

# 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>**.



**Professional Services Schedule**  
**Federal Supply Group: 00CORP**  
**Contract Number: GS-00F-046CA**

**Current Ordering Period: 2/19/2020 – 2/18/2025**

**Pricelist Current through A821 - MAS Refresh 2, dated 06/10/2020**

**Contractor:** Amentum Services, Inc.  
20501 Seneca Meadows Parkway, Suite 300  
Germantown, MD 20876-7007

**Business Size:** Large

**Telephone:** (301) 944-3224  
**FAX Number:** (301) 944-3062  
**Web Site:** [www.amentum.com](http://www.amentum.com)  
**E-mail:** [kyle.renehan@amentum.com](mailto:kyle.renehan@amentum.com)  
**Contract Administration:** Kyle J. Renehan

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

## CUSTOMER INFORMATION:

**1a. Table of Awarded Professional Services Categories:**

Category Number	Category Description
522310	Financial Advising, Loan Servicing and Asset Management Services
531210	Financial Asset Resolution Services
541330ENG	Engineering Services
541380	Testing Laboratories
541420	Engineering System Design and Integration Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541614	Deployment, Distribution and Transportation Logistics Services
541614SVC	Supply and Value Chain Management
541715	Engineering Research and Development and Strategic Planning
561210FS	Facilities Support Services
611430	Professional and Management Development Training
611512	Flight Training
333318TDTM	Other Commercial and Service Industry Machinery Manufacturing
OLM	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. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

**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.**

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic and Overseas

**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). See Attachment.

**7. Quantity discounts:** None Offered

**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:** will accept

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 (BPAs) 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. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

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**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: 961530545**

**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%.

Professional Services Category	Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	Contractor or Customer Site	Year 6 2/19/2020 - 2/18/2021	Year 7 2/19/2021 - 2/18/2022	Year 8 2/19/2022 - 2/18/2023	Year 9 2/19/2023 - 2/18/2024	Year 10 2/19/2024 - 2/18/2025
<b>Amentum Site</b>									
522310, 531210, 541611	Asset Management Manager	Bachelors	10	Contractor Site	\$ 102.11	\$ 105.17	\$ 108.33	\$ 111.58	\$ 114.92
522310, 531210, 541611	Asset Management Specialist 1	Bachelors	2	Contractor Site	\$ 63.93	\$ 65.85	\$ 67.83	\$ 69.86	\$ 71.96
522310, 531210, 541611	Asset Management Specialist 2	Bachelors	4	Contractor Site	\$ 72.99	\$ 75.18	\$ 77.43	\$ 79.76	\$ 82.15
522310, 531210, 541611	Asset Management Specialist 3	Bachelors	6	Contractor Site	\$ 88.73	\$ 91.39	\$ 94.13	\$ 96.96	\$ 99.87
522310, 531210, 541611	Asset Management Specialist 4	Bachelors	7	Contractor Site	\$ 88.93	\$ 91.60	\$ 94.34	\$ 97.17	\$ 100.09
522310, 531210, 541611	Attorney 1	PhD	4	Contractor Site	\$ 233.26	\$ 240.26	\$ 247.46	\$ 254.89	\$ 262.53
522310, 531210, 541611	Attorney 2	PhD	7	Contractor Site	\$ 410.55	\$ 422.86	\$ 435.55	\$ 448.61	\$ 462.07
522310, 531210, 541611	Clerical Manager	Bachelors	7	Contractor Site	\$ 108.25	\$ 111.50	\$ 114.85	\$ 118.29	\$ 121.84
522310, 531210, 541611, 611430	Clerical Specialist 1	Associates	2	Contractor Site	\$ 53.16	\$ 54.76	\$ 56.40	\$ 58.09	\$ 59.84
522310, 531210, 541611, 611430	Clerical Specialist 2	Bachelors	2	Contractor Site	\$ 64.50	\$ 66.44	\$ 68.43	\$ 70.48	\$ 72.60
522310, 531210, 541611, 611430	Clerical Specialist 3	Bachelors	3	Contractor Site	\$ 89.18	\$ 91.86	\$ 94.61	\$ 97.45	\$ 100.38
522310, 531210, 541611, 611430	Clerical Specialist 4	Bachelors	5	Contractor Site	\$ 95.14	\$ 98.00	\$ 100.94	\$ 103.96	\$ 107.08
522310, 531210, 541611	Information Management Specialist 1	High School	2	Contractor Site	\$ 106.41	\$ 109.60	\$ 112.89	\$ 116.28	\$ 119.77
522310, 531210, 541611	Information Management Specialist 2	Bachelors	4	Contractor Site	\$ 128.62	\$ 132.48	\$ 136.45	\$ 140.55	\$ 144.76
522310, 531210, 541611	Logistics Manager	Bachelors	1	Contractor Site	\$ 91.03	\$ 93.76	\$ 96.57	\$ 99.47	\$ 102.45
522310, 531210, 541611	Logistics Specialist Trainee	Bachelors	0	Contractor Site	\$ 39.79	\$ 40.98	\$ 42.21	\$ 43.48	\$ 44.78
522310, 531210, 541611	Program Manager, Sr.	Bachelors	10	Contractor Site	\$ 176.86	\$ 182.16	\$ 187.63	\$ 193.26	\$ 199.06
522310, 531210, 541611, 611430, 541614, 561210FS	Subject Matter Expert 1	Associates	2	Contractor Site	\$ 139.98	\$ 144.18	\$ 148.51	\$ 152.96	\$ 157.55

522310, 531210, 541611, 611430, 541614, 561210FS	Subject Matter Expert 2	Bachelors	2	Contractor Site	\$ 186.62	\$ 192.22	\$ 197.99	\$ 203.92	\$ 210.04
522310, 531210, 541611, 611430, 541614, 561210FS	Subject Matter Expert 3	Bachelors	4	Contractor Site	\$ 233.26	\$ 240.26	\$ 247.46	\$ 254.89	\$ 262.53
522310, 531210, 541611, 611430, 541614, 561210FS	Subject Matter Expert 4	Bachelors	6	Contractor Site	\$ 410.55	\$ 422.86	\$ 435.55	\$ 448.61	\$ 462.07
541330ENG, 541380, 541420	Administrative Assistant, Sr.	High School	4	Contractor Site	\$ 60.15	\$ 61.96	\$ 63.82	\$ 65.73	\$ 67.70
541330ENG, 541380, 541420	Administrative Specialist	High School	1	Contractor Site	\$ 47.90	\$ 49.34	\$ 50.82	\$ 52.34	\$ 53.91
541330ENG, 541380, 541420	Administrator, Jr.	High School	2	Contractor Site	\$ 35.04	\$ 36.10	\$ 37.18	\$ 38.29	\$ 39.44
541330ENG, 541380, 541420	Administrator, Lead	High School	5	Contractor Site	\$ 72.63	\$ 74.81	\$ 77.05	\$ 79.36	\$ 81.74
541330ENG, 541380, 541420	Consultant	Bachelors	10	Contractor Site	\$ 166.84	\$ 171.85	\$ 177.00	\$ 182.31	\$ 187.78
541330ENG, 541380, 541420	Documentation Specialist, Mid.	Associates	2	Contractor Site	\$ 60.69	\$ 62.51	\$ 64.38	\$ 66.32	\$ 68.30
541330ENG, 541380, 541420	Documentation Specialist, Sr.	Bachelors	5	Contractor Site	\$ 68.51	\$ 70.57	\$ 72.69	\$ 74.87	\$ 77.11
541330ENG, 541380, 541420	Engineer, Jr.	Bachelors	0	Contractor Site	\$ 78.22	\$ 80.56	\$ 82.98	\$ 85.47	\$ 88.03
541330ENG, 541380, 541420	Engineer, Mgr.	Bachelors	10	Contractor Site	\$ 157.71	\$ 162.44	\$ 167.31	\$ 172.33	\$ 177.50
541330ENG, 541380, 541420	Engineer, Mid.	Bachelors	5	Contractor Site	\$ 97.90	\$ 100.84	\$ 103.86	\$ 106.98	\$ 110.19
541330ENG, 541380, 541420	Engineer, Sr.	Bachelors	7	Contractor Site	\$ 128.33	\$ 132.18	\$ 136.15	\$ 140.23	\$ 144.44
541330ENG, 541380, 541420	Engineer, Systems	Bachelors	10	Contractor Site	\$ 139.69	\$ 143.88	\$ 148.20	\$ 152.65	\$ 157.23
541330ENG, 541380, 541420, 541611, 611430, 541614SVC, 541614, 561210FS	Executive 4	Bachelors	16	Contractor Site	\$ 444.00	\$ 457.32	\$ 471.04	\$ 485.17	\$ 499.73
541330ENG, 541380, 541420	Logistics Engineer, Jr.	Bachelors	0	Contractor Site	\$ 73.23	\$ 75.43	\$ 77.69	\$ 80.02	\$ 82.42
541330ENG, 541380, 541420	Logistics Engineer, Mid.	Bachelors	3	Contractor Site	\$ 91.85	\$ 94.60	\$ 97.44	\$ 100.37	\$ 103.38
541330ENG, 541380, 541420	Logistics Engineer, Sr. Analyst	Bachelors	7	Contractor Site	\$ 117.48	\$ 121.01	\$ 124.64	\$ 128.37	\$ 132.23
541330ENG, 541380, 541420	Logistics Program Mgr., Jr.	Masters	10	Contractor Site	\$ 142.74	\$ 147.02	\$ 151.43	\$ 155.98	\$ 160.66
541330ENG, 541380, 541420	Logistics Program Mgr., Sr.	Masters	12	Contractor Site	\$ 145.80	\$ 150.18	\$ 154.68	\$ 159.32	\$ 164.10
541330ENG, 541380, 541420	Logistics Technical Specialist, Jr.	High School	1	Contractor Site	\$ 61.62	\$ 63.46	\$ 65.37	\$ 67.33	\$ 69.35
541330ENG, 541380, 541420	Logistics Technical Specialist, Sr.	High School	5	Contractor Site	\$ 81.03	\$ 83.46	\$ 85.97	\$ 88.55	\$ 91.20

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541330ENG, 541380, 541420	Operations Research Specialist	Bachelors	10	Contractor Site	\$ 143.73	\$ 148.04	\$ 152.48	\$ 157.05	\$ 161.77
541330ENG, 541380, 541420	Procurement Manager	Bachelors	5	Contractor Site	\$ 84.09	\$ 86.62	\$ 89.22	\$ 91.89	\$ 94.65
541330ENG, 541380, 541420	Program Analyst, Jr.	Associates	0	Contractor Site	\$ 59.46	\$ 61.24	\$ 63.08	\$ 64.97	\$ 66.92
541330ENG, 541380, 541420	Program Analyst, Mid.	Bachelors	3	Contractor Site	\$ 74.34	\$ 76.57	\$ 78.87	\$ 81.24	\$ 83.68
541330ENG, 541380, 541420	Program Management Spec.	Associates	1	Contractor Site	\$ 65.16	\$ 67.12	\$ 69.13	\$ 71.21	\$ 73.34
541330ENG, 541380, 541420, 522310, 531210, 541611	Program Manager	Associates	5	Contractor Site	\$ 137.44	\$ 141.57	\$ 145.81	\$ 150.19	\$ 154.69
541330ENG, 541380, 541420	Project Manager, Jr.	Associates	3	Contractor Site	\$ 70.14	\$ 72.24	\$ 74.41	\$ 76.64	\$ 78.94
541330ENG, 541380, 541420	Project Manager, Sr.	Bachelors	5	Contractor Site	\$ 127.84	\$ 131.68	\$ 135.63	\$ 139.70	\$ 143.89
541330ENG, 541380, 541420	Scientist, Sr.	Masters	7	Contractor Site	\$ 187.55	\$ 193.17	\$ 198.97	\$ 204.94	\$ 211.09
541330ENG, 541380, 541420	Software Developer, Jr.	Bachelors	0	Contractor Site	\$ 76.58	\$ 78.88	\$ 81.25	\$ 83.68	\$ 86.19
541330ENG, 541380, 541420	Software Developer, Sr.	Bachelors	7	Contractor Site	\$ 102.20	\$ 105.27	\$ 108.43	\$ 111.68	\$ 115.03
541330ENG, 541380, 541420	Systems Analyst, Mid.	Bachelors	5	Contractor Site	\$ 93.02	\$ 95.81	\$ 98.69	\$ 101.65	\$ 104.70
541330ENG, 541380, 541420	Systems Analyst, Sr.	Bachelors	9	Contractor Site	\$ 111.07	\$ 114.40	\$ 117.83	\$ 121.37	\$ 125.01
541330ENG, 541380, 541420	Technician, Jr.	High School	1	Contractor Site	\$ 51.70	\$ 53.25	\$ 54.85	\$ 56.50	\$ 58.19
541330ENG, 541380, 541420	Technician, Mid.	Associates	2	Contractor Site	\$ 75.62	\$ 77.89	\$ 80.22	\$ 82.63	\$ 85.11
541330ENG, 541380, 541420	Technician, Sr.	Associates	4	Contractor Site	\$ 84.75	\$ 87.30	\$ 89.92	\$ 92.61	\$ 95.39
541330ENG, 541380, 541420	Writer	Bachelors	7	Contractor Site	\$ 60.12	\$ 61.92	\$ 63.78	\$ 65.69	\$ 67.67
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist 1	Associates	1	Contractor Site	\$ 42.89	\$ 44.18	\$ 45.51	\$ 46.87	\$ 48.28
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist 2	Bachelors	2	Contractor Site	\$ 51.90	\$ 53.46	\$ 55.06	\$ 56.71	\$ 58.41
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist 3	Bachelors	3	Contractor Site	\$ 59.56	\$ 61.35	\$ 63.19	\$ 65.09	\$ 67.04
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist 4	Bachelors	5	Contractor Site	\$ 70.76	\$ 72.88	\$ 75.07	\$ 77.32	\$ 79.64
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist Lead	Bachelors	7	Contractor Site	\$ 77.89	\$ 80.23	\$ 82.64	\$ 85.11	\$ 87.67
541611, 611430	Administrative Specialist Trainee	High School	0	Contractor Site	\$ 39.16	\$ 40.34	\$ 41.55	\$ 42.79	\$ 44.08
541611, 611430	Clerical Specialist Trainee	High School	0	Contractor Site	\$ 38.79	\$ 39.95	\$ 41.15	\$ 42.39	\$ 43.66
541330ENG, 541380, 541420, 541611, 611430, 541614SVC, 541614, 561210FS	Executive 1	Bachelors	10	Contractor Site	\$ 196.52	\$ 202.42	\$ 208.49	\$ 214.74	\$ 221.19

541611, 611430, 541614SVC, 541614, 561210FS	Executive 2	Bachelors	12	Contractor Site	\$ 224.90	\$ 231.65	\$ 238.60	\$ 245.75	\$ 253.13
541330ENG, 541380, 541420, 541611, 611430, 541614SVC, 541614, 561210FS	Executive 3	Bachelors	14	Contractor Site	\$ 260.63	\$ 268.45	\$ 276.50	\$ 284.80	\$ 293.34
541611, 611430	Executive Management Consultant, Senior	Masters	15	Contractor Site	\$ 616.57	\$ 635.07	\$ 654.12	\$ 673.74	\$ 693.96
541611, 611430	MOBIS Analyst 1	Associates	2	Contractor Site	\$ 69.53	\$ 71.62	\$ 73.77	\$ 75.98	\$ 78.26
541611, 611430	MOBIS Analyst 2	Bachelors	2	Contractor Site	\$ 76.67	\$ 78.97	\$ 81.34	\$ 83.78	\$ 86.30
541611, 611430	MOBIS Analyst 3	Bachelors	4	Contractor Site	\$ 111.20	\$ 114.53	\$ 117.97	\$ 121.51	\$ 125.15
541611, 611430	MOBIS Analyst 4	Bachelors	6	Contractor Site	\$ 130.21	\$ 134.12	\$ 138.14	\$ 142.28	\$ 146.55
541611, 611430	MOBIS Analyst, Lead	Bachelors	8	Contractor Site	\$ 172.31	\$ 177.48	\$ 182.81	\$ 188.29	\$ 193.94
541611, 611430	MOBIS Analyst, Trainee	Associates	0	Contractor Site	\$ 44.16	\$ 45.48	\$ 46.85	\$ 48.25	\$ 49.70
541611, 611430	MOBIS Manager 1	Bachelors	1	Contractor Site	\$ 102.38	\$ 105.45	\$ 108.61	\$ 111.87	\$ 115.22
541611, 611430	MOBIS Manager 2	Bachelors	3	Contractor Site	\$ 131.57	\$ 135.51	\$ 139.58	\$ 143.77	\$ 148.08
541611, 611430	MOBIS Manager 3	Bachelors	4	Contractor Site	\$ 172.24	\$ 177.41	\$ 182.73	\$ 188.22	\$ 193.86
541611, 611430	MOBIS Manager 4	Bachelors	5	Contractor Site	\$ 249.27	\$ 256.75	\$ 264.45	\$ 272.38	\$ 280.55
541611, 611430	MOBIS Specialist 1	Associates	1	Contractor Site	\$ 74.88	\$ 77.12	\$ 79.44	\$ 81.82	\$ 84.28
541611, 611430	MOBIS Specialist 2	Bachelors	1	Contractor Site	\$ 79.41	\$ 81.79	\$ 84.25	\$ 86.77	\$ 89.38
541611, 611430	MOBIS Specialist 3	Bachelors	3	Contractor Site	\$ 91.32	\$ 94.06	\$ 96.88	\$ 99.78	\$ 102.78
541611, 611430	MOBIS Specialist 4	Bachelors	5	Contractor Site	\$ 122.58	\$ 126.26	\$ 130.05	\$ 133.95	\$ 137.97
541611, 611430	MOBIS Specialist Lead	Bachelors	7	Contractor Site	\$ 171.75	\$ 176.90	\$ 182.21	\$ 187.67	\$ 193.30
541611, 611430	MOBIS Specialist Trainee	Bachelors	0	Contractor Site	\$ 47.19	\$ 48.61	\$ 50.07	\$ 51.57	\$ 53.12
541611, 611430	Technical Analyst 1	Bachelors	0	Contractor Site	\$ 65.75	\$ 67.73	\$ 69.76	\$ 71.85	\$ 74.01
541611, 611430	Technical Analyst 2	Bachelors	2	Contractor Site	\$ 82.81	\$ 85.29	\$ 87.85	\$ 90.49	\$ 93.20
541611, 611430	Technical Analyst 3	Bachelors	4	Contractor Site	\$ 104.03	\$ 107.15	\$ 110.37	\$ 113.68	\$ 117.09
541611, 611430	Technical Analyst 4	Bachelors	6	Contractor Site	\$ 141.08	\$ 145.32	\$ 149.68	\$ 154.17	\$ 158.79
541611, 611430	Technical Analyst Lead	Bachelors	8	Contractor Site	\$ 174.49	\$ 179.73	\$ 185.12	\$ 190.67	\$ 196.39
541611, 611430	Technical Analyst Trainee	Associates	0	Contractor Site	\$ 57.63	\$ 59.36	\$ 61.14	\$ 62.97	\$ 64.86
541611, 611430	Instructor Pilot	Bachelors	5	Contractor Site	\$ 156.36	\$ 161.05	\$ 165.89	\$ 170.86	\$ 175.99
611430	Maintenance Test Pilot	Bachelors	5	Contractor Site	\$ 95.51	\$ 98.38	\$ 101.33	\$ 104.37	\$ 107.50
611430	Standardization Instructor Pilot	Bachelors	10	Contractor Site	\$ 178.15	\$ 183.49	\$ 188.99	\$ 194.66	\$ 200.50
611430	Training Instructor	Bachelors	10	Contractor Site	\$ 86.97	\$ 89.58	\$ 92.27	\$ 95.03	\$ 97.88

541614SVC, 541614, 611430, 561210FS	Documentation Specialist 1	High School	1	Contractor Site	\$ 60.03	\$ 61.83	\$ 63.68	\$ 65.59	\$ 67.56
541614SVC, 541614, 611430, 561210FS	Documentation Specialist 2	Associates	5	Contractor Site	\$ 76.20	\$ 78.49	\$ 80.84	\$ 83.26	\$ 85.76
541614SVC, 541614, 611430, 561210FS	Documentation Specialist 3	Bachelors	5	Contractor Site	\$ 104.31	\$ 107.44	\$ 110.66	\$ 113.98	\$ 117.40
541614SVC, 541614, 611430, 561210FS	Logistics Specialist 1	Bachelors	0	Contractor Site	\$ 67.83	\$ 69.86	\$ 71.96	\$ 74.12	\$ 76.34
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Logistics Specialist 2	Bachelors	1	Contractor Site	\$ 102.85	\$ 105.94	\$ 109.11	\$ 112.39	\$ 115.76
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Logistics Specialist 3	Bachelors	3	Contractor Site	\$ 131.07	\$ 135.00	\$ 139.05	\$ 143.22	\$ 147.52
541614SVC, 541614, 611430, 561210FS	Logistics Specialist 4	Bachelors	5	Contractor Site	\$ 156.88	\$ 161.59	\$ 166.44	\$ 171.43	\$ 176.57
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Logistics Specialist Lead	Bachelors	7	Contractor Site	\$ 190.52	\$ 196.23	\$ 202.12	\$ 208.18	\$ 214.43
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Manager 1	Bachelors	1	Contractor Site	\$ 91.25	\$ 93.98	\$ 96.80	\$ 99.71	\$ 102.70
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Manager 2	Bachelors	3	Contractor Site	\$ 125.97	\$ 129.75	\$ 133.64	\$ 137.65	\$ 141.78
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Manager 3	Bachelors	4	Contractor Site	\$ 152.68	\$ 157.26	\$ 161.97	\$ 166.83	\$ 171.84
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Manager 4	Bachelors	5	Contractor Site	\$ 192.87	\$ 198.65	\$ 204.61	\$ 210.75	\$ 217.08
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist 1	Bachelors	0	Contractor Site	\$ 89.02	\$ 91.69	\$ 94.44	\$ 97.28	\$ 100.19
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist 2	Bachelors	2	Contractor Site	\$ 113.23	\$ 116.62	\$ 120.12	\$ 123.73	\$ 127.44
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist 3	Bachelors	4	Contractor Site	\$ 141.12	\$ 145.35	\$ 149.71	\$ 154.20	\$ 158.83
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist 4	Bachelors	5	Contractor Site	\$ 154.16	\$ 158.79	\$ 163.55	\$ 168.46	\$ 173.51

541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist Lead	Bachelors	7	Contractor Site	\$ 187.54	\$ 193.16	\$ 198.96	\$ 204.93	\$ 211.07
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist Trainee	Associates	0	Contractor Site	\$ 65.94	\$ 67.92	\$ 69.96	\$ 72.05	\$ 74.22
<b>SCA Labor Categories **</b>									
541614SVC, 541614, 611430, 561210FS	Administrative Assistant	High School	0	Contractor Site	\$ 83.05	\$ 85.54	\$ 88.11	\$ 90.75	\$ 93.47
541614SVC, 541614, 611430, 561210FS	Aerospace Structural Welder	High School	0	Contractor Site	\$ 82.08	\$ 84.54	\$ 87.08	\$ 89.69	\$ 92.38
541614SVC, 541614, 611430, 561210FS	Aircraft Mechanic I	High School	0	Contractor Site	\$ 78.08	\$ 80.42	\$ 82.83	\$ 85.32	\$ 87.88
541614SVC, 541614, 611430, 561210FS	Aircraft Mechanic II	High School	0	Contractor Site	\$ 82.08	\$ 84.54	\$ 87.08	\$ 89.69	\$ 92.38
541614SVC, 541614, 611430, 561210FS	Aircraft Mechanic III	High School	0	Contractor Site	\$ 85.55	\$ 88.12	\$ 90.76	\$ 93.49	\$ 96.29
541614SVC, 541614, 611430, 561210FS	Aircraft Mechanic Helper	High School	0	Contractor Site	\$ 57.04	\$ 58.75	\$ 60.51	\$ 62.33	\$ 64.19
541614SVC, 541614, 611430, 561210FS	Aircraft Painter	High School	0	Contractor Site	\$ 69.37	\$ 71.45	\$ 73.60	\$ 75.80	\$ 78.08
541614SVC, 541614, 611430, 561210FS	Aircraft Servicer	High School	0	Contractor Site	\$ 66.06	\$ 68.04	\$ 70.08	\$ 72.18	\$ 74.35
541614SVC, 541614, 611430, 561210FS	Aircrew Training Devices Instructor (Non-Rated)	High School	2	Contractor Site	\$ 99.45	\$ 102.44	\$ 105.51	\$ 108.68	\$ 111.94
541614SVC, 541614, 611430, 561210FS	Aircrew Training Devices Instructor (Pilot)	High School	5	Contractor Site	\$ 120.37	\$ 123.98	\$ 127.70	\$ 131.53	\$ 135.47
541614SVC, 541614, 611430, 561210FS	Aircrew Training Devices Instructor (Rated)	High School	2	Contractor Site	\$ 143.59	\$ 147.90	\$ 152.33	\$ 156.90	\$ 161.61
541614SVC, 541614, 611430, 561210FS	Automobile Body Repairer, Fiberglass	High School	0	Contractor Site	\$ 66.59	\$ 68.59	\$ 70.64	\$ 72.76	\$ 74.95
541614SVC, 541614, 611430, 561210FS	Automotive Glass Installer	High School	0	Contractor Site	\$ 58.11	\$ 59.86	\$ 61.65	\$ 63.50	\$ 65.41
541614SVC, 541614, 611430, 561210FS	Automotive Worker	High School	3	Contractor Site	\$ 66.59	\$ 68.59	\$ 70.64	\$ 72.76	\$ 74.95
541614SVC, 541614, 611430, 561210FS	Blocker And Bracer	High School	0	Contractor Site	\$ 78.31	\$ 80.66	\$ 83.08	\$ 85.57	\$ 88.14
541614SVC, 541614, 611430, 561210FS	Boiler Tender	High School	0	Contractor Site	\$ 102.73	\$ 105.82	\$ 108.99	\$ 112.26	\$ 115.63

541614SVC, 541614, 611430, 561210FS	Cable Splicer	High School	0	Contractor Site	\$ 82.91	\$ 85.40	\$ 87.96	\$ 90.60	\$ 93.32
541614SVC, 541614, 611430, 561210FS	Carpenter, Maintenance	High School	0	Contractor Site	\$ 70.18	\$ 72.29	\$ 74.46	\$ 76.69	\$ 78.99
541614SVC, 541614, 611430, 561210FS	Carpet Layer	High School	0	Contractor Site	\$ 67.50	\$ 69.53	\$ 71.62	\$ 73.76	\$ 75.98
541614SVC, 541614, 611430, 561210FS	Civil Engineering Technician	High School	0	Contractor Site	\$ 85.21	\$ 87.76	\$ 90.40	\$ 93.11	\$ 95.90
541614SVC, 541614, 611430, 561210FS	Cleaner, Vehicles	High School	0	Contractor Site	\$ 34.89	\$ 35.94	\$ 37.02	\$ 38.13	\$ 39.27
541614SVC, 541614, 611430, 561210FS	Computer Based Training Specialist / Instructor	High School	0	Contractor Site	\$ 99.45	\$ 102.44	\$ 105.51	\$ 108.68	\$ 111.94
541614SVC, 541614, 611430, 561210FS	Computer Operator II	High School	2	Contractor Site	\$ 59.70	\$ 61.49	\$ 63.34	\$ 65.24	\$ 67.20
541614SVC, 541614, 611430, 561210FS	Computer Operator IV	High School	4	Contractor Site	\$ 73.79	\$ 76.00	\$ 78.28	\$ 80.63	\$ 83.05
541614SVC, 541614, 611430, 561210FS	Computer Operator V	High School	4	Contractor Site	\$ 81.78	\$ 84.23	\$ 86.76	\$ 89.36	\$ 92.04
541614SVC, 541614, 611430, 561210FS	Computer Programmer II	High School	2	Contractor Site	\$ 82.49	\$ 84.97	\$ 87.52	\$ 90.14	\$ 92.85
541614SVC, 541614, 611430, 561210FS	Computer Programmer III	High School	3	Contractor Site	\$ 91.56	\$ 94.31	\$ 97.14	\$ 100.05	\$ 103.05
541614SVC, 541614, 611430, 561210FS	Computer Systems Analyst II	High School	2	Contractor Site	\$ 82.49	\$ 84.97	\$ 87.52	\$ 90.14	\$ 92.85
541614SVC, 541614, 611430, 561210FS	Dispatcher, Motor Vehicle	High School	0	Contractor Site	\$ 78.38	\$ 80.73	\$ 83.15	\$ 85.65	\$ 88.22
541614SVC, 541614, 611430, 561210FS	Drafter I	High School	0	Contractor Site	\$ 66.89	\$ 68.90	\$ 70.96	\$ 73.09	\$ 75.29
541614SVC, 541614, 611430, 561210FS	Drafter II	High School	2	Contractor Site	\$ 74.80	\$ 77.04	\$ 79.35	\$ 81.73	\$ 84.18
541614SVC, 541614, 611430, 561210FS	Drafter III	High School	4	Contractor Site	\$ 83.37	\$ 85.88	\$ 88.45	\$ 91.11	\$ 93.84
541614SVC, 541614, 611430, 561210FS	Drafter IV	High School	5	Contractor Site	\$ 102.65	\$ 105.73	\$ 108.91	\$ 112.17	\$ 115.54
541614SVC, 541614, 611430, 561210FS	Electrician, Maintenance	High School	0	Contractor Site	\$ 100.16	\$ 103.17	\$ 106.26	\$ 109.45	\$ 112.73

541614SVC, 541614, 611430, 561210FS	Electronics Technician Maintenance I	High School	0	Contractor Site	\$ 82.18	\$ 84.65	\$ 87.19	\$ 89.80	\$ 92.50
541614SVC, 541614, 611430, 561210FS	Electronics Technician Maintenance II	High School	2	Contractor Site	\$ 86.83	\$ 89.43	\$ 92.12	\$ 94.88	\$ 97.73
541614SVC, 541614, 611430, 561210FS	Electronics Technician Maintenance III	High School	4	Contractor Site	\$ 91.54	\$ 94.28	\$ 97.11	\$ 100.02	\$ 103.02
541614SVC, 541614, 611430, 561210FS	Engineering Technician I	High School	0	Contractor Site	\$ 50.85	\$ 52.37	\$ 53.94	\$ 55.56	\$ 57.23
541614SVC, 541614, 611430, 561210FS	Engineering Technician II	High School	1	Contractor Site	\$ 57.09	\$ 58.81	\$ 60.57	\$ 62.39	\$ 64.26
541614SVC, 541614, 611430, 561210FS	Engineering Technician III	High School	2	Contractor Site	\$ 63.85	\$ 65.77	\$ 67.74	\$ 69.77	\$ 71.87
541614SVC, 541614, 611430, 561210FS	Engineering Technician IV	High School	3	Contractor Site	\$ 79.10	\$ 81.47	\$ 83.91	\$ 86.43	\$ 89.02
541614SVC, 541614, 611430, 561210FS	Engineering Technician V	High School	4	Contractor Site	\$ 96.81	\$ 99.72	\$ 102.71	\$ 105.79	\$ 108.96
541614SVC, 541614, 611430, 561210FS	Engineering Technician VI	High School	5	Contractor Site	\$ 117.05	\$ 120.56	\$ 124.18	\$ 127.91	\$ 131.74
541614SVC, 541614, 611430, 561210FS	Environmental Technician	High School	0	Contractor Site	\$ 74.02	\$ 76.24	\$ 78.53	\$ 80.88	\$ 83.31
541614SVC, 541614, 611430, 561210FS	Fire Alarm System Mechanic	High School	0	Contractor Site	\$ 72.01	\$ 74.17	\$ 76.40	\$ 78.69	\$ 81.05
541614SVC, 541614, 611430, 561210FS	Fire Extinguisher Repairer	High School	0	Contractor Site	\$ 62.75	\$ 64.63	\$ 66.57	\$ 68.57	\$ 70.63
541614SVC, 541614, 611430, 561210FS	Flight Instructor (Pilot)	High School	3	Contractor Site	\$ 143.59	\$ 147.90	\$ 152.33	\$ 156.90	\$ 161.61
541614SVC, 541614, 611430, 561210FS	Forklift Operator	High School	0	Contractor Site	\$ 52.63	\$ 54.21	\$ 55.84	\$ 57.51	\$ 59.24
541614SVC, 541614, 611430, 561210FS	Fuel Distribution System Mechanic	High School	0	Contractor Site	\$ 81.10	\$ 83.54	\$ 86.04	\$ 88.62	\$ 91.28
541614SVC, 541614, 611430, 561210FS	Fuel Distribution System Operator	High School	0	Contractor Site	\$ 63.88	\$ 65.79	\$ 67.77	\$ 69.80	\$ 71.89
541614SVC, 541614, 611430, 561210FS	Gardener	High School	0	Contractor Site	\$ 63.98	\$ 65.90	\$ 67.88	\$ 69.91	\$ 72.01
541614SVC, 541614, 611430, 561210FS	General Clerk I	High School	0	Contractor Site	\$ 42.71	\$ 43.99	\$ 45.31	\$ 46.67	\$ 48.07

541614SVC, 541614, 611430, 561210FS	General Clerk II	High School	2	Contractor Site	\$ 46.58	\$ 47.98	\$ 49.42	\$ 50.90	\$ 52.43
541614SVC, 541614, 611430, 561210FS	General Clerk III	High School	4	Contractor Site	\$ 52.74	\$ 54.32	\$ 55.95	\$ 57.63	\$ 59.35
541614SVC, 541614, 611430, 561210FS	General Maintenance Worker	High School	0	Contractor Site	\$ 60.53	\$ 62.34	\$ 64.21	\$ 66.14	\$ 68.12
541614SVC, 541614, 611430, 561210FS	Gunsmith III	High School	0	Contractor Site	\$ 79.33	\$ 81.71	\$ 84.16	\$ 86.69	\$ 89.29
541614SVC, 541614, 611430, 561210FS	Heating / Refrigeration / Air Conditioning Mechanic	High School	0	Contractor Site	\$ 76.20	\$ 78.49	\$ 80.84	\$ 83.26	\$ 85.76
541614SVC, 541614, 611430, 561210FS	Heavy Equipment Mechanic	High School	0	Contractor Site	\$ 82.47	\$ 84.94	\$ 87.49	\$ 90.12	\$ 92.82
541614SVC, 541614, 611430, 561210FS	Heavy Equipment Operator	High School	0	Contractor Site	\$ 89.30	\$ 91.98	\$ 94.74	\$ 97.58	\$ 100.51
541614SVC, 541614, 611430, 561210FS	Housing Referral Assistance	High School	0	Contractor Site	\$ 77.57	\$ 79.89	\$ 82.29	\$ 84.76	\$ 87.30
541614SVC, 541614, 611430, 561210FS	Instrument Mechanic	High School	0	Contractor Site	\$ 86.20	\$ 88.79	\$ 91.45	\$ 94.20	\$ 97.02
541614SVC, 541614, 611430, 561210FS	Janitor	High School	0	Contractor Site	\$ 40.05	\$ 41.25	\$ 42.49	\$ 43.77	\$ 45.08
541614SVC, 541614, 611430, 561210FS	Laboratory Technician	High School	0	Contractor Site	\$ 63.01	\$ 64.90	\$ 66.84	\$ 68.85	\$ 70.91
541614SVC, 541614, 611430, 561210FS	Laborer	High School	0	Contractor Site	\$ 43.04	\$ 44.34	\$ 45.67	\$ 47.04	\$ 48.45
541614SVC, 541614, 611430, 561210FS	Laborer, Grounds Maintenance	High School	0	Contractor Site	\$ 49.22	\$ 50.70	\$ 52.22	\$ 53.79	\$ 55.40
541614SVC, 541614, 611430, 561210FS	Locksmith	High School	0	Contractor Site	\$ 58.73	\$ 60.49	\$ 62.31	\$ 64.17	\$ 66.10
541614SVC, 541614, 611430, 561210FS	Machinery Maintenance Mechanic	High School	0	Contractor Site	\$ 76.08	\$ 78.37	\$ 80.72	\$ 83.14	\$ 85.63
541614SVC, 541614, 611430, 561210FS	Machine-Tool Operator (Tool room)	High School	0	Contractor Site	\$ 61.44	\$ 63.28	\$ 65.18	\$ 67.14	\$ 69.15
541614SVC, 541614, 611430, 561210FS	Machinist, Maintenance	High School	0	Contractor Site	\$ 73.39	\$ 75.60	\$ 77.86	\$ 80.20	\$ 82.61
541614SVC, 541614, 611430, 561210FS	Maintenance Trade Helper	High School	0	Contractor Site	\$ 45.71	\$ 47.08	\$ 48.49	\$ 49.95	\$ 51.45

541614SVC, 541614, 611430, 561210FS	Material Coordinator	High School	0	Contractor Site	\$ 75.47	\$ 77.73	\$ 80.06	\$ 82.47	\$ 84.94
541614SVC, 541614, 611430, 561210FS	Material Expediter	High School	0	Contractor Site	\$ 75.47	\$ 77.73	\$ 80.06	\$ 82.47	\$ 84.94
541614SVC, 541614, 611430, 561210FS	Material Handling Laborer	High School	0	Contractor Site	\$ 44.90	\$ 46.25	\$ 47.63	\$ 49.06	\$ 50.53
541614SVC, 541614, 611430, 561210FS	Millwright	High School	0	Contractor Site	\$ 87.11	\$ 89.72	\$ 92.41	\$ 95.19	\$ 98.04
541614SVC, 541614, 611430, 561210FS	Mobile Equipment Servicer	High School	0	Contractor Site	\$ 57.95	\$ 59.69	\$ 61.48	\$ 63.33	\$ 65.23
541614SVC, 541614, 611430, 561210FS	Motor Vehicle Mechanic	High School	0	Contractor Site	\$ 68.99	\$ 71.06	\$ 73.19	\$ 75.39	\$ 77.65
541614SVC, 541614, 611430, 561210FS	Motor Vehicle Mechanic Helper	High School	0	Contractor Site	\$ 54.37	\$ 56.00	\$ 57.68	\$ 59.41	\$ 61.19
541614SVC, 541614, 611430, 561210FS	Office Appliance Repairer	High School	0	Contractor Site	\$ 62.09	\$ 63.95	\$ 65.87	\$ 67.85	\$ 69.88
541614SVC, 541614, 611430, 561210FS	Order Filler	High School	0	Contractor Site	\$ 41.97	\$ 43.22	\$ 44.52	\$ 45.86	\$ 47.23
541614SVC, 541614, 611430, 561210FS	Painter, Automotive	High School	3	Contractor Site	\$ 66.59	\$ 68.59	\$ 70.64	\$ 72.76	\$ 74.95
541614SVC, 541614, 611430, 561210FS	Painter, Maintenance	High School	0	Contractor Site	\$ 67.93	\$ 69.97	\$ 72.07	\$ 74.23	\$ 76.46
541614SVC, 541614, 611430, 561210FS	Personnel Assistant III	High School	4	Contractor Site	\$ 66.43	\$ 68.42	\$ 70.47	\$ 72.59	\$ 74.76
541614SVC, 541614, 611430, 561210FS	Pest Controller	High School	0	Contractor Site	\$ 49.25	\$ 50.72	\$ 52.25	\$ 53.81	\$ 55.43
541614SVC, 541614, 611430, 561210FS	Photo-Optics Technician	High School	0	Contractor Site	\$ 96.56	\$ 99.45	\$ 102.44	\$ 105.51	\$ 108.67
541614SVC, 541614, 611430, 561210FS	Pipe Fitter, Maintenance	High School	0	Contractor Site	\$ 85.16	\$ 87.72	\$ 90.35	\$ 93.06	\$ 95.85
541614SVC, 541614, 611430, 561210FS	Plumber, Maintenance	High School	0	Contractor Site	\$ 84.24	\$ 86.77	\$ 89.37	\$ 92.06	\$ 94.82
541614SVC, 541614, 611430, 561210FS	Pneudraulic Systems Mechanic	High School	0	Contractor Site	\$ 79.33	\$ 81.71	\$ 84.16	\$ 86.69	\$ 89.29
541614SVC, 541614, 611430, 561210FS	Production Control Clerk	High School	2	Contractor Site	\$ 75.47	\$ 77.73	\$ 80.06	\$ 82.47	\$ 84.94

541614SVC, 541614, 611430, 561210FS	Refuse Collector	High School	0	Contractor Site	\$ 60.93	\$ 62.76	\$ 64.64	\$ 66.58	\$ 68.58
541614SVC, 541614, 611430, 561210FS	Scheduler, Maintenance	High School	0	Contractor Site	\$ 62.15	\$ 64.01	\$ 65.93	\$ 67.91	\$ 69.95
541614SVC, 541614, 611430, 561210FS	Secretary I	High School	0	Contractor Site	\$ 62.22	\$ 64.08	\$ 66.01	\$ 67.99	\$ 70.03
541614SVC, 541614, 611430, 561210FS	Secretary II	High School	0	Contractor Site	\$ 69.57	\$ 71.66	\$ 73.80	\$ 76.02	\$ 78.30
541614SVC, 541614, 611430, 561210FS	Secretary III	High School	2	Contractor Site	\$ 77.57	\$ 79.89	\$ 82.29	\$ 84.76	\$ 87.30
541614SVC, 541614, 611430, 561210FS	Sewage Plant Operator	High School	0	Contractor Site	\$ 88.22	\$ 90.87	\$ 93.59	\$ 96.40	\$ 99.29
541614SVC, 541614, 611430, 561210FS	Sheet-Metal Worker, Maintenance	High School	0	Contractor Site	\$ 83.65	\$ 86.16	\$ 88.75	\$ 91.41	\$ 94.15
541614SVC, 541614, 611430, 561210FS	Shipping Packer	High School	0	Contractor Site	\$ 47.88	\$ 49.31	\$ 50.79	\$ 52.32	\$ 53.89
541614SVC, 541614, 611430, 561210FS	Shipping/Receiving Clerk	High School	0	Contractor Site	\$ 47.88	\$ 49.31	\$ 50.79	\$ 52.32	\$ 53.89
541614SVC, 541614, 611430, 561210FS	Small Engine Mechanic	High School	0	Contractor Site	\$ 57.07	\$ 58.78	\$ 60.55	\$ 62.36	\$ 64.23
541614SVC, 541614, 611430, 561210FS	Stationary Engineer	High School	0	Contractor Site	\$ 102.73	\$ 105.82	\$ 108.99	\$ 112.26	\$ 115.63
541614SVC, 541614, 611430, 561210FS	Stock Clerk	High School	0	Contractor Site	\$ 53.84	\$ 55.45	\$ 57.12	\$ 58.83	\$ 60.59
541614SVC, 541614, 611430, 561210FS	Supply Technician	High School	0	Contractor Site	\$ 83.05	\$ 85.54	\$ 88.11	\$ 90.75	\$ 93.47
541614SVC, 541614, 611430, 561210FS	Technical Instructor	High School	2	Contractor Site	\$ 76.57	\$ 78.87	\$ 81.23	\$ 83.67	\$ 86.18
541614SVC, 541614, 611430, 561210FS	Technical Instructor/Course Developer	High School	2	Contractor Site	\$ 93.68	\$ 96.49	\$ 99.39	\$ 102.37	\$ 105.44
541614SVC, 541614, 611430, 561210FS	Technical Writer II	High School	2	Contractor Site	\$ 85.35	\$ 87.91	\$ 90.54	\$ 93.26	\$ 96.06
541614SVC, 541614, 611430, 561210FS	Technical Writer III	High School	2	Contractor Site	\$ 103.07	\$ 106.16	\$ 109.35	\$ 112.63	\$ 116.01
541614SVC, 541614, 611430, 561210FS	Telecommunications Mechanic I	High School	0	Contractor Site	\$ 75.67	\$ 77.94	\$ 80.27	\$ 82.68	\$ 85.16

541614SVC, 541614, 611430, 561210FS	Telecommunications Mechanic II	High School	0	Contractor Site	\$ 79.51	\$ 81.90	\$ 84.36	\$ 86.89	\$ 89.49
541614SVC, 541614, 611430, 561210FS	Telephone Lineman	High School	0	Contractor Site	\$ 70.69	\$ 72.81	\$ 75.00	\$ 77.25	\$ 79.57
541614SVC, 541614, 611430, 561210FS	Tire Repairer	High School	0	Contractor Site	\$ 46.93	\$ 48.34	\$ 49.79	\$ 51.28	\$ 52.82
541614SVC, 541614, 611430, 561210FS	Tool and Die Maker	High School	0	Contractor Site	\$ 72.49	\$ 74.66	\$ 76.90	\$ 79.21	\$ 81.59
541614SVC, 541614, 611430, 561210FS	Tools and Parts Attendant	High School	0	Contractor Site	\$ 52.63	\$ 54.21	\$ 55.84	\$ 57.51	\$ 59.24
541614SVC, 541614, 611430, 561210FS	Tractor Operator	High School	0	Contractor Site	\$ 58.04	\$ 59.79	\$ 61.58	\$ 63.43	\$ 65.33
541614SVC, 541614, 611430, 561210FS	Truck Driver, Light Truck	High School	0	Contractor Site	\$ 51.72	\$ 53.27	\$ 54.86	\$ 56.51	\$ 58.21
541614SVC, 541614, 611430, 561210FS	Truck Driver, Medium Truck	High School	0	Contractor Site	\$ 55.54	\$ 57.21	\$ 58.92	\$ 60.69	\$ 62.51
541614SVC, 541614, 611430, 561210FS	Truck Driver, Tractor-Trailer	High School	0	Contractor Site	\$ 60.26	\$ 62.07	\$ 63.93	\$ 65.85	\$ 67.82
541614SVC, 541614, 611430, 561210FS	Unexploded (UXO) Safety Escort	High School	0	Contractor Site	\$ 72.43	\$ 74.60	\$ 76.84	\$ 79.15	\$ 81.52
541614SVC, 541614, 611430, 561210FS	Unexploded (UXO) Sweep Personnel	High School	0	Contractor Site	\$ 72.43	\$ 74.60	\$ 76.84	\$ 79.15	\$ 81.52
541614SVC, 541614, 611430, 561210FS	Unexploded Ordinance (UXO) Technician I	High School	0	Contractor Site	\$ 72.43	\$ 74.60	\$ 76.84	\$ 79.15	\$ 81.52
541614SVC, 541614, 611430, 561210FS	Unexploded Ordinance (UXO) Technician II	High School	2	Contractor Site	\$ 87.59	\$ 90.22	\$ 92.93	\$ 95.72	\$ 98.59
541614SVC, 541614, 611430, 561210FS	Unexploded Ordinance (UXO) Technician III	High School	4	Contractor Site	\$ 105.02	\$ 108.17	\$ 111.41	\$ 114.76	\$ 118.20
541614SVC, 541614, 611430, 561210FS	Ventilation Equipment Tender	High School	0	Contractor Site	\$ 75.06	\$ 77.31	\$ 79.63	\$ 82.02	\$ 84.48
541614SVC, 541614, 611430, 561210FS	Warehouse Specialist	High School	0	Contractor Site	\$ 52.63	\$ 54.21	\$ 55.84	\$ 57.51	\$ 59.24
541614SVC, 541614, 611430, 561210FS	Water Treatment Plant Operator	High School	0	Contractor Site	\$ 88.22	\$ 90.87	\$ 93.59	\$ 96.40	\$ 99.29
541614SVC, 541614, 611430, 561210FS	Weather Observer, Combined Upper Air and Surface Programs	High School	0	Contractor Site	\$ 83.37	\$ 85.88	\$ 88.45	\$ 91.11	\$ 93.84

541614SVC, 541614, 611430, 561210FS	Weather Observer, Senior	High School	0	Contractor Site	\$ 88.50	\$ 91.15	\$ 93.89	\$ 96.71	\$ 99.61
541614SVC, 541614, 611430, 561210FS	Welder, Combination, Maintenance	High School	0	Contractor Site	\$ 62.42	\$ 64.29	\$ 66.22	\$ 68.20	\$ 70.25
541614SVC, 541614, 611430, 561210FS	Woodcraft Worker	High School	0	Contractor Site	\$ 79.33	\$ 81.71	\$ 84.16	\$ 86.69	\$ 89.29
541614SVC, 541614, 611430, 561210FS	Wood Worker	High School	0	Contractor Site	\$ 59.48	\$ 61.27	\$ 63.10	\$ 65.00	\$ 66.95
541614SVC, 541614, 611430, 561210FS	Word Processor I	High School	0	Contractor Site	\$ 55.89	\$ 57.57	\$ 59.29	\$ 61.07	\$ 62.90
Customer Site									
522310, 531210, 541611	Asset Management Manager	Bachelors	10	Customer Site	\$ 83.53	\$ 86.03	\$ 88.61	\$ 91.27	\$ 94.01
522310, 531210, 541611	Asset Management Specialist 1	Bachelors	2	Customer Site	\$ 52.27	\$ 53.84	\$ 55.46	\$ 57.12	\$ 58.83
522310, 531210, 541611	Asset Management Specialist 2	Bachelors	4	Customer Site	\$ 59.68	\$ 61.47	\$ 63.31	\$ 65.21	\$ 67.17
522310, 531210, 541611	Asset Management Specialist 3	Bachelors	6	Customer Site	\$ 72.58	\$ 74.76	\$ 77.00	\$ 79.31	\$ 81.69
522310, 531210, 541611	Asset Management Specialist 4	Bachelors	7	Customer Site	\$ 72.73	\$ 74.91	\$ 77.16	\$ 79.48	\$ 81.86
522310, 531210, 541611	Attorney 1	PhD	4	Customer Site	\$ 231.14	\$ 238.07	\$ 245.21	\$ 252.57	\$ 260.15
522310, 531210, 541611	Attorney 2	PhD	7	Customer Site	\$ 406.79	\$ 418.99	\$ 431.56	\$ 444.51	\$ 457.84
522310, 531210, 541611	Clerical Manager	Bachelors	7	Customer Site	\$ 88.53	\$ 91.19	\$ 93.93	\$ 96.74	\$ 99.65
522310, 531210, 541611, 611430	Clerical Specialist 1	Associates	2	Customer Site	\$ 43.48	\$ 44.79	\$ 46.13	\$ 47.52	\$ 48.94
522310, 531210, 541611, 611430	Clerical Specialist 2	Bachelors	2	Customer Site	\$ 52.76	\$ 54.34	\$ 55.97	\$ 57.65	\$ 59.38
522310, 531210, 541611, 611430	Clerical Specialist 3	Bachelors	3	Customer Site	\$ 72.93	\$ 75.12	\$ 77.37	\$ 79.69	\$ 82.08
522310, 531210, 541611, 611430	Clerical Specialist 4	Bachelors	5	Customer Site	\$ 77.81	\$ 80.14	\$ 82.55	\$ 85.03	\$ 87.58
522310, 531210, 541611	Information Management Specialist 1	High School	2	Customer Site	\$ 87.07	\$ 89.69	\$ 92.38	\$ 95.15	\$ 98.00
522310, 531210, 541611	Information Management Specialist 2	Bachelors	4	Customer Site	\$ 105.18	\$ 108.34	\$ 111.59	\$ 114.93	\$ 118.38
522310, 531210, 541611	Logistics Manager	Bachelors	1	Customer Site	\$ 74.44	\$ 76.67	\$ 78.97	\$ 81.34	\$ 83.78
522310, 531210, 541611	Logistics Specialist Trainee	Bachelors	0	Customer Site	\$ 32.53	\$ 33.51	\$ 34.51	\$ 35.55	\$ 36.61
522310, 531210, 541611	Program Manager, Sr.	Bachelors	10	Customer Site	\$ 144.65	\$ 148.99	\$ 153.46	\$ 158.07	\$ 162.81

522310, 531210, 541611, 611430, 541614, 561210FS	Subject Matter Expert 1	Associates	2	Customer Site	\$ 138.67	\$ 142.83	\$ 147.12	\$ 151.53	\$ 156.08
522310, 531210, 541611, 611430, 541614, 561210FS	Subject Matter Expert 2	Bachelors	2	Customer Site	\$ 184.89	\$ 190.44	\$ 196.15	\$ 202.04	\$ 208.10
522310, 531210, 541611, 611430, 541614, 561210FS	Subject Matter Expert 3	Bachelors	4	Customer Site	\$ 231.14	\$ 238.07	\$ 245.21	\$ 252.57	\$ 260.15
522310, 531210, 541611, 611430, 541614, 561210FS	Subject Matter Expert 4	Bachelors	6	Customer Site	\$ 406.79	\$ 418.99	\$ 431.56	\$ 444.51	\$ 457.84
541330ENG, 541380, 541420	Administrative Assistant, Sr.	High School	4	Customer Site	\$ 52.05	\$ 53.61	\$ 55.22	\$ 56.88	\$ 58.58
541330ENG, 541380, 541420	Administrative Specialist	High School	1	Customer Site	\$ 46.30	\$ 47.69	\$ 49.12	\$ 50.59	\$ 52.11
541330ENG, 541380, 541420	Administrator, Jr.	High School	2	Customer Site	\$ 31.02	\$ 31.95	\$ 32.91	\$ 33.90	\$ 34.92
541330ENG, 541380, 541420	Administrator, Lead	High School	5	Customer Site	\$ 63.54	\$ 65.45	\$ 67.41	\$ 69.43	\$ 71.51
541330ENG, 541380, 541420	Consultant	Bachelors	10	Customer Site	\$ 147.78	\$ 152.22	\$ 156.78	\$ 161.49	\$ 166.33
541330ENG, 541380, 541420	Documentation Specialist, Mid.	Associates	2	Customer Site	\$ 53.76	\$ 55.37	\$ 57.03	\$ 58.74	\$ 60.50
541330ENG, 541380, 541420	Documentation Specialist, Sr.	Bachelors	5	Customer Site	\$ 57.21	\$ 58.93	\$ 60.69	\$ 62.52	\$ 64.39
541330ENG, 541380, 541420	Engineer, Jr.	Bachelors	0	Customer Site	\$ 69.28	\$ 71.36	\$ 73.50	\$ 75.70	\$ 77.97
541330ENG, 541380, 541420	Engineer, Mgr.	Bachelors	10	Customer Site	\$ 139.72	\$ 143.91	\$ 148.22	\$ 152.67	\$ 157.25
541330ENG, 541380, 541420	Engineer, Mid.	Bachelors	5	Customer Site	\$ 90.88	\$ 93.60	\$ 96.41	\$ 99.30	\$ 102.28
541330ENG, 541380, 541420	Engineer, Sr.	Bachelors	7	Customer Site	\$ 117.04	\$ 120.55	\$ 124.17	\$ 127.89	\$ 131.73
541330ENG, 541380, 541420	Engineer, Systems	Bachelors	10	Customer Site	\$ 121.41	\$ 125.05	\$ 128.80	\$ 132.67	\$ 136.65
541330ENG, 541380, 541420, 541611, 611430, 541614SVC, 541614, 561210FS	Executive 4	Bachelors	16	Customer Site	\$ 403.55	\$ 415.66	\$ 428.13	\$ 440.98	\$ 454.20
541330ENG, 541380, 541420	Logistics Engineer, Jr.	Bachelors	0	Customer Site	\$ 63.28	\$ 65.18	\$ 67.14	\$ 69.15	\$ 71.23
541330ENG, 541380, 541420	Logistics Engineer, Mid.	Bachelors	3	Customer Site	\$ 80.08	\$ 82.49	\$ 84.96	\$ 87.51	\$ 90.13
541330ENG, 541380, 541420	Logistics Engineer, Sr. Analyst	Bachelors	7	Customer Site	\$ 106.95	\$ 110.16	\$ 113.47	\$ 116.87	\$ 120.38
541330ENG, 541380, 541420	Logistics Program Mgr., Jr.	Masters	10	Customer Site	\$ 117.87	\$ 121.41	\$ 125.05	\$ 128.81	\$ 132.67

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541330ENG, 541380, 541420	Logistics Program Mgr., Sr.	Masters	12	Customer Site	\$ 130.87	\$ 134.80	\$ 138.84	\$ 143.01	\$ 147.30
541330ENG, 541380, 541420	Logistics Technical Specialist, Jr.	High School	1	Customer Site	\$ 50.38	\$ 51.89	\$ 53.45	\$ 55.05	\$ 56.71
541330ENG, 541380, 541420	Logistics Technical Specialist, Sr.	High School	5	Customer Site	\$ 65.59	\$ 67.56	\$ 69.59	\$ 71.67	\$ 73.82
541330ENG, 541380, 541420	Operations Research Specialist	Bachelors	10	Customer Site	\$ 123.47	\$ 127.18	\$ 130.99	\$ 134.92	\$ 138.97
541330ENG, 541380, 541420	Procurement Manager	Bachelors	5	Customer Site	\$ 75.90	\$ 78.17	\$ 80.52	\$ 82.94	\$ 85.42
541330ENG, 541380, 541420	Program Analyst, Jr.	Associates	0	Customer Site	\$ 48.23	\$ 49.67	\$ 51.16	\$ 52.70	\$ 54.28
541330ENG, 541380, 541420	Program Analyst, Mid.	Bachelors	3	Customer Site	\$ 63.39	\$ 65.29	\$ 67.25	\$ 69.27	\$ 71.34
541330ENG, 541380, 541420	Program Management Spec.	Associates	1	Customer Site	\$ 57.63	\$ 59.36	\$ 61.14	\$ 62.97	\$ 64.86
541330ENG, 541380, 541420, 522310, 531210, 541611	Program Manager	Associates	5	Customer Site	\$ 116.81	\$ 120.31	\$ 123.92	\$ 127.64	\$ 131.47
541330ENG, 541380, 541420	Project Manager, Jr.	Associates	3	Customer Site	\$ 65.67	\$ 67.64	\$ 69.67	\$ 71.76	\$ 73.92
541330ENG, 541380, 541420	Project Manager, Sr.	Bachelors	5	Customer Site	\$ 113.03	\$ 116.42	\$ 119.91	\$ 123.51	\$ 127.22
541330ENG, 541380, 541420	Scientist, Sr.	Masters	7	Customer Site	\$ 161.36	\$ 166.20	\$ 171.19	\$ 176.32	\$ 181.61
541330ENG, 541380, 541420	Software Developer, Jr.	Bachelors	0	Customer Site	\$ 64.76	\$ 66.70	\$ 68.70	\$ 70.76	\$ 72.88
541330ENG, 541380, 541420	Software Developer, Sr.	Bachelors	7	Customer Site	\$ 88.58	\$ 91.24	\$ 93.97	\$ 96.79	\$ 99.70
541330ENG, 541380, 541420	Systems Analyst, Mid.	Bachelors	5	Customer Site	\$ 83.09	\$ 85.58	\$ 88.15	\$ 90.79	\$ 93.51
541330ENG, 541380, 541420	Systems Analyst, Sr.	Bachelors	9	Customer Site	\$ 98.27	\$ 101.22	\$ 104.26	\$ 107.38	\$ 110.61
541330ENG, 541380, 541420	Technician, Jr.	High School	1	Customer Site	\$ 42.08	\$ 43.34	\$ 44.64	\$ 45.98	\$ 47.36
541330ENG, 541380, 541420	Technician, Mid.	Associates	2	Customer Site	\$ 69.96	\$ 72.06	\$ 74.22	\$ 76.45	\$ 78.74
541330ENG, 541380, 541420	Technician, Sr.	Associates	4	Customer Site	\$ 75.06	\$ 77.31	\$ 79.63	\$ 82.02	\$ 84.48
541330ENG, 541380, 541420	Writer	Bachelors	7	Customer Site	\$ 53.87	\$ 55.49	\$ 57.15	\$ 58.87	\$ 60.63
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist 1	Associates	1	Customer Site	\$ 37.84	\$ 38.97	\$ 40.14	\$ 41.35	\$ 42.59
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist 2	Bachelors	2	Customer Site	\$ 45.15	\$ 46.51	\$ 47.90	\$ 49.34	\$ 50.82
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist 3	Bachelors	3	Customer Site	\$ 52.57	\$ 54.15	\$ 55.77	\$ 57.45	\$ 59.17
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist 4	Bachelors	5	Customer Site	\$ 62.46	\$ 64.34	\$ 66.27	\$ 68.25	\$ 70.30
541611, 611430, 541614SVC, 541614, 561210FS	Administrative Specialist Lead	Bachelors	7	Customer Site	\$ 68.73	\$ 70.80	\$ 72.92	\$ 75.11	\$ 77.36
541611, 611430	Administrative Specialist Trainee	High School	0	Customer Site	\$ 34.56	\$ 35.59	\$ 36.66	\$ 37.76	\$ 38.90
541611, 611430	Clerical Specialist Trainee	High School	0	Customer Site	\$ 34.21	\$ 35.24	\$ 36.29	\$ 37.38	\$ 38.50

541330ENG, 541380, 541420, 541611, 611430, 541614SVC, 541614, 561210FS	Executive 1	Bachelors	10	Customer Site	\$ 173.44	\$ 178.64	\$ 184.00	\$ 189.52	\$ 195.21
541611, 611430, 541614SVC, 541614, 561210FS	Executive 2	Bachelors	12	Customer Site	\$ 198.48	\$ 204.43	\$ 210.57	\$ 216.88	\$ 223.39
541330ENG, 541380, 541420, 541611, 611430, 541614SVC, 541614, 561210FS	Executive 3	Bachelors	14	Customer Site	\$ 230.01	\$ 236.91	\$ 244.02	\$ 251.34	\$ 258.88
541611, 611430	Executive Management Consultant, Senior	Masters	15	Customer Site	\$ 544.14	\$ 560.46	\$ 577.28	\$ 594.60	\$ 612.43
541611, 611430	MOBIS Analyst 1	Associates	2	Customer Site	\$ 61.36	\$ 63.20	\$ 65.10	\$ 67.05	\$ 69.06
541611, 611430	MOBIS Analyst 2	Bachelors	2	Customer Site	\$ 67.67	\$ 69.70	\$ 71.79	\$ 73.94	\$ 76.16
541611, 611430	MOBIS Analyst 3	Bachelors	4	Customer Site	\$ 98.12	\$ 101.06	\$ 104.10	\$ 107.22	\$ 110.44
541611, 611430	MOBIS Analyst 4	Bachelors	6	Customer Site	\$ 114.92	\$ 118.37	\$ 121.92	\$ 125.57	\$ 129.34
541611, 611430	MOBIS Analyst, Lead	Bachelors	8	Customer Site	\$ 152.07	\$ 156.64	\$ 161.33	\$ 166.17	\$ 171.16
541611, 611430	MOBIS Analyst, Trainee	Associates	0	Customer Site	\$ 38.96	\$ 40.13	\$ 41.34	\$ 42.58	\$ 43.85
541611, 611430	MOBIS Manager 1	Bachelors	1	Customer Site	\$ 90.34	\$ 93.05	\$ 95.84	\$ 98.72	\$ 101.68
541611, 611430	MOBIS Manager 2	Bachelors	3	Customer Site	\$ 116.10	\$ 119.58	\$ 123.17	\$ 126.87	\$ 130.67
541611, 611430	MOBIS Manager 3	Bachelors	4	Customer Site	\$ 152.00	\$ 156.56	\$ 161.26	\$ 166.10	\$ 171.08
541611, 611430	MOBIS Manager 4	Bachelors	5	Customer Site	\$ 219.98	\$ 226.58	\$ 233.38	\$ 240.38	\$ 247.59
541611, 611430	MOBIS Specialist 1	Associates	1	Customer Site	\$ 66.09	\$ 68.07	\$ 70.12	\$ 72.22	\$ 74.39
541611, 611430	MOBIS Specialist 2	Bachelors	1	Customer Site	\$ 70.08	\$ 72.18	\$ 74.35	\$ 76.58	\$ 78.87
541611, 611430	MOBIS Specialist 3	Bachelors	3	Customer Site	\$ 80.59	\$ 83.01	\$ 85.50	\$ 88.07	\$ 90.71
541611, 611430	MOBIS Specialist 4	Bachelors	5	Customer Site	\$ 108.18	\$ 111.43	\$ 114.77	\$ 118.21	\$ 121.76
541611, 611430	MOBIS Specialist Lead	Bachelors	7	Customer Site	\$ 151.58	\$ 156.12	\$ 160.81	\$ 165.63	\$ 170.60
541611, 611430	MOBIS Specialist Trainee	Bachelors	0	Customer Site	\$ 41.65	\$ 42.90	\$ 44.19	\$ 45.52	\$ 46.88
541611, 611430	Technical Analyst 1	Bachelors	0	Customer Site	\$ 58.03	\$ 59.77	\$ 61.57	\$ 63.41	\$ 65.32
541611, 611430	Technical Analyst 2	Bachelors	2	Customer Site	\$ 73.07	\$ 75.26	\$ 77.52	\$ 79.84	\$ 82.24
541611, 611430	Technical Analyst 3	Bachelors	4	Customer Site	\$ 91.81	\$ 94.57	\$ 97.41	\$ 100.33	\$ 103.34
541611, 611430	Technical Analyst 4	Bachelors	6	Customer Site	\$ 124.51	\$ 128.24	\$ 132.09	\$ 136.05	\$ 140.13
541611, 611430	Technical Analyst Lead	Bachelors	8	Customer Site	\$ 153.97	\$ 158.59	\$ 163.35	\$ 168.25	\$ 173.30
541611, 611430	Technical Analyst Trainee	Associates	0	Customer Site	\$ 50.86	\$ 52.38	\$ 53.95	\$ 55.57	\$ 57.24
541611, 611430	Instructor Pilot	Bachelors	5	Customer Site	\$ 139.17	\$ 143.35	\$ 147.65	\$ 152.08	\$ 156.64
611430	Maintenance Test Pilot	Bachelors	5	Customer Site	\$ 85.02	\$ 87.57	\$ 90.20	\$ 92.90	\$ 95.69

611430	Standardization Instructor Pilot	Bachelors	10	Customer Site	\$ 158.57	\$ 163.32	\$ 168.22	\$ 173.27	\$ 178.47
611430	Training Instructor	Bachelors	10	Customer Site	\$ 77.42	\$ 79.74	\$ 82.13	\$ 84.59	\$ 87.13
541614SVC, 541614, 611430, 561210FS	Documentation Specialist 1	High School	1	Customer Site	\$ 55.66	\$ 57.33	\$ 59.05	\$ 60.82	\$ 62.64
541614SVC, 541614, 611430, 561210FS	Documentation Specialist 2	Associates	5	Customer Site	\$ 70.65	\$ 72.77	\$ 74.95	\$ 77.20	\$ 79.51
541614SVC, 541614, 611430, 561210FS	Documentation Specialist 3	Bachelors	5	Customer Site	\$ 96.67	\$ 99.57	\$ 102.56	\$ 105.64	\$ 108.81
541614SVC, 541614, 611430, 561210FS	Logistics Specialist 1	Bachelors	0	Customer Site	\$ 62.84	\$ 64.73	\$ 66.67	\$ 68.67	\$ 70.73
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Logistics Specialist 2	Bachelors	1	Customer Site	\$ 95.33	\$ 98.19	\$ 101.13	\$ 104.17	\$ 107.29
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Logistics Specialist 3	Bachelors	3	Customer Site	\$ 121.49	\$ 125.14	\$ 128.89	\$ 132.76	\$ 136.74
541614SVC, 541614, 611430, 561210FS	Logistics Specialist 4	Bachelors	5	Customer Site	\$ 145.36	\$ 149.72	\$ 154.21	\$ 158.84	\$ 163.61
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Logistics Specialist Lead	Bachelors	7	Customer Site	\$ 176.53	\$ 181.83	\$ 187.29	\$ 192.90	\$ 198.69
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Manager 1	Bachelors	1	Customer Site	\$ 84.51	\$ 87.05	\$ 89.66	\$ 92.35	\$ 95.12
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Manager 2	Bachelors	3	Customer Site	\$ 116.74	\$ 120.24	\$ 123.85	\$ 127.56	\$ 131.39
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Manager 3	Bachelors	4	Customer Site	\$ 141.48	\$ 145.72	\$ 150.09	\$ 154.60	\$ 159.23
522310, 531210, 541611, 541614SVC, 541614, 611430, 561210FS	Manager 4	Bachelors	5	Customer Site	\$ 178.78	\$ 184.15	\$ 189.67	\$ 195.36	\$ 201.22
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist 1	Bachelors	0	Customer Site	\$ 82.49	\$ 84.97	\$ 87.52	\$ 90.14	\$ 92.85
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist 2	Bachelors	2	Customer Site	\$ 104.96	\$ 108.11	\$ 111.35	\$ 114.69	\$ 118.13
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist 3	Bachelors	4	Customer Site	\$ 130.75	\$ 134.68	\$ 138.72	\$ 142.88	\$ 147.17

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541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist 4	Bachelors	5	Customer Site	\$ 142.85	\$ 147.13	\$ 151.55	\$ 156.09	\$ 160.77
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist Lead	Bachelors	7	Customer Site	\$ 173.76	\$ 178.98	\$ 184.35	\$ 189.88	\$ 195.57
541611, 611430, 541614SVC, 541614, 611430, 561210FS	Technical Specialist Trainee	Associates	0	Customer Site	\$ 61.09	\$ 62.93	\$ 64.81	\$ 66.76	\$ 68.76
333318TDTM	Unmanned Aerial System (UAS) complete high fidelity Ground Control Station (GCS) for simulating Air Vehicle Operator (AO) and Payload Operator (PO)	N/A	N/A	N/A					

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No*
Aerospace Structural Welder	23010 - Aerospace Structural Welder	15-5637
Administrative Assistant	01020 - Administrative Assistant	15-5637
Aircraft Mechanic I	23021 - Aircraft Mechanic I	15-5637
Aircraft Mechanic II	23022 - Aircraft Mechanic II	15-5637
Aircraft Mechanic III	23023 - Aircraft Mechanic III	15-5637
Aircraft Mechanic Helper	23040 - Aircraft Mechanic Helper	15-5637
Aircraft Painter	23050 - Aircraft Painter	15-5637
Aircraft Servicer	23060 - Aircraft Servicer	15-5637
Aircrew Training Devices Instructor (Non-Rated)	15010 - Aircrew Training Devices Instructor (Non-Rated)	15-5637
Aircrew Training Devices Instructor (Pilot)	15030 - Aircrew Training Devices Instructor (Pilot)	15-5637
Aircrew Training Devices Instructor (Rated)	15020 - Aircrew Training Devices Instructor (Rated)	15-5637
Automobile Body Repairer, Fiberglass	05005 - Automobile Body Repairer, Fiberglass	15-5637
Automotive Glass Installer	05040 - Automotive Glass Installer	15-5637
Automotive Worker	05070 - Automotive Worker	15-5637
Blocker And Bracer	29010 - Blocker and Bracer	15-5637
Boiler Tender	25010 - Boiler Tender	15-5637
Cable Splicer	23125 - Cable Splicer	15-5637
Carpenter, Maintenance	23130 - Carpenter, Maintenance	15-5637
Carpet Layer	23140 - Carpet Layer	15-5637
Civil Engineering Technician	30040 - Civil Engineering Technician	15-5637
Cleaner, Vehicles	11030 - Cleaner, Vehicles	15-5637
Computer Based Training Specialist / Instructor	15050 - Computer Based Training Specialist/Instructor	15-5637
Computer Operator II	14042 - Computer Operator II	15-5637
Computer Operator IV	14044 - Computer Operator IV	15-5637
Computer Operator V	14045 - Computer Operator V	15-5637
Computer Programmer II	14072 - Computer Programmer II	15-5637
Computer Programmer III	14073 - Computer Programmer III	15-5637
Computer Systems Analyst II	14102 - Computer Systems Analyst II	15-5637
Computer Systems Analyst III	14103 - Computer Systems Analyst III	15-5637
Dispatcher, Motor Vehicle	01060 - Dispatcher, Motor Vehicle	15-5637
Drafter I	30061 - Drafter I	15-5637
Drafter II	30062 - Drafter II	15-5637
Drafter III	30063 - Drafter III	15-5637
Drafter IV	30064 - Drafter IV	15-5637
Electrician, Maintenance	23160 - Electrician, Maintenance	15-5637
Electronics Technician Maintenance I	23181 - Electronics Technician Maintenance I	15-5637
Electronics Technician Maintenance II	23182 - Electronics Technician Maintenance II	15-5637
Electronics Technician Maintenance III	23183 - Electronics Technician Maintenance III	15-5637
Engineering Technician I	30081 - Engineering Technician I	15-5637
Engineering Technician II	30082 - Engineering Technician II	15-5637
Engineering Technician III	30083 - Engineering Technician III	15-5637
Engineering Technician IV	30084 - Engineering Technician IV	15-5637
Engineering Technician V	30085 - Engineering Technician V	15-5637
Engineering Technician VI	30086 - Engineering Technician VI	15-5637
Environmental Technician	30090 - Environmental Technician	15-5637
Fire Alarm System Mechanic	23290 - Fire Alarm System Mechanic	15-5637
Fire Extinguisher Repairer	23310 - Fire Extinguisher Repairer	15-5637
Flight Instructor (Pilot)	15070 - Flight Instructor (Pilot)	15-5637
Forklift Operator	21020 - Forklift Operator	15-5637
Fuel Distribution System Mechanic	23311 - Fuel Distribution System Mechanic	15-5637
Fuel Distribution System Operator	23312 - Fuel Distribution System Operator	15-5637
Gardener	11090 - Gardener	15-5637
General Clerk I	01111 - General Clerk I	15-5637

General Clerk II	01112 - General Clerk II	15-5637
General Clerk III	01113 - General Clerk III	15-5637
General Maintenance Worker	23370 - General Maintenance Worker	15-5637
Gunsmith III	23393 - Gunsmith III	15-5637
Heating / Refrigeration / Air Conditioning Mechanic	23410 - Heating/Refrigerator/Air Conditioning Mechanic	15-5637
Heavy Equipment Mechanic	23430 - Heavy Equipment Mechanic	15-5637
Heavy Equipment Operator	23440 - Heavy Equipment Operator	15-5637
Housing Referral Assistance	01120 - Housing Referral Assistance	15-5637
Instrument Mechanic	23460 - Instrument Mechanic	15-5637
Janitor	11150 - Janitor	15-5637
Laboratory Technician	30210 - Laboratory Technician	15-5637
Laborer	23470 - Laborer	15-5637
Laborer, Grounds Maintenance	11210 - Laborer, Grounds Maintenance	15-5637
Locksmith	23510 - Locksmith	15-5637
Machinery Maintenance Mechanic	23530 - Machiner Maintenance Mechanic	15-5637
Machine-Tool Operator (Tool room)	19010 - Machine-Tool Operator (Tool room)	15-5637
Machinist, Maintenance	23550 - Machinist, Maintenance	15-5637
Maintenance Trade Helper	23580 - Maintenance Trade Helper	15-5637
Material Coordinator	21030 - Material Coordinator	15-5637
Material Expediter	21040 - Material Expediter	15-5637
Material Handling Laborer	21050 - Material Handling Laborer	15-5637
Millwright	23640 - Millwright	15-5637
Mobile Equipment Servicer	05110 - Mobile Equipment Servicer	15-5637
Motor Vehicle Mechanic	05190 - Motor Vehicle Mechanic	15-5637
Motor Vehicle Mechanic Helper	05220 - Motor Vehicle Mechanic Helper	15-5637
Office Appliance Repairer	23710 - Office Appliance Repairer	15-5637
Order Filler	21071 - Order Filler	15-5637
Painter, Automotive	05310 - Painter, Automotive	15-5637
Painter, Maintenance	23760 - Painter, Maintenance	15-5637
Personnel Assistant III	01263 - Personnel Assistant III	15-5637
Pest Controller	99410 - Pest Controller	15-5637
Photo-Optics Technician	30390 - Photo-Optics Technician	15-5637
Pipe Fitter, Maintenance	23790 - Pipe Fitter, Maintenance	15-5637
Plumber, Maintenance	23810 - Plumber, Maintenance	15-5637
Pneudraulic Systems Mechanic	23820 - Pneudraulic Systems Mechanic	15-5637
Production Control Clerk	01270 - Production Control Clerk	15-5637
Refuse Collector	99730 - Refuse Collector	15-5637
Scheduler, Maintenance	01300 - Scheduler, Maintenance	15-5637
Secretary I	01311 - Secretary I	15-5637
Secretary II	01312 - Secretary II	15-5637
Secretary III	01313 - Secretary III	15-5637
Sewage Plant Operator	25040 - Sewage Plant Operator Sheet-Metal Worker, Maintenance	15-5637
Sheet-Metal Worker, Maintenance	23890 - Sheet-Metal Worker, Maintenance	15-5637
Shipping Packer	21110 - Shipping Packer	15-5637
Shipping/Receiving Clerk	21130 - Shipping/Receiving Clerk	15-5637
Small Engine Mechanic	21130 - Small Engine Mechanic	15-5637
Stationary Engineer	23910 - Stationary Engineer	15-5637
Stock Clerk	21150 - Stock Clerk	15-5637
Supply Technician	01410 - Supply Technician	15-5637
Technical Instructor	15090 - Technical Instructor	15-5637
Technical Instructor/Course Developer	15095 - Technical Instructor/Course Developer	15-5637
Technical Writer I	30461 - Technical Writer I	15-5637
Technical Writer II	30462 - Technical Writer II	15-5637
Technical Writer III	30463 - Technical Writer III	15-5637
Telecommunications Mechanic I	23931 - Telecommunications Mechanic I	15-5637
Telecommunications Mechanic II	23932 - Telecommunications Mechanic II	15-5637

Telephone Lineman	23950 - Telephone Lineman	15-5637
Tire Repairer	05370 - Tire Repairer	15-5637
Tool and Die Maker	19040 - Tool and Die Maker	15-5637
Tools and Parts Attendant	21210 - Tools and Parts Attendant	15-5637
Tractor Operator	11270 - Tractor Operator	15-5637
Truck Driver, Light Truck	31361 - Truck Driver, Light Truck	15-5637
Truck Driver, Medium Truck	31362 - Truck Driver, Medium Truck	15-5637
Truck Driver, Tractor-Trailer	31364 - Truck Driver, Tractor-Trailer	15-5637
Unexploded (UXO) Safety Escort	30494 - Unexploded (UXO) Safety Escort	15-5637
Unexploded (UXO) Sweep Personnel	30495 - Unexploded (UXO) Sweep Personnel	15-5637
Unexploded Ordinance (UXO) Technician I	30491 - Unexploded Ordinance (UXO) Technician I	15-5637
Unexploded Ordinance (UXO) Technician II	30492 - Unexploded Ordinance (UXO) Technician II	15-5637
Unexploded Ordinance (UXO) Technician III	30493 - Unexploded Ordinance (UXO) Technician III	15-5637
Ventilation Equipment Tender	25190 - Unexploded Ordinance (UXO) Technician III	15-5637
Warehouse Specialist	21410 - Warehouse Specialist	15-5637
Water Treatment Plant Operator	25210 - Water Treatment Plant Operator	15-5637
Weather Observer, Combined Upper Air and Surface Programs	30620 - Weather Observer, Combined Upper Air and Surface Programs	15-5637
Weather Observer, Senior	30621 - Weather Observer, Senior	15-5637
Welder, Combination, Maintenance	23960 - Welder, Combination, Maintenance	15-5637
Woodcraft Worker	23970 - Woodcraft Worker	15-5637
Wood Worker	23980 - Wood Worker	15-5637
Word Processor I	01611 - Word Processor I	15-5637

\* The chosen WD 15-5637 (Rev 11) locations in San Francisco, CA.

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).

## AMENTUM SERVICES, INC. LABOR CATEGORIES AND GUARANTEES

Amentum Services, Inc. (Amentum) offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Amentum allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience for all labor categories provided below. Amentum's criteria for substitution are as follows.

Requirement	Equivalency
Ph.D.	8 years' experience
Master's Degree	6 years' experience
Bachelor's Degree	4 years' experience
Associate's Degree	2 years' experience
For every year experience:	1 year of "degree"

**Undergraduate:** An associate degree will equal 2 years of experience. A bachelor's degree will equal 4 years of experience. A Master's Degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

**Experience:** For every year of full time specific field experience, the person shall be credited with one year of "degree" qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any Amentum employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the

substituted personnel will meet or exceed the required qualifications for the departing employee's labor category.

Because it contracts directly with Federal agencies, Amentum is required to maintain strict security measures in all its operations. Amentum's facilities have been inspected and approved by the Department of Defense Industrial Security Clearance Office (DISCO) for the handling and storage of classified material. Amentum employees are screened, investigated, and cleared for access to sensitive and classified Government documents, files, and property. Clearances are granted by the cognizant Government agency, depending on the specific contract.

## AMENTUM LABOR CATEGORY DESCRIPTIONS

### BUSINESS ADMINISTRATIVE AND FINANCIAL SERVICES

SINs 522310, 531210, 541611

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#### Asset Management Manager

Provides senior advisory and assistance services for acquisition programs in the areas of planning, program management budgetary, acquisition management, procurement and contracting. Applies a comprehensive knowledge of acquisition/seized property regulations, directives, instructions, policies, practices and procedures to advise in planning and executing acquisition programs.

#### Minimum Education and Experience:

Bachelor's degree in Business Administration or a related field and 10 years of job-related experience or equivalent. Good written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

#### Functional Responsibilities:

1. Manages work unit responsible for executing customer acquisition management and contract action requirements.
2. Advises customers and in-house program management, marketing, financial, and logistics personnel in planning and executing acquisition programs.
3. Coordinates with marketing, financial, and logistics personnel to prepare draft procurement requests for new contracts, including SOW, attachments, and exhibits.
4. Prepares acquisition program milestone documentation.
5. Monitors Congressional and agency activities for changes in regulations, directives, instructions, and policies and evaluates their impact to acquisition programs.
6. Performs all other position-related duties as assigned or requested.

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#### Asset Management Specialist 1

Reviews and coordinates complex activities related to real properties, financial instruments and operating businesses or other equity. Tracks and monitors all real properties and operating businesses and related issues; assists in monitoring all real property, financial instruments operational businesses and related issues. Attends client meetings and briefings related to equity asset management.

#### Minimum Education and Experience:

Bachelor's degree or equivalent training/experience, 2 years of related paralegal or other applicable equity experience, and strong analytical and communication skills. Requires knowledge and experience in either

financial, real estate or paralegal professions. Position may require the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for all real properties; operating businesses; and management, subcontractor, and other procured services and support.
2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
3. Assists in developing and revising approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all asset management documentation. Works on special projects as needed.
4. Assists the Settlement Coordinator with his/her duties and responsibilities as required. Cross-trains in various duties with Settlement Coordinator for backup purposes when needed.
5. Supports periodic post-award managerial analyses of operating businesses to monitor their performance.
6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.
7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
8. Performs all other position-related duties as assigned.

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**Asset Management Specialist 2**

Reviews and coordinates complex activities related to real properties, financial instruments and operating businesses or other equity. Tracks and monitors all real properties and operating businesses and related issues; assists in monitoring all real property, financial instruments operational businesses and related issues. Attends client meetings and briefings related to equity asset management.

**Minimum Education and Experience:**

Bachelor's degree or equivalent training/experience, 4 years of related paralegal or other applicable equity experience, and strong analytical and communications skills. Requires knowledge and experience in either financial, real estate or paralegal professions. Position may require the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for all real properties; operating businesses; and management, subcontractor, and other procured services and support.
2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
3. Assists in developing and revising approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all asset management documentation. Works on special projects as needed.
4. Assists the Settlement Coordinator with his/her duties and responsibilities as required. Cross-trains in various duties with Settlement Coordinator for backup purposes when needed.
5. Supports periodic post-award managerial analyses of operating businesses to monitor their performance.
6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.

7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
8. Performs all other position-related duties as assigned.

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### **Asset Management Specialist 3**

Under supervision, performs advanced, diversified and confidential administrative duties requiring broad and comprehensive experience, skill and knowledge of organization policies and practices. Monitors and reviews seized property activities and provides summaries to agencies and management.

#### **Minimum Education and Experience:**

Bachelor's degree in Business Administration or related discipline. Requires 6 years of experience. Advanced training or seasoned experience may be substituted for degree requirement. Requires advanced capability operating application software including word processing and spreadsheet programs. The position may require the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Acts as direct liaison for management, customers and the public.
2. Maintains and coordinates communications with internal/external customers for or on behalf of group.
3. Administers budget and provides appropriate reports.
4. Develops and prepares reports and correspondence requested by management where information is obtained from a variety of sources.
5. Composes and may initiate routine correspondence.
6. May supervise lower-level administrative assistant staff.
7. Performs all other position-related duties as assigned or requested.

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### **Asset Management Specialist 4**

Under supervision, reviews and coordinates complex activities related to real properties and operating businesses. Tracks and monitors all real properties and operating businesses and related issues; assists in the monitoring of all real property, operational businesses and related issues. Attends client meetings and briefings related to real property asset management.

#### **Minimum Education and Experience:**

Bachelor's degree or equivalent training/experience and strong analytical and communications skills. Requires 7 years of experience. Position may require the ability to pass and maintain a security clearance. Knowledge of MS Access a plus.

#### **Functional Responsibilities:**

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for all real properties; operating businesses; and management, subcontractor, and other procured services and support.
2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
3. Assists in developing and revising approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all asset management documentation. Works on special projects as needed.
4. Assists the Settlement Coordinator with his/her duties and responsibilities as required. Cross-trains various duties with Settlement Coordinator for backup purposes when needed.
5. Supports periodic post-award managerial analyses of operating businesses to monitor their performance.
6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.

7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
8. Performs all other position-related duties as assigned.

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### **Attorney 1**

Reviews and coordinates complex activities related to the legal review of property seizure, including real properties, financial instruments, personal property and operating businesses. Advises clients in all legal matters dealing with the legal review of property seizure, including real properties, financial instruments, personal property and operating businesses; assists in monitoring legal review of all property seizure, including real property, financial instruments, personal property, operational businesses and related issues. Attends client meetings and briefings related to property seizure management.

#### **Minimum Education and Experience:**

Law degree and must be registered and licensed to practice law in the State where his/her home office is; 4 or more years of related legal experience; and strong analytical and communications skills. Position may require the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for legal issues involving property seizure; real properties; operating businesses; and management, subcontractor, and other legal services and support.
2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
3. Assists in developing and revising legal approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all legal asset management documentation. Works on special projects as needed.
4. May act as the settlement lawyer with his/her duties and responsibilities as required.
5. Supports periodic post-award managerial analyses of legal issues and prepares legal lessons learned to improve management performance.
6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.
7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
8. Performs all other position-related duties as assigned

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### **Attorney 2**

Reviews and coordinates complex activities related to the legal review of property seizure, including real properties, financial instruments, personal property and operating businesses. Advises clients in all legal matters dealing with the legal review of property seizure, including real properties, financial instruments, personal property and operating businesses; assists in monitoring legal review of all property seizure, including real property, financial instruments, personal property, operational businesses and related issues. Attends client meetings and briefings related to property seizure management.

#### **Minimum Education and Experience:**

Law degree and must be registered and licensed to practice law in the State where his/her home office is; 7 or more years related legal experience; and strong analytical and communications skills. Position may require the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for legal issues involving property seizure; real properties; operating businesses; and management, subcontractor, and other legal services and support.

2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
3. Assists in developing and revising legal approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all legal asset management documentation. Works on special projects as needed.
4. May act as the Settlement lawyer with his/her duties and responsibilities as required.
5. Supports periodic post-award managerial analyses of legal issues and prepares legal lessons learned to improve management performance.
6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.
7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
8. Performs all other position-related duties as assigned.

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### **Clerical Manager**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 7 years job-related experience or equivalent. Excellent written communications skills, working knowledge of word processing and integrated software applications, strong organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Advises, manages and mentors personnel assigned to technical documentation function. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, and survey reports).
2. Oversees in-house production flow of technical publications. Tracks and monitors documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
3. Provides final quality assurance check for all document deliverables.
4. Uses appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.
5. Provides senior-level technical writing/editing support.
6. Directs classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media, including electronic.

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### **Clerical Specialist 1**

#### **Minimum Education and Experience:**

Associates degree and 1 year of job-related experience. Requires advanced capability to operate application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Prepares and maintains word processing, spreadsheets, data bases and/or other software files and information.
2. Prepares technical reports, including gathering, analyzing, organizing and presenting information and data in a logical, persuasive manner.
3. Reads, understands and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data for the decision making process.

5. In concert with the Director(s) or Manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
6. Screens, directs and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison.
7. Organizes and maintains departmental files in accordance with applicable procedures.
8. Schedules appointments, arranges meetings and prepares required materials. May attend meetings to record and/or report on proceedings.

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### **Clerical Specialist 2**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 2 years job-related experience or equivalent. Good written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
2. Participates in maintaining technical manuals. Assists in validating/verifying, resolving discrepancies/deficiencies and assessing accuracy/adequacy of technical manual requirements.
3. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar.
4. Interfaces with engineers and technical professionals in writing, editing and publishing various types of customer documents such as training manuals, concepts of operations and contract deliverables.
5. Uses appropriate computer software application for document text production.
6. Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

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### **Clerical Specialist 3**

#### **Minimum Education and Experience:**

Bachelor's degree (or equivalent) and at least 3 years experience. Good oral and written communications skills, working knowledge of word processing and integrated software applications, organization skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
2. Coordinates documentation received, including publishing the bibliography of technical reports, staff studies and working papers.
3. Provides reference, document delivery, online search and referral services.
4. Directs information services.
5. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, and survey reports).
6. Oversees in-house production flow of technical publications. Tracks and monitors documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
7. Provides final quality assurance check for all document deliverables.

8. Uses appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.

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#### **Clerical Specialist 4**

##### **Minimum Education and Experience:**

Bachelor's degree and at least 5 years job-related experience or equivalent. Excellent written communications skills, working knowledge of word processing and integrated software applications, strong organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

##### **Functional Responsibilities:**

1. Advises, manages and mentors personnel assigned to technical documentation function.
2. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, and survey reports).
3. Oversees in-house production flow of technical publications. Tracks and monitors documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
4. Provides final quality assurance check for all document deliverables.
5. Uses appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.
6. Provides senior-level technical writing/editing support.
7. Directs classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media, including electronic.

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#### **Information Management Specialist 1**

Provides broad administrative support to the management staff, requiring experience, skill and knowledge of organization policies and practices.

##### **Minimum Education and Experience:**

High School diploma and at least 2 years job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

##### **Functional Responsibilities:**

1. Verifies funding; adding and adjusting funding.
2. Monitors individual accounts for sufficient funding.
3. Tracks labor, travel and miscellaneous expenses.
4. Monitors property; conducts audits and administers necessary paperwork.
5. Processes time sheets and enters payroll into system.
6. Updates and maintains auction system.
7. Processes and maintains task plans.
8. Responsible for word processing correspondence and reports.
9. Conducts time sheet audits.
10. Performs all other position-related duties as assigned or requested

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#### **Information Management Specialist 2**

Provides broad administrative and secretarial support to specified Manager(s)/Director(s) with minimal supervision.

### **Minimum Education and Experience:**

Bachelor's degree in Business Administration or a related field and at least 4 years job-related experience or equivalent. Requires operating application software, including word processing, and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

### **Functional Responsibilities:**

1. Manages the office of a member of a specified manager(s)/director(s).
2. Prepares unusual reports, including gathering information and data, analyzing, organizing, and presenting in a logical, persuasive manner the conclusions of the information.
3. Reads, understands and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data for the decision making process.
5. Represents the point of view of the director(s) or manager(s) when assigned to substitute for him/her in meetings or public events.
6. In concert with the director(s) or manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
7. Prepares, proofreads and distributes correspondence. Composes own correspondence as well as correspondence for signature, including executing and distributing reports. Also, prepares special or one-time reports, summaries, or replies to inquiries under general direction.
8. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries, exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries, and acting as a liaison.
9. Opens, reviews and processes correspondence and other incoming information.
10. Organizes and maintains departmental files in accordance with applicable procedures.
11. Conducts data entry input and generates reports as required. Also, creates and maintains spreadsheets and other databases as required.
12. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings and record and report on proceedings.

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## **Logistics Manager**

### **Minimum Education and Experience:**

Bachelor's degree and 1 year of job-related experience. Good communications skills, working knowledge of word processing and integrated software applications, management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

### **Functional Responsibilities:**

1. Researches and analyzes business element problems to determine solution alternatives.
2. Reviews reports, papers, drawings, specifications, procedures, etc.; consolidates comments from various organizations; and drafts reports.
3. Assists in preparing routine correspondence (i.e., letters, memos and route sheets), spreadsheets, Gantt charts, presentations and meeting minutes.
4. Assists in maintaining program management data, planning schedules and documents.
5. Analyzes and researches material to gain a thorough understanding of the management, organizational and business elements supporting a task assignment.
6. Assists in preparing oral presentations and written reports.

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### **Logistics Specialist Trainee**

#### **Minimum Education and Experience:**

Bachelor's degree and no job-related experience. Good communications skills, working knowledge of word processing and integrated software applications, management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Researches and analyzes business element problems to determine solution alternatives.
2. Reviews reports, papers, drawings, specifications, procedures, etc.; consolidates comments from various organizations; and drafts reports.
3. Assists in preparing routine correspondence (i.e., letters, memos and route sheets), spreadsheets, Gantt charts, presentations and meeting minutes.
4. Assists in maintaining program management data, planning schedules and documents.
5. Analyzes and researches material to gain a thorough understanding of the management, organizational and business elements supporting a task assignment.
6. Assists in preparing oral presentations and written reports.

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### **Program Manager, Sr.**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 10 years job-related experience or equivalent. Excellent communications, interpersonal, organizational and analytical skills are required. Working knowledge of word processing and integrated software applications is required. Position may require travel and the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Provides administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance.
2. Plans and procures necessary staffing to achieve work completion milestones and deliverables.
3. Monitors fulfillment of contract requirements to ensure quality and timeliness of services/ deliverables to various customers.
4. Supervises, coordinates, provides leadership to, and reviews the work of assigned staff and/or contracts.
5. Interfaces with customers on a regular basis in support of program management activities. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.
6. Performs multidisciplinary analysis of system designs to determine compliance with specifications and standards.
7. Directs the investigation and resolution of operational problems.

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### **Subject Matter Expert 1**

#### **Minimum Education and Experience:**

Associate's degree and at least 2 years job-related experience or equivalent. Good communications and analytical skills and working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. To support management, organizational and business tasks, provides subject area knowledge to solve problems in technical areas, including but not limited to science, logistics, asset management, operations, research, program management, risk, information technology, finance, and acquisition.

2. Provides technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conducts site visits, investigations and studies to gather information.
5. Prepares reports, presentations and papers to document findings, opinions and recommendations.

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### **Subject Matter Expert 2**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 2 years job-related experience or equivalent. Excellent communications and analytical skills and working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to problems in specific areas of expertise. Position may require travel and the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. To support management, organizational and business tasks, consults as an SME to solve complex problems in technical areas, including but not limited to science, logistics, asset management, operations, research, program management, risk, information technology, finance, and acquisition.
2. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conducts site visits, investigations and studies to gather information.
5. Prepares reports, presentations and papers to document findings, opinions and recommendations.
6. May lead/mentor junior personnel.

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### **Subject Matter Expert 3**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 4 years job-related experience or equivalent. Excellent communications and analytical skills and working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to technical problems. Position may require travel and the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. To support management, organizational and business tasks, consults as an SME to solve complex problems in technical areas, including but not limited to science, logistics, asset management, operations, research, program management, risk, information technology, finance, and acquisition.
2. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conducts site visits, investigations and studies to gather information.
5. Prepares reports, presentations and papers to document findings, opinions and recommendations.
6. Leads/mentors junior personnel.

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## **Subject Matter Expert 4**

### **Minimum Education and Experience:**

Bachelor's degree and at least 6 years of job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

### **Functional Responsibilities:**

1. To support management, organizational and business tasks, consults as an SME to solve complex problems in technical areas, including but not limited to science, logistics, asset management, operations, research, program management, risk, information technology, finance, and acquisition.
2. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
3. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
4. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
5. Conducts site visits, investigations and studies to gather information.
6. Prepares reports, presentations and papers to document findings, opinions and recommendations.
7. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

## TECHNICAL, ENGINEERING AND TESTING SERVICES (NON IT)

SINs 541330ENG, 541380, 541420

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### Administrative Assistant, Sr.

#### Minimum Education and Experience:

High school and 4 years of job-related experience. Requires advanced capability to operate application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.

#### Functional Responsibilities:

1. Prepares and maintains word processing, spreadsheets, databases, and/or other software files and information.
2. Prepares technical reports, including gathering information and data, analyzing, organizing, and presenting in a logical, persuasive manner the conclusions of the information.
3. Reads, understands, and brings to management's attention items requiring attention from a variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data, for the decision making process.
5. In concert with the Director(s) or Manager(s), designs and implements the necessary business processes to facilitate the effective functioning of the office.
6. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries, exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison.
7. Organizes and maintains departmental files in accordance with applicable procedures.
8. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings and record and report on proceedings.

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### Administrative Specialist

#### Minimum Education and Experience:

High school and at least 1 year of job-related experience. Requires basic skills in operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.

#### Functional Responsibilities:

1. Word processes correspondence and reports; proofs material.  
Maintains engineering files and recurring reports.  
Coordinates meetings, schedules, and travel arrangements.  
Distributes, tabulates and enters time sheets and staff expenses.  
Prepares technical reports, charts, tables, databases and a wide variety of material in specific formats.  
Provides departmental administrative support as needed.

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### Administrator, Jr.

#### Minimum Education and Experience:

High school and at least 2 year of job-related experience. Requires some knowledge of operating software programs. Position may require the ability to pass and maintain a Security Clearance.

#### Functional Responsibilities:

1. Prepares and submits reports, invoices, vouchers, and other documents.

Schedules daily work flow and ensures coordination of completed projects.  
Performs and coordinates duties in one or more of the following areas: accounting, purchasing, marketing, office services, and security.  
Processes, inputs and retrieves data, and manages databases, as required.  
Gathers data for various reports required by accounting and management or for engineering/ scientific applications.  
Assists in the maintenance and inventory control of office equipment.

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### **Administrator, Lead**

#### **Minimum Education and Experience:**

High school and 5 years of job-related experience. Excellent communications and analytical skills; demonstrated working knowledge of computer systems and ability to operate application software, including database, word processing and spreadsheet programs. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Supervises and trains personnel in engineering administration and support.  
Manages staff budget in direct support of program administration.  
Generates reports required by accounting and management or for engineering/scientific applications.  
Manages and maintains document/information databases.  
Ensures proper operation and maintenance of contract support computer equipment.  
Develops, implements, and maintains procedures for document tracking and handling.  
Plans and coordinates engineering services and related functions, including the implementation and supervision of programs to ensure maximum utilization within the facility.

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### **Consultant**

#### **Minimum Education and Experience:**

Bachelor's degree training/experience; 10 years of related experience; and excellent communications, interpersonal, organizational, and analytical skills. Working knowledge of word processing and integrated software applications is required. Position may require extensive travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Responsible for the overall functioning and technical performance of the operation.  
Performs senior level customer liaison.  
Provides direction and leadership to assigned personnel.  
Manages and coordinates research and investigations into emergent problems.  
Manages and applies change strategies to create new organizations and services consistent with the company vision. Provides a vision for a business area within the company.  
Directs development and installation of a sound plan of organization and controls.  
Ensures adequate planning for future development and growth of the operation.  
Appraises and evaluates the results of the operation regularly relative to established objectives, and ensures that appropriate steps are taken to correct unsatisfactory conditions.

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### **Documentation Specialist, Mid.**

#### **Minimum Education and Experience:**

Associate's degree and at least 2 years of job-related experience or High School and 4 years job-related experience. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.

Participates in developing and maintaining technical manuals. Assists with the validation/ verification, discrepancy/deficiency resolution, and accuracy/adequacy assessment of technical manual requirements.

Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format, and accuracy of grammar.

Interfaces with engineers and technical professionals in writing, editing and publishing various types of customer documents such as training manuals, concepts of operations, and contract deliverables.

Utilizes appropriate computer software application for document text production.

Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

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### **Documentation Specialist, Sr.**

#### **Minimum Education and Experience:**

Bachelor's degree in English or Journalism and at least 5 years of job-related experience. Excellent written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Advises, manages, and mentors personnel assigned to technical documentation function.

Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, survey reports).

Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.

Provides final quality assurance check for all document deliverables.

Participates in department and company-wide proposal writing projects. Often serves as proposal coordinator for large production efforts.

Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.

Provides senior-level technical writing/editing support to other Company contracts when workloads permit.

Directs classification, indexing, cataloging, and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media, including electronic.

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### **Engineer, Jr.**

#### **Minimum Education and Experience:**

Bachelor's degree in Engineering or related scientific field, and no job-related experience. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a Security Clearance. No degree substitution permitted.

**Functional Responsibilities:**

1. Performs design development, analysis, and review tasks under some supervision.  
Generates sections of design specifications of more complex projects or complete specifications of less complex projects.  
Prepares, delivers and submits technical presentations for in-process design and review meetings.  
Establishes and maintains filing systems/for tracking project status.  
Develops technical documentation and system/specifications.  
Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities.  
Conducts site visits and investigates engineering problems, proposes solutions and alternatives, and provides recommendations.  
Verifies and complies with engineering documentation standards and test procedures.

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**Engineer, Mgr.**

**Minimum Education and Experience:**

Bachelor's degree in Engineering or related scientific field and at least 10 years of job-related experience. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel and the ability to pass and maintain a Security Clearance. No degree substitution permitted.

**Functional Responsibilities:**

1. Performs a range of design development, analysis, or review tasks independently, providing supervision of contributing engineers.  
Responsible for complete designs, analyses, or design reviews independently or as the team leader.  
Acts as and is recognized as a Company/industry expert resource on the most complex engineering problems.  
May lead engineering teams and act as a mentor to engineering team members.  
May provide technical management and leadership to a group of employees for a given project, contract or job, with overall responsibility for cost, schedule, technical and employee performance.  
Selects, trains, advises, evaluates, schedules, supervises, and directs department personnel, either directly or through a subordinate supervisor.  
Develops, interprets, and implements technical and administrative operating policies and procedures.  
Maintains technical project responsibility for assigned tasks and advises management of progress in support of the technical and administrative direction of project operations.

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**Engineer, Mid.**

**Minimum Education and Experience:**

Bachelor's degree in Engineering, or related scientific field and at least 5 years of job-related experience. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a Security Clearance. No degree substitution permitted.

**Functional Responsibilities:**

1. Performs a range of design development, analysis or review tasks under minimal supervision.  
Acts as a lead on less complex tasks and is responsible for a portion of a design or section of an analysis or design review.  
Generates complete design specifications of more complex projects.

Coordinates and works closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements.

Develops, maintains and produces technical documentation and system/subsystem specifications.

Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities.

Conducts site visits and experimental investigations, analyzes engineering problems, proposes solutions and alternatives, and provides recommendations.

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### **Engineer, Sr.**

#### **Minimum Education and Experience:**

Bachelor's degree in Engineering or related scientific field, and at least 7 years of job-related experience. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. The position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel and the ability to pass and maintain a Security Clearance. No degree substitution permitted.

#### **Functional Responsibilities:**

1. Performs a range of design development, analysis, or review tasks independently.

Responsible for complete designs, analyses, or design reviews.

Generates complete design specifications for the most complex projects.

May train other engineers on technical issues related to the research, design, development, testing and analysis of engineering assignments.

Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities.

Conducts site visits and experimental investigations, analyzes engineering problems, proposes solutions and alternatives, and provides recommendations.

Prepares, delivers and submits technical papers and performs engineering studies.

May organize and supervise a group of employees for a given project, contract or job, with overall responsibility for cost, schedule, technical and employee performance.

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### **Engineer, Systems**

#### **Minimum Education and Experience:**

Bachelor's degree in Engineering or related scientific field and at least 10 years of job-related experience. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel and the ability to pass and maintain a Security Clearance. No degree substitution permitted.

#### **Functional Responsibilities:**

1. Performs a range of design development, analysis, or reviews tasks independently, providing supervision of contributing engineers.

Responsible for complete designs, analyses, or design reviews independently or as the team leader.

Generates complete design specifications for the most complex projects.

Acts as and is recognized as a Company/industry expert resource on the most complex engineering problems.

May lead engineering teams and act as a mentor to engineering team members.

May train other engineers on technical issues related to the research, design, development, testing and analysis of engineering assignments.

Conducts site visits and experimental investigations, analyzes engineering problems, proposes solutions and alternatives, and provides recommendations.

Prepares, delivers and submits technical papers and performs engineering studies.

May provide technical management and leadership to a group of employees for a given project, contract or job, with overall responsibility for cost, schedule, technical and employee performance.

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#### **Executive 4**

##### **Minimum Education and Experience:**

Bachelor's degree and a minimum of 16 years experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

##### **Principal Duties and Responsibilities:**

1. Provides management, organizational, business and technical leadership and services.
2. Is responsible for individual business elements are conducted in compliance with applicable Federal, State, and local laws and regulations.
3. Represents the company as appropriate with its relations with customers, employees, suppliers, Government industry groups, community organizations and professional associations.
4. Is responsible to implement a sound plan for organizational management and controls.
5. Supervises, coordinates, provides leadership to direct the development of internal and external programs for communications, human resources and outreach.
6. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

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#### **Logistics Engineer, Jr.**

##### **Minimum Education and Experience:**

Bachelor's degree in Business/Logistics or related field and no job-related experience. Good communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance. No degree substitution permitted.

##### **Functional Responsibilities:**

1. Researches and analyzes logistics element problems and determines solution alternatives.  
Reviews reports, technical papers, drawings, specifications, procedures, etc.; consolidates comments from various organizations; and drafts reports.  
Assists in preparing routine correspondence (i.e., letters, memos and route sheets), spreadsheets, Gantt charts, presentations, and meeting minutes.  
Assists in maintaining logistics support data, planning schedules, and documents.  
Analyzes and researches material to gain a thorough technical understanding of the logistics element supporting a task assignment.  
Assists in preparing oral presentations and written reports, indicating solution or range of possible alternatives in rank of desirability and probability of success when there is no single solution.

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#### **Logistics Engineer, Mid.**

##### **Minimum Education and Experience:**

Bachelor's degree in Business/Logistics or related field and at least 3 years of job-related experience. Good written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance. No degree substitution permitted.

**Functional Responsibilities:**

1. Researches, analyzes problems, and determines logistics element(s) requirements with minimum supervision.

May supervise and train entry-level personnel in the technical aspects of assigned work.

Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s) and advises on technical and logistics element planning and implementation.

Reviews program reports, technical papers, drawings, specifications, procedures, etc., and performs tests/evaluations and validations/verifications; provides comments; consolidates and adjudicates comments from various organizations; and prepares reports.

Prepares program management correspondence (i.e., letters, memos and route sheets), design charts, spreadsheets, Gantt charts, presentations, analytical reports and meeting minutes.

Advises logistics customer as an SME on program development, planning and implementation of logistics element(s).

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**Logistics Engineer, Sr. Analyst**

**Minimum Education and Experience:**

Bachelor's degree in Business/Logistics or related field and at least 7 years of job-related experience. Good communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance. No degree substitution permitted.

**Functional Responsibilities:**

1. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.

Develops and/or reviews program reports, technical papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates, and adjudicates comments from various organizations; and prepares reports.

Performs expert-level review, analysis, and validation of engineering and logistics products, and prepares executive-level reports and briefs.

Consults as industry expert with the logistics managers, program managers and customers, advising on logistics program policy development, planning and implementation.

Interfaces with various technical and logistics team leaders daily to exchange information and coordinate related task performance.

Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

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**Logistics Program Manager, Jr.**

**Minimum Education and Experience:**

Master's degree, preferably in a discipline such as Operations Research, Economics, Logistics, Statistics, Human Factors, Organizational Development, Civil or Industrial Engineering. A minimum of 10 years of job-related experience is required. Good oral and written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Analyzes and researches material to gain a thorough technical understanding of a complex subject area supporting a task assignment.

Performs a range of design development, analyses, or review tasks independently, providing supervision of contributing engineers.

Responsible for complete designs, analyses, or design reviews independently or as the group leader.  
Generates complete design specifications for the most complex projects.  
Develops, maintains and produces technical documentation and system/subsystem specifications.  
Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities.  
Conducts site visits and experimental investigations, analyzes engineering problems, proposes solutions and alternatives, and provides recommendations.  
Prepares oral presentations and written reports, indicating solution or range of possible alternatives in rank of desirability and probability of success when there is no single solution.

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### **Logistics Program Manager, Sr.**

#### **Minimum Education and Experience:**

Master's degree, preferably in a discipline such as Operations Research, Economics, Logistics, Statistics, Human Factors, Organizational Development, Civil or Industrial Engineering. A minimum of 12 years of job-related experience is required. Good oral and written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Analyzes and researches material to gain a thorough technical understanding of a complex subject area supporting a task assignment.

Performs a range of design development, analyses, or review tasks independently, providing supervision of contributing engineers.

Responsible for complete designs, analyses, or design reviews independently or as the group leader.

Generates complete design specifications for the most complex projects.

Develops, maintains and produces technical documentation and system/subsystem specifications.

Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities.

Conducts site visits and experimental investigations, analyzes engineering problems, proposes solutions and alternatives, and provides recommendations.

Prepares oral presentations and written reports, indicating solution or range of possible alternatives in rank of desirability and probability of success when there is no single solution.

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### **Logistics Technical Specialist, Jr.**

#### **Minimum Education and Experience:**

High school diploma and at least 1 year of job-related experience. Requires operating application software, including word processing and spreadsheet programs. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Reviews drawings, documentation and training curricula. Researches databases to determine technical documentation requirements; Reliability, Maintainability, and Availability (RM&A); training; life-cycle impacts; source issues; and configuration impacts.
2. Performs inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations.
3. Develops, executes, and maintains logistics support plans, training schedules and milestones, training device engineering change proposals, and similar data. Recommends improvements to enhance the process.

4. May provide technical assessment of training devices and report results to customer.
5. Supports maintenance planning systems and performs maintenance planning tasks.
6. Demonstrates development and application of new systems, processes, or techniques that contribute to the achievement of business area goals.

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### **Logistics Technical Specialist, Sr.**

#### **Minimum Education and Experience:**

High school and at least 5 years of job-related experience. Requires good communications skills and the ability to operate application software, including word processing and spreadsheet programs. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Supports the customer by providing written plans, technical reports, presentations and issue papers. Reviews drawings. Researches databases to determine technical documentation requirements; RM&A; life-cycle impacts; source issues; and configuration impacts. Performs inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations. Develops, executes, and maintains logistics support plans, policies, procedures and similar data. Recommends improvements to enhance the process. Supports maintenance planning systems and performs maintenance planning tasks. Identifies specific procedures or processes that could be modified in order to increase efficiencies or quality. Applies knowledge of procedures and systems to a broad range of basic issues. May require knowledge of specialized processes or technical skills.

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### **Operations Research Specialist**

#### **Minimum Education and Experience:**

Bachelor's degree in Engineering or Science and at least 10 years job-related experience. Significant specific training or work experience in a specific discipline or operational capability. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Conducts analytic studies and/or scientific studies in science or engineering. Performs conceptual, developmental, and planning functions for major programs. Generates specifications or plans for operational implementation. Writes investigative reports and memoranda. Performs liaison with senior-level customers. Coordinates mission operations. Acts in a staff capacity as a recognized expert in a specific discipline or operational capability.

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### **Procurement Manager**

#### **Minimum Education and Experience:**

Bachelor's degree in Business or related field and 5 years job-related experience. A thorough working knowledge of the FAR is required. Position may require travel and the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Administers subcontracts and purchase orders, including monitoring performance, prices, and certifications; exercising options; conducting market analysis and negotiating prices; maintaining subcontract and purchase order files; issuing modifications as necessary; assisting management in resolving subcontractor and vendor problems; and resolving invoicing issues with Finance and Accounting.
- Oversees/evaluates potential subcontractors and ongoing performance. Performs periodic reviews of procurement actions for compliance with policies and procedures, competition, and prime contract requirements.
- Coordinates subcontractor and vendor invoicing issues with Finance and Accounting.
- Monitors the Small Business (SB) and Small Disadvantaged Business (SDB) Program, and the Labor Surplus Area Program. Identifies potential sources for compliance with the SB and SDB Program.
- Compiles and submits reports to customers and management.
- Obtains, if necessary, CO approvals of subcontract actions.
- May assist the Contract Administrator with prime contract functions.
- Closes out contract and procurement files in accordance with records retention procedures.

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**Program Analyst, Jr.**

**Minimum Education and Experience:**

Associate's degree in Finance and no job-related experience. Requires operating application software, including word processing and spreadsheet programs. Position may require travel and the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Prepares contract expenditure versus estimated budget report for Contract Budget Manager on a regularly scheduled basis for use in monitoring contract costs.
- Prepares and tracks contract budget spreadsheets.
- Prepares actual costs incurred reports on a regularly scheduled basis.
- Prepares reports for contract deliverable submissions.
- Prepares procurement requests, processes subcontractor invoices and monitors subcontractor cost reports for accuracy and completeness.
- Prepares and maintains files of Letters of Transmittals.

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**Program Analyst, Mid.**

**Minimum Education and Experience:**

Bachelor's degree in Business and at least 3 years of job-related experience. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Conducts research and prepares financial analyses and forecasts.
- Generates management tools to effectively control programs.
- Generates reports documenting findings.
- Conducts research into procurement practices and assesses/implements improvements to or compliance with acquisition procedures.
- Prepares computerized programs utilizing commercial software to manage tasks.
- Participates in cost proposal development.

Maintains database to produce monthly financial reports. Tracks, processes and distributes deliverables and monitors comment status.

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### **Program Management Specialist**

#### **Minimum Education and Experience:**

Associate's degree in Business Administration or related field and at least one year of job-related experience. Requires operation of application software, including word processing and spreadsheet programs. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in support and achievement of customer goals.
2. Interacts and supports customers, through the application of specific program knowledge, in executing program management tasks.
3. Coordinates and maintains program documentation with internal and external teams, including plans, schedules, briefings, reports correspondence, contracts/contract modifications, technical instructions/procedures and/or related material.
4. Prepares routine and non-routine program correspondence, documentation and reports.
5. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
6. Reviews, evaluates and provides assessments of technical and non-technical program reports; researches specific areas and prepares findings.
7. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

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### **Program Manager**

#### **Minimum Education and Experience:**

Associate's degree and at least 5 years of job-related experience. Excellent communications, interpersonal, organizational and analytical skills are required. Working knowledge of word processing and integrated software applications is required. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Provides administrative and technical leadership in completing multiple contracts, including responsibility for cost, schedule, and overall performance.

Plans and procures necessary staffing to achieve work completion milestones and deliverables.

Monitors fulfillment of contract requirements to ensure quality and timeliness of services/ deliverables to various customers.

Supervises, coordinates, provides leadership to, and reviews the work of assigned staff and/or contracts.

Interfaces with customers on a regular basis in support of engineering and program management activities.

Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

Performs multidisciplinary analysis of system designs to determine compliance with specifications and standards.

Directs the investigation and resolution of operational problems in conjunction with other engineering and technical personnel.

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### **Project Manager, Jr.**

#### **Minimum Education and Experience:**

Associate's degree and at least 3 years of job-related experience. Good oral and written communications skills and familiarity with word processing, database, spreadsheet and integrated software applications are required. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support and achievement of customer goals.
- Interacts with and advises customers by applying specific program knowledge and/or SME in executing program management and routine and nonroutine tasks.
- Interfaces with other professionals to generate program documentation such as plans, schedules, briefings, reports, correspondence, contracts/ contract modifications, technical instructions/ procedures and/or related material.
- Analyzes and tracks project budgets, schedules and deliverables, and conducts research into specific areas and prepares and reports findings to the customer.
- Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
- Reviews, analyzes, provides comments and assessments of technical and nontechnical program reports and researches specific areas of interest and prepares findings.
- Interfaces with internal and external principal program participants for planning, prioritization and resolution of overall activities to support customer goals.

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### **Project Manager, Sr.**

#### **Minimum Education and Experience:**

Bachelor's degree in Business Administration or a related field and 5 years of job-related experience. Good written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
- Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support and achievement of customer goals.
- Interacts and advises customers, through the application of specific program knowledge and SME, in executing program management tasks.
- Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contact/ contract modifications, technical instructions, technical procedures or related material.
- Analyzes and tracks project budgets, schedules and deliverables, and conducts research into specific areas and prepares and reports findings to the customer.
- Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
- Reviews, analyzes, provides technical comments and assessment of technical and nontechnical program reports and researches specific areas and prepares findings.
- Interfaces with internal and external principal program participants for planning and prioritization of overall activities and resolution of issues to support customer goals.

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## Scientist, Sr.

### Minimum Education and Experience:

Master's degree in Engineering, Physics, Mathematics or related science field and 7 years of job-related experience. Excellent communications and analytical skills, working knowledge of computer systems and integrated software application programs are required. Position may require travel and the ability to pass and maintain a Security Clearance.

### Functional Responsibilities:

1. Conducts analytic studies and/or scientific studies in physics, mathematics, or engineering. Performs conceptual, developmental, and planning functions for major programs. Develops mathematical formulations and equations. Writes investigative reports and memoranda. Coordinates and works closely with other scientific, engineering, logistics, financial, and program management disciplines in conducting analytic and/or scientific studies. Prepares and presents briefings about research findings. Interfaces with customer for coordination, modification, technical assistance and implementation of programs. May provide technical management and leadership to a group of employees for a given project, contract or job, with overall responsibility for cost, schedule, technical and employee performance. Acts in a staff or consulting/advisory capacity to the customer and is recognized as an expert in the scientific community.

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## Software Developer, Jr.

### Minimum Education and Experience:

Bachelor's degree in Computer Science or related field and no job-related experience. Excellent communications and analytical skills and demonstrated working knowledge of a programming language (i.e., C, C++, FORTRAN, COBOL, ADA, SYBASE, etc.), computer systems and integrated software applications programs are required. Position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel and the ability to pass and maintain a Security Clearance.

### Functional Responsibilities:

1. Develops software system and interface requirements/design specifications. Implements software design using a software language and assembles/compiles/links source code. Tests and debugs source code. Develops test scenarios, plans, and procedures for software builds, hardware/software integration, and system acceptance testing. Conducts testing and provides test results feedback to design team and customer. Develops end user documentation (i.e., user's guide and technical manual) and version description documentation. Constructs and executes simulations, models and simulators test cases, and scenarios. Establishes and maintains a filing system for tracking and inventory control of hardware and software vendors for system upgrades and maintenance. Generates and submits technical reports for technical presentations and meetings.

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### **Software Developer, Sr.**

#### **Minimum Education and Experience:**

Bachelor's degree in Computer Science, Engineering or related field and at least 7 years of job-related experience. Excellent communications and analytical skills and demonstrated working knowledge and extensive experience of several programming languages (i.e., C, C++, FORTRAN, COBOL, ADA, SYBASE, etc.), computer systems, hardware configurations and integrated software application programs are required. Position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Leads team in developing or analyzing large-scale software projects, usually involving scientific applications.

Develops plans for detailed analysis of computer program code, documentation, and output to ensure validity, consistency, and conformance to applicable standards.

Designs and executes computer program test cases, analyzes output for validity, and prepares written reports documenting results.

Supervises, trains and evaluates junior level personnel.

Directs on-site customer interface for software installation, testing, systems integration, programming, debugging and other computer system tasks as needed.

Generates and submits technical reports for technical presentations and meetings and customer briefings.

Performs evaluations in the development, design, implementation, and maintenance of complex programs or systems.

May provide technical management and leadership to a group of employees for a given project, contract or job, with overall responsibility for cost, schedule, technical and employee performance.

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### **Systems Analyst, Mid.**

#### **Minimum Education and Experience:**

Bachelor's degree in Computer Science and at least 5 years of job-related experience. Excellent communications and analytical skills and demonstrated working knowledge of computer systems and integrated software application programs are required. Position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Performs customer requirements analyses for existing or proposed systems to determine feasibility and objectives of requests.

Designs or modifies system and prepares reports, schedules, data requirements, security access rules and system constraints.

Writes, debugs and tests programs and procedures.

Installs system and trains customer to use new or changed applications.

Studies existing information systems to evaluate effectiveness and develops new systems where appropriate.

Assists junior-level programmers/analysts in resolving work problems related to project and/or programming specifications.

Directs on-site customer interface for program guidance, testing, systems analysis, and other system-related tasks as needed.

Prepares detailed documented requirements for selected activities (i.e., data management, CM, and program management)

May provide informal training in implementing software programs based on user requirements.

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### **Systems Analyst, Sr.**

#### **Minimum Education and Experience:**

Bachelor's degree in Computer Science and at least 9 years of job-related experience. May supervise support personnel as required. Good written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Performs customer requirements analyses for existing or proposed systems to determine feasibility and objectives of requests.

Designs or modifies system and prepares reports, schedules, data requirements, security access rules and system constraints.

Writes, debugs and tests programs and procedures.

Installs system and trains customer to use new or changed applications.

Studies existing information systems to evaluate effectiveness and develops new systems where appropriate.

Assists junior-level programmers/analysts in resolving work problems related to project and/or programming specifications.

Directs on-site customer interface for program guidance, testing, systems analysis, and other system-related tasks as needed.

Prepares detailed documented requirements for selected activities (i.e., data management, CM, and program management).

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### **Technician, Jr.**

#### **Minimum Education and Experience:**

High school and at least 1 year of job-related experience. Good written communications skills, working knowledge of word processing and integrated software applications, and ability to perform detail-oriented work are required. Some positions may require knowledge and operation of machining equipment. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Supports production of technical documents and drawings using computers, scanners, cameras, printers, laminators, and plotters in concert with multiple software products.

Uses CAD/CAE equipment and software to produce schematics and engineering drawings.

Creates drawings, illustrations and cartoons for reports, publications, presentations, and displays.

Researches technical issues for input to reports and studies.

Supports fabrication and testing of hardware and software systems.

Assists in design, coding, and documentation of software products.

Installs, monitors, and services equipment and systems at Company and client sites.

Performs T&E, checkout, calibration, and certification tasks. Performs validations/verifications of various electronic systems.

Reviews Engineering Change Proposals (ECPs) for equipment impacts and assists in accomplishing Engineering Change Instructions (ECIs).

Provides technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirements.

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### **Technician, Mid.**

#### **Minimum Education and Experience:**

Associate's degree and at least 2 years of job-related experience. Good communications and analytical skills and working knowledge of computer systems and integrated software application programs are required. Some positions may require knowledge and operation of machining/welding equipment or the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Creates drawings, illustrations and cartoons for publications and presentations.  
Designs and constructs experimental/prototype models to engineering requirements.  
Performs a wide variety of duties of complex nature in the installation, testing, modification, and operation of electronic equipment.  
Provides technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirements.  
Investigates systems problems and provides white papers on the results of the investigation.  
Installs, monitors, and services equipment and systems at Company and client sites.  
Plans approaches and conducts various experiments to develop equipment or systems characterized by difficult performance requirements and unusual combinations of techniques or components.  
Serves as senior/lead technician and assists in training other technicians.

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### **Technician, Sr.**

#### **Minimum Education and Experience:**

Associate's degree and at least 4 years of job-related experience. Excellent communications and analytical skills and working knowledge of computer systems and integrated software application programs are required. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel and the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Performs a range of design, development, analysis, or review tasks independently.  
Generates complete design specifications and/or procedures for complex assignments.  
Acts as a lead on complex tasks and is responsible for design, analyses, or design reviews.  
Leads and coordinates the installation, modification, monitoring, operation, testing, and servicing of equipment and systems at Company and client sites.  
Provides technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirement.  
Builds, installs, monitors, tests and services equipment and systems at Company and client sites.  
Coordinates and works closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements.  
Directs on-site customer interface for equipment/ system installation, testing, survey, fabrication, and other engineering tasks as needed.

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### **Writer**

#### **Minimum Education and Experience:**

Bachelor's degree in English/Journalism or a related field and at least 7 years of job-related experience. Excellent written communications skills, working knowledge of word processing and integrated software

applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Interfaces with technical professionals in writing, editing, and publishing various types of documents such as specifications, manuals, reports, plans, training materials and presentations.

Researches a wide variety of assigned topics and develops writing plans and outlines.

Assists in developing supporting materials (illustrations, tables, etc.).

Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.

Provides quality assurance check for all document deliverables.

Utilizes appropriate computer software for document test production. Investigates and implements best ways to produce documentation.

Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

Advises, manages and mentors personnel assigned to technical documentation function.

## MANAGEMENT AND TRAINING SERVICES

SINs 541611, 611430

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### Administrative Specialist 1

#### Minimum Education and Experience:

Associate's degree and 1 year of job-related experience. Requires advanced capability to operate application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.

#### Functional Responsibilities:

1. Prepares and maintains word processing, spreadsheets, databases and/or other software files and information.
  2. Prepares technical reports, including the gathering, analyzing, organizing, and presenting information and data in a logical, persuasive manner.
  3. Reads, understands, and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
  4. Gathers data from various sources and synthesizes the options for action from that data, for the decision-making process.
  5. In concert with the Director(s) or Manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
  6. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison.
  7. Organizes and maintains departmental files in accordance with applicable procedures.
  8. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings to record and/or report on proceedings.
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### Administrative Specialist 2

#### Minimum Education and Experience:

Bachelor's degree and at least 2 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

#### Functional Responsibilities:

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
2. Participates in the development and maintenance of technical manuals. Assists with the validation/verification, discrepancies/deficiencies resolution and accuracy/adequacy assessment of technical manual requirements.
3. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar.
4. Interfaces with engineers and technical professionals in writing, editing and publishing various types of customer documents such as training manuals, concepts of operations and contract deliverables.
5. Utilizes appropriate computer software application for document text production.
6. Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

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### **Administrative Specialist 3**

#### **Minimum Education and Experience:**

Bachelor's degree (or equivalent) and at least 3 years of experience. Good oral and written communication skills; working knowledge of word processing and integrated software applications; organization skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
2. Coordinates documentation received, including the publication of the bibliography of technical reports, staff studies and working papers.
3. Provides reference, document delivery, online search and referral services.
4. Directs information services.
5. Interfaces with engineers and technical professionals in the writing, editing and publication of various types of documents (e.g., test plans, test reports, survey reports).
6. Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
7. Provides final quality assurance check for all document deliverables.
8. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.

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### **Administrative Specialist 4**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 5 years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Advises, manages and mentors personnel assigned to technical documentation function.
2. Interfaces with engineers and technical professionals in the writing, editing and publication of various types of documents (e.g., test plans, test reports, survey reports).
3. Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
4. Provides final quality assurance check for all document deliverables.
5. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.
6. Provides senior-level technical writing/editing support.
7. Directs the classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media, including electronic.

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### **Administrative Specialist Lead**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 7 years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Advises, manages and mentors personnel assigned to technical documentation function.
2. Interfaces with engineers and technical professionals in the writing, editing and publication of various types of documents (e.g., test plans, test reports, survey reports).
3. Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
4. Provides final quality assurance check for all document deliverables.
5. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.
6. Provides senior-level technical writing/editing support.
7. Directs the classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media including electronic.

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**Administrative Specialist Trainee**

**Minimum Education and Experience:**

High school and no job-related experience. Requires capability to operate application software including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Prepares and maintains word processing, spreadsheets, databases and/or other software files and information.
2. Prepares technical reports, including gathering, analyzing, organizing, and presenting information and data in a logical, persuasive manner.
3. Reads, understands, and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data, for the decision making process.
5. In concert with the Director(s) or Manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
6. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison.
7. Organizes and maintains departmental files in accordance with applicable procedures.
8. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings to record and/or report on proceedings.

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**Clerical Specialist Trainee**

**Minimum Education and Experience:**

High school and no job-related experience. Requires some knowledge of operating software programs. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Prepares and submits reports, invoices, vouchers and other documents.
2. Schedules daily work flow and ensures coordination of completed projects.

3. Performs and coordinates duties in one or more of the following areas: accounting, purchasing, marketing, office services and security.
4. Processes, inputs and retrieves data and manages databases, as required.
5. Gathers data for various reports required by accounting and management or for engineering/scientific applications.
6. Assists in the maintenance and inventory control of office equipment.

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### **Executive 1**

#### **Minimum Education and Experience:**

Bachelor's degree and a minimum of 10 years of experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Provides management, organizational, business and technical leadership and services.
2. Plans and procures necessary staffing to achieve work completion milestones and deliverables.
3. Monitors fulfillment of contract requirements to ensure quality and timeliness of services/ deliverables to various customers.
4. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts.
5. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.
6. Performs multi-disciplinary analysis of system designs to determine compliance with specifications and standards.
7. Directs the investigation and resolution of management problems in conjunction with other personnel.

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### **Executive 2**

#### **Minimum Education and Experience:**

Bachelor's degree and a minimum of 12 years of experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require some travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Provides management, organizational, business and technical leadership and services.
2. Responsible for individual business elements conducted in compliance with applicable Federal, State, and local laws and regulations.
3. Represents the company as appropriate with its relations with customers, employees, suppliers, Government industry groups, community organizations and professional associations.
4. Responsible to implement a sound plan for organizational management and controls.
5. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts.
6. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

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### **Executive 3**

#### **Minimum Education and Experience:**

Bachelor's degree and a minimum of 14 years of experience. Excellent communication, interpersonal, organizational and analytical skills are required. Working knowledge of word processing and integrated

software applications is required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Provides management, organizational, business and technical leadership and services.
2. Responsible for individual business elements conducted in compliance with applicable Federal, State, and local laws and regulations.
3. Represents the company as appropriate with its relations with customers, employees, suppliers, Government industry groups, community organizations and professional associations.
4. Responsible to implement a sound plan for organizational management and controls.
5. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts.
6. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

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**Executive Management Consultant, Senior**

**Minimum Education and Experience:**

Master's degree in a relevant or related field. Shall possess at least 15 years of professional experience, including at least 5 years of specialized experience. Recognized authority across multiple areas of expertise.

**Job Specifications:** Government Agencies are under pressure to reduce costs, cut bureaucracy, improve the performance, quality, timeliness and efficiency of programs, and the services they provide to the citizens of the United States. Agencies are re-evaluating their missions, visions, strategies, programs and processes. Changing culture and direction requires strong leadership. This position will act as a cognizant authority over one or more of the top-level leadership issues including leadership assessment, organizational assessment and design, strategic planning, policy planning and development, business and process improvement. Will interface and provide direction, guidance and consulting to the highest levels within an agency up to and including the Secretary. Excellent management, communications, interpersonal, organizational and analytical skills are required. Position may require travel. Position may also require the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Provide leadership, assistance and direction across a number of key organizational areas, including:
2. Formulation and implementation of strategic plans.
3. Policy planning and analysis
4. Business and financial process and reengineering to meet strategic objectives.
5. Developing process modeling and simulation
6. Executive level facilitation and support
7. High level, agency cross-functional facilitation and support
8. Interagency committee facilitation and support
9. Program integration support
10. Interfacing with executive level customers on a regular basis. Monitor customer feedback and provide advice on a broad range of issues related to programs/services being delivered.
11. Leadership at the highest programmatic and/or technical levels in order to accomplish customer driven projects. Manages all phases of a program from inception to completion.
12. Serving as a technical expert in areas relevant to a major program, exercise, or initiative.

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### **MOBIS Analyst 1**

#### **Minimum Education and Experience:**

Associate's degree and 2 years of job-related experience. Requires operating application software, including word-processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Prepares contract expenditure versus estimated budget report for manager(s) on a regularly scheduled basis for use in monitoring contract costs.
2. Prepares and tracks contract spreadsheets.
3. Prepares reports for contract deliverable submissions.
4. Prepares procurement requests, processes subcontractor invoices and monitors subcontractor cost reports for accuracy and completeness.
5. Researches and analyzes problems and determines element(s) requirements with minimum supervision.
6. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s).
7. Reviews program reports, technical papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
8. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

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### **MOBIS Analyst 2**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 2 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Conducts research and prepares management, organizational and business analyses and forecasts.
2. Generates management tools to effectively control programs.
3. Generates reports documenting findings.
4. Conducts research into management, organizational and business practices to assess/implement improvements to, or ensure compliance with acquisition procedures.
5. Prepares computerized programs utilizing commercial software to manage tasks.
6. Maintains database to produce monthly financial reports. Tracks, processes and distributes deliverables and monitors comment status.

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### **MOBIS Analyst 3**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 4 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Conducts research and prepares management, organizational and business analyses and forecasts.
2. Tracks, processes, produce and distribute deliverables and monitors comment status.

3. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/business status and risk. Evaluates trends and projects cost completion estimates.
4. Participates in program management reviews and business meetings.
5. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal and external) on concepts, techniques and reporting.
6. Conducts evaluation of cost proposals, including fact finding, cost/technical trade-off analyses and evaluation report writing. Prepares independent cost estimates to support evaluation of alternatives, including development of cost and operational effectiveness analyses and Bottom-Up/Top-Down cost estimates.
7. Conducts special studies and evaluations.
8. Researches, analyzes problems and determines element(s) requirements with minimum supervision.
9. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.
10. Reviews program reports, papers, drawings, specifications, procedures, etc., and performs tests/evaluations and validations/verifications; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
11. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

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#### **MOBIS Analyst 4**

##### **Minimum Education and Experience:**

Bachelor's degree and at least 6 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; excellent management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

##### **Functional Responsibilities:**

1. Conducts research and prepares management, organizational and business analyses and forecasts.
2. Tracks, processes, produce and distribute deliverables and monitors comment status.
3. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/business status and risk. Evaluates trends and projects cost completion estimates.
4. Participates in program management reviews and business meetings.
5. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal and external) on concepts, techniques and reporting.
6. Conducts technical evaluation of cost proposals including fact finding, cost/technical trade-off analyses and evaluation report writing. Prepares independent cost estimates to support evaluation of alternatives, including development of cost and operational effectiveness analyses and Bottom-Up/Top-Down cost estimates.
7. Conducts special studies and evaluations.
8. Researches, analyzes problems and determines element(s) requirements with minimum supervision.
9. Collaborates with customer(s) to define, coordinates and tracks the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.
10. Reviews program reports, technical papers, drawings, specifications, procedures, etc., and performs tests/evaluations and validations/ verifications; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
11. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

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## **MOBIS Analyst, Lead**

### **Minimum Education and Experience:**

Bachelor's degree and at least 8 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications. Exceptional management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

### **Functional Responsibilities:**

1. Conducts research and prepares management, organizational and business analyses and forecasts.
2. Tracks, processes, produce and distribute deliverables and monitors comment status.
3. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/business status and risk. Evaluates trends and projects cost completion estimates.
4. Participates in program management reviews and business meetings.
5. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal and external) on concepts, techniques and reporting.
6. Conducts technical evaluation of cost proposals, including fact finding, cost/technical trade-off analyses and evaluation report writing. Prepares independent cost estimates to support evaluation of alternatives, including development of cost and operational effectiveness analyses and Bottom-Up/Top-Down cost estimates.
7. Conducts special studies and evaluations.
8. Researches, analyzes problems and determines element(s) requirements with minimum supervision.
9. Collaborates with customer(s) to define, coordinates and tracks the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.

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## **MOBIS Analyst Trainee**

### **Minimum Education and Experience:**

Associate's degree and no job-related experience. Requires operating application software including word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

### **Functional Responsibilities:**

1. Prepares contract expenditure versus estimated budget report and other business reports for manager(s) on a regularly scheduled basis for use in monitoring contract costs.
2. Prepares and tracks contract spreadsheets.
3. Prepares reports for contract deliverable submissions.
4. Prepares procurement requests, processes subcontractor invoices and monitors subcontractor cost reports for accuracy and completeness.
5. Researches and analyzes problems and determines element(s) requirements with minimum supervision.
6. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s).
7. Reviews program reports, technical papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
8. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

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## **MOBIS Manager 1**

### **Minimum Education and Experience:**

Bachelor's degree and at least 1 year of job-related experience or equivalent. Good oral and written communication skills; familiarity with word processing, database, spreadsheet and integrated software applications are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
2. Interacts with and advises customers by applying specific program knowledge and/or subject matter expertise in the execution of routine and nonroutine tasks.
3. Interacts and provides management or business assessments to customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks.
4. Interfaces with other professionals to generate program documentation such as plans, schedules, briefings, reports, correspondence, contracts/ contract modifications, technical instructions/ procedures and/or related material.
5. Analyzes and tracks project budgets, schedules and deliverables, conduct research into specific areas, prepares and reports findings to the customer.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, provide comments and provides assessments of technical and non-technical program reports; researches specific areas of interest and prepares findings.
8. Interfaces with internal and external principal program participants for planning, prioritization and resolution of overall activities to support customer goals.

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**MOBIS Manager 2**

**Minimum Education and Experience:**

Bachelor's degree and 3 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
3. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks.
4. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material.
5. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, provides comments and provides assessment of technical and non-technical program reports; researches specific areas and prepares findings.
8. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

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### **MOBIS Manager 3**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 4 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support of and achievement of customer goals.
3. Interacts and supports customers, through the application of specific program knowledge, in the execution of program management tasks.
4. Coordinates and maintains program documentation with internal and external teams, including plans, schedules, briefings, reports correspondence, contracts/contract modifications, technical instructions/procedures and/or related material.
5. Prepares routine and nonroutine program correspondence, documentation and reports.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, evaluates and provides assessments of technical and non-technical program reports; research specific areas and prepares findings.
8. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

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### **MOBIS Manager 4**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 5 years of job-related experience or equivalent. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
3. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks.
4. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material.
5. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, provides comments and provides assessment of technical and non-technical program reports; researches specific areas and prepares findings.
8. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

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### **MOBIS Specialist 1**

#### **Minimum Education and Experience:**

Associates degree and 1 year of job-related experience. Requires advanced capability to operate application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Prepares and maintains word processing, spreadsheets, data bases and/or other software files and information.
2. Prepares technical reports, including the gathering, analyzing, organizing and presenting information and data in a logical, persuasive manner.
3. Reads, understands and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data, for the decision making process.
5. In concert with the Director(s) or Manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
6. Screens, directs and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures including answering customer inquiries and acting as a liaison.
7. Organizes and maintains departmental files in accordance with applicable procedures.
8. Schedules appointments, arranges meetings and prepares required materials. May attend meetings to record and/or report on proceedings.

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**MOBIS Specialist 2**

**Minimum Education and Experience:**

Bachelor's degree and at least 1 year of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Researches and analyzes business element problems, to determine element(s) requirements with minimum supervision.
2. May supervise and train entry-level personnel in the management, business and organizational aspects of assigned work.
3. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.
4. Reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
5. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.
6. Advises customer as a subject matter expert on program development, planning and implementation of business element(s).

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**MOBIS Specialist 3**

**Minimum Education and Experience:**

Bachelor's degree and at least 3 years of job related experience or equivalent. Excellent communication skills; management and interpersonal; organizational and analytical skills; working knowledge of word processing and integrated software applications are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

### **Functional Responsibilities:**

1. Researches and analyzes business and management problems, including areas such as acquisition, cost, data and logistics; determines alternatives; and recommends solutions.
2. May supervise and train entry-level personnel in the management, business and organizational aspects of assigned work.
3. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.
4. Reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
5. Prepares program management correspondence (i.e., letters, memos and route sheets), design charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.
6. Advises the customer as a subject matter expert on program development, planning and implementation of business element(s).
7. Interfaces daily with various management and business team leaders to exchange information and coordinate related task performance.
8. May supervise teams in accomplishing tasks.

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### **MOBIS Specialist 4**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 5 years of job related experience or equivalent. Good communication skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
2. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates and adjudicates comments from various organizations and prepares reports.
3. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs.
4. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation.
5. Interfaces with various management and business team leaders daily to exchange information and coordinate related task performance.
6. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

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### **MOBIS Specialist Lead**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 7 years of job-related experience or equivalent. Good communication skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.

2. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates and adjudicates comments from various organizations and prepares reports.
3. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs.
4. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation.
5. Interfaces with various management and business team leaders daily to exchange information and coordinate related task performance.
6. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

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### **MOBIS Specialist Trainee**

#### **Minimum Education and Experience:**

Bachelor's degree and no job related experience. Good communication skills; working knowledge of word processing and integrated software applications; management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Researches and analyzes business element problems to determine solution alternatives.
2. Reviews reports, papers, drawings, specifications, procedures, etc.; consolidates comments from various organizations; and drafts reports.
3. Assists in preparing routine correspondence (i.e., letters, memos and route sheets), spreadsheets, Gantt charts, presentations and meeting minutes.
4. Assists with maintenance of program management data, planning schedules and documents.
5. Analyzes and researches material to gain a thorough understanding of the management, organizational and business elements supporting a task assignment.
6. Assists in the preparation of oral presentations and written reports.

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### **Technical Analyst 1**

#### **Minimum Education and Experience:**

Bachelor's degree and no job-related experience. Excellent communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Assists subject matter experts in solving complex technical problems.
2. Gathers and compiles data and maintains databases.
3. Supports analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
4. Supports conceptual, developmental and planning functions for major programs.
5. Drafts specifications or plans for operational implementation.
6. Drafts/reviews investigative reports, papers and memoranda.
7. Attends/supports customer meetings.

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### **Technical Analyst 2**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 2 years of job-related experience or equivalent. Excellent communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Assists subject matter experts in solving complex technical problems.
2. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
3. Performs conceptual, developmental and planning functions for major programs.
4. Generates specifications or plans for operational implementation.
5. Writes investigative reports, papers and memoranda.
6. Performs customer liaison and attends/supports customer meetings.
7. Acts as a recognized operational expert in a specific discipline or capability.
8. Mentors junior-level personnel.

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**Technical Analyst 3**

**Minimum Education and Experience:**

Bachelor's degree and at least 4 years of job-related experience or equivalent. May supervise support personnel as required. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Performs customer requirements analyses.
2. As part of a technical team, solves complex technical problems.
3. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
4. Performs conceptual, developmental and planning functions for major programs.
5. Generates specifications or plans for operational implementation.
6. Prepares detailed technical documentation to support technical findings, opinions or recommendations.
7. Performs customer liaison, makes presentations and attends customer meetings.
8. Tests technical applications to ensure correct management decisions.
9. Acts as a recognized expert in a specific discipline/capability.

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**Technical Analyst 4**

**Minimum Education and Experience:**

Bachelor's degree and at least 6 years of job-related experience or equivalent. May supervise support personnel as required. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:**

1. Assists subject matter experts in solving complex technical problems.
2. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
3. Performs conceptual, developmental and planning functions for major programs.

4. Generates specifications or plans for operational implementation.
5. Prepares detailed technical documentation to support technical findings, opinions or recommendations.
6. Performs customer liaison, makes presentations and attends customer meetings.
7. Tests technical applications to ensure correct management decisions.
8. Acts as a recognized expert in a specific discipline/capability.
9. May mentor junior-level personnel.

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### **Technical Analyst Lead**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 8 years of job-related experience or equivalent. May supervise support personnel as required. Good written communication skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Performs customer requirements analyses.
2. As a team member or lead, solves complex technical problems.
3. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
4. Performs conceptual, developmental and planning functions for major programs.
5. Generates specifications or plan for operational implementation.
6. Prepares and reviews detailed technical documentation that supports technical findings, opinions or recommendations.
7. Performs customer liaison, makes presentations and attends customer meetings.
8. Evaluates technical applications used to make management/programmatic decisions.
9. Acts as a recognized operational expert in a specific discipline capability.
10. Trains/mentors junior-level personnel.

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### **Technical Analyst Trainee**

#### **Minimum Education and Experience:**

Associates' degree and no job-related experience. Excellent communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Functional Responsibilities:**

1. Assists subject matter experts in solving complex technical problems.
2. Gathers and compiles data for reports and revises, edits and maintains databases.
3. Supports analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
4. Supports conceptual, developmental and planning functions for major programs.
5. Reviews specifications or plans for operational implementation.
6. Drafts investigative reports, papers and memoranda.

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### **Instructor Pilot**

#### **Minimum Education and Experience:**

Bachelor's Degree and at least 5 years of job-related experience or equivalent. Must have an FAA commercial pilot certificate and FAA flight instructor certificate with rotorcraft category and helicopter class

ratings on both certificates, or be a graduate of a DoD rotary wing instructor pilot course. Must have a valid Army or FAA Second Class Medical Certificate. Must have at least 500 hours of experience in the appropriate category of aircraft and an FAA instrument rating or a military instrument pilot rating in the rotorcraft category of aircraft. Good communication skills. Position may require travel. Position may require the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Instructs and plans the instructional efforts for all assigned flight related subjects for the applicable aircraft in accordance with the Commander's Aircrew Training Program.
2. Training, evaluating and progressing pilots and air crews in Readiness Level progressions, Pilot in Command training, crew training, gunnery training, and instrument flight training during day, night, night vision systems (NVS), night vision goggle (NVG) and instrument flight rules (IFR) conditions in classroom, simulator and flight environments.
3. Provides information and data for reports as requested by the supervisor or Commander.
4. Prepares, updates, and presents all instructional materials, to include computer presentations, used in assigned subject areas in accordance with Government requirements.
5. Assures that all flight planning materials, training aids, and equipment are maintained, backed-up as appropriate, current and in sufficient quantities for the most efficient use.
6. Provides information and data for reports as requested by the Commander.

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**Maintenance Test Pilot**

**Minimum Education and Experience:**

Bachelor's Degree and at least 5 years of job-related experience or equivalent. Graduate of Army Aircraft Maintenance Officers Phase II course (AMOC Phase II) required. 1000 hours first pilot time with 300 hours in specific aircraft required. FAA Commercial Pilot or Airline Transport Pilot rating is required. Must possess and instrument rating on their FAA Commercial certificate. Must have a valid Army or FAA Second Class Medical Certificate. Must be able to pass hands-on flight evaluation for currency. Position may require travel. Position may require the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Plan mission and obtains briefing information on purpose of flight test, weather, operation procedures, intelligence and special instructions. Prepare flight plans considering such factors as altitude, terrain, weather, aircraft, crew capabilities, threats, operational and training requirements and flight procedures.
2. Prepare and file flight clearance. Ensure the aircraft is preflight inspected, loaded, equipped and manned for mission. Inspect engines, fuselage and control surfaces for mechanical and structural soundness. Inspect and test mission equipment for proper operations. Ensures that weight and balance are correct, fuel supply is adequate and survival and rescue equipment is properly stowed.
3. Brief crewmembers and non-crewmembers on safety and emergency procedures and scope of mission. Pilot aircraft and command crew to accomplish assigned mission. Pilot operates controls and equipment to take off and land under varying flying conditions. Perform prescribed test maneuvers, instrument readings and records results and test specifications as prescribed by the contract or customer requirements.
4. Test both normal and emergency functions of systems. Coordinate and direct flight phases of test or support with other aircraft. Maintain flight records and reports observations made during mission. Conduct and supervise training of crewmembers. Instruct Co-pilots in operation and techniques of maintenance test flying. Orient and brief crewmembers and non-crewmembers on duties and responsibilities, flight operation and mission profile.
5. Maintain proficiency and currency requirements and perform check rides and support flight for proficiency effectiveness. Provide detailed and effective communications with ground maintenance

personnel on results of test or acceptance flights. Determine need to re-fly or fix-and-sell on deficiencies noted in-flights. During non-flight periods is capable of and performs duties of Technical Inspector, inspecting maintenance and modification actions on assigned aircraft, as well as simulator training instruction.

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### **Standardization Instructor Pilot**

#### **Minimum Education and Experience:**

Bachelor's Degree and at least 10 years of job-related experience or equivalent. Must have an FAA commercial pilot certificate and FAA flight instructor certificate with rotorcraft category and helicopter class ratings on both certificates, or be a graduate of a DoD rotary wing instructor pilot course. Must have a valid Army or FAA Second Class Medical Certificate. Must have at least 1500 hours of experience in helicopters with 500 hours experience as a flight instructor in the appropriate aircraft. Must have experience in conducting a comprehensive flight training quality control program. Excellent communication skills. Position may require travel. Position may require the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Instructs and plans the instructional efforts for all assigned flight related subjects for the applicable aircraft in accordance with the Commander's Aircrew Training Program.
2. Ensures the Commander's Standardization Program aligns with the established branch standards and that unit IP's comply with and enforce these standards.
3. Advises the Commander on the standardization and aviation safety programs.
4. Training, evaluating and progressing pilots and air crews in Readiness Level progressions, Pilot in Command training, crew training, gunnery training, and instrument flight training during day, night, night vision systems (NVS), night vision goggle (NVG) and instrument flight rules (IFR) conditions in classroom, simulator and flight environments.
5. Prepares, updates, and presents all instructional materials, to include computer presentations, used in assigned subject areas in accordance with Government requirements.
6. Assures that all flight planning materials, training aids, and equipment are maintained, backed-up as appropriate, current and in sufficient quantities for the most efficient use.
7. Provides information and data for reports as requested by the Commander.

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### **Training Instructor**

#### **Minimum Education and Experience:**

Bachelor's Degree and at least 10 years of job-related experience or equivalent. Must have graduated from a Government Instructor School, have 2 years supervisory experience, 3 years of instructor duty, and 8 years in a technical specialty related to the subject being taught. Must have experience in instructional presentation techniques. Good communication skills. Position may require travel. Position may require the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Thoroughly competent in the specific subject for which instructional materials are being developed as defined in a SOW or SOO.
2. Suggest content topics, recommend the sequence for presenting topics, and recommend activities based on course objectives.
3. Verify and ensure the technical accuracy of the subject content and the treatment of content in instructional materials chosen or produced for the project.
4. Consider the relationship of the subject undergoing development to other subjects in the curriculum or instructional program, making recommendations to enhance the training situation.

5. Point out elements in the content that may be difficult, confusing or that may be a likely area of trouble for students.
6. Advise how long it takes to learn particular segments, what the better information sources are, and which instructional techniques in resource books are good.
7. Maintain a fresh, broad, and imaginative view of the subject and its applications.

## LOGISTICAL, TRAINING AND FACILITY SUPPORT SERVICES

SINs 541614, 541614SVC, 561210FS, 611430

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### Documentation Specialist 1

#### Minimum Education and Experience:

High school and 1 year of job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

#### Functional Responsibilities:

1. Edits reports, publications, and correspondence to ensure clarity of content, consistency of format and accuracy of grammar.
  2. Participates in developing and maintaining technical manuals.
  3. Assists with validation/verification, discrepancies/deficiencies resolution, and accuracy/adequacy assessment of technical manual requirements.
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### Documentation Specialist 2

#### Minimum Education and Experience:

Associate's degree and 5 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a security clearance.

#### Functional Responsibilities:

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
  2. Participates in developing and maintaining technical manuals.
  3. Assists with validation/verification, discrepancies/deficiencies resolution, and accuracy/adequacy assessment of technical manual requirements.
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### Documentation Specialist 3

#### Minimum Education and Experience:

Bachelor's degree in English or Journalism and 5 years of job-related experience or equivalent. Excellent written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

#### Functional Responsibilities:

1. Advises, manages, and mentors personnel assigned to technical documentation function.
  2. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, and survey reports).
  3. Oversees in-house production flow of technical publications. Tracks and monitors all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
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### Logistics Specialist 1

#### Minimum Education and Experience:

Bachelor's degree and no job related experience. Good communication skills; working knowledge of word processing and integrated software applications; management and organizational skills and ability to

perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Researches and analyzes business element problems to determine solution alternatives.
2. Reviews reports, papers, drawings, specifications, procedures, etc.; consolidates comments from various organizations; and drafts reports.
3. Assists in preparing routine correspondence (i.e., letters, memos and route sheets), spreadsheets, Gantt charts, presentations and meeting minutes.

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**Logistics Specialist 2**

**Minimum Education and Experience:**

Bachelor's degree and 1 year of job-related experience or equivalent. Good written communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Researches and analyzes business element problems to determine element(s) requirements, with minimum supervision.
2. May supervise and train entry-level personnel in the management, business and organizational aspects of assigned work.
3. Collaborates with customer(s) to define, coordinate and track the status of multidisciplinary task(s) and advises on management and business element planning and execution.

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**Logistics Specialist 3**

**Minimum Education and Experience:**

Bachelor's degree and at least 3 years of job-related experience or equivalent. Excellent communications skills; management and interpersonal; organizational and analytical skills; working knowledge of word processing and integrated software applications are required. Position may require travel and the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
2. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

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**Logistics Specialist 4**

**Minimum Education and Experience:**

Bachelor's degree and at least 5 years of job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.

2. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates and adjudicates comments from various organizations and prepares reports.
3. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs.

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### **Logistics Specialist Lead**

#### **Minimum Education and Experience:**

Bachelor's degree and at least 7 years of job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

#### **Functional Responsibilities:**

1. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
2. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates and adjudicates comments from various organizations and prepares reports.
3. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs.
4. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation.

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### **Manager 1**

#### **Minimum Education and Experience:**

Bachelor's degree and 1 year of job-related experience or equivalent.

#### **Functional Responsibilities:**

1. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
2. Interacts with and advises customers by applying specific program knowledge and/or subject matter expertise in the execution of routine and non-routine tasks.

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### **Manager 2**

#### **Minimum Education and Experience:**

Bachelor's degree and 3 years of job-related experience or equivalent.

#### **Functional Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.

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### **Manager 3**

#### **Minimum Education and Experience:**

Bachelor's degree and 4 years of job-related experience or equivalent.

**Functional Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in support and achievement of customer goals.

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**Manager 4**

**Minimum Education and Experience:**

Bachelor's degree and 5 years of job-related experience or equivalent.

**Functional Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in support and achievement of customer goals.

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**Technical Specialist 1**

**Minimum Education and Experience:**

Bachelor's degree and no job-related experience. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Performs design development, analysis and review tasks under some supervision.
2. Generates sections of design specifications of more complex projects or completes specifications of less complex projects.
3. Prepares technical presentations.
4. Establishes and maintains filing systems and databases for tracking project status.

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**Technical Specialist 2**

**Minimum Education and Experience:**

Bachelor's degree and 2 years of job-related experience or equivalent. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Performs a range of design development, analysis or review tasks under minimal supervision.
2. Acts as a lead on less complex tasks and supports portions of a design or sections of an analysis or design review.
3. Generates and reviews complete design specifications of more complex projects.

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**Technical Specialist 3**

**Minimum Education and Experience:**

Bachelor's degree and 4 years of job-related experience or equivalent. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a security clearance.

**Functional Responsibilities:**

1. Performs a wide range of design development, analysis or review tasks under minimal supervision.

2. Acts as a lead on less complex tasks and is responsible for a portion of a design or section of an analysis or design review.
3. Generates and reviews complete design specifications of more complex projects.
4. Coordinates and works closely with other engineering, logistics, financial and program management disciplines to define project specifications and requirements.

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#### **Technical Specialist 4**

##### **Minimum Education and Experience:**

Bachelor's degree and 5 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a security clearance.

##### **Functional Responsibilities:**

1. Independently performs a wide range of design development, analysis or review tasks.
2. Responsible for complete designs, analyses or reviews.
3. Generates and reviews complete design specifications for the most complex projects.
4. May train other technical personnel on technical issues related to the research, design, development, testing and analysis of technical assignments.

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#### **Technical Specialist Lead**

##### **Minimum Education and Experience:**

Bachelor's degree and 7 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a security clearance.

##### **Functional Responsibilities:**

1. Responsible for a wide range of design, development, analysis or review tasks, while providing supervision of contributing technical personnel.
2. As the team leader, responsible for complete designs, analyses or design reviews.
3. Acts as and is recognized as a Company/industry expert resource on complex technical problems.
4. May lead technical teams and act as a mentor to technical team members.

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#### **Technical Specialist Trainee**

##### **Minimum Education and Experience:**

Associate's degree and no job-related experience. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a security clearance.

##### **Functional Responsibilities:**

1. Performs design development and analysis and reviews tasks under supervision.
2. Generates sections of design specifications of more complex projects or completes specifications of less complex projects.
3. Drafts technical presentations.