Decision Technologies, Inc.

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

Decision Technologies Inc.
2900 Crystal Dr Ste 810
Arlington, VA 22202
(P) 703-416-5050 (F) 703-836-0987
https://decision-tech.com/
Contract Administrator: Michael D Harmon, mharmon@decision-tech.com

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services

Contract Number: 47QRAA21D005X
Period Covered by Contract: May 19, 2021 - May 18, 2026
Business Size: Small Business

Pricelist current through Modification #_______, dated ________.

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

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

1. **Awarded Special Item Number(s):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
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<tbody>
<tr>
<td>541380 &amp; 541380RC</td>
<td>Testing Laboratory Services</td>
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<tr>
<td>541420 &amp; 541420RC</td>
<td>Engineering System Design and Integration Services</td>
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<tr>
<td>541611 &amp; 541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management</td>
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<td>Support, and Business Program and Project Management Services</td>
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<td>541690 &amp; 541690RC</td>
<td>Technical Consulting Services</td>
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<td>541715 &amp; 541715RC</td>
<td>Engineering Research and Development and Strategic Planning</td>
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<td>Order-Level Materials</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 5.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 8.

2. **Maximum Order:**
   - SIN 541380 - $250,000
   - SIN 541420 - $1,000,000
   - SIN 541611 - $1,000,000
   - SIN 541690 - $1,000,000
   - SIN 541715 - $1,000,000
   - OLM - $250,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Worldwide

5. **Point of Production:** N/A

6. **Prices Shown Herein are Net** (discount deducted)

7. **Quantity Discount:** None
8. **Prompt Payment Terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign Items:** None

10a. **Time of Delivery:** Decision Technologies Inc. shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. **Expedited Delivery:** Consult with Contractor

10c. **Overnight/2-Day Delivery:** Consult with Contractor

10d. **Urgent Requirements:** Consult with Contractor

11. **FOB Point:** Destination

12a. **Ordering Address:** Decision Technologies Inc.
ATTN: GSA Sales
2900 Crystal Dr Ste 810
Arlington, VA 22202
(P) 703-416-5050 x120 (F) 703-836-0987
dmoses@decision-tech.com

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

13. **Payment Address:** ATTN: Accounts Receivable
2900 Crystal Dr Ste 810
Arlington, VA 22202
(P) 703-416-5050 x120 (F) 703-836-0987
dmoses@decision-tech.com

14. **Warranty Provisions:** Contractor’s Standard Warranty

15. **Export Packing charges:** Not applicable

16. **Terms and conditions of rental, maintenance, and repair:** Not applicable

17. **Terms and conditions of installation:** Not applicable

18a. **Terms and conditions of repair parts:** Not applicable

18b. **Terms and conditions for any other services:** Not applicable

19. **List of service and distribution points:** Not applicable

20. **List of participating dealers:** Not applicable
21. **Preventive maintenance**: Not applicable

22a. **Environmental attributes**, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

22b. Decision Technologies Inc. for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov. N/A

23. **Unique Entity Identifier (UEI) Number**: 129581125

24. Decision Technologies Inc. is registered in the System for Award Management (SAM) database.
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The 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).
Labor Category Descriptions

**Acquisition Management Specialist**

**Functional Responsibility:** Develops long-range objectives and strategic plans for corporation or major division by identifying internal and external strategic issues that could affect growth and profitability. Scans environment for business opportunities, maintains surveillance over market, and may perform financial analysis of acquisition candidates. Develops and monitors profitability, productivity, and growth targets. May prepare acquisition proposals; recommend financial and nonfinancial strategic objectives and alternatives; and implement and maintain strategic and operational plans. Plans and coordinates business reviews, resource allocations, organization structures, and financial analysis.

**Minimum Education:** Bachelor’s Degree required. Project Management Institute (PMI) Project Management Professional (PMP)® or Defense Acquisition Workforce Improvement Act (DAWIA) certification preferred.

**Minimum Experience:** Three (3) years of professional work experience supporting Government acquisition programs is required. Must possess practical knowledge of the Federal Acquisition Regulations (FAR) as well as customer-specific regulations.

**Administrative Assistant**

**Functional Responsibility:** Performs normal office functions such as setting up and maintaining files; interviewing callers and making proper referrals; arranging meetings and conferences; and receiving, referring, or answering mail. Reviews drafts and finished documents for appropriate grammatical usage and answers questions relating to office operations and established policies and procedures. Gathers, compiles, and reports on information relevant to the supervisor’s assignment. May take and transcribe dictation.

**Minimum Education:** High School Diploma or Equivalent.

**Minimum Experience:** Must have general knowledge of Microsoft (MS) Office products, demonstrated initiative, and sound judgment.

**Analyst - Systems Test**

**Functional Responsibility:** Develops computer systems specifications that address business requirements and that fit with the company’s system architecture standards. Establishes and documents system parameters and formats; ensures hardware and software systems compatibility; and coordinates and/or modifies system parameters in terms of existing and projected computer capacity and capabilities. Revises existing systems and procedures to correct deficiencies and maintain more effective data handling, conversion, input/output requirements, and storage.

Synthesizes customer contractual needs and requirements into system test solutions that acknowledges technical, schedule, and cost constraints. Develops and directs preparation and execution of comprehensive test plans, procedures, and schedules for completing systems. Coordinates integrated
testing activities. Reviews and evaluates test requirements to ensure completeness of test programs. Performs technical analysis of complete systems and prepares comprehensive system-level evaluations.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Three (3) years of work experience in technology architecture, a test environment, program management, or technical analysis.

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**Budget Analyst**

**Functional Responsibility:** Compiles and reviews budgets for corporate or organizational units using actual performance, previous budget figures, estimated revenue, expense reports, and other data sources to control funds and provide for proper financial administration. Prepares financial plans; monitors implementation of financial policies; prepares regular and special-purpose reports; maintains historical records; analyzes trends; establishes cost rates and personnel forecasts; recommends and interprets budgetary policies and procedures; prepares comparative evaluation of actual costs against budgeted funds; and determines rationale for variances between costs and budget.

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

**Minimum Experience:** Five (5) years of professional work experience.

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**Cyber Info Assurance Analyst**

**Functional Responsibility:** Performs assessments of systems and networks within the networking environment or enclave and identifies where those systems and networks deviate from acceptable configurations, enclave policy, or local policy. This is achieved through passive evaluations such as compliance audits and active evaluations such as vulnerability assessments. Establishes strict program control processes to ensure mitigation of risks and supports obtaining certification and accreditation of systems. Includes support of process, analysis, coordination, security certification test, security documentation, as well as investigations, software research, hardware introduction and release, emerging technology research inspections, and periodic audits.

Assists in the implementation of the required government policy (i.e., NISPOM, DCID 6-3); makes recommendations on process tailoring; and participates in and document process activities. Performs analyses to validate established security requirements and to recommend additional security requirements and safeguards. Supports the formal Security Test and Evaluation (ST&E) required by each government accrediting authority through pre-test preparations, participation in the tests, analysis of the results, and preparation of required reports. Documents the results of Certification and

Accreditation (C&A) activities and technical or coordination activity, prepares the system Security Plans, and updates the Plan of Actions and Milestones (POA&M). Periodically conducts a complete review of each system's audit and monitors corrective actions until all actions are closed.

**Minimum Education:** Bachelor’s Degree.
**Minimum Experience:** Six (6) years of Cyber Security, Network Security, or Information Technology experience.

**Cyber Intelligence Analyst**

**Functional Responsibility:** Conducts research and evaluates technical and all-source intelligence with specific emphasis on network operations and cyber warfare tactics, techniques, and procedures focused on the threat to networked weapons platforms and US and Department of Defense (DoD) information networks. Analyzes network events to determine the impact on current operations and conducts all-source research to determine advisory capability and intent. Prepares assessments and cyber threat profiles of current events based on the sophisticated collection, research, and analysis of classified and open source information. Correlates threat data from various sources. Develops and maintains analytical procedures to meet changing requirements and ensure maximum operations. Collects data using a combination of standard intelligence methods and business processes. Produces high-quality papers, presentations, recommendations, and findings for senior US government intelligence and network operations officials.

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

**Minimum Experience:** Must be able to obtain a Top Secret (TS) / Sensitive Compartment Information (SCI) security clearance. Five (5) years of professional work experience within National or Defense Intelligence organizations is required.

**Data Management Analyst**

**Functional Responsibility:** Supports Business Analysts and Developers on project teams as they document their data requirements and establish thorough specifications. Conducts facilitation sessions to gather requirements. Builds logical models. Works with Database Administrators to build the physical model and overall data architecture. Reviews and reports on project metrics to benchmark effectiveness. Works closely with Database Administrators and Developers to ensure that business models are accurately implemented in application systems. Provides education on the naming and modeling standards and assists with modeling specific constructs. Reviews project models to ensure adherence to standards. Ensures data quality alignment. Works on, and across, multiple projects to ensure consistency in naming conventions and promotes the sharing and reuse of data across applications and business areas. Ensures that data analysis goals are met. Contributes to data management internal projects as well as the upgrading of standards and best practice guidelines.

**Minimum Education:** High School Diploma or Equivalent.

**Minimum Experience:** Must have 1 year of general knowledge of Microsoft Office products, demonstrated initiative and sound judgment.

**Engineer I**

**Functional Responsibility:** Performs a variety of engineering tasks under supervision. Conducts research, design, development, and testing of information processing hardware such as computer chips, circuit
boards, computer systems, and electrical components. Designs new or modifies existing products; develops technical specifications for production; analyzes hardware configuration and processing solutions; and tests hardware conformance to specifications.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** No experience required. Knowledge of engineering discipline required: Systems Engineering, Software Engineering, Test & Evaluation, Electrical Engineering, Mechanical Engineering, or Hardware Engineering.

**Engineer II**

**Functional Responsibility:** Performs a variety of engineering tasks under minimal supervision. Conducts research, design, development, and testing of information processing hardware such as computer chips, circuit boards, computer systems, and electrical components. Designs new or modifies existing products; develops technical specifications for production; analyzes hardware configuration and processing solutions; and tests hardware conformance to specifications.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Five (5) years of work experience in one (1) or more engineering disciplines: Systems Engineering, Software Engineering, T&E, Electrical Engineering, Mechanical Engineering, or Hardware Engineering.

**Engineer III**

**Functional Responsibility:** Performs and leads a variety of engineering tasks. Conducts research, design, development, and testing of information processing hardware such as computer chips, circuit boards, computer systems, and electrical components. Designs new or modifies existing products; develops technical specifications for production; analyzes hardware configuration and processing solutions; and tests hardware conformance to specifications.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Ten (10) years of work experience in one (1) or more engineering disciplines: Systems Engineering, Software Engineering, T&E, Electrical Engineering, Mechanical Engineering, or Hardware Engineering.

**Engineer - Research**

**Functional Responsibility:** Engaged in initiating, designing, developing, executing, and implementing scientific research projects. Develops theories for understanding, characterizing, and organizing natural phenomena into a systematic and meaningful pattern for research into potential new products or
inventions. May participate in intellectual property evaluations and development of patent applications. May coordinate interdepartmental activities and research efforts.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Five (5) years of Research and Development (R&D) Engineering work experience.

**Engineer - SME**

**Functional Responsibility:** Evaluates and resolves engineering related problems related to specialized areas including Chemical, Civil, Electrical, Electronics, and Mechanical Engineering. Including, but not limited to: manufacturing, design, reliability, communications, architecture, quality, and engineering tests. Analyzes, models, designs, and simulates communications systems, subsystems, and algorithms for communication networks, data links, digital radio, battle management, and command and control systems such as Wide Area Networks (WAN) and Local Area Networks (LAN), point-to-point systems, secure systems, signal coding and modulation schema, digital radio/communications technology, and network architecture design. Evaluates findings to formulate corrective actions.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Fifteen (15) years of work experience in one (1) or more engineering disciplines: Systems Engineering, Software Engineering, T&E, Electrical Engineering, Mechanical Engineering, or Hardware Engineering.

**Engineer - Software**

**Functional Responsibility:** Designs, develops, documents, tests, and debugs applications software and systems that contain logical and mathematical solutions. Conducts multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for product and commercial software. Determines computer user needs; analyzes system capabilities to resolve problems on program intent, output requirements, input data acquisition, programming techniques and controls; prepares operating instructions; and designs and develops compilers and assemblers, utility programs, and operating systems. Ensures software standards are met.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Five (5) years of Software Engineering work experience.

**Engineer - Systems**

**Functional Responsibility:** Performs technical planning, system integration, Verification and Validation (V&V), cost and risk, and supportability and effectiveness analyses for total systems. Analyses are
performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance, and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation, and interface definition studies to translate customer requirements into hardware and software specifications.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Five (5) years of work experience in one (1) or more engineering disciplines: Systems Engineering, Software Engineering, T&E, Electrical Engineering, Mechanical Engineering, or Hardware Engineering.

**Engineer - Systems Test**

**Functional Responsibility:** Synthesizes customer contractual needs and requirements into system test solutions that acknowledges technical, schedule, and cost constraints. Develops and directs preparation and execution of comprehensive test plans, procedures, and schedules for completing systems. Coordinates integrated testing activities. Reviews and evaluates test requirements to ensure completeness of test program. Performs technical analysis of complete systems and prepares comprehensive system level evaluations.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Ten (10) years of work experience in one (1) or more engineering disciplines: Systems Engineering, Software Engineering, T&E, Electrical Engineering, Mechanical Engineering, or Hardware Engineering.

**Engineer - Test & Evaluation**

**Functional Responsibility:** Designs, develops, and implements testing methods and equipment. Plans and arranges the labor, schedules, and equipment required for testing and evaluating standard and special devices. Provides test area with parameters for sample testing and specifies tests to be performed. Compiles data and defines changes required in testing equipment, testing procedures, manufacturing processes, or new testing requirements. Responsible for testing all customer samples and for special tests that cannot be performed in the test area.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Ten (10) years of work experience in one (1) or more engineering disciplines: Systems Engineering, Software Engineering, T&E, Electrical Engineering, Mechanical Engineering, or Hardware Engineering with a minimum of five (5) years in T&E.
Engineering Technician I

**Functional Responsibility:** Provides technical support to engineers on a variety of technical tasks. Gathers, maintains, formats, compiles, and manipulates technical data, such as laboratory or material test results and engineering design changes. Produces engineering documentation, reports, drawings (flow charts, block diagrams, and schematics). Performs detailed mathematical calculations using established formulas; preliminary analyses of data where guidelines are provided in such areas as trajectory adequacy and model dimensional consistency; and quantitative judgments concerning technical data. Uses personal computer in performance of analyses and development of documentation/reports. May conduct tests and record data to assist with engineering evaluation or analysis.

**Minimum Education:** High School Diploma or Equivalent and additional technical school training.

**Minimum Experience:** No experience required. Must possess practical knowledge of science, engineering, mathematics, or computer science.

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Engineering Technician II

**Functional Responsibility:** Provides technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Performs standardized or prescribed assignments involving a sequence of related operations. Follows specific instructions to assemble or construct simple or standard equipment or parts and services or repairs simple instruments or equipment; conducts tests using established methods, prepares test specimens, adjusts and operates equipment, records test data, and points out deviations resulting from equipment malfunction or observational errors; and extracts engineering data from various prescribed but non-standardized sources, processes the data following well-defined methods including elementary algebra and geometry, and presents the data in prescribed form. Technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress.

**Minimum Education:** High School Diploma or Equivalent and additional technical school training.

**Minimum Experience:** Three (3) years of technical work experience is required. Must possess practical knowledge of science, engineering, mathematics, or computer science.

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Engineering Technician III

**Functional Responsibility:** Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; and work is reviewed for technical adequacy or conformity with instructions. Typical duties include constructing components, subunits, or simple models or adapting standard equipment; troubleshooting and correcting malfunctions; following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment; conducting various tests or experiments which may require minor modifications in test setups or procedures as well
as subjective judgments in measuring, selecting, preparing, and operating standard test equipment and recording test data; extracting and compiling a variety of engineering data from field notes, manuals, laboratory reports, etc., processing data, identifying errors or inconsistencies, and selecting methods of data presentation; assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications; and using judgment and initiative to recognize inconsistencies or gaps in data and seeking sources to clarify information.

**Minimum Education:** High School Diploma or Equivalent and additional technical school training.

**Minimum Experience:** Seven (7) years of technical work experience is required. Must possess practical knowledge of science, engineering, mathematics, or computer science.

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**Executive Administrative Assistant**

**Functional Responsibility:** Performs a variety of activities in support of functional areas such as finance, purchasing, or Human Resources (HR) or for a specific project/business/technical unit. Gathers, collects, records, tracks, and verifies data and information from multiple sources. Compiles, reviews, and analyzes data. Uses software for functional area to compile and generate reports, statistics, timelines, tables, graphs, correspondence, and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures.

**Minimum Education:** High School Diploma or Equivalent.

**Minimum Experience:** Three (3) years of work experience in a professional office environment is required. Must have knowledge of at least three (3) MS Office software packages (preferably Word, Excel, and Power Point), demonstrated initiative and sound judgment. Must possess detailed knowledge of company and customer policies and procedures.

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**Facility Operations Technician**

**Functional Responsibility:** Coordinates the construction, installation, or rearrangement of equipment and building facilities and/or equipment and machinery maintenance for assigned area. Maintains contact with and directs contractor representatives and assists in resolving discrepancies in design specifications. Verifies labor expended and materials used and inspects projects for conformance to engineering standards and codes, building techniques, and safety practices. Estimates percent completion of projects and advises designated individuals of cost status.

**Minimum Education:** High School Diploma or Equivalent.

**Minimum Experience:** Minimum five (5) years of facility operations experience.

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**Financial Analyst**

**Functional Responsibility:** Performs economic research and studies subjects such as rates of return, depreciation, working capital, investments, and financial and expense comparisons by analysis of profit
and loss statements and income statements. Prepares reports of findings and recommendations to management. Develops, maintains, and establishes operational specifications for financial information systems considering such things as information flow, volume, and document format for data processing equipment. May provide analysis on Business Development (BD) and may monitor business performance by unit or division.

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

**Minimum Experience:** Five (5) years of overall experience.

**Installation Coordinator**

**Functional Responsibility:** Oversees the execution and completion of information technology solutions projects in the professional services arena. Manages people who lead projects supporting company-client relationship, ensuring customer satisfaction. Provides budget analysis, labor planning, and coordination of activities between client and company personnel. Monitors project completion from initiation through delivery to meet revenue and cost projections. Oversees performance of the installation and client acceptance of capitalized equipment, enterprise software systems, or system integration projects or engagements. Typically utilizes management skills more than technical skills. Serves as mediator to internal issues and conflicting priorities for members of cross-functional teams focused on the delivery of new or existing products to clients. Selects, develops, and evaluates personnel to ensure the efficient operation of the function.

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

**Minimum Experience:** Five (5) years of installation related experience.

**Intelligence Analyst**

**Functional Responsibility:** Provides analysis and research for industry, infrastructure, technology, country, geographic area, biographic, and targeted vulnerability. Prepares assessments of current events based on the sophisticated collection, research, and analysis of classified and open source information. Develops and maintains analytical procedures to meet changing requirements and ensure maximum operations. Collects data using a combination of standard intelligence methods and business processes.

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

**Minimum Experience:** Must be able to obtain a TS/SCI security clearance. Five (5) years of professional work experience within National or Defense Intelligence organizations is required.

**Intelligence Analyst SME**

**Functional Responsibility:** Provides research and analysis of public policy issues. Participates in the formulation of the customers position on various issues concerning the industry. May represent the company on public policy issues to elected officials, government officials, and media.
**Minimum Education:** Bachelor’s Degree.

**Minimum Experience:** TS/SCI security clearance and ten (10) years of professional work experience within National or Defense Intelligence organizations is required. Must have experience working with senior flag-level Government and Military officials.

**Intelligence Operations Specialist**

**Functional Responsibility:** Responsible for providing intelligence and operations support services requiring formal certifications and/or equivalent technical field experience such as collection management and tasking, field operations support, staff operations officer, operations officer, targeting research and analysis, and training. Implements intelligence and operations related training courses and performs classroom or field demonstrations to certify satisfactory completion of course standards. Ensures intelligence operations and related training are conducted in accordance with counterintelligence and operational tradecraft standards. Analyzes the impact of intelligence directives and policies on the conduct of and support to operations. Manages and supports operations throughout the operational cycle to minimize risks and costs and optimize gain.

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

**Minimum Experience:** Must be able to obtain a TS/SCI security clearance. Five (5) years of professional work experience within National or Defense Intelligence organizations is required.

**Intern - Technical**

**Functional Responsibility:** Performs a variety of duties in the electronic, mechanical, electromechanical, or optical areas. Constructs, troubleshoots, calibrates, adjusts, tests, and maintains equipment, components, devices, or systems. Works from engineering drawings and written or verbal instructions. Operates related equipment and conducts tests and reports data in prescribed format. Performs calibration and alignment checks; makes adjustments, modifications, and replacements as directed; and prepares prescribed compounds and solutions. Excludes technicians working in Production or Quality Assurance (QA).

**Minimum Education:** High School Diploma or Equivalent.

**Minimum Experience:** No experience required. Must possess practical knowledge of science, engineering, mathematics, or computer science.

**Laboratory Technician I**

**Functional Responsibility:** Performs a variety of technical procedures such as preparing routine solutions and reagents and performing routine reactions. Makes and records observations; performs simple calculations; and collects and prepares data for evaluation. Conducts laboratory support functions such as stocking and distributing supplies and equipment; arranging and dismantling apparatus; and collecting, washing, and storing glassware. Performs technical and record keeping duties in conformance with company and regulatory policies and standards to meet quality and accuracy.
requirements. May analyze compounds and manage corporate compound collection. Performs technical procedures in one (1) or more of the following areas: Production, Research and Development, Quality Control (QC) / QA, and/or Compliance/Environmental.

**Minimum Education:** High School Diploma or Equivalent.

**Minimum Experience:** Three (3) years of lab technician experience.

**Logistics Management Analyst I**

**Functional Responsibility:** Controls the efficient flow of goods, services, and information between point of origin through customer placement in order to meet customer requirements. Ensures that customer service and time objectives are achieved within existing financial constraints in order to meet marketing and financial objectives. Ensures the execution and continuous improvement of standard logistics processes, such as the replenishment system, data interchange systems, demand management, electronic data systems administration, and related functions. Builds relationships with strategic customers through logistics initiatives. Integrates learning from customers, competitors, operating entities, distribution, transportation, customer service, other industries, industry groups, and professional training to continuously improve competitive position.

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

**Minimum Experience:** No experience required. Must have training and knowledge of developing Integrated Logistics Support Plans (ILSP), developing, and reviewing Operator’s Manuals and Technical Manuals, and generating Planned Maintenance System (PMS) documentation, and generating and reviewing training material.

**Logistics Management Analyst II**

**Functional Responsibility:** With minimal supervision, directly supports and supervises logistics and product support personnel for major systems. Ensures that customer service and time objectives are achieved within existing financial constraints in order to meet marketing and financial objectives. Ensures the execution and continuous improvement of standard logistics processes, such as the replenishment system, data interchange systems, demand management, electronic data systems administration, and related functions. Builds relationships with strategic customers through logistics initiatives. Integrates learning from customers, competitors, operating entities, distribution, transportation, customer service, other industries, industry groups, and professional training to continuously improve competitive position. Prepares integrated logistic plans and policy and procedures for logistic support for major system; ensures that proper product support considerations are included in the system development processes at each major milestone; performs analyses to determine system maintainability, reliability, and supportability requirements; develops systems maintenance concepts and plans; and supplies support requirements and processes.

**Minimum Education:** Bachelor’s Degree.
**Minimum Experience:** Three (3) years of work experience providing ILS and Integrated Product Support (IPS) to complex systems. Relevant experience should include, but not be limited to: developing ILSP; developing and reviewing Operator’s Manuals and Technical Manuals; generating PMS documentation; and generating and reviewing training material.

**Logistics Management Analyst III**

**Functional Responsibility:** Directly supports and supervises logistics and product support personnel for major systems. Prepares integrated logistic plans and policy and procedures for logistic support for major system; ensures that proper product support considerations are included in the system development processes at each major milestone; performs analyses to determine system maintainability, reliability, and supportability requirements; develops systems maintenance concepts and plans; and supplies support requirements and processes. Performs cost analyses associated with systems logistics support and develops and reviews systems acquisition projects’ operating plans and procedures to ensure product support considerations are included.

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

**Minimum Experience:** Seven (7) years of work experience providing ILS and IPS to complex systems. Relevant experience should include, but not be limited to: developing ILSP; developing and reviewing Operator’s Manuals and Technical Manuals; generating PMS documentation; and generating and reviewing training material.

**Operations Research Analyst**

**Functional Responsibility:** Analyzes actual and predictable interacting operational activities of business to obtain a quantitative, rational basis for decision making through the application of logic and scientific or economic disciplines and techniques. Devises modeling and measuring techniques; utilizes mathematics, statistical methods, engineering methods, operational mathematics techniques (linear programming, game theory, probability theory, symbolic language, etc.); and other principles and laws of scientific and economic disciplines.

**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Three (3) years of overall analytical experience.

**Principal Engineer**

**Functional Responsibility:** Evaluates and resolves engineering related production problems related to manufacturing, design, quality, and material engineering. Analyzes engineering specifications and drawings; confers with quality, material, manufacturing, and subcontractors to provide and obtain technical information; investigates reports of defective, damaged, or malfunctioning parts, assemblies, equipment, or systems; and reviews production schedules and orders. Examines, measures, inspects, or tests defective parts for conformance. Evaluates findings to formulate corrective actions.
**Minimum Education:** Bachelor’s Degree in Engineering, Physics, Computer Science, Mathematics, or other technical discipline.

**Minimum Experience:** Fifteen (15) years of work experience in one or more engineering disciplines: Systems Engineering, Software Engineering, T&E, Electrical Engineering, Mechanical Engineering, or Hardware Engineering.

**Program Management Analyst I**

**Functional Responsibility:** Plans and coordinates preparation of project documentation, such as engineering drawings, production specifications and schedules, and contract modifications, to ensure customer contract requirements are met. Reviews contract to determine documentation required for each phase of project, applying knowledge of engineering and manufacturing processes. Analyzes proposed changes of product design to determine effect on overall product and system. Coordinates modification records for management control. Establishes change orders and prepares for change authorization and documentation by company and subcontractor. Reviews and analyzes released engineering change data and coordinates changes with engineering, quality, support, manufacturing, and engineering data control activities. Sets up cost control system, monitors and controls costs and schedules on contracts requiring validated cost schedule control system. Performs analyses and prepares reports in order to ensure that contracts are within negotiated and agreed-upon parameters and government cost control guidelines.

Prepares budgets and schedules for contract work and performs and/or assists in financial analyses such as funding profiles, sales outlook, and variance analysis. Prepares program plans to ensure program requirements and Statement of Work (SOW) are captured and scheduled. Performs schedule risk assessments to identify and mitigate program cost and scheduling risks. Ensures adequate funding availability by maintaining accurate records of expenditures, directing preparation of expenditure projections, and submitting timely requests for additional funding to the government. Incorporates contractual changes into control systems by staying aware of outstanding work against each contract in order to maintain realistic contract cost and schedule baselines.

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

**Minimum Experience:** One (1) year of overall Program Analysis experience.

**Program Management Analyst II**

**Functional Responsibility:** Plans and coordinates preparation of project documentation, such as engineering drawings, production specifications and schedules, and contract modifications, to ensure customer contract requirements are met. Reviews contract to determine documentation required for each phase of project, applying knowledge of engineering and manufacturing processes. Analyzes proposed changes of product design to determine effect on overall product and system. Coordinates modification records for management control. Establishes change orders and prepares for change authorization and documentation by company and subcontractor. Reviews and analyzes released engineering change data and coordinates changes with engineering, quality, support, manufacturing,
and engineering data control activities. Sets up cost control system, monitors and controls costs and schedules on contracts requiring validated cost schedule control system.

Performs analyses and prepares reports in order to ensure that contracts are within negotiated and agreed-upon parameters and government cost control guidelines. Prepares budgets and schedules for contract work and performs and/or assists in financial analyses such as funding profiles, sales outlook, and variance analysis. Prepares program plans to ensure program requirements and SOW are captured and scheduled. Performs schedule risk assessments to identify and mitigate program cost and scheduling risks. Ensures adequate funding availability by maintaining accurate records of expenditures, directing preparation of expenditure projections, and submitting timely requests for additional funding to the government. Incorporates contractual changes into control systems by staying aware of outstanding work against each contract in order to maintain realistic contract cost and schedule baselines.

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

**Minimum Experience:** Three (3) years of overall Program Analysis experience.

**Program Management Analyst III**

**Functional Responsibility:** Plans and coordinates preparation of project documentation, such as engineering drawings, production specifications and schedules, and contract modifications, to ensure customer contract requirements are met. Reviews contract to determine documentation required for each phase of project, applying knowledge of engineering and manufacturing processes. Analyses proposed changes of product design to determine effect on overall product and system. Coordinates modification records for management control. Establishes change orders and prepares for change authorization and documentation by company and subcontractor. Reviews and analyzes released engineering change data and coordinates changes with engineering, quality, support, manufacturing, and engineering data control activities. Sets up cost control system, monitors and controls costs and schedules on contracts requiring validated cost schedule control system.

Performs analyses and prepares reports in order to ensure that contracts are within negotiated and agreed-upon parameters and government cost control guidelines. Prepares budgets and schedules for contract work and performs and/or assists in financial analyses such as funding profiles, sales outlook, and variance analysis. Prepares program plans to ensure program requirements and SOW are captured and scheduled. Performs schedule risk assessments to identify and mitigate program cost and scheduling risks. Ensures adequate funding availability by maintaining accurate records of expenditures, directing preparation of expenditure projections, and submitting timely requests for additional funding to the government. Incorporates contractual changes into control systems by staying aware of outstanding work against each contract in order to maintain realistic contract cost and schedule baselines.

**Minimum Education:** Bachelor’s Degree.
**Minimum Experience**: Seven (7) years of overall Program Analysis experience.

**Program Manager**

**Functional Responsibility**: Oversees and manages the operational aspects of ongoing projects and serves as liaison between project management and planning, project team, and line management. Reviews status of projects and budgets; manages schedules and prepares status reports. Assesses project issues and develops resolutions to meet productivity, quality, and client-satisfaction goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with project managers, line managers, and clients.

**Minimum Education**: Bachelor’s Degree. Project Management Institute (PMI) Project Management Professional (PMP)® or Defense Acquisition Workforce Improvement Act (DAWIA) Level III certification preferred.

**Minimum Experience**: Ten (10) years of program, project, or task management experience. Must possess general knowledge of overall organization, policies and procedures, program management principals, and contract requirements. Must possess the ability to interface directly with designated customer representatives and company management. Knowledgeable of the FAR, DoD regulation, and the customer environment.

**Program Security Analyst**

**Functional Responsibility**: Produces employee and guest badges, identification cards, and security reader cards. Processes security information and data for employment records, security clearances, and property control. Collects and submits electronic fingerprints, handprints, and optical reading into systems. Maintains lock and key records. Processes visit authorizations for employees and guests to gain access to restricted areas. Verifies accuracy of information prior to issuing clearances. Maintains controlled security documents and information.

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

**Minimum Experience**: Ten (10) years of related professional work experience.

**Sr Program Manager**

**Functional Responsibility**: Administers all bids and contracts for state, local, and federal governments, major purchasing groups, and all other classes of trade that require written documentation for one-time purchases. Ensures accurate and appropriate preparation and submission of bid/contract proposals. Provides support in the resolution of price disputes. Screens all requests for quotation and identifies legal clauses requiring validation or exception. Obtains price proposals from sales and marketing, and secures legal and sales executive approval. Prepares bid documentation and communicates the information as appropriate. Processes award and loss notices and forwards notification to the sales field. Prepares contract volume reports and service fees per contract requirements.

**Minimum Education**: Bachelor’s Degree required. PMI PMP® or DAWIA Level III certification preferred.
Minimum Experience: Fifteen (15) years of program, project, or task management experience. Demonstrates a mastery of the organization, policies and procedures, program management principals, and contract requirements. Must possess the ability to interface directly with designated customer representatives and senior company management. Knowledgeable of the FAR, DoD regulation, and the customer environment.

Systems Analyst I

Functional Responsibility: Develops computer systems specifications that address business requirements and that fit with the company’s system architecture standards. Establishes and documents system parameters and formats, ensures hardware and software systems compatibility and coordinates and/or modifies system parameters in terms of existing and projected computer capacity and capabilities. Revises existing systems and procedures to correct deficiencies and maintain more effective data handling, conversion, input/output requirements, and storage.

Minimum Education: Bachelor’s Degree.

Minimum Experience: Three (3) years of overall System Analysis experience.

Systems Analyst II

Functional Responsibility: Develops computer systems specifications that address business requirements and that fit with the company’s system architecture standards. Establishes and documents system parameters and formats, ensures hardware and software systems compatibility and coordinates and/or modifies system parameters in terms of existing and projected computer capacity and capabilities. Revises existing systems and procedures to correct deficiencies and maintain more effective data handling, conversion, input/output requirements, and storage.

Minimum Education: Bachelor’s Degree.

Minimum Experience: Five (5) years of overall System Analysis experience.

Systems Analyst III

Functional Responsibility: Develops computer systems specifications that address business requirements and that fit with the company’s system architecture standards. Establishes and documents system parameters and formats, ensures hardware and software systems compatibility and coordinates and/or modifies system parameters in terms of existing and projected computer capacity and capabilities. Revises existing systems and procedures to correct deficiencies and maintain more effective data handling, conversion, input/output requirements, and storage.

Minimum Education: Bachelor’s Degree.

Minimum Experience: Ten (10) years of overall System Analysis experience.
**Systems Technician I**

**Functional Responsibility:** With supervision, performs a variety of duties in the electronic, mechanical, electromechanical, or optical areas. Constructs, troubleshoots, calibrates, adjusts, tests, and maintains equipment, components, devices, or systems. Works from engineering drawings and written or verbal instructions. Operates related equipment; conducts tests and reports data in prescribed format. Performs calibration and alignment checks; makes adjustments, modifications, and replacements as directed; prepares prescribed compounds and solutions. Excludes technicians working in Production or QA.

**Minimum Education:** High School Diploma or Equivalent and additional technical school training.

**Minimum Experience:** No experience required. Must possess practical knowledge of science, engineering, mathematics, or computer science.

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**Systems Technician II**

**Functional Responsibility:** With minimal supervision, performs a variety of duties in the electronic, mechanical, electromechanical, or optical areas. Constructs, troubleshoots, calibrates, adjusts, tests, and maintains equipment, components, devices, or systems. Works from engineering drawings and written or verbal instructions. Operates related equipment; conducts tests and reports data in prescribed format. Performs calibration and alignment checks; makes adjustments, modifications, and replacements as directed; prepares prescribed compounds and solutions. Excludes technicians working in Production or QA.

**Minimum Education:** High School Diploma or Equivalent and additional technical school training.

**Minimum Experience:** Three (3) years of technical work experience is required. Must possess practical knowledge of science, engineering, mathematics, or computer science.

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**Systems Technician III**

**Functional Responsibility:** Performs and leads others in a variety of duties in the electronic, mechanical, electromechanical, or optical areas. Constructs, troubleshoots, calibrates, adjusts, tests, and maintains equipment, components, devices, or systems. Works from engineering drawings and written or verbal instructions. Operates related equipment; conducts tests and reports data in prescribed format. Performs calibration and alignment checks; makes adjustments, modifications, and replacements as directed; prepares prescribed compounds and solutions. Excludes technicians working in Production or QA.

**Minimum Education:** Bachelor’s Degree or Equivalent and additional technical school training.

**Minimum Experience:** Five (5) years of technical work experience is required. Must possess practical knowledge of science, engineering, mathematics, or computer science.
**Technical Editor**

**Functional Responsibility:** Writes, rewrites and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Oversees preparation of illustrative materials, selecting drawings, sketches, diagrams, and charts. Conducts quality review of materials.

**Minimum Education:** High School Diploma or Equivalent.

**Minimum Experience:** Five (5) years of overall related experience.

**Test Specialist**

**Functional Responsibility:** Tests software for sequence and functionality based on requirement specifications. Identifies and documents exact sequence of activities that produced the malfunction. Writes defect reports, may investigate defect and problem reports. Maintains test environment. Maintains defect database and generates defect reports.

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

**Minimum Experience:** Three (3) years of related experience.

**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>1 year of relevant experience</td>
</tr>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or Associate’s + 6 years relevant experience or 8 years relevant experience</td>
</tr>
</tbody>
</table>