

# **GENERAL SERVICES ADMINISTRATION**

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

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

**Schedule for – Consolidated\***  
**Federal Supply Group: CORP Class:**

**Contract Number:** GS-00F-097CA

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

**Contract Period:** 4/6/2015 through 4/5/2020



**Contractor:** P E Systems, Inc.  
10201 Fairfax Blvd Suite 400  
Fairfax, VA 22030 2222

**Business Size:** Small, Veteran-owned, Service-disabled business

**Telephone:** (703) 246-9663  
**FAX Number:** (703) 246-9313  
**Web Site:** [www.pesystems.com](http://www.pesystems.com)  
**E-mail:** [kdyson@pesystems.com](mailto:kdyson@pesystems.com)  
**Contract Administration:** Kevin Dyson

(\* - Effective October 1, 2015, the Consolidated Schedule will become the Professional Services Schedule (PSS), with no changes to any terms and conditions found within this document.)

## **CUSTOMER INFORMATION:**

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

SIN	Recovery	SIN Description
C520-12	C520-12RC	Budgeting
C520-13	C520-13RC	Complementary Financial Management Services
C871-1	C871-1RC	Strategic Planning for Technology Programs/Activities
C871-2	C871-2RC	Concept Development and Requirements Analysis
C871-3	C871-3RC	System Design, Engineering and Integration
C871-4	C871-4RC	Test and Evaluation
C871-5	C871-5RC	Integrated Logistics Support
C871-6	C871-6RC	Acquisition and Life Cycle Management
C874-1	C874-1RC	Integrated Consulting Services
C874-6	C874-6RC	Acquisition Management Support
C874-7	C874-7RC	Integrated Business Program Support Services
C874-501	C874-501RC	Supply and Value Chain Management

Please be advised that the following individual Schedule contracts have been migrated to this Consolidated Schedule. As a result, no additional stand alone Task Orders can be awarded or BPAs established under these contracts:

Single Schedule Name	Former Contract Number
Professional Engineering Services (PES)	GS-23F-0211K
Mission Oriented Business Integrated Services (MOBIS)	GS-10F-0387Y
Logistics Worldwide (LOGWORLD)	GS-10F-092BA
Financial and Business Solutions (FABS)	GS-23F-0035X

**1b. Awarded Pricing (Labor Rates):** A complete pricelist can be found at Section 27.

**1c. Labor Category Descriptions:** See Attachment 1.

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

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

**4. Geographic Coverage (delivery Area):** Domestic Only

**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:**

**LOGWORLD:**

Tier	Task Order Amount	Additional Discount
1	\$150,000 - \$499,999	1.00%
2	\$500,000 - \$999,999	2.00%
3	\$1,000,000 & above	3.00%

4	above 25,000 labor hours	2.00%
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**MOBIS:**

Orders over \$500,000	additional 2.0%
Orders exceeding 25,000 hours	additional 2.0%

8. **Prompt payment terms:** 1%-10 days, Net 30 days
- 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 over \$2,500
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.** All pricelist items are available for expedited delivery. P E Systems will adhere to the delivery schedule of services specified in the customer's task order.
- 11c. **Overnight and 2-day delivery.** P E Systems will adhere to the delivery schedule of services specified in the customer's task order.
- 11d. **Urgent Requirements.** P E Systems will adhere to the delivery schedule of services specified in the customer's task order.
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Addresses:**
- P E Systems Inc.  
10201 Fairfax Boulevard, Suite 400  
Fairfax, VA 22030-2222  
ATTN: Headquarters Business Development, E-Mail: hqbd@pesystems.com  
Phone: 703-691-3498, Fax: 703-246-9313
- P E Systems, Inc.  
5100 Springfield Street, Suite 400  
Dayton, OH 45431-1262  
ATTN: Dayton Business Development, E-Mail: daytonbd@pesystems.com  
Phone: 937-258-0141, Fax: 937-252-3739
- P E Systems, Inc.  
119 Russell Street, Suite 2  
Littleton, MA 01460  
ATTN: Northeast Business Development, E-Mail: northeastbd@pesystems.com  
Phone: 978-742-9010, Fax: 978-742-9021
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment address:**

10201 Fairfax Blvd., Suite 400  
Fairfax, VA 22030-2222  
Telephone: 703-691-3498; FAX: 703-246-9313  
ATTN: Comptroller

Payment or Billing Questions: 703-246-9608

- 15. Warranty provision.:** Not Applicable. This contract is for services only.
- 16. Export Packing Charges (if applicable):** Not Applicable. This contract is for services only.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact the P E Systems Contractor Administrator.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable. This contract is for services only.
- 19. Terms and conditions of installation (if applicable):** Not Applicable. This contract is for services only.
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable. This contract is for services only.
- 20a. Terms and conditions for any other services (if applicable):** Not Applicable.
- 21. List of service and distribution points (if applicable):** Not Applicable.
- 22. List of participating dealers (if applicable):** Not Applicable.
- 23. Preventive maintenance (if applicable):** Not Applicable. This contract is for services only.
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable.
- 24b. Section 508 Compliance Information:** Not Applicable.
- 25. Data Universal Numbering System (DUNS) number:** 867796989
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
- 27. Final Pricing (Price List):** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

## Price List

Item	SIN	Awarded Labor Category	Min Edu	Min Exp	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	C520-12 and 13	Financial Analyst 6	Masters	9	Both	\$95.87	\$98.07	\$100.33	\$102.63	\$104.99
2	C520-12 and 13	Financial Analyst 5	Masters	7	Both	\$85.03	\$86.98	\$88.98	\$91.03	\$93.12
3	C520-12 and 13	Financial Analyst 4	Masters	5	Both	\$77.84	\$79.63	\$81.46	\$83.34	\$85.25
4	C520-12 and 13	Financial Analyst 3	Bachelors	5	Both	\$68.26	\$69.83	\$71.44	\$73.08	\$74.76
5	C520-12 and 13	Financial Analyst 2	Bachelors	3	Both	\$65.59	\$67.10	\$68.65	\$70.23	\$71.84
6	C520-12 and 13	Administrative Support Specialist 4	Bachelors	4	Both	\$44.09	\$45.10	\$46.14	\$47.20	\$48.28
7	C520-12 and 13	Administrative Support Specialist 3	Bachelors	0	Both	\$39.62	\$40.53	\$41.46	\$42.42	\$43.39
8	C520-12 and 13	Administrative Support Specialist 2	Associates	0	Both	\$37.97	\$38.85	\$39.74	\$40.65	\$41.59
9	C520-12 and 13	Acquisition Management Level 4	Masters	5	Both	\$86.61	\$88.60	\$90.64	\$92.72	\$94.85
10	C871-1 to 6	Technician VI	High School	25	Both	\$156.03	\$159.62	\$163.29	\$167.05	\$170.89
11	C871-1 to 6	Technician V	High School	20	Both	\$146.86	\$150.24	\$153.69	\$157.23	\$160.84
12	C871-1 to 6	Technician IV	High School	15	Both	\$119.32	\$122.06	\$124.87	\$127.74	\$130.68
13	C871-1 to 6	Technician III	High School	7	Both	\$100.96	\$103.28	\$105.66	\$108.09	\$110.57
14	C871-1 to 6	Technician II	High School	3	Both	\$88.30	\$90.33	\$92.41	\$94.53	\$96.71
15	C871-1 to 6	Technician I	High School	1	Both	\$65.90	\$67.42	\$68.97	\$70.55	\$72.18
16	C871-1 to 6	Systems/ Software Engineer V	Bachelors	25	Both	\$179.17	\$183.29	\$187.51	\$191.82	\$196.23
17	C871-1 to 6	Systems/ Software Engineer IV	Bachelors	20	Both	\$146.66	\$150.03	\$153.48	\$157.01	\$160.63
18	C871-1 to 6	Systems/ Software Engineer III	Bachelors	12	Both	\$116.85	\$119.54	\$122.29	\$125.10	\$127.98
19	C871-1 to 6	Systems/ Software Engineer II	Bachelors	3	Both	\$100.67	\$102.99	\$105.35	\$107.78	\$110.26
20	C871-1 to 6	Systems/ Software Engineer I	Bachelors	0	Both	\$74.49	\$76.20	\$77.96	\$79.75	\$81.58
21	C871-1 to 6	Subject Matter Expert V	Masters	25	Both	\$192.50	\$196.93	\$201.46	\$206.09	\$210.83
22	C871-1 to 6	Subject Matter Expert IV	Masters	20	Both	\$151.06	\$154.53	\$158.09	\$161.72	\$165.44
23	C871-1 to 6	Subject Matter Expert III	Bachelors	22	Both	\$132.22	\$135.26	\$138.37	\$141.55	\$144.81
24	C871-1 to 6	Subject Matter Expert II	Bachelors	12	Both	\$112.18	\$114.76	\$117.40	\$120.10	\$122.86
25	C871-1 to 6	Subject Matter Expert I	Bachelors	3	Both	\$86.47	\$88.46	\$90.49	\$92.57	\$94.70
26	C871-1 to 6	Engineering Program Manager IV	Masters	20	Both	\$190.91	\$195.30	\$199.79	\$204.39	\$209.09
27	C871-1 to 6	Engineering Program Manager III	Bachelors	20	Both	\$133.78	\$136.86	\$140.00	\$143.22	\$146.52
28	C871-1 to 6	Engineering Program Manager II	Bachelors	12	Both	\$110.51	\$113.05	\$115.65	\$118.31	\$121.03
29	C871-1 to 6	Engineering Program Manager I	Bachelors	8	Both	\$80.04	\$81.88	\$83.76	\$85.69	\$87.66
30	C871-1 to 6	Engineering Administrative Assistant IV	High School	15	Both	\$87.25	\$89.26	\$91.31	\$93.41	\$95.56
31	C871-1 to 6	Engineering Administrative Assistant III	High School	10	Both	\$73.30	\$74.99	\$76.71	\$78.47	\$80.28
32	C871-1 to 6	Engineering Administrative Assistant II	High School	5	Both	\$51.23	\$52.41	\$53.61	\$54.85	\$56.11
33	C871-1 to 6	Engineering Administrative Assistant I	High School	1	Both	\$36.50	\$37.34	\$38.20	\$39.08	\$39.98
34	C871-1 to 6	Engineer/ Scientist V	Bachelors	25	Both	\$175.39	\$179.42	\$183.55	\$187.77	\$192.09
35	C871-1 to 6	Engineer/ Scientist IV	Bachelors	20	Both	\$143.57	\$146.87	\$150.25	\$153.71	\$157.24
36	C871-1 to 6	Engineer/ Scientist III	Bachelors	12	Both	\$114.39	\$117.02	\$119.71	\$122.47	\$125.28
37	C871-1 to 6	Engineer/ Scientist II	Bachelors	3	Both	\$86.70	\$88.69	\$90.73	\$92.82	\$94.96

38	C871-1 to 6	Engineer/ Scientist I	Bachelors	0	Both	\$64.16	\$65.64	\$67.15	\$68.69	\$70.27
39	C871-1 to 6	Analyst VI	Bachelors	25	Both	\$167.67	\$171.53	\$175.47	\$179.51	\$183.64
40	C871-1 to 6	Analyst V	Bachelors	20	Both	\$152.29	\$155.79	\$159.38	\$163.04	\$166.79
41	C871-1 to 6	Analyst IV	Bachelors	15	Both	\$126.89	\$129.81	\$132.79	\$135.85	\$138.97
42	C871-1 to 6	Analyst III	Bachelors	5	Both	\$99.53	\$101.82	\$104.16	\$106.56	\$109.01
43	C871-1 to 6	Analyst II	Bachelors	0	Both	\$88.16	\$90.19	\$92.26	\$94.38	\$96.55
44	C871-1 to 6	Analyst I	High School	1	Both	\$60.90	\$62.30	\$63.73	\$65.20	\$66.70
45	C874-1, 6, and 7	Program/Acquisition Management/ Subject Matter Expert III	Masters	12	Both	\$142.45	\$145.73	\$149.08	\$152.51	\$156.01
46	C874-1, 6, and 7	Program/Acquisition Management/ Subject Matter Expert II	Masters	8	Both	\$126.60	\$129.51	\$132.49	\$135.54	\$138.66
47	C874-1, 6, and 7	Program/Acquisition Management/ Subject Matter Expert I	Bachelors	6	Both	\$111.40	\$113.96	\$116.58	\$119.26	\$122.01
48	C874-1, 6, and 7	Functional Analyst V	Masters	10	Both	\$102.58	\$104.94	\$107.35	\$109.82	\$112.35
49	C874-1, 6, and 7	Functional Analyst IV	Masters	6	Both	\$83.22	\$85.13	\$87.09	\$89.10	\$91.14
50	C874-1, 6, and 7	Functional Analyst III	Bachelors	6	Both	\$76.51	\$78.27	\$80.07	\$81.91	\$83.80
51	C874-1, 6, and 7	Functional Analyst II	Bachelors	4	Both	\$73.00	\$74.68	\$76.40	\$78.15	\$79.95
52	C874-1, 6, and 7	Functional Analyst I	Bachelors	2	Both	\$64.05	\$65.52	\$67.03	\$68.57	\$70.15
53	C874-1, 6, and 7	Business Systems Analyst VI	Masters	12	Both	\$122.21	\$125.02	\$127.90	\$130.84	\$133.85
54	C874-1, 6, and 7	Business Systems Analyst V	Masters	10	Both	\$106.41	\$108.86	\$111.36	\$113.92	\$116.54
55	C874-1, 6, and 7	Business Systems Analyst IV	Bachelors	8	Both	\$90.29	\$92.37	\$94.49	\$96.66	\$98.89
56	C874-1, 6, and 7	Business Systems Analyst III	Bachelors	6	Both	\$78.67	\$80.48	\$82.33	\$84.22	\$86.16
57	C874-1, 6, and 7	Business Systems Analyst II	Bachelors	3	Both	\$67.71	\$69.27	\$70.86	\$72.49	\$74.16
58	C874-1, 6, and 7	Business Systems Analyst I	Associates	2	Both	\$59.71	\$61.08	\$62.49	\$63.93	\$65.40
59	C874-1, 6, and 7	Business Administrative Assistant IV	Bachelors	4	Both	\$62.90	\$64.35	\$65.83	\$67.34	\$68.89
60	C874-1, 6, and 7	Business Administrative Assistant III	Associates	4	Both	\$48.82	\$49.94	\$51.09	\$52.27	\$53.47
61	C874-1, 6, and 7	Business Administrative Assistant II	High School	2	Both	\$43.92	\$44.93	\$45.96	\$47.02	\$48.10
62	C874-1, 6, and 7	Business Administrative Assistant I	High School	0	Both	\$39.51	\$40.42	\$41.35	\$42.30	\$43.27
63	C874-7	Business Program/ Project Manager IV	Masters	8	Both	\$113.64	\$116.25	\$118.93	\$121.66	\$124.46
64	C874-7	Business Program/ Project Manager III	Masters	6	Both	\$99.36	\$101.65	\$103.98	\$106.37	\$108.82
65	C874-7	Business Program/ Project Manager II	Masters	4	Both	\$94.85	\$97.03	\$99.26	\$101.55	\$103.88
66	C874-7	Business Program/ Project Manager I	Bachelors	5	Both	\$83.46	\$85.38	\$87.34	\$89.35	\$91.41
67	C874-501	Logistics Program /Project Manager IV	Masters	8	Both	\$113.30	\$115.91	\$118.57	\$121.30	\$124.09
68	C874-501	Logistics Program /Project Manager III	Masters	6	Both	\$99.07	\$101.35	\$103.68	\$106.06	\$108.50
69	C874-501	Logistics Program /Project Manager II	Masters	4	Both	\$92.22	\$94.34	\$96.51	\$98.73	\$101.00
70	C874-501	Logistics Program /Project Manager I	Bachelors	5	Both	\$67.68	\$69.24	\$70.83	\$72.46	\$74.12
71	C874-501	Logistics Analyst IV	Masters	6	Both	\$73.94	\$75.64	\$77.38	\$79.16	\$80.98
72	C874-501	Logistics Analyst III	Bachelors	6	Both	\$57.71	\$59.04	\$60.40	\$61.78	\$63.21
73	C874-501	Logistics Analyst II	Bachelors	4	Both	\$51.29	\$52.47	\$53.68	\$54.91	\$56.17
74	C874-501	Logistics Administrative Assistant IV	Bachelors	2	Both	\$43.31	\$44.31	\$45.33	\$46.37	\$47.43
75	C874-501	Logistics Administrative Assistant III	Associates	2	Both	\$39.92	\$40.84	\$41.78	\$42.74	\$43.72
76	C874-501	Logistics Administrative Assistant II	High School	4	Both	\$37.54	\$38.40	\$39.29	\$40.19	\$41.11
77	C874-501	Engineer IV	Masters	8	Both	\$115.66	\$118.32	\$121.04	\$123.83	\$126.67
78	C874-501	Engineer III	Bachelors	5	Both	\$104.64	\$107.05	\$109.51	\$112.03	\$114.60
79	C874-501	Acquisition Logistics Manager VI	Masters	15	Both	\$116.13	\$118.80	\$121.53	\$124.33	\$127.19
80	C874-501	Acquisition Logistics Manager V	Masters	10	Both	\$90.38	\$92.46	\$94.59	\$96.76	\$98.99

81	C874-501	Acquisition Logistics Manager IV	Masters	5	Both	\$85.80	\$87.77	\$89.79	\$91.86	\$93.97
82	C874-501	Acquisition Logistics Manager III	Bachelors	7	Both	\$74.76	\$76.48	\$78.24	\$80.04	\$81.88
83	C874-501	Acquisition Logistics Manager II	Bachelors	4	Both	\$64.34	\$65.82	\$67.33	\$68.88	\$70.47
84	C874-501	Acquisition Logistics Manager I	Bachelors	2	Both	\$56.74	\$58.05	\$59.38	\$60.75	\$62.14

## **Service Contract Act (SCA) Matrix**

### **FABS**

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Administrative Support Specialist Level 2	01020 ADMINISTRATIVE ASSISTANT	05-2059

### **PES**

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Engineering Administrative Assistant I	01020 ADMINISTRATIVE ASSISTANT	05-2103

### **MOBIS**

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Business Administrative Assistant I	01020 ADMINISTRATIVE ASSISTANT	05-2419

### **LOGWORLD**

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Logistics Administrative Support Specialist Level IV	01020 ADMINISTRATIVE ASSISTANT	05-2419
Logistics Administrative Support Specialist Level III	01020 ADMINISTRATIVE ASSISTANT	05-2419
Logistics Administrative Support Specialist Level II	01020 ADMINISTRATIVE ASSISTANT	05-2419

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).



## **Attachment 1 - Labor Category Descriptions**

### ***Financial and Business Solutions (FABS)***

**Equivalencies:** One year of additional experience is the equivalent of one year of education (Example: 2 years of additional experience is equivalent to an Associates Degree, 4 years of additional experience is equivalent to and Bachelors Degree, 6 years of additional experience is equivalent to a Masters Degree). A certification related to a technology or professional discipline is equivalent to two years of the experience or education.

#### **FINANCIAL MANAGEMENT ANALYST LEVEL 2**

**Functional Responsibilities:** Conduct budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Support program budget baseline preparation and maintenance; development and implementation of budget preparation project plans; preparation and review of program financial documents; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide support to preparation, recording and tracking of funding documents; creation, maintenance and assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks and mitigation strategies; and preparation, monitoring and correction of submissions and financial transactions. Possess good written and verbal communication skills; knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems and the ability to act with minimal guidance or supervision.

**Education:** Bachelor's Degree in business or technical related discipline.

**Experience:** 3 years relevant experience

#### **FINANCIAL MANAGEMENT ANALYST LEVEL 3**

**Functional Responsibilities:** Conduct budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Support program budget baseline preparation and maintenance; development and implementation of budget preparation project plans; preparation and review of program financial documents; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide support to preparation, recording and tracking of funding documents; creation, maintenance and assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks and mitigation strategies; and preparation, monitoring and correction of submissions and financial transactions. Possess good written and verbal communication skills; knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems and the ability to act independently with minimal guidance or direction.

**Education:** Bachelor's Degree in business or technical related discipline.

**Experience:** 5 years relevant experience

#### **FINANCIAL MANAGEMENT ANALYST LEVEL 4**

**Functional Responsibilities:** Perform analyses and services by applying business, technical, acquisition, procurement and financial management knowledge and expertise to obtain and manage program resources. Perform financial planning across the portfolio of programs; guidance regarding Programming, Planning, Budgeting and Execution (PPBE), appropriations, and regulatory compliance; program resource estimation and budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Perform program budget baseline preparation and maintenance; development and implementation of detailed budget preparation project plans; preparation and review of program financial documents; review of Work Breakdown Structures and acquisition schedules; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide support to procurement, source selection and contracting; support the preparation of Contract Performance Reports or Earned Value Management assessments and analyses. Prepare, record and track funding documents; maintenance and assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks; and preparation, monitoring and correction of submissions and financial transactions. Possess strong written and verbal communication skills; extensive customer acquisition and financial management experience; intimate knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems and the ability to act independently with minimal guidance/direction.

**Education:** Master's Degree in business or technical related discipline.

**Experience:** 5 years relevant experience

#### **FINANCIAL MANAGEMENT ANALYST LEVEL 5**

**Functional Responsibilities:** Provide guidance, analyses and services by applying business, technical, acquisition, procurement and financial management knowledge and expertise to obtain and manage program resources. Perform strategic financial planning across the portfolio of programs; guidance regarding Programming, Planning, Budgeting and Execution (PPBE), appropriations, and regulatory compliance; program resource estimation and budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Perform program and mission requirement evaluation to establish objectives and activities and associated budget elements; program budget baseline preparation and maintenance; development and implementation of detailed budget preparation project plans; preparation and review of program financial documents; development and review of Work Breakdown Structures and acquisition schedules; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide support to procurement, source selection and contracting; preparation of Contract Performance Reports or Earned Value

Management assessments and analyses of contractor performance; preparation, recording and tracking of funding documents; creation, maintenance and assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks and mitigation strategies; and preparation, monitoring and correction of submissions and financial transactions. Possess strong written and verbal communication skills; extensive customer acquisition and financial management experience; intimate knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems; and the ability to act independently with minimal guidance/direction.

**Education:** Master's Degree in business or technical related discipline.

**Experience:** 7 years relevant experience

#### **FINANCIAL MANAGEMENT ANALYST LEVEL 6**

**Functional Responsibilities:** Provide expert guidance, analyses and services by applying business, technical, acquisition, procurement and financial management knowledge and expertise to obtain and manage program resources. Perform strategic financial planning across the portfolio of programs; guidance regarding Programming, Planning, Budgeting and Execution (PPBE), appropriations, and regulatory compliance; program resource estimation and budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Perform program and mission requirement evaluation to establish objectives and activities and associated budget elements; program budget baseline preparation and maintenance; development and implementation of detailed budget preparation project plans; preparation and review of program financial documents; development and review of Work Breakdown Structures and acquisition schedules; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide guidance to procurement, source selection and contracting. Evaluate Contract Performance Reports and prepare detailed Earned Value Management assessments and analyses. Conduct assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks and mitigation strategies. Possess strong written and verbal communication skills; extensive customer acquisition and financial management experience; intimate knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems; and the ability to act independently with minimal guidance/direction.

**Education:** Master's Degree in business or technical related discipline.

**Experience:** 9 years relevant experience

#### **ACQUISITION MANAGER LEVEL 4**

**Functional Responsibilities:** Apply their knowledge of acquisition regulations and compliance requirements and their experience in acquisition support, program and project management disciplines to customer budgeting and financial analysis activities. Assignments may include

conducting cost impact assessments for trade-off analysis in support of strategic planning, resource management, program portfolio management, acquisition planning, performance and process improvement, and identification and implementation of best practices. Activities and deliverables may include: support to procurement, source selection and contracting cost analysis and assessments; financial management; budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; and identification of potential cost or budget risks and mitigation strategies. Lead and contribute to team activities and use cost and budget analytical techniques to assess acquisition processes and recommend approaches for improving acquisition, program planning, control and execution. Assess and review internal business processes and prepare recommendations to improve performance and/or efficiency. Model performance and plan or assist with the implementation of improvements. Strong written and verbal communication skills; earned value management and risk management; knowledge of MS Office product suite including MS Project; cost modeling methodologies and techniques; and the ability to act independently with minimal guidance/direction. Project Management Institute PMP certification desired.

**Education:** Master's Degree in business or technical related discipline.

**Experience:** 5 years relevant experience

## **ADMINISTRATIVE SUPPORT SPECIALIST LEVEL 2**

**Functional Responsibilities:** Use various customer provided business support applications to: update and coordinate schedules and calendars; plan and arrange travel and communicate itineraries; schedule and coordinate meetings and reviews; prepare documentation and correspondence; collect, organize, and input data; and create reports and maintain records and files in a library or database. Track recurring and priority requests for information to include: action items, data calls, and submission deadlines. Possess strong interpersonal skills. Knowledge of Microsoft Office product suite including MS Outlook; and the ability to act independently with minimal guidance/direction.

**Education:** High School Diploma.

**Experience:** 2 years relevant experience

## **ADMINISTRATIVE SUPPORT SPECIALIST LEVEL 3**

**Functional Responsibilities:** Use various customer provided business support applications to: manage, update and coordinate schedules and calendars; plan and arrange travel and communicate itineraries; plan, schedule and coordinate meetings and reviews; prepare documentation and correspondence; collect, organize, and input data; and create reports and maintain records and files in a library or database. Manage and track recurring and priority requests for information to include: action items, data calls, and submission deadlines. Possess strong interpersonal skills. Knowledge of Microsoft Office product suite including MS Outlook; and the ability to act independently with minimal guidance/direction.

**Education:** Associate's Degree in business or technical related discipline.

**Experience:** 2 years relevant experience

**ADMINISTRATIVE SUPPORT SPECIALIST LEVEL 4**

**Functional Responsibilities:** Use various customer provided business support applications to: manage, update and coordinate schedules and calendars; plan and arrange travel and communicate itineraries; plan, schedule and coordinate meetings and reviews; prepare documentation and correspondence; collect, organize, and input data; and create reports and maintain records and files in a library or database. Manage and track recurring and priority requests for information to include: action items, data calls, and submission deadlines. Possess strong interpersonal skills. Supervise assigned administrative staff as required. Knowledge of MS Office product suite including MS Outlook; and the ability to act independently with minimal guidance/direction.

**Education:** Bachelor's Degree in business or technical related discipline.

**Experience:** 4 years relevant experience

## ***Professional Engineering Services (PES)***

### **PROGRAM/PROJECT MANAGER**

**Education:** Masters Degree in a technical or business area, or a Bachelors Degree and five (5) years of additional experience relevant to the task order can be substituted for the Masters Degree for Skill Levels IV, III and II. Bachelors Degree in a technical or business area for Skill Level I.

#### ***Skill Level: IV***

**Functional Responsibilities:** Highest company line project management level. Plans, supervises, manages, and may participate technically in all projects within the operating unit. Typically supervises multiple senior and mid level program managers. Has authority for unsupervised technical and financial decision and action. Provides expertise to client or government entity in meeting specific requirements associated with technical or business related issues. Interprets processes/issues relating to key aspects of program requirements to support solution process. Recommends or develops alternate solutions when applicable.

**Experience:** 20+ years of project-related experience *including* at least five years experience managing multiple projects and staff of comparable scope to the effort assigned. Expert knowledge of technical, business or policy issues pertaining to subject area(s) for which support is being provided. Ability to interact effectively with technical and/or business officials involved in the task area(s). Shall possess above average oral presentation and writing skills.

#### ***Skill Level: III***

**Functional Responsibilities:** Senior company line project management level. Plans, supervises, manages, and may participate technically in all projects within the operating unit. Typically supervises multiple senior and mid level program managers. Has authority for unsupervised technical and financial decision and action. Provides expertise to client or government entity in meeting specific requirements associated with technical or business related issues. Interprets processes/issues relating to key aspects of program requirements to support solution process. Recommends or develops alternate solutions when applicable.

**Experience:** 15+ - 20 years of acquisition program/project-related experience *including* at least five years experience managing multiple projects and staff of comparable scope to the effort assigned or eight years in the specialty. Expert knowledge of technical, business or policy issues pertaining to subject area(s) for which support is being provided. Ability to interact effectively with technical and/or business officials involved in the task area(s). Shall possess above average oral presentation and writing skills.

***Skill Level: II***

**Functional Responsibilities:** Plans, supervises, manages, and may participate technically in one or more projects. May supervise one or more mid level project managers. Trains and supervises junior and mid-level personnel. Has authority for unsupervised technical decision and action. Provides expertise to client or government entity in meeting specific requirements associated with technical or business related issues. Interprets processes/issues relating to key aspects of program requirements to support solution process. Recommends or develops alternate solutions when applicable.

**Experience:** 7+ - 15 years of acquisition program/project-related experience *including* at least five years experience managing one or more projects and staff comparable scope to the effort assigned. Thorough knowledge of technical, business or policy issues pertaining to subject area(s) for which support is being provided. Ability to interact effectively with technical and/or business officials involved in the task area(s). Shall possess above average oral presentation and writing skills.

***Skill Level: I***

**Functional Responsibilities:** Plans, supervises, manages, and usually participates technically in one or more projects. Trains and supervises junior personnel. Has limited authority for unsupervised technical decision and action. Provides expertise to client or government entity in meeting specific requirements associated with technical or business related issues. Interprets processes/issues relating to key aspects of program requirements to support solution process. Recommends or develops alternate solutions when applicable.

**Experience:** 3+ - 7 years of acquisition program/project-related experience *including* at least three year experience managing one or more projects and staff comparable scope to the effort assigned. Thorough knowledge of technical, business or policy issues pertaining to subject area(s) for which support is being provided. Ability to interact effectively with technical and/or business officials involved in the task area(s). Shall possess above average oral presentation and writing skill.

**SUBJECT MATTER EXPERT**

**Education:** Masters Degree in a technical or business area, or a Bachelors Degree and seven (7) years of additional experience relevant to the task order can be substituted for the Masters Degree for Skill Level III. Masters Degree in a technical or business area, or a Bachelors Degree and five (5) years of experience relevant to the task order can be substituted for the Masters Degree for Skill Level II. Bachelor's Degree in a technical or business area for Skill Level I.



***Skill Level: V***

**Functional Responsibilities:** Plans, conducts, and technically directs complex projects involving the origination, application, and/or analysis of new or innovative techniques and approaches. Provides technical leadership, inspiration, and consultation to professional co-workers. May represent the Company in outside technical forums.

**Experience:** 25+ years of specific experience in the field of specialization and generally recognized as an expert by peer community. Published professional articles advancing knowledge in field of expertise. Diversified knowledge in field of specialization, with an in-depth understanding of the latest developments and trends. Capable of developing new and innovative state-of-the-art applications or technologies.

***Skill Level: IV***

**Functional Responsibilities:** Conducts and technically directs complex projects involving origination, application, and/or analysis of new or innovative techniques and approaches. Provides technical leadership and consultation to professional co-workers.

**Experience:** 20+ - 25 years of project-related experience *plus* recognized expertise in a technical field (as indicated by sub-category, if any) via technically unique project work or innovation, published papers, advanced degrees, awards, etc.

***Skill Level: III***

**Functional Responsibilities:** Works independently on complex projects involving the origination, application, and/or analysis of new or innovative techniques and approaches. Provides technical leadership and consultation to professional co-workers.

**Experience:** 15+ - 20 years of project-related experience *plus* recognized expertise in a technical field (as indicated by sub-category, if any) via technically unique project work or innovation, published papers, advanced degrees, awards, etc.

***Skill Level: II***

**Functional Responsibilities:** Conducts and technically directs complex projects involving origination, application, and/or analysis of new or innovative techniques and approaches. Provides technical leadership and consultation to professional co-workers.

**Experience:** 7+ - 15 years of project-related experience *plus* recognized expertise in a technical field (as indicated by sub-category, if any) via technically unique project work or innovation, published papers, advanced degrees, awards, etc.



***Skill Level: I***

**Functional Responsibilities:** Works independently on complex projects involving the origination, application, and/or analysis of new or innovative techniques and approaches. Provides technical leadership and consultation to professional co-workers.

**Experience:** 3+ - 7 years of project-related experience *plus* recognized expertise in a technical field (as indicated by sub-category, if any) via technically unique project work or innovation, published papers, advanced degrees, awards, etc.

**SYSTEMS/SOFTWARE ENGINEER**

**Education:** Masters Degree in a technical or business area. Additional five (5) years relevant experience may be substituted for the Masters Degree for Skill Levels V, IV and III. Bachelor's Degree in a technical or business area for Skill Levels II and I.

***Skill Level: V***

**Functional Responsibilities:** Plans, conducts, supervises, and/or manages more complex projects or multiple projects. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management.

**Experience:** 20+ years of relevant experience. Sub-categories require degree concentration or at least five years experience in the specialty area.

***Skill Level: IV***

**Functional Responsibilities:** Plans, conducts, supervises, and/or manages more complex projects or multiple projects. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management.

**Experience:** 15+ - 20 years of project-related relevant experience. Sub-categories require degree concentration or at least two (2) years experience in the specialty area.

***Skill Level: III***

**Functional Responsibilities:** May plan, conduct, supervise, and/or manage most tasks under minimum supervision, conferring with supervisor on unusual matters. Assignments are broad in nature requiring originality and ingenuity. May train or supervise junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. May have overall responsibility for project financial and technical management.

**Experience:** 7 - 15 years of relevant experience. Sub-categories require degree concentration or at least two (2) years experience in the specialty area.

***Skill Level: II***

**Functional Responsibilities:** Performs varied and difficult tasks under minimum supervision, conferring with supervisor on unusual matters. Assignments may be routine or may be broad in nature requiring originality and ingenuity. May be assisted by or may supervise more junior personnel. Has some latitude for unsupervised decision and action.

**Experience:** 3+ - 7 years of relevant experience. Sub-categories require degree concentration or at least one (1) year experience in the specialty area.

***Skill Level: I***

**Functional Responsibilities:** Performs assigned tasks that are varied and that may be somewhat difficult in character, but usually involve limited responsibility. Instructions are typically detailed.

**Experience:** 0 - 3 Years of relevant experience.

**ENGINEER/SCIENTIST**

**Education:** Masters Degree in an engineering, science or technical related area. Additional five (5) years relevant experience may be substituted for the Masters Degree for Skill Levels V, IV and III. Bachelor's Degree in engineering, technical or science area for Skill Levels II and I.

***Skill Level: V***

**Functional Responsibilities:** Plans, conducts, supervises, and/or manages more complex projects or multiple projects. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management. Guides users in accomplishing specific engineering or engineering related tasks (e.g., radar-engineering, satellite down-link systems, mission systems, automated systems, reliability and maintainability, electromagnetic compatibility, safety, test and evaluation, logistics, etc.)

**Experience:** 20+ years of relevant acquisition program/project-related experience. Sub-categories require degree concentration or at least five (5) years experience in the specialty area. Must possess expert knowledge in specific disciplines required for the task, such as mission systems, reliability and maintainability, safety, test and evaluation, quality assurance, systems acquisition, manufacturing, data communications, etc. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: IV***

**Functional Responsibilities:** Plans, conducts, supervises, and/or manages more complex projects or multiple projects. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management. Guides users in accomplishing specific engineering or engineering related tasks (e.g., radar-engineering, satellite down-link systems, mission systems, automated systems, reliability and maintainability, electromagnetic compatibility, safety, test and evaluation, logistics, etc.)

**Experience:** 15+ - 20 years of project-related experience. Sub-categories require degree concentration or at least two (2) years experience in the specialty area. Must possess expert knowledge in specific disciplines required for the task, such as mission systems, reliability and maintainability, safety, test and evaluation, quality assurance, systems acquisition, manufacturing, data communications, etc. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: III***

**Functional Responsibilities:** May plan, conduct, supervise, and/or manage most tasks under minimum supervision, conferring with supervisor on unusual matters. Assignments are broad in nature requiring originality and ingenuity. May train or supervise junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. May have overall responsibility for project financial and technical management. Guides users in accomplishing specific engineering or engineering related tasks (e.g., radar-engineering, satellite down-link systems, mission systems, automated systems, reliability and maintainability, electromagnetic compatibility, safety, test and evaluation, logistics, etc.)

**Experience:** 7+ - 15 years of relevant acquisition program/project-related experience. Sub-categories require degree concentration or at least two (2) years experience in the specialty area. Must be knowledgeable in specific disciplines required for the task, such as mission systems, reliability and maintainability, safety, test and evaluation, quality assurance, systems acquisition, manufacturing, data communications, etc. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: II***

**Functional Responsibilities:** Performs varied and difficult tasks under minimum supervision, conferring with supervisor on unusual matters. Assignments may be routine or may be broad in nature requiring originality and ingenuity. May be assisted by or may supervise more junior personnel. Has some latitude for unsupervised decision and action.

**Experience:** 3+ - 7 years of project-related experience. Sub-categories require degree concentration or at least one (1) year experience in the specialty area. Must be knowledgeable in specific disciplines required for the task, such as mission systems, reliability and maintainability, safety, test and evaluation, quality assurance, systems acquisition, manufacturing, data communications, etc. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: I***

**Functional Responsibilities:** Performs assigned tasks that are varied and that may be somewhat difficult in character, but usually involve limited responsibility. Instructions are typically detailed.

**Experience:** Bachelor's Degree in the applicable task area and 0 - 3 Years of relevant acquisition program/project-related experience.

## **ANALYST**

**Education:** Masters Degree in a technical or business area, or a Bachelors Degree and five (5) years of additional experience relevant to the task order can be substituted for the Masters Degree for Skill Levels IV, V and VI. Bachelors Degree is required for Skill Levels III and II. High School Diploma required for Skill Level I.

### ***Skill Level: VI***

**Functional Responsibilities:** Plans, conducts, supervises, and/or manages more complex projects or multiple projects. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management. Guides users in defining actions or tasks and chronology of events associated with systems development or integration. Participates in Business Process Reengineering functions. Performs trade-off studies and identification of deficiencies and solution candidates for problem areas. Develops risk and configuration management plans. Supports integration of new work-flow management systems. Directs Skill Level IV Analysts and below efforts.

**Experience:** 20+ years of relevant experience. Sub-categories require degree concentration or at least five years experience in the specialty area. Specific experience in functional decomposition of primary system functions and sub-functions to determine actions/tasks required to satisfy client needs. Ability to identify all internal and external functional interfaces, special knowledge and skills, or unique requirements associated with system development and performance. Specific skills in defining, refining, and integrating functional architectures. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

### ***Skill Level: V***

**Functional Responsibilities:** Plans, conducts, supervises, and/or manages more complex projects or multiple projects. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management. Guides users in defining actions or tasks and chronology of events associated with systems development or integration. Participates in Business Process Reengineering functions. Performs trade-off studies and identification of deficiencies and solution candidates for problem areas. Develops risk and configuration management plans. Supports integration of new work-flow management systems. Directs Skill Level IV Analysts and below efforts.

**Experience:** 15+ - 20 years of project-related experience. Sub-categories require degree concentration or at least two (2) years experience in the specialty area. Specific experience in functional decomposition of primary system functions and sub-functions to determine actions/tasks required to satisfy client needs. Ability to identify all internal and external functional interfaces, special knowledge and skills, or unique requirements associated with

system development and performance. Specific skills in defining, refining, and integrating functional architectures. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: IV***

**Functional Responsibilities:** May plan, conduct, supervise, and/or manage most tasks under minimum supervision, conferring with supervisor on unusual matters. Assignments are broad in nature requiring originality and ingenuity. May train or supervise junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. May have overall responsibility for project financial and technical management. Guides users in defining actions or tasks and chronology of events associated with systems development or integration. Participates in Business Process Reengineering functions. Performs trade-off studies and identification of deficiencies and solution candidates for problem areas. Develops risk and configuration management plans. Supports integration of new work-flow management systems. Directs Skill Level III Analysts and below efforts.

**Experience:** 10 - 15 years of relevant experience. Sub-categories require degree concentration or at least three years experience in the specialty area. Specific experience in functional decomposition of primary system functions and sub-functions to determine actions/tasks required to satisfy client needs. Ability to identify all internal and external functional interfaces, special knowledge and skills, or unique requirements associated with system development and performance. Specific skills in defining, refining, and integrating functional architectures. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: III***

**Functional Responsibilities:** Performs varied and difficult tasks under minimum supervision, conferring with supervisor on unusual matters. Assignments may be routine or may be broad in nature requiring originality and ingenuity. May be assisted by or may supervise more junior personnel. Has some latitude for unsupervised decision and action. Supports users in the performance of functional analysis tasks, including functional decomposition, performance allocation to functional levels and definition/refinement of functional interfaces. Supports definition of functional architectures and assists in performing trade-off studies and effectiveness analyses, including simulation and modeling. Assists in development of risk and configuration management plans. Directs Skill Levels II and I Analysts efforts.

**Experience:** 5+ - 10 years of relevant experience. Sub-categories require degree concentration or at least one (1) year experience in the specialty area. Specific experience in identification of functional requirements, and performance and design constraint requirements. Familiarity with overall functional analysis/allocation process and performance of trade-off studies and effectiveness analyses. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: II***

**Functional Responsibilities:** Performs assigned tasks that are varied and that may be somewhat difficult in character, but usually involve limited responsibility. Instructions are typically detailed.

**Experience:** 0 - 5 Years of relevant experience.

***Skill Level: I***

**Functional Responsibilities:** Performs assigned technical tasks, working under immediate supervision, using established procedures. Work is typically routine and instructions are detailed.

**Experience:** At least one year in a degree program.

**TECHNICIAN**

**Education:** High School Diploma

***Skill Level: VI***

**Functional Responsibilities:** Plans, conducts, supervises, and/or manages very complex projects or multiple projects and is a recognized authority in the specialty area. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management.

**Experience:** 25+ years of relevant experience. Sub-categories require at least ten years experience in the specialty area. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: V***

**Functional Responsibilities:** Plans, conducts, supervises, and/or manages more complex projects or multiple projects. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management.

**Experience:** 20+ - 25 years of relevant experience. Sub-categories require at least ten years experience in the specialty area. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: IV***

**Functional Responsibilities:** May plan, conduct, supervise, and/or manage most tasks under minimum supervision, conferring with supervisor on unusual matters. Assignments are broad in nature requiring originality and ingenuity. May train or supervise junior and mid-level personnel.



Has substantial latitude for unsupervised decision and action. May have overall responsibility for project financial and technical management.

**Experience:** 15 – 20 years of relevant experience. Sub-categories require at least five years experience in the specialty area. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: III***

**Functional Responsibilities:** Performs varied and difficult tasks under minimum supervision, conferring with supervisor on unusual matters. Assignments may be routine or may be broad in nature requiring originality and ingenuity. May be assisted by or may supervise more junior personnel. Has some latitude for unsupervised decision and action.

**Experience:** 7 – 15 years of relevant experience. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: II***

**Functional Responsibilities:** Performs varied and difficult tasks under minimum supervision, conferring with supervisor on unusual matters. Assignments may be routine or may be broad in nature requiring originality and ingenuity. May be assisted by or may supervise more junior personnel. Has some latitude for unsupervised decision and action.

**Experience:** 3+ - 7 years of project-related experience. Sub-categories require degree concentration or at least one (1) year experience in the specialty area. Shall be knowledgeable of Government regulations, manuals, technical orders, standards and industry publications relating to the discipline required to perform the task.

***Skill Level: I***

**Functional Responsibilities:** Performs assigned tasks that are varied and that may be somewhat difficult in character, but usually involve limited responsibility. Instructions are typically detailed.

**Experience:** 0 - 3 Years of relevant experience.

***INCIDENTAL LABOR CATEGORIES***

(Labor categories incidental to and in support of professional engineering services.)

**ADMINISTRATIVE ASSISTANT**

**Education:** High School Diploma

***Skill Level: IV***

**Functional Responsibilities:** Performs assigned administrative supervisory and technical support tasks. May plan, supervise, and/or manage most tasks under minimum supervision. Assignments are broad in nature requiring originality and ingenuity. May train or supervise junior and mid-level administrative personnel. Has substantial latitude for unsupervised decision and action.

**Experience:** 15 years of relevant experience, of which four must be in a supervisory capacity.

***Skill Level: III***

**Functional Responsibilities:** Performs assigned administrative technical support tasks. May plan, supervise, and/or manage most tasks under minimum supervision. Assignments are broad in nature requiring originality and ingenuity. May train or supervise junior and mid-level administrative personnel. Has substantial latitude for unsupervised decision and action.

**Experience:** 10+ - 15 years of relevant experience.

***Skill Level: II***

**Functional Responsibilities:** Performs assigned administrative technical support tasks. Assignments may be routine or may be broad in nature requiring originality and ingenuity. May be assisted by or may supervise more junior administrative personnel. Has some latitude for unsupervised decision and action.

**Experience:** 5 - 10 years of relevant experience.

***Skill Level: I***

**(SCA Equivalent Code/Title: 01020 - Administrative Assistant)**

**Functional Responsibilities:** Performs assigned administrative technical support tasks under immediate supervision. Work is typically routine and instructions are detailed.

**Experience:** 1 year minimum of relevant experience.



***Mission Oriented Business Integrated Services (MOBIS)***

**Equivalencies:** One year of additional experience is the equivalent of one year of education (Example: 2 years of additional experience is equivalent to an Associate's Degree, 4 years of additional experience is equivalent to a Bachelors Degree, 6 years of additional experience is equivalent to a Masters Degree). A certification related to a technology or professional discipline is equivalent to two years of the experience or education. These apply to labor categories where equivalencies are identified.

**PROGRAM/PROJECT MANAGER - LEVEL IV**

**Functional Responsibilities:**

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions
- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

**Education:**

- MS/MA/MBA or equivalent experience

**Experience:**

- At least eight (8) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None; Program Management Professional certification or equivalent desired.

**PROGRAM/PROJECT MANAGER - LEVEL III**

**Functional Responsibilities:**

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions
- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

**Education:**

- MS/MA/MBA or equivalent experience

**Experience:**

- At least six (6) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None; Program Management Professional certification or equivalent desired.

**PROGRAM/PROJECT MANAGER - LEVEL II**

**Functional Responsibilities:**

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions
- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

**Education:**

- MS/MA/MBA or equivalent experience

**Experience:**

- At least four (4) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None; Program Management Professional certification or equivalent desired.

**PROGRAM/PROJECT MANAGER - LEVEL I**

**Functional Responsibilities:**

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions

- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least five (5) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None; Program Management Professional certification or equivalent desired.

**PROGRAM/ACQUISITION MANAGEMENT/SUBJECT MATTER EXPERT – LEVEL III**

**Functional Responsibilities:**

- Provides advice and counsel to client program and/or acquisition managers based on demonstrably comprehensive and proven program management and/or federal government acquisition experience
- Performs studies and analyses, as required, to resolve complex management issues. Able to resolve issues at the subject matter expert level

**Education:**

- MS, MA or other Advanced Degree or additional specialized experience
- Completion of specialized Executive or Management Courses.

**Experience:**

- 12+ years of federal government acquisition and/or program/project-related experience including at least five years managing or acquiring programs and resources of comparable scope to the effort assigned
- Background includes at least 3 years working in a specialized international or multi-service enterprise environment and at least 3 years of corporate staff experience
- Possesses expert knowledge of technical, business, and policy issues pertaining to subject areas for which support is being provided
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas. Possesses excellent oral and written communication skills

**Minimum Training:**

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education or completion of a nationally recognized management course

**Required Certifications/Clearances:**

- None

**PROGRAM/ACQUISITION MANAGEMENT AND SUBJECT MATTER EXPERT –  
LEVEL II**

**Functional Responsibilities:**

- Provides advice and counsel to senior clients based on demonstrably proven program and/or acquisition management experience or experience in a key functional area
- Performs studies and analyses, as required, to resolve complex management issues. Able to resolve issues at the subject matter expert level

**Education:**

- MS, MA or other Advanced Degree
- Completion of two or more nationally recognized management programs.

**Experience:**

- 8+ years of federal government acquisition and/or program/project-related experience including at least three years managing or acquiring programs or projects and resources of comparable scope to the effort assigned.
- Possesses expert knowledge of technical, business, and policy issues pertaining to subject areas for which support is being provided.
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas. Possesses effective oral and written communication skills

**Minimum Training:**

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

**Required Certifications/Clearances:**

- None

**PROGRAM/ACQUISITION MANAGEMENT AND SUBJECT MATTER EXPERT –  
LEVEL I**

**Functional Responsibilities:**

- Provides advice and counsel to clients based on broad and proven acquisition or program management or functional experience
- Performs studies and analyses, as required, to resolve complex management issues and able to resolve issues at the subject matter expert level

**Education:**

- BS, BA or other Under Graduate Degree or additional relevant experience.

**Experience:**

- 6+ years of federal government acquisition and/or program/project-related experience including at least 3 years of program or federal government acquisition management or equivalent experience
- Possesses expert knowledge of technical, business, and policy issues pertaining to subject areas for which support is being provided
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas. Possesses effective communication skills

**Minimum Training:**

- Completion of a Senior Executive Course(s) amounting to at least one year of executive  
**Education:** and completion of a nationally recognized management course

**Required Certifications/Clearances:**

- None

## **FUNCTIONAL ANALYST – LEVEL V**

### **Functional Responsibilities:**

- Provides program or acquisition requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, Physical Security, Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration
- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

### **Education:**

- MS/MA/MBA or equivalent experience

### **Experience:**

- 10+ years experience in technical leadership, acquisition or management assignments for tasks in his/her area of expertise and related areas (such as Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently perform complex tasks
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

### **Minimum Training:**

- Not Applicable

### **Required Certifications/Clearances:**

- None

## **FUNCTIONAL ANALYST – LEVEL IV**

### **Functional Responsibilities:**

- Provides program or acquisition requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, Physical Security, Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration
- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

### **Education:**

- MS/MA/MBA or equivalent experience

### **Experience:**

- At least six (6) years experience in technical leadership or acquisition or management

assignments for tasks in his/her area of expertise and related areas (such as Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently perform complex tasks

- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None

**FUNCTIONAL ANALYST – LEVEL III**

**Functional Responsibilities:**

- Provides program or acquisition requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, Physical Security, Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration
- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least six (6) years experience in technical leadership or acquisition or management assignments for tasks in his/her area of expertise and related areas (such as Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently perform complex tasks
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None

**FUNCTIONAL ANALYST – LEVEL II**

**Functional Responsibilities:**

- Provides program or acquisition requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, Physical Security, Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration

- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least four (4) years experience in technical leadership or acquisition or management assignments for tasks in his/her area of expertise and related areas (such as Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently perform complex tasks
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None

**FUNCTIONAL ANALYST - LEVEL I**

**Functional Responsibilities:**

- Provides program or acquisition requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, Physical Security, Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration
- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least two (2) years experience in technical leadership or acquisition or management assignments for tasks in his/her area of expertise and related areas (such as Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently perform complex tasks
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills



**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None

**BUSINESS/SYSTEMS ANALYST – LEVEL VI**

**Functional Responsibilities:**

- Define and manage the project or acquisition activities of various business management project teams, including front-end team organization, assistance in providing methodology and general project approach concepts, mid-term and final project reviews, overall management of the cost, schedule, and technical competency of multiple projects
- Manages, allocates, and prioritizes resources for simultaneous assigned tasks.

**Education:**

- MA/MS in Business, Engineering, Operations Research, or related field

**Experience:**

- 12+ years of business or systems analysis, operations research or engineering, or cost, budget, schedule analysis experience. Five years experience in a program or acquisition management position.

**Minimum Training:**

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

**Required Certifications/Clearances:**

- None

**BUSINESS/SYSTEMS ANALYST – LEVEL V**

**Functional Responsibilities:**

- Define and manage the project or acquisition activities of various business management project teams, including front-end team organization, assistance in providing methodology and general project approach concepts, mid-term and final project reviews, overall management of the cost, schedule, and technical competency of multiple projects
- Manages, allocates, and prioritizes resources for simultaneous assigned tasks.

**Education:**

- MA/MS in Business, Engineering, Operations Research, or related field

**Experience:**

- 10+ years of business or systems analysis, operations research or engineering, or cost, budget, schedule analysis experience. Five years experience in an acquisition or management position.

**Minimum Training:**

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

**Required Certifications/Clearances:**

- None

**BUSINESS/SYSTEMS ANALYST – LEVEL IV**

**Functional Responsibilities:**



- Plans, organizes, and directs the research efforts and/or cost, budget, or schedule analyses of a group of program management or acquisition specialists skilled in business operations, engineering, management, programming, pricing, logistics, manufacturing, production and testing
- Applies technical capability to assess cost, budget and schedule implications of existing and projected technological advances

**Education:**

- BA/BS in Business, Engineering, Operations Research, or related field

**Experience:**

- 8+ years of operations research, engineering, or cost, budget or schedule analysis experience
- Two years experience in a acquisition or management role (an advanced business or engineering degree may be substituted for two years experience)
- Possesses a practical knowledge of statistical techniques, applied mathematics, economics and an engineering discipline.

**Minimum Training:**

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

**Required Certifications/Clearances:**

- None

**BUSINESS/SYSTEMS ANALYST – LEVEL III**

**Functional Responsibilities:**

- Advises on and performs business research and professional or technical work in cost, budget or schedule analysis in support of program management or federal government acquisition activities
- Analyzes existing and projected technological advances and evaluates the impact of new and innovative acquisition strategies with respect to cost, budget and schedule implications

**Education:**

- BA/BS in Business, Engineering, Operations Research, or related field

**Experience:**

- 6+ years of operations research, engineering, or cost, budget or schedule analysis (an advanced degree may be substituted for two years experience)
- Possesses a practical knowledge of statistical techniques, applied mathematics, economics and an engineering discipline.

**Minimum Training:**

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

**Required Certifications/Clearances:**

- None

**BUSINESS/SYSTEMS ANALYST – LEVEL II**

**Functional Responsibilities:**

- Performs professional or technical work in business research and/or cost, budget or schedule analysis and/or research in support of program management or federal government acquisition activities
- Analyzes cost and schedule implications of existing and projected technological advances
- Evaluates the impact of new and innovative acquisition strategies on product/project cost and schedule.

**Education:**

- BA/BS in Business, Engineering, Operations Research, or related field or additional specialized experience

**Experience:**

- 3+ years of operations research, cost, budget or schedule analysis experience in the preparation of business impact analyses or cost, budget or schedule analyses (an advanced business or engineering degree may be substituted for two years of the experience requirement)
- Practical experience in the application of statistical techniques, applied mathematics, economics and an engineering discipline.

**Minimum Training:**

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

**Required Certifications/Clearances:**

- None

**BUSINESS/SYSTEMS ANALYST – LEVEL I**

**Functional Responsibilities:**

- Performs professional or technical work in cost, budget or schedule analyses and/or research in support of program management or federal government acquisition activities
- Assesses business impact, primarily cost and schedule implications of existing and projected technological advances
- Performs under the direction of a project manager or acquisition manager or experienced analyst

**Education:**

- AS/AA in Business, Engineering or related field

**Experience:**

- 2 years of cost, budget, or schedule analysis, operations research or engineering experience in preparing business analyses
- Basic knowledge of statistical techniques, applied mathematics, and economics.

**Minimum Training:**

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

**Required Certifications/Clearances:**

- None

**ADMINISTRATIVE ASSISTANT – LEVEL IV**

**Functional Responsibilities:**

- Performs assigned administrative program management or acquisition support tasks. Assignments are broad in nature requiring originality and ingenuity

- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least four (4) years of program management or acquisition administrative support experience
- Experience in collecting and analyzing technical literature, organizing materials or reviewing written material and recommend revisions for the project team
- Experience using automated tools in performing assigned duties and may coordinate the production, presentation and distribution of training materials
- Experience in word processing, developing spreadsheets, maintaining program, project, and task files, technical support services for program or project managers in support of project planning and budget reviews
- Experience in scheduling and facilitating seminars, meetings and training activities, take meeting notes and distribute to attendees
- Possesses excellent oral and written communication skills

**Minimum Training:**

- None

**Required Certifications/Clearances:**

- None

**ADMINISTRATIVE ASSISTANT – LEVEL III**

**Functional Responsibilities:**

- Performs assigned administrative program management or acquisition support tasks. Assignments are broad in nature requiring originality and ingenuity
- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

**Education:**

- AS/AA or equivalent experience

**Experience:**

- At least four (4) years of program/project or acquisition support experience
- Experience in collecting and analyzing technical literature, organizing materials or reviewing written material and recommend revisions for the project team
- Experience using automated tools in performing assigned duties and may coordinate the production, presentation and distribution of training materials
- Experience in word processing, developing spreadsheets, maintaining program, project, and task files, technical support services for program or project managers in support of project planning and budget reviews
- Experience in scheduling and facilitating seminars, meetings and training activities, take meeting notes and distribute to attendees

**Minimum Training:**

- None

**Required Certifications/Clearances:**

- None

**ADMINISTRATIVE ASSISTANT – LEVEL II****Functional Responsibilities:**

- Performs assigned administrative program management or acquisition support tasks. Assignments are broad in nature requiring originality and ingenuity
- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

**Education:**

- HS Diploma

**Experience:**

- At least 2 years of program/project or acquisition support experience.

**Minimum Training:**

- None

**Required Certifications/Clearances:**

- None

**ADMINISTRATIVE ASSISTANT – LEVEL I (SCA 01020)****Functional Responsibilities:**

- Performs assigned administrative program management or acquisition support tasks. Assignments may be routine or may be broad in nature requiring originality and ingenuity
- May assist or be assisted by more junior administrative personnel
- May supervise more junior administrative personnel with some latitude for unsupervised decision and action.

**Education:**

- HS Diploma

**Experience:**

- None.

**Minimum Training:**

- None

**Required Certifications/Clearances:**

- None

### ***Logistics Worldwide (LOGWORLD)***

**Equivalencies:** One year of additional relevant experience is the equivalent of one year of **Education:** (Example: 2 years of additional experience is equivalent to an Associates Degree, 4 years of additional experience is equivalent to a Bachelors Degree, 6 years of additional experience is equivalent to a Masters Degree). A certification related to a technology or professional discipline is equivalent to two years of the experience or education. These apply to labor categories where equivalencies are identified.

#### **PROGRAM/PROJECT MANAGER - LEVEL IV**

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

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions
- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

##### **Education:**

- MS/MA/MBA or equivalent experience

##### **Experience:**

- At least eight (8) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

##### **Minimum Training:**

- Not Applicable

##### **Required Certifications/Clearances:**

- None; Program Management Professional certification or equivalent desired.

#### **PROGRAM/PROJECT MANAGER - LEVEL III**

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

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions
- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

**Education:**

- MS/MA/MBA or equivalent experience

**Experience:**

- At least six (6) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None; Program Management Professional certification or equivalent desired.

**PROGRAM/PROJECT MANAGER - LEVEL II**

**Functional Responsibilities:**

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions
- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

**Education:**

- MS/MA/MBA or equivalent experience

**Experience:**

- At least four (4) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None; Program Management Professional certification or equivalent desired.

**PROGRAM/PROJECT MANAGER - LEVEL I**

**Functional Responsibilities:**

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions

- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least five (5) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None; Program Management Professional certification or equivalent desired.

**LOGISTICS ANALYST – LEVEL IV**

**Functional Responsibilities:**

- Provides requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, and Operations Analysis
- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

**Education:**

- MS/MA/MBA or equivalent experience

**Experience:**

- At least six (6) years experience in technical leadership or management assignments for tasks in his/her area of expertise and related areas, or independently perform complex tasks
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None

**FUNCTIONAL ANALYST – LEVEL III**

**Functional Responsibilities:**

- Provides requirements analysis in specialized discipline areas such as Procurement,



Contracting, Cost, Logistics and Support, and Operations Analysis

- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least six (6) years experience in technical leadership or management assignments for tasks in his/her area of expertise and related areas, or independently perform complex tasks
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None

**FUNCTIONAL ANALYST – LEVEL II**

**Functional Responsibilities:**

- Provides requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, and Operations Analysis
- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least four (4) years experience in technical leadership or management assignments for tasks in his/her area of expertise and related areas, or independently perform complex tasks
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

**Minimum Training:**

- Not Applicable

**Required Certifications/Clearances:**

- None

## **ENGINEER – LEVEL IV**

### **Functional Responsibilities:**

- Plans, conducts, supervises, and/or manages more complex engineering projects or multiple projects
- Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action
- Typically has overall responsibility for project technical direction, as well as financial and technical management
- Interprets operational requirements, determining subsystem interfaces, and analyzing design trade-offs within limitations imposed by cost, performance, production schedules, and supporting requirements

### **Education:**

- MS/MA in technical discipline or equivalent experience

### **Experience:**

- At least 8 years engineering or related experience
- Experience determining the ability of assigned equipment and subsystems to meet mission and operational requirements, and accomplishing the effective integration of subsystem into a complete operational system

### **Minimum Training:**

- Not applicable

### **Required Certifications/Clearances:**

- None

## **ENGINEER – LEVEL III**

### **Functional Responsibilities:**

- May plan, conduct, supervise, and/or manage more complex engineering projects or multiple projects.
- Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action.
- Typically has overall responsibility for project technical direction, as well as financial and technical management.
- Interprets operational requirements, determining subsystem interfaces, and analyzing design trade-offs within limitations imposed by cost, performance, production schedules, and supporting requirements

### **Education:**

- BS/BA in technical discipline or equivalent experience

### **Experience:**

- At least 5 years engineering or related experience
- Experience determining the ability of assigned equipment and subsystems to meet mission and operational requirements, and accomplishing the effective integration of subsystem into a complete operational system

### **Minimum Training:**

- Not applicable

### **Required Certifications/Clearances:**

- None

**ACQUISITION LOGISTICS MANAGER – LEVEL VI****Functional Responsibilities:**

- Provides strategic planning, resource management, program portfolio management, acquisition planning, performance and process improvement, and identification and implementation of best practices
- Supports program and mission requirement evaluation to establish detailed objectives and integrate activities with other program and functional elements
- Develops and implements logistics project plans; prepares and reviews program documents; and executes, and coordinates assignments
- Lead and contribute to team activities and use analytical techniques to assess logistics processes and recommend approaches for improving acquisition, program planning, control and execution
- Must possess strong written and verbal communication skills and the ability to act independently with minimal guidance/direction.

**Education:**

- MS/MA or equivalent experience

**Experience:**

- At least 15 years relevant experience

**Minimum Training:**

- Not applicable

**Required Certifications/Clearances:**

- None

**ACQUISITION LOGISTICS MANAGER – LEVEL V****Functional Responsibilities:**

- Provides strategic planning, resource management, program portfolio management, acquisition planning, performance and process improvement, and identification and implementation of best practices
- Supports program and mission requirement evaluation to establish detailed objectives and integrate activities with other program and functional elements
- Develops and implements logistics project plans; prepares and reviews program documents; and executes, and coordinates assignments
- Lead and contribute to team activities and use analytical techniques to assess logistics processes and recommend approaches for improving acquisition, program planning, control and execution
- Must possess strong written and verbal communication skills and the ability to act independently with minimal guidance/direction.

**Education:**

- MS/MA or equivalent experience

**Experience:**

- At least 10 years relevant experience

**Minimum Training:**

- Not applicable

**Required Certifications/Clearances:**

- None

**ACQUISITION LOGISTICS MANAGER – LEVEL IV****Functional Responsibilities:**

- Provides strategic planning, resource management, program portfolio management, acquisition planning, performance and process improvement, and identification and implementation of best practices
- Supports program and mission requirement evaluation to establish detailed objectives and integrate activities with other program and functional elements
- Develops and implements logistics project plans; prepares and reviews program documents; and executes, and coordinates assignments
- Lead and contribute to team activities and use analytical techniques to assess logistics processes and recommend approaches for improving acquisition, program planning, control and execution
- Must possess strong written and verbal communication skills and the ability to act independently with minimal guidance/direction.

**Education:**

- MS/MA or equivalent experience

**Experience:**

- At least 5 years relevant experience

**Minimum Training:**

- Not applicable

**Required Certifications/Clearances:**

- None

**ACQUISITION LOGISTICS MANAGER – LEVEL III****Functional Responsibilities:**

- May provide strategic planning, resource management, program portfolio management, acquisition planning, performance and process improvement, and identification and implementation of best practices
- Supports program and mission requirement evaluation to establish detailed objectives and integrate activities with other program and functional elements
- Develops and implements logistics project plans; prepares and reviews program documents; and executes, and coordinates assignments
- Leads and contributes to team activities and use analytical techniques to assess logistics processes and recommend approaches for improving acquisition, program planning, control and execution
- Must possess strong written and verbal communication skills and the ability to act independently with some guidance/direction.

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least 7 years relevant experience

**Minimum Training:**

- Not applicable

**Required Certifications/Clearances:**

- None

**ACQUISITION LOGISTICS MANAGER – LEVEL II****Functional Responsibilities:**

- May provide strategic planning, resource management, program portfolio management, acquisition planning, performance and process improvement, and identification and implementation of best practices
- Supports program and mission requirement evaluation to establish detailed objectives and integrate activities with other program and functional elements
- Develops and implements logistics project plans; prepares and reviews program documents; and executes, and coordinates assignments
- Leads and contributes to team activities and use analytical techniques to assess logistics processes and recommend approaches for improving acquisition, program planning, control and execution
- Must possess strong written and verbal communication skills and the ability to act independently with some guidance/direction.

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least 4 years relevant experience

**Minimum Training:**

- Not applicable

**Required Certifications/Clearances:**

- None

**ACQUISITION LOGISTICS MANAGER – LEVEL I****Functional Responsibilities:**

- May provide strategic planning, resource management, program portfolio management, acquisition planning, performance and process improvement, and identification and implementation of best practices
- Supports program and mission requirement evaluation to establish detailed objectives and integrate activities with other program and functional elements
- Develops and implements logistics project plans; prepares and reviews program documents; and executes, and coordinates assignments
- Leads and contributes to team activities and use analytical techniques to assess logistics processes and recommend approaches for improving acquisition, program planning, control and execution
- Must possess strong written and verbal communication skills and the ability to act independently with some guidance/direction.

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least 2 years relevant experience

**Minimum Training:**

- Not applicable

**Required Certifications/Clearances:**

- None

**ADMINISTRATIVE ASSISTANT – LEVEL IV****Functional Responsibilities:**

- Performs assigned administrative technical support tasks. Assignments are broad in nature requiring originality and ingenuity
- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

**Education:**

- BS/BA or equivalent experience

**Experience:**

- At least two (2) years of relevant experience
- Experience in collecting and analyzing technical literature, organizing materials or reviewing written material and recommend revisions for the project team
- Experience using automated tools in performing assigned duties and may coordinate the production, presentation and distribution of training materials
- Experience in word processing, developing spreadsheets, maintaining program, project, and task files, technical support services for program or project managers in support of project planning and budget reviews
- Experience in scheduling and facilitating seminars, meetings and training activities, take meeting notes and distribute to attendees
- Possesses excellent oral and written communication skills

**Minimum Training:**

- None

**Required Certifications/Clearances:**

- None

**ADMINISTRATIVE ASSISTANT – LEVEL III****Functional Responsibilities:**

- Performs assigned administrative technical support tasks. Assignments are broad in nature requiring originality and ingenuity
- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

**Education:**

- AS/AA or equivalent experience

**Experience:**

- At least two (2) years of program/project support experience
- Experience in collecting and analyzing technical literature, organizing materials or reviewing written material and recommend revisions for the project team
- Experience using automated tools in performing assigned duties and may coordinate the production, presentation and distribution of training materials
- Experience in word processing, developing spreadsheets, maintaining program, project, and task files, technical support services for program or project managers in support of project planning and budget reviews
- Experience in scheduling and facilitating seminars, meetings and training activities, take

meeting notes and distribute to attendees

**Minimum Training:**

- None

**Required Certifications/Clearances:**

- None

**ADMINISTRATIVE ASSISTANT – LEVEL II**

**Functional Responsibilities:**

- Performs assigned administrative technical support tasks. Assignments are broad in nature requiring originality and ingenuity
- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

**Education:**

- HS Diploma

**Experience:**

- 4 years of relevant experience.

**Minimum Training:**

- None

**Required Certifications/Clearances:**

- None