GENERAL SERVICES
ADMINISTRATION FEDERAL
ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is http://www.gsaadvantage.gov

SCHEDULE TITLE: GSA Multiple Award Schedule (MAS)

CONTRACT NUMBER: 47QSWA20D004E

CONTRACT PERIOD: February 18, 2020 – February 17, 2025
With Two 5 Year Option Periods

CONTRACTOR: Trinity Technology Group, Inc.
10687 Gaskins Way, Suite 200
Manassas, VA  20109

POINT OF CONTACT: Leigh Manzare
leighm@trinitytechnologygroup.com
(703) 345-1672

BUSINESS SIZE: Other than Small Business

DUNS#: 126436331

PRICE LIST CURRENT THROUGH:  February 17, 2021
TERMS AND CONDITIONS THROUGH: Mod PO-0007
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CUSTOMER INFORMATION

1. **Table of Awarded Special Item Numbers (SINS) SIN Description:**

<table>
<thead>
<tr>
<th>SIN</th>
<th>NAICS</th>
<th>SIN Title</th>
<th>Large Category</th>
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<tbody>
<tr>
<td>541330L</td>
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<td>Security System Integration, Design, Management, and Life Cycle</td>
<td>Security Services</td>
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<td></td>
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<td>Support</td>
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<td>Technical/Application Development Support (TADS)</td>
<td>Professional Services</td>
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<td>561612</td>
<td>561612</td>
<td>Protective Service Occupations</td>
<td>Security Services</td>
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<td>OLM</td>
<td></td>
<td>Order Level Materials</td>
<td>All</td>
</tr>
</tbody>
</table>

- **b. Labor Rates:** Please see page 7
- **c. Labor Category Descriptions:** Please see page 10

2. **Maximum Order:** None

3. **Minimum Order:** $2,500.00

4. **Geographic Coverage:** Worldwide

5. **Point(s) of Production:** Not Applicable

6. **Discount from List Prices:** All prices are net and include the IFF

7. **Quantity Discount(s):** None

8. **Prompt payment Discounts:** 0% Net 30 Days

9. **Government Commercial Credit Card (Below Micro-Purchase)**
   Government Purchase Cards must be accepted at or below the micro-purchase threshold of $3,000.

10. **Foreign Items:** None
11. **Ordering Address:** Trinity Technology Group, Inc.
    10687 Gaskins Way, Suite 200
    Manassas, VA  20109
    Phone Number (703) 345-1671
    Attention:  James B. Smith
    jims@trinitytechnologygroup.com

12. **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:** Trinity Technology Group, Inc.
    10687 Gaskins Way, Suite 200
    Manassas, VA  20109
    Phone number: (276) 243-2298
    Attention:  Aaron Dobbs
    Aaron.Dobbs@trinitytechnologygroup.com
CORPORATE EXPERIENCE

Trinity provides a wide range of professional security and intelligence support services to both government and commercial clients that encompass a wide range of disciplines.

**Information Protection:** The electronic age ushered in an ever-increasing reliance on information and information systems. With this reliance came threats to those systems from both insiders and outsiders. Trinity provides a full range of services that will protect your information in any form or stored by any means. Trinity services offered to protect your assets and information are: a) Information Assurance (IA), b) Automated Information System Security (AIS), c) Network Security, d) Classification Management, e) Freedom of Information Act Support and f) Foreign Disclosure/Technology Transfer and g) Legal Perspective on Information Protection.

**Technology Protection:** Protecting your enterprise from technology theft takes special expertise. Successful organizations continually develop advanced technologies to maintain their competitive edge. Competitors -- whether they are industrial rivals or foreign governments -- want that edge also. Today's protection strategies must consider rapidly changing risk factors. Trinity has the expertise and experience to develop protection strategies and innovative analytic techniques that will provide you with an unprecedented degree of confidence that the right things are protected in cost-effective ways. Among the services we provide in this area are: a) Early Research Protection, b) Research, Technology and Program Protection, c) Technology Assessment and Control Plans (TA/CP), d) System Security Engineering (SSE), e) Risk Management and Operations Security (OPSEC) and f) Legal Support.

**Physical Security:** Today, many threats challenge our physical wellbeing. Physical Security forms the foundation a firm good security plan because it addresses the protection of people, property and programs. Trinity’s methodology develops integrated security plans ensuring that intrusion detection systems work with access control, alarms, CCTV systems and guards. All systems must be equally efficient to be effective -- the security in depth concept. Among the services we provide are: a) Security Surveys, b) Vulnerability and Threat Assessments, c) Security and Surveillance System Planning and Integration, d) Assess Control Services, e) National Industrial Security, f) Architecture and Construction Security Services and g) Antiterrorism/Force Protection.

**Security Management Services:** Trinity is experienced in managing and directing the full spectrum of security services required by an organization. We can provide a full range of security from security guards and executive protection to highly sophisticated information security/assurance programs. We take full responsibility for executing the totality of an organization's security needs under the general supervision of a client or integrate our personnel into a client/Trinity team. Among the services we provide are: a) Security Planning, b) Full and Short Term Service Support, c) Security Policy Development, d) Special Assess Program Management and Support e) Complete Security Staffing Support and f) Site Support.

**Security Education and Training:** Improving the awareness and competency of security and non-security employees is the keystone to establishing and maintaining an effective security program for any activity. Trinity provides a variety of programs and courses that combine theory and practice to enhance personnel being trained, and through them improvement of the organization's security posture. Trinity makes extensive use of the Instructional System Development (ISD) model and theory of adult education in designing and presenting our security education and training courses. Among the services we offer are: a) Customized Educational Program Development, b) Master Training Plan Development, c) Security Orientation and d) Threat and Security Assessment.
Intelligence and Threat Analysis: The pervasiveness of foreign and domestic terrorism highlights the critical need for accurate and timely threat analysis to support national defense and homeland security. The Government is placing increasing demands on the intelligence community to provide responsive, precise, and predictive threat analysis. Trinity’s Intelligence and Threat Analysis professionals are well versed in producing all-source analysis, crisis warning and management, intelligence reporting, briefings and special studies. Among the services we provide: a) Intelligence Management, b) Counterterrorism Analysis, c) Current Intelligence Support, d) Counterintelligence Support, e) Criminal Intelligence/Investigations Support and f) Language Transcription/Translation.
### PRICE LIST
**SINS 541220L, 5615612, 541990TAD, 611430ST**
**May 7, 2020**

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<td>GSA Domestic Price-Trinity Site</td>
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<tr>
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<td>$129.30</td>
</tr>
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</table>
The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed.

<table>
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<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
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<td>2015-4281 Rev 14</td>
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</table>

All prices above do not include: travel and per diem expenses or other direct costs to support the project.
LABOR CATEGORY DESCRIPTIONS

Job Title: Access Control I

Minimum/General Experience: Entry-level position.

Functional Responsibility: Access and maintain a database to track personnel that shows security actions such as badge assignment, facility assignment and access and other relevant information. Provide assistance with all aspects of indoctrination and debriefing of personnel. Provide visitor control, issue badges/access control media, grant restricted and unrestricted entry to program areas.

Minimum Education: High school diploma/GED.

Job Title: Access Control II

Minimum/General Experience: Minimum One to Two years of experience.

Functional Responsibility: Access and maintain a database to track personnel that shows security actions such as badge assignment, facility assignment and access and other relevant information. Provide assistance with all aspects of indoctrination and debriefing of personnel. Provide visitor control, issue badges/access control media, grant restricted and unrestricted entry to program areas.

Minimum Education: High school diploma/GED.

Job Title: Access Control III

Minimum/General Experience: Minimum Two to Three years of experience

Functional Responsibility: Maintain a database to track personnel that shows security actions such as badge assignment, facility assignment and access and other relevant information. Provide assistance with all aspects of indoctrination and debriefing of personnel. Provide visitor control, issue badges/access control media, grant restricted and unrestricted entry to program areas. Develop, coordinate, publish and maintain operating procedures for visit notification and visitor control. Review pertinent information for individuals considered for access.

Minimum Education: Associates degree or High school diploma/GED with equivalent experience.
Job Title: Administrator Security Specialist I

Minimum/General Experience: Entry level position.

Functional Responsibility: Administers routine aspects of the DoD or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures; ensures compliance with all aspects of the program including personal, physical and administrative security systems and procedures. May conduct security briefings and maintains security education programs. Investigates losses and security violations; may recommend corrective action. Ensures destruction of classified and confidential information in accordance with policies and procedures. Assists in revision of procedures manuals. Interfaces with outside agencies.

Minimum Education: Associates Degree or equivalent experience; additional courses in government security preferred.

Job Title: Administrator Security Specialist II

Minimum/General Experience: One to Two years of experience in a DoD or other industrial security program and in-depth knowledge of the DoD or other government security regulatory manual.

Functional Responsibility: Administers and coordinates the DoD or other industrial security program and other security activities to ensure compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Conducts security briefings. Participates in the development of and conducts security education programs. Investigates losses and security violations and recommends corrective actions. Maintains outside liaison with outside agencies. Develops and implements procedures and coordinates procedure manual revisions.

Minimum Education: Associates Degree or equivalent experience.

Job Title: Administrator Security Specialist III

Minimum/General Experience: Two to Five years of experience in a DoD or other industrial security program and in-depth knowledge of the DoD or other government security regulatory manual.
Functional Responsibility: Coordinates and monitors sensitive aspects of the DoD or other industrial security program, ensuring compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Monitors and conducts security briefings and security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Maintains liaison with outside agencies and keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. May provide work leadership to lower level employees. Performs other duties, as assigned.

Minimum Education: Associates Degree or equivalent experience.

Job Title: Administrator Security Specialist IV

Minimum/General Experience: Five to Seven years of experience in a DoD or other industrial security program and in-depth knowledge of the DoD or other government security regulatory manual.

Functional Responsibility: Coordinates and monitors sensitive aspects of the DoD or other industrial security program, ensuring compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Monitors and conducts security briefings and security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Maintains liaison with outside agencies and keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. Provides work leadership and guidance to lower level employees.

Minimum Education: Associates Degree or equivalent experience.

Job Title: Administrative Specialist I

Minimum/General Experience: One to Two years of related experience performing administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

Functional Responsibilities: Functions as administrative assistance for an office or program. Provides administrative support functions such as preparing final correspondence, reports and other published material; preparing briefing material; establishing and maintaining program files,
supporting budget and finance functions; and executing administrative operating processes and procedures.

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

**Job Title:** Administrative Specialist II

**Minimum/General Experience:** Two to Three years of related experience performing administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

**Functional Responsibilities:** Functions as administrative support specialist for an office or program. Performs all administrative support functions. Prepare and/or review final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files, perform budget and finance functions; and develop, analyze and maintain administrative operating processes and procedures.

**Minimum Education:** Associates Degree, or four years of related experience combined with completion of training courses relevant to duties and functions of the requirement or a combination of education and experience may be substituted for the Degree requirement.

**Job Title:** Administrative Specialist III

**Minimum/General Experience:** Three to Six years of related experience performing administrative support functions. At least three years of this experience should include supervisory office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

**Functional Responsibilities** Functions as executive administrator for an office or program. Manage activities, schedules and workflow of administrative support staff as well as perform support functions. Prepare and/or review final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files, perform budget and finance functions; and develop, analyze and maintain administrative operating processes and procedures.

**Minimum Education:** Associates Degree, or six years of related experience combined with completion of training courses relevant to duties and functions of the requirement or a combination of education and experience may be substituted for the Degree requirement.
Job Title:  All Source Analyst I

Minimum/General Experience:  Three years of experience in intelligence analysis or intelligence operations.

Functional Responsibilities:  Analyzes information from multiple sources, disciplines, and agencies across the government. Specific duties include conducting studies to identify trends; determining how these threats and trends affect national security; preparing reports compiling large amounts of intelligence information into context and outlining the possible implications thereof.

Minimum Education:  High School Diploma or GED. A Bachelor’s degree can be substituted for up to 4 years of intelligence analysis or intelligence operations experience.

Job Title:  All Source Analyst II

Minimum/General Experience:  Five years of experience in intelligence analysis or intelligence operations.

Functional Responsibilities:  Analyzes information from multiple sources, disciplines, and agencies across the government. Specific duties include conducting studies to identify trends; determining how these threats and trends affect national security; preparing reports compiling large amounts of intelligence information into context and outlining the possible implications thereof.

Minimum Education:  Bachelor’s Degree or Associates degree and 4 years additional experience in intelligence analysis and/or intelligence operations may be substituted for Bachelor’s degree.

Job Title:  All Source Analyst III

Minimum/General Experience:  Seven years of experience in intelligence analysis or intelligence operations.

Functional Responsibilities:  Analyzes information from multiple sources, disciplines, and agencies across the government. Specific duties include conducting studies to identify trends; determining how these threats and trends affect national security; preparing reports compiling large amounts of intelligence information into context and outlining the possible implications thereof.
Minimum Education: Bachelor’s Degree or Associates degree and 4 years additional experience in intelligence analysis and/or intelligence operations may be substituted for Bachelors’ Degree.

Job Title: All Source Analyst IV

Minimum/General Experience: Ten years of experience in intelligence analysis or intelligence operations.

Functional Responsibilities: Analyzes information from multiple sources, disciplines, and agencies across the government. Specific duties include conducting studies to identify trends; determining how these threats and trends affect national security; preparing reports compiling large amounts of intelligence information into context and outlining the possible implications thereof. Additional duties could include quality control of a team of analysts.

Minimum Education: Bachelor’s Degree or Associates degree and 4 years additional experience in intelligence analysis and/or intelligence operations may be substituted for Bachelor’s Degree.

Job Title: Antiterrorism/Force Protection Specialist I

Minimum/General Experience: Minimum of one to two years of experience in DoD force protection operations. Must be able to work in an austere environment. Must be knowledgeable of the risk assessment and vulnerability assessment processes. Must possess detailed knowledge of and experience with DoD 2000.16 and AR 525-13 requirements. Must be able to work in an interactive customer environment with some supervision. Must possess strong administrative and interpersonal communication skills. Ability to analyze terrorist threat data and identify asymmetrical threats to US operations or projects. Ability to develop mitigating solutions for identified threats and advocate implementation of DoD ATFP programs and objectives. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: The antiterrorism and force protection (ATFP) specialist serves as a subject matter expert in ATFP program. In cooperation with other team members, the ATFP specialist conducts threat and vulnerability assessments of government facilities and assets. Principal duties are to conduct threat and vulnerability assessments, prepare and present threat briefings, provide mitigating recommendations; evaluate site/installation physical security plans, and educate and train personnel in force protection measures. Collects and analyzes all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies.
Minimum Education: High school diploma/GED and one to two years of experience or combination of Associates degree and equivalent experience. Prior special operations experience (SOF, SMU) highly desired.

Job Title: Antiterrorism/Force Protection Specialist II

Minimum/General Experience: Minimum of two to five years of experience in DoD force protection operations. Must be able to work in an austere environment. Must be knowledgeable of the risk assessment and vulnerability assessment processes. Must possess detailed knowledge of and experience with DoD 2000.16 and AR 525-13 requirements. Must be able to work in an interactive customer environment with no supervision. Must possess strong administrative and interpersonal communication skills. Ability to analyze terrorist threat data and identify asymmetrical threats to US operations or projects. Ability to develop mitigating solutions for identified threats and advocate implementation of DoD ATFP programs and objectives. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: The antiterrorism and force protection (ATFP) specialist serves as a subject matter expert in ATFP program. In cooperation with other team members, the ATFP specialist conducts threat and vulnerability assessments of government facilities and assets. Principal duties are to conduct threat and vulnerability assessments, prepare and present threat briefings, provide mitigating recommendations; evaluate site/installation physical security plans, and educate and train personnel in force protection measures. Collects and analyzes all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies.

Minimum Education: High school diploma/GED and two to five years of experience or combination of Associates degree and equivalent experience. Prior special operations experience (SOF, SMU) highly desired. ATFP Level I certification required.

Job Title: Antiterrorism/Force Protection Specialist III

Minimum/General Experience: Minimum of five to eight years of experience in DoD force protection operations. Must be able to work in an austere environment. Must be knowledgeable of the risk assessment and vulnerability assessment processes. Must possess detailed knowledge of and experience with DoD 2000.16 and AR 525-13 requirements. Must be able to work in an interactive customer environment with no supervision. Must possess strong administrative and interpersonal communication skills. Ability to analyze terrorist threat data and identify asymmetrical threats to US operations or projects. Ability to develop mitigating solutions for identified threats and advocate implementation of DoD ATFP programs and objectives. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.
government security clearance.

Functional Responsibility: The antiterrorism and force protection (ATFP) specialist serves as a subject matter expert in ATFP program. In cooperation with other team members, the ATFP specialist conducts threat and vulnerability assessments of government facilities and assets. Principal duties are to conduct threat and vulnerability assessments, prepare and present threat briefings, provide mitigating recommendations; evaluate site/installation physical security plans, and educate and train personnel in force protection measures. Collects and analyzes all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies.

Minimum Education: Bachelor’s degree and five to eight years of experience or combination of Associates degree and equivalent experience. Must have four years of management/supervisory experience. Prior special operations experience (SOF, SMU) highly desired. Level I certification required. Level II is preferred.

Job Title: Antiterrorism/Force Protection Specialist IV

Minimum/General Experience: Minimum of Seven to Ten (10) years of experience in DoD force protection operations. Must be able to work in an austere environment. Must be knowledgeable of the risk assessment and vulnerability assessment processes. Must possess detailed knowledge of and experience with DoD requirements. Must be able to work in an interactive customer environment with no supervision. Must possess strong administrative and interpersonal communication skills. Ability to analyze terrorist threat data and identify asymmetrical threats to US operations or projects. Ability to develop mitigating solutions for identified threats and advocate implementation of DoD ATFP programs and objectives. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: The antiterrorism and force protection (ATFP) specialist serves as a subject matter expert in ATFP program. In cooperation with other team members, the ATFP specialist conducts threat and vulnerability assessments of government facilities and assets. Principal duties are to conduct threat and vulnerability assessments, prepare and present threat briefings, provide mitigating recommendations; evaluate site/installation physical security plans, and educate and train personnel in force protection measures. Collects and analyzes all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies.

Minimum Education: Bachelor’s degree and 7 to 10 years of experience or combination of Associates degree and equivalent experience. Must have eight years of management/supervisory
experience. Prior special operations experience (SOF, SMU) highly desired. ATFP Level II certification is required.

**Job Title:** Criminal Analyst I

**Minimum/General Experience:** Minimum of two to four years of experience of which two must be specialized within law enforcement or other similar professional discipline. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

**Functional Responsibility:** In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

**Minimum Education:** Bachelor’s Degree, or an equivalent combination of formal education, experience (two to four years of directly related experience). A Master’s Degree may be substituted for four years of general experience.

**Job Title:** Criminal Analyst II

**Minimum/General Experience:** Minimum of three to six years of experience of which three must be specialized within law enforcement or other similar professional discipline. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience is required. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

**Functional Responsibility:** In conjunction with the provision of professional security services, duties may include analysis of complex problems, definition of functional requirements, resource
allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs.

Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelor’s Degree, or an equivalent combination of formal education, experience (three to six years of directly related experience). A Master’s Degree may be substituted for four years of general experience.

Job Title:  Criminal Analyst III

Minimum/General Experience: Minimum of seven to ten years of experience of which six must be specialized within law enforcement or other similar professional discipline. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience is required. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: In conjunction with the provision of professional security services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Manages work of task or project teams.

Minimum Education: Bachelor’s Degree, or an equivalent combination of formal education, experience (7 to 10 years of directly related experience). A Master’s Degree may be substituted for four years of general experience.

Job Title:  Criminal Analyst IV

Minimum/General Experience: Minimum of nine to twelve years of experience of which eight must be specialized within law enforcement or other similar professional discipline. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience is
required. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

**Functional Responsibility:** In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

**Minimum Education:** Bachelor’s Degree, or an equivalent combination of formal education, experience (nine to twelve years of directly related experience). A Master’s Degree may be substituted for four years of general experience.

**Job Title:** Functional Analyst I

**Minimum/General Experience:** Minimum of two to four years of experience of which two must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., operations research, modeling, threat analysis, instruction, training and training development, logistics, procurement, budget and finance, risk assessment, and/or systems analysis/administration). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. Supervisory experience in functional area of task order is required. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

**Functional Responsibilities:** In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task and project teams.

**Minimum Education:** Bachelor's Degree, or an equivalent combination of formal education and experience, training and certifications. A Master's Degree may be substituted for four years of general experience.

**Job Title:** Functional Analyst II

**Minimum/General Experience:** Minimum of four to six years of experience of which four must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and
analyzing data to solve complex problems and/or produce finished reports (e.g., operations research, modeling, threat analysis, instruction, training and training development, logistics, procurement, budget and finance, risk assessment, and/or systems analysis/administration). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. Supervisory experience in functional area of task order is required. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

**Functional Responsibilities:** In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task and project teams.

**Minimum Education:** Bachelor's Degree, or an equivalent combination of formal education and experience. A Master's Degree may be substituted for four years of general experience.

**Job Title:** Functional Analyst III

**Minimum/General Experience:** Minimum of seven to ten years of experience of which six must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., operations research, modeling, threat analysis, instruction, training and training development, logistics, procurement, budget and finance, risk assessment, and/or systems analysis/administration). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. Supervisory experience in functional area of task order is required. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

**Functional Responsibilities:** In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task and project teams.

**Minimum Education:** Bachelor's Degree, or an equivalent combination of formal education and experience. A Master's Degree may be substituted for four years of general experience.
Job Title:  Functional Analyst IV

Minimum/General Experience:  Minimum of nine to twelve years of experience of which eight must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., operations research, modeling, threat analysis, instruction, training and training development, logistics, procurement, budget and finance, risk assessment, and/or systems analysis/administration). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. Supervisory experience in functional area of task order is required. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibilities:  In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task and project teams.

Minimum Education:  Bachelor's Degree, or an equivalent combination of formal education and experience (nine to twelve years of directly related experience). A Master's Degree may be substituted for four years of general experience.

Job Title:  Information Assurance Analyst I

Minimum/General Responsibilities:  Minimum of two to four years general experience with LANs, WANs, VPNs, firewalls and other security network devices. Should be capable of assessing and evaluating new IA and network technologies and IA-enabling products. Should have specialized experience that includes three years of experience network monitoring, intrusion detection, PKI, reactive measures and prevention, security assessment methodologies, security vulnerability analysis, PKI, data encryption, and key management. Knowledge of state-of-the-art storage and retrieval methods is required as well as the ability to formulate specifications for computer programmers to use in coding, testing, and debugging off computer software. Systems analysis experience designing technical applications on computer systems is important. Experience in systems engineering system design, system development or application development intended for IA systems or products.

Functional Responsibilities:  Perform network vulnerability analysis and reporting. Perform network security monitoring and analysis, identifies suspicious and malicious activities, identifies and tracks malicious code, including worms, viruses, Trojan horses, etc., enters and tracks events and incidents. Supports incident escalation and assesses probable impact and
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Job Title: Information Assurance Analyst III

Minimum/General Responsibilities: Minimum of six to eight years general experience and specialized experience in telecommunications, communications, information systems security, information assurance and information operations. Has demonstrated experience in administrating Windows, Windows NT, Windows Server, LINUX, Azure, AWS or open systems-compliant systems. Three years of experience with information security/network monitoring tools and software.

Functional Responsibilities: Oversee and manage day-to-day configuration and operation of information systems. Optimize system operation and resource utilization and perform system capacity planning and analysis while maintaining the security posture. Provide assistance to users in accessing and using support systems. Supervise and manage the daily activities of configuration and operation of business systems that may be mainframe, mini, or client/server based.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Mathematics, or other related technical field is required. A Master's Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one-year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelor's Degree, or twelve years for a Master's Degree. CISSP Certification equals three years of experience.

Job Title: Information Assurance Analyst IV

Minimum/General Responsibilities: Minimum of seven to ten years general experience and specialized experience in telecommunications, communications, information systems security, information assurance and information operations. Has demonstrated experience in administrating Windows, Windows NT, Windows Server, LINUX, Azure, AWS or open systems-compliant systems. Four years of experience with information security/network monitoring tools and software.

Functional Responsibilities: Oversee and manage day-to-day configuration and operation of information systems. Optimize system operation and resource utilization and perform system capacity planning and analysis while maintaining the security posture. Provide assistance to users in accessing and using support systems. Supervise and manage the daily activities of configuration and operation of business systems that may be mainframe, mini, or client/server based.
Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Mathematics, or other related technical field is required. A Master's Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one-year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelor's Degree, or twelve years for a Master's Degree. CISSP Certification equals three years of experience.

Job Title: Information Systems Security I

Minimum/General Experience: 4 years of experience in administering LAN and WAN security policies and procedures. Must have working knowledge of state-of-the-art security techniques and hardware/software security measures.

Functional Responsibility: Assists senior personnel in support of IT program objectives. The scope of work encompasses a full range of computer services for operations associated with in-house information security. Tasks may include: installing program packages; programming and maintaining various information processing applications; and analyzing, designing, purchasing and installing proposed information security systems. Provides support to telecommunications efforts associated with security systems. Moreover, responsible for computer systems analysis, design and/or software development. Tests and validates computer related products. Works with relevant Federal Certification Accreditation (C&A) standards, processes and testing.

Minimum Education: AA or a High School Diploma/GED with at least 6 years of experience in information technology systems.

Job Title: Information Systems Security II

Minimum/General Experience: 5 years of experience in administering LAN and WAN security policies and procedures. Must have working knowledge of state-of-the-art security techniques and hardware/software security measures.

Functional Responsibility: This position is responsible for administering a wide range of information technology related security services. The scope of work encompasses a full range of computer services for operations associated with in-house information security. Tasks include but are not limited to installing program packages; programming and maintaining various information processing applications; and analyzing, designing, purchasing and installing proposed information security systems. Also responsible for managing and operating telecommunications associated with security systems. Moreover, responsible for computer
systems analysis, design and/or software development. Tests and validates computer related products. Works with relevant Federal Certification Accreditation (C&A) standards, processes and testing.

**Minimum Education:** BS/BA or an AA with at least 6 years of experience in information technology systems.

**Job Title:** Information Systems Security III

**Minimum/General Experience:** Seven years of experience in administering LAN and WAN security policies and procedures. Must have strong knowledge of state-of-the-art security techniques and hardware/software security measures.

**Functional Responsibility:** This position is responsible for administering a wide range of information technology related security services. The scope of work encompasses a full range of computer services for operations associated with in-house information security. Tasks include but are not limited to installing program packages; programming and maintaining various information processing applications; and analyzing, designing, purchasing and installing proposed information security systems. Also responsible for managing and operating telecommunications associated with security systems. Moreover, responsible for computer systems analysis, design and/or software development. Tests and validates computer related products. Works with relevant Federal Certification Accreditation (C&A) standards, processes and testing.

**Minimum Education:** BS/BA with 6 years of experience or an AA with at least 7 years of experience in information technology systems.

**Job Title:** Information Systems Security IV

**Minimum/General Experience:** Nine years of experience in administering LAN and WAN security policies and procedures. Must have expert knowledge of state-of-the-art security techniques and hardware/software security measures.

**Functional Responsibility:** This position is responsible for administering a wide range of information technology related security services. The scope of work encompasses a full range of computer services for operations associated with in-house information security. Tasks include but are not limited to installing program packages; programming and maintaining various information processing applications; and analyzing, designing, purchasing and installing proposed information security systems. Also responsible for managing and operating telecommunications associated with security systems. Moreover, responsible for computer systems analysis, design and/or software development. Tests and validates computer related products. Works with relevant Federal Certification Accreditation (C&A) standards, processes and testing.
and testing.

**Minimum Education:** MS, BS/BA with 7 years of experience or an AA with at least 9 years of experience in information technology systems.

**Job Title:** Intelligence/Counterintelligence Analyst I

**Minimum/General Experience:** 4 years of experience in intelligence and threat analysis.

**Functional Responsibility:** Provides specialized intelligence/counterintelligence and threat analysis and production support. Accesses and performs research on designated automated intelligence databases for the purpose of identifying information of interest to the customer, downloading the identified information to an appropriate medium, and editing the information into format(s) to be specified by the customer. Provides intelligence and threat analysis of the information that is tailored to the customer's requirements. Develops I&TS documents, summaries, reports, presentations and other designated products in support of the customer's I&TS requirements. Presents briefings to key personnel (to include General Officers and SES personnel) designated by the customer.

**Minimum Education:** Bachelor’s Degree or equivalent experience and 4 years of experience in intelligence and threat analysis for a Department of Defense Agency. Master’s Degree and 3 years of related intelligence experience preferred. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Job Title:** Intelligence/Counterintelligence Analyst II

**Minimum/General Experience:** Six (6) years of experience in intelligence/counterintelligence and threat analysis.

**Functional Responsibility:** Provides specialized intelligence and threat analysis and production support. Accesses and performs research on designated automated intelligence databases for the purpose of identifying information of interest to the customer, downloading the identified information to an appropriate medium, and editing the information into format(s) to be specified by the customer. Provides intelligence and threat analysis of the information that is tailored to the customer's requirements. Develops I&TS documents, summaries, reports, presentations and other designated products in support of the customer's I&TS requirements. Presents briefings to key personnel (to include General Officers and SES personnel) designated by the customer. May provide leadership to lower level employees.

**Minimum Education:** Bachelor’s Degree or equivalent experience and 6 years of experience in
intelligence and threat analysis. Master’s Degree and 4 years of related intelligence experience preferred. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Job Title:** Intelligence/Counterintelligence Analyst III

**Minimum/General Experience:** Seven years of intelligence / counterintelligence analysis experience. Experience in providing protection of critical program information in the National Security field is desirable. Familiarity with intelligence software products and tools is required. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Responsible for the analysis of foreign intelligence threats. Conducts critical research. Collect, analyze and interpret counterintelligence/intelligence data. Research, develop, test, and evaluate programs. Respond to customer requirements and requests. Supervise and manage intelligence support.

**Minimum Education:** Bachelor’s Degree or equivalent experience and 7 years of experience in intelligence and threat analysis. Master’s Degree and 6 years of related intelligence experience preferred. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Job Title:** Intelligence/Counterintelligence Analyst IV

**Minimum/General Experience:** Nine years in intelligence / counterintelligence. Knowledge of intelligence community and standard intelligence information systems including JDISS and IntelLink and analytical tools such as Analyst Notebook is required. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Responsible for the analysis of foreign intelligence threats. Conducts critical research. Collect, analyze and interpret counterintelligence/intelligence data. Research, develop, test, and evaluate programs. Respond to customer requirements and requests. Supervise and manage intelligence support.

**Minimum Education:** Bachelor’s Degree or equivalent experience and 9 years of experience in intelligence and threat analysis. Master’s Degree and 7 years of related intelligence experience preferred. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.
Job Title: Linguist Analyst I

Minimum/General Experience: Under direct supervision of the Program Manager, Project Manager or Site Supervisor, supports overall business process or facility/security functions by performing language translation or transcription. Supports overall Customer Service where language is a barrier to communication or data input/analysis. Ability to do graphic translation and analysis in foreign languages including, but not limited to, FARSI, ARABIC, PUSHTU and URDU and DARI, PORTUGUESE, Chinese. Must be proficient in transcription, translation and analysis. Must have US citizenship, be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Studies components, structure, and relationships within specified language to provide comprehension of its social functioning. Preparers description of sounds, forms, and vocabulary of language. Contributes to the development of linguistic theory. Applies linguistic theory to any of following areas: development of improved methods in translation, including computerization; teaching of language to other than native speakers; preparation of language-teaching materials, dictionaries, and handbooks; reducing previously unwritten languages to standardized written form; preparation of literacy materials; preparation of tests for language-learning aptitudes and language proficiency; consultation with government agencies regarding language programs; or preparation of descriptions of comparative languages to facilitate improvement of teaching and translation.

Minimum Education: Bachelor’s Degree in a foreign language or equivalent experience. Master’s Degree preferred.

Job Title: Linguist Analyst II

Minimum/General Experience: Two (2) years of practical application experience. Ability to do graphic translation and analysis in foreign languages such as, but not limited to, the following languages: FARSI, ARABIC, PUSHTU and URDU and DARI, PORTUGUESE, Chinese. Must be proficient in both translation, transcription and analysis. Must have US citizenship and applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Studies components, structure, and relationships within specified language to provide comprehension of its social functioning. Preparers description of sounds, forms, and vocabulary of language. Contributes to the development of linguistic theory. Applies linguistic theory to any of following areas: development of improved methods in translation, including computerization; teaching of language to other than native speakers; preparation of language-teaching materials, dictionaries, and handbooks; reducing previously unwritten languages to standardized written form; preparation of literacy materials; preparation of tests for
language-learning aptitudes and language proficiency; consultation with government agencies regarding language programs; or preparation of descriptions of comparative languages to facilitate improvement of teaching and translation. May provide leadership and guidance to a team of other linguists/analysts.

Minimum Education: Bachelor’s Degree in a foreign language or equivalent experience and 2 years of practical application. Master’s Degree preferred.

Job Title: Personnel Security Management I

Minimum/General Experience: Seven years of experience reflecting a demonstrated knowledge of personnel security policies and procedures and reflects a personality and temperament to promote positive interactions with the public. They must also have in depth knowledge of investigative and adjudicative requirements for national security and/or adjudicative requirements for national security and/or sensitive positions, to include an understanding of applicable public laws, executive orders, court decisions, OPM regulations, DOD and DCI directives and instructions pertaining to personnel security matters. Contractor personnel must have knowledge of a wide range of security concepts, principles and practices to enable them to accurately and independently review, analyze and resolve complex security issues. They must be able to exercise unbiased judgment and have experience in interpreting, adapting, and applying the overall national security guidelines to derogatory and complex issues. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Supervises the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. Reviews completed forms to ensure accuracy in accordance with applicable policy and directives. Maintains personnel security files and suspense logs for all phases of the personnel security process, coordinates fingerprinting and submission of unclassified material. Oversees data entry into the personnel security records. Supervises and evaluates Personnel Security Coordinators and Assistants. Additionally, may be tasked to review background investigations and case files for national security issues. Prepare accurate, concise, and understandable synopses for each case. Develop recommendations with sufficient supporting rationale to enable the customer to decide whether to grant, deny, or revoke a security clearance or eligibility to occupy sensitive positions. Check the status of pending cases. Prepare written reports and briefings as required.

Minimum Education: BS/BA or a High School Diploma/GED with at least four years of experience in personnel security including three years of supervisory responsibilities.
Job Title: **Personnel Security Management II**

**Minimum/General Experience:** Nine years of experience reflecting a demonstrated knowledge of personnel security policies and procedures and reflects a personality and temperament to promote positive interactions with the public. They must also have in depth knowledge of investigative and adjudicative requirements for national security and/or adjudicative requirements for national security and/or sensitive positions, to include an understanding of applicable public laws, executive orders, court decisions, OPM regulations, DOD and DCI directives and instructions pertaining to personnel security matters. Contractor personnel must have knowledge of a wide range of security concepts, principles and practices to enable them to accurately and independently review, analyze and resolve complex security issues. They must be able to exercise unbiased judgment and have experience in interpreting, adapting, and applying the overall national security guidelines to derogatory and complex issues. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Supervises the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. Reviews completed forms to ensure accuracy in accordance with applicable policy and directives. Maintains personnel security files and suspense logs for all phases of the personnel security process, coordinates fingerprinting and submission of unclassified material. Oversees data entry into the personnel security records. Supervises and evaluates Personnel Security Coordinators and Assistants.

**Minimum Education:** BS/BA or a High School Diploma/GED with at least 10 years of experience in personnel security including five years of supervisory responsibilities.

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Job Title: **Personnel Security Management III**

**Minimum/General Experience:** Twelve years of experience reflecting a demonstrated knowledge management of personnel security policies and procedures and reflects a personality and temperament to promote positive interactions with the public. They must also have in depth knowledge of investigative and adjudicative requirements for national security and/or adjudicative requirements for national security and/or sensitive positions, to include an understanding of applicable public laws, executive orders, court decisions, OPM regulations, DOD and DCI directives and instructions pertaining to personnel security matters. Contractor personnel must have knowledge of a wide range of security concepts, principles and practices to enable them to accurately and independently review, analyze and resolve complex security issues. They must be able to exercise unbiased judgment and have experience in interpreting, adapting, and applying the overall national security guidelines to derogatory and complex issues. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.
access to classified information.

Functional Responsibility: Manages the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. Reviews completed forms to ensure accuracy in accordance with applicable policy and directives. Maintains personnel security files and suspense logs for all phases of the personnel security process, coordinates fingerprinting and submission of unclassified material. Oversees data entry into the personnel security records. Supervises and evaluates Personnel Security Coordinators and Assistants.

Minimum Education: MS/MBA or BS/BA with at least nine years of experience in personnel security including seven years of supervisory responsibilities.

Job Title: Physical Security Manager I

Minimum/General Experience: Seven years of experience in physical security systems, including three years in supervisory positions. Must possess a working knowledge of industrial physical security, information security, and experience in administering a physical security inspection or audit program in accordance with federal standards. Possesses operational understanding of resource and financial management. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Responsible for managing the physical security self-assessment and resource management programs. Plans and conducts installation vulnerability assessment and physical security survey, to include scheduling and conducting physical security audits (inspections). Maintains a Physical Security Action, coordinates and maintains an up-to-date Threat Assessment. Maintains constant dialogue with security force concerning their observations and reports. Conducts Counter-Terrorism Travel briefings to agency employees as required. Additionally, may be tasked to review background investigations and case files for national security issues. Prepare accurate, concise, and understandable synopses for each case. Develop recommendations with sufficient supporting rationale to enable the customer to decide whether to grant, deny, or revoke a security clearance or eligibility to occupy sensitive positions. Check the status of pending cases. Prepare written reports and briefings as required.

Minimum Education: BS/BA in a field of study relevant to the work being performed.

Job Title: Physical Security Manager II

Minimum/General Experience: Ten years of experience in the field of physical security, with four years of experience in a supervisory role in a security or police organization. Able to organize, write policies, set priorities, and analyze complex issues. Must possess the ability to

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communicate diplomatically and effectively with customers and action officers. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Advises senior managers in physical security project planning, development, implementation, and monitoring. Oversees and reviews the application of physical security standards to functional control designs and security programs and makes recommendations as necessary. Coordinates and cooperates with other agencies, private firms, and individuals on physical security policy and standards. Reviews and authorizes requests for funding of physical security improvements. Additionally, may be tasked to review background investigations and case files for national security issues. Prepare accurate, concise, and understandable synopses for each case. Develop recommendations with sufficient supporting rationale to enable the customer to decide whether to grant, deny, or revoke a security clearance or eligibility to occupy sensitive positions. Check the status of pending cases. Prepare written reports and briefings as required.

**Minimum Education:** BS/BA in a field of study relevant to the work being performed, graduate degree preferred.

**Job Title:** Program Manager I

**Minimum/ General Experience:** Minimum of six years general experience, of which at least four years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/ or management.

**Functional Responsibility:** Serves as the: Contractor's single contract manager and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall performance and quality assurance.

**Minimum Education:** A Bachelor's Degree in discipline related to the nature of the contact or in business related field. A Master's Degree may be substituted for four years of general experience. With twelve years of general experience, of which at least eight years is specialized Degree is not required.
Job Title: Program Manager II

Minimum/General Experience: Minimum of eight years general experience, of which at least six years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management.

Functional Responsibility: Serves as the Contractor's single contract manager and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education: A Bachelor's Degree in disciplines related to the nature of the contract work or in business related field. A Master's Degree may be substituted for four years of general experience. PMP, DAWAI or equivalent certification is preferred.

Job Title: Program Manager III

Minimum/General Experience: Minimum of ten years general experience, of which at least eight years must be specialized and five years supervisory. Specialized experience includes: advanced practical experience in managing diverse protection programs with emphasis in managing security or related operations such as Acquisition RDT&E or technology based programs of complex proportions, project development from inception to deployment, expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management.

Functional Responsibility: Serves as the Contractor's single contract manager and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.
organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

**Minimum Education:** A Master's Degree in a discipline related to the nature of the contract work or in a business related field. With a Bachelor's Degree twelve years of general experience of which at least eight years specialized experience is required. PMP, DAWAI or equivalent certification is preferred.

**Job Title:** Program Manager IV

**Minimum/General Experience:** Over fifteen years general experience, of which at least twelve years must be specialized and eight years supervisory. Specialized experience includes advanced practical experience in managing diverse protection programs with emphasis in major security or related operations such as acquisition RDT&E or technology based programs of complex proportions, project development from inception to deployment, expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/ or subcontracts of various complexity and/or multiple contracts. General experience includes increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.

**Functional Responsibility:** Serves as the Contractor's single contract manager and shall be the Contractor's authorized interface with the Government to include senior/executive levels, Contracting Officer (CO), the Contracting Officer's Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

**Minimum Education:** A Master's Degree in a discipline related to the nature of the contract work or in a business related field; fifteen years of general experience of which at least twelve years specialized experience is required. With a Bachelor's Degree at least twenty-four years general and twelve years specialized experience is required.

**Job Title:** Project Manager I

**Minimum/General Experience:** Minimum of three years general experience, of which at least two years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/or management.
**Functional Responsibility:** Under the guidance of the Program Manager, plans organizes, directs and supports all activities identified in individual or multiple delivery/task orders; ensures conformance with task order schedules and costs; monitors employee performance productivity. In addition, this individual develops and implements training programs and remedial actions as necessary. Responsible for formulating and enforcing work standards; assigning contractor schedules, reviewing work discrepancies; supervising contractor personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance in the absence of the Program Manager.

**Minimum Education:** A Bachelor’s degree in discipline related to the contract/task work being performed or in business related field or four and one-half years of similar on-the-job training. A Master’s Degree may be substituted for two years of general experience. With an Associate’s degree five years is experienced is required. With eight years of general experience, of which at least four years is specialized, a degree is not required.

**Job Title:** Project Manager II

**Minimum/General Experience:** Minimum of four years general experience, of which at least three years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/or management.

**Functional Responsibility:** Under the guidance of the Program Manager, plans organizes, directs and supports all activities identified in individual or multiple delivery/task orders; ensures conformance with task order schedules and costs; monitors employee performance productivity. In addition, this individual develops and implements training programs and remedial actions as necessary. Responsible for formulating and enforcing work standards; assigning contractor schedules, reviewing work discrepancies; supervising contractor personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance in the absence of the Program Manager.

**Minimum Education:** A Bachelor’s degree in discipline related to the contract/task work being performed or in business related field or four and one-half years of similar on-the-job training. A Master’s Degree may be substituted for two years of general experience. With an Associate’s
degree five years is experienced is required. With eight years of general experience, of which at least four years is specialized, a degree is not required.

**Job Title: Project Manager III**

**Minimum/General Experience:** Minimum of 5 years general experience, of which at least four years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/or management.

**Functional Responsibility:** Under the guidance of the Program Manager, plans organizes, directs and supports all activities identified in individual or multiple delivery/task orders; ensures conformance with task order schedules and costs; monitors employee performance productivity. In addition, this individual develops and implements training programs and remedial actions as necessary. Responsible for formulating and enforcing work standards; assigning contractor schedules, reviewing work discrepancies; supervising contractor personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance in the absence of the Program Manager.

**Minimum Education:** A Bachelor’s degree in discipline related to the contract/task work being performed or in business related field or four and one-half years of similar on-the-job training. A Master’s Degree may be substituted for two years of general experience. With an Associate’s degree five years is experienced is required. With eight years of general experience, of which at least four years is specialized, a degree is not required.

**Job Title: Project Manager IV**

**Minimum/General Experience:** Minimum of 7 years general experience, of which at least six years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/or management.

**Functional Responsibility:** Under the guidance of the Program Manager, plans organizes, directs and supports all activities identified in individual or multiple delivery/task orders; ensures conformance with task order schedules and costs; monitors employee performance productivity. In addition, this individual develops and implements training programs and remedial actions as necessary. Responsible for formulating and enforcing work standards; assigning contractor
schedules, reviewing work discrepancies; supervising contractor personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance in the absence of the Program Manager.

**Minimum Education:** A Bachelor’s degree in discipline related to the contract/task work being performed or in business related field or four and one-half years of similar on-the-job training. A Master’s Degree may be substituted for two years of general experience. With an Associate’s degree five years is experienced is required. With eight years of general experience, of which at least four years is specialized, a degree is not required.

**Job Title:** Security Analyst I

**Minimum/General Experience:** Minimum of six years of general and within one or more, or combination of, the standard U.S. Government technical, physical, information, personnel, operational or signal security: antiterrorism; counterterrorism; counterdrug; computer security; surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security discipline; experience conducting analysis; training and training development; and/or experience establish complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Provides expert consulting services. Functions may but not necessarily be limited to, services such as recommending and writing organizational policy procedure documents, curriculum development and training, establishing risk management/assessment methodology, preparing and conducting high research, preparing reports and special studies, and/or assisting in program development and implementation.

**Minimum Education:** Bachelor's Degree or an equivalent combination of formal education, experience (four years directly related experience), professional training and certifications. A Master's Degree may be substituted for four years of general experience.

**Job Title:** Security Analyst II

**Minimum/General Experience:** Over nine years of general and specific Government security fields (e.g.; technical, physical, information, personal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; technology protection; information operations;
or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training development establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Provides expert consulting services. Performs functions at highest levels, interacts with senior officials and policy makers. Functions may but not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development at management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

**Minimum Education:** Bachelor's Degree or an equivalent combination of formal education, experience, professional training and certifications. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields are desired.

**Job Title:** Security Analyst III

**Minimum/General Experience:** Over twelve years of general and specialized experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer security surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with the most senior levels of Government and policy makers. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/ assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.
Minimum Education: Bachelor's Degree. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields is desired.

Job Title: Security Analyst IV

Minimum/General Experience: Over sixteen years of general specialized experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, operational or sign~ security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with the most senior levels of Government and policy makers. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education: Master's Degree. With a Bachelor's Degree a combined twenty years of general and specialized experience is required. Professional certifications and training in related fields is desired.

Job Title: Security Specialist I

Minimum/General Experience: Minimum of three years of experience within one or more of the standard U.S. Government security fields (e.g., technical, physical (to include locks and security containers), information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure, protection; technology protection; information operations; or industrial security). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.
Functional Responsibilities: Perform and or manage security services in one or more specialized security areas, applying incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs, and assessments). Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor tasks and schedules. Manage projects and supervise other security specialists.

Minimum Education: An Associate’s Degree or an equivalent combination of formal education, experience, professional training and certifications.

Job Title: Security Specialist II

Minimum/General Experience: Minimum of four years of experience within one or more of the standard U.S. Government security fields (e.g., technical, physical (to include locks and security containers), information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure, protection; technology protection; information operations; or industrial security). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibilities: Perform and or manage security services in one or more specialized security areas, applying incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs, and assessments). Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor tasks and schedules. Manage projects and supervise other security specialists.

Minimum Education: A Bachelor's Degree or an equivalent combination of formal education, experience, professional training and certifications.

Job Title: Security Specialist III

Minimum/General Experience: Minimum of eight years of experience within one or more of the standard U.S. Government security fields (e.g., technical, physical (to include locks and security containers), information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure, protection; technology protection; information operations; or industrial security). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.
protection; information operations; or industrial security). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Perform and manage security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy & procedure development, security designs, training programs and assessments). Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules. Manage projects and supervise other security specialists.

Minimum Education: A Bachelor's Degree or an equivalent combination of formal education, experience, professional training and certifications. A Master's Degree may be substituted for four years of general experience.

Job Title: Security Specialist IV

Minimum/General Experience: Minimum of ten years security experience within one or more of the standard U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrgug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing security programs and policies. Requires solid and proven writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Perform and or manage security services in specialized security areas, applying incident management, problem solving, task management, and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments). Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules. Manage projects and supervise other security specialists.

Minimum Education: A Bachelor's Degree or an equivalent combination of formal education, experience, professional training and certifications. A Master's Degree may be substituted for four years of general experience
Job Title: Security Training Instructor

Minimum/General Experience: Two years of adult-learning classroom instruction experience or instructor certification from a recognized instructor-training program, or formal instructor training from a recognized source (Military, college/university or trade school, private corporation), or a teaching certificate.

Functional Responsibility: Performing training instruction within established guidelines and standards in support of nationally developed training programs; supporting recurrent training needs, and conducting return to duty and remediation training. Adapting/developing local training materials to meet requirements; conducting local training in accordance with training standards; assisting with the training department administrative support (e.g., Online Learning Center (OLC) entry, training resource room facilitation, roster management, conducting testing, and ensuring evaluations are done); assisting with training logistics support components (e.g., coordinating needed supplies and materials); managing classroom dynamics; resolving routine classroom problems; monitoring and evaluating training and providing feedback on needed adjustments; recommending enhancements; and maintaining communication with management and supervisors concerning issues with training that may reveal weaknesses or vulnerabilities. As directed, providing mentoring/coaching to address identified training needs.

Minimum Education: High School Diploma/GED and two years of experience or certification.

Job Title: Technical Writer I

Minimum/General Experience: Entry level position.

Functional Responsibility: Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents or sections of documents such as manuals, procedures and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics coverage, format and style. Assists in production of product deliverables. Performs other, related duties as assigned. Gathers data and assists in development of draft products. Assists in coordinating product production. Reviews specifications against developed product for compliance.

Minimum Education: Bachelor’s Degree in applicable technical field or equivalent experience and excellent communication skills.

Job Title: Technical Writer II

Minimum/General Experience: Two years technical writing and editing experience.

Functional Responsibility: Researches, writes, edits and proofreads technical data for use in...
documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. Assists in establishing style guidelines and standards for text and illustration. Performs other, related duties as assigned. Develops technical material in accordance with specifications. Edits, reviews and generates new materials for product completeness. Interfaces with technical elements for clarification of data.

**Minimum Education:** Bachelor’s Degree in applicable technical field or equivalent experience and excellent communication skills.

**Job Title:** Technical Writer III

**Minimum/General Experience:** Five years technical writing and editing experience.

**Functional Responsibility:** Participates in all phases of documentation development. Researches, organizes, writes, edits and produces technical data for major publication projects. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. May participate in the establishment of style guidelines and standards for text and illustration. Extracts data from technical manuals to satisfy requirements. Obtains material from vendor manuals for incorporation into new documentation. Interfaces with customer for data/task clarification. May provide work leadership for lower level employees.

**Minimum Education:** Bachelor’s Degree in applicable technical field or equivalent experience and excellent communication skills.

**Job Title:** Technical Writer IV

**Minimum/General Experience:** Seven years technical editing/writing experience.

**Functional Responsibility:** Researches, organizes, writes, edits and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge of the subject matter and allied fields. Recommends overall organization and layout, editorial standards, publication methods and the like. Coordinates publication with outside sources and vendors, as needed. Develops department editing standards and styles. May provide work leadership for lower level employees. Develops estimates for task assignment. Plans, coordinates and controls all resources necessary to accomplish tasking. Coordinates inputs to estimates for task assignment. Reviews and evaluates products. Coordinates with customers for data exchange.

**Minimum Education:** Bachelor’s Degree in applicable technical field or equivalent experience and excellent communication skills.
Job Title: Web Developer I

Minimum/General Experience: 3 years of experience in web design and implementation, with specific knowledge of formal design, diagrams, and illustrations using computer based graphics packages.

Functional Responsibility: Supports program efforts by making recommendations for web site design and format, graphics design and use, operation, and setup of computer graphic systems, web sites, and pages. Executes graphic projects and assists in coordination of all web site production scheduling, including coordinating production support with outside vendors. Ensures that all web-based projects are completed on time, within budget, and to user's satisfaction. Works on complex projects independently and has thorough knowledge of web-based systems and graphics application packages. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Administrates and maintains created sites and pages in order to provide ongoing support.

Minimum Education: AA or a High School Diploma plus 5 years of experience.

Job Title: Web Developer II

Minimum/General Experience: Five years of ORACLE web applications development experience. One year of specialized experience that includes web-enabled data entry and reporting systems and programming to international data standards.

Functional Responsibility: Responsible for developing an entire web-enabled front-end data entry and reporting infrastructure for use by non-technical personnel.

Minimum Education: Bachelor’s degree in computer science, information systems or other applicable field. An equivalent combination of education and experience which provides comparable knowledge is acceptable.