GENERAL SERVICES ADMINISTRATION (GSA)

Authorized Information Technology Schedule Price List
Schedule 70

General Purpose Commercial Information Technology (IT)
Equipment, Software, and Services

Special Item Number (SIN) 54151S

Contract number: 47QTCA18D0098

Contract period: 22 March 2018 – 21 March 2023

RCF Information Systems, Inc.
4200 Colonel Hwy., Suite 100
Beavercreek, OH 45431
Phone: 937-427-5680 or 1-800-446-4552
FAX: 937-427-5689
http://www.rcfinfo.com
Business size: Small Business

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

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov
Introduction

RCF Information Systems, Inc. (RCF) is a small business, employee owned corporation offering expertise in all aspects of Information Technology (IT) solutions. Founded in 1979, RCF specializes in: help desk support and management; system and network administration; asset management; hardware and software maintenance; database development and support; graphics and web development and support; Video Teleconference (VTC) equipment setup and operation, and cyber security solutions.

Superior customer service, steadfast determination to add worth to every relationship, and long term employee retention are fundamental values at RCF. Our focus on our customers and employees with a resolve to complete each task correctly the first time and every time have created an environment for success in each of our core business areas. RCF is large enough to accommodate our customer’s diverse requirements, yet small enough to offer a flexibility not found with some of the "big box" contracting firms. Our lean corporate structure and streamlined business processes allow us to respond rapidly and efficiently to our customers’ needs and new requirements with no hassles. RCF may be a small business but we are large enough to provide excellent, professional IT support services, while at the same time providing the personal attention our customers have come to expect.

Awarded Special Item Number(s)

- Special Item Number (SIN) 54151S - Information Technology (IT) Professional Services

Cross-reference to item descriptions & awarded prices

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>FSC Class</th>
<th>Description</th>
<th>PSC Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S Information Technology (IT) Professional Services</td>
<td>N/A</td>
<td>IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.</td>
<td>D399</td>
</tr>
</tbody>
</table>

NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.
Contract number:  47QTCA18D0098

Contract period:  22 March 2018 – 21 March 2023
TABLE OF CONTENTS

INFORMATION FOR ORDERING ACTIVITIES................................................................................. 9

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) ................................................................. 11

1. SCOPE........................................................................................................................................ 11

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000) .................... 11

3. ORDER........................................................................................................................................ 11

4. PERFORMANCE OF SERVICES................................................................................................. 11

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989) ............................................................... 12

6. INSPECTION OF SERVICES...................................................................................................... 13

7. RESPONSIBILITIES OF THE CONTRACTOR ........................................................................... 13

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY.............................................................. 13

9. INDEPENDENT CONTRACTOR ............................................................................................... 13

10. ORGANIZATIONAL CONFLICTS OF INTEREST ................................................................. 13

11. INVOICES................................................................................................................................. 14

12. PAYMENTS.............................................................................................................................. 14

13. RESUMES................................................................................................................................. 14

14. INCIDENTAL SUPPORT COSTS ............................................................................................... 15

15. APPROVAL OF SUBCONTRACTS ........................................................................................ 15

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING ................................. 15

LABOR CATEGORY DESCRIPTIONS .......................................................................................... 16

Audio Visual (A/V) System Design (DoD 8570 IAT II) .............................................................. 16

Chief Information Security Officer (DoD 8570 IAM II) ............................................................ 16

Chief Information Technology Officer (DoD 8570 IAT II) ........................................................ 17

Client/Server Programmer I (DoD 8570 IAT II) ........................................................................... 17

Client/Server Programmer II (DoD 8570 IAT II) ...................................................................... 17

Client/Server Programmer III (DoD 8570 IAT II) .................................................................... 18

Client/Server Programmer IV (DoD 8570 IAT II) .................................................................... 18

Client/Server Programmer V (DoD 8570 IAT II) .................................................................... 18

Computer Operations Manager (DoD 8570 IAT II) ................................................................. 19

Computer Operations Supervisor (DoD 8570 IAT II) ............................................................ 19
Configuration Manager, Senior (DoD 8570 IAT II) ................................................................. 19
Content Engineer I – Web (DoD 8570 IAT I) .............................................................................. 20
Content Engineer II – Web (DoD 8570 IAT I) ............................................................................. 20
Content Engineer III – Web (DoD 8570 IAT I) ............................................................................ 20
Content Specialist - Web (DoD 8570 IAT I) ................................................................................ 21
Content Specialist, Sr. – Web (DoD 8570 IAT I) ......................................................................... 21
Copy Editor - Web .......................................................................................................................... 21
Cross-Platform Security Manager (DoD 8570 IAM II) ................................................................. 22
Data Architect I (DoD 8570 IAT I) ............................................................................................... 22
Data Architect II (DoD 8570 IAT I) ............................................................................................... 22
Data Architect III (DoD 8570 IAT I) ............................................................................................. 23
Data Architect IV (DoD 8570 IAT I) ............................................................................................. 23
Data Architect V (DoD 8570 IAT I) ............................................................................................... 24
Data Security Analyst (DoD 8570 IAT I) ....................................................................................... 24
Data Security Analyst, Sr. (DoD 8570 IAT I) ............................................................................... 24
Data Security Manager (DoD 8570 IAT I) ................................................................................... 25
Data Security Supervisor (DoD 8570 IAT I) ................................................................................ 25
Data Warehouse Information Security Manager (DoD 8570 IAT I) ........................................... 25
Database Administrator (DoD 8570 IAT I) ................................................................................... 26
Database Analyst I (DoD 8570 IAT I) ............................................................................................ 26
Database Analyst II (DoD 8570 IAT I) .......................................................................................... 26
Database Analyst III (DoD 8570 IAT I) ......................................................................................... 27
Database Analyst IV (DoD 8570 IAT I) ........................................................................................ 27
Database Analyst V (DoD 8570 IAT I) ........................................................................................ 27
Designer I ...................................................................................................................................... 28
Designer II .................................................................................................................................... 28
Designer III .................................................................................................................................... 28
Field Service Engineer I (DoD 8570 IAT I) ................................................................................... 29
Field Service Engineer II (DoD 8570 IAT I) ............................................................................... 29
Field Service Engineer III (DoD 8570 IAT I) ............................................................................... 30
Field Service Engineer IV (DoD 8570 IAT I) ............................................................................... 30
Field Service Engineer V (DoD 8570 IAT I) ................................................................. 30
Help Desk Manager (DoD 8570 IAT I) ................................................................. 31
Help Desk Support I (DoD 8570 IAT I) ................................................................. 31
Help Desk Support II (DoD 8570 IAT I) ................................................................. 31
Help Desk Support III (DoD 8570 IAT I) ............................................................... 32
Help Desk Support IV (DoD 8570 IAT I) ............................................................... 32
Help Desk Support V (DoD 8570 IAT I) ............................................................... 32
HPAC/Printer Administrator (DoD8570 IAT II) .................................................. 33
Information Technology Auditor I (DoD 8570 IAT I) ........................................... 33
Information Technology Auditor II (DoD 8570 IAT I) ........................................ 34
Information Technology Auditor III (DoD 8570 IAT I) ........................................ 34
Information Technology Auditor IV (DoD 8570 IAT I) ........................................ 34
Information Technology Generalist (DoD 8570 IAT I) ......................................... 35
Information Technology Manager (DoD 8570 IAT I) ........................................... 35
Intranet Applications Specialist – Web (DoD 8570 IAT I) .................................... 35
Intranet Applications Specialist, Sr. – Web (DoD 8570 IAT I) .............................. 36
IS Security Manager (DoD 8570 IAM I) ................................................................. 36
LAN Support I (DoD 8570 IAT I) ........................................................................ 36
LAN Support II (DoD 8570 IAT I) ........................................................................ 37
LAN Support III (DoD 8570 IAT II) .................................................................... 37
Network Administrator I (DoD 8570 IAT II) ....................................................... 37
Network Administrator II (DoD 8570 IAT II) ....................................................... 38
Network Administrator III (DoD 8570 IAT II) ..................................................... 38
Network Administrator IV (DoD 8570 IAT II) ..................................................... 39
Network Administrator V (DoD 8570 IAT II) ..................................................... 39
Network Administrator, Senior (DoD 8570 IAT II) ............................................ 39
Network Multimedia Specialist (DoD 8570 IAT II) ............................................. 40
Networked Multimedia, A/V System Design & VTC Specialist (DoD 8570 IAT II) 40
PC Maintenance Technician I (DoD 8570 IAT I) ................................................. 41
PC Maintenance Technician II (DoD 8570 IAT I) ................................................. 41
PC Maintenance Technician III (DoD 8570 IAT I) .............................................. 41
<table>
<thead>
<tr>
<th>Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC Support Manager (DoD 8570 IAT I)</td>
<td>42</td>
</tr>
<tr>
<td>Producer – Web (DoD 8570 IAT I)</td>
<td>42</td>
</tr>
<tr>
<td>Producer, Sr. – Web (DoD 8570 IAT I)</td>
<td>42</td>
</tr>
<tr>
<td>Programmer I (DoD 8570 IAT I)</td>
<td>43</td>
</tr>
<tr>
<td>Programmer II (DoD 8570 IAT I)</td>
<td>43</td>
</tr>
<tr>
<td>Programmer III (DoD 8570 IAT I)</td>
<td>43</td>
</tr>
<tr>
<td>Programmer IV (DoD 8570 IAT I)</td>
<td>44</td>
</tr>
<tr>
<td>Programmer V (DoD 8570 IAT I)</td>
<td>44</td>
</tr>
<tr>
<td>Security Administrator (DoD 8570 IAM I)</td>
<td>44</td>
</tr>
<tr>
<td>Systems Administrator I (DoD 8570 IAT II)</td>
<td>45</td>
</tr>
<tr>
<td>Systems Administrator II (DoD 8570 IAT II)</td>
<td>45</td>
</tr>
<tr>
<td>Systems Administrator III (DoD 8570 IAT II)</td>
<td>46</td>
</tr>
<tr>
<td>Systems Administrator IV (DoD 8570 IAT II)</td>
<td>46</td>
</tr>
<tr>
<td>Systems Administrator V (DoD 8570 IAT II)</td>
<td>46</td>
</tr>
<tr>
<td>Systems Support Assistant (DoD 8570 IAT I)</td>
<td>47</td>
</tr>
<tr>
<td>Technical Trainer I</td>
<td>47</td>
</tr>
<tr>
<td>Technical Trainer II</td>
<td>47</td>
</tr>
<tr>
<td>Telecommunications Engineer I (DoD 8570 IAT II)</td>
<td>48</td>
</tr>
<tr>
<td>Telecommunications Engineer II (DoD 8570 IAT II)</td>
<td>48</td>
</tr>
<tr>
<td>Telecommunications Engineer III (DoD 8570 IAT II)</td>
<td>48</td>
</tr>
<tr>
<td>Telecommunications Engineer IV (DoD 8570 IAT II)</td>
<td>49</td>
</tr>
<tr>
<td>Telecommunications Engineer V (DoD 8570 IAT II)</td>
<td>49</td>
</tr>
<tr>
<td>Telecommunications Technician I (DoD 8570 IAT I)</td>
<td>49</td>
</tr>
<tr>
<td>Telecommunications Technician II (DoD 8570 IAT I)</td>
<td>50</td>
</tr>
<tr>
<td>Telecommunications Technician III (DoD 8570 IAT I)</td>
<td>50</td>
</tr>
<tr>
<td>UNIX Administrator I (DoD 8570 IAT II)</td>
<td>50</td>
</tr>
<tr>
<td>UNIX Administrator II (DoD 8570 IAT II)</td>
<td>51</td>
</tr>
<tr>
<td>UNIX Administrator III (DoD 8570 IAT II)</td>
<td>51</td>
</tr>
<tr>
<td>UNIX Administrator IV (DoD 8570 IAT II)</td>
<td>51</td>
</tr>
<tr>
<td>UNIX Administrator V (DoD 8570 IAT II)</td>
<td>52</td>
</tr>
<tr>
<td>Video Telecommunications Specialist I</td>
<td>52</td>
</tr>
</tbody>
</table>
Video Telecommunications Specialist II (DoD 8570 IAT I) ................................................................. 52
Video Telecommunications Specialist III (DoD 8570 IAT I) ................................................................. 53
Video Telecommunications Specialist IV (DoD 8570 IAT I) ................................................................. 53
Video Telecommunications Specialist V (DoD 8570 IAT II) ................................................................. 54
Web Customer Support Specialist (DoD 8570 IAT I) ........................................................................... 54
Web Software Developer (DoD 8570 IAT I) ......................................................................................... 54
Web Software Developer, Sr. (DoD 8570 IAT I) .................................................................................... 55
Webmaster (DoD 8570 IAT I) ................................................................................................................. 55
RCF LABOR RATES ............................................................................................................................... 56
INFORMATION FOR ORDERING ACTIVITIES

Maximum Order: The maximum dollar value per order for Special Item Number 54151S - Information Technology (IT) Professional Services will be $500,000. (All dollar amounts are exclusive of any discount for prompt payment.)

Minimum Order: The minimum dollar for orders to be issued is $100.00.

Geographic Coverage (Delivery Area): Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Point(s) of Production: N/A

Discount From List Prices or Statement of Net Price: GSA Prices are NET prices

Quantity Discounts: None

Prompt Payment Terms:
1/2% - 10 days from receipt of invoice or date of acceptance, whichever is later.

Notification that Government Purchase Cards are accepted at or below the micro-purchase threshold: RCF accepts the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.

Notification whether Government Purchase Cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

Foreign Items: N/A

Time of Delivery: RCF shall deliver to destination within the number of calendar days After Receipt of Order (ARO), as set forth below:

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>10 Days</td>
</tr>
</tbody>
</table>

Expedited Delivery: RCF will process expedited delivery orders on a case-by-case basis. Whenever possible the Government’s request for expedited delivery time will be honored.
Overnight and 2-Day Delivery: In the SIN area in which RCF is offering professional information technology services, overnight and 2nd day delivery are typically not required. However, under certain circumstances, RCF may be able to provide services in less than the standard 10-day window. Please contact RCF for information relative to your specific needs.

Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact RCF for the purpose of obtaining accelerated delivery. RCF shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by RCF in writing.) If RCF offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

F.O.B. Point(s): N/A

Ordering Address:  
RCF Information Systems Inc.  
4200 Colonel Glenn Hwy.  
Suite 100  
Beavercreek, OH 45431

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.

Payment Address:  
RCF Information Systems Inc.  
4200 Colonel Glenn Hwy.  
Suite 100  
Beavercreek, OH 45431

Warranty Provision: RCF is offering services not products and as such there are no warranties to offer. Should an order include the provision for Other Direct Charges to support the services provided, any warranties for any items provided would be handled by the manufacturer or the entity from which the item was sourced.

Section 508 Compliance: The services offered by RCF are compliant with all applicable requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2.

Data Universal Number System (DUNS) number: 023755291

Notification regarding registration in System for Award Management (SAM) database: RCF is registered in the SAM Database.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

1. SCOPE

   a. The prices, terms and conditions stated under Special Item Number 54151S - Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either- (1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. **INSPECTION OF SERVICES**


7. **RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. **INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.
b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.
14. **INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. **APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. **DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

Please refer to GSA Pricing Section
LABOR CATEGORY DESCRIPTIONS

Substitution of Experience for Education
The substitution rate for all labor categories will be one (1) year of experience is equal to one (1) year of education.
- A Master’s degree is the equivalent of six (6) years of experience.
- A Bachelor’s degree is the equivalent of four (4) years of experience.
- An Associate’s degree is the equivalent of two (2) years of experience.

Audio Visual (A/V) System Design (DoD 8570 IAT II)

Functional Responsibility: Conceptualizes and designs variety of audio-visual systems, interfaces and processes ranging from specialized event recording to complex computer driven digital signage systems. Gather requirements and advises customers regarding features, rough cost estimates and potential risks to accommodate function, budget and security parameters. Produces documentation including cost worksheets, system diagrams and operational instructions. Works independently under general guidelines established by supervisor for direct customer interaction. May orient and train end users for initial operation of new systems or processes. Remains familiar with industry best-practices through reading and training as well as possible certification (InfoComm Certified Technical Specialist (CTS) or CTS-D (Designer).

Minimum/General Experience: 2-5 years of experience in the field or in a related area or equivalent.

Minimum Education/Degree Requirement: Requires a high school diploma or its equivalent.

Any applicable training or certification requirements: None

Chief Information Security Officer (DoD 8570 IAM II)

Functional Responsibility: Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

Minimum/General Experience: 12 years of experience in the field or equivalent.

Minimum Education/Degree Requirement: Requires a bachelor's degree.

Any applicable training or certification requirements: None
Chief Information Technology Officer (DoD 8570 IAT II)

**Functional Responsibility:** Establishes and directs the strategic long term goals, policies and procedures for an information technology department. Determines an organization's long-term systems needs and hardware acquisitions to accomplish the organization's business objectives. Generally manages middle managers/directors. Relies on experience and judgment to plan and accomplish goals.

**Minimum/General Experience:** 10 years of experience in the information technology field or equivalent.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree and may be expected to have an advanced degree in a related area.

**Any applicable training or certification requirements:** None

Client/Server Programmer I (DoD 8570 IAT II)

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

**Minimum/General Experience:** 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

Client/Server Programmer II (DoD 8570 IAT II)

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2-4 years of experience in the field or in a related area or equivalent. Familiar with relational database concepts, and client-server concepts.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None
Client/Server Programmer III (DoD 8570 IAT II)

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization’s client/server software applications. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 4-6 years of experience in the field or in a related area or equivalent. Familiar with relational database concepts, and client-server concepts.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

Client/Server Programmer IV (DoD 8570 IAT II)

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 6-8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

Client/Server Programmer V (DoD 8570 IAT II)

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 8-10 years of experience in the field or in a related area or equivalent. Demonstrate expertise in a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None
Computer Operations Manager (DoD 8570 IAT II)

**Functional Responsibility:** Plans, directs, and manages the daily operations of a computer operations department. Establishes department policies and procedures. Responsible for operation of mainframe and peripheral information system equipment and for developing schedules for equipment usage. Relies on experience and judgment to plan and accomplish goals.

**Minimum/General Experience:** 8 years of experience in the field or equivalent.

**Minimum Education/Degree Requirement:** May require an associate's degree in a related area.

**Any applicable training or certification requirements:** None

Computer Operations Supervisor (DoD 8570 IAT II)

**Functional Responsibility:** Administers computer operations department policies and procedures. Supports and administers data retention/recovery and production job schedule environments. Supervises employees assigned to a particular area. Performs continuous analysis of production jobs, backup processes, system monitors and server availability and provides solutions working with all groups impacted. Relies on experience and judgment to plan and accomplish goals.

**Minimum/General Experience:** 5 years of experience in the field or equivalent.

**Minimum Education/Degree Requirement:** May require an associate's degree in a related area.

**Any applicable training or certification requirements:** None

Configuration Manager, Senior (DoD 8570 IAT II)

**Functional Responsibility:** Establishes and enforces procedures to ensure that software products are reviewed, approved, and baselined at appropriate points in their lifecycles. Ensures that the proper documentation is available to deploy and maintain each version of a software product. Responsible for overall data integrity of tool set data within Helpdesk ticket tracking system and software inventory. Also responsible for the data integrity of System Change Request (SCR) system for new s/w requirements, modified or defects contained in software configuration management system. Must have experience with tools such as Synergy or Altiris.

**Minimum/General Experience:** 8 years experience in ADP systems/software analysis, design, engineering, management or programming. This category may serve as a task leader on one or more task orders. Management experience will be required since the category qualifications do require managerial experience. Task leaders must have supervisory or project leader experience. This experience is not in addition to the experience requirements for the skill category. Project leader experience is experience that demonstrates an individual's ability to accomplish projects/tasks through others.
**Minimum Education/Degree Requirement:** A Bachelor’s of Science degree from an accredited college or university or equivalent.

**Any applicable training or certification requirements:** None

**Content Engineer I – Web (DoD 8570 IAT I)**

**Functional Responsibility:** Develops and designs interface, front pages, and the tools to navigate on the web site. Performs unit testing at the page level. Sets code standards, and leads code reviews. Reviews specifications and provides time estimates on the development of projects and features. Prioritizes projects and deliverables. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

**Minimum/General Experience:** 0-2 years of experience in a related field or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**Content Engineer II – Web (DoD 8570 IAT I)**

**Functional Responsibility:** Develops and designs interface, front pages, and the tools to navigate a web site. Performs unit testing at the page level. Sets code standards, and leads code reviews. Reviews specifications and provides time estimates on the development of projects and features. Prioritizes projects and deliverables. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2-4 years of experience in a related field or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree.

**Any applicable training or certification requirements:** None

**Content Engineer III – Web (DoD 8570 IAT I)**

**Functional Responsibility:** Develops and designs interface, front pages, and the tools to navigate a web site. Performs unit testing at the page level. Sets code standards, and leads code reviews. Reviews specifications and provides time estimates on the development of projects and features. Prioritizes projects and deliverables. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Directs and leads the work of others. A wide degree of creativity and latitude is expected.
Minimum/General Experience: At least 5 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

Minimum Education/Degree Requirement: Requires a bachelor's degree in a related area.

Any applicable training or certification requirements: None

Content Specialist - Web (DoD 8570 IAT I)

Functional Responsibility: Assists in the development and implementation of content on websites. May be involved with integrating work of writers and designers to produce a final layout compatible with corporate standards. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum/General Experience: 0-2 years of experience or equivalent.

Minimum Education/Degree Requirement: Requires a bachelor's degree.

Any applicable training or certification requirements: May be expected to have knowledge of HTML, DHTML and JavaScript programming language.

Content Specialist, Sr. – Web (DoD 8570 IAT I)

Functional Responsibility: Assists in the development and implementation of content on websites. Responsible for integrating work of writers and designers to produce a final layout compatible with corporate standards. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum/General Experience: 3 years of experience or equivalent.

Minimum Education/Degree Requirement: Requires a bachelor's degree.

Any applicable training or certification requirements: May be expected to have knowledge of HTML, DHTML and JavaScript programming language.

Copy Editor - Web

Functional Responsibility: Coordinates with writers, producers, and other contributors to the web site to ensure consistency in style, tone, and quality of the organization's site. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under
immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

**Minimum/General Experience:** 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**Cross-Platform Security Manager (DoD 8570 IAM II)**

**Functional Responsibility:** Ensures that all system platforms are functional and secure. Works with upper management to determine acceptable level of risk for enterprise computing platforms. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** At least 8 years of experience in the field or equivalent.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree.

**Any applicable training or certification requirements:** None

**Data Architect I (DoD 8570 IAT I)**

**Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**Minimum/General Experience:** 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**Data Architect II (DoD 8570 IAT I)**

**Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the
database by removing and deleting old data. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2-4 years of experience in the field or in a related area or equivalent. Must have a working knowledge designing, developing and manipulating Oracle databases, data warehouses and multidimensional databases.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**Data Architect III (DoD 8570 IAT I)**

**Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 4-6 years of experience in the field or in a related area or equivalent. Must be able to design, develop and manipulate Oracle databases, data warehouses and multidimensional databases.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**Data Architect IV (DoD 8570 IAT I)**

**Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 6-8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None
Data Architect V (DoD 8570 IAT I)

*Functional Responsibility:* Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected.

*Minimum/General Experience:* 8-10 years of experience in the field or in a related area or equivalent.

*Minimum Education/Degree Requirement:* Requires a bachelor's degree in area of specialty.

*Any applicable training or certification requirements:* None

Data Security Analyst (DoD 8570 IAT I)

*Functional Responsibility:* Maintains systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

*Minimum/General Experience:* 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

*Minimum Education/Degree Requirement:* May require a bachelor's degree in area of specialty.

*Any applicable training or certification requirements:* None

Data Security Analyst, Sr. (DoD 8570 IAT I)

*Functional Responsibility:* Maintains systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

*Minimum/General Experience:* 2-4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

*Minimum Education/Degree Requirement:* May require a bachelor's degree in area of specialty.

*Any applicable training or certification requirements:* None
Data Security Manager (DoD 8570 IAT I)

**Functional Responsibility:** Manages professionals in the maintenance of systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in area of specialty or equivalent.

**Any applicable training or certification requirements:** None

Data Security Supervisor (DoD 8570 IAT I)

**Functional Responsibility:** Supervises professionals in the maintenance of systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in area of specialty or equivalent.

**Any applicable training or certification requirements:** None

Data Warehouse Information Security Manager (DoD 8570 IAT I)

**Functional Responsibility:** Develops and maintains data warehouse platform security standards. Implements upgrades and modifications to existing information security hardware and software. Is also responsible for disaster recovery and business continuation planning. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 7 years of experience in the field or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree.

**Any applicable training or certification requirements:** None
Database Administrator (DoD 8570 IAT I)

**Functional Responsibility:** Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2-4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

Database Analyst I (DoD 8570 IAT I)

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

**Minimum/General Experience:** 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

Database Analyst II (DoD 8570 IAT I)

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains company database(s). Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2-4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.
**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**Database Analyst III (DoD 8570 IAT I)**

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 4-6 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**Database Analyst IV (DoD 8570 IAT I)**

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 6-8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

**Database Analyst V (DoD 8570 IAT I)**

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected.
Minimum/General Experience: 8-10 years of experience in the field or in a related area or equivalent. Demonstrate expertise in a variety of the field's concepts, practices, and procedures.

Minimum Education/Degree Requirement: Requires a bachelor's degree in area of specialty.

Any applicable training or certification requirements: None

Designer I

Functional Responsibility: Produces graphic sketches, designs, and copy layouts for online or print content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

Minimum/General Experience: 2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require an associate's degree or its equivalent.

Any applicable training or certification requirements: None

Designer II

Functional Responsibility: Produces graphic sketches, designs, and copy layouts for online or print content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Minimum/General Experience: 3 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require an associate's degree or its equivalent.

Any applicable training or certification requirements: None

Designer III

Functional Responsibility: Produces graphic sketches, designs, and copy layouts for online or print content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and
aesthetic design concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 4 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require an associate's degree or its equivalent.

**Any applicable training or certification requirements:** None

**Field Service Engineer I (DoD 8570 IAT I)**

**Functional Responsibility:** Installs, troubleshoots, and maintains products/equipment. Trains customers, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

**Minimum/General Experience:** 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

**Field Service Engineer II (DoD 8570 IAT I)**

**Functional Responsibility:** Installs, troubleshoots, and maintains products/equipment. Trains customers, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

**Minimum/General Experience:** 2-4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None
Field Service Engineer III (DoD 8570 IAT I)

**Functional Responsibility:** Installs, troubleshoots, and maintains products/equipment. Trains customers, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers’ needs. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 4-6 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

Field Service Engineer IV (DoD 8570 IAT I)

**Functional Responsibility:** Installs, troubleshoots, and maintains products/equipment. Trains customers, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 6-8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

Field Service Engineer V (DoD 8570 IAT I)

**Functional Responsibility:** Installs, troubleshoots, and maintains products/equipment. Trains customers, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers’ needs. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist.

**Minimum/General Experience:** 8-10 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None
Help Desk Manager (DoD 8570 IAT I)

**Functional Responsibility:** Manages a team of support personnel who troubleshoot IT issues. Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected. Ensures maximum issue resolutions in minimum time. Evaluates new information systems products or services and suggests changes to existing products or services to better aide the end user. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 7 years of experience in the field or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree

Any applicable training or certification requirements: None

Help Desk Support I (DoD 8570 IAT I)

**Functional Responsibility:** Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor.

**Minimum/General Experience:** No previous experience in the field or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require an associate's degree in a related area

Any applicable training or certification requirements: None

Help Desk Support II (DoD 8570 IAT I)

**Functional Responsibility:** Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**Minimum/General Experience:** 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.
Minimum Education/Degree Requirement: May require an associate's degree in a related area.

Any applicable training or certification requirements: None

Help Desk Support III (DoD 8570 IAT I)

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.

Minimum/General Experience: 3-5 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

Minimum Education/Degree Requirement: May require an associate's degree in a related area.

Any applicable training or certification requirements: None

Help Desk Support IV (DoD 8570 IAT I)

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Extensive experience with installing and maintaining specialized applications. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.

Minimum/General Experience: 5-7 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

Minimum Education/Degree Requirement: May require an associate's degree in a related area.

Any applicable training or certification requirements: None

Help Desk Support V (DoD 8570 IAT I)

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Extensive experience with installing and maintaining specialized applications. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.
Minimum/General Experience: 7+ years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

Minimum Education/Degree Requirement: May require an associate's degree in a related area.

Any applicable training or certification requirements: None

HPAC/Printer Administrator (DoD8570 IAT II)

Functional Responsibility: Responsibilities include: Install, maintain and repair hardware and software related to HP/MFP printers. Interface with and educate customer(s) on the operation and capabilities of the Multi Functional Printer (MFP) devices. Maintain and ensure the implementation of all DoD passwords and security requirements. Maintain supply levels on consumable and spare parts. Maintain status and ensure that all standby and replacement MFPs meet customer requirements.

Minimum/General Experience: 2-5 years of experience in the field or in a related area or equivalent. Must be knowledgeable, skilled, and have a thorough understanding of HP/MFP devices as well as be service and customer focused. Must have a working knowledge of MAN and Enclave RDT&E network concepts including internet functionality, TCP/IP, DHCP, DNS, VPN and HP Web Jet-admin tool. Must be able to communicate effectively with all levels of staff and be a team player with proven ability to pick up new concepts quickly.

Minimum Education/Degree Requirement: Requires a high school diploma or its equivalent

Any applicable training or certification requirements: Must hold Certifications required by DoD, i.e. FISMA 8570 and HP service repair credentials.

Information Technology Auditor I (DoD 8570 IAT I)

Functional Responsibility: Evaluates information systems and operating procedures in accordance with established DoD standards for efficiency, accuracy and security. Determines and recommends improvements in current standards and implementation of system changes. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum/General Experience: 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require a bachelor's degree.

Any applicable training or certification requirements: None
Information Technology Auditor II (DoD 8570 IAT I)

**Functional Responsibility:** Evaluates information systems and operating procedures in accordance with established DoD standards for efficiency, accuracy and security. Determines and recommends improvements in current standards and implementation of system changes. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2–4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree.

**Any applicable training or certification requirements:** None

Information Technology Auditor III (DoD 8570 IAT I)

**Functional Responsibility:** Evaluates information systems and operating procedures in accordance with established DoD standards for efficiency, accuracy and security. Determines and recommends improvements in current standards and implementation of system changes. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 4–6 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree.

**Any applicable training or certification requirements:** None

Information Technology Auditor IV (DoD 8570 IAT I)

**Functional Responsibility:** Evaluates information systems and operating procedures in accordance with established DoD standards for efficiency, accuracy and security. Determines and recommends improvements in current standards and implementation of system changes. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 6–8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None
Information Technology Generalist (DoD 8570 IAT I)

**Functional Responsibility:** Performs information systems administrative procedures and maintains documentation that covers two or more functional areas including data control, applications training, data coordination and scheduling, data security administration, etc. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

**Minimum/General Experience:** 0-3 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree.

Any applicable training or certification requirements: None

Information Technology Manager (DoD 8570 IAT I)

**Functional Responsibility:** Manages the information technology department in accordance with organizational policies and goals. Ensures proper functioning of company's information processing system and makes upgrades as necessary. Helps business operations utilize information systems to improve efficiency. Keeps computer equipment, hardware, and software updated to meet organizational needs. Follows appropriate programming procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 5 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree.

Any applicable training or certification requirements: None

Intranet Applications Specialist – Web (DoD 8570 IAT I)

**Functional Responsibility:** Develops, implements, and maintains web-based application systems for an organization. Troubleshoots issues with existing or developed systems, and works with the appropriate resources to resolve them. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2-4 years of experience in a related field (i.e., HTML, Java, etc.) or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree.
Any applicable training or certification requirements: None

Intranet Applications Specialist, Sr. – Web (DoD 8570 IAT I)

Functional Responsibility: Develops, implements, and maintains web-based application systems for an organization. Troubleshoots issues with existing or developed systems, and works with the appropriate resources to resolve them. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected.

Minimum/General Experience: 4 years of experience in the field or in a related area or equivalent. Have knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.)

Minimum Education/Degree Requirement: May require a bachelor's degree in a related area.

Any applicable training or certification requirements: None

IS Security Manager (DoD 8570 IAM I)

Functional Responsibility: Responsible for developing and managing Information Systems security, including disaster recovery, database protection and software development. Manages IT security analysts to ensure that all applications are functional and secure. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

Minimum/General Experience: 6-8 years of experience in the field or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

Minimum Education/Degree Requirement: Requires a bachelor's degree.

Any applicable training or certification requirements: None

LAN Support I (DoD 8570 IAT I)

Functional Responsibility: Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN-based applications. Installs and configures workstations. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum/General Experience: 0-3 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.
**Minimum Education/Degree Requirement:** May require an associate's degree in a related area.

**Any applicable training or certification requirements:** None

**LAN Support II (DoD 8570 IAT I)**

**Functional Responsibility:** Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN-based applications. Installs and configures workstations. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2-5 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require an associate's degree in a related area.

**Any applicable training or certification requirements:** None

**LAN Support III (DoD 8570 IAT II)**

**Functional Responsibility:** Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN-based applications. Installs and configures workstations. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 5 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require an associate's degree in a related area.

**Any applicable training or certification requirements:** None

**Network Administrator I (DoD 8570 IAT II)**

**Functional Responsibility:** Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
**Minimum/General Experience:** 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

**Network Administrator II (DoD 8570 IAT II)**

**Functional Responsibility:** Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

**Minimum/General Experience:** 2-4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

**Network Administrator III (DoD 8570 IAT II)**

**Functional Responsibility:** Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 4-6 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None
Network Administrator IV (DoD 8570 IAT II)

**Functional Responsibility:** Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 6-8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

Network Administrator V (DoD 8570 IAT II)

**Functional Responsibility:** Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist.

**Minimum/General Experience:** 8-10 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

Network Administrator, Senior (DoD 8570 IAT II)

**Functional Responsibility:** Selects, implements, and configures tools and methods to proactively monitor and maintain networks and network hardware and software components for performance, degradation, and reliability. Understands implications and technical issues of security weaknesses, vulnerabilities, and other reliability issues. Manage Cisco layer 3 switches, and routers using Cisco Works, TACACTS, and CDP protocol. Monitors agency and vendor security alerts and other security and reliability guidance using Johnson Controls Metasys Monitoring System in determining alerts, HVAC issues such as humidity, temperature and power loss and applicability. Uses detailed knowledge of networks, operating systems, and protocols to monitor network activity, vigilant for unusual activity, assessing risks identifying illegal or improper system access and use, and then assisting in tracking and pursuing the source. Skilled
in the use of Fluke network monitoring tools and utilities to understand network and systems activity. Plans and implements Intranet, Extranet, and Internet connections with necessary configuration control. Maintains firewalls, proxy servers, DHCP servers and cache servers. Develops risk analysis and provides risk and reliability alerts and assessments to users and management. Develops strategic plan consistent with organization plans and mission statement. Develops funding requirements and presents requirements and plans. Manages upgrades and installations. Coordinates and develops implementation plans and assists in implementing configuration, updates, and other recommended actions to maintain or enhance information assurance. Provides training and mentoring of Network Administrator I and II personnel.

Minimum/General Experience: 5+ years of experience in the field or in a related area or equivalent.

Minimum Education/Degree Requirement: Requires a bachelor’s degree in an area of specialty.

Any applicable training or certification requirements: None

Network Multimedia Specialist (DoD 8570 IAT II)

Functional Responsibility: Remains current with trends in USAF approved methods of communicating and presenting information via various methods that include visual projection systems, on-line collaboration tools. Promotes use and knowledge of these methods to potential end-users. May train first-time users or assist with especially complex tasks or environment management on an occasional basis.

Minimum/General Experience: 2–5 years of experience in the field or in a related area or equivalent.

Minimum Education/Degree Requirement: Requires a high school diploma or its equivalent

Any applicable training or certification requirements: None

Networked Multimedia, A/V System Design & VTC Specialist (DoD 8570 IAT II)

Functional Responsibility: Performs a broad range of tasks associated with the implementation, operation and maintenance of Audio Visual (A/V) and video teleconferencing (VTC) systems. Uses knowledge and information supplied to perform or support system design, installation, integration, test, troubleshooting and maintenance tasks. Prepares inputs to system’s related technical and operational documentation; maintains system hardware and software configuration data; researches proposed system enhancements; develops and implements user training programs; participates in meetings, design reviews, etc. relating to the system; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines established by supervisor, modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered. develops and maintains logs and records.
Minimum/General Experience: 5+ years of experience in the field or in a related area or equivalent.

Minimum Education/Degree Requirement: Requires a high school diploma or its equivalent.

Any applicable training or certification requirements: None

PC Maintenance Technician I (DoD 8570 IAT I)

Functional Responsibility: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum/General Experience: 0-3 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require an associate's degree or its equivalent.

Any applicable training or certification requirements: None

PC Maintenance Technician II (DoD 8570 IAT I)

Functional Responsibility: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Minimum/General Experience: 2-5 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require an associate's degree or its equivalent.

Any applicable training or certification requirements: None

PC Maintenance Technician III (DoD 8570 IAT I)

Functional Responsibility: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. Relies on experience and judgment to plan and accomplish goals. Performs a
variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 4 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require an associate's degree or its equivalent.

**Any applicable training or certification requirements:** None

**PC Support Manager (DoD 8570 IAT I)**

**Functional Responsibility:** Directs, establishes, plans and implements the policies and procedures to support the organization's PC support services. Manages the deployment, maintenance, support and upgrade of servers, desktop PC, hardware, software, operating systems and distributed printers. Generally manages a group of exempt and nonexempt employees. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 7 years of experience in the field or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area

**Any applicable training or certification requirements:** None

**Producer – Web (DoD 8570 IAT I)**

**Functional Responsibility:** Facilitates the technical and content objectives for assigned programs. Responsible for scoping projects, communicating with the origin and the development team, and managing these projects from inception through completion. Generally manages exempt and nonexempt employees. Relies on experience and judgment to plan and accomplish goals.

**Minimum/General Experience:** 3 years of experience in the field or equivalent.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree or equivalent. May be expected to have an advanced degree in a related area.

**Any applicable training or certification requirements:** None

**Producer, Sr. – Web (DoD 8570 IAT I)**

**Functional Responsibility:** Facilitates the technical and content objectives for assigned programs. Responsible for scoping projects, communicating with idea originators and the development team, and managing these projects from inception through completion. Generally
manages middle managers/directors. Relies on experience and judgment to plan and accomplish goals.

**Minimum/General Experience:** 5 years of experience in the field or equivalent.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree or equivalent. May be expected to have an advanced degree in a related area.

**Any applicable training or certification requirements:** None

**Programmer I (DoD 8570 IAT I)**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

**Minimum/General Experience:** May require an associate's degree in a related area.

**Minimum Education/Degree Requirement:** 0-3 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Any applicable training or certification requirements:** None

**Programmer II (DoD 8570 IAT I)**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2-5 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require an associate's degree in a related area.

**Any applicable training or certification requirements:** None

**Programmer III (DoD 8570 IAT I)**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the
work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 4-6 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree.

**Any applicable training or certification requirements:** None

**Programmer IV (DoD 8570 IAT I)**

*Functional Responsibility:* Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 5-8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree.

**Any applicable training or certification requirements:** None

**Programmer V (DoD 8570 IAT I)**

*Functional Responsibility:* Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist.

**Minimum/General Experience:** 8-10 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in area of specialty.

**Any applicable training or certification requirements:** None

**Security Administrator (DoD 8570 IAM I)**

*Functional Responsibility:* Troubleshoots network access problems and implements network security policies and procedures. Ensures network (LAN/WAN, telecommunications, and voice) security access and protects against unauthorized access, modification, or destruction. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks.
May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

**Minimum/General Experience:** 5 years of experience in the field or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree.

**Any applicable training or certification requirements:** None

**Systems Administrator I (DoD 8570 IAT II)**

**Functional Responsibility:** Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

**Minimum/General Experience:** 2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**Systems Administrator II (DoD 8570 IAT II)**

**Functional Responsibility:** Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 3-5 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None
Effective: 22 March 2020 – 21 March 2021

Systems Administrator III (DoD 8570 IAT II)

Functional Responsibility: Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

Minimum/General Experience: 4-6 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require a bachelor's degree in a related area.

Any applicable training or certification requirements: None

Systems Administrator IV (DoD 8570 IAT II)

Functional Responsibility: Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is required.

Minimum/General Experience: 5-8 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: Bachelor's degree in a related area.

Any applicable training or certification requirements: None

Systems Administrator V (DoD 8570 IAT II)

Functional Responsibility: Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist.

Minimum/General Experience: 8-10 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require a bachelor's degree in a related area.

Any applicable training or certification requirements: None
Systems Support Assistant (DoD 8570 IAT I)

**Functional Responsibility:** Responsible for supplies, printer and copier functionality, and hard disk back-ups. Under supervision, maintains support of various systems platforms. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

**Minimum/General Experience:** 2-4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** Associate's degree or its equivalent.

**Any applicable training or certification requirements:** None

Technical Trainer I

**Functional Responsibility:** Participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outline, text, handouts, and tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

**Minimum/General Experience:** 2-4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** Bachelor's degree in a related area

**Any applicable training or certification requirements:** None

Technical Trainer II

**Functional Responsibility:** Participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outlines, text, handouts, tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others.

**Minimum/General Experience:** 4 years of technical experience or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** Requires a bachelor's degree
Effective: 22 March 2020 – 21 March 2021

Any applicable training or certification requirements: None

Telecommunications Engineer I (DoD 8570 IAT II)

Functional Responsibility: Analyzes telecommunications functions of organizations. Works to develop, improve, maintain, and implement network. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Minimum/General Experience: 0-2 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require a bachelor's degree in area of specialty

Any applicable training or certification requirements: None

Telecommunications Engineer II (DoD 8570 IAT II)

Functional Responsibility: Analyzes telecommunications functions of organizations. Works to develop, improve, maintain, and implement network. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum/General Experience: 2-4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require a bachelor's degree in area of specialty.

Any applicable training or certification requirements: None

Telecommunications Engineer III (DoD 8570 IAT II)

Functional Responsibility: Analyzes telecommunications functions of organizations. Works to develop, improve, maintain, and implement network. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Minimum/General Experience: 4-6 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

Minimum Education/Degree Requirement: May require a bachelor's degree.

Any applicable training or certification requirements: None
Telecommunications Engineer IV (DoD 8570 IAT II)

**Functional Responsibility:** Analyzes telecommunications functions of organizations. Works to develop, improve, maintain, and implement network. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 5-8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree.

**Any applicable training or certification requirements:** None

Telecommunications Engineer V (DoD 8570 IAT II)

**Functional Responsibility:** Analyzes telecommunications functions of organizations. Works to develop, improve, maintain, and implement network. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Education/Degree Requirement:** May require a bachelor's degree.

**Any applicable training or certification requirements:** None

Telecommunications Technician I (DoD 8570 IAT I)

**Functional Responsibility:** Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

**Minimum/General Experience:** 0-3 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require an associate's degree or its equivalent.

**Any applicable training or certification requirements:** None
Telecommunications Technician II (DoD 8570 IAT I)

**Functional Responsibility:** Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum/General Experience:** 2-5 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require an associate's degree or its equivalent.

**Any applicable training or certification requirements:** None

Telecommunications Technician III (DoD 8570 IAT I)

**Functional Responsibility:** Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum/General Experience:** 5 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.

**Minimum Education/Degree Requirement:** May require an associate's degree or its equivalent.

**Any applicable training or certification requirements:** None

UNIX Administrator I (DoD 8570 IAT II)

**Functional Responsibility:** Installs, configures and maintains an organization's operating systems. Analyzes and resolves problems associated with server hardware UNIX, applications software. Detects, diagnoses, and reports UNIX related problems on servers. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

**Minimum/General Experience:** 2-5 years of experience in the field or in a related area or equivalent. Have knowledge of commonly-used concepts, practices, and procedures within a particular field.
Minimum Education/Degree Requirement: May require a bachelor's degree in a related area.

Any applicable training or certification requirements: None

UNIX Administrator II (DoD 8570 IAT II)

Functional Responsibility: Installs, configures and maintains an organization's operating systems. Analyzes and resolves problems associated with server hardware UNIX, applications software. Detects, diagnoses, and reports UNIX related problems on servers. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Minimum/General Experience: 3-5 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require a bachelor's degree in a related area.

Any applicable training or certification requirements: None

UNIX Administrator III (DoD 8570 IAT II)

Functional Responsibility: Installs, configures and maintains an organization's operating systems. Analyzes and resolves problems associated with server hardware UNIX, applications software. Detects, diagnoses, and reports UNIX related problems on servers. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

Minimum/General Experience: 4-6 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: May require a bachelor's degree in a related area.

Any applicable training or certification requirements: None

UNIX Administrator IV (DoD 8570 IAT II)

Functional Responsibility: Installs, configures and maintains an organization's operating systems. Analyzes and resolves problems associated with server hardware UNIX, applications software. Detects, diagnoses, and reports UNIX related problems on servers. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is required.

Minimum/General Experience: 5-8 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.
**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**UNIX Administrator V (DoD 8570 IAT II)**

**Functional Responsibility:** Installs, configures and maintains an organization's operating systems. Analyzes and resolves problems associated with server hardware UNIX, applications software. Detects, diagnoses, and reports UNIX related problems on servers. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist.

**Minimum/General Experience:** 8-10 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education/Degree Requirement:** May require a bachelor's degree in a related area.

**Any applicable training or certification requirements:** None

**Video Telecommunications Specialist I**

**Functional Responsibility:** Provides Audio/Visual support to the organizational meetings, conferences, audio teleconferences and video teleconferences. Performs basic troubleshooting of equipment and connections. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

**Minimum/General Experience:** 0-2 years of experience in the field or in a related area or equivalent. Has knowledge of commonly-used concepts, practices, and procedures within the field. Has good communication skills and well-spoken with good customer relation skills.

**Minimum Education/Degree Requirement:** High School Diploma or equivalent.

**Any applicable training or certification requirements:** None

**Video Telecommunications Specialist II (DoD 8570 IAT I)**

**Functional Responsibility:** Provides Audio/Visual support to the organizational meetings, conferences, audio teleconferences and video teleconferences. Performs troubleshooting of equipment and connections to analyze, isolate and correct operational faults in the equipment. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Minimum/General Experience: 2-4 years of experience in the field or in a related area or equivalent. Familiar with standard concepts, practices, and procedures within the field.

Minimum Education/Degree Requirement: High School Diploma or equivalent.

Any applicable training or certification requirements: None

Video Telecommunications Specialist III (DoD 8570 IAT I)

Functional Responsibility: Provides Audio/Visual support to the organizational meetings, conferences, audio teleconferences and video teleconferences. Performs troubleshooting of equipment and connections to analyze, isolate and correct operational faults in the equipment. Coordinates large multipoint video teleconferences. Working knowledge in related protocols and configuration of end user VTC systems. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Minimum/General Experience: 4-6 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures.

Minimum Education/Degree Requirement: High School Diploma or equivalent.

Any applicable training or certification requirements: None

Video Telecommunications Specialist IV (DoD 8570 IAT I)

Functional Responsibility: Provides Audio/Visual support to the organizational meetings, conferences, audio teleconferences and video teleconferences. Performs troubleshooting of equipment and connections to analyze, isolate and correct operational faults in the equipment. Coordinates large multipoint video teleconferences. Responsible for designing new installations and coordinating the upgrades. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

Minimum/General Experience: Requires 5-8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures. Familiar with the operation of video bridge equipment for large teleconferences. Working knowledge in related protocols and configuration of end user VTC systems. Working knowledge of routing equipment and their interfaces with VTC hardware, ISDN and IP telecommunication circuits.

Minimum Education/Degree Requirement: High School Diploma or equivalent.

Any applicable training or certification requirements: None
Video Telecommunications Specialist V (DoD 8570 IAT II)

Functional Responsibility: Provides Audio/Visual support to the organizational meetings, conferences, audio teleconferences and video teleconferences. Performs troubleshooting of equipment and connections to analyze, isolate and correct operational faults in the equipment, including the replacement of hardware and systems. Coordinates large multipoint video teleconferences. Responsible for designing new installations and coordinating the upgrades. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

Minimum/General Experience: Requires 8 years of experience in the field or in a related area or equivalent. Familiar with a variety of the field's concepts, practices, and procedures. Advanced knowledge of the operation of video bridge equipment for large teleconferences. Working knowledge in related protocols and configuration of end user VTC systems. Working knowledge of routing equipment and their interfaces with VTC hardware, ISDN and IP telecommunication circuits.

Minimum Education/Degree Requirement: High School Diploma or equivalent.

Any applicable training or certification requirements: None

Web Customer Support Specialist (DoD 8570 IAT I)

Functional Responsibility: Supports Web-based products and services through email support, desktop support, and telephone support. Interacts with customers and troubleshoots problems to provide a high level of customer satisfaction. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum/General Experience: 4 years of experience in the field or equivalent. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education/Degree Requirement: Requires a bachelor's degree.

Any applicable training or certification requirements: None

Web Software Developer (DoD 8570 IAT I)

Functional Responsibility: Designs, develops, and implements software packages for web sites.Troubleshoots, debugs and implements software code. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude required.
Effective: 22 March 2020 – 21 March 2021

Minimum/General Experience: 2 years of experience in the field or in a related area or equivalent. Have knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript).

Minimum Education/Degree Requirement: May require a bachelor's degree in a related area.

Any applicable training or certification requirements: None

Web Software Developer, Sr. (DoD 8570 IAT I)

Functional Responsibility: Consults with clients and other project team members to design, build and manage web sites. Develops installation programs for websites. May negotiate contracts/agreements with software vendors and other internet companies. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Minimum/General Experience: 3-5 years of experience in the field or in a related area or equivalent. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript).

Minimum Education/Degree Requirement: May require a bachelor's degree in a related area.

Any applicable training or certification requirements: None

Webmaster (DoD 8570 IAT I)

Functional Responsibility: Develops and maintains the company's portal. Performs backups and ensure user accessibility to the site. Monitors site traffic and helps scale site capacity to meet traffic demands performance. Improves the company's efficiency and designs the look and feel for the site. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Minimum/General Experience: 2-4 years of experience or equivalent. Must have a working knowledge of HTML, JavaScript, and SQL.

Minimum Education/Degree Requirement: May require a bachelor's degree.

Any applicable training or certification requirements: None
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<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate (Including IFF)</th>
</tr>
</thead>
<tbody>
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<td>Chief Information Security Officer</td>
<td>$158.69</td>
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<td>Chief Information Technology Officer</td>
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<tr>
<td>Client/Server Programmer I</td>
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<td>Cross-Platform Security Manager</td>
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**Out year rates will be escalated by a 2% inflation rate in accordance with the Bureau of Labor Statistics for Inflation**