materials including but not limited to language usage, readability, structure, organization, word choice, consistency, style, punctuation, and formatting. Adhere to all copyright guidelines and restrictions. Collaborate with content creators to establish processes and deadlines for the editing workflow. Provide regular status updates on progress and briefings on request for the content creators and others regarding progress, standards, or issues for discussion.	HS	8	BA/BS - 3
382-3	Program Manager	Apply management and leadership skills in consulting, coaching, mentoring and directing contractors from diverse cultural and ethnic backgrounds when issues requiring intervention arise. Coordinate training, coaching and development of contractors as needed to ensure high quality language instruction. Monitor and track time and attendance to ensure that contractors are at work and in-class as assigned. Meet with customer as needed regarding assignments, contractor performance, and/or conduct, planning, and status updates. Design and maintain spreadsheets to monitor contractor staffing allocations. Track open positions and coordinate resources to fill in a timely manner. Monitor performance of contract staff. Provide feedback on performance (from evaluations) and institute performance improvement plans when necessary. Lead all quality control efforts. Participate in client meetings and have current, accurate information to report regarding program performance. Provide timely reports as required and requested. Proactively anticipate risk issues and provide mitigation plans.	BA/BS	6	MA/MS - 3
871-3	Analyst	Apply knowledge of research methods, sources of data, analytical methods, and ability to determine the scope and outline of a project to indicate information to be collected to achieve a finished analytical finding and presentation. Plans research, studies, and analysis. Conducts studies and analysis in accordance with approved study plan. Prepares presentations of analytical methods and findings to achieve analytical objectives.	HS	11	BA/BS - 6
874-4	Administrative Assistant I	Support training efforts by providing on-site administrative support, access support, travel support, correspondence support, calendar management support, meeting support, meeting attendance, and command suite receptionist support. General administrative support includes, but are not limited to, office and telephone coverage; generation, review, publication, and distribution of internal and external written materials; and handling of classified and unclassified mail. Work effectively and independently with minimal oversight, complete actions within specified deadlines, and maintain a professional demeanor at all times.	HS	1	AA/AS or higher - 0
874-4	Administrative Assistant II	All duties within Administrative Assistant I apply to Administrative II.	HS	5	BA/BS - 0
874-4	Administrative Assistant III	All duties within Administrative Assistant II apply to Administrative III.	HS	10	BA/BS - 5
874-4	Coach/Teacher/Mentor I	Provides coaching, teaching, and mentoring to individuals, small teams, and small team leaders on tactical subjects and/or trains and instructs subjects with little abstraction. Be computer literate and operate, troubleshoot, and repair typical hardware and software problems with minimal assistance.	HS	7	BA/BS - 2
874-4	Coach/Teacher/Mentor II	All duties within Coach/Teacher/Mentor I apply to Coach/Teacher/Mentor II. Provide class preparation, class coordination, instruction and support for training courses. Duties include the development of Programs of Instruction for the courses as well as changes to the course as required by senior leadership when the mission parameters change. Promote class discussion during lecture presentations while maintaining student focus on the teaching points covered by each unit of instruction. Promote class discussion during lecture presentations while maintaining student focus on the teaching points covered by each unit of instruction. Provides coaching, teaching, and mentoring on tactical, operational, and integrated operations subjects to mid-level and senior leaders of larger teams and their organizations, and/or provides instruction on subject with moderate levels of abstraction and complexity. Other duties specific to this labor category include updating courseware materials, lessons, and evaluation tools. Draft and provide lesson plans and training support packages.	HS	9	BA/BS - 4
874-4	Coach/Teacher/Mentor III	All duties within Coach/Teacher/Mentor apply. Perform the duties described with minimal direction. Provides coaching, teaching, and mentoring on operational, strategic, and integrated operations subjects to senior and executive leaders and their organizations, and/or provides instruction on subjects with extensive abstraction and complexity.	BA/BS	15	MA/MS - 12

SIN	TITLE	DESCRIPTION	MINIMUM EDUCATION	YEARS OF EXP	EQUIVALNCY
874-4	Equipment Maintainer I	Duties specific to this labor category include periodic equipment maintenance for weapons systems of varying calibers and capabilities. Support shall include preparation for inventory assistance for monthly sensitive items inventories, instruction on small arms related topics, weapons repair tech support, and technical/mechanical analysis of military equipment. Visually examine and conduct operational tests to determine the need for, and the performance of maintenance and related repair work including carpentry and electrical repairs, generator systems, and air filtration systems. Inspect and identify operational limitations, report maintenance and repair requirements, and coordinate repairs with personnel. Research and review manuals, articles, guidelines, blueprints, sketches, and professional/technical publications to remain professionally proficient. Possess a minimum of three (3) years of preventative/corrective weapons maintenance experience (including military crew served weapons, where applicable), and a minimum of two (2) year of experience within an ammunition and weapons management environment .	HS	6	AA/AS - 3 or A gunsmith degree from an accredited civilian institution is required, or Armorer or maintainer Certification by any major firearms company, or Award of U.S. Army MOS 91F (Small Arms Repairer) or other service equivalent.
874-4	Equipment Maintainer II	All duties listed in Equipment Maintainer I apply to Equipment Maintainer II. In addition to the duties listed in Equipment Maintainer I, other responsibilities include, but are not limited to, sustainment level repairs to firearms and firearm related equipment to include fitting and gauging barrels, adjusting headspace, hand fitting parts, and adjusting sights; annual inspection/gauging and unscheduled weapons maintenance; and apply mathematical formulas to compute ballistic performance grafts.	HS	8	AA/AS - 5 or A gunsmith degree from an accredited civilian institution is required, or Armorer or maintainer Certification by any major firearms company, or Award of U.S. Army MOS 91F (Small Arms Repairer) or other service equivalent. Award of U.S. Army MOS 91F (Small Arms Repairer) or other service equivalent.
874-4	Equipment Maintainer III	All duties listed in Equipment Maintainer I and Equipment Maintainer II apply to Equipment Maintainer III.	HS	10	AA/AS - 7 or A gunsmith degree from an accredited civilian institution is required, or Armorer or maintainer Certification by any major firearms company, or Award of U.S. Army MOS 91F (Small Arms Repairer) or other service equivalent.
874-4	Executive Administrative I	Support executive and senior leaders of training centers, events, departments, agencies, and institutions. Support executive administrative functions and implement existing administrative policies, directives, and procedures. Duties include providing on-site executive administrative support, protocol coordination, access support, executive level travel support, correspondence support, calendar management support, meeting support, meeting attendance, and command suite receptionist support. Coordinate with other executive staff; distribute of classified and unclassified mail; receive and process visitor access requests; control access to designated offices; coordinate travel; and maintain daily schedules and calendars.	HS	5	AA/AS - 2; BA/BS - 0
874-4	Executive Administrative II	All duties within Executive Administrative Assistant I apply to Executive Administrative II.	HS	7	AA/AS - 4; BA/BS - 2 ; MA/MS - 0
874-4	Executive Administrative III	All duties within Executive Administrative Assistant II apply to Administrative III.	HS	14	AA/AS - 11; BA/BS - 9; MA/MS - 6
874-4	Intelligence Analyst	Possess expertise in full spectrum intelligence operations and analysis incorporating all intelligence disciplines (including, but not limited to, HUMINT, SIGINT, Counterintelligence (CI), IMINT, GEOINT, MASINT, and OSINT) Subject knowledge of operational and tactical techniques and procedures to include, but not limited to, tactical and operational full spectrum targeting; intelligence collection techniques; improvised explosives; enabler asset integration; subterranean operations; and individual and force protection. Other duties related to this labor category include, but are not limited to, mission analysis, intelligence community collaboration, intelligence advisory support, and support to advisory operations.	HS	10	BA/BS - 5 or Completion of US Army Military Intelligence Captains Career Course or Award of MOS 35F (Intelligence Analyst) and completion of US Army Advanced Leader Course or Warrant Officer Advanced Course and award of 350F career field
874-4	Knowledge Manager	Provide technical leadership for the Microsoft SharePoint portals. These sites allow members to manage documentation, share information, and track information. Provide Knowledge Management training and support to personnel, site development, and technical maintenance. Other duties related to this position include designing and building new applications on Microsoft SharePoint; providing technical support and expertise to personnel; providing on-site SharePoint site development, enhancements, and technical maintenance services; and making recommendations for appropriate knowledge infrastructure that facilitates knowledge connections, coordination, communications and continuity. Knowledge Management Certification (Certified Knowledge Manager or Certified Knowledge Management Professional) may be required.	HS	8	BA/BS - 3; MA/MS - 0

SIN	TITLE	DESCRIPTION	MINIMUM EDUCATION	YEARS OF EXP	EQUIVALNCY
874-4	Logistics Specialist I	The contractor shall provide both warehouse and property book logistical through logistics planning, logistics reports, property accountability control functions through an automated system, equipment maintenance, and warehouse assistance. Warehouse support and maintenance include, but are not limited to, book clerk functions, shelf stocking/re-stocking, and shipment review and acceptance notification. Other duties include inventory management and documentation, logistical report analysis, and hand-receipt management.	HS	6	AA/AS - 3 or Award of U.S. Army MOS 92A (Automated Logistics Specialist) or other service equivalent
874-4	Logistics Specialist II	All duties within Logistics Specialist I apply to Logistics Specialist II. Provide multifunctional logistics support to operations and activities including warehouse management, movement control, property accountability, maintenance, contract establishment and management, and facility development and sustainment for forward basing requirements.	HS	11	BA/BS - 6 or Award of U.S. Army MOS 92A (Automated Logistics Specialist) or other service equivalent
874-4	Medical Planner/Trainer	All duties in Medical Specialist/Trainer apply to Medical Planner/Trainer. Other duties include, but are not limited to medical planning support and delivery of medical training; developing medical support contingency plans for training and/or missions; monitoring and reporting unit medical readiness; pre and post deployment coordination of health assessment exams for team members; and providing medical threat briefs and pre-mission medical intelligence briefs for global operations.	HS	6	BA/BS - 1 year of experience or Completion of U.S. Army Special Operations Force medic (18D) or awarded U.S. Army MOS Combat Medical Specialist and completion of U.S. Army Advanced Leader Course or completion of U.S. Army Medical Services Captain's Career Course
874-4	Medical Specialist/Trainer	Assist in the planning and instruction of medical coverage for training events. Duties related to support include, but are not limited to, developing and providing instructional medical training to personnel; developing, executing, and evaluating realistic scenario-based training for personnel; maintaining a medical training calendar; and providing on-site medic support to training events. Possess and Maintain an Emergency Medical Technician-Paramedic (EMT-P) certification.	HS	1	AA/AS or higher - 0
874-4	Operations Support Specialist I	Assist with strategic planning efforts and the development of long-term goals and functions for the customer. Duties associated with this position include, but are not limited to, reallocation of personnel and operational priorities; planning and coordination for plans, orders, and activities; tracking of daily operations calendars; receiving, managing, and cataloging requests for support and training; and travel planning and coordination. May require experience in the military as an Officer or NCOIC of a Battalion or Brigade operations section and worked in an operations section for three (3) years.	HS	8	AA/AS - 5 or Completion of any service technical training school and award of military specialty + 3 years of experience
874-4	Operations Support Specialist II	All duties listed in Operations Support Specialist I apply to Operations Support Specialist II. Other duties include, but are not limited to, identifying and assisting in development of training solutions to capability gaps derived from tactical observations by conducting training analysis; assisting in rapid training development; providing training analysis and assessments; providing technical and operational expertise to assist development of realistic training and operational scenarios; and providing documents in support of solution development and operational training needs.	HS	11	BA/BS - 6 years of experience with the U.S. Military or other Federal Government agencies
874-4	Operations Support Specialist III	All duties listed in Operations Support Specialist I & II apply to Operations Support Specialist III. Other duties included, but are not limited to, managing and providing oversight of the contract workforce; support of mission planning and development of engagement strategies; and, provide advisory support to the operational force and institutional activities.	BA/BS	10	MA/MS - 7 years of experience with the U.S. Military or other Federal Government agencies
874-4	Program Manager	Provide program management support that will fully integrate, manage, control, and document all phases of the program requirements. Provide the overall management of program, personnel, planning, quality control, direction, coordination, and reviews necessary to assure effective program performance. Provide and maintain a state-of-the-art trained workforce capable of providing the services as required by the contract. Develop, maintain, and update a Project Management Plan that defines a management system to plan and control work efforts under this contract. Use the Project Management Plan as the foundation for information and resource management planning and guidance.	BA/BS	10	MA/MS - 7
874-4	Project Assistant	Provide assistance to Program Manager. Duties include, but are not limited to, assisting with management of program, personnel, planning, quality control, direction, coordination, and reviews necessary to assure effective program performance; and assisting with the maintenance and development of a Project Management Plan.	HS	10	BA/BS - 5
874-4	Recruiter	Recruit candidates for training and instructor positions. Conduct personnel recruiting, assessment, and selection to support customer-specific mission needs. Provide training support to the customer and in coordination with the customer, articulates an overarching strategy to identify and fill personnel shortages and plan a recruiting strategy to identify eligible candidates, prepare the assessment packages, schedule interviews, manage travel coordination, and fill vacancies.	HS	10	BA/BS - 5

SIN	TITLE	DESCRIPTION	MINIMUM EDUCATION	YEARS OF EXP	EQUIVALNCY
874-4	Subject Matter Expert	Qualified expert related to the specific subject matter or project. Performs duties including, but not limited to, analysis, education, operational planning, requirements establishment, logistics, and technical expertise.	HS	20	BA/BS - 15 Completion of any Service's Officer Captain's Career Course or Senior Enlisted Academy