

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Service** *Authorized Federal Supply Schedule Price List*

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

### **Schedule for Multiple Award Schedule** **Federal Supply Group: Professional Services** **Contract Number: GS-00F-0013W**

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:** August 19, 2010 through August 18, 2025  
Effective as of modification PS-0022 dated July 20, 2020



**Contractor:** The Tolliver Group, Inc.  
1525 Perimeter Parkway, Suite 330  
Huntsville, AL 35806

**Business Size:** Service-Disabled Veteran-Owned Small Business

**Telephone:** (256) 715-0488  
**FAX Number:** (407) 678-7038  
**Web Site:** <http://www.tollivergroup.com>  
**E-mail:** [bob.woods@tollivergroup.com](mailto:bob.woods@tollivergroup.com)  
**Contract Administration:** Robert Woods

# **CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	Recovery	SIN Description
541330ENG	541330ENGR	Engineering Services
541380	541380RC	Testing Laboratory Services
541420	541420RC	Engineering System Design and Integration Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541614	541614RC	Deployment, Distribution and Transportation Logistics Services
541614SVC	541614SVCRC	Supply and Value Chain Management
541715	541715RC	Engineering Research and Development and Strategic Planning
561210FS	561210FSRC	Facilities Support Services
611430	611430RC	Professional and Management Development Training
611512	611512RC	Flight Training
OLM	OLMRC	Order Level Materials

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

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See below.**

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic; 50 States, DC
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30 days

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

- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None

- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery.**  
The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery.**  
The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.**  
The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. 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.
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A

- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
- 25. Data Universal Numbering System (DUNS) number:** 128047417
- 26. Notification regarding registration in System for Award Management (SAM) database:** Registered
- 27. Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

## Labor Category Descriptions

# THE TOLLIVER GROUP, INC

Note 1: All references in the following document that refer to the education requirement of having a higher degree from an accredited program, college, or university shall be understood to mean that the institution/program providing the degree shall be accredited by an association recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE). The listing for these accrediting bodies can be found in the "Accredited Institutions of Postsecondary Education (AIPE)" which is updated every year. The AIPE is published annually by the American Council on Education (ACE). While not an accrediting body itself, the ACE compiles the listings for this directory from the national, regional, professional, and specialized accreditors that are recognized by the CHEA and/or the USDE. The CHEA is a nongovernmental, nonprofit, organization, and is the only organization authorized to evaluate and recognize accrediting bodies in the United States.

Note 2: Professional Services such as Engineers and Scientists cannot be substituted below a Bachelor's degree.

### SINs 541330ENG; 541380; 541420; and 541715

#### **Analyst, Logistics**

**General Requirements:** Experience in the integrated logistics support field, including any of the areas of logistics program planning and concept development; logistics program management and execution; logistics requirements analyses, documentation development and reporting; provisioning, supply support, and inventory control; logistics automated information systems and analysis tools; maintenance concepts and requirements analyses; and technical manual development and training. Logistics analysis experience for each labor category level shown in the Table below must be related to planning, design, development, evaluation, control, and/or logistics support of tactical, electronic or mechanical systems and be in the PES primary disciplines.

#### **Functional Responsibilities:**

- a) Plans, organizes, directs, and conducts strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life-cycle management tasks in problem areas of moderate scope and complexity addressing topics such as: business, cost/pricing, supply, maintenance, contractor logistics support, packaging, shipping, handling, transportation, inventory, warehousing, supply chain integration, analytical tools, operations research, production, program/project, project control, test and training.
- b) Prepares or supervises engineering and technical personnel in the development of logistics products and for providing requisite support services.
- c) Performs technical and management analyses for logistic strategic planning, investigation of logistic concepts and processes, and resolution of emergent logistic supportability problems.
- d) Performs analyses and develops ILS management plans to support acquisition and life cycle support requirements planning.
- e) Monitors program schedules and integrates/develops recommendations for corrective or remedial action; develops status reports reflecting support milestone progress and problems.
- f) Performs/reviews logistics support analyses and develops maintenance concepts. Prepares content for contract technical packages (SOW, CDRL, Specifications).

**Education:** BS/BA in engineering, math, business or physical science.

Analyst, Logistics							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BA / BS	2	N/A	0		4	6
Level II	BA / BS	5	0	2		6	8
Level III	BA / BS	8	4	6		10	12
Level IV	BA / BS	10	6	8		12	14
Level V	BA / BS	12	8	10		14	16

### Analyst, Program, Intermediate

**General Requirements:** Must have supervisory experience. Must have a working knowledge of work breakdown structures (WBSs) and be conversant with DOD-STD-881. Related experience includes technical program management, budgeting, scheduling, trade-off analysis, lifecycle costing, risk management, supportability, test and evaluation, and requirements development. Presentation and briefing skills required.

#### **Functional Responsibilities:**

- a) Analyzing and evaluating (on a quantitative or qualitative basis) the effectiveness of line program operations in meeting established goals and objectives;
- b) Developing life cycle cost analyses of projects or performing cost benefit or economic evaluations of current or projected programs;
- c) Advising on the distribution of work among positions and organizations and the appropriate staffing levels and skills mix;
- d) Advising on the potential benefits/uses of automation to improve the efficiency of administrative support or program operations;
- e) Evaluating and advising on the organization, methods, and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation;
- f) Researching and investigating new or improved business and management practices for application to agency programs or operations;
- g) Analyzing management information requirements to develop program or administrative reporting systems including the systems specifications, data gathering and analytical techniques, and systems evaluation methodology;
- h) Analyzing new or proposed legislation or regulations to determine impact on program operations and management;
- i) Developing new or modified administrative program policies, regulations, goals, or objectives; Identifying data required for use in the management and direction of programs; Developing data required for use in the management and direction of programs;
- j) Developing management and/or program evaluation plans, procedures, and methodology;
- k) Conducting studies of employee/organizational efficiency and productivity and recommending changes or improvements in organization, staffing, work methods, and procedures;
- l) Developing procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems such as those designed to prevent waste, loss, unauthorized use, or misappropriation of assets;
- m) Performing management surveys to determine compliance with agency regulations, procedures, sound management practices, and effective utilization of staff;
- n) Developing workload-based staffing standards to determine organizational manning levels;
- o) Analyzing and evaluating agency functions and activities being considered for conversion to contract operations;
- p) Identifying resources (staff, funding, equipment, of facilities) required to support varied levels of program operations;

- q) Reviewing administrative audit and investigative reports to determine appropriate changes or corrective action required;
- r) Analyzing and evaluating proposed changes in mission, operating procedures and delegations of authority.

**Education:** BA / BS.

Analyst, Program, Intermediate							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Analyst, Program, Intermediate	BA / BS	7	3	5		9	11

### Analyst, Training

**General Requirements:** Provides training requirements analysis throughout the training acquisition process. Supports project logisticians to ensure operator/maintainer training sufficiency is attained. Reviews technology insertion documentation and makes recommendations based upon program training objectives.

**Functional Responsibilities:**

- a) Generates training documentation throughout the training acquisition process.
- b) Reviews training documentation and analyzes the training collective/individual tasks that comprise the Mission Training Plans (MTPs) to identify those tasks applicable to program baseline requirements.
- c) Reviews training task listings provided by external agencies (TRADOC, Project Managers and Contractors) to validate baseline requirements.
- d) Supports project engineers to ensure engineering solutions and training requirements are compatible.
- e) Reviews developmental designs provided by contractors to ensure training requirements integrity is maintained.
- f) Supports project logisticians to ensure operator/maintainer training sufficiency is attained.
- g) Reviews technology insertion documentation and makes recommendations based upon program training objectives.

**Education:** Bachelor’s degree in Education, Psychology or Instructional Technology.

Analyst, Training							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BA / BS	4	0	2		6	8
Level II	BA / BS	8	4	6		10	12
Level III	MA/MS	12	8	10		14	16

### Coordinator

**General Requirements:** Have a thorough understanding of and experience in the systems engineering and/or program integration process, including configuration management of the complete life cycle of systems development, especially the activities required to establish a new systems environment composed of products developed and manufactured by independent contractors. Have the ability to understand the program management requirements of the tasks to be performed under this contract. Performs a variety of different actions and activities in support of each assigned system, project, or program.

**Functional Responsibilities:**

- a) Reviews and makes recommendations regarding the efforts of the project team so that the proposed efforts are consistent with program cost, schedule, and performance requirements.
- b) Reviews products for quality and timeliness, and assess results in terms of schedule, cost and risk involved.
- c) Documents the results from program reviews to assist in identifying program cost, schedule and performance risks; assists establishing processes and procedures to facilitate program management and administration.
- d) Review project status identifying difficulties being encountered, and recommends solutions, providing input regarding critical program decisions.
- e) Reviews program contract documentation to support acquisition strategies and plans, statements of work, and system operational performance requirements documents.
- f) Facilitates program requirements definition and translates requirements into discreet, attainable objectives, scheduled to coincide with expected fielding dates. Applies a working knowledge of the functional areas.
- g) Analyzes the results for program reviews to help develop the correct approach to ensure program milestones are met.

**Education:** Appropriate level degree in Engineering, Science, Mathematics, or a Business-related discipline. Defense Acquisition Workforce Improvement Act (DAWIA) certification may be substituted for education requirements.

Coordinator							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AA/AS	DAWIA
Coordinator, Product	MA / MS	10	8		12	14	Level III
Coordinator, Project, (Senior)	BA / BS	8	4	6		10	Level II
Coordinator, Project	BA / BS	4	1	2		6	Level II

**Engineer, C4ISR**

**General Requirements:** Working knowledge of C4ISR, Vetronics and related software on DoD combat vehicles. Electrical, software, and/or systems engineering experience on DoD combat vehicles. Ability to work without direct supervision.

**Functional Responsibilities:**

- a) Provide C4ISR, Systems and Software Engineering expertise to support the design, development, integration, test, and production of various Department of Defense (DoD) combat vehicles. Specific areas include C4ISR integration, Vehicle Electronics (Vetronics), software development, data management, and Information Support Plan (ISP) generation for combat vehicles.
- b) Reviews and makes recommendations regarding the efforts of the project team so that the proposed efforts are consistent with program cost, schedule, and performance requirements.
- c) Reviews products for quality and timeliness, and assess results in terms of schedule, cost and risk involved.
- d) Documents the results from program reviews to assist in identifying program cost, schedule and performance risks; assists establishing processes and procedures to facilitate program management and administration.
- e) Review project status identifying difficulties being encountered, and recommends solutions, providing input regarding critical program decisions.
- f) Reviews program contract documentation to support acquisition strategies and plans, statements of work, and system operational performance requirements documents.
- g) Facilitates program requirements definition and translates requirements into discreet, attainable objectives, scheduled to coincide with expected fielding dates. Applies a working knowledge of the functional areas.
- h) Analyzes the results for program reviews to help develop the correct approach to ensure program milestones are met.

**Education:** Bachelor's Degree in Electrical Engineering, Computer Engineering, or Computer Science.

Engineer, C4ISR							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, C4ISR	BA / BS	4	0	2		N/A	N/A

## Engineer, Chief

**General Requirements:** Provides proactive leadership within all domains of engineering with a focus on providing technical leadership for systems development activities, continuous improvement of the development process, leadership in planning the next generation technology and tools, and development of staff needed in order to facilitate efficient execution of our current and future programs. In addition to these responsibilities, support new business opportunities and proposals.

### Functional Responsibilities:

- Provide leadership in technology roadmap planning at the business unit and division levels.
- Provide leadership in IRAD and ESP planning and execution.
- Collaborate extensively with external customers and partners as well as internally.
- Oversee system development activity to assure designs are technically sound, and meet requirements and regulations.
- Provide leadership in engineering problem solving.
- Assist engineering task leaders with application and tailoring of standard development processes to maximize benefit to project performance.
- Work with other concurrent engineering disciplines to help optimize overall project performance.

**Education:** BS degree in the field of Electrical Engineering.

Engineer, Chief							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, Chief	BS	12	8	10		N/A	N/A

## Engineer, Electronics

**General Requirements:** Supports technical efforts in analyzing and specifying distributed interactive electronic integration and networking requirements. Performs technical efforts in analyzing and specifying distributed interactive simulation integration networking requirements. May organize, direct and supervises lower level engineers reviewing engineering products, developing alternate approaches, and performing engineering analyses and trade off studies

**Functional Responsibilities:** Be knowledgeable of the phases of electronics design to include:

- Telecommunications design
- Computer network design
- Packet switching techniques and protocol design
- Microprocessor Applications
- RF Analysis
- Design of hardware for military electronics applications

**Education:** BS in the field of Electronics / Electrical Engineering.

Engineer, Electronics							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BS	2	0	0		N/A	N/A
Level II	BS	5	1	3		N/A	N/A
Level III	BS	7	3	5		N/A	N/A

### Engineer, Electro-Optic

**General Requirements:** Responsible for integrating efforts of various engineering and other technical disciplines concerning electro-optic/Infrared (EO/IR) and advanced multi-spectral scene projection systems into a cohesive product or program.

**Functional Responsibilities:**

- a) Supports technical efforts in the concept formulation, project planning, and project engineering of Hardware-in-the-Loop capabilities utilizing Millimeter Wave (MMW) and EO/IR scene generation, digital signal injection, distributed testing, IR and multi-spectral scene projectors and MMW technologies.
- b) Research, analyze and document customer requirements.
- c) Conduct research and trade studies of alternative system designs and technologies to recommend the best technical and system acquisition approach considering the impacts to cost, schedule and performance.
- d) Interact with other government agencies to document requirements.
- e) Perform analysis and provide input to the project leadership regarding program decisions.
- f) Conduct technical trade-off studies and system life cycle cost effectiveness analyses. Determine and document potential applications, benefits, shortcomings, and cost savings.
- g) Facilitate the identification of program requirements and translate requirements into discreet, attainable performance-based objectives for consideration and inclusion into program development efforts.
- h) Prepare, maintain, review and revise program acquisition documentation to support acquisition strategies and plans, system operational performance requirements and evolving concepts of operation (performance specifications, performance SOW, acquisition strategy, briefings and presentations).
- i) Evaluate SOWs, technical and cost proposals, and assess the impacts of proposed changes submitted by system developers.

**Education:** Appropriate degree in Optical Engineering, Electro-optics Engineering, Electrical Engineering, Physics or related technical discipline.

Engineer, Electro-Optic							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BS	5	1	3		N/A	N/A
Level II	MA	10	8		20	N/A	N/A
Level III	PhD	10		20	N/A	N/A	N/A

### Engineer, Knowledge Acquisition/Knowledge Engineering (KA/KE)

**General Requirements:** Knowledgeable of current military combat, combat support (CS), and combat service support (CSS) systems. Have experience with software development and familiarity with Model development with

demonstrated understanding of the KA and KE process. Possess a demonstrated ability to work in a team environment, be customer oriented and able to bridge the gap between military knowledge and technology implementation.

**Functional Responsibilities:**

- a) Monitors KA and KE processes to ensure requirement compliance and provides programmatic and technical guidance and oversight.
- b) Monitors and guides on-going KA/KE activities and their progress.
- c) Identifies data gaps not supported by the KA's conceptual models.
- d) Monitors the development of KA/KE artifacts and ensures these artifacts are reviewed and validated by the appropriate proponent.
- e) Ensures artifacts support modeling data needs and satisfies modeling requirements.
- f) Ensures KA/KE authors are working with the model developers to answer questions as their products are being consumed.

**Education:** Bachelor's in computer engineering, software engineering or computer science, or a related science.

Engineer, Knowledge Acquisition / Knowledge Engineering (KA/KE)							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, KA/KE	BA / BS	7	3	5		N/A	N/A

**Engineer, Manufacturing**

**General Requirements:** Provide assistance to support administration of government contracts. This support would be to resolve issues related to the productivity of design as related to mechanical and electronic devices, manufacturing process enhancements and control measures, and the prove out of the design and use of tooling.

**Functional Responsibilities:**

- a) Knowledgeable of manufacturing concepts.
- b) Able to read and interpret facilities and product drawings, including manufacturing processes, procedures and instructions.
- c) Capable of preparing and implementing Manufacturing Plans.
- d) Capable of setting up manufacturing lines for a varied product mix. Knowledge of equipment, tools, and manufacturing processes is required.
- e) Understands the material selection process to have the correct material matched to the correct process that will provide the lowest cost and quality product to the customer.
- f) Able to develop cost estimates of manufacturing processes based on established and projected production quantities.
- g) Able to provide a review of a given process or multiple processes and develop a position for management to warrant a production decision or an impact to existing production related problems.
- h) Assist in the identification of Value Engineering candidates by being an integral team member from the onset of the contract and participating in an on-going workshop environment that will continuously drive down the cost of the systems being worked.

**Education:** Bachelor's degree in Mechanical, Electrical, Manufacturing or Industrial Engineering.

Engineer, Manufacturing							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, Manufacturing	BS	5	1	3		N/A	N/A

## Engineer / Architect, Network Systems

**General Requirements:** Knowledge of all phases of data network design, which include network operating systems, software and hardware integration, infrastructure planning, and enterprise management. Working knowledge of Hardware Software maintenance, vendor relations, and systems procurement. Broad knowledge of local and wide area network protocols, internet connectivity and troubleshooting techniques.

**Functional Responsibilities:**

- a) Supervising LAN system professionals, e.g., network administrators and hardware technicians.

**Education:** Bachelor’s Degree in Computer Science, Engineering or business-related discipline with an emphasis on computer systems, computer engineering and data communications. Engineer positions require a degree in engineering.

Engineer / Architect, Network Systems							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer/Architect, Network Systems	BA / BS	5	1	3		8	10

## Engineer, Production

**General Requirements:** Provide assistance for the administration of government contracts. This support would be to resolve issues related to labor standards, learning curve analysis, production cost proposal evaluation, evaluation of production planning, establishing design to unit cost parameters, assessing the progress of the contractor in meeting their published production schedules, and participate in the production acceptance testing.

**Functional Responsibilities:**

- a) Perform Production Readiness Reviews.
- b) Perform Production Assessments.
- c) Understand production processes and control.
- d) Understand tooling and tooling concepts.
- e) Utilize motion and time study techniques to set labor standards.
- f) Learning Curve techniques and applications.
- g) Cost estimating and cost proposal evaluation.
- h) Understanding of quality, logistics, program management and engineering to assure a successful production assessment.
- i) Understanding of government design to unit cost considerations.
- j) Review planning documentation and determine the risk associated with various aspects of production and to make recommendations to mitigate that risk.
- k) Assist in the identification of Value Engineering candidates by being an integral team member from the onset of the contract and participating in an on-going workshop environment that will continuously drive down the cost of the systems being worked.

**Education:** Bachelor's degree in Mechanical, Electrical, Manufacturing or Industrial Engineering.

Engineer, Production							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, Production	BS	5	1	3		N/A	N/A

## Engineer, Project

**General Requirements:** Reviews engineering products, develops alternate technical approaches, and conducts engineering analyses, evaluations, and trade-off studies. Organizes, directs, and leads technical efforts in analyzing and specifying training device technical requirements supervising lower level engineers as required.

**Functional Responsibilities:**

- a) Provide engineering support to government procurement activities, developing technical specifications and proposal requirements, evaluating technical approaches and conducting technical reviews.
- b) Provide engineering expertise in the design, development, test or evaluation of government operational or training equipment in the research and development or production phase.

**Education:** Bachelor's in Engineering.

Engineer, Project							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, Project	BS	5	1	3		N/A	N/A

## Engineer, Quality

**General Requirements:** Specialized professional training or specialized experience with involvement in the specification of quality requirements, design and production techniques, materials, defect classification, sampling methods, and environmental degradation. Experience in writing and evaluating military quality and inspection systems.

**Functional Responsibilities:**

- a) Conducts failure analysis on materials
- b) Prepares material release documentation
- c) Assesses reliability and maintainability parameters

**Education:** Bachelor's degree in an Engineering discipline

Engineer, Quality							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, Quality	BS	5	1	3		N/A	N/A

## Engineer, Reliability/Maintainability

**General Requirements:** Specialized professional training or specialized experience including two years in a responsible position participating in the reliability/maintainability engineering aspects during the design and development of systems. Knowledge of RAM modeling, RAM design and test techniques, prediction, growth management, requirements generation, software and specification inputs. Familiar with DOD regulations and MIL-Standards concerning R/M design, development and test.

**Functional Responsibilities:**

- a) Conduct RAM modeling, RAM design and test techniques, prediction, growth management, requirements

- generation, software and specification inputs
- b) Prepare specifications and test procedures, documentation and reports concerning reliability/maintainability engineering aspects during the design and development of systems. Assesses reliability and maintainability parameters.

**Education:** Bachelor's degree in Engineering.

Engineer, Reliability/Maintainability							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, Reliability/Maintainability	BS	5	1	3		N/A	N/A

### Engineer, Safety

**General Requirements:** Manages and performs system safety and health hazard assessment activities during research, development, test, production and/or deployment of systems. Provides safety analyses, safety engineering assessments, and health hazard assessments; reviews system acquisition documents, engineering change proposals, deviations, waivers, mishap reports, and failure data for safety impact.

**Functional Responsibilities:**

- a) Performs and manages system safety engineering activities during the development of complex systems.
- b) Supports acquisition life cycle acquisition as it relates to system safety and health hazard assessment requirements and processes.
- c) Practices engineering techniques and system safety practices to identify, assess and resolve hazards.
- d) Communicates effectively, both orally and in writing, in working solutions to problems or questions relating to work.

**Education:**

- a) Bachelor's in engineering.
- b) Formal training or courses related with System Safety; Safety and Occupational Health; and Health Hazard Assessment is desirable (certified safety professional (CSP) is desirable).

Engineer, Safety							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, Safety	BS	3	0	1		N/A	N/A

### Engineer, Software

**General Requirements:** Knowledgeable of all phases of computer system design and computer software acquisition management. Knowledgeable of telecommunications and networking standards, architectures, protocols and systems, software architecture and object modeling, domain engineering and software engineering processes. Participate in software quality assurance and SCM as applied to the software life cycle development process.

**Functional Responsibilities:**

**All levels:**

- a) Determines and analyzes requirements for software supporting training/testing devices

- b) Conducts independent software validation, verification, and accreditation.
- c) Utilizes software development methodologies such as Structured Analysis and Design and Object-oriented methods
- d) Evaluate software design and architecture
- e) Implement software quality assurance and Software Configuration Management (SCM) Procedures.

**Level III:**

- a) Supervises lower level engineers.
- b) Reviews engineering products, develops alternate approaches and conduct engineering analyses and trade off studies.
- c) Organizes, directs, and leads technical efforts in analyzing and specifying training/testing device computer systems requirements, supporting the computer and software system acquisition and conducting independent software validation, verification and accreditation.
- d) Professional engineering experience in the design, development and documentation of computer systems, software, and data bases for application to military weapon/training/testing systems using Ada and other higher order language(s) and specialized data base development tools.

**Education:** Bachelor's in Engineering, which include courses related to computer system design, computer programming and data base design.

Engineer, Software							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BS	3	0	1		N/A	N/A
Level II	BS	5	1	3		N/A	N/A
Level III	BS	7	3	5		N/A	N/A

**Engineer, Systems**

**General Requirements:** Knowledge of all phases of systems engineering for the specific purpose of organizing, directing and leading technical efforts in the concept formulation, project planning and project engineering. Have experience in telecommunications and networking standards, architectures, protocols and systems as it applies to training/testing devices, simulation, simulators and instrumentation. Have professional engineering experience in analysis, design, development, integration and test of military systems and knowledgeable in system architecture and domain engineering. Have experience supervising or leading multi-disciplined or matrix teams, with specialized experience in engineering disciplines or technical areas (such as visual, C4I, software, firmware, maintenance management, logistics engineering).

**Functional Responsibilities:** Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program. Duties include the following:

**All levels:**

- a) Coordinates the efforts of lower level or project engineers for assigned projects or systems.
- b) Evaluates for performance and operating characteristics against costs and development risks
- c) Conducts technical reviews in area of technical expertise
- d) Develops work plans.
- e) Maintains day-to-day technical interface with project personnel and ensures compliance with applicable standards.
- f) Organizes and leads technical efforts in the concept formulation, project planning, and project engineering. May alternatively organize and lead similar test instrumentation efforts.
- g) Critically reviews engineering products.
- h) Develops alternative approaches and conducts engineering analyses and trade-off studies.

- i) Develops technical specifications and other portions of a solicitation.
- j) Evaluates contractor performance against technical specifications.
- k) Evaluate systems design and architecture

**Levels II and III:**

- a) Coordinates the efforts of lower level or project engineers
- b) Reviews engineering products
- c) Develops alternative approaches and work plans
- d) Evaluates for performance and operating characteristics against costs and development risks
- e) Critically reviews engineering products.
- f) Conducts engineering analyses and trade-off studies and technical reviews in area of technical expertise.
- g) Maintains day-to-day technical interface with project personnel and ensures compliance with applicable standards.
- h) Organizes, leads and directs technical efforts in the systems engineering, integration and configuration management. May alternatively organize and lead similar test instrumentation efforts.
- i) Responsible for reviewing the work of other engineers and ensuring concurrent engineering and horizontal integration is included among engineering and technical disciplines.
- j) Reviews engineering products, development of alternate approaches and conducting engineering analyses and tradeoff studies.
- k) Directs and leads technical efforts in the systems engineering integration and configuration management, project planning and project engineering of training//testing systems, including supervision of lower level engineers
- l) Develops technical specifications and other portions of a solicitation
- m) Evaluates contractor performance against technical specifications
- n) Evaluates systems design and architecture

**Education:** Appropriate degree in either engineering, operations research or computer science.

Engineer, Systems							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BS	10	4	7		N/A	N/A
Level II	MS	8	5		11	N/A	N/A
Level III	MS	10	7		13	N/A	N/A

**Engineer, Telecommunications**

**General Requirements:** Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program involving test and/or other military range fiber-optic telecommunications networks

**Functional Responsibilities:**

- a) Knowledge of all phases of Wide Area range-based fiber-optic telecommunications network design (inside plant), which include network operating systems, software and hardware integration, infrastructure planning/installation (outside plant), and enterprise management
- b) Demonstrated expertise to supervise/conduct network performance analysis using tools such as OPNET technologies products
- c) Working knowledge of telecommunications maintenance, vendor relations, and systems procurement
- d) Broad knowledge of local and wide area network protocols, internet connectivity and troubleshooting techniques
- e) Experience in the design, troubleshooting and maintenance of large data networks

**Education:** Appropriate Degree in either Computer Science, Engineering or other business-related discipline with an emphasis on computer systems, computer engineering and data communications.

Engineer, Telecommunications							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BS	5	1	3		N/A	N/A
Level II	MS	10	5		20	N/A	N/A
Level III	PhD	15		30	N/A	N/A	N/A

## Engineer, Test

**General Requirements:** Recommends and evaluates both developmental and operational test plans. Monitors and evaluates actual developmental and operational testing

### **Functional Responsibilities:**

- a) Responsible for managing, planning, reviewing and executing qualification, acceptance, and independent testing of training and/or testing instrumentation systems
- b) Administer implementation of DOD test regulations and coordinated test programs.

**Education:** Bachelor's degree in engineering.

Engineer, Test							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, Test	BS	5	1	3		N/A	N/A

## Engineer, Value

**General Requirements:** Ability to perform cost and technical analysis on proposals and provide objective suggestions for improvement. Understanding of FAR 48 and 52.248 clauses related to VE and knowledge of the government contracting. Ability to compile a VE proposal that will withstand an audit. Ability to facilitate training on VE related issues.

**Functional Responsibilities:** To provide assistance on as needed basis to support the in-house Value Engineering (VE) Program as related to government contracts. This support would constitute attendance of workshops at Program and contractor locations and assisting in the facilitation of training, selling the program to management, providing extensive follow-up once a project has been initiated, and assist in developing the completed VE packages for submittal.

**Education:** BS in Engineering.

Engineer, Value							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineer, Value	BS	2	N/A	0		N/A	N/A

## Logistician, Engineering

**General Requirements:** Demonstrated ability to develop, test and deliver configuration, logistical and engineering management support services designed to provide clients with logistics/engineering technology to ensure effective and economical support for production and servicing products, systems, or equipment. Logistics and engineering experience for each labor category level shown in Table (below) must be related to the elements of logistics support and to the PES primary disciplines of electrical, chemical and/or mechanical engineering. Must be knowledgeable in the analysis of government logistics requirements, including familiarity with government logistics systems, capabilities, and processes. Should have experience with major systems and equipment and all aspects of integrated logistics support (ILS) elements and related planning, analysis, and management. Must be capable of assessing system and equipment impact of ILS elements.

### **Functional Responsibilities:**

- a) Provides direct interface with customer technical and management personnel for development of ILS program strategies and associated planning, business process review and improvement, the assessment of alternative logistic and engineering concepts, the investigation and resolution of emergent logistic supportability problems, and life cycle costing and economic business case analysis.
- b) Provides expertise to specify requirements for the development of ILS management plans to support acquisition and life cycle support requirements planning.
- c) Provides guidance for the development of interactive electronic technical manuals and distance learning methodologies.
- d) Conducts analysis, planning and detailed design of logistics and engineering support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles.
- e) Performs human factor analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, and training tasks.
- f) Provides assistance in the areas of logistics support; ILS; logistics program planning; concept development; logistics program management and execution; logistics requirements analyses, documentation development and reporting; provisioning, supply support, and inventory control; logistics automated information systems and analysis tools; maintenance concepts and requirements analyses; technical manual development and training.

**Education:** BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related scientific or technical discipline. Experience substituted for BS/BA must be specific experience in logistics engineering applications/techniques.

Logistician, Engineering							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BS/BA	2	N/A	0		4	8
Level II	BS/BA	4	0	2		6	10
Level III	BS/BA	6	2	4		8	12
Level IV	BS/BA	8	4	6		10	14

## Manager, Engineering

**General Requirements:** Progressive experience which includes: managing, directing, and implementing engineering and technology projects, demonstrated ability to provide guidance and technical direction for projects, proven expertise in program/project management, manufacturing, purchasing, management/control of funds and resources, contracts, testing, and business. Management experience for each labor category level shown in Table (below) must be related to planning, concept development and requirements analysis, design engineering, test and evaluation, acquisition and life cycle management and to the PES primary disciplines. Must possess extensive

knowledge of technical and management concepts, procedures and practices. General experience includes increasing responsibilities in: systems design and management; management of diverse functional activities and technical/support personnel; managing complex, multi-task commercial and government contracts; and allocation/prioritization of resources.

**Functional Responsibilities:**

- a) Serves as the contractor's single contract manager, and shall be the contractor's authorized technical interface with the Government Contracting Officer (CO), Contracting Officer's Representatives (CORs), government management personnel, and customer agency representatives.
- b) Directs all phases of programs/projects from inception through completion.
- c) Coordinates the preparation of project plans, milestones, and operating budgets; development of project approaches/concepts; and obtaining proper resources within and across organizational boundaries.
- d) Reviews and evaluates work of staff, provides task oversight and prepares periodic performance reports.
- e) Acts as primary customer contact for task activities, leading task review sessions with customer to discuss cost, schedule, and technical performance.
- f) Evaluates requirements, establishes task approach, organizes personnel resources, and directs engineering efforts for services or system/equipment research, development, integration, test, and sustainment.
- g) Establishes milestones and monitors adherence to master plans and schedules.
- h) Identifies program problems and obtains solutions.
- i) Directs the work of technical, engineering, and support personnel assigned to the task and is responsible for overall task performance, product quality and timeliness of efforts.

**Education:** BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related management or technical discipline. Experience substituted for BS/BA must be specific experience in program/project management, corporate management, or consulting.

<b>Manager, Engineering</b>							
<b>Labor Category Minimum Requirements</b>			<b>Substitutions</b>				
<b>Labor Category</b>	<b>Min Edu</b>	<b>Min Exp</b>	<b>PhD</b>	<b>MA / MS</b>	<b>BA / BS</b>	<b>AD</b>	<b>High School</b>
Level I	BS/BA	12	8	10		16	20
Level II	BS/BA	16	12	14		20	24
Level III	BS/BA	18	14	16		22	26
Level IV	BS/BA	20	16	18		24	28

**Specialist, Administration, Engineering \*\***

**General Requirements:** Demonstrated progressive project and program administration and/or clerical experience. Possesses excellent grammar and composition skills. Administrative specialist experience for each labor category level shown in Table (below) must be related to technical text processing, graphics, databases, presentations and specialized administrative skills to support scientific or engineering tasks incidental to and in support of PES primary disciplines of electrical, chemical and/or mechanical engineering. Understands and has knowledge of applicable policies, organization, and possesses a high level of technical skill. Proficient in PC-based computers, printers, scanners and local area networks and various administrative/clerical software that could include any of the following: word processing, databases, e-mail, Internet browsers, document publishing and graphics software programs. Proven administrative skills associated with project office or operational support functions including the preparation of correspondence; the coordination/scheduling of meetings, training sessions and conferences; and the oversight of daily administrative operations. Demonstrated familiarity with engineering-related nomenclature and Government correspondence standards and procedures.

**Functional Responsibilities:**

- a) Performs specialized program/project administrative duties support project management staff, which may include maintaining records or technical reports, verifying statistical reports for accuracy and completeness, making travel, meeting, or conference arrangements, taking inventory of equipment and supplies, and helping prepare financial or technical reports.
- b) Properly prepares, formats, and prints administrative correspondence.
- c) Proofreads, edits, and corrects correspondence.
- d) Operates computer equipment, telecommunications equipment, including telephones/facsimile machines and basic office equipment, including reproduction machines/GBC binder systems.
- e) Composes correspondence that requires an understanding of engineering/technical nomenclature. Prepares required administrative reports.
- f) Coordinates and plans office administration and support. Provides administrative-type support to managers, engineers, specialists and analysts. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records, data input, etc.

**Education:** High School diploma or General Education diploma.

Administrative Specialist, Engineering							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I **	HS/GED	1	N/A	N/A	N/A	0	
Level II **	HS/GED	4	N/A	N/A	0	2	
Level III **	HS/GED	6	N/A	0	2	4	
Level IV **	HS/GED	8	N/A	2	4	6	

## Scientist, Research

**General Requirements:** Provide scientific and technical skills in conceptualizing, designing, obtaining support for, conducting, managing, and disseminating results of strategic technology research or portions of small- or large-scale research studies and or programs. Provide quantitative and qualitative technical assessments and recommendations to management on the state of future technologies, trends and requirements that may affect the project and its customer’s mission. Populate and maintain Strategic Planning data base by assessing and validating information found in the Army Science and Technology Master Plan (ASTMP), Army Modernization Plan (AMP), Army Modeling & Simulation Master Plan and other relevant Army and OSD guiding documents. Assess the impacts of future technologies and systems on organization, its mission areas by performing technical interchanges of information with TRADOC, TECOM, OPTEC, Research and Development organizations to include industry, academia and other services as required. Formulate technical assessments and recommendations to support both Integrated Concept Teams (ICTs) and Integrated Product Teams (IPTs) in support of customers. Attend and present papers at outside seminars and conferences; read technical literature to stay abreast of existing and emerging hardware/software technology; and conduct research in designated customer areas of interest. Review, justify and recommend the acquisition of hardware/software acquisition and or upgrades to existing systems. Modify existing technology research processes to affect more efficient results as required.

### **Functional Responsibilities:**

- a) Have knowledge of current and emerging technologies/methodologies to assist in identifying and developing mission objectives.
- b) Have knowledge of complex simulation computer architectures, military training strategies, testing and instrumentation, and interfaces to design, modification to systems, and consult on systems and recommend strategies.
- c) Have the ability to communicate effectively both orally and in writing, to present seminars, advise management, write documentation and represent needs to management and customers.

- d) Have knowledge of the military budgeting processes sufficient to establish and monitor schedules and monitors budgets against approved funding levels.
- e) Have the ability to develop professional relationships as a command representative, consultant or advisor to external advisory and policy boards and councils, research organizations, military educational institutions and educators.
- f) Have the ability to contribute to planning for the development of new products and services to mission area and its customers.
- g) Have the ability to conceptualize research problems, to design studies, to conduct them and to interpret their results and theoretical and practical applications.
- h) Have knowledge of Modeling and Simulation, Test & Evaluation, Instrumentation and Training design, research methodologies and analysis techniques to support those research areas.

**Education:** Bachelor's degree in operations research/systems management, engineering or closely related field. Level III requires a Master's Degree.

Scientist, Research							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BS/BA	5	1	3		N/A	N/A
Level II	BS/BA	10	6	8		N/A	N/A
Level III	MS/MA	15	13		N/A	N/A	N/A

### Specialist, Human Factors

**General Requirements:** Conduct independent project work in application of human factors, ergonomics, and training principles to training equipment and simulator design.

**Functional Responsibilities:** Perform human factors or ergonomic engineering.

**Education:** Bachelor in Engineering or a Ph.D. in Psychology.

Specialist, Human Factors							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Engineering Degree	BS	5	1	3		N/A	N/A
Psychology Degree	PhD	5		N/A	N/A	N/A	N/A

### Specialist, Quality Assurance

**General Requirements:** Performs administrative or technical functions related to the planning, management and execution of quality assurance programs and inspection of systems

**Functional Responsibilities:** Perform administrative or technical functions related to the planning, management and execution of quality assurance programs and inspection of systems. Prepare and execute inspection techniques for electronic equipment techniques, defect classification, and standards of workmanship

**Education:** Bachelor's Degree.

Specialist, Quality Assurance							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Specialist, Quality Assurance	BS	5	1	3		N/A	N/A

## Specialist, Telecommunications

**General Requirements:** Have an understanding of and experience in the telecommunication system engineering and integration process, including architectural design and configuration management throughout the complete life cycle of system development, especially with respect to system integration and interfacing of products provided by numerous vendors. Understand the program management requirements of the effort with a diversified knowledge of telecommunication engineering principles and application of standard practices to include analyzing equipment, software, interfaces and hardware/ software requirements of communications network systems. Have knowledge of advanced techniques and the modification or extension of theories, precepts and empirical input to site surveys, system engineering plans, installation plans, engineering trade-off, cost performance analyses, risk assessment and design optimization. Have five years' experience in voice, data and video analog/digital telecommunication network systems/equipment, fiber optic cable, switching systems, network management systems and network testing.

### Functional Responsibilities:

- Performs a variety of different actions, activities, studies and analyses in support of assigned telecommunication/data network systems, projects and programs.
- Plans and coordinates the activities of personnel involved in systems engineering and integration of telecommunication/data network systems.
- Provides recommendations for resolution of telecommunication/data network technical issues.
- Reviews and makes recommendations to the government TOR regarding the efforts of the telecommunication/data network project team to ensure consistency with cost, schedule and performance requirements.
- Develops telecommunication/data network programs based upon a comprehensive analysis of the project requirements.
- Analyzes the results of various telecommunication/data network program/project reviews to help develop correct approaches to ensure program milestones are met.
- Ascertain the status of telecommunication/data network projects as well as difficulties encountered and recommends solutions through the analysis of periodic reports and contact with team members.

**Education:** Bachelor's in Engineering, Science, Mathematics or a Business-related discipline. Experience substitution must be experience as a telecommunication designer/developer and /or telecommunication manager/subject matter expert.

Specialist, Telecommunications							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Specialist, Telecommunications	BS/BA	10	6	8		18	20

## Specialist, Test

**General Requirements:** Experience in performing administrative or technical functions related to the planning, management and execution of test programs. Be knowledgeable and experienced in the development and review of test plans, procedures, test support requirements, test scenarios, test data, test support equipment and software test databases. Have the ability to design and execute data collection procedures and to assist in the reduction and

analysis of test data. Be knowledgeable of software test methodologies, software quality assurance and software configuration management techniques.

**Functional Responsibilities:**

- a) Test plan, Test Procedure, and TEMP generation and review.
- b) Plan, manage and execute test and evaluation programs, to include risk assessment, resource management, failure/TIR tracking, and conduct/monitor FRACAS/FEMCA programs.
- c) Conduct RAM analyses and establish verification techniques and programs (i.e., definition of RAM testing, confidence intervals, etc.)
- d) Conduct/generate system/subsystem/item requirements, traceability matrix (measures of performance, measure of effectiveness), and verification traceability, and configuration management to these
- e) Conduct design of experiments, analysis of variance, operational research, and various statistical analyses to support hypothesis testing and requirements verification.

**Education:** Bachelor's degree.

Specialist, Test							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Specialist, Test	BS/BA	5	1	3		8	10

**Specialist, Weapons Systems**

**General Requirements:** Experience in particular specialty field such as:

- a) Missile performance
- b) Trajectory analyses
- c) Ballistics
- d) Vehicle (Wheel & track) performance
- e) Artillery Performance
- f) Gun Performance
- g) Command & Control
- h) Radar
- i) Communications
- j) Fire controls
- k) Munitions

**Functional Responsibilities:**

- a) Supports the design, integration, testing, and engineering evaluation of proposed military training devices.
- b) Performs functional analysis of design requirements
- c) Completes technical evaluations of alternatives supported by trade studies and other decision-making techniques
- d) Prepares engineering reports detailing the advantages and disadvantageous of alternatives.

**Education:** Bachelor's degree in Engineering or other related technical degree.

Specialist, Weapons Systems							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Specialist, Weapons Systems	BS/BA	5	1	3		8	10

## Writer, Technical \*\*

**General Requirements:** Experience in the preparation and review of technical information in written or illustrated form under Government contracts or subcontracts. Be familiar with Government procurement processes, budget cycles, as well as computer and training device terminology.

### Functional Responsibilities:

- a) Reviews, writes and edits technical reports, articles, manuals, or specifications.
- b) Observes tests and experiments and interpret diagrams, schematics and other written documentation.

### Education:

- a) Bachelor's degree
- b) Substitution experience must include sixty (60) semester hours in a related scientific, technical or social science field with related experience.

Writer, Technical							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	60 Hrs Credit
Writer, Technical	BS/BA	3	0	0		1	2

## Writer/Editor, Technical

**General Requirements:** Demonstrated skills in technical writing, reviewing and/or editing of technical documentation in business, government, or industry. Technical Writer-Editor experience for each labor category level shown in Table (below) must be related to developing, editing, and producing technical and graphic documentation for engineering or technology systems that are incidental to but support of PES primary disciplines of electrical, chemical and/or mechanical engineering. Must have a thorough understanding of computer processing, including commonly used information technology and engineer terminology and must possess good organizational skills. Requires a sound foundation in grammar, punctuation and use of the English language as well as composing, editing, and formatting using personal computers. Capable of typing technical narrative and data and transcribing audio to written text. Transforms technical information into clear, readable documents. Requires progressive knowledge of technical writing, production of reports or documents and a good understanding of applicable Government and/or industry standards.

### Functional Responsibility:

- a) Duties include writing, editing, and graphics presentation of engineering and management information for both technical and non-technical personnel.
- b) Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.
- c) Collects and organizes information and prepares, in clear and concise language, technical documents such as functional descriptions, procedure manuals, service manuals, special reports, training materials, installation guides, system specifications, brochures, bulletins, slide/sound/movie presentations and related technical publications concerned with the design, test, production, installation, operation, and maintenance of electronic, electrical, mechanical, chemical and other equipment.
- d) Acquires or verifies knowledge of subject by interviewing workers engaged in developing new products and services or in making improvements, observing methods of production, referring to blueprints, schematics, engineering drawings, trade and engineering journals, manuals, or similar publications.
- e) Revises text and recommends changes in scope, format, and content to ensure conformance with established standards.
- f) Performs final quality assurance on all materials.

- g) Responsible for accurate spelling, proper grammar usage, proper format, and proofreading finished documents.

**Education:** An Associates of Arts or Sciences Degree.

<b>Writer/Editor, Technical</b>							
<b>Labor Category Minimum Requirements</b>			<b>Substitutions</b>				
<b>Labor Category</b>	<b>Min Edu</b>	<b>Min Exp</b>	<b>PhD</b>	<b>MA / MS</b>	<b>BA / BS</b>	<b>AD</b>	<b>High School</b>
Level I	AD	4	N/A	0	2		6
Level II	AD	8	0	2	4		10
Level III	AD	12	4	6	8		14

## SINs 541611; 611430; and 611512

### Analyst, Program

**General Requirements:** Performs a variety of analyses and studies to evaluate the effectiveness and efficiency of current and planned programs and operations. Maintains records and prepares reports for management concerning the following: Manpower resources, funding and budget, special study results, trends, problem areas and significant program accomplishments.

**Functional Responsibility:**

- a) Analyze objectives, policies, work operations and progress resource estimates and utilization, intra- and inter-program balances, and other related aspects of operating programs.
- b) Develops alternative or corrective courses of action in terms of effect on programs. Prepares reports for management concerning conclusions and recommendations of studies and analyses.
- c) Provides feedback concerning progress.
- d) Interfaces with Program personnel.
- e) Conducts briefings as necessary.

**Education:** An Associate's degree for Level I and a Bachelor's degree in Business, Financial Management or related disciplines. Substitution experience should be specialized experience, which has demonstrated knowledge of government financial management or systems acquisition.

Analyst, Program							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	AD	3	N/A	0	1		5
Level II	BA	6	2	4		8	N/A

### Analyst, Program, Resource Management

**General Requirements:** Interfaces among programming, budgeting, manpower planning, accounting, productivity and control systems as all levels of the Command. Applies principles of program analysis and evaluation to establish methods for collection and presentation of data.

**Functional Responsibility:**

- a) Identifies and makes recommendations on quantitative data that is not consistent with assigned projects.
- b) Participates in the organization and execution processes, which maximize visibility of ongoing requirements and technologies to ensure effective and efficient leveraging of information and resources are applied among the programs and emerging requirements.
- c) Assists in the development and changes to current and future programs and processes based on horizontal integration analysis and benefits.
- d) Performs program planning and analyses aspects of assigned multi-appropriation budget programs.
- e) Participates and assists in the review and analysis of program data and workload reports and makes recommendations to management where data may have adverse impacts on future resources.
- f) Reviews and compiles data into specific format required by program/project managers, senior staff or higher headquarters.

- g) Provides input to the formulation, integration, consolidation, presentation and justification of programs within the resource management and planning areas i.e. Long Range Research,
- h) Development and Acquisition Plans (LRRDAP), Program Objective Memorandum (POM), and Command Integrated Resource Submit (CIRS).
- i) Organizes activities related to the preparation of the Army POM for all appropriations for the Training and Test Evaluation Mission Areas
- j) Develops and present resource plans to other mission areas for all assigned programs.
- k) Integrates the development of near/mid/long range financial objectives and plans for and the overall Training and Test and Evaluation Mission Area and other mission area responsibilities assigned.
- l) Develops, analyzes, and assesses documentation required for development of Army Modernization Plan (AMP) and CIRS
- m) Provide guidance to supporting Products Managers, divisions and analysts for development of resource plans.
- n) Make formal and informal presentations to command ground and higher echelons at AMC, Department of the Army (DA), Department of Defense (DOD) and other commands as well as private industry contractors.
- o) Maintains a continuous liaison with AMC, Training and Doctrine Command (TRADOC) and other DA organizations for clarification and interpretation of financial management guidelines.

**Education:** Appropriate Degree in Business Administration, Financial Management or related disciplines.

- a) If experience is in ACAT System Programs, experience may be reduced by one (1) year.

<b>Analyst, Program, Resource Management</b>							
<b>Labor Category Minimum Requirements</b>			<b>Substitutions</b>				
<b>Labor Category</b>	<b>Min Edu</b>	<b>Min Exp</b>	<b>PhD</b>	<b>MA / MS</b>	<b>BA / BS</b>	<b>AD</b>	<b>High School</b>
Level I	AD	3	0	0	1		N/A
Level II	BA	5	1	3		N/A	N/A
Level III	MA	6	4		8	N/A	N/A

## **Program Manager**

**General Requirements:** In addition to managing Task Order workflow and working daily with the Government staff, work in concert with the Government Project Manager, Deputy Project Manager and Division Chiefs to ensure all staff support requirements are accomplished. Provide professional services to develop completed programs of work, as required, in a variety of disciplines supplementing the staff functions.

### **Functional Responsibilities:**

- a) Manage all areas of task contract requirements, including cost, schedule and performance. Provide reports as directed within Task Order Statement of Work.
- b) Serve as primary Point of Contact on assigned programs including coordination of related staff actions, i.e., point papers, information papers, etc.
- c) Provide analysis and review of document and operational concepts to include data collection and/or field sampling activities.
- d) Preparation and delivery of research and technical studies, reports and analyses including recommended course of action.
- e) Perform studies and evaluations.
- f) Identification of lessons learned and best practice recommendations.
- g) Identification and development of training programs including the creation and maintenance of related publications.
- h) Development and presentation of technical reports and briefings at select meetings.
- i) Conduct cost/price and similar statistical analyses.
- j) Participate in selected meetings and conference.
- k) Provide coordination and liaison services with other agencies.

- l) Work with other agencies in the definition and refinement of current and future requirements.
- m) Participating in integrated process team (IPT) as required.
- n) Assist in all phases of the planning, programming, budgeting and execution (PPBE) process.
- o) Provide support for contracting activity including SOW preparation, contract modifications, preparation of funding documents and tracking all contracting activity.
- p) Assists with protocol, security, and administrative matters for visitors.
- q) Other administrative support services as required to include security, documentation generation, knowledge management and presentation support.

**Education:** Level I requires a Bachelor’s degree, and Level II a Master’s degree. Relevant experience should be with DoD Program(s).

Program Manager							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Level I	BS/BA	10	6	8		N/A	N/A
Level II	BA/BS	15	11	13		N/A	N/A

### Specialist, Training

**General Requirements:** Serves as a training specialist in conducting job and task analysis. Be knowledgeable of educational theory, principles, and practices, and the ability to conceive, plan, and execute training concepts and conduct training courses prescribed by regulations, standards and procedures.

**Functional Responsibilities:**

- a) Assures the design of test instruments and training materials are technically accurate and functionally within known equipment and facility constraints.
- b) Develops technically and doctrinally sound instructional materials for training programs.
- c) Conducts field and resident training materials/test validation.

**Education:** High School Diploma or GED.

Specialist, Training							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	AD	High School
Specialist, Training	HS / GED	10	0	1	4	7	

### Analyst, Budget

**General Requirements:** Knowledgeable and understanding of governing budgetary policies, precedent setting decisions, procedures, and regulations issued by the department, the parent command, and the employing installation to assure that budget forecasts, estimates, and submissions conform to requirements, guidelines, and financial objectives. Senior levels are knowledgeable of basic legislation, departmental policies, processes, procedures, and regulations, which govern budgeting in the employing agency. Also be aware of the agency’s automated data processing plans, programs, organizational structure and operations.

**Functional Responsibilities:**

**LEVEL I**

- a) Identifies changes in work operations and inventories, recommending appropriated adjustments to the budget (i.e. overhead charges) and the installation’s annual work plan.
- b) Identifies trends in the receipt of revenues (i.e. reimbursements from customers) and commitment of funds which deviate from the annual work plan or budget forecasts.

**LEVEL II**

- a) Identifies, analyzes, and resolves a range of budgetary problems.
- b) Develops alternative methods of funding.
- c) Formulates budget estimates for programs in which objectives, work processes, staffing needs, and funding requirements have changed to the extent that substantial re-budgeting is required each year.
- d) Develops and administers the budget execution plans for industrially funded activities subject to fluctuating revenues and changing demand for services, which necessitate reprogramming actions throughout the fiscal year.

**LEVEL III**

- a) Formulates the multi-year budget for the command on the agency’s computerized data processing operations.
- b) Identifies quantitative budgetary and financial relationships between the command’s overall mission and its financial budget
- c) Applies analytical methods such as cost benefit analysis and decision theory to a variety of budgetary situations.
- d) Uses the agency’s automated data processing equipment to track related program commitments, work processes and accomplishments to budgetary obligations and expenditures, reprogramming actions, and adjustments in budget plans.

**Education:** Degree in Business Administration, Financial Management or related discipline.

- a) Required experience may be decreased by 1 year if that experience is in major systems RDT&E and Procurement programs.

Analyst, Budget							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AD	HS / GED
Level I	BA	3	0	1		5	7
Level II	MA/MS	5	3		7	9	11
Level III	MA/MS	6	4		8	10	12

**Analyst, Cost/Price**

**General Requirements:** Knowledgeable and understanding of cost/price and similar statistical analyses in support of an acquisition, e.g., contractor cost proposals and contractor incurred costs.

**Functional Responsibilities:**

- a) Conducts cost/price analyses consistent with the standards and guidelines set forth in the FAR, DFAR, Agency Acquisition procedures, and internal policies and procedures.
- b) Incorporate agency documents such as DCAA audits and DCAA technical evaluations.
- c) Conducts cost/price and similar statistical analyses in support of an acquisition, e.g., contractor cost proposals and contractor incurred costs.

**Education:** Bachelor’s degree in business, accounting or a business-related discipline.

- a) An advanced degree in Business, accounting, finance or business-related discipline may be substituted for 2 years of experience.

Analyst, Cost/Price							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AD	HS / GED
Level I	BA	3	N/A	1		5	N/A
Level II	BA	7	N/A	5		9	N/A
Level III	BA	10	N/A	8		12	N/A

## Analyst, Marketing

**General Requirements:** Working knowledge of 1) sales, marketing and new business development principles; 2) Working knowledge of PCs, data base applications, Microsoft Word and Excel; 3) knowledge of customer relations software programs. Ability to 1) work independently, meet deadlines and achieve corporate goals; 2) manage multiple tasks simultaneously in a rapidly changing environment; 3) effectively supervise staff including mentoring, performance evaluations, counseling and disciplinary actions; and 4) effectively lead and participate on teams. Excellent written and oral communication and presentation skills; interpersonal skills; judgment and decision-making skills.

### Functional Responsibilities:

- Perform market analysis and develop marketing and pricing strategies based on cost analysis and current economic and competitive conditions.
- Oversee the development of promotional materials.
- Determine seminar locations for accessibility and profitability.
- Oversee hotel contracting and meeting arrangements.
- Participate in and oversee proposal development.
- Organize and participate in trade shows.
- Determine basic marketing and sales philosophy, including policies, objectives, sales quotas and goals.
- Monitor feasibility of sales strategies.
- Ensure company sales and strategy goals are met.

**Education:** Bachelor's degree.

Analyst, Marketing							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AD	HS / GED
Level I	BA	0	N/A	0		3	5
Level II	BA	3	N/A	1		5	7

## Analyst, Military

**General Requirements:** Serve as subject matter expert for the development and production of acquisition products and other support materials as required. Specific knowledge and experience of military concepts, operations, formations, organizations, planning and training functions.

### Functional Responsibilities:

**LEVEL I**

- a) Knowledge of the deployment and employment of military combat, combat support, and/or combat service support systems.
- b) Knowledge of military doctrine and tactics.
- c) Understand the joint planning process.
- d) Broad knowledge of the Military logistics process.
- e) Held various positions as a Staff Officer and in Unit Leadership

**LEVEL II**

- a) Knowledge of the deployment and employment of military combat, combat support, and or combat service support systems.
- b) Knowledge of military doctrine and tactics is required.
- c) Broad understanding of military command relationships at the unified and specified command level and operational force employment.
- d) Broad knowledge of the DoD development & procurement process and of operational testing.
- e) Held various positions as a Staff Officer and Commander

**LEVEL III**

- a) Knowledge in the deployment and employment of military combat, combat support, and or combat service support units.
- b) Knowledge of military doctrine, tactics and procedures, and individual, crew and collective training development and management as required.
- c) Broad understanding of military command relationships and operating procedures at the joint, unified and specified command level and operational force employment.
- d) Broad knowledge of the DoD development & procurement process and of operational testing.

**LEVEL IV**

- a) Assess the development and progress of on-going and planned programs to validated requirements supporting major initiatives.
- b) Assist planning and programming more proactive and less reactive while expanding vision and planning horizons in consonance with validated requirements and user expectations.
- c) Evaluate current programs with emphasis on the ability of those programs to satisfy operational user training and OPTEMPO requirements.
- d) Evaluate fielded programs with emphasis on the cost-effective implementation of targeted technical upgrades for extended life cycle support.
- e) Establish a means to improve communications with to ensure their needs and requirements are being met.
- f) Held various positions as a General Staff Officer or Command at battalion level.

**Education:** Appropriate education as provided in the table below.

Analyst, Military							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	CGSC	HS / GED
Level I	BS / BA	10	N/A	8		N/A	N/A
Level II	BS / BA	16	N/A	14		N/A	N/A
Level III	MS / MA	20	N/A		23		N/A
Level IV	MS / MA	21	N/A		24		N/A

**Analyst, Operations Research**

**General Requirements:** Operations Research Analyst (ORSA) work shares many similarities with other kinds of scientific and analytical work, such as mathematics and mathematical statistics; engineering; budget analysis;

management and program analysis; computer science; computer specialist and economics. ORSA duties involve developing analytical methods as well as adapting and modifying techniques from other scientific, technical and analytical disciplines to solve complex problems. ORSA duties involve either research methods development or assessment or problem-solving techniques. Knowledge of all phases of system design and life cycle acquisition management. Demonstrated experience in organizing, directing and leading technical efforts in analyzing, specifying, developing, fielding or sustaining system requirements, supporting systems acquisition and conducting independent analysis, validation, verification and accreditation. Have specialized operational research experience on systems development.

**Functional Responsibilities:**

- a) Provide advice and insight about probable effects and alternative solutions to problems
- b) Reviews technical products
- c) Conducts technical analyses and trade off studies
- d) Uses mathematical, statistical, econometric or other scientific methods and techniques in analyzing problems of management and technical nature.
- e) Designs experiments to support evaluation of management and technical alternatives.

**Education:** Appropriate degree in operations research, mathematics, probability, statistics, mathematical logic, engineering or related science.

<b>Analyst, Operations Research</b>							
<b>Labor Category Minimum Requirements</b>			<b>Substitutions</b>				
<b>Labor Category</b>	<b>Min Edu</b>	<b>Min Exp</b>	<b>PhD</b>	<b>MA / MS</b>	<b>BA</b>	<b>AA/AS</b>	<b>HS / GED</b>
Level I	BS / BA	6	2	4		N/A	N/A
Level II	MS	8	6		10	N/A	N/A
Level III	PhD	10		12	N/A	N/A	N/A

**Analyst, Training**

**General Requirements:** Demonstrated experience in training analysis and design from an overall system through subsystem to lesson specification. Experience in training analysis and instructional system design.

**Functional Responsibilities:**

**LEVEL I**

- a) Generates training documentation throughout the training acquisition process.
- b) Reviews training documentation and analyzes the training collective/individual tasks to identify those tasks applicable to program baseline requirements.
- c) Reviews training task listings to validate baseline requirements.
- d) Supports project engineers to ensure that engineering solutions and training requirements are compatible.
- e) Reviews developmental designs provided by contractors to ensure training requirements integrity is maintained.
- f) Supports project logisticians to ensure operator/maintainer training sufficiency is attained.
- g) Reviews technology insertion documentation and makes recommendations based upon program training objectives.

**LEVEL II**

- a) Provides training requirements analysis throughout the training acquisition process
- b) Directs/performs media selection analysis and contributes to the full training system design process beginning with a front-end analysis.

- c) Directs/reviews training documentation and analyzes the training collective /individual tasks to identify those tasks applicable to program baseline requirements.
- d) Oversees review of interim training task listings to ensure baseline requirements are valid.
- e) Supports project engineers to ensure that engineering solutions and training requirements are compatible.
- f) Reviews developmental designs to ensure training requirements integrity is maintained
- g) Supports project logisticians to ensure operator/maintainer training sufficiency is attained
- h) Reviews technology insertion documentation and makes recommendations based on program training objects.

**LEVEL III**

- a) Provides direction and oversight of the overall training requirements analysis throughout the training acquisition process.
- b) Sets the standard for training documentation review and analysis of the training collective /individual tasks to ensure that those tasks applicable to program baseline requirements are identified.
- c) Directs review of interim training task listings to ensure baseline requirements are valid.
- d) Coordinates training analysis support to engineers to ensure that engineering solutions and training requirements are compatible.
- e) Reviews the analysis of developmental designs to ensure training requirements integrity is maintained.
- f) Coordinates training analysis support to project logisticians to ensure operator/maintainer training sufficiency is attained.
- g) Reviews the recommendations in training analysis of all technology insertion documentation recommendations.

**Education:** Appropriate degree in Education, Psychology, Business, Science or Instructional Technology.

Analyst, Training							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Level I	BS / BA	2	N/A	0		4	6
Level II	BS / BA	4	0	2		6	8
Level III	BS / BA	8	6		12	N/A	N/A

**Assistant, Budget**

**General Requirements:** Demonstrated experience in public or private sector business/financial management, technical analysis, or logistic support analysis. Knowledge of budgetary procedures and regulations to process requests for obligations, expenditures, and allotments of funds and to process transfers and reimbursements of funds. Knowledge of assigned account, object class, and line item codes to assure appropriate identification and verify that sufficient funds are available to cover purchase requests, work orders, and to register changes in availability of funds. Knowledge of budgetary documents, reports, and records to recognize and process adjustments to accounts reflecting net gains or losses to accounts. Knowledge of local and higher echelon budget procedures, forms, formats, documents, reports, and related requirements, including the structures of appropriation accounts, object classes, and line items of the organization’s program and administrative budget and the structure of the employing organization’s administrative and program budget accounts.

**Functional Responsibilities:**

- a) Prepare budget formulation by inputting and updating budget submissions.
- b) Process requests for obligations, expenditures, and allotments of funds and shall process transfers and reimbursements of funds. Assures sufficient funds are available to cover purchase requests, work orders, and shall register any changes in availability of funds.
- c) Processes adjustments to accounts reflecting net gains or losses to accounts.

- d) Estimates travel costs and advances and determines appropriate fiscal data. Reviews travel documents, issues travel orders numbers, certifies and assigns/records appropriate fund citations, and maintains logs and files pertaining to expenditures on accounting classifications.
- e) Prepare forms, formats, documents, reports, and related budget requirements to assist in compiling and organizing of annual budget requests for command.
- f) Identifies and crosschecks the agreement, accuracy, and completeness of budget estimates submitted by organizational components.
- g) Adjust records in accordance with changes in funding level in approved annual budgets.

**Education:** Appropriate degree in Business Administration or Financial Management related disciplines from an accredited college or university.

- a) Substitution experience must be in the public or private sector business/financial management, technical analysis, or logistic support.

Assistant, Budget							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Level I	AA/AS	1	N/A	N/A	0		4
Level II	BS / BA	2	0	0		4	6

**Assistant, Marketing**

**General Requirements:** Demonstrated experience working with government and E-learning and knowledgeable of federal and state procurement methods. Ability to work independently, meet deadlines and achieve corporate goals, manage multiple tasks simultaneously in a rapidly changing environment, and communicate effectively. Good interpersonal skills and good judgement and decision-making skills.

**Functional Responsibilities:**

- a) Assist in planning and executing GOVT conferences, exhibits, and symposiums.
- b) Track development of promotional materials.
- c) Research conference, exhibits and symposiums for accessibility and profitability.
- d) Oversee hotel contracting and meeting arrangements.
- e) Participate in exhibits, and conferences.
- f) Packs pallets to be shipped to trade show.

**Education:** High School or GED. No experience required.

Assistant, Marketing							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Assistant, Marketing	HS / GED	0	N/A	N/A	0	0	

**Clerical/ADP/Administrative and Word Processing \*\***

**General Requirements:** Experience and demonstrated ability in the use of word processing and computer input/keyboard ADP equipment. Working knowledge of Microsoft Office 97, especially Word and Excel.

**Functional Responsibilities:**

- a) Performs technical office administrative tasks
- b) Types technical work statements/specifications

**Education:** High School or GED. No experience required.

Clerical/ADP/Administrative and Word Processing							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Clerical/ADP/WP	HS / GED	0	N/A	N/A	0	0	

**Clerk, Office Automation \*\***

**General Requirements:** Experience and demonstrated ability in the use of word processing, spreadsheet and database software and computer input/keyboard ADP equipment.

**Functional Responsibilities:**

- a) Provides office automation, typing, and clerical support of the organization assigned.
- b) Operates an electronic typewriter, word processor, computer terminal or similar automated system to prepare a variety of material (e.g., correspondence, reports, messages, and other documents) requiring accuracy in spelling and grammar.
- c) Assures the propriety of formats, spacing, arrangements, and preparation of typed material, in final form as prescribed by established correspondence guides and style manuals.
- d) Uses office automation software, including word processing and related equipment (e.g., printers, modems), to produce a wide range of documents that often require complex formats, such as graphics or tables within text, to edit and reformat electronic drafts, and to update or revise existing databases or spreadsheets.
- e) Performs varied and advanced functions of one software type or varied functions of more than one software type. Advanced functions include performing extensive editing functions resulting from substantial revisions of drafts; precise alignment of multiple columns, importation of graphics or special symbols, creating of glossaries, or automatic generation of indexes and tables of contents.
- f) Transmits and receives documents and messages electronically using a workstation that is networked or linked to other computers.
- g) Provides general clerical office support. Receives visitors and telephone calls and refers them to the proper person or furnishes information requested.
- h) Routes, controls, and distributes mail and other office communication in accordance with established procedures.
- i) Maintains a variety of office files, records, and suspense's and makes appropriate disposition. Compiles data for reports, charts, or records by extracting data from documents and posting to worksheets or other records. Verifies accuracy of computation and computes quantities such as totals, subtotals, percentages and averages.

**Education:** High School or GED. No experience required.

Clerk, Office Automation							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Clerk, Automation	HS / GED	0	N/A	N/A	0	0	

## **Coordinator, Product/Program/Project**

**General Requirements:** Knowledge of acquisition and life cycle management policies, procedures, and practices. Knowledge of management concepts, principles, methods, practices, analytical analysis, and processes. A broad technical background and experience in various functions such as; a full and in-depth understanding of procedures and authorization and appropriation processes, and a strong management background. Knowledge of the full range of principles, concepts, and methodology associated with project management to include planning and completing assigned workload. Knowledge of the policies and procedures of the functional and administrative areas such as finance and accounting, budget, legal, and information management to coordinate and resolve questions/problems. Knowledge of program planning and budgeting cycles. Ability to execute projects and/or studies within established financial and time constraints. Ability to interpret and apply rules, regulations, and procedures. Knowledge of acquisition, development, fielding and life cycle systems support. Knowledge of the DOD Planning, Programming Budgeting and Execution System (PPBES) and its relationship to systems acquisition/program management activities. Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program/product/service(s) and the organizations studied or served, and related customers, functions, resources, and users. Ability to stratify resources against approved programs and services to analyze impacts on programs and services; and to forecast long term funding requirements. Ability to plan and execute complex, multi-faceted projects within established financial and time constraints. Ability to organize and lead special (study/project) teams and task forces with members from different organizations and commands.

### **Functional Responsibilities:**

#### **LEVEL I and LEVEL II**

- a) Reviews and makes recommendations regarding the efforts of the project team so that the proposed efforts are consistent with program cost, schedule, and performance requirements.
- b) Make recommendations for the resolution of divergent viewpoints.
- c) Provides input regarding critical program decisions.
- d) Establishes processes and procedures to facilitate program management and administration.
- e) Reviews products requested for quality and timeliness, and assess results in terms of schedule, cost and risk involved.
- f) Ascertains the status of projects, identifies difficulties being encountered, and recommends solutions.
- g) Reviews periodic reports to maintain current status of projects.
- h) Documents the results from program reviews to assist in identifying program cost, schedule and performance risks.
- i) Assists management to develop an approach to ensure program milestones are met.
- j) Provides information and data to respond to ad hoc requests from Government personnel.
- k) Develops financial plans including supporting documentation.
- l) Reviews program documentation to support acquisition strategies and plans, statements of work, and system operational performance requirements documents.

#### **LEVEL III and LEVEL IV**

- a) Performs a variety of different actions and activities in support of each assigned system, project, or program. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and team activities. Includes areas of administration, program control, and technical supervision of personnel involved in systems engineering, integration, in support of assigned tasks.
- b) Plans and coordinates the activities of administration, program control and technical supervision of personnel involved in systems engineering integration support efforts.
- c) Interfaces with the Government's Contracting Officer's Representative (COR) and Technical Oversight Representative (TOR).
- d) Provides direction for contractor operations and ensures compliance with all management policies, plans, and procedures.
- e) Provides recommendations for resolution of technical problems.
- f) Reviews and makes recommendations to the Government TOR regarding the efforts of the Project Team so that the proposed efforts are consistent with cost, schedule, and the performance requirements.

- g) Make recommendations for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order.
- h) Establishes processes and procedures to facilitate the program management and task accomplishment.
- i) Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved.
- j) Develops program(s) based upon a comprehensive analysis of the requirements.
- k) Facilitates program requirements definition and translates requirements into discreet, attainable objectives, scheduled to coincide with expected fielding dates. Applies a working knowledge of the functional areas.
- l) Analyzes the results for program reviews to help develop the correct approach to ensure program milestones are met.
- m) Ascertain the status of projects, difficulties encountered and recommends solutions through the analysis of periodic reports and contact with team members.

**Education:** Appropriate degree should include introductory courses in accounting, business, and management.

Coordinator						
Labor Category Minimum Requirements			Substitutions			
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA / BS	DAWIA Level II
Level I	BA / BS	5	1	3		
Level II	MA/MS	6	2		10	
Level III	MA/MS	8	4		12	
Level IV	MA/MS	10	6		14	

### Liaison Analyst

**General Requirements:** Provides Subject Matter Experts (SME) with expertise in the development, execution, evaluation, management, funding, and oversight of requirements, concept development, strategic initiative support and other functional areas as directed in support of program goals and tasks as assigned.

**Functional Responsibilities:**

- a) Provide technical expertise in evaluation initiatives to include new requirement, new system architectures, and impacts on existing architectures of warfighting innovations.
- b) Assist in the development, analysis and production of required documents to plan, conduct, report and analyze experiments and demonstrations.
- c) Assessment of existing roles/missions/capabilities.
- d) Evaluation of future roles/missions/capabilities.
- e) Development / review of systems in support of service CONOPS.
- f) Assist in the development of operational plans integrating legacy and future weapon system.
- g) Supplemental expertise for various staffs in planning, development, execution, participation, and assessment of major government operations

**Education:** Bachelor's degree.

Liaison Analyst							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Liaison Analyst	BS/BA	5	N/A	N/A		10	15

## Specialist, Contract

**General Requirements:** Demonstrated contracting experience in the corporate or government environment - corporate experience must have been related to government contracting. Capable of performing as a contract specialist with responsibility for all assigned contractual actions from program inception through contract closeout. Knowledgeable of a variety of contracts, contract variations and their uses, with knowledge of commercial business and industrial practices, Knowledgeable of a diverse range of disciplines such as those performed by project leaders, engineers, logisticians, price analysts, legal counsel and financial specialists. Capable of interpreting regulatory and legal requirements with knowledge of Federal contracts and local contract procurement methodologies, procedures, regulations and instructions applicable to the acquisition of highly sophisticated training equipment. Skilled in meeting and dealing effectively with contractor and government personnel at all levels

### **Functional Responsibilities:**

- a) Negotiates contracts dealing with new procurement acquisitions and with equitable adjustments
- b) Reviews procurement requests in the early phases of contracting; prepares determination and findings
- c) Prepares business clearance memorandums
- d) Analyses pre-production costs, direct labor hours, overhead rates, proposed bills of materials, and estimated profits for determining reasonableness
- e) Selects appropriate contract types
- f) Chairs pre-negotiation meetings
- g) Conducts negotiation conferences
- h) Administers contracts from award through the point of contract close-out or termination
- i) Evaluates contractors' compliance with contract clause-terms and conditions, price and delivery readjustments

**Education:** Levels II and III require a Bachelor's degree. HS/GED includes requirement of 24 credit hours in Business- or Business-related discipline as required for Level I.

Specialist, Contract							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Level I	HS / GED	3	N/A	N/A	0	1	
Level II	BA/BS	7	N/A	5		9	11
Level III	BA/BS	10	N/A	8		12	14

## Subject Matter Expert

**General Requirements:** Demonstrated expertise in chosen field or endeavor. Knowledge of principles and the application of those principles with the ability to assess a variety of content and make recommendations for program improvements. Ability to work on a team of technical experts and to present findings at meetings, conferences, and/or working groups.

### **Functional Responsibilities:**

- a) Assess a variety of program related content and make recommendations for improvements.
- b) Troubleshoot program findings and recommend performance-based solutions.
- c) Present information at meetings, conferences, and/or working groups.
- d) Walk individuals through problems associated with the task to provide an understanding of the cause and program affects.
- e) Provide task analysis and findings.
- f) Develop information concerning of all facets of the program assessment and recommend solutions.

**Education:** Appropriate education as provided in the table below.

- a) Substitution experience must be relevant to the task requirements.

Subject Matter Expert							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Level I	BA/BS	3	N/A	N/A		5	7
Level II	BA/BS	5	N/A	3		7	9
Level III	BA/BS	7	N/A	5		9	11
Level IV	MS	10	6		12	15	17

**Trainer**

**General Requirements:** Performing training analysis, developing programs of instruction including lesson plans, and conducting training in support of the Government. Responsible for assisting in developing training documentation and conducting all training for supported program. Level III develop performance standards and plans the work to be accomplished, setting and adjusting short-term priorities, and prepares schedules for completion of work. Assigns work based on priorities, and evaluates work performance, and providing advice, counsel, or instructions to employees on both work and administrative matters. Identify developmental and training needs of employees, providing or arranging for needed development and training.

**Functional Responsibilities:**

- a) Provide technical, administrative, and operational support to the training section leadership.
- b) Prepare training documentation to meet requirements of new Training Support Packages (TSP).
- c) Coordinate development, review and approval of training support packages.
- d) Prepare and maintain system training lesson plans and training support materials.
- e) Present training as scheduled.
- f) Support training courses at home station, training centers, and as part of mobile training teams / new equipment training teams, as directed.
- g) Design, develop, maintain and update Training Support Packages in accordance with Government standards.

**Education:** Bachelor’s degree. Substitution experience must be relevant to the task requirements.

Trainer							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Level I	BA/BS	0	N/A	N/A		2	5
Level II	BA/BS	5	1	3		7	10
Level III	BA/BS	10	6	8		12	15

**Analyst, Resources System**

**General Requirements:**

- a) Serves a specialist responsible for automating, planning, coordinating, and compiling complex resource management information in terms of financial, labor, and project data related to budgeting, reporting,

- procurement, financial management, auditing, ADP, and account procedures and concepts.
- b) Trains personnel in the automated resources systems and conducts system changes in automated resources systems and conducts system testing.
  - c) Manages and maintains all data process in the accounting, payroll, and project management systems, performs local record keeping and provides customer services for payroll, time keeping, accounting, and project data management.
  - d) Plans and coordinates the development, summarization, and substantiation of complex resources data affecting numerous business processes.
  - e) Coordinates the interrelated processing of the financial and project transactions with serviced activities ensuring a smooth flow of input through the standard systems.

**Functional Responsibilities:**

- a) Trains personnel in the automated resources systems and conducts system changes in automated resources systems and conducts system testing.
- b) Maintains data process and project management systems, performs local record keeping and provides customer services for accounting, and project data management.
- c) Plans and coordinates the development, summarization, and substantiation of complex resources data affecting business processes.
- d) Coordinates the interrelated processing of the financial and project transactions with serviced activities ensuring a smooth flow of input through the system.

**Education:** Bachelor’s degree in Business Administration or Financial Management related disciplines.

<b>Analyst, Resource Systems</b>							
<b>Labor Category Minimum Requirements</b>			<b>Substitutions</b>				
<b>Labor Category</b>	<b>Min Edu</b>	<b>Min Exp</b>	<b>PhD</b>	<b>MA / MS</b>	<b>BA</b>	<b>AA/AS</b>	<b>HS / GED</b>
Level I	BA/BS	6	2	4		8	N/A

**SINs 541614; 541614SVC; 561210FS; and 611430**

**Clerk, Procurement \*\***

**General Requirements:** Demonstrated skills of a qualified typist with knowledge of computer terminals and office automation equipment.

**Functional Responsibilities:**

- a) Types a variety of materials involving contractual terminology from rough notes or brief verbal instructions.
- b) Receives and expedites requests from information made by contractors, or government personnel.
- c) Answers inquiries and ensures that all documentation on contract modifications and other actions adhere strictly to the policies and regulations governing the release of information.
- d) Performs a variety of administration functions such as filing, preparing overtime requests, travel orders, and vouchers.
- e) Prepares reports on a variety of program matters.
- f) Provides instruction and assistance to other clerical personnel assigned on a temporary or continuing basis.
- g) Uses word processing software and printing equipment to create, copy and edit material.

**Education:** High school or GED.

Clerk, Procurement							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA / MS	BA	AA/AS	HS / GED
Clerk, Procurement	HS/GED	2	N/A	N/A	0	1	

**Administrator, Property \*\***

**General Requirements:** Installation property experience providing knowledge and understanding of administrative, professional, analytical, or other work related to general business and/or industrial practices; and which has demonstrated supervisory experience and ability to maintain working relationships with all federal agencies and/or government contractors. Experience may have been gained in purchasing, production, accounting, legal, financing, merchandising, industrial planning, engineering, inventory control, quality control, data collections, inspections of material or similar activities. Demonstrated experience that provided knowledge of installation property administration or industrial operations and practices related to control of property, ability to monitor and evaluate contractor's property control system. Knowledge of contract provisions and Government Procurement Program including the ability to interpret contract clauses and Government Procurement regulations.

**Functional Responsibilities:**

- a) Maintain Primary Hand Receipt Holder (PHRH).
- b) Prepare PHRH inventory on a cycle basis, which will provide a semi-annual update, and annual inventory ensuring that a 100% physical inventory of all equipment is performed within the year.
- c) Ensure discrepancies are resolved and reconciled in a timely manner.
- d) Accomplish quarterly physical inventories of equipment.
- e) Accomplish technical research on all incoming equipment to provide required supply/procurement information, supply codes.
- f) Document acquisition information including: source, cost, date equipment put into service, warranty information.
- g) Maintain non-expendable Document Register and accountable Document files.

- h) Manage equipment ensuring transactions are posted in a timely and accurate manner.
- i) Manage excess equipment and accomplish documentation and movement of equipment.
- j) Ensure Bar Codes are affixed to all equipment.

**Education:** High School or GED and completed a military technical school for a Supply field Military Occupational Specialty (MOS), or equivalent government or trade school.

Administrator, Property							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	MA/MS	BA	AA/AS	HS / GED	MOS School
Level I **	HS/GED + MOS	3	N/A	0	1		
Level II **	HS/GED + MOS	5	N/A	1	3		
Level III **	HS/GED + MOS	7	N/A	3	5		

### Analyst, Procurement

**General Requirements:** Demonstrated knowledge of variety of contracts, contract variations and their uses. Knowledgeable of commercial business and industrial practices, with knowledge of a diverse range of disciplines such as those performed by managers, engineers, logisticians, price analysts, legal counsel and financial specialists.

**Functional Responsibilities:**

- a) Researches policy issues in law, regulation and precedent.
- b) Prepares, updates, and presents training courses to government personnel on relevant laws and regulations, as they pertain to procurement.
- c) Undertakes all of the administrative requirements necessary to support conferences, working groups, and similar meetings.
- d) Conducts surveys, reviews and studies directly related to contracting.
- e) Compiles data to assist in preparing briefings, meeting routine reporting requirements and preparing responses to outside inquiries.
- f) Performs data input, contract reporting, document control, preparation of contract files, file maintenance and administrative effort related to Freedom of Information Act requests.
- g) Evaluates various elements of management information systems available from government and commercial resources, including those currently being utilized.
- h) Recommends the most effective most effective management information system tools for the purpose of tracking workload, procurement milestones and other data required for management and reporting.
- i) Implements recommended management information system tools.
- j) Develops routine applications such as spreadsheets, milestone reports and databases.
- k) Interprets regulatory and legal requirements applicable to the acquisition.
- l) Deals with contractor and government personnel at all levels.

**Education:** Bachelor's degree in business or a business-related discipline.

Analyst, Procurement							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA	BA/BS	AA/AS	HS / GED
Analyst, Procurement	BA/BS	10	6	8		12	N/A

## Assistant, Logistics

**General Requirements:** Knowledgeable with federal agency regulations, standards, and procedures as pertains to logistics. Familiar with the logistics functions and milestones in the federal acquisition process. Ability to assist Logistics Management Specialists in the performance of their missions.

### Functional Responsibilities:

- a) Prepares Integrated Logistics Support Plans (ILSP) and Materiel Fielding Plans (MFP).
- b) Prepares and review logistics program schedules and other program management schedules
- c) Reviews and recommends changes to life cycle contractor support (LCCS) work statements

**Education:** Bachelor's degree in Engineering, Science, Mathematics, or a Business-related discipline.

Assistant, Logistics							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA	BA/BS	AA/AS	HS / GED
Assistant, Logistics	BA/BS	5	1	3		9	N/A

## Specialist, Configuration Management/Data Management

**General Requirements:** Working knowledge of agency acquisition policies and processes. Working knowledge of contract data requirements list (CDRL), data item descriptions (DID), and proper forms preparation. Demonstrated ability to work cooperatively as a member of a team.

### Functional Responsibilities:

- a) Serves as an advisor to IPTs in the determination of requirements for deliverable data.
- b) Provides advice and consultation to engineers, staff and management on application data management policies.
- c) Conducts analyses of procurement documents to ensure consistency between the Statement of Work (SOW), contract data requirements list (CDRL) and the Data Item Description (DID).
- d) Prepares and approves CDRLs ensuring compliance with higher level directives and policy.
- e) Assigns and maintains logs of SOW, specification, Contract Change Proposal and Engineering Change Proposal numbers.

**Education:** High school diploma plus completion of 24 credit hours in business or a business-related discipline.

Specialist, Configuration Management/Data Management (CM/DM)							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MA	BA	AA/AS	HS / GED
Specialist CM/DM	HS/GED	2	N/A	N/A	0	1	

## Engineer, Logistics

**General Requirements:** Experience in engineering logistics as it relates to: concept, requirements analysis, trade studies, design, rapid prototyping, manufacturing processes, systems engineering and integration, production engineering, industrial and project management, system maintenance, quality assurance, test and evaluation, software development/integration, field engineering, and logistics. Additional experience includes the application of

automated design tools to create and model system designs and processes, development of models, conduct of simulations, and performance of hardware/software assessments. General experience includes knowledge and application of engineering tools/techniques throughout the life cycle, and skills in interfacing software with imbedded and non-imbedded hardware systems.

**Functional Responsibilities:**

- a) Performs professional work in research, development, design, testing, analysis, production, construction, maintenance, operation, planning, estimating, or standardization of facilities, systems, structures, processes, equipment, devices, or materials, requiring knowledge of the art and science of engineering.
- b) Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance.
- c) Analyzes/develops system requirements; develops specifications, solutions and alternatives as part of engineering studies; and assesses risks and costs to satisfy those requirements.
- d) Formulates preliminary designs, performs tests, takes measurements, or performing system analyses of simulations.
- e) Applies reverse engineering and reengineering disciplines to develop production planning and manufacturing documents.
- f) Develops block diagrams and logic flow charts and translates detailed design into prototype or pre-production hardware/software.
- g) Prepares schematics, layouts, and diagrams; develops design solutions, and prepares relevant procurement and design documentation.
- h) Implements performance and technical standards and conducts appropriate tests to assess, debug and validate system performance.

**Education:** BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related scientific or technical discipline. Substitution experience must include experience in engineering applications/techniques such as manufacturing methods, production management, metallurgy, material science, computer-aided design and drafting, modeling and computer simulation may be substituted for degree requirements.

Engineer, Logistics							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Level I	BA/BA	1	N/A	0		N/A	N/A
Level II	BA/BA	4	0	2		N/A	N/A
Level III	BA/BA	6	2	4		N/A	N/A
Level IV	BA/BA	8	4	6		N/A	N/A
Level V	BA/BA	10	6	8		N/A	N/A

**Logistician**

**General Requirements:** Demonstrated ability to develop, test and deliver configuration and logistics management support services designed to provide clients with logistics technology to ensure effective and economical support for production and servicing products, systems, or equipment. Experience for each logistician level must be related to the elements of logistics support. Must be knowledgeable in the analysis of government logistics requirements, including familiarity with government logistics systems, capabilities, and processes. Should have experience with major systems and equipment and all aspects of integrated logistics support (ILS) elements and related planning, analysis, and management. Must be capable of assessing system and equipment impact of ILS elements.

**Functional Responsibilities:**

- a) Provides direct interface with customer technical and management personnel for development of ILS program strategies and associated planning, business process review and improvement, the assessment of alternative logistic concepts, the investigation and resolution of emergent logistic supportability problems, and life cycle costing and economic business case analysis.
- b) Provides expertise to specify requirements for the development of ILS management plans to support acquisition and life cycle support requirements planning.
- c) Provides guidance for the development of interactive electronic technical manuals and distance learning methodologies.
- d) Conducts analysis, planning and detailed design of logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles.
- e) Performs human factor analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, and training tasks.
- f) Provides assistance in the areas of logistics support; ILS; logistics program planning; concept development; logistics program management and execution; logistics requirements analyses, documentation development and reporting; provisioning, supply support, and inventory control; logistics automated information systems and analysis tools; maintenance concepts and requirements analyses; technical manual development and training.

**Education:** BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related scientific

Logistician							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Level I	BS/BA	1	N/A	0		N/A	N/A
Level II	BS/BA	4	0	2		N/A	N/A
Level III	BS/BA	6	2	4		N/A	N/A
Level IV	BS/BA	8	4	6		N/A	N/A
Level V	BS/BA	10	6	8		N/A	N/A

## Manager, Logistics

**General Requirements:** Progressive experience which includes: managing, directing, and implementing engineering and technology projects, demonstrated ability to provide guidance and technical direction for projects, proven expertise in program/project management, manufacturing, purchasing, management/ control of funds and resources, contracts, testing, and business. Experience for each logistics manager level must be related to planning, concept development and requirements analysis, design engineering, test and evaluation, acquisition and life cycle management. Must possess extensive knowledge of technical and management concepts, procedures and practices. General experience includes increasing responsibilities in: systems design and management; management of diverse functional activities and technical/support personnel; managing complex, multi-task commercial and government contracts; and allocation/prioritization of resources.

### **Functional Responsibilities:**

- a) Serves as the contractor's single contract manager, and shall be the contractor's authorized technical interface with the Government Contracting Officer (CO), Contracting Officer's Representatives (CORs), government management personnel, and customer agency representatives.
- b) Directs all phases of programs/projects from inception through completion.
- c) Coordinates the preparation of project plans, milestones, and operating budgets; development of project approaches/concepts; and obtaining proper resources within and across organizational boundaries.
- d) Reviews and evaluates work of staff, provides task oversight and prepares periodic performance reports.
- e) Acts as primary customer contact for task activities, leading task review sessions with customer to discuss cost, schedule, and technical performance.

- f) Evaluates requirements, establishes task approach, organizes personnel resources, and directs engineering efforts for services or system/equipment research, development, integration, test, and sustainment.
- g) Establishes milestones and monitors adherence to master plans and schedules. Identifies program problems and obtains solutions.
- h) Directs the work of technical, logistics, engineering, and support personnel assigned to the task and is responsible for overall task performance, product quality and timeliness of efforts.

**Education:** BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related management or technical discipline. Specific experience in program/project management, corporate management, or consulting.

Manager, Logistics							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Level I	BS/BA	12	N/A	10		N/A	N/A
Level II	BS/BA	14	10	12		N/A	N/A
Level III	BS/BA	17	13	15		N/A	N/A
Level IV	BS/BA	20	16	18		N/A	N/A

### Planner, Logistics

**General Requirements:** Capable of thinking at the strategic level and thinking through impacts in volatile, uncertain, complex and ambiguous environments. Capable of anticipating and understanding the impacts of second and third order effects.

**Functional Responsibilities:**

- a) Performs strategic and tactical logistics planning, to include design of maintenance concepts for levels of logistics support.
- b) Leads/participates in logistics related IPTs.
- c) Develops Integrated Logistics Support Plan.
- d) Integrates supply/value chain designs, to include Contractor Logistics Support concepts.
- e) Estimates acquisition costs, and performs financial comparisons.

**Education:** Master’s degree.

Planner, Logistics							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Junior Level	MS/MA	6	4		8	N/A	N/A
Mid Level	MS/MA	10	8		12	N/A	N/A
Senior Level	MS/MA	20	18		22	N/A	N/A

### Specialist, Administration, Logistics \*\*

**General Requirements:** Provide administrative-type support to logistics, technical and management-level personnel. This includes, but not limited to, documentation planning and support, project administration, general office support, word processing, spreadsheet development, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records data input, etc.

**Functional Responsibilities:** Performs specialized program/project administrative duties support project management staff, which may include maintaining records or technical reports, verifying statistical reports for accuracy and completeness, making travel, meeting, or conference arrangements, taking inventory of equipment and supplies, and helping prepare financial or technical reports.

- a) Properly prepares, formats, and prints administrative correspondence.
- b) Proofreads, edits, and corrects correspondence.
- c) Operates computer equipment, telecommunications equipment, including telephones/facsimile machines and basic office equipment, including reproduction machines/GBC binder systems.
- d) Composes correspondence that requires an understanding of engineering/technical nomenclature. Prepares required administrative reports.
- e) Coordinates and plans office administration and support.
- f) Provides administrative-type support to managers, engineers, specialists and analysts.

**Education:** High School or General Education diploma.

Specialist, Administration, Logistics							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Level I **	HS/GED	1	N/A	N/A	N/A	0	
Level II **	HS/GED	4	N/A	N/A	0	2	
Level III **	HS/GED	6	N/A	N/A	2	4	
Level IV **	HS/GED	8	N/A	N/A	4	6	

**Specialist, Inventory Management \*\***

**General Requirements:** Have experience managing DOD inventory of supplies or equipment. Be familiar with DOD regulations and procedures pertaining to inventory and management of parts and equipment and DOD shipping procedures.

**Functional Duties:**

- a) Monitor and process repair requirements, Reorder Objective/Reorder Objective Point (RO/ROP), procurements for training devices.
- b) Compute Economic Order Quantities (EOQ).
- c) Monitor inventory of stock located at depot.
- d) Issue Material Release Orders to release stock to customers from depot.
- e) Provide program-funding forecast for input to budget for parts requirements.
- f) Maintain funding records in logistics databases.
- g) Provide funding reports, requisition summary reports, Inventory Control Effectiveness reports to management.
- h) Review inventory items for date of last action for possible release as excess to DRMO.
- i) Review zero balance stock for possible deletion from depot.
- j) Provide inventory/stock level reports to higher headquarters.
- k) Procure replacement parts and repair reparable items to replenish stock in depot.
- l) Monitor and process requirements for parts support to all training devices under contractor logistics support.

**Education:** High School or General Education diploma, plus a military technical school leading to award of a Supply field Military Occupational Specialty (MOS), or equivalent government or trade school.

Specialist, Inventory Management							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Level 1 **	HS/GED	3	N/A	N/A	N/A	0	
Level 2 **	HS/GED	5	N/A	N/A	0	2	
Level 3**	HS/GED	7	N/A	N/A	2	4	

## Specialist, Logistics Management

**General Requirements:** Knowledge and experience in the process of Integrated Logistic support life cycle planning and execution. Experience developing logistic support requirements from concept through support phase in support of military procurement programs. Working knowledge of the various regulations, standards and procedures pertaining to logistics. Working knowledge of Logistic Support Analysis (LSA) program, Integrated Logistics Support Plans and Materiel Fielding Plans, including knowledge of contracting for life cycle contractor support (LCCS).

### **Functional Responsibilities:**

- a) Responsible for participating and implementing appropriate and operational logistics support concepts.
- b) Participates in the development of Integrated Logistics Support Plans (ILSP) and Materiel Fielding Plans (MFP).
- c) Participates in reviews of logistics program schedules and other program management schedules
- d) Participates in reviews and recommends changes to life cycle support (LCCS) work statements.
- e) Participates in budget requirement developments and obligation plans
- f) Assists with plans and budgets for Systems Integration Tasks (hardware and software), Independent Verification and Validation (IV&V) tests, Physical Configuration Audits (PCA), and Functional Configuration Audits.
- g) Conducts site surveys.
- h) Responsible for publications and training support.

**Education:** Appropriate level Degree should be in Engineering, Computer Science, Business, or Logistics related discipline.

Specialist, Logistics Management							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Level I	AA/AS	3	N/A	N/A	1		6
Level II	BS/BA	5	N/A	3		8	N/A
Level III	MS/MA	7	5		10	N/A	N/A

## Specialist, Provisioning\*\*

**General Requirements:** Experience in the provisioning, supply, and equipment specialist fields with a working knowledge of the supply system as well as the regulations, standards, and procedures for provisioning of US military equipment. Working knowledge of the Logistics Support Analysis/Logistics Support analysis Record (LSA/LSAR) Program as it pertains to provisioning.

### **Functional Responsibilities:**

- a) Reviews provisioning documentation.
- b) Assists and validates assignment of repair or replace codes
- c) Recommends spare parts to be procured and prepare appropriate documentation

**Education:** Bachelor’s degree which includes 15 semester hours in a scientific or technical related area. Non-technical coursework in related fields may be accepted if that coursework provides background of knowledge and skills necessary for successful job performance.

Specialist, Provisioning							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Specialist, Provisioning	BS/BA	5	1	3		8	N/A

**Specialist, Supply \*\***

**General Requirements:** Experience in wholesale/retail supply operations and knowledgeable of NICP/NMP operations to include, cataloging, requisitioning procedures, provisioning, depot operations, and stock accounting. Knowledgeable of the acquisition process, including the regulations and procedures pertaining to logistics functions/ milestones in small purchase procedures, and shipping regulations. Knowledgeable of the Logistics Intelligence Files (LIF) and capable of obtaining current status on requisitioned items

**Functional Responsibilities:**

- a) Prepares/processes NSN and vendor requisitions.
- b) Posts funding document to funding file.
- c) Posts status and price data to supply database.
- d) Delivers supply items to customer.
- e) Initiate follow-up actions on supply requests.
- f) Screen requirements for NSN in federal supply system.
- g) Reconciles funding files and supply files.
- h) Receives and processes receipt documentation for supply items.
- i) Maintain document supporter files.
- j) Provide assistance to customers.

**Education:** High School or General Education diploma, plus a military technical school leading to award of a Supply field Military Occupational Specialty (MOS), or equivalent government or trade school.

Specialist, Supply							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Level 1 **	HS/GED	3	N/A	N/A	0	1	
Level 2 **	HS/GED	5	N/A	N/A	1	3	
Level 3 **	HS/GED	7	N/A	N/A	3	5	

**Subject Matter Expert, Logistics**

**General Requirements:** Recognized authority and demonstrated ingenuity, creativity and resourcefulness in the areas of: R&D, business management, logistics, integrated data environment, supply chain management,

procurement law, distance learning, multimedia training, document conversion/management, virtual prototyping/testing, engineering, information technology, modeling/simulation, structural design, materials science, imaging technology, industrial management, operations research and systems analysis, production engineering, systems acquisition and planning, quality assurance, and/or technology transfer. Proven project related experience is required plus recognized expertise in technical area or field through the publishing of papers, advanced degrees or technically unique project work. Possesses unique experience, skills, and expert knowledge in highly specialized technical, functional, and/or process areas within the related discipline.

**Functional Responsibilities:**

- a) Applies best industry practices and standards, leading-edge technology, and innovative solutions to intractable problems.
- b) Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems.
- c) Develops and applies highly advanced technologies, scientific principles, theories and concepts.
- d) Employs methodologies for guiding others in problem resolution.
- e) Develops and/or reviews study plans and monitors/reports project status.
- f) Functions independently to resolve problems; manages, leads and advises staff members in order to meet established objectives; plans R&D programs and recommends technological application programs to accomplish long range program objectives.
- g) Develops insightful solutions to meet fiscal, technological and schedule constraints.

**Education:** BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related scientific or technical discipline or specific experience in advanced technology, technology insertion, and material science.

- a) Substitution experience must be related to the task to be performed.

Subject Matter Expert, Logistics							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Level I	BS/BA	10	N/A	8		12	14
Level II	BS/BA	12	N/A	10		14	16
Level III	BS/BA	16	N/A	14		18	20

**Technician**

**General Requirements:** Demonstrated experience in the design, assembly, production, inspection, installation, calibration, test, trouble shoot, operation and/or maintenance of electronic, electromechanical, and/or mechanical systems and components. Technician experience for each labor category level shown in Table 13 must be related to analysis skills, knowledge of diagnostic tools, comprehension of testing methodologies applied to engineering or technology tasks that are incidental to but in support of PES primary disciplines of electrical, chemical and/or mechanical engineering. Progressive experience in fabrication, assembly, electrical/mechanical stresses, material capabilities, and instrumentation. Possesses soldering skills for repair of equipment and hardware and ability to read mechanical drawings.

**Functional Responsibilities:**

- a) Applies advanced technical knowledge to solve unusually complex problems (i.e., those that typically cannot be solved solely by interpreting manufacturers’ manuals or similar documents).
- b) Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.
- c) Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc.

- d) Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings, and parts lists.
- e) Responsible for following inspection procedures in conducting monitoring/witnessing of hardware activities in design, prototyping, fabrication, assembly, integration, test, fielding and sustainment. Performs test/calibration procedures, observes results, and records information for evaluation.
- f) Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.
- g) Applies technical knowledge of electrical and mechanical principles in fault isolation, identifying malfunction cause, and restoring equipment/system operations.

**Education:** An AA/AS degree in electronic, electrical, electromechanical or mechanical specialization, military technician school.

- a) Substitution experience must be related to maintenance and repair of systems/equipment or technical trade school certification.

Technician							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Level I	AA/AS	1	N/A	N/A	N/A		3
Level II	AA/AS	2	N/A	N/A	0		4
Level III	AA/AS	4	N/A	N/A	2		6
Level IV	AA/AS	8	N/A	N/A	4		10

### Warehouseman\*\*

**General Requirements:** Provides warehouse support for systems and spare parts. Ability to understand and account for equipment and parts receipt, storage, and shipment. Capable of using web-based inventory control and reporting system.

**Functional Responsibilities:**

- a) Unload and inventory systems and repair parts for storage at the warehouse;
- b) Assist the IUID specialist in unpacking, marking, and repacking appropriate items;
- c) Perform inventories as directed;
- d) Record inventory transactions into supply chain management system as directed;
- e) Obtain operator certifications for and operate warehouse equipment, such as forklifts, and trucks as needed;
- f) Pull identified items from stock as directed for either shipment or delivery to repair technicians;
- g) Insure items pulled from stock are properly accounted for within supply chain management system;
- h) Package items for shipment;
- i) Deliver, as needed, packages to shipping.

**Education:** High School or GED and no specific training or experience required.

Warehouseman							
Labor Category Minimum Requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	MS/MA	BS/BA	AA/AS	HS / GED
Warehouseman	HS/GED	0	N/A	N/A	N/A	N/A	

Contract Option Period Pricing (Years 11-15)  
**The Tolliver Group, Incorporated**

Labor Category	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
	Customer Site Price	Contractor Site Price								
<b>SINs: 541330ENG; 541380; 541420; and 541715</b>										
ANALYST, LOGISTICS, LEVEL I	\$42.16	\$55.00	\$43.08	\$56.21	\$44.03	\$57.45	\$45.00	\$58.71	\$45.99	\$60.01
ANALYST, LOGISTICS, LEVEL II	\$53.64	\$69.96	\$54.82	\$71.49	\$56.03	\$73.07	\$57.26	\$74.68	\$58.52	\$76.32
ANALYST, LOGISTICS, LEVEL III	\$60.12	\$78.43	\$61.45	\$80.15	\$62.80	\$81.92	\$64.18	\$83.72	\$65.59	\$85.56
ANALYST, LOGISTICS, LEVEL IV	\$72.92	\$95.13	\$74.52	\$97.22	\$76.16	\$99.36	\$77.84	\$101.55	\$79.55	\$103.78
ANALYST, LOGISTICS, LEVEL V	\$82.21	\$107.24	\$84.02	\$109.60	\$85.87	\$112.01	\$87.76	\$114.47	\$89.69	\$116.99
ANALYST, PROGRAM, INTERMEDIATE	\$87.80	\$110.50	\$89.73	\$112.93	\$91.71	\$115.41	\$93.72	\$117.95	\$95.79	\$120.55
ANALYST, TRAINING, LEVEL 1	\$44.24	\$50.42	\$45.22	\$51.53	\$46.21	\$52.66	\$47.23	\$53.82	\$48.27	\$55.01
ANALYST, TRAINING, LEVEL 2	\$64.41	\$72.21	\$65.82	\$73.80	\$67.27	\$75.42	\$68.75	\$77.08	\$70.26	\$78.78
ANALYST, TRAINING, LEVEL 3	\$74.29	\$83.29	\$75.92	\$85.12	\$77.59	\$87.00	\$79.30	\$88.91	\$81.05	\$90.86
COORDINATOR, PRODUCT	\$100.62	\$115.00	\$102.83	\$117.53	\$105.10	\$120.12	\$107.41	\$122.76	\$109.77	\$125.46
COORDINATOR, PROJECT (Senior)	\$91.52	\$105.26	\$93.53	\$107.57	\$95.59	\$109.94	\$97.69	\$112.36	\$99.84	\$114.83
COORDINATOR, PROJECT	\$72.33	\$83.18	\$73.92	\$85.01	\$75.54	\$86.88	\$77.21	\$88.79	\$78.90	\$90.75
ENGINEER, C4ISR	\$82.91	\$95.34	\$84.74	\$97.44	\$86.60	\$99.58	\$88.51	\$101.77	\$90.46	\$104.01
ENGINEER, CHIEF	\$106.52	\$122.49	\$108.87	\$125.18	\$111.26	\$127.94	\$113.71	\$130.75	\$116.21	\$133.63
ENGINEER, ELECTRONICS LEVEL 1	\$60.89	\$69.98	\$62.19	\$71.52	\$63.56	\$73.09	\$64.95	\$74.70	\$66.38	\$76.34
ENGINEER, ELECTRONICS, LEVEL 2	\$70.68	\$81.30	\$72.24	\$83.09	\$73.83	\$84.92	\$75.45	\$86.78	\$77.11	\$88.69
ENGINEER, ELECTRONICS, LEVEL 3	\$82.91	\$95.34	\$84.74	\$97.44	\$86.60	\$99.58	\$88.51	\$101.77	\$90.46	\$104.01
ENGINEER, ELECTRO-OPTIC LEVEL 1	\$79.47	\$91.39	\$81.22	\$93.40	\$83.01	\$95.45	\$84.83	\$97.55	\$86.70	\$99.70
ENGINEER, ELECTRO-OPTIC LEVEL 2	\$109.01	\$125.38	\$111.40	\$128.14	\$113.86	\$130.96	\$116.36	\$133.84	\$118.92	\$136.78
ENGINEER, ELECTRO-OPTIC LEVEL 3	\$134.67	\$154.86	\$137.63	\$158.27	\$140.66	\$161.75	\$143.75	\$165.31	\$146.92	\$168.95
ENGINEER, KNOWLEDGE ACQUISITION / KNOWLEDGE ENGINEERING (KA/KE)	\$87.95	\$101.16	\$89.89	\$103.38	\$91.87	\$105.66	\$93.89	\$107.98	\$95.95	\$110.36
ENGINEER, MANUFACTURING	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
ENGINEER/ARCHITECT, NETWORK SYSTEMS	\$77.56	\$89.18	\$79.27	\$91.14	\$81.01	\$93.15	\$82.79	\$95.20	\$84.61	\$97.29
ENGINEER, PRODUCTION	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
ENGINEER, PROJECT	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
ENGINEER, QUALITY	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
ENGINEER, RELIABILITY / MAINTAINABILITY	\$71.33	\$82.03	\$72.89	\$83.83	\$74.50	\$85.67	\$76.14	\$87.56	\$77.81	\$89.49

Labor Category	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
	Customer Site Price	Contractor Site Price								
ENGINEER, SAFETY	\$60.91	\$70.05	\$62.25	\$71.59	\$63.62	\$73.16	\$65.02	\$74.77	\$66.45	\$76.42
ENGINEER, SOFTWARE, LEVEL 1	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
ENGINEER, SOFTWARE, LEVEL 2	\$81.85	\$94.15	\$83.65	\$96.22	\$85.49	\$98.33	\$87.37	\$100.50	\$89.30	\$102.71
ENGINEER, SOFTWARE, LEVEL 3	\$87.20	\$100.28	\$89.12	\$102.48	\$91.08	\$104.74	\$93.08	\$107.04	\$95.13	\$109.40
ENGINEER, SYSTEMS, LEVEL 1	\$78.97	\$90.81	\$80.71	\$92.81	\$82.48	\$94.85	\$84.30	\$96.94	\$86.15	\$99.07
ENGINEER, SYSTEMS, LEVEL 2	\$101.39	\$116.62	\$103.62	\$119.19	\$105.90	\$121.81	\$108.23	\$124.49	\$110.61	\$127.23
ENGINEER, SYSTEMS, LEVEL 3	\$117.95	\$135.64	\$120.54	\$138.62	\$123.20	\$141.67	\$125.91	\$144.79	\$128.68	\$147.98
ENGINEER, TELECOMMUNICATIONS LEVEL 1	\$63.83	\$73.40	\$65.24	\$75.01	\$66.67	\$76.67	\$68.14	\$78.35	\$69.64	\$80.08
ENGINEER, TELECOMMUNICATIONS LEVEL 2	\$106.89	\$122.92	\$109.24	\$125.62	\$111.65	\$128.38	\$114.10	\$131.21	\$116.61	\$134.09
ENGINEER, TELECOMMUNICATIONS LEVEL 3	\$130.64	\$150.25	\$133.52	\$153.56	\$136.45	\$156.94	\$139.46	\$160.39	\$142.52	\$163.92
ENGINEER, TEST	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
ENGINEERING, VALUE	\$56.67	\$65.17	\$57.92	\$66.61	\$59.19	\$68.07	\$60.49	\$69.57	\$61.82	\$71.10
LOGISTICIAN, ENGINEERING, LEVEL I	\$46.55	\$58.02	\$47.58	\$59.30	\$48.62	\$60.60	\$49.69	\$61.93	\$50.79	\$63.30
LOGISTICIAN, ENGINEERING, LEVEL II	\$53.31	\$69.52	\$54.48	\$71.05	\$55.68	\$72.61	\$56.90	\$74.21	\$58.16	\$75.84
LOGISTICIAN, ENGINEERING, LEVEL III	\$86.27	\$100.72	\$88.16	\$102.93	\$90.10	\$105.20	\$92.09	\$107.51	\$94.11	\$109.88
LOGISTICIAN ENGINEERING, LEVEL IV	\$101.15	\$131.94	\$103.37	\$134.84	\$105.65	\$137.81	\$107.97	\$140.84	\$110.35	\$143.94
MANAGER, ENGINEERING, LEVEL I	\$79.95	\$104.27	\$81.71	\$106.57	\$83.51	\$108.91	\$85.34	\$111.31	\$87.22	\$113.76
MANAGER, ENGINEERING, LEVEL II	\$97.96	\$127.78	\$100.11	\$130.59	\$102.32	\$133.46	\$104.57	\$136.40	\$106.87	\$139.40
MANAGER, ENGINEERING, LEVEL III	\$142.90	\$186.39	\$146.04	\$190.49	\$149.25	\$194.68	\$152.54	\$198.97	\$155.89	\$203.34
MANAGER, ENGINEERING, LEVEL IV	\$172.33	\$224.78	\$176.12	\$229.72	\$180.00	\$234.78	\$183.96	\$239.94	\$188.00	\$245.22
SPECIALIST, ADMINISTRATION, ENGINEERING LEVEL I**	\$34.35	\$44.84	\$35.11	\$45.82	\$35.88	\$46.83	\$36.67	\$47.86	\$37.47	\$48.91
SPECIALIST, ADMINISTRATION, ENGINEERING LEVEL II**	\$46.50	\$60.66	\$47.52	\$61.99	\$48.57	\$63.35	\$49.64	\$64.75	\$50.73	\$66.17
SPECIALIST, ADMINISTRATION, ENGINEERING LEVEL III**	\$56.25	\$73.37	\$57.49	\$74.98	\$58.75	\$76.63	\$60.05	\$78.32	\$61.37	\$80.04
SPECIALIST, ADMINISTRATION, ENGINEERING LEVEL IV**	\$68.28	\$89.06	\$69.78	\$91.02	\$71.32	\$93.02	\$72.89	\$95.07	\$74.49	\$97.16
SCIENTIST, RESEARCH, LEVEL 1	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
SCIENTIST, RESEARCH, LEVEL 2	\$86.80	\$99.81	\$88.71	\$102.00	\$90.66	\$104.25	\$92.65	\$106.54	\$94.69	\$108.89

Labor Category	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
	Customer Site Price	Contractor Site Price								
SCIENTIST, RESEARCH, LEVEL 3	\$111.01	\$127.67	\$113.45	\$130.48	\$115.95	\$133.35	\$118.50	\$136.28	\$121.11	\$139.28
SPECIALIST, HUMAN FACTORS	\$82.54	\$96.32	\$84.35	\$98.44	\$86.21	\$100.61	\$88.10	\$102.82	\$90.04	\$105.08
SPECIALIST, QUALITY ASSURANCE	\$52.31	\$60.17	\$53.46	\$61.49	\$54.63	\$62.84	\$55.83	\$64.22	\$57.06	\$65.64
SPECIALIST, TELECOMMUNICATIONS	\$71.26	\$81.95	\$72.83	\$83.76	\$74.43	\$85.60	\$76.07	\$87.48	\$77.75	\$89.41
SPECIALIST, TEST	\$58.98	\$67.82	\$60.28	\$69.31	\$61.60	\$70.84	\$62.96	\$72.40	\$64.34	\$73.99
SPECIALIST, WEAPONS SYSTEMS	\$65.63	\$75.50	\$67.08	\$77.16	\$68.55	\$78.85	\$70.06	\$80.59	\$71.60	\$82.36
WRITER, TECHNICAL **	\$45.60	\$52.45	\$46.60	\$53.60	\$47.63	\$54.78	\$48.68	\$55.99	\$49.75	\$57.22
WRITER / EDITOR, TECHNICAL LEVEL I	\$43.30	\$51.13	\$44.25	\$52.25	\$45.23	\$53.40	\$46.22	\$54.58	\$47.24	\$55.78
WRITER / EDITOR, TECHNICAL LEVEL II	\$48.65	\$62.51	\$49.72	\$63.89	\$50.81	\$65.29	\$51.93	\$66.73	\$53.07	\$68.20
WRITER / EDITOR, TECHNICAL LEVEL III	\$62.80	\$75.66	\$64.18	\$77.32	\$65.59	\$79.03	\$67.04	\$80.76	\$68.51	\$82.54
<b>SINs: 541611; 611430; and 611512</b>										
ANALYST, PROGRAM, LEVEL 1	\$61.77	\$71.04	\$63.13	\$72.60	\$64.52	\$74.20	\$65.94	\$75.83	\$67.39	\$77.50
ANALYST, PROGRAM, LEVEL 2	\$75.08	\$86.33	\$76.73	\$88.23	\$78.42	\$90.17	\$80.14	\$92.15	\$81.90	\$94.18
ANALYST, PROGRAM, RESOURCE MANAGEMENT, LEVEL 1	\$38.08	\$43.80	\$38.92	\$44.77	\$39.77	\$45.75	\$40.65	\$46.76	\$41.54	\$47.79
ANALYST, PROGRAM, RESOURCE MANAGEMENT, LEVEL 2	\$52.29	\$60.14	\$53.44	\$61.47	\$54.61	\$62.82	\$55.81	\$64.20	\$57.04	\$65.61
ANALYST, PROGRAM, RESOURCE MANAGEMENT, LEVEL 3	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
PROGRAM MANAGER, LEVEL 1	\$161.59	\$185.84	\$165.14	\$189.93	\$168.78	\$194.11	\$172.49	\$198.38	\$176.28	\$202.74
PROGRAM MANAGER, LEVEL 2	\$170.06	\$195.57	\$173.80	\$199.87	\$177.63	\$204.27	\$181.53	\$208.76	\$185.53	\$213.36
SPECIALIST, TRAINING	\$52.31	\$60.17	\$53.46	\$61.49	\$54.63	\$62.84	\$55.83	\$64.22	\$57.06	\$65.64
ANALYST, BUDGET, LEVEL I	\$38.08	\$43.80	\$38.92	\$44.77	\$39.77	\$45.75	\$40.65	\$46.76	\$41.54	\$47.79
ANALYST, BUDGET, LEVEL 2	\$45.54	\$52.35	\$46.54	\$53.50	\$47.57	\$54.68	\$48.61	\$55.88	\$49.68	\$57.11
ANALYST, BUDGET, LEVEL 3	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
ANALYST, COST / PRICE, LEVEL 1	\$46.14	\$53.07	\$47.16	\$54.24	\$48.20	\$55.43	\$49.26	\$56.65	\$50.34	\$57.90
ANALYST, COST / PRICE, LEVEL 2	\$65.24	\$75.04	\$66.68	\$76.69	\$68.15	\$78.37	\$69.65	\$80.10	\$71.18	\$81.86
ANALYST, COST / PRICE, LEVEL 3	\$77.13	\$88.69	\$78.83	\$90.64	\$80.56	\$92.63	\$82.33	\$94.67	\$84.15	\$96.76
ANALYST, MARKETING, LEVEL 1	\$47.09	\$54.15	\$48.13	\$55.34	\$49.19	\$56.55	\$50.27	\$57.80	\$51.38	\$59.07
ANALYST, MARKETING, LEVEL 2	\$62.34	\$71.69	\$63.71	\$73.27	\$65.12	\$74.88	\$66.55	\$76.53	\$68.01	\$78.21
ANALYST, MILITARY, LEVEL 1	\$67.53	\$77.65	\$69.02	\$79.36	\$70.54	\$81.11	\$72.09	\$82.89	\$73.68	\$84.71

Labor Category	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
	Customer Site Price	Contractor Site Price								
ANALYST, MILITARY, LEVEL 2	\$95.56	\$109.90	\$97.66	\$112.31	\$99.81	\$114.78	\$102.00	\$117.31	\$104.25	\$119.89
ANALYST, MILITARY, LEVEL 3	\$116.68	\$134.19	\$119.25	\$137.14	\$121.87	\$140.16	\$124.55	\$143.24	\$127.29	\$146.39
ANALYST, MILITARY, LEVEL 4	\$140.60	\$161.69	\$143.69	\$165.25	\$146.85	\$168.88	\$150.08	\$172.60	\$153.38	\$176.40
ANALYST, OPERATIONS RESEARCH, LEVEL 1	\$65.63	\$75.50	\$67.08	\$77.16	\$68.55	\$78.85	\$70.06	\$80.59	\$71.60	\$82.36
ANALYST, OPERATIONS RESEARCH, LEVEL 2	\$84.07	\$96.69	\$85.92	\$98.82	\$87.81	\$100.99	\$89.74	\$103.21	\$91.72	\$105.49
ANALYST, OPERATIONS RESEARCH, LEVEL 3	\$111.81	\$128.59	\$114.27	\$131.42	\$116.78	\$134.31	\$119.35	\$137.26	\$121.98	\$140.28
ANALYST, TRAINING, LEVEL 1	\$44.24	\$50.89	\$45.22	\$52.00	\$46.21	\$53.15	\$47.23	\$54.32	\$48.27	\$55.51
ANALYST, TRAINING, LEVEL 2	\$64.41	\$74.05	\$65.82	\$75.68	\$67.27	\$77.35	\$68.75	\$79.05	\$70.26	\$80.79
ANALYST, TRAINING, LEVEL 3	\$74.29	\$85.43	\$75.92	\$87.31	\$77.59	\$89.23	\$79.30	\$91.19	\$81.05	\$93.20
ASSISTANT, BUDGET, LEVEL 1	\$35.50	\$40.83	\$36.29	\$41.73	\$37.08	\$42.65	\$37.90	\$43.58	\$38.73	\$44.54
ASSISTANT, BUDGET, LEVEL 2	\$45.38	\$52.18	\$46.38	\$53.33	\$47.40	\$54.50	\$48.44	\$55.70	\$49.50	\$56.93
ASSISTANT, MARKETING	\$30.96	\$35.61	\$31.64	\$36.39	\$32.33	\$37.19	\$33.04	\$38.01	\$33.77	\$38.84
CLERICAL / ADP / ADMINISTRATIVE and WORD PROCESSING **	\$32.35	\$37.20	\$33.06	\$38.02	\$33.79	\$38.86	\$34.53	\$39.71	\$35.29	\$40.58
CLERK, OFFICE AUTOMATION **	\$28.84	\$33.15	\$29.48	\$33.88	\$30.12	\$34.63	\$30.79	\$35.39	\$31.46	\$36.17
COORDINATOR, PRODUCT / PROGRAM/ PROJECT LEVEL I	\$68.79	\$81.18	\$70.30	\$82.96	\$71.85	\$84.79	\$73.43	\$86.65	\$75.05	\$88.56
COORDINATOR, PRODUCT / PROGRAM/PROJECT LEVEL II	\$82.49	\$97.33	\$84.30	\$99.47	\$86.15	\$101.65	\$88.05	\$103.89	\$89.99	\$106.18
COORDINATOR, PRODUCT / PROGRAM/PROJECT LEVEL III	\$95.22	\$112.37	\$97.31	\$114.84	\$99.46	\$117.37	\$101.64	\$119.95	\$103.88	\$122.59
COORDINATOR, PRODUCT / PROGRAM/PROJECT LEVEL IV	\$98.20	\$115.00	\$100.36	\$117.53	\$102.57	\$120.12	\$104.82	\$122.76	\$107.13	\$125.46
LIAISON ANALYST	\$83.81	\$96.38	\$85.66	\$98.51	\$87.54	\$100.67	\$89.47	\$102.89	\$91.44	\$105.15
SPECIALIST, CONTRACT, LEVEL 1	\$59.38	\$69.28	\$60.68	\$70.81	\$62.02	\$72.36	\$63.38	\$73.96	\$64.78	\$75.58
SPECIALIST, CONTRACT, LEVEL 2	\$78.19	\$91.25	\$79.91	\$93.26	\$81.67	\$95.31	\$83.47	\$97.41	\$85.30	\$99.55
SPECIALIST, CONTRACT, LEVEL 3	\$122.92	\$143.46	\$125.62	\$146.61	\$128.38	\$149.84	\$131.21	\$153.14	\$134.09	\$156.51
SUBJECT MATTER EXPERT, Instructional Systems Design LEVEL I	\$78.46	\$92.91	\$80.19	\$94.95	\$81.95	\$97.04	\$83.75	\$99.18	\$85.59	\$101.36
SUBJECT MATTER EXPERT, Instructional Systems Design LEVEL II	\$94.04	\$111.37	\$96.11	\$113.82	\$98.23	\$116.32	\$100.39	\$118.88	\$102.60	\$121.50
SUBJECT MATTER EXPERT, Instructional Systems Design LEVEL III	\$102.96	\$121.00	\$105.23	\$123.66	\$107.54	\$126.38	\$109.91	\$129.16	\$112.32	\$132.00
SUBJECT MATTER EXPERT, Instructional Systems Design LEVEL IV	\$167.01	\$197.69	\$170.68	\$202.03	\$174.43	\$206.48	\$178.27	\$211.02	\$182.19	\$215.66
TRAINER, LEVEL 1	\$71.86	\$80.23	\$73.44	\$81.99	\$75.05	\$83.80	\$76.70	\$85.64	\$78.39	\$87.52
TRAINER, LEVEL 2	\$73.27	\$81.80	\$74.88	\$83.60	\$76.53	\$85.44	\$78.21	\$87.32	\$79.93	\$89.24

Labor Category	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
	Customer Site Price	Contractor Site Price								
TRAINER, LEVEL 3	\$79.35	\$88.59	\$81.09	\$90.54	\$82.88	\$92.53	\$84.70	\$94.56	\$86.56	\$96.64
ANALYST, RESOURCES SYSTEM	\$58.67	\$65.51	\$59.96	\$66.95	\$61.28	\$68.42	\$62.63	\$69.93	\$64.01	\$71.47
<b>SINs: 541614; 541614SVC; 561210FS; and 611430</b>										
CLERK, PROCUREMENT **	\$31.02	\$34.63	\$31.70	\$35.39	\$32.40	\$36.17	\$33.11	\$36.96	\$33.84	\$37.77
ADMINISTRATOR, PROPERTY, LEVEL 1 **	\$23.07	\$25.76	\$23.57	\$26.33	\$24.09	\$26.91	\$24.62	\$27.50	\$25.16	\$28.11
ADMINISTRATOR, PROPERTY, LEVEL 2 **	\$32.39	\$36.18	\$33.10	\$36.97	\$33.83	\$37.79	\$34.57	\$38.62	\$35.33	\$39.47
ADMINISTRATOR, PROPERTY, LEVEL 3 **	\$41.57	\$46.44	\$42.49	\$47.46	\$43.42	\$48.51	\$44.38	\$49.57	\$45.36	\$50.66
ANALYST, PROCUREMENT	\$64.69	\$72.21	\$66.12	\$73.80	\$67.57	\$75.43	\$69.06	\$77.09	\$70.58	\$78.78
ASSISTANT, LOGISTICS	\$45.16	\$50.42	\$46.16	\$51.52	\$47.17	\$52.66	\$48.21	\$53.82	\$49.27	\$55.00
SPECIALIST, CONFIGURATION MANAGEMENT / DATA MANAGEMENT	\$56.67	\$63.27	\$57.92	\$64.66	\$59.19	\$66.09	\$60.49	\$67.54	\$61.82	\$69.03
ENGINEER, LOGISTICS, LEVEL I	\$70.89	\$88.37	\$72.45	\$90.32	\$74.04	\$92.30	\$75.67	\$94.33	\$77.33	\$96.41
ENGINEER, LOGISTICS, LEVEL II	\$82.65	\$103.06	\$84.47	\$105.33	\$86.33	\$107.64	\$88.22	\$110.01	\$90.17	\$112.43
ENGINEER, LOGISTICS, LEVEL III	\$98.34	\$122.61	\$100.50	\$125.31	\$102.71	\$128.06	\$104.97	\$130.88	\$107.28	\$133.76
ENGINEER, LOGISTICS, LEVEL IV	\$104.93	\$130.81	\$107.24	\$133.69	\$109.60	\$136.63	\$112.01	\$139.63	\$114.47	\$142.71
ENGINEER, LOGISTICS, LEVEL V	\$111.52	\$139.00	\$113.97	\$142.06	\$116.48	\$145.18	\$119.04	\$148.38	\$121.66	\$151.64
LOGISTICIAN, LEVEL I	\$46.55	\$58.02	\$47.58	\$59.30	\$48.62	\$60.60	\$49.69	\$61.93	\$50.79	\$63.30
LOGISTICIAN, LEVEL II	\$65.32	\$81.43	\$66.75	\$83.22	\$68.22	\$85.05	\$69.72	\$86.92	\$71.26	\$88.84
LOGISTICIAN, LEVEL III	\$73.55	\$91.00	\$75.17	\$93.00	\$76.82	\$95.05	\$78.51	\$97.14	\$80.24	\$99.28
LOGISTICIAN, LEVEL IV	\$92.95	\$115.00	\$94.99	\$117.53	\$97.08	\$120.12	\$99.22	\$122.76	\$101.40	\$125.46
LOGISTICIAN, LEVEL V	\$109.10	\$135.00	\$111.50	\$137.97	\$113.95	\$141.01	\$116.46	\$144.11	\$119.02	\$147.28
MANAGER, LOGISTICS, LEVEL I	\$95.88	\$119.53	\$97.99	\$122.16	\$100.15	\$124.85	\$102.35	\$127.59	\$104.60	\$130.40
MANAGER, LOGISTICS, LEVEL II	\$112.66	\$146.44	\$115.14	\$149.66	\$117.67	\$152.95	\$120.26	\$156.32	\$122.91	\$159.76
MANAGER, LOGISTICS, LEVEL III	\$132.37	\$165.03	\$135.28	\$168.66	\$138.26	\$172.37	\$141.30	\$176.16	\$144.41	\$180.04
MANAGER, LOGISTICS, LEVEL IV	\$155.54	\$193.91	\$158.96	\$198.18	\$162.46	\$202.54	\$166.03	\$206.99	\$169.69	\$211.55
PLANNER, LOGISTICS, JR. LEVEL	\$92.91	\$109.63	\$94.95	\$112.04	\$97.04	\$114.51	\$99.18	\$117.03	\$101.36	\$119.60
PLANNER, LOGISTICS, MID LEVEL	\$109.79	\$129.55	\$112.21	\$132.40	\$114.68	\$135.31	\$117.20	\$138.29	\$119.78	\$141.33
PLANNER, LOGISTICS, SR. LEVEL	\$129.15	\$152.40	\$131.99	\$155.75	\$134.90	\$159.18	\$137.86	\$162.68	\$140.90	\$166.26
SPECIALIST, ADMINISTRATION, LOGISTICS I **	\$41.20	\$51.36	\$42.10	\$52.49	\$43.03	\$53.64	\$43.98	\$54.82	\$44.94	\$56.03
SPECIALIST, ADMINISTRATION, LOGISTICS II **	\$55.77	\$69.52	\$57.00	\$71.05	\$58.25	\$72.61	\$59.53	\$74.21	\$60.84	\$75.84

Labor Category	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
	Customer Site Price	Contractor Site Price								
SPECIALIST, ADMINISTRATION, LOGISTICS III **	\$67.45	\$84.09	\$68.94	\$85.94	\$70.45	\$87.83	\$72.00	\$89.76	\$73.59	\$91.74
SPECIALIST, ADMINISTRATION, LOGISTICS IV **	\$81.88	\$102.08	\$83.68	\$104.33	\$85.53	\$106.62	\$87.41	\$108.97	\$89.33	\$111.36
SPECIALIST, INVENTORY MANAGEMENT, LEVEL 1 **	\$30.66	\$36.02	\$31.33	\$36.81	\$32.02	\$37.62	\$32.73	\$38.45	\$33.45	\$39.30
SPECIALIST, INVENTORY MANAGEMENT, LEVEL 2 **	\$34.30	\$40.29	\$35.05	\$41.18	\$35.83	\$42.08	\$36.61	\$43.01	\$37.42	\$43.95
SPECIALIST, INVENTORY MANAGEMENT, LEVEL 3 **	\$40.06	\$47.86	\$40.94	\$48.91	\$41.84	\$49.99	\$42.76	\$51.09	\$43.70	\$52.21
SPECIALIST, LOGISTICS MANAGEMENT, LEVEL 1	\$56.46	\$64.94	\$57.70	\$66.37	\$58.97	\$67.83	\$60.26	\$69.32	\$61.59	\$70.85
SPECIALIST, LOGISTICS MANAGEMENT, LEVEL 2	\$68.60	\$78.89	\$70.11	\$80.63	\$71.65	\$82.40	\$73.22	\$84.21	\$74.84	\$86.06
SPECIALIST, LOGISTICS MANAGEMENT, LEVEL 3	\$91.50	\$105.25	\$93.51	\$107.57	\$95.57	\$109.93	\$97.67	\$112.35	\$99.82	\$114.82
SPECIALIST, PROVISIONING **	\$38.08	\$43.80	\$38.92	\$44.76	\$39.77	\$45.75	\$40.65	\$46.75	\$41.54	\$47.78
SPECIALIST, SUPPLY, LEVEL 1 **	\$28.71	\$33.02	\$29.34	\$33.75	\$29.99	\$34.49	\$30.64	\$35.25	\$31.32	\$36.02
SPECIALIST, SUPPLY, LEVEL 2 **	\$44.03	\$50.63	\$45.00	\$51.74	\$45.99	\$52.88	\$47.00	\$54.05	\$48.03	\$55.23
SPECIALIST, SUPPLY, LEVEL 3 **	\$51.28	\$58.98	\$52.41	\$60.28	\$53.57	\$61.60	\$54.74	\$62.96	\$55.95	\$64.34
SUBJECT MATTER EXPERT, LOGISTICS, LEVEL I	\$65.18	\$76.93	\$66.62	\$78.62	\$68.08	\$80.35	\$69.58	\$82.12	\$71.11	\$83.93
SUBJECT MATTER EXPERT, LOGISTICS, LEVEL II	\$78.13	\$92.19	\$79.85	\$94.22	\$81.61	\$96.29	\$83.40	\$98.41	\$85.24	\$100.57
SUBJECT MATTER EXPERT, LOGISTICS, LEVEL III	\$92.91	\$109.63	\$94.95	\$112.04	\$97.04	\$114.51	\$99.18	\$117.03	\$101.36	\$119.60
TECHNICIAN, LEVEL I	\$49.83	\$62.13	\$50.93	\$63.50	\$52.05	\$64.89	\$53.19	\$66.32	\$54.36	\$67.78
TECHNICIAN, LEVEL II	\$56.16	\$70.01	\$57.39	\$71.55	\$58.66	\$73.12	\$59.95	\$74.73	\$61.27	\$76.38
TECHNICIAN, LEVEL III	\$68.96	\$85.99	\$70.48	\$87.88	\$72.03	\$89.82	\$73.62	\$91.79	\$75.24	\$93.81
TECHNICIAN, LEVEL IV	\$83.14	\$103.65	\$84.97	\$105.93	\$86.84	\$108.26	\$88.75	\$110.64	\$90.70	\$113.08
WAREHOUSEMAN **	\$27.16	\$31.00	\$27.76	\$31.68	\$28.37	\$32.38	\$28.99	\$33.09	\$29.63	\$33.82

## Service Contract Labor Standards (SCLS) Matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	WD #
Writer, Technical	30461 - Technical Writer I	2015-5093
Clerical/ADP/Administrative and Word Processing	01612 - Word Processor II	2015-5093
Clerk, Office Automation	01052 - Data Entry Operator II	2015-5093
Clerk, Procurement	01192 - Order Clerk II	2015-5093
Administrator, Property, Level 1	01111 - General Clerk I	2015-5093
Administrator, Property, Level 2	01112 - General Clerk II	2015-5093
Administrator, Property, Level 3	01113 - General Clerk III	2015-5093
Specialist, Administration, Engineering Level I	01311 - Secretary I	2015-5093
Specialist, Administration, Engineering Level II	01312 - Secretary II	2015-5093
Specialist, Administration, Engineering Level III	01313 - Secretary III	2015-5093
Specialist, Administration, Engineering Level IV	01020 - Administrative Assistant	2015-5093
Specialist, Administration, Logistics Level I	01311 - Secretary I	2015-5093
Specialist, Administration, Logistics Level II	01312 - Secretary II	2015-5093
Specialist, Administration, Logistics Level III	01313 - Secretary III	2015-5093
Specialist, Administration, Logistics Level IV	01020 - Administrative Assistant	2015-5093
Specialist, Provisioning	21040 - Material Expediter	2015-5093
Specialist, Supply, Level 1	21130 - Shipping/Receiving Clerk	2015-5093
Specialist, Supply, Level 2	21150 - Stock Clerk	2015-5093
Specialist, Supply, Level 3	21030 - Material Coordinator	2015-5093
Specialist, Inventory Management, Level 1	21210 - Tools and Parts Attendant	2015-5093
Specialist, Inventory Management, Level 2	21210 - Tools and Parts Attendant	2015-5093
Specialist, Inventory Management, Level 3	21040 - Material Expediter	2015-5093
Warehouseman	21410 - Warehouse Specialist	2015-5093

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