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: GSAAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services

Contract Number: 47QRAA21D009Q

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

Contract Period: 09/01/2021 – 08/33/2026

HUBZone HQ

HUBZone Headquarters, Inc.
1591 Dahlia Drive, Suite 103
Virginia Beach, VA 23453
Tel - 757-597-5907

Contract Administration Source:
Dr. Thomas Belke
tbelke@hubzonehq.com

Business Size: Small Business
HubZone, Veteran Owned Small Business, Disadvantaged Small Business

Prices Shown Herein are Net (discount deducted)

Pricelist Current Through Mod PO-0001 Effective 09.01.2021
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>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151S/RC</td>
<td>Professional Information Technology Services</td>
</tr>
<tr>
<td>541430</td>
<td>541430/RC</td>
<td>Graphic Design Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611/RC</td>
<td>Other Management Consulting Services Administrative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Management and General Management Consulting Services</td>
</tr>
<tr>
<td>541613</td>
<td>541613/RC</td>
<td>Marketing Consulting Services</td>
</tr>
<tr>
<td>541330ENG</td>
<td>541330ENG/RC</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>611430</td>
<td>611430/RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM/RC</td>
<td>Order-Level Materials (OLM’s)</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. **N/A**

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 HUBZone Awarded GSA Hourly Rates.

2. Maximum order:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541430</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541611</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541613</td>
<td>$250,000</td>
</tr>
<tr>
<td>611430</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. Minimum order: **$100**

4. Geographic coverage (delivery area). **Worldwide**

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

HUBZone Headquarters, Inc.
1591 Dahlia Drive, Suite 103
Virginia Beach, VA 23453
6. Discount from list prices or statement of net price. **Government Net Prices (discounts already deducted.)**

7. Quantity discounts. **None**

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

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

10a. Time of delivery. (Contractor insert number of days.) **30 DARO or as specified on task order.**

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. **Contact Contractor**

11. F.O.B. point(s). **Destination**

12a. Ordering address(es): **HUBZone Headquarters, Inc.**

   1591 Dahlia Drive, Suite 103
   Virginia Beach, VA 23453

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): **HUBZone Headquarters, Inc.**

   1591 Dahlia Drive, Suite 103
   Virginia Beach, VA 23453

14. Warranty provision. **Standard Commercial Warranty Terms & Conditions**

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. Data Universal Number System (DUNS) number. 078515128

24. Notification regarding registration in System for Award Management (SAM) database. HUBZone Headquarters, Inc. is registered and active in SAM.
The Below Table Contains Labor Rates Including IFF 
And Escalation of 2.3% Annually

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>08.31.2021 08.30.2022</th>
<th>08.31.2022 08.30.2023</th>
<th>08.31.2023 08.30.2024</th>
<th>08.31.2024 08.30.2025</th>
<th>08.31.2025 08.30.2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>DEVSECOPS SME 3 (DevSecOps Engineer, IFIB 20-23)</td>
<td>$93.39</td>
<td>$95.54</td>
<td>$97.73</td>
<td>$99.98</td>
<td>$102.28</td>
</tr>
<tr>
<td>54151S</td>
<td>DEVSECOPS SME 2 (Web/App Designer &amp; Security, ARL STEM)</td>
<td>$86.44</td>
<td>$88.43</td>
<td>$90.46</td>
<td>$92.54</td>
<td>$94.67</td>
</tr>
<tr>
<td>54151S</td>
<td>DEVSECOPS SME 1 (DevSecOps Engineer, IFIB 19-69)</td>
<td>$81.68</td>
<td>$83.56</td>
<td>$85.48</td>
<td>$87.44</td>
<td>$89.46</td>
</tr>
<tr>
<td>54151S</td>
<td>FULL STACK DEV 5 (Full Stack Developer, IFIB 19-69, page 20)</td>
<td>$134.29</td>
<td>$137.38</td>
<td>$140.54</td>
<td>$143.77</td>
<td>$147.07</td>
</tr>
<tr>
<td>54151S</td>
<td>FULL STACK DEV 4 (Full Stack Developer, IFIB-20-23)</td>
<td>$112.79</td>
<td>$115.39</td>
<td>$118.04</td>
<td>$120.75</td>
<td>$123.53</td>
</tr>
<tr>
<td>54151S</td>
<td>FULL STACK DEV 3 (Full Stack Developer, IFIB-20-23)</td>
<td>$93.22</td>
<td>$95.36</td>
<td>$97.56</td>
<td>$99.80</td>
<td>$102.09</td>
</tr>
<tr>
<td>54151S</td>
<td>FULL STACK DEV 2 (Full Stack Developer, IFIB-20-03)</td>
<td>$85.89</td>
<td>$87.86</td>
<td>$89.88</td>
<td>$91.95</td>
<td>$94.07</td>
</tr>
<tr>
<td>54151S</td>
<td>FULL STACK DEV 1 (Full Stack Developer, IFIB-19-69)</td>
<td>$79.86</td>
<td>$81.69</td>
<td>$83.57</td>
<td>$85.50</td>
<td>$87.46</td>
</tr>
<tr>
<td>54151S</td>
<td>PRODUCT MGR 3 (Product Manager, IFIB 20-23)</td>
<td>$122.11</td>
<td>$124.92</td>
<td>$127.79</td>
<td>$130.73</td>
<td>$133.74</td>
</tr>
<tr>
<td>54151S</td>
<td>PRODUCT MGR 2 (Product Manager, IFIB 20-23)</td>
<td>$115.32</td>
<td>$117.98</td>
<td>$120.69</td>
<td>$123.47</td>
<td>$126.31</td>
</tr>
<tr>
<td>54151S</td>
<td>PRODUCT MGR 1 (Product Manager, IFIB 20-23)</td>
<td>$108.46</td>
<td>$110.96</td>
<td>$113.51</td>
<td>$116.12</td>
<td>$118.79</td>
</tr>
<tr>
<td>54151S</td>
<td>PLATFORM ARCHITECT (Platform Architect, IFIB 20-23)</td>
<td>$96.13</td>
<td>$98.34</td>
<td>$100.60</td>
<td>$102.92</td>
<td>$105.28</td>
</tr>
<tr>
<td>Code</td>
<td>Position</td>
<td>Rates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------------------------</td>
<td>-----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54151S</td>
<td>ACQ/CONTRACT SUPPORT (Acquisition/Contracting Support, IFIB 20-23)</td>
<td>$88.71</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54151S</td>
<td>SOLUTIONS ARCHITECT 2 (Solutions Architect, IFIB 20-23)</td>
<td>$113.19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54151S</td>
<td>SOLUTIONS ARCHITECT 1 (Solutions Architect, IFIB 20-23)</td>
<td>$103.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>541430</td>
<td>UI/UX DESIGNER 2 (UI/UX Designer, IFIB 20-23)</td>
<td>$93.38</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>541430</td>
<td>UI/UX DESIGNER 1 (UI/UX Designer, IFIB 20-23)</td>
<td>$85.82</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54151S</td>
<td>IT SECURITY PROFESSIONAL (Security Professional, IFIB 20-23)</td>
<td>$84.57</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>541613</td>
<td>EVENT PLANNER/COORDINATOR (Contractor in Support of SPP/SIE Planning, Execution, and Evaluation of Strategic Events)</td>
<td>$46.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>611430</td>
<td>COURSE DEVELOPER/INSTRUCTOR (Strategic Writing Course Instructor, IFIB 18-70)</td>
<td>$69.38</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>541330ENG</td>
<td>PRINCIPAL CAPABILITY SME (Interim Programme Coordinator / Project Coordinator - Principal IAMD Capability Engineer, IFIB-18-48)</td>
<td>$138.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>541330ENG</td>
<td>REQUIREMENTS MANAGEMENT REPOSITORY EXPERT (IAMD Requirements Management Repository Expert, IFIB 18-48)</td>
<td>$127.39</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>541330ENG</td>
<td>CAPABILITY ARCHITECT 2 (CIS Capability Architecture, 18-48 Surge Purchase Order)</td>
<td>$100.79</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>541330ENG 541611</td>
<td>CAPABILITY ARCHITECT 1 (CIS Capability Architecture, 18-48 Surge Purchase Order)</td>
<td>$90.25</td>
<td>$92.32</td>
<td>$94.45</td>
<td>$96.62</td>
<td>$98.84</td>
</tr>
<tr>
<td>541613 541430</td>
<td>SOCIAL MEDIA COORDINATOR (Social Media Coordinator, Social Media STRATCOM SOW)</td>
<td>$43.43</td>
<td>$44.43</td>
<td>$45.45</td>
<td>$46.50</td>
<td>$47.57</td>
</tr>
<tr>
<td>541430</td>
<td>MULTI-MEDIA / GRAPHIC ARTIST (Multimedia / Graphic Artist, ARL STEM)</td>
<td>$60.63</td>
<td>$62.02</td>
<td>$63.45</td>
<td>$64.91</td>
<td>$66.40</td>
</tr>
<tr>
<td>54151S</td>
<td>DATABASE MANAGER 2 (Database Manager, ARL STEM)</td>
<td>$91.27</td>
<td>$93.37</td>
<td>$95.51</td>
<td>$97.71</td>
<td>$99.96</td>
</tr>
<tr>
<td>54151S</td>
<td>DATABASE MANAGER 1 (Junior Database Manager, ARL STEM)</td>
<td>$77.04</td>
<td>$78.81</td>
<td>$80.62</td>
<td>$82.48</td>
<td>$84.37</td>
</tr>
<tr>
<td>541611 541613</td>
<td>PROJECT COORDINATOR 2 (Senior Outreach Coordinator, ARL STEM)</td>
<td>$75.79</td>
<td>$77.54</td>
<td>$79.32</td>
<td>$81.14</td>
<td>$83.01</td>
</tr>
<tr>
<td>541611 541613</td>
<td>PROJECT COORDINATOR 1 (Outreach Coordinator, ARL STEM)</td>
<td>$66.14</td>
<td>$67.66</td>
<td>$69.22</td>
<td>$70.81</td>
<td>$72.44</td>
</tr>
<tr>
<td>541611</td>
<td>ANALYST 6 (Financial Analyst, ARL STEM)</td>
<td>$89.50</td>
<td>$91.56</td>
<td>$93.66</td>
<td>$95.82</td>
<td>$98.02</td>
</tr>
<tr>
<td>541611 541613</td>
<td>ANALYST 5 (SALT Strategy Analyst, IFIB 19-24)</td>
<td>$86.57</td>
<td>$88.56</td>
<td>$90.59</td>
<td>$92.68</td>
<td>$94.81</td>
</tr>
<tr>
<td>541611</td>
<td>ANALYST 4 (Panel Selection Analyst, ARL STEM)</td>
<td>$64.02</td>
<td>$65.49</td>
<td>$67.00</td>
<td>$68.54</td>
<td>$70.12</td>
</tr>
<tr>
<td>541611 54151S</td>
<td>ANALYST 3 (Document &amp; Reporting Analyst, ARL STEM)</td>
<td>$58.77</td>
<td>$60.12</td>
<td>$61.50</td>
<td>$62.92</td>
<td>$64.37</td>
</tr>
<tr>
<td>541330ENG 541611</td>
<td>ANALYST 2 (Mid-Level Systems Analyst, SURFMEPP)</td>
<td>$54.18</td>
<td>$55.43</td>
<td>$56.70</td>
<td>$58.00</td>
<td>$59.34</td>
</tr>
<tr>
<td>541611</td>
<td>ANALYST 1 (Travel/Transition Analyst, ARL STEM)</td>
<td>$50.66</td>
<td>$51.83</td>
<td>$53.02</td>
<td>$54.24</td>
<td>$55.49</td>
</tr>
<tr>
<td>54151S</td>
<td>FRONT/BACKEND APP DEVELOPER (Front/Backend Applications Developer, ARL STEM)</td>
<td>$86.43</td>
<td>$88.42</td>
<td>$90.46</td>
<td>$92.54</td>
<td>$94.66</td>
</tr>
</tbody>
</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 DESCRIPTIONS

DEVSECOPS SME 3 (DevSecOps Engineer, IFIB 20-23)
Job Description: Design and Development of Federated Mission Networking Repository (FMNREP):
• Repository of Containerized FMN Services including individual services developed in an incremental manner.
• Build automated tests for a pipeline of checks and balances levied on the developed containerized products to ensure all code is secure and built on a framework of Test-Driven Development.
• Build FMN configuration database
Minimum Education: Bachelor’s Degree
Minimum Years of Experience: 2 Years

DEVSECOPS SME 2 (Web/App Designer & Security, ARL STEM)
Job Description: Create one profile and view to attract students and fellows. Create a second profile, offer maximum information about prospects and applicants for the project coordinators and administrators and finally third, a robust and secure database for the technical staff to be able to manage, secure, and share PII and classified information as needed all accomplished by hosting this three-tier solution using a cloud Platform As A Service (PaaS).
Minimum Education: Bachelor’s
Minimum Years of Experience: 2

DEVSECOPS SME 1 (DevSecOps Engineer, IFIB 19-69)
Job Description: DevSecOps Engineers under the direction of the COTR shall perform the following duties that include, but are not limited to:
- Design and Development of FMNREP including:
  § Repository of Containerized FMN Services including individual services developed in an incremental manner
  § FMN Services automated tests
  § FMN Instances configuration database
Minimum Education: Bachelor’s
Minimum Years of Experience: 1

FULL STACK DEV 5 (Full Stack Developer, IFIB 19-69, page 20)
Job Description: The Contractors’ Full-Stack Developers, embedded within Innovation Lab JISR team, will under project manager supervision develop incrementally JISR Assets Planning Application (JISRAPA) by execution of the following tasks:
* Design and Development of JISRAPA including:
- Front-end web application
- Back-end services utilizing micro-services architecture, and exposing WebAPIs for an easy integration with existing NATO ISR systems
- DevSecOps pipeline for JISRAPA
- Functional tests for both front and back-end
Minimum Education: Bachelors
Minimum Years of Experience: 10
Substitution: High School and 8 years of Relevant Experience
FULL STACK DEV 4 (Full Stack Developer, IFIB-20-23)
Job Description: Build containerized application tools following the 12 Factor App methodology, Test Driven Development (TDD), and Extreme Programming (XP).
• Develop products as part of a Balanced team consisting of a Product Manager, Product Owner, UI/UX Designer, and Data Scientists (as applicable).
Minimum Education: Bachelor’s Degree
Minimum Years of Experience: 6
Substitution Policy: High School plus 12 Years Relevant Experience

FULL STACK DEV 3 (Full Stack Developer, IFIB-20-23)
Job Description: Build containerized application tools following the 12 Factor App methodology, Test Driven Development (TDD), and Extreme Programming (XP).
• Develop products as part of a Balanced team consisting of a Product Manager, Product Owner, UI/UX Designer, and Data Scientists (as applicable).
Minimum Education: High School
Minimum Years of Experience: 10

FULL STACK DEV 2 (Full Stack Developer, IFIB-20-03)
Job Description: The Contractors’ Full-Stack Developers, embedded within Innovation Lab JISR team, will under project manager supervision develop incrementally JISR Assets Planning Application (JISRAPA) by execution of the following tasks:
* Design and Development of JISRAPA including:
  o Front-end web application
  o Back-end services utilizing micro-services architecture, and exposing WebAPIs for an easy integration with existing NATO ISR systems
  o DevSecOps pipeline for JISRAPA
  o Functional tests for both front and back-end
Minimum Education: High School
Minimum Years of Experience: 8

FULL STACK DEV 1 (Full Stack Developer, IFIB-19-69)
Job Description: The Contractors’ Full-Stack Developers, embedded within Innovation Lab JISR team, will under project manager supervision develop incrementally JISR Assets Planning Application (JISRAPA) by execution of the following tasks:
* Design and Development of JISRAPA including:
  o Front-end web application
  o Back-end services utilizing micro-services architecture, and exposing WebAPIs for an easy integration with existing NATO ISR systems
  o DevSecOps pipeline for JISRAPA
  o Functional tests for both front and back-end
Minimum Education: Bachelor’s
Minimum Years of Experience: 2

PRODUCT MGR 3 (Product Manager, IFIB 20-23)
**Job Description:** Ensure the product direction provides value to the end user and the iHUB business value.
- Curate roadmaps, facilitates meetings, and administrative work to ensure the product has the support it needs to succeed.
- Manage the product backlog, writing acceptance criteria, and managing the product’s official release. Lead the Iterative Planning Meetings to ensure stories are pointed accurately and prioritized in a way that best fits the needs of the users

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 10

**Substitution:** High School and 12 Years Relevant Experience

---

**PRODUCT MGR 2 (Product Manager, IFIB 20-23)**

**Job Description:** Ensure the product direction provides value to the end user and the iHUB business value.
- Curate roadmaps, facilitates meetings, and administrative work to ensure the product has the support it needs to succeed.
- Manage the product backlog, writing acceptance criteria, and managing the product’s official release. Lead the Iterative Planning Meetings to ensure stories are pointed accurately and prioritized in a way that best fits the needs of the users

**Minimum Education:** High School

**Minimum Years of Experience:** 8

---

**PRODUCT MGR 1 (Product Manager, IFIB 20-23)**

**Job Description:** Ensure the product direction provides value to the end user and the iHUB business value.
- Curate roadmaps, facilitates meetings, and administrative work to ensure the product has the support it needs to succeed.
- Manage the product backlog, writing acceptance criteria, and managing the product’s official release. Lead the Iterative Planning Meetings to ensure stories are pointed accurately and prioritized in a way that best fits the needs of the users

**Minimum Education:** High School

**Minimum Years of Experience:** 4

---

**PLATFORM ARCHITECT (Platform Architect, IFIB 20-23)**

**Job Description:**
- Support product teams by following User Center Design best practices in the software industry
- Engage with end users through the agile product development process.
- Establish feedback loops with customers to Build, Measure, and Learn for product development.
- Conduct heavy research and create mockups of potential features.
- Provide clarification on designs created so developers understand what a user expects from the story completion.

**Minimum Education:** High School

**Minimum Years of Experience:** 4

---

**ACQ/CONTRACT SUPPORT (Acquisition/Contracting Support, IFIB 20-23)**
Job Description: • Identify opportunities to help adhere to, or change the policies that govern the operations of the iHUB laboratory.
• Work with NATO Contracting, Budget, and Finance (BUDFIN) mechanisms to identify the best solution to meet the needs of the iHUB laboratory.
• Track and manage the Innovation Hub software applications and infrastructure to ensure the laboratory is maintaining the environment for agile software development.
Collaborate with iHUB team members and NATO (BUDFIN) to ensure agile methodologies apply to all product development and enablers as defined during the onboarding process.
• Identify opportunities to help adhere to, or change the policies that govern the operations of the iHUB laboratory.
• Work with NATO Contracting, Budget, and Finance (BUDFIN) mechanisms to identify the best solution to meet the needs of the iHUB laboratory.
• Track and manage the Innovation Hub software applications and infrastructure to ensure the laboratory is maintaining the environment for agile software development.
Collaborate with iHUB team members and NATO (BUDFIN) to ensure agile methodologies apply to all product development and enablers as defined during the onboarding process.

Minimum Education: Associates
Minimum Years of Experience: 5
Substitution: High School and 10 Years Relevant Experience

SOLUTIONS ARCHITECT 2 (Solutions Architect, IFIB 20-23)
Job Description: Oversee the big picture of the platform development.
• Collaborate with developers and the platform team to identify the best solutions to drive agile methodologies.
• Oversee the products to meet the needs from the platform perspective so that products are able to go through the DevSecOps lifecycle.
Ensure all the iHUB Laboratory development practices work together across the various disciplines to ensure the products work seamlessly across the portfolio.
Minimum Education: High School
Minimum Years of Experience: 8

SOLUTIONS ARCHITECT 1 (Solutions Architect, IFIB 20-23)
Job Description: Oversee the big picture of the platform development.
• Collaborate with developers and the platform team to identify the best solutions to drive agile methodologies.
• Oversee the products to meet the needs from the platform perspective so that products are able to go through the DevSecOps lifecycle.
Ensure all the iHUB Laboratory development practices work together across the various disciplines to ensure the products work seamlessly across the portfolio.
Minimum Education: High School
Minimum Years of Experience: 6

UI/UX DESIGNER 2 (UI/UX Designer, IFIB 20-23)
Job Description: • Support product teams by following User Center Design best practices in the software industry
• Engage with end users through the agile product development process.
• Establish feedback loops with customers to Build, Measure, and Learn for product development.
• Conduct heavy research and create mockups of potential features.
• Provide clarification on designs created so developers understand what a user expects from the story completion.
Minimum Education: High School
Minimum Years of Experience: 6

**UI/UX DESIGNER 1 (UI/UX Designer, IFIB 20-23)**
Job Description: • Support product teams by following User Center Design best practices in the software industry
• Engage with end users through the agile product development process.
• Establish feedback loops with customers to Build, Measure, and Learn for product development.
• Conduct heavy research and create mockups of potential features.
• Provide clarification on designs created so developers understand what a user expects from the story completion.
Minimum Education: High School
Minimum Years of Experience: 4

**IT SECURITY PROFESSIONAL (Security Professional, IFIB 20-23)**
Job Description: • Implements policies within the iHUB to drive a security first mindset to software development.
• Work across all team member disciplines to ensure each practice as the correct security in place for delivering products and the organizations means of communicating.
• Collaborate with NCIA, NATO Software Factory, and HQ organizations to achieve platform pipeline accreditation.
• Create and maintain necessary security documentation for the platform and product delivery teams to enable rapid fielding of products onto NATO networks
Minimum Education: Bachelors
Minimum Years of Experience: 5

**EVENT PLANNER/COORDINATOR (Contractor in Support of SPP/SIE Planning, Execution, and Evaluation of Strategic Events)**
Job Description: Support to the planning, coordination, execution and evaluation of ACT strategic events (identified as high-level symposia, seminars, conferences and staff coordination, which lead to NAG/MC engagement) ensuring HQ SACT/Branch representation in accordance with the Warfare Development agenda and the Commander's Objectives.
2. Conduct work in support of other events and the Outreach Program, ensuring that topics of strategic interests to SACT HQ are conducted.
3. Assisting the Branch Head in coordinating the overarching strategic issues and briefs.
4. Liaise with the Command Action Group, COS's Office, Directorates, Protocol, and STRATCOMM to ensure all SACT HQ engagement is coherent with the campaign plan.
5. Produce and disseminate reports and other documents resulting from these associations.
6. Support the Branch Head in maintaining the long-term continuity of engagement activity to provide coherence, follow-through and alignment of output across the continuum of SACT's strategic engagement.
7. Produce high quality, detailed staff products (point papers, PowerPoint presentations, In Progress Reports (IPRs), as directed by the SIE Branch Head and in support of DCOS SPP and the Command Group.
Minimum Education: High School
Minimum Years of Experience: 1

COURSE DEVELOPER/INSTRUCTOR (Strategic Writing Course Instructor, IFIB 18-70)
Job Description: Ref: IFIB 18-70 - Conduct on-site training courses for HQ personnel. Each course will provide a minimum of 16.5 hours of instruction per student for 10 participants. This will include 15 hours of group classroom instruction, 0.5 hours of individual student needs assessment at the beginning of the course and 1 hour personal coaching for each student at the end of the course to help the student apply the lessons to their current projects. The course should be conducted as a writing workshop and NATO documents and participants’ writing are used as sample documents throughout the course.
Writing, Communication and Editing Support: Individual writing coaching and editing support will be provided on-site to graduates of the writing course at HQ by the same Instructor that delivered the group instruction to continue the writing development of the participants and to contribute substantively to the high quality of documents at ACT. This support will be available to the Staff Element Europe (SEE) graduates via electronic means. Communication coaching and support will be provided on an as-needed basis and billed hourly.
Minimum Education: Master
Minimum Years of Experience: 5
Substitution: Bachelors Degree and 8 Years Relevant Experience OR High School and 12 Years Relevant Experience

PRINCIPAL LEVEL CONSULTANT
At the Principal Level, our candidates will offer: Strategy contributions, informed by global trends and proven forecasting across public and private sectors. Facilitation of capstone events, employing acknowledged expertise, experiences, and successful strategies to develop innovative or novel approaches to NATO problem sets, in order to stimulate debate at the political/military nexus. Enable game-changing developments in another sphere to be appreciated as applicable to the Alliance’s environment. Requires engaging successfully with senior leaders at the highest levels, including NATO’s Military Committee.
Minimum Education: Masters
Minimum Years of Experience: 12

EXECUTIVE LEVEL CONSULTANT
At the Executive Level, our candidates will offer: Ensure the successful development and delivery of high-quality products on time. Successful delivery will result from the provision of multiple elements of expertise required across a variety of competencies and the ability to fuse the output from each competency into high quality products. Collecting, synthesizing, and analysing multiple source information to produce coherent reports with strategic relevance and value. Requires engaging successfully with senior staff and at MSc/MA level and higher. Prepare products for seminars, study groups and conferences, and interface effectively with executive decision-makers. Contribute to complex enterprises in multi-faceted environments.
Minimum Education: Bachelors
Minimum Years of Experience: 8
FEDERAL SUPPLY SCHEDULE
CONTRACT NUMBER 47QRAA21D009Q

SENIOR LEVEL CONSULTANT
At the Senior Level our candidates will offer: Major contributions in complex, multifaceted programmes and projects, concepts, trials and experimentation campaigns, programmes and project(s). Collaborative concept drafting, trial planning, experiment design, defining objectives and priorities, evaluating performance, resolving problems, establishing quality control procedures, and coordinating with diverse stakeholders. Requires engaging at MSc/MA level and higher and among multinational participants. Concept writing. Experimentation theory, design, and application. Planning, scheduling and coordinating technical trials or experimentation activities. Originating innovative trials/experimentation schemes. Development of analytical test plans and procedures. Multinational Joint planning processes.
Minimum Education: Bachelors
Minimum Years of Experience: 5

EXPERT LEVEL CONSULTANT
At Expert Level our candidates would be offering: Expert level Quality Control Measures: Initiatives in the development of products including: studies, designs, execution planning, team-enabled data collection, data analysis, and reports. Large scale literature reviews and research efforts. Development of cogent analytical approaches to complex subjects. Requires engaging at BSc/BA level and higher, in task-dependent disciplines including science, engineering, communication, writing, journalism and critical thinking. Facilitating and presenting evidence-based, cogent results to senior-level decision-makers. Ability to organize and utilize a number of different techniques (e.g. storyboarding, table top exercises, workshops, and prototyping) to socially elaborate operational user requirements. Further, using operational analysis methods, documents the operational user requirements in standardized formats to enable transition to functional requirements. Ability to conduct the as is operational processes analysis, combined with known gaps and feasible mechanisms in order to provide an as-is business process documentation. The development of plans that will take policy, directive, gap analysis and user inputs to create an integrated implementation plan with the appropriate actors, due dates, product descriptions and oversight responsibilities.
Minimum Education: Associates
Minimum Years of Experience: 3

REQUIREMENTS MANAGEMENT REPOSITORY EXPERT (IAMD Requirements Management Repository Expert, IFIB 18-48)
Job Description: a) Collection, analysis, definition, setup and start partial (initial) population of a comprehensive IAMD Requirements Management Repository (for Architectures, Processes, Information products and requirements for systems supported, including ACCS),
b) Drafting an outline plan (including the resource estimate across HQ SACT) for the management of the repository,
c) Support the engagement with IAMD community of interest.
The IAMD requirements management repository expert will work directly in support of the IAMD Programme Manager (PM), facilitating the engagement and coordination with SHAPE, NCI Agency and other (ACT and ACO) stakeholders, for the scope of this SOW.
Minimum Education: Masters
Minimum Years of Experience: 5

CAPABILITY ARCHITECT 2 (CIS Capability Architecture, 18-48 Surge Purchase Order)
Job Description: Ref: CIS Capability Architecture SOW - development of an initial Architecture Vision for the CIS Branch incorporating stakeholder analysis. The task was accomplished by collecting the relevant documents and information, including previous reference architectures, policies, Capability Packages, and requirements. This information gathered was then used to create a source document repository. Additional work was completed creating a CIS Capability Architecture, from the source material, in accordance with relevant NATO standards, including NATO Enterprise Architecture Policy,
NATO Architecture Framework Version 4; and with application open standards including TOGAF and Archimate. The development of the CIS Capability Architecture was also achieved through consulting project / programme managers, operational users, business architects, system engineers, etc., within NATO commands and agencies to obtain the information necessary for analysis. The complexity and details of this architecture work is summarized in a yearly CIS Enterprise Architecture Report.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 3

**Substitution:** High School and 6 Years Relevant Experience

**CAPABILITY ARCHITECT 1 (CIS Capability Architecture, 18-48 Surge Purchase Order)**

**Job Description:** Ref: CIS Capability Architecture SOW - development of an initial Architecture Vision for the CIS Branch incorporating stakeholder analysis. The task was accomplished by collecting the relevant documents and information, including previous reference architectures, policies, Capability Packages, and requirements. This information gathered was then used to create a source document repository. Additional work was completed creating a CIS Capability Architecture, from the source material, in accordance with relevant NATO standards, including NATO Enterprise Architecture Policy, NATO Architecture Framework Version 4; and with application open standards including TOGAF and Archimate. The development of the CIS Capability Architecture was also achieved through consulting project / programme managers, operational users, business architects, system engineers, etc., within NATO commands and agencies to obtain the information necessary for analysis. The complexity and details of this architecture work is summarized in a yearly CIS Enterprise Architecture Report.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 3

**Substitution:** High School and 8 Years Relevant Experience

**SOCIAL MEDIA COORDINATOR (Social Media Coordinator, Social Media STRATCOM SOW)**

**Job Description:** Ref: SOW Social Media STRATCOM: The Contractor will plan and execute Social Media campaigns, the required work and resulting deliverables focus on developing, coordinating, planning and executing Social Media campaigns: Engage at all levels within HQ SACT and coordinate with Chief Public Affairs and Chief Corporate Communications with overall stewardship provided by BH Strategic Communications in order to:

- Conduct Social Media planning for ACT's corporate channel, Research/generate releasable content, Identify visuals for content, Schedule Social Media posts, Conduct analysis to evaluate performance/assess effectiveness, and make evidence-based recommendations for subsequent efforts., Plan content, create posts, optimize content and technology, manage engagement and provide analysis of the following Social Media channels with links to the ACT website:
  - ACT Twitter
  - ACT Facebook
  - ACT LinkedIn
  - ACTconnect
d. Attend executive committee meetings in order to source appropriate content for the above mentioned channels and steward branch engagement in Command wide initiatives.
e. Create graphics that complement the messaging for events at ACT for social, physical and internal projects and activities.
f. Review website content on www.act.nato.int and make recommendations on modifications to optimize effect and on alternative channels to optimize NATO ACT’s engagement.
g. Conduct website management on www.act.nato.int under the close guidance/authority of Communications Branch.
Minimum Education: Bachelors
Minimum Years of Experience: 2
Substitution: High School and 4 Years Relevant Experience

MULTI-MEDIA / GRAPHIC ARTIST (Multimedia / Graphic Artist, ARL STEM)
Job Description: will develop and advise on graphics, photos, video, and social media in support of the site. This position will create media products as needed to add to the site’s richness.
Minimum Education: Associates
Minimum Years of Experience: 2
Substitution: High School and 4 Years Relevant Experience

DATABASE MANAGER 2 (Database Manager, ARL STEM)
Job Description: Support the database development and sustainment task and leverage its extensive experience in effectively managing databases for multiple national and statewide programs. Data will be secured and maintained for the life of the program and will be utilized for program operation, determining programmatic impact, making assessments for continuous improvement and for reporting purposes as needed.
Minimum Education: Bachelors
Minimum Years of Experience: 8
Substitution: High School and 12 Years Relevant Experience

DATABASE MANAGER 1 (Junior Database Manager, ARL STEM)
Job Description: Support the database development and sustainment task and leverage its extensive experience in effectively managing databases for multiple national and statewide programs. Data will be secured and maintained for the life of the program and will be utilized for program operation, determining programmatic impact, making assessments for continuous improvement and for reporting purposes as needed.
Minimum Education: Associates
Minimum Years of Experience: 3
Substitution: High School and 6 Years Relevant Experience

PROJECT COORDINATOR 2 (Senior Outreach Coordinator, ARL STEM)
Job Description: Management of educational and research programs and development and management of project partnerships across institutions.
Minimum Education: Bachelors
Minimum Years of Experience: 10

PROJECT COORDINATOR 1 (Outreach Coordinator, ARL STEM)
Job Description: Assists in management of educational and research programs and development and management of project partnerships across institutions.
Minimum Education: Bachelors
Minimum Years of Experience: 5
Substitution: High School and 8 Years Relevant Experience
ANALYST 6 (Financial Analyst, ARL STEM)
Job Description: Performs monthly accounting system closes and financial statement preparation
- Reconciles general ledger accounts
- Manages accounts payable, accounts receivable, and payroll duties, supervising two employees
- Prepares cash flow projections
- Performs monthly bank reconciliations
- Maintains and enters all contracts and modifications in the Deltek system
- Reviews all cost proposals prior to submission
- Manages 401K package
- Prepares incurred cost submissions for DCAA
- Handles all DCAA audits
- Works with external CPA to prepare annual tax returns and financial statement review
Minimum Education: Bachelors
Minimum Years of Experience: 4
Substitution: High School and 11 Years Relevant Experience

ANALYST 5 (SALT Strategy Analyst, IFIB 19-24)
Job Description: Unbiased advice to senior civilian and military leadership on issues pertaining to defense and security strategy and policy. Contributes to strategic planning efforts that satisfy long-term needs of Warfare Development. Promotes improved decision-making regarding strategy and policy through experience in corporate strategy in the private sector. Monitors developments in alternative research and ties findings back to current policy and strategy work throughout NATO. Ensures coherent and comprehensive approaches to support Warfare Development. Understands the political context within NATO and shapes strategy and policy advice accordingly.
- Analytical support to strategy development in conjunction with NATO Headquarters and NATO Military Authorities. Leads development of Command or Bi-Strategic Command-level strategic policy papers and inputs to the North Atlantic Council. Supports efforts within the Directorate to assist in the development of strategic concepts by providing a non-military perspective. Provides input to non-papers, presentations, guidance, and direction for all ACT pillars on issues relating to NATO strategy and policy from ACT and other NATO Agencies and Commands.
- Creates data visualization and audience-appropriate documentation of findings and approach.
- Applies a range of analytical techniques, optimize current strategies, and produce actionable insights in the provision of unbiased recommendations to NATO’s senior leadership. This line of work includes the use of adversarial and red-team approaches. Oversees the development of adversarial, war-gaming, and alternative analytical methods and activities within the Directorate.
Minimum Education: Bachelors
Minimum Years of Experience: 4
Substitution: High School and 6 Years Relevant Experience

ANALYST 4 (Panel Selection Analyst, ARL STEM)
Job Description: will organize a panel of qualified Research and Development experts and/or managers to conduct the selection of internship candidates from applicants vetted and screened for eligibility identified in the system for available positions. This panel will be determined in partnership with the CCDC-ARLs. Past experience with providing interns for NASA and USDOE labs, has indicated that it
is valuable to have the mentors review applications and indicate their preferences to be taken into consideration by the final selection panel

**Minimum Education:** Masters  
**Minimum Years of Experience:** 8  
**Substitution:** Bachelors and 10 Years Relevant Experience or High School and 12 Years Relevant Experience

**ANALYST 3 (Document & Reporting Analyst, ARL STEM)**  
**Job Description:** maintaining a current, accurate database of all in development, ongoing and historical contracts, proposals, funding actions, small business profiles and contact information, participating government organizations, maintain large databases for program marketing and recruitment and create targeted standard distribution lists Databases will be constantly updated  
**Minimum Education:** Masters  
**Minimum Years of Experience:** 6  
**Substitution:** Bachelors and 8 Years Relevant Experience or High School and 10 Years Relevant Experience

**ANALYST 2 (Mid-Level Systems Analyst, SURFMEPP)**  
**Job Description:** Ensures the logical and systematic incorporation of maintenance requirements into total availability solutions that acknowledge technical, schedule, and cost constraints  
Conducts research, designs, develops, performs T&E for ships, ship systems and associated subsystems  
Analyzes complex ship systems product or equipment specifications and performance requirements to determine designs that can be produced or maintained by existing processes or infrastructure  
Evaluates new advanced technologies for application in meeting or extending the service life of ships or ship systems  
Plans, coordinates, directs, and evaluates testing of complex ship systems  
Performs risk assessments of advanced ship systems and generates risk mitigation plans and strategies  
Conducts modeling (e.g., computer models), simulation, analysis, and assessment of capabilities and systems  
Uses engineering level models to support studies of HM&E systems and combat systems  
Provides independent maintenance effectiveness, expected service life and Reliability Centered Maintenance (RCM) assessments of ships and ship systems  
**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 2  
**Substitution:** High School and 4 Years Relevant Experience

**ANALYST 1 (Travel/Transition Analyst, ARL STEM)**  
**Job Description:** The Travel Coordination Administrator is dedicated to coordinate travel, lodging and per diem reimbursement.  
**Minimum Education:** High School  
**Minimum Years of Experience:** 3

**FRONT/BACKEND APP DEVELOPER (Front/Backend Applications Developer, ARL STEM)**  
**Job Description:** Design Phase: Create Architecture of the software and application infrastructure. Create the Architecture of the Security software and application infrastructure. Perform threat modeling & establish mitigations for hardware and software. Establish Consensus and document design plans with project managers and all stakeholders. Preform Final Design Review.

**Minimum Education:** Bachelor’s

**Minimum Years of Experience:** 2

**Substitution:** High School and 8 Years Relevant Experience

---

**PROGRAM MANAGER (Program Manager, ARL STEM)**

**Job Description:** Provides internal team management and oversight to ensure the team remains focused on providing more efficient and effective personnel, operations and enterprise business solutions. Capacity to successfully manage multiple projects within a program. Offers expert advice to project deliverables.

**Minimum Education:** Masters

**Minimum Years of Experience:** 10

**Substitution:** Bachelors and 12 Years Relevant Experience or High School and 16 Years Relevant Experience

---

**ENGINEER 4 (Sr. Engineer, SURFMEPP)**

**Job Description:** Ref: SURFMEPP SOW: Review ship history data to determine life cycle maintenance requirements across the Expected Service Life (ESL) of a given ship class;

- Review proposed Baseline Availability Work Packages for technical accuracy, configuration accuracy, Technical Foundation Paper (TFP) and Long Range Maintenance Schedule (LRMS) compliance, Class Maintenance Plan (CMP) adherence, Fleet Response Plan (FRP) scheduling requirements. Make recommended changes to other internal and external organizations as directed by internal SURFMEPP policies and processes;
- Retrieve, catalog, and post ship maintenance data to databases as directed in support of (ISO) standard or special ship class products (EXAMPLE: Ship Health Assessment Report Card);
- Support Government-led Platform engineers by conducting reviews and analysis, of material concerns from the following, but not limited to:
  - Analyze data for ship availabilities to support development of Government-led availability duration analysis and make recommendations for availability length changes based on current or historical data obtained from maintenance databases and historical occurrences;

**Minimum Education:** High School

**Minimum Years of Experience:** 18

---

**ENGINEER 3 (Senior Engineer, SURFMEPP)**

**Job Description:** Ref: SURFMEPP SOW: Review ship history data to determine life cycle maintenance requirements across the Expected Service Life (ESL) of a given ship class;

- Review proposed Baseline Availability Work Packages for technical accuracy, configuration accuracy, Technical Foundation Paper (TFP) and Long Range Maintenance Schedule (LRMS) compliance, Class Maintenance Plan (CMP) adherence, Fleet Response Plan (FRP) scheduling requirements. Make recommended changes to other internal and external organizations as directed by internal SURFMEPP policies and processes;
- Retrieve, catalog, and post ship maintenance data to databases as directed in support of (ISO) standard or special ship class products (EXAMPLE: Ship Health Assessment Report Card);
- Support Government-led Platform engineers by conducting reviews and analysis, of material concerns from the following, but not limited to:
  - Analyze data for ship availabilities to support development of Government-led availability duration
analysis and make recommendations for availability length changes based on current or historical data obtained from maintenance databases and historical occurrences;

**Minimum Education:** High School  
**Minimum Years of Experience:** 16

**ENGINEER 2 (Senior Engineer, SURFMEPP)**  
**Job Description:**  Ref: SURFMEPP SOW:  Review ship history data to determine life cycle maintenance requirements across the Expected Service Life (ESL) of a given ship class;  
· Review proposed Baseline Availability Work Packages for technical accuracy, configuration accuracy, Technical Foundation Paper (TFP) and Long Range Maintenance Schedule (LRMS) compliance, Class Maintenance Plan (CMP) adherence, Fleet Response Plan (FRP) scheduling requirements. Make recommended changes to other internal and external organizations as directed by internal SURFMEPP policies and processes;  
· Retrieve, catalog, and post ship maintenance data to databases as directed in support of (ISO) standard or special ship class products (EXAMPLE: Ship Health Assessment Report Card);  
· Support Government-led Platform engineers by conducting reviews and analysis, of material concerns from the following, but not limited to:  
· Analyze data for ship availabilities to support development of Government-led availability duration analysis and make recommendations for availability length changes based on current or historical data obtained from maintenance databases and historical occurrences;

**Minimum Education:** High School  
**Minimum Years of Experience:** 14

**ENGINEER 1 (Sr. Engineer, SURFMEPP)**  
**Job Description:**  Ref: SURFMEPP SOW:  Review ship history data to determine life cycle maintenance requirements across the Expected Service Life (ESL) of a given ship class;  
· Review proposed Baseline Availability Work Packages for technical accuracy, configuration accuracy, Technical Foundation Paper (TFP) and Long Range Maintenance Schedule (LRMS) compliance, Class Maintenance Plan (CMP) adherence, Fleet Response Plan (FRP) scheduling requirements. Make recommended changes to other internal and external organizations as directed by internal SURFMEPP policies and processes;  
· Retrieve, catalog, and post ship maintenance data to databases as directed in support of (ISO) standard or special ship class products (EXAMPLE: Ship Health Assessment Report Card);  
· Support Government-led Platform engineers by conducting reviews and analysis, of material concerns from the following, but not limited to:  
· Analyze data for ship availabilities to support development of Government-led availability duration analysis and make recommendations for availability length changes based on current or historical data obtained from maintenance databases and historical occurrences;

**Minimum Education:** High School  
**Minimum Years of Experience:** 12

**CAPABILITY DEVELOPMENT SME 4**  
**Job Description:** 21-02 - prev "Principal":  At the Principal Level, our candidates will offer: Strategy contributions, informed by global trends and proven forecasting across public and private sectors. Facilitation of capstone events, employing acknowledged expertise, experiences, and successful strategies to develop innovative or novel approaches to NATO problem sets, in order to stimulate debate at the political/military nexus. Enable game-changing developments in another sphere to be appreciated
as applicable to the Alliance’s environment. Requires engaging successfully with senior leaders at the highest levels, including NATO’s Military Committee.

**Minimum Education:** Masters

**Minimum Years of Experience:** 12

**Substitution:** Bachelors and 14 Years Relevant Experience or High School and 16 Years Relevant Experience

**CAPABILITY DEVELOPMENT SME 3**

**Job Description:** 21-02 - prev "Executive": At the Executive Level, our candidates will offer: Ensure the successful development and delivery of high-quality products on time. Successful delivery will result from the provision of multiple elements of expertise required across a variety of competencies and the ability to fuse the output from each competency into high quality products. Collecting, synthesizing, and analysing multiple source information to produce coherent reports with strategic relevance and value. Requires engaging successfully with senior staff and at MSc/MA level and higher. Prepare products for seminars, study groups and conferences, and interface effectively with executive decision-makers. Contribute to complex enterprises in multi-faceted environments.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 8

**Substitution:** High School and 12 Years Relevant Experience

**CAPABILITY DEVELOPMENT SME 2**

**Job Description:** 21-02 - prev "Senior" At the Senior Level our candidates will offer: Major contributions in complex, multifaceted programmes and projects, concepts, trials and experimentation campaigns, programmes and project(s). Collaborative concept drafting, trial planning, experiment design, defining objectives and priorities, evaluating performance, resolving problems, establishing quality control procedures, and coordinating with diverse stakeholders. Requires engaging at MSc/MA level and higher and among multinational participants. Concept writing. Experimentation theory, design, and application. Planning, scheduling and coordinating technical trials or experimentation activities. Originating innovative trials/experimentation schemes. Development of analytical test plans and procedures. Multinational Joint planning processes.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 5

**Substitution:** High School and 10 Years Relevant Experience

**CAPABILITY DEVELOPMENT SME 1**

**Job Description:** 21-02 - prev "Expert": at the Expert Level our candidates would be offering: Expert level Quality Control Measures: Initiatives in the development of products including: studies, designs, execution planning, team-enabled data collection, data analysis, and reports. Large scale literature reviews and research efforts. Development of cogent analytical approaches to complex subjects. Requires engaging at BSc/BA level and higher, in task-dependent disciplines including science, engineering, communication, writing, journalism and critical thinking. Facilitating and presenting evidence-based, cogent results to senior-level decision-makers. Ability to organize and utilize a number of different techniques (e.g. storyboarding, table top exercises, workshops, and prototyping) to socially elaborate operational user requirements. Further, using operational analysis methods, documents the operational user requirements in standardized formats to enable transition to functional requirements. Ability to conduct the as is operational processes analysis, combined with known gaps and feasible
mechanisms in order to provide an as-is business process documentation. The development of plans that will take policy, directive, gap analysis and user inputs to create an integrated implementation plan with the appropriate actors, due dates, product descriptions and oversight responsibilities.

**Minimum Education:** Associates  
**Minimum Years of Experience:** 3  
**Substitution:** High School and 5 Years Relevant Experience

**CORE COMMUNICATIONS SME (Core Communications Support, RB 21-34)**

**Job Description:** Ref: RB 21-34 - Contract personnel shall provide products and support services to the CS Programme Director (PD), for the following tasks:
- Collect the relevant documents and information to the PMO iHub and other knowledge management portals as necessary.
- Develop and update of a Risk Register within the iHub at Programme Level to keep in track the Implementation Plan and an Action List to mitigate them.
- Consult as appropriate with project/programme managers, operational users, etc., within NATO commands and agencies to obtain the information necessary for analysis.
- Provide recommendations on potential updates or modifications, including a draft plan for the follow-on of the work.
- Support development of CRB, CPP for Core services including the delivery of the CS Programme Approval Process Schedule (in MS Project).
- Assist in preparation of and participate in discussions, meetings and workshops as necessary, (prepare materials, read ahead, collect reference documents prepare materials).

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 5  
**Substitution:** High School and 8 Years Relevant Experience

**DATA SCIENTIST 2 (SALT Data Scientist, IFB 19-24)**

**Job Description:** Technical expertise in Branch regarding the application of data science and analytics to strategic alternatives. Use of various statistical techniques for the identification patterns within large data sets to make predictions and enterprise-oriented suggestions. Utilizes predictive modeling to increase and optimize the effects of Warfare Development.
- Strategies to identify patterns within large data sets, make predictions based on data science, and provide corresponding recommendations to senior leadership. Simplifies and communicates key findings and insights to senior leadership and draws implications for work organization-wide.
- Predictions based on data science. This line of effort consists of working alongside key stakeholders across NATO to develop and execute data-science strategies over the long-term. This includes both strategies for data science, e.g., how to scale the use of data science in support of every level of decision-making) and strategies informed by data science, e.g., the use of data science to support the development and translation of policy between NATO HQ and the NATO Command Structure.
- Metrics that improve NATO’s ability to assess effects in the mid- to long-term horizon. Doing so includes the development of comprehensive analytical and mapping capabilities to identify or predict relevant, feasible, and potential challenges and opportunities to NATO and partners.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 5  
**Substitution:** High School and 9 Years Relevant Experience
DATA SCIENTIST 1 (SALT Optional Data Scientist, IFIB 19-24)

**Job Description:** Technical expertise in Branch regarding the application of data science and analytics to strategic alternatives. Use of various statistical techniques for the identification patterns within large data sets to make predictions and enterprise-oriented suggestions. Utilizes predictive modeling to increase and optimize the effects of Warfare Development.

- Strategies to identify patterns within large data sets, make predictions based on data science, and provide corresponding recommendations to senior leadership. Simplifies and communicates key findings and insights to senior leadership and draws implications for work organization-wide.
- Predictions based on data science. This line of effort consists of working alongside key stakeholders across NATO to develop and execute data-science strategies over the long-term. This includes both strategies for data science, e.g., how to scale the use of data science in support of every level of decision-making) and strategies informed by data science, e.g., the use of data science to support the development and translation of policy between NATO HQ and the NATO Command Structure.
- Metrics that improve NATO’s ability to assess effects in the mid- to long-term horizon. Doing so includes the development of comprehensive analytical and mapping capabilities to identify or predict relevant, feasible, and potential challenges and opportunities to NATO and partners.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 2

**Substitution:** High School and 6 Years Relevant Experience