Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system.

The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services

Contract Number: 47QRAA20D007J

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

Contract Period: July 6, 2020 – July 5, 2025

Actualized Business Solutions, Inc.
44191 Airport Road, Suite A
California, MD 20619
800-905-6724
www.absidefense.com

For contract information, please contact Chris Sacco at chris.sacco@absidefense.com

Business Size: Small

Price List current as of modification PS-0008 Effective 09 July 2021.

Prices shown herein are Net (discount deducted).
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PROBLEM:
Operators need comprehensive education and training in both technical- and mission-based subjects, but rapidly changing technologies and increased operations tempo make sustaining proficiency challenging.

SOLUTION:
ABSI is your on-call team for defense curriculum development and training. Our curriculum developers and SMEs have credentials from top test pilot schools and advanced instructor schools and possess decades of operational experience. Our team can create effective, customized, policy-compliant training. We provide varieties of custom instructional methods, including white-label Learning Management Systems (LMS), to meet your organization’s education and training needs.

SERVICES

Education Consulting
Consult with ABSI’s curriculum development experts to create a well-rounded training program for your organization.

Curriculum Development
ABSI develops highly customized, policy compliant training focused on organizational and user-level requirements that go beyond initial qualification to address mission-oriented training.

Training
No matter how small or widely dispersed your user community is, ABSI will provide all of your training needs.

Learning Management
From creation through deployment, ABSI can develop your curriculum, ensure successful course delivery, and handle your organization’s reporting and tracking needs.
TEST & EVALUATION

PROBLEM:
Most companies lack a professional test and evaluation capability to meet their design and prototyping objectives while staying on budget and schedule.

SOLUTION:
ABSI is your on-call team for test planning, development and support. With credentials from top test pilot schools and decades of manned and unmanned operational flight experience, ABSI’s test team brings the rigor and precision required for aviation test efforts.

We lower your R&D costs, convert your fixed costs to variable costs, improve your design risk profiles, and free your company’s expertise and cash flows to other priorities, radically increasing your productivity.

SERVICES

Flight Test Support
- T&E master planning
- Test plan development and execution
- Flight card development and execution
- Analysis of flight test results and reporting

In-House Expertise
Systems engineering support for airworthiness, including: NAVAIR, FAA UAS test sites, DARPA, and FAA Part 23. Offers analysis of alternatives (AoA) and design support.

Aircrew Services
- Piloting all types of manned aircraft
- Remote piloting Group 1 - 5 systems
- Piloting of gliders and taildraggers

Systems Engineering Support
With credentials from top test pilot schools and decades of operational flight experience, ABSI brings the rigor and precision required for aviation test efforts.
PROBLEM:
Customers may lack the capacity or capability to conduct major acquisition policy functions like analysis, design & development, integration, test & evaluation or sustainment.

SOLUTION:
ABSI’s acquisition management expertise integrates policy acumen, program management, systems engineering and sustainment to provide our customers industry-leading support. ABSI follows an outcome-based approach, mapping your requirements to strategic goals and managing complex acquisition pathways and functions.

Whether the customer is supporting major capability acquisition, urgent acquisition or rapid prototype & fielding, ABSI empowers customers to tailor towards the outcome, simplify execution, understand data and sustain execution throughout an acquisition period.

SERVICES
ABSI’s services allows you to focus on your company’s core objectives. Our highly-skilled personnel bring desired outcomes and economies to your business.

Program Management
- Milestone preparation
- EVM Analysis
- Contracts Management
- SYSCOM SMEs
- PPBE Development & Analysis
- Risk Management
- Trade-off Analysis
- IMS Development
- Execution Support

Acquisition Support
- Acquisition strategy
- Acquisition decision support
- Analyses of alternatives
- Capabilities-based assessments
- APB development
- Cost analysis
- CONOPS/CONEMPS Development
- Market Research

Full Lifecycle Support
ABSI can provide full product and service lifecycle support from ideation & design to end-of-life services.
DESIGN & PROTOTYPING

PROBLEM:
Design and Prototyping (D&P) complexities can quickly overwhelm and slow an organization’s technology development lifecycle as well as slow their product and services roadmaps.

SOLUTION:
ABSI offers Design services to both articulate and translate your desired capabilities into structured, complexity-reducing design specifications, to achieve sound requirements balance across all system considerations, and to ultimately support the required operational capabilities.

ABSI also offers Prototyping services that achieve the conceptual, analytical, digital or physical models in order to evaluate and inform product feasibility or usefulness. Our cadre of systems engineers, test pilots and strategic planners can build or assist model development so the customer can reduce functional or technical risk, validate design concepts, obtain early, vital feedback from warfighter end-users, and refine the product’s performance requirements.

SERVICES

Consulting
ABSI provides a variety of consulting services to educate your organization or to ensure your organization is meeting industry benchmarks and best practices.

Planning & Operations
We offer complete Solutions Development planning and execution tools such as Machine Learning, Artificial Intelligence and Virtual Reality technologies. Additional services include pathway analysis and complexity reduction to streamline your efforts.
SecondSky™ is unique among flight simulation options because it can model an infinite array of flight conditions. Coupled with the learning management system and incorporation of both the AI training agent and live expert instructors, SecondSky offers the most highly customized flight training experience available.

SecondSky’s flight training devices and curriculum bring unmatched accessibility, quality and affordability to aviation training. Unparalleled flexibility to replicate different platforms, environments and conditions of flight in one system means more training opportunities without more cost.

ABSI’s Taifun is the perfect addition to ABSI’s T&E capabilities. The Valentin Taifun 17E Motor Glider is the ideal platform for low speed chase requirements, airborne relay, low to medium altitude UAS chase, and small UAS payload testing. The Taifun offers clients a uniquely efficient platform ideal for chase operations, airborne photography and aerodynamic instruction.
WE ARE THE SOLUTION

We've Been in the Trenches
We are the former combat operators, program managers, test pilots, logisticians, and systems engineers who have felt the pain of trying to keep the warfighter armed with critical technologies in the face of extended contracting cycles, expiring funds and urgent requirements.

We Understand the Challenges
We understand the challenges created by the rapid requirements tempo and the extended procurement process. And, we know that non-program funding that expires rapidly and is nearly impossible to execute doesn't just put programs at risk...it puts lives at risk.

We are Passionate about Helping
We understand the problem because it was our problem, too. We formed ABSI Aerospace & Defense because we are passionate about providing a solution.

#39 Inc. 5000
ABSI's ranking on the Inc. 5000 Regionals list of fastest-growing private companies in the DC Metro Area in 2021

Responsive enough to pivot. Agile enough to scale. Respected enough to lead.

365 DAYS A YEAR
ABSI is focused on engaging customers and bringing new ideas to the table to enhance your business.

100%
Every ABSI employee has a strong, vested interest in ensuring your success.

11 LOCATIONS
ABSI is staffed from coast to coast.

We are a PRIME Contractor
ABSI works closely with top military organizations and businesses.

OUR CAPABILITIES
- Test & Evaluation
- Education & Training
- Acquisition Management
- Design & Prototyping

We make technology accessible.

Your Partner of Choice
Learn more about our industry-leading capabilities and tailored solutions.
Visit www.absidefense.com

GSA Contract Number: 47QRAA20D007J
ABSI | We are the solution.
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
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<tr>
<td>541330ENG</td>
<td>541330ENGRC</td>
<td>Engineering Services</td>
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<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541690</td>
<td>541690RC</td>
<td>Technical Consulting Services</td>
</tr>
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<td>541715</td>
<td>541715RC</td>
<td>Engineering Research and Development and Strategic Planning</td>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional and Management Development</td>
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<td>611430ST</td>
<td>611430STRC</td>
<td>Security Training</td>
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<td>611512</td>
<td>611512RC</td>
<td>Flight Training</td>
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<td>611710</td>
<td>611710RC</td>
<td>Educational Support Services</td>
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<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

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

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<th>SIN</th>
<th>Labor Category</th>
<th>GSA Price</th>
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<tbody>
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<td>541611/RC, 611430ST/RC/ 611512/RC, 541330ENG</td>
<td>Administrative Assistant**</td>
<td>See rate table on page 13</td>
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</table>

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. Please refer to ABSI’s labor category descriptions located on Page 17.
2. Maximum Order:

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<td>OLM</td>
<td>$250,000</td>
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</table>

3. Minimum order: $100

4. Geographic coverage (delivery area). Domestic, Conus, DC

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

   Actualized Business Solutions, Inc.
   44191 Airport Road, Suite A
   California, MD 20619

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. Additional 1% for Task Orders exceeding $1,000,000.00

8. Prompt payment terms. Information for Ordering Offices: Net 30 days; Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin). Not Applicable

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

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Not Applicable

11. F.O.B. point(s). Destination
12a. Ordering address(es). **Actualized Business Solutions, Inc.**

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).

Actualized Business Solutions, Inc.
44191 Airport Road, Suite A
California, MD 20619

14. Warranty provision. **Not Applicable**

15. Export packing charges, if applicable. **Not Applicable**

16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

17. Terms and conditions of installation (if applicable). **Not Applicable**

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

18b. Terms and conditions for any other services (if applicable). **Not Applicable**

19. List of service and distribution points (if applicable). **Not Applicable**

20. List of participating dealers (if applicable). **Not Applicable**

21. Preventive maintenance (if applicable). **Not Applicable**

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

22b. 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: www.Section508.gov/. **Not Applicable**

23. Unique Entity Identifier (UEI) Number. **831468769**

24. Notification regarding registration in System for Award Management (SAM) database. **Actualized Business Solutions, Inc. (ABSI Defense) has an active registration in the SAM database.**
# RATE CHART (2.0% Annual Fixed Escalation)

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<td>Administrative Assistant**</td>
<td>High School</td>
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<td>Administrative Assistant II</td>
<td>Associates</td>
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<td>Engineer/ Scientist II</td>
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<td>Flight Test Engineer III</td>
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<td>Program Analyst / Manager II</td>
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<td>Remote Systems Operator/ Instructor II</td>
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<td>YEAR 2</td>
<td>YEAR 3</td>
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SERVICE CONTRACT LABOR STANDARDS MATRIX

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<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No.</th>
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<td>Administrative Support</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4215</td>
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</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

LABOR CATEGORY AND TRAINING DESCRIPTIONS

ADMINISTRATIVE ASSISTANT

**Functional Responsibilities:** Administrative/technical work in management environment. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs administrative/technical support as directed, with limited supervision. Applies skills and knowledge in data management, document control, computer support, project control, and related areas to individual and team efforts.

**Minimum Education:** High School diploma or GED
**Minimum Experience:** 1 year

ADMINISTRATIVE ASSISTANT II

**Functional Responsibilities:** Administrative/technical work in management environment. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs administrative/technical support as directed, with limited supervision. Applies skills and knowledge in data management, document control, computer support, project control, and related areas to individual and team efforts.

**Minimum Education:** Associate’s degree. An additional two (2) years of experience may be substituted for an associate’s degree.
**Minimum Experience:** 3 years

ENGINEER/SCIENTIST II

**Functional Responsibilities:** Supports the development, enhancement, and application of new and emerging engineering technologies in order to develop conceptual approaches for meeting the challenges associated with complex technical problems. This includes conducting research, statistical and analytical assessments, modeling and simulation, systems engineering, systems design, performance analysis, risk assessments, and/or trade-off analyses. May be required to prepare detailed information, data, descriptions, documentation, reports, and other media to support project requirements. Participates in meetings and activities that involve discussions of complex programs and issues. Possesses a mastery of the concepts, standards, and approaches required to define and direct analytical efforts and development activities involved in complex programs and issues.
**Minimum Education:** Bachelor’s degree in engineering, mathematics, physics, or another related scientific field. An additional four (4) years of experience may be substituted for a bachelor's degree. An additional 2 years of experience and an associate’s degree may be substituted for a bachelor’s degree.

**Minimum Experience:** Five (5) years of experience providing scientific, technical, and/or engineering support relevant to assigned project(s).

**FLIGHT TEST ENGINEER III:**  
**Functional Responsibilities:** Plan for a specific flight test phase, which includes preparing the test plans in coordination with other engineers and test pilots. Capture data requirements from multiple design engineers and document in test plan. Ensure the test aircraft is configured correctly for the test events and execute configuration management procedures. Work with instrumentation engineers to ensure the sensors and recording systems are installed for required data parameters. Coordinate with test pilots to develop test cards for specific flights and monitor flight test instrumentation in real time during flight tests. Analyze flight test data and report on results. May fly on board the test aircraft if required for execution of test events. Provide supervision and guidance to other flight test engineers on multiple projects.

**Minimum Education:** Master’s degree in an engineering or scientific discipline. Additional five years of experience and a bachelor's degree may be substituted for the master's degree.

**Minimum Experience:** Ten (10) years' experience, including five (5) years of practical experience in flight test and evaluation.

**INSTRUCTIONAL SYSTEMS DESIGN SPECIALIST II:**  
**Functional Responsibilities:** Design curricula according to instructional principles, client objectives, and program objectives. Participate as a member of the instructional design team to analyze, design, and implementation. Develop instructor-led training, including instructional materials, learning assessments, job aids, quick reference materials, and exercises or learning activities. Guide subject matter experts through the training design and development process. Design and develop Train the Trainer sessions and facilitate training events and design surveys and other evaluation instruments to determine the effectiveness and usability of deployed products.

**Minimum Education:** Bachelor’s degree.

**Minimum Experience:** 5 years’ directly related experience

**INSTRUCTIONAL SYSTEMS DESIGN SPECIALIST III:**  
**Functional Responsibilities:** Design curricula according to instructional principles, client objectives, and program objectives. Lead the instructional design team to analyze, design, and implementation. Develop instructor-led training, including instructional materials, learning assessments, job aids, quick reference materials, and exercises or learning activities. Guide subject matter experts through the training design and development process. Design and develop Train the Trainer sessions and facilitate training events and design surveys and other evaluation instruments to determine the effectiveness and usability of deployed products.

**Minimum Education:** Master’s degree in related field. An additional five years’ experience and bachelor's degree may be substituted for master's degree.

**Minimum Experience:** 10 years related experience.
INSTRUCTIONAL SYSTEMS DESIGN SPECIALIST IV

Functional Responsibilities: Design curricula according to instructional principles, client objectives, and program objectives. Lead the instructional design team to analyze, design, and implementation. Develop instructor-led training, including instructional materials, learning assessments, job aids, quick reference materials, and exercises or learning activities. Guide subject matter experts through the training design and development process. Design and develop Train the Trainer sessions and facilitate training events and design surveys and other evaluation instruments to determine the effectiveness and usability of deployed products.

Minimum Education: Master’s degree in related field. An additional five (5) years’ experience and bachelor’s degree may be substituted for a master’s degree.

Minimum Experience: 12 years related experience.

MULTI MEDIA SPECIALIST II

Functional Responsibilities: Design, produce, and finish visual materials such as photographs, illustrations, animations, video presentations, and models to be used in the communication of information. Responsible for generating material and making stylistic decisions such as placement of text in relation to art, type styles and effects, as well as color schemes and shapes, in order to effectively communicate information with high visual impact and within constraints of chosen communication methods. Expert knowledge of graphics and programming software for illustration, image editing, graphic designing, video editing, and animating to integrate graphics with text and audio.

Minimum Education: Bachelor’s degree. An additional 4 years of experience may be substituted for a bachelor’s degree. An additional 2 years of experience and an associate’s degree may be substituted for a bachelor’s degree.

Minimum Experience: Five (5) years of relevant professional multi-media experience producing graphic designs and animation using computer applications and programs.

PROGRAM ANALYST/MANAGER II:

Functional Responsibilities: Conducts technical program management to include budgeting, scheduling, trade-off analysis, lifecycle costing, risk management, supportability, test and evaluation, and requirements development. Supports the development of program acquisition documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Procurement Initiation Document (PID), Statement of Work (SOW), funding documents, Contract Data Requirements Lists (CDRLs), and Acquisition Program Baseline Agreements (APBA) as required. Assesses program procedures, practices, strategies, and documentation for compliance with specifications, contracts, and mission requirements. Attends program meetings, conferences, and review boards and provides reports. Prepares briefs, point papers and correspondence.

Minimum Education: Bachelor’s Degree in business related or technical field. Bachelor’s degree in another field and additional 5 years of experience or DAWIA level II certification in Program Management may be substituted for bachelor’s degree in business or technical field.

Minimum Experience: A minimum seven (7) years’ experience managing government acquisition programs is required of which one (1) year must be supervisory.
PROGRAM ANALYST III

Functional Responsibilities: Applies analytical techniques and information management skills to capture, assemble, and disseminate data. Conducts analyses, prepares evaluations, coordinates activities, and provides advice to management on analysis and reporting, business process management, project management, and oral/written communications. Provides support in the planning, preparation, and execution in accordance with applicable standards. Analyzes and monitors project status, budget, and schedules, applying government instituted processes for documentation, change control management, and data management. Defines performance deficiencies and problem areas through comprehensive analysis of requirements, representing problem areas and recommending solutions. Collaborates and resolves issues across multiple functional and technical areas such as requirements development, test and evaluation, engineering, user requirements, contract requirements, delivery, support, and sustainment. Responsible for reporting the status of project or program by developing and establishing metrics that support assessment and management.

Minimum Education: Bachelor’s Degree in business related or technical field. An additional five (5) years of experience or DAWIA Level III Certification in Program Management may be substituted for Bachelor’s degree in business or technical field.
Minimum Experience: Ten (10) years’ experience managing government acquisition programs is required of which three (3) must be supervisory.

PROGRAM MANAGER III

Functional Responsibilities: Conducts technical program management to include budgeting, scheduling, trade-off analysis, lifecycle costing, risk management, supportability, test and evaluation, and requirements development. Supports the development of program acquisition documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Procurement Initiation Document (PID), Statement of Work (SOW), funding documents, Contract Data Requirements Lists (CDRLs), and Acquisition Program Baseline Agreements (APBA) as required. Assesses program procedures, practices, strategies, and documentation for compliance with specifications, contracts, and mission requirements. Attends program meetings, conferences, and review boards and provides reports. Prepares briefs, point papers, and correspondence.

Minimum Education: Bachelor’s Degree in business related or technical field. An additional five (5) years of experience or DAWIA Level III Certification in Program Management may be substituted for Bachelor’s degree in business or technical field.
Minimum Experience: Ten (10) years’ experience managing government acquisition programs is required of which three (3) must be supervisory.

REMOTE SYSTEMS OPERATOR/INSTRUCTOR I

Functional Responsibilities: Will support all aspects of the integration, operation, and maintenance of assigned remote system platforms. Responsible for preparing for and executing ISR missions which may include preparing and facilitating pre-flight mission briefings, building new systems, making necessary modifications to the airframe, mechanical and/or electrical systems, launching and flying the aircraft, as well as setting up/tearing down equipment. May participate in classroom, field, and computer based/aided training as required. Performs tasks under the supervision of more senior operators.

Minimum Education: High School diploma or GED
**Minimum Experience:** Must possess current FAA Part 107 Remote Pilot certificate and a class II medical clearance. Must have at least 2 years piloting applicable remote-controlled aircraft.

**REMOTE SYSTEMS OPERATOR/INSTRUCTOR II**

**Functional Responsibilities:** Will support all aspects of the integration, operation, and maintenance of assigned remote system platforms. Responsible for preparing for and executing ISR missions which may include preparing and facilitating pre-flight mission briefings, building new systems, making necessary modifications to the airframe, mechanical and/or electrical systems, launching and flying the aircraft, as well as setting up/tearing down equipment. May participate in classroom, field, and computer based/aided training as required. Performs tasks under the supervision of more senior operators. Performs tasks with little to no guidance.

**Minimum Education:** Associates degree. An additional 2 years of experience may be substituted for an associate's degree.

**Minimum Experience:** Must possess current FAA Part 107 Remote Pilot certificate and a class II medical clearance. Must have at least five (5) years piloting applicable remote-controlled aircraft.

**REMOTE SYSTEMS OPERATOR/INSTRUCTOR III**

**Functional Responsibilities:** Will support all aspects of the integration, operation, and maintenance of assigned remote system platforms. Responsible for preparing for and executing ISR missions which may include preparing and facilitating pre-flight mission briefings, building new systems, making necessary modifications to the airframe, mechanical and/or electrical systems, launching and flying the aircraft, as well as setting up/tearing down equipment. May participate in classroom, field, and computer based/aided training as required. Performs tasks under the supervision of more senior operators. Performs tasks independently with minimal supervision.

**Minimum Education:** Bachelor's degree. An additional four (4) years of experience may be substituted for a bachelor's degree. An additional two (2) years of experience and an associate's degree may be substituted for a bachelor's degree. A Master Training Specialist or equivalent certification may substitute for a bachelor's degree.

**Minimum Experience:** Must possess current FAA Part 107 Remote Pilot certificate and a class II medical clearance. Must have at least five (5) years piloting applicable remote-controlled aircraft.

**REMOTE SYSTEMS OPERATOR/INSTRUCTOR IV**

**Functional Responsibilities:** Will support all aspects of the integration, operation, and maintenance of assigned remote system platforms. Responsible for preparing for and executing ISR missions which may include preparing and facilitating pre-flight mission briefings, building new systems, making necessary modifications to the airframe, mechanical and/or electrical systems, launching and flying the aircraft, as well as setting up/tearing down equipment. May participate in classroom, field, and computer based/aided training as required. Performs tasks under the supervision of more senior operators. May conduct classroom, field, and computer based/aided training as required. May supervise more junior operators.

**Minimum Education:** Bachelor's degree. An additional four (4) years of experience may be substituted for a bachelor's degree. An additional two (2) years of experience and an associate's degree may be substituted for a bachelor's degree. A Master Training Specialist or equivalent certification may substitute for a bachelor's degree.
**Minimum Experience:** Must possess current FAA Part 107 Remote Pilot certificate and a class II medical clearance. Must have at least seven (7) years piloting applicable remote-controlled aircraft.

**REMOTE SYSTEMS OPERATOR/INSTRUCTOR V**

**Functional Responsibilities:** Will support all aspects of the integration, operation, and maintenance of assigned remote system platforms. Responsible for preparing for and executing ISR missions which may include preparing and facilitating pre-flight mission briefings, building new systems, making necessary modifications to the airframe, mechanical and/or electrical systems, launching and flying the aircraft, as well as setting up/tearing down equipment. May participate in classroom, field, and computer based/aided training as required. Performs tasks under the supervision of more senior operators. May supervise more junior operators.

**Minimum Education:** Bachelor’s degree. An additional four (4) years of experience may be substituted for a bachelor’s degree. An additional two (2) years of experience and an associate’s degree may be substituted for a bachelor’s degree. A Master Training Specialist or equivalent certification may substitute for a bachelor’s degree.

**Minimum Experience:** Must possess current FAA Part 107 Remote Pilot certificate and a class II medical clearance. Must have at least 10 years piloting applicable remote-controlled aircraft.

**SOFTWARE ENGINEER I**

**Functional Responsibilities:** Identifies, evaluates, tailors, and directs the implementation of software solutions across one or more projects. Analyzes user and system requirements, determines the appropriate system architecture and designs/formulates overall system and specification in accordance with applicable standards. May be required to prepare detailed information, data, descriptions, documentation, reports, and other media to support operations to be performed by computer software programs.

**Minimum Education:** Associate’s degree. An additional two (2) years of experience may be substituted for a associate’s degree.

**Minimum Experience:** 5 years of experience in area of expertise.

**SME II**

**Functional Responsibilities:** Provides extremely high level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

**Minimum Education:** Bachelor’s degree. An additional 4 years of experience may be substituted for a bachelor’s degree. An additional 2 years of experience and an associate’s degree may be substituted for a bachelor’s degree.

**Minimum Experience:** 8 years of experience in area of expertise.
SUBJECT MATTER EXPERT III:
Functional Responsibilities: Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.

Minimum Education: Master’s degree in relevant field. Additional 5 years of experience and bachelor's degree may be substituted for master's degree.
Minimum Experience: 10 years’ experience in area of expertise

SME V
Functional Responsibilities: Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security, etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages multiple program/project or major functional area. Fully knowledgeable of all aspects of the program(s) under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews, and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.

Minimum Education: Master's degree in relevant field. An additional five (5) years of experience and bachelor's degree may be substituted for a master's degree.
Minimum Experience: A minimum of fifteen (15) years’ experience in area of expertise.

TECHNICAL ANALYST/WRITER II
Functional Responsibilities: Provide overall documentation support to both management and technical staffs. This includes document preparation by applying the highest levels of industry and client standards, establishing proper formats in accordance with client requirements, reviewing and correcting draft materials as appropriate, supporting decisions as to appropriate text and graphic software to use for given jobs, etc. They may also create, implement, and track production of designed documents. As a minimum, they will be adept at using computer-based word processing and office applications programs.

Minimum Education: Bachelor’s Degree in English or Communications
Minimum Experience: 6 years

TECHNICAL WRITER III
Functional Responsibilities: Provide overall documentation support to both management and technical staffs. This includes document preparation by applying the highest levels of industry and client standards, establishing proper formats in accordance with client requirements, reviewing and correcting draft materials as appropriate, supporting decisions as to appropriate text and graphic software to use for given jobs, etc. They may also create, implement, and track production of designed documents. They will be adept at using computer-based word processing, office applications programs, as well as in understanding complex technical and business matters. May assume a leadership role within the project team.

Minimum Education: Bachelor’s degree in English or Communications. An additional 4 years of experience may be substituted for a bachelor’s degree. An additional 2 years of experience and an associate’s degree may be substituted for a bachelor’s degree.

Minimum Experience: 10 years

TECHNICAL WRITER IV
Functional Responsibilities: Provide overall documentation support to both management and technical staffs. This includes document preparation by applying the highest levels of industry and client standards, establishing proper formats in accordance with client requirements, reviewing and correcting draft materials as appropriate, supporting decisions as to appropriate text and graphic software to use for given jobs, etc. They may also create, implement, and track production of designed documents. They will be adept at using computer-based word processing, office applications programs, as well as in understanding complex technical and business matters. May assume a leadership role within the project team.

Minimum Education: Master’s degree in English or Communications. An additional five (5) years of experience and bachelor’s degree may be substituted for a master’s degree.

Minimum Experience: 12 years

TEST PILOT II
Functional Responsibilities: Will serve as pilot/copilot and aircraft commander for Acceptance, Functional, and Production Check Flights, Support Flights, and Experimental Flights. Coordinate with flight test engineers to plan, execute and analyze the results of flight test programs. Conduct flight test planning to include development of test plans, flight test procedures and test cards. Analyze flight test data and report on results of test flights. Collaborate with design engineers when developing aircraft designs.

Minimum Education: Master’s degree in a technical discipline, graduate of a formal Test Pilot School. An additional 5 years of experience may be substituted for completion of a formal Test Pilot School. An additional 5 years of experience and bachelor’s degree may be substituted for a master’s degree.

Minimum Experience: Must possess current FAA commercial pilot certificate and ratings applicable to the test aircraft type and a class II medical clearance. Past or current designation as an aircraft commander in the applicable type aircraft or similar aircraft. Must have served as a test pilot for a minimum of 6 years.

TRAINING ANALYST/FACILITATOR I:
Functional Responsibilities: Provide expertise and background in the curriculum subject matter to facilitate development of training materials. Participate as a member of the curriculum development team.
Provide in person and/or remote training for students in the classroom, through virtual environments and practical applications. Instructors will demonstrate capability to provide subject training through customer certification process prior to providing instruction to students as required.

**Minimum Education:** BA/BS and specialized training in associated area of expertise. Possess relevant professional certification as appropriate for training topic.

**Minimum Experience:** 5 years’ experience as a professional in the relevant area of expertise.

**TRAINING ANALYST/FACILITATOR II:**
**Functional Responsibilities:** Provide expertise and background in the curriculum subject matter to facilitate development of training materials. Participate as a key member of the curriculum development team. Provide in person and/or remote training for students in the classroom, through virtual environments and practical applications. Instructors will demonstrate capability to provide subject training through customer certification process prior to providing instruction to students as required. Conduct regular reviews of other instructors to ensure standardization of training.

**Minimum Education:** BA/BS in relevant field. An additional 4 years’ of experience may be substituted for BA/BS.

**Minimum Experience:** 7 years’ experience as a professional in the relevant area of expertise. 1 year of instructional experience.

**TRAINING ANALYST/FACILITATOR III:**
**Functional Responsibilities:** Provide expertise and background in the curriculum subject matter to facilitate development of training materials. Participate as a key member of the curriculum development team. Provide in person and/or remote training for students in the classroom, through virtual environments and practical applications. Instructors will demonstrate capability to provide subject training through customer certification process prior to providing instruction to students as required. Conduct regular reviews of other instructors to ensure standardization of training. Provide supervision of instructor staff across multiple instructional courses as required.

**Minimum Education:** BA/BS in relevant field. An additional 4 years’ of experience may be substituted for BA/BS.

**Minimum Experience:** 10 years’ experience as a professional in the relevant area of expertise. 2 years of instructional experience.

**TRAINING ANALYST/FACILITATOR IV**
**Functional Responsibilities:** Provide expertise and background in the curriculum subject matter to facilitate development of training materials. Participate as a member of the curriculum development team. Provide in person and/or remote training for students in the classroom, through virtual environments and practical applications. Instructors will demonstrate capability to provide subject training through customer certification process prior to providing instruction to students as required.

**Minimum Education:** Bachelor’s degree and specialized training in associated area of expertise. Possess relevant professional certification as appropriate for training topic. An additional 4 years of experience may be substituted for a bachelor’s degree. An additional 2 years of experience and an associate’s degree may be substituted for a bachelor’s degree.

**Minimum Experience:** Twelve (12) years’ experience as a professional in the relevant area of expertise.
SUAS Tactical Employment and Support Training Course (ABSI-TESTC-01801)

The SUAS Tactical Employment and Support Training Course is focused on delivering Initial and Mission Qualification (IQT/MQT) training for Operators, Instructors, and Evaluators in support of urgently acquired and fielded tactical SUAS. ABSI courses focus on all facets of pre-deployment training to ensure that operational forces are provided the critical skills that will enable their success in the operating environment while reducing the potential for combat losses.

**Course Length:** 10 days  
**Minimum Participants:** 3  
**Maximum Participants:** 4