



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**MULTIPLE AWARD SCHEDULE (MAS)**

**Federal Supply Group: MAS**



**MCR Federal, LLC  
2010 Corporate Ridge, Ste. 850  
McLean, VA 22102  
[www.mcri.com](http://www.mcri.com)**

**CONTRACT NUMBER: GS-00F-123CA**

**PERIOD COVERED BY CONTRACT: Effective May 1, 2015 – April 30, 2025**

*Price list current as of Modifications # PA-0006 effective 03/09/2020  
and PO-0005 effective 2/07/2020*

**Business Size: Small**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage!™ is <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at <http://www.gsa.gov>.*

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## CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s): *Pricing begins on page 4*

<i>SIN 541219</i>	<i>Budget and Financial Management Services</i>
<i>SIN 541330ENG</i>	<i>Engineering Services</i>
<i>SIN 541380</i>	<i>Testing Laboratory Services</i>
<i>SIN 541420</i>	<i>Engineering System Design and Integration Services</i>
<i>SIN 541611</i>	<i>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</i>
<i>SIN 541614SVC</i>	<i>Supply and Value Chain Management</i>
<i>SIN 541715</i>	<i>Engineering Research and Development and Strategic Planning</i>
<i>SIN 611430</i>	<i>Professional and Management Development Training</i>
<i>SIN 611512</i>	<i>Flight Training</i>
<i>OLM</i>	<i>Other Level Materials</i>

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. *See pricing for services page 4.*
- 1c. Description of all commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services. *Please see the attached labor category descriptions on pages 4.*
2. MAXIMUM ORDER THRESHOLD: \$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).  
**MCR Federal, LLC**  
**2010 Corporate Ridge, Suite 850**  
**McLean, VA 22102-1732**
6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:  
Government prices are net on Page 6.
7. QUANTITY DISCOUNTS: NONE
8. PROMPT PAYMENT/QUANTITY DISCOUNTS: Prompt Payments: Net 30 Days.  
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

- 9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO PURCHASE THRESHOLD.
- 9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.
10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN): N/A
- 11a. TIME OF DELIVERY: Specified on the Task Order.
- 11b. EXPEDITED DELIVERY: Contact Contractor
- 11c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor
- 11d. URGENT REQUIREMENTS: Contact Contractor
12. FOB POINTS: DESTINATION
13. ORDERING ADDRESS(ES) AND POINT OF CONTACT (POC):
- MCR Federal, LLC,  
2010 Corporate Ridge, Suite. 850  
McLean, VA 22102.**
- Lawrence W. Lam  
Senior Director, Contracts  
Direct Phone Line: 703.740.2237  
MCR Main Phone Line: 703.506.4600  
Email: [gsaorders@mcri.com](mailto:gsaorders@mcri.com) or [lwlam@mcri.com](mailto:lwlam@mcri.com)  
FAX: 703.506.8601 Attention Contracts Department**
- 13 b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. PAYMENT ADDRESS(ES):  
**Eagle Bank  
Checking Acct#: 0200177376  
ABA#: 055003298  
Name: MCR, LLC**
15. WARRANTY PROVISION: Contractor's standard commercial warranty
16. EXPORT PACKING CHARGES, IF APPLICABLE. N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL): Contact Contractor
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: N/A
19. TERMS AND CONDITIONS OF INSTALLATION: N/A
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES: N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (if applicable): N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS (if applicable): N/A
22. LIST OF PARTICIPATING DEALERS: N/A
23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A
- 24a. ENVIRONMENTAL ATTRIBUTES, E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS: NONE
- 24b. IF APPLICABLE, INDICATE THAT SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND (E.G. CONTRACTOR'S WEBSITE OR OTHER LOCATION.) N/A  
  
The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/).
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: **02-850-9656**
26. MCR FEDERAL LLC IS REGISTERED IN THE SYSTEM for AWARD MANAGEMENT (SAM) DATABASE (SAM.GOV).

## LABOR CATEGORY RATES

### *Labor Category Rates Applicable to the following SINs:*

SIN 541219	Budget and Financial Management Service
SIN 541330ENG	Engineering Services
SIN 541380	Testing Laboratory Services
SIN 541420	Engineering System Design and Integration Services
SIN 541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN 541614SVC	Supply and Value Chain Management
SIN 541715	Engineering Research and Development and Strategic Planning
SIN 611430	Professional and Management Development Training
SIN 611512	Flight Training
OLM	Other Level Materials

Professional Services							
Line Item Number	Labor Categories	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		5/9/2019 to 4/30/2020	5/1/2020 to 4/30/2021	5/1/2021 to 4/30/2022	5/1/2022 to 4/30/2023	5/1/2023 to 4/30/2024	5/1/2024 to 4/30/2025
		<b>Note: Labor Categories designated with "***" at the end of the title are covered under Service Contract Act (SCS)</b>					
1	ABM Project Leader	\$176.09	\$179.61	\$183.20	\$186.86	\$190.60	\$194.41
2	Administrative Support I **	\$51.29	\$52.32	\$53.36	\$54.43	\$55.52	\$56.63
3	Administrative Support III **	\$68.13	\$69.49	\$70.88	\$72.30	\$73.74	\$75.22
4	Administrative Support IV **	\$79.33	\$80.92	\$82.54	\$84.19	\$85.87	\$87.59
5	Analyst/Logistician/Specialist I	\$64.89	\$66.19	\$67.51	\$68.86	\$70.24	\$71.64
6	Analyst/Logistician/Specialist II	\$76.66	\$78.19	\$79.75	\$81.35	\$82.97	\$84.63
7	Analyst/Logistician/Specialist III	\$92.99	\$94.85	\$96.75	\$98.69	\$100.66	\$102.67
8	Analyst/Logistician/Specialist IV	\$119.80	\$122.20	\$124.64	\$127.13	\$129.68	\$132.27
9	Analyst/Logistician/Specialist V	\$151.53	\$154.56	\$157.66	\$160.81	\$164.03	\$167.31
10	Application Engineer IV	\$101.02	\$103.04	\$105.10	\$107.20	\$109.35	\$111.53
11	Associate Cost Engineer	\$114.79	\$117.08	\$119.42	\$121.81	\$124.24	\$126.73
12	Consultant	\$119.94	\$122.34	\$124.78	\$127.28	\$129.82	\$132.42
13	Consultant III	\$218.26	\$222.62	\$227.07	\$231.61	\$236.24	\$240.97
14	Consultant VI	\$271.61	\$277.04	\$282.58	\$288.23	\$294.00	\$299.88
15	Consultant VII	\$304.67	\$310.76	\$316.98	\$323.32	\$329.79	\$336.38
16	Cost Analyst IV	\$139.76	\$142.55	\$145.40	\$148.31	\$151.27	\$154.30
17	Cost Engineer	\$138.66	\$141.44	\$144.27	\$147.16	\$150.10	\$153.10
18	Cost Engineer/PM IV	\$199.50	\$203.49	\$207.56	\$211.71	\$215.95	\$220.26
19	Cost Engineering Technician	\$66.94	\$68.28	\$69.64	\$71.03	\$72.45	\$73.90
20	Course Developer	\$84.57	\$86.27	\$87.99	\$89.75	\$91.54	\$93.38

Professional Services							
Line Item Number	Labor Categories	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		5/9/2019	5/1/2020	5/1/2021	5/1/2022	5/1/2023	5/1/2024
		to 4/30/2020	to 4/30/2021	to 4/30/2022	to 4/30/2023	to 4/30/2024	to 4/30/2025
<b>Note: Labor Categories designated with "***" at the end of the title are covered under Service Contract Act (SCS)</b>							
21	Data Technical Level I *	\$46.68	\$47.62	\$48.57	\$49.54	\$50.53	\$51.54
22	Director	\$289.77	\$295.57	\$301.48	\$307.51	\$313.66	\$319.93
23	Documentation Specialist **	\$93.40	\$95.26	\$97.17	\$99.11	\$101.10	\$103.12
24	Earned Value Manager	\$142.53	\$145.39	\$148.29	\$151.26	\$154.28	\$157.37
25	Earned Value Specialist	\$111.24	\$113.46	\$115.73	\$118.04	\$120.41	\$122.81
26	Earned Value Technician	\$80.85	\$82.47	\$84.12	\$85.80	\$87.52	\$89.27
27	Editor	\$43.36	\$44.23	\$45.12	\$46.02	\$46.94	\$47.88
28	EDP Manager	\$193.29	\$197.15	\$201.09	\$205.11	\$209.21	\$213.40
29	EDP Senior Manager	\$260.16	\$265.37	\$270.67	\$276.08	\$281.61	\$287.24
30	EDP Staff	\$109.70	\$111.89	\$114.13	\$116.41	\$118.74	\$121.12
31	Engineer Analyst II	\$109.35	\$111.53	\$113.76	\$116.04	\$118.36	\$120.72
32	Engineer Analyst III	\$127.59	\$130.15	\$132.75	\$135.41	\$138.11	\$140.88
33	Engineer Analyst IV	\$146.56	\$149.49	\$152.48	\$155.53	\$158.64	\$161.81
34	Engineer/Scientist Co-op	\$40.21	\$41.02	\$41.84	\$42.68	\$43.53	\$44.40
35	Engineer/Scientist I	\$71.80	\$73.23	\$74.70	\$76.19	\$77.72	\$79.27
36	Engineer/Scientist II	\$89.87	\$91.67	\$93.50	\$95.37	\$97.28	\$99.22
37	Engineer/Scientist III	\$104.80	\$106.90	\$109.03	\$111.21	\$113.43	\$115.70
38	Engineer/Scientist IV	\$134.35	\$137.03	\$139.77	\$142.57	\$145.42	\$148.33
39	Engineer/Scientist V	\$158.72	\$161.90	\$165.14	\$168.44	\$171.81	\$175.25
40	Engineer/Scientist VI	\$198.69	\$202.66	\$206.71	\$210.84	\$215.06	\$219.36
41	Engineer/Scientist VII	\$248.44	\$253.41	\$258.47	\$263.64	\$268.91	\$274.29
42	Facilitator	\$128.17	\$130.73	\$133.34	\$136.01	\$138.73	\$141.50
43	Facilitator Associate	\$64.80	\$66.09	\$67.41	\$68.76	\$70.13	\$71.54
44	Financial Analyst/Programmer	\$124.12	\$126.60	\$129.13	\$131.71	\$134.35	\$137.03
45	Information Specialist III	\$61.01	\$62.23	\$63.47	\$64.74	\$66.03	\$67.35
46	Junior Accountant	\$102.72	\$104.77	\$106.87	\$109.01	\$111.19	\$113.41
47	Junior Consultant	\$85.57	\$87.28	\$89.03	\$90.81	\$92.63	\$94.48
48	Junior Cost Analyst	\$64.75	\$66.05	\$67.37	\$68.72	\$70.09	\$71.49
49	Junior Cost Engineer	\$86.08	\$87.80	\$89.56	\$91.35	\$93.18	\$95.04
50	Junior Financial Analyst	\$89.97	\$91.77	\$93.61	\$95.48	\$97.39	\$99.34

Professional Services							
Line Item Number	Labor Categories	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		5/9/2019	5/1/2020	5/1/2021	5/1/2022	5/1/2023	5/1/2024
		to 4/30/2020	to 4/30/2021	to 4/30/2022	to 4/30/2023	to 4/30/2024	to 4/30/2025
<b>Note: Labor Categories designated with "***" at the end of the title are covered under Service Contract Act (SCS)</b>							
51	Junior Modeler	\$60.54	\$61.75	\$62.99	\$64.25	\$65.53	\$66.85
52	Logistics Engineer II	\$116.34	\$118.66	\$121.04	\$123.46	\$125.93	\$128.45
53	Logistics Engineer III	\$130.67	\$133.29	\$135.95	\$138.67	\$141.44	\$144.27
54	Logistics Engineer IV	\$154.84	\$157.94	\$161.10	\$164.32	\$167.61	\$170.96
55	Modeler	\$91.38	\$93.21	\$95.07	\$96.97	\$98.91	\$100.89
56	Operation Research Specialist II	\$165.64	\$168.95	\$172.33	\$175.78	\$179.29	\$182.88
57	Operation Research Specialist III	\$174.24	\$177.72	\$181.27	\$184.90	\$188.59	\$192.37
58	Operation Research Specialist IV	\$178.94	\$182.52	\$186.17	\$189.89	\$193.69	\$197.57
59	Principal Manager	\$216.65	\$220.99	\$225.41	\$229.92	\$234.52	\$239.21
60	Principle Consultant	\$216.73	\$221.06	\$225.48	\$229.99	\$234.59	\$239.28
61	Program Manager	\$116.14	\$118.46	\$120.83	\$123.25	\$125.71	\$128.23
62	Project Director V	\$192.42	\$196.27	\$200.20	\$204.20	\$208.29	\$212.45
63	Project Director VI	\$205.02	\$209.12	\$213.30	\$217.57	\$221.92	\$226.36
64	Project Manager	\$159.09	\$162.27	\$165.51	\$168.82	\$172.20	\$175.64
65	Quality Control Specialist	\$98.97	\$100.95	\$102.97	\$105.03	\$107.13	\$109.27
66	Senior ABC/ABM Specialist	\$143.98	\$146.86	\$149.80	\$152.80	\$155.85	\$158.97
67	Senior Business Process Analyst	\$143.98	\$146.86	\$149.80	\$152.80	\$155.85	\$158.97
68	Senior Consultant	\$146.67	\$149.60	\$152.59	\$155.64	\$158.75	\$161.93
69	Senior Cost Analyst	\$143.92	\$146.80	\$149.73	\$152.72	\$155.78	\$158.89
70	Senior Cost Engineer	\$162.61	\$165.87	\$169.18	\$172.56	\$176.01	\$179.54
71	Senior Earned Value Manager	\$163.11	\$166.38	\$169.70	\$173.09	\$176.56	\$180.09
72	Senior Engineer I	\$184.10	\$187.78	\$191.54	\$195.37	\$199.28	\$203.26
73	Senior Facilitator	\$176.67	\$180.20	\$183.81	\$187.49	\$191.24	\$195.06
74	Senior Financial Analyst	\$143.92	\$146.80	\$149.73	\$152.72	\$155.78	\$158.89
75	Senior Manager	\$161.01	\$164.23	\$167.52	\$170.87	\$174.29	\$177.77
76	Senior Modeler	\$116.14	\$118.46	\$120.83	\$123.25	\$125.71	\$128.23
77	Senior Systems Analyst/Programmer	\$143.92	\$146.80	\$149.73	\$152.72	\$155.78	\$158.89
78	Senior Systems Engineer	\$135.15	\$137.85	\$140.61	\$143.42	\$146.29	\$149.22
79	Statistician III	\$137.83	\$140.59	\$143.40	\$146.27	\$149.19	\$152.18
80	Subject Matter Expert	\$203.88	\$207.95	\$212.11	\$216.35	\$220.68	\$225.09

Professional Services							
Line Item Number	Labor Categories	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		5/9/2019 to 4/30/2020	5/1/2020 to 4/30/2021	5/1/2021 to 4/30/2022	5/1/2022 to 4/30/2023	5/1/2023 to 4/30/2024	5/1/2024 to 4/30/2025
81	Systems Analyst	\$101.52	\$103.55	\$105.62	\$107.73	\$109.89	\$112.08
82	Systems Engineer IV	\$168.49	\$171.86	\$175.30	\$178.81	\$182.38	\$186.03
83	Task Team Leader	\$105.29	\$107.39	\$109.54	\$111.73	\$113.97	\$116.24
84	Technical Analyst III	\$169.49	\$172.88	\$176.34	\$179.87	\$183.46	\$187.13
85	Technical Analyst IV	\$191.80	\$195.63	\$199.55	\$203.54	\$207.61	\$211.76
86	Technical Specialist I	\$36.85	\$37.59	\$38.34	\$39.11	\$39.89	\$40.69
87	Technical Specialist II	\$50.81	\$51.83	\$52.87	\$53.93	\$55.01	\$56.11
88	Technical Specialist III	\$70.09	\$71.49	\$72.92	\$74.38	\$75.87	\$77.38
89	Technical Specialist IV	\$89.21	\$91.00	\$92.82	\$94.68	\$96.57	\$98.50
90	Technical Specialist V	\$117.14	\$119.48	\$121.87	\$124.31	\$126.79	\$129.33
91	Technical Support	\$77.76	\$79.31	\$80.90	\$82.52	\$84.17	\$85.85
92	Technical Writer **	\$60.27	\$61.48	\$62.71	\$63.96	\$65.24	\$66.55
93	Writer II **	\$79.46	\$81.04	\$82.67	\$84.32	\$86.01	\$87.73

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA)		
SCLS Eligible Contract Labor Category	SCLS Equivalent Code – Title	Wage Determination Number
Administrator	01312 - Secretary II	2015-4281
Technical Writer	30463 - Technical Writer III	2015-4281
Administrative Support IV	01013 - Accounting Clerk III	2015-4281
Administrative Support III	01012 - Accounting Clerk II	2015-4281
Administrative Support I	01311 - Secretary I	2015-4281
Documentation Specialist	30463 - Technical Writer III	2015-4281
Writer II	30462 - Technical Writer II	2015-4281
Data Technician Level I	01152-Data Entry Operator II	2015-4281

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

{LABOR CATEGORY DESCRIPTIONS BEGIN NEXT PAGE}

## LABOR CATEGORY DESCRIPTIONS

**General:** Labor descriptions are provided for each schedule. Minimum education and experience for a specific labor category is identified. The education requirements should be within a discipline relevant to the skills needed to accomplish the identified duties. Experience should be relevant to the skills needed to accomplish the identified duties. An Experience/Substitution table can be found at the end of this listing.

### ***ABM Project Leader***

**Duties:** Provide consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives. Develop, lead and conduct quality workshops, seminars, training sessions and facilitation. Tailor quality improvement workshops and courses for an organization and its specific needs. Facilitate process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manage a team of consultants and analysts supporting an agency's process improvement and quality training efforts. Generate papers and documents.

**Minimum Education:** Master's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

### ***Administrative Support I***

**Duties:** Provide administration support to staff. Responsibilities include filing, maintaining the library; typing and preparation of letters and technical documentation such as TR's, Working Notes, briefings, monthly progress reports, and spreadsheets, etc. Supporting staff in preparation of proposals.

**Minimum Education:** High School diploma or equivalent

**Minimum Experience:** 0 years of relevant experience

### ***Administrative Support III***

**Duties:** Capability to assist cost analysts/budget analyst/schedule analyst by collection, organizing and maintaining cost and cost related data. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source material in support of engineering or cost analysis activities. Ability to perform some computer assisted analysis of data.

**Minimum Education:** High School diploma or equivalent

**Minimum Experience:** 4 years of relevant experience

### ***Administrative Support IV***

**Duties:** Capability to assist cost analysts/budget analyst/schedule analyst by collection, organizing and maintaining cost and cost related data. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source material in support of engineering or cost analysis activities. Ability to perform some computer assisted analysis of data.

**Minimum Education:** High School diploma or equivalent

**Minimum Experience:** 8 years of relevant experience

### ***Analyst/Logistician/Specialist I***

**Duties:** Supports project teams in the formulation of the opinions, decisions and ultimate performance of the task specified in the statement of work contained in the task order.

**Minimum Education:** Bachelor's Degree or equivalent

**Minimum Experience:** This position requires no experience.

***Analyst/Logistician/Specialist II***

**Duties:** Works with an interdisciplinary team in the formulation of the opinions, decisions and ultimate performance of the task specified in the statement of work contained in the task order. This labor category requires experience and the ability to perform detailed calculations plus knowledge of practices/principles necessary to assess system and subsystem concepts, assess specifications and perform system integration.

**Minimum Education:** Bachelor's Degree or equivalent

**Minimum Experience:** 2 years of relevant experience

***Analyst/Logistician/Specialist III***

**Duties:** Analyzes problems, gathers pertinent data, and recommends solutions. Identifies nature and scope of processes that can be automated and/or realigned and makes recommendations. Prepares written reports of work and provides work instruction to junior staff. Has demonstrated proficiency in computer software and hardware common to the technical field or specialization.

**Minimum Education:** Bachelor's Degree or equivalent

**Minimum Experience:** 5 years of relevant experience

***Analyst/Logistician/Specialist IV***

**Duties:** Responsible for formulation of the opinions, decisions and ultimate performance of the task specified in the statement of work contained in the task order. This labor category requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications and perform system integration.

**Minimum Education:** Bachelor's Degree or equivalent

**Minimum Experience:** 8 years of relevant experience

***Analyst/Logistician/Specialist V***

**Duties:** Manages complex projects and coordination between management, project team members and administrative support staff. Identifies nature and scope of processes that can be automated and/or realigned, makes recommendations, develops alternative solutions, and implements best process improvements. Supervise, advise, and mentor less experienced staff. Has demonstrated proficiency in writing and verbal presentation skills and in the mastery of computer software and hardware common to the technical field or specialization.

**Minimum Education:** Bachelor's Degree or equivalent

**Minimum Experience:** 12 years of relevant experience

***Application Engineer IV***

**Duties:** Position requires experience in developing cost estimates based on weapon system and subsystem technical and performance characteristics, as well as knowledge of state of the art design and manufacturing processes required to produce these systems and subsystems. Position also requires experience in developing cost estimating relationships using technical and performance attributes as a basis for estimating labor and material costs of systems and subsystems/components. Experience in defining weapons system programmatic and technical requirements related to system development, production, and operation and support, is also required as well as experience in performing life cycle cost trade-off analysis.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

***Associate Cost Engineer***

**Duties:** Develops cost estimates, usually with a specific model, from data provided by client or other team members. Works from specific guidance as to model inputs and outputs. Generally supports Cost Engineers in developing parametric, analogy, and engineering estimates.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 6 years of relevant experience

***Consultant***

**Duties:** Provide consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Present quality workshops, seminars, and training sessions. Conduct and assist with benchmarking and surveys for an organization. Facilitate process improvement efforts requiring a sufficient level of technical expertise needed to support the process. Manage a team of junior consultants and analysts supporting an agency's process improvement and quality training efforts.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 3 years of relevant experience

***Consultant III***

**Duties:** Provides consulting and executive support to defense/government programs and personnel. Delivers knowledge and insight on government issues. Provides analysis and develops recommendations that may have substantial impact of government programs and activities. Provides key insight into government plans, policies and system acquisition. Supports the resolution of extremely complex systems engineering, computer science, or other related field issues.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 10 years of relevant experience

***Consultant VI***

**Duties:** Provides consulting and executive support to defense/government programs and personnel. Provides advanced knowledge and insight on government issues. Performs analysis and develops recommendations that may have substantial impact of government programs and activities. Provides key insight into government plans, policies and system acquisition. Supports the resolution of extremely complex systems engineering, computer science, or other related field issues.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 15 years of relevant experience

***Consultant VII***

**Duties:** Provides consulting and executive support to defense/government programs and personnel. Provides executive knowledge and insight on government issues. Leads analysis and develops recommendations that may have substantial impact of government programs and activities. Provides key insight into government plans, policies and system acquisition. Supports the resolution of extremely complex systems engineering, computer science, or other related field issues.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 20 years of relevant experience

***Cost Analyst IV***

**Duties:** Capable of assuming full responsibility to advise on and perform professional or technical work in cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Processes an in-depth knowledge of the techniques, uses and content of cost analysis to accomplish the most complex of estimating or research efforts. This encompasses a basic knowledge of statistical techniques, scheduling, network analysis, applied mathematics, economics and the engineering disciplines.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

***Cost Engineer***

**Duties:** Manages cost estimates from guidance based on requirements for the estimate, availability of estimating tools and data, and constraints on delivery schedule. Understands all aspects of the cost models assigned for the analysis; maintains relationships with model developers, trains other staff members on advanced applications of some models, and seeks outside data by which to calibrate the models.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

***Cost Engineer/PM IV***

**Duties:** Demonstrate the ability to plan, organize, and direct the efforts of a group of analysts. Must have the ability to advise on and perform professional or technical work in cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Must possess substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

***Cost Engineering Technician***

**Duties:** Collects data for cost estimates. Data may include accounting data, design data, economic data, pricing data, or cost data. Incumbent should be familiar with the application of inflation indices, learning curve theory, and basic contract pricing. Helps prepare charts for final report. Familiar with collecting, normalizing, validating, and analyzing data suitable for use in cost estimating.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 2 years of relevant of relevant experience

***Course Developer***

**Duties:** Provides support in researching and developing educational material for quality improvement initiatives. Responsible for the training development schedule, management of the subject matter expert input, fact-checking of the material, ensuring the material satisfies the training objectives, and ensuring the course complies with the principles of adult centered learning. Manage a team of consultants and subject matter experts supporting an organization's training development requirements. Provides support in researching and developing educational materials for course development. Generates and quality checks student material, classroom exercises, course texts and related instructor material.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 4 years of relevant experience

### ***Data Technical Level 1***

**Duties:** Performs data administration for information systems in conformance with corporate data policy, procedures, standards, and guidelines. Conducts impact assessment on information systems to determine application integration potential and compatibility with the corporate architecture. Works with customer and other personnel to ensure quick location. Provides technical assistance related to data administration. Participates in the conceptual design/redesign of database systems and logical model for use in business systems reengineering. Ensures proper synchronization of data dictionaries with the corporate repository.

**Minimum Education:** High School

**Minimum Experience:** 1 year of relevant experience

### ***Director***

**Duties:** Provide executive coaching to agency heads, directors, and senior managers on quality improvement engagements requiring extensive senior level experience because they have extremely public visibility, are operationally critical, or will have potential significant regulatory or financial impact on the mission of the agency.

Design, organize, lead and conduct executive level workshops, seminars, training sessions and pilot projects which require senior level application of methods, tools, or theories, or require senior level experience in the program management of enterprise wide change efforts. Tailor quality improvement courses and workshops for an agency and its specific needs on projects that require senior level experience because of the complexity of the subjects being covered, or where the client determines it is advantageous to utilize senior level personnel because of their functional knowledge of industry best practices in fields relevant to the business processes and practices being studied.

Design, organize, lead and conduct organizational readiness surveys, customer focus groups, benchmarking studies, and other quality related surveys for an organization where the client determines senior level experience is required: 1) to identify the proper issues to be studied, or 2) to gain participation of customers or from the industry leading organizations targeted for benchmarking, or 3) where the client determines it is advantageous to utilize senior level personnel because of their functional knowledge of industry best practices in fields relevant to the business processes and practices being studied.

Facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area where the client determines it is advantageous to utilize personnel with a senior level of experience to ensure the success of pilot projects, and the planning for enterprise-wide implementation.

Manage a team of senior consultants and analysts supporting an agency's process improvements and quality training efforts in quality improvements initiatives, which have extreme public visibility, operational critically, or potential significant regulatory or financial impact on the mission of the agency.

Gives lectures, speeches or write original articles or documents relating to quality implementation or technical enhancements to process improvement and customer service.

**Minimum Education:** Master's Degree or equivalent

**Minimum Experience:** 10 years of relevant experience

### ***Documentation Specialist***

**Duties:** Prepares support documentation and technical operations manuals for selected systems and networks, including related hardware and software. Implements automation and standardization to enable effective use of digital documents. Generates technical materials and manuals. Write documentation, operator manuals, and checklist procedures for hardware and software systems. Analyze requirements for needed documentation and completeness. Ensures that technical subject materials are presented clearly and succinctly.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 4 years of relevant experience

#### ***Earned Value Manager***

**Duties:** Direct and oversees the Earned Value Management System (EVMS). Works closely with program managers to provide guidance on the determining earned value variances for cost control, resource management, and scheduling. Oversees the work of lower EVM support functions to ensure compliance with the EV system.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Earned Value Specialist***

**Duties:** Provides timely and reliable cost, schedule, and technical performance measurements to program managers in accordance with the established EVMS. Responsible for maintaining baseline integrity, providing comprehensive variance analysis to appropriate levels of management and ensuring that managers are made aware of actual or potential problems.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 6 years of relevant experience

#### ***Earned Value Technician***

**Duties:** Supports Earned Value Management System (EVMS) by updating and maintaining schedules, creating cost performance reports, cost/schedule status reports, contract funds status reports and contractor cost data report. Assists in the documenting of changes to the EVMS.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 2 years of relevant experience

#### ***Editor***

**Duties:** Provides support in the area of technical editing by reviewing the grammar, writing styles and syntax of quality materials and technical reports. Provides support by assisting in rewrites of quality materials and technical reports. Works under the direction of a Course Developer. Provides in the area of technical editing by reviewing the grammar, writing styles and syntax of training materials and other course documents. Provides support by assisting in rewrites of course materials and related documents.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 3 years of relevant experience

#### ***EDP Manager***

**Duties:** Schedules and allocates work, provides advice, guidance, and training to subordinates and recommends/determines personnel actions for department. Responsible for department/project planning, execution, and performance.

**Minimum Education:** Master's degree or equivalent

**Minimum Experience:** 8+ years of relevant experience

#### ***EDP Senior Manager***

**Duties:** Schedules and allocates work, provides advice, guidance, and training to subordinates and recommends/determines personnel actions for department. Responsible for department/project planning, execution, and performance.

**Minimum Education:** Master's degree or equivalent

**Minimum Experience:** 12 years of relevant experience

#### ***EDP Staff***

**Duties:** With minimal direction: interprets and documents end-user information needs, including business rules; designs logical database models using normalization/standardization techniques to satisfy client requirements; reverse engineers logical database models from current system data dictionaries and other available resources; design activity/process models using proven methodologies to satisfy client requirements; obtains functional requirements from subject matter experts during group workshops or follow-up interviews; provides assistance and advice to programmers and analysts in the design of physical database structures; and assures compliance with data administration standards.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 5 years of relevant experience

#### ***Engineer/Analyst II***

**Duties:** Conducts weapons systems cost estimating and/or technical assessment tasks in problem areas of routine scope and complexity. Has technical responsibility for interpreting, organizing, executing and coordinating assignments, including the direction of other cost estimators. Keeps abreast of new weapons-system cost estimating methodologies, databases and assessment tools. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 3 years of relevant experience

#### ***Engineer/Analyst III***

**Duties:** Conducts weapons systems cost estimating and/or technical assessment tasks in problem areas of extensive scope and complexity. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing and coordinating assignments, including the direction of other cost estimators. Keeps abreast of new weapons-system cost estimating methodologies, databases and assessment tools. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 6 years of relevant experience

#### ***Engineer/Analyst IV***

**Duties:** Leads the planning, organizing, and directs the efforts of a group of analysts. Must have the ability to advice on and perform professional or technical work in technical assessment, cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Must possess substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Engineer/Scientist Co-op***

**Duties:** Supports engineers performing technical design development and test and evaluation of complex subsystems. Participates in studies and analyses involving extensive literature searches. Participates in the preparation of project documentation including technical and administrative reports.

**Minimum Education:** Completed one year of education

**Minimum Experience:** 0 years of relevant experience

#### ***Engineer/Scientist I***

**Duties:** The Entry Level Engineer/Scientist must receive guidance from senior level managers and/or engineers and work as part of a team to accomplish assigned tasks. Gathers and correlates basic engineering data. Performs detailed or routine engineering, research and development assignments involving calculations and relatively simple tests

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 0 years of relevant experience.

#### ***Engineer/Scientist II***

**Duties:** Takes direction from the senior project engineer. Plans and performs engineering research and design development assignments, including responsibility for the engineering of a portion of a major project.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 2 years of relevant experience

#### ***Engineer/Scientist III***

**Duties:** Recommends technical concepts, plans for implantation, monitors technical progress, coordinates and monitors tests, assesses performance data, and implements solutions to technical problems. Analyzes and organizes technical data and reports into summaries for management review. Participates in programs and may prepare reports or results.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 5 years of relevant experience

#### ***Engineer/Scientist IV***

**Duties:** Plans, conducts, technically directs and evaluates projects or tasks, requiring coordination of the efforts of engineers and technical support staff. Responsible for formulation of the opinions, decisions and ultimate performance of the task specified in the statement of work contained in the task order.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Engineer/Scientist V***

**Duties:** The engineer/scientist shall be used in those requirements where a high level of expertise is necessary to perform designated tasks. Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practice. Gives input on the kind and extent of engineering and related programs needed to accomplish the objectives of the company. Performs advisory and consulting work for the company as a recognized authority for broad program areas.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**Minimum Experience:** 12 years of relevant experience

#### ***Engineer/Scientist VI***

**Duties:** Advanced level of knowledge in one or more management, scientific, or technical specialties as well as project management experience. Makes decisions and recommendations that are recognized as authoritative and have an impact on engineering and related activities of the company. Initiates and maintains extensive contacts with senior staff of other organizations and companies and negotiates important issues. Gives input on the kind and extent of engineering and related programs needed to accomplish the objectives of the company. Performs advisory and consulting work for the company as a recognized authority for broad program areas. This employee is a high-level manager who must be able to solve complex technical problems, develop business and marketing plans and manage and supervise other employees. May supervise subordinate supervisors or team leaders.

**Minimum Education:** Master's degree or equivalent

**Minimum Experience:** 15 years of relevant experience

#### ***Engineer/Scientist VII***

**Duties:** Expert level of knowledge in one or more management, scientific, or technical specialties as well as advanced project management. Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive engineering and related activities of the company. Initiates and maintains extensive contacts with key officials of other organizations and companies and negotiates critical issues. Responsible for deciding the kind and extent of engineering and related programs needed to accomplish the objectives of the company. Performs advisory and consulting work for the company as a recognized authority for broad program areas. This employee is a senior-level manager who must be able to solve complex technical problems, develop business and marketing plans and manage and supervise other employees. May supervise subordinate supervisors or team leaders.

**Minimum Education:** PhD or equivalent

**Minimum Experience:** 18 years of relevant experience

#### ***Facilitator***

**Duties:** Specializes in facilitation of working group and team processes with demonstrated problem solving skills associated with such facilitation. With minimal direction: Responsible for the flow of facilitated group sessions, electronic Group Ware tool usage and producing meeting output; conducts preliminary business analysis with subject matter experts; analyses, in a group setting, needs for process improvement, business activity requirements, and business scenarios; documents process, activities, scenarios, business rules, and data requirements using electronic means (Group Ware).

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 10 years of relevant experience

#### ***Facilitator Associate***

**Duties:** Assist senior facilitator with administration skills associated with such facilitation of working group and team processes when problem solving. Works under the direction of a facilitator: Supports facilitated group sessions, electronic Group Ware tool usage and producing meeting output; conducts preliminary business analysis with subject matter experts; analyses, in a group setting, needs for process improvement, business activity requirements, and business

scenarios; documents process, activities, scenarios, business rules, and data requirements using electronic means (Group Ware).

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 5 years of relevant experience

#### ***Financial Analyst/Programmer***

**Duties:** Must have the ability to perform professional or technical work in financial management and analysis, earned value, cost analysis, budgeting, scheduling, performance measurement, and/or research. Must possess knowledge of the techniques, uses and content of the work described above to accomplish financial management and analysis tasks. This encompasses a basic knowledge of statistical techniques, scheduling techniques, economics and the financial management disciplines.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 4 years of relevant experience

#### ***Information Specialist III***

**Duties:** Position requires experience in the development of cost models, databases and corresponding documentation, including computer program users' manuals. The position requires training and experience in computer programming and operations analysis in order to perform equation and logic coding in a minimum of FORTRAN, C and Lotus Command languages. Working knowledge of VAX and MS DOS systems is required. Also requires experience of the concepts and tools relating to computer science applications in cost analysis such as: unit and multivariate statistical and regression analysis, learning curve analysis, computer graphics, cost accounting, direct and indirect costs, development of escalation indices, development of cost estimating relationships, development of large file structures for data manipulation, data base management systems, and structured programming.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 4 years of relevant experience

#### ***Junior Accountant***

**Duties:** Assist in providing consulting to managers, supervisors and the workforce on implementation of an organization's quality and process improvement initiatives, with respect to accounting activities. Supports customer accounting requirements required to meet federal reporting and management activities.

**Minimum Education:** Bachelor's Degree or equivalent

**Minimum Experience:** 2 years of relevant experience

#### ***Junior Consultant***

**Duties:** Assist in providing consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Assist in the presentation of quality workshops, seminars, and training sessions. Assist with benchmarking and surveys for an organization. Assist in the facilitation process improvement efforts.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 0 years of relevant experience

#### ***Junior Cost Analyst***

Uses prescribed methods, performs specific and limited portions of broader assignments normally under the guidance of any experienced Cost Analyst/Budget Analyst/Schedule Analyst.

**Minimum Education:** Bachelor's Degree or equivalent

**Minimum Experience:** 2 years of relevant experience

***Junior Cost Engineer***

**Duties:** Supports cost estimates, working under the guidance from a more-senior team member. Specific tasks may include: calibrating cost models, formatting and documenting output reports, checking normalization and escalation procedures, and reviewing the work of the Cost Engineering Technician.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 4 years of relevant experience

***Junior Financial Analyst***

**Duties:** Must have the ability to advise on and perform professional or technical work in financial analysis, including budget processes, earned value management, performance management and other related activities. Possesses substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. Familiar with automated support tools to accomplish financial management and analysis tasks, including project scheduling and performance management.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 2 years of relevant experience

***Junior Modeler***

**Duties:** Specializes in activity, process flow, or data modeling using automated tools. Assist in documenting end-user information needs. Provides appropriate research to ascertain standardization techniques, legacy data dictionary terminology, and functional requirements. Acts as a technographer during data collection sessions. Provides guidance on data administration standards.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 0 years of relevant experience

***Logistics Engineer II***

**Duties:** Under supervision performs a variety of engineering tasks which are broad in nature and are concerned with the logistic support and operation of systems, including personnel, hardware, software, and support facilities and/or equipment. Supports engineering research and analysis.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 2 years of relevant experience

***Logistics Engineer III***

**Duties:** Under supervision performs a variety of engineering tasks which are concerned with the logistic support and operation of systems, including personnel, hardware, software, and support facilities and/or equipment. Performs with some latitude for under review actions and decisions. Plans and performs engineering research, design development, manufacturing initiatives, system implementation and deployment, and other assignments in conformance with design, engineering and customer specifications. Supports the logistics technical/engineering part of projects. Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 5 years of relevant experience

***Logistics Engineer IV***

**Duties:** Performs a variety of engineering tasks which are broad in nature and are concerned with the logistic support and operation of systems, including personnel, hardware, software, and support facilities and/or equipment. Performs with some latitude for under review actions and decisions. Plans and performs engineering research, design development, manufacturing initiatives, system

implementation and deployment, and other assignments in conformance with design, engineering and customer specifications. Responsible for the logistics technical/engineering part of a major project or the entire project of lesser complexity and importance.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 7 years of relevant experience

#### ***Modeler***

**Duties:** Specializes in activity, process, or data modeling using automated tools. With minimal direction: interprets and documents end-user information needs, including business rules: designs logical database models using normalization/standardization techniques to satisfy client requirements: reverse engineers logical data base models from current system data dictionaries and other available resources; design activity/process models using proven methodologies to satisfy client requirements; obtains functional requirements from subject matter experts during group workshops or follow-up interviews; provides assistance and advice to programmers and analysts in the design of physical data base structures; and assures compliance with data administration standards.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 5 years of relevant experience

#### ***Operations Research Specialist II***

**Duties:** Supports the conduct of operations research or other complex operational systems analysis. Supports the conduct of the full range of investment analysis activities including market survey, cost analysis, benefits analysis, risk analysis, economic analysis, requirements definition schedule development, and tradeoff studies. Provides operational analysis support to all Life Cycle acquisition phase. Conducts operational analysis of existing systems using subsystem performance measures, criteria and standards to determine requirements for needed changes. Evaluates, selects, and uses the tools of modern operations research.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 4 years of relevant experience

#### ***Operations Research Specialist III***

**Duties:** Completes the conduct of operations research or other complex operational systems analysis. Provides expertise and completes the conduct of the full range of investment analysis activities including market survey, cost analysis, benefits analysis, risk analysis, economic analysis, requirements definition schedule development, and tradeoff studies. Provides operational analysis support to all Life Cycle acquisition phase. Conducts operational analysis of existing systems using subsystem performance measures, criteria and standards to determine requirements for needed changes. Evaluates, selects, and uses the tools of modern operations research.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 6 years of relevant experience

#### ***Operations Research Specialist IV***

**Duties:** Provides expertise and leads the conduct of operations research or other complex operational systems analysis. Provides expertise and supports the conduct of the full range of investment analysis activities including market survey, cost analysis, benefits analysis, risk analysis, economic analysis, requirements definition schedule development, and tradeoff studies. Provides operational analysis support to all Life Cycle acquisition phase. Conducts operational analysis of existing systems using subsystem performance measures, criteria and standards to determine requirements for needed changes. Evaluates, selects, and uses the tools of modern operations research.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 10 years of relevant experience

#### ***Principal Manager***

**Duties:** Schedules and allocates work, provides advice, guidance, and training to subordinate and recommends/determines personnel actions for department. Responsible for department/project planning, execution, and performance.

**Minimum Education:** Master's degree or equivalent

**Minimum Experience:** 15+ years of relevant experience

#### ***Principal Consultant***

**Duties:** Provide consulting to agency heads, directors, and senior managers on implementation of agency wide quality and process improvement initiatives. Design, organize, lead and conduct executive level workshops, seminars, training sessions and facilitation. Tailor quality improvement courses and workshops for an agency and its specific needs. Design, organize, lead and conduct benchmarking and surveys for an organization. Facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area. Manage a team of senior consultants and analysts supporting an agency's process improvements and quality training efforts. Gives lectures, speeches or write original articles or documents relating to quality implementation or technical enhancements to process improvement and customer service.

**Minimum Education:** Master's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Program Manager***

**Duties:** Planning and directing technological improvements and project management implementation. Manage a diverse group of functional activities, subordinate groups of technical and administrative personnel.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 10+ years of relevant experience

#### ***Project Director V***

**Duties:** Provides business, technical, and personnel management across multiple projects. Manages all aspects of a diverse group of functional activities and subordinate groups of technical and administrative personnel. Develops and implements high level requirements.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 12 years of relevant experience

#### ***Project Director VI***

**Duties:** Provides business, technical, and personnel management across multiple projects. Manages all aspects of a diverse group of functional activities and subordinate groups of technical and administrative personnel. Develops and implements high level requirements.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 15 years of relevant experience

#### ***Project Manager***

**Duties:** Effective and timely customer communications and coordination of project activities including front-end team organization, assistance in providing methodology and general project

approaches/concepts, schedule and cost management of the project, technical reviews of in-process and completed products.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 10 years of relevant experience

#### *Quality Control Specialist*

**Duties:** Must be capable of maintaining and establishing a process for evaluation of functional requirements and associated documentation. Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the life cycle of the project. Develops quality assurance plans and conducts formal and informal reviews at predetermined points throughout the development life cycle.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 6 years of relevant experience

#### *Senior ABC/ABM Specialist*

**Duties:** Provide consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Present quality workshops, seminars and training sessions. Conduct and assist with benchmarking and surveys for an organization. Facilitate process improvement efforts requiring a sufficient level of technical expertise (including activity-based costing, as an example) needed to support the process. Manage a team of consultants and analysts supporting an agency's process improvement and quality training efforts.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 6 years of relevant experience

#### *Senior Business Process Analyst*

**Duties:** Provide consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Present quality workshops, seminars and training sessions. Conduct and assist with benchmarking and surveys for an organization. Facilitate process improvement efforts requiring a sufficient level of technical expertise needed to support the process. Manage a team of junior consultants and analysts supporting an agency's process improvement and quality training efforts.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### *Senior Consultant*

**Duties:** Provide consulting to directors, and senior managers on implementation of agency wide quality and process improvement initiatives. Develop, lead and conduct quality workshops, seminars, training sessions and facilitation. Tailor quality improvement workshops and courses for an organization and its specific needs. Lead and conduct benchmarking and surveys for an organization. Facilitate process improvement efforts requiring a mastery of technical subject matter and experience in scientific programs or processes. Manage a team of consultants and analysts supporting an agency's process improvement and quality training efforts. Generate papers and documents.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 6 years of relevant experience

#### *Senior Cost Analyst*

**Duties:** Have the ability to plan, organize, and direct the efforts of a group of analysts. Must have the ability to advise on and perform professional or technical work in cost estimating, cost analysis,

budgeting, scheduling, performance measurement, and/or cost research. Must possess substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Senior Cost Engineer***

**Duties:** Plans and directs cost estimates based on broad guidance. Determines estimating methodology, assures estimating models and data are available, interprets program and technical requirements in order to establish appropriate model input parameters, assures appropriate estimating resources are made available, establishes estimating schedule, oversees entire estimating process, and determines approach for the final documentation. Provides primary interface between estimators and the client.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 10 years of relevant experience

#### ***Senior Earned Value Manager***

**Duties:** Plans, directs, and oversees the Earned Value Management System (EVMS). Assess the needs and requirements for an EV process in an agency/client environment then provides guidance to client on the implementation and transition to an EVMS. Ensures that the process is in accordance with the ANSI EVMS Standard ANSI/EIA-748-A-1998 to ensure appropriate metrics are gathered, developed, and reported. Interfaces with top level managers in the Client's Program Office.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 10 years of relevant experience

#### ***Senior Engineer I***

**Duties:** Ability to advise on and perform professional or technical work in system and subsystem design and engineering analysis required in support of cost analysis activities. Processes knowledge and experience in material properties, design and performance analysis and parts requirements.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Senior Facilitator***

**Duties:** Specializes in facilitation of working group and team processes with demonstrated problem solving skills associated with such facilitation. Responsible for the flow of facilitated group sessions, electronic Group Ware tool usage and producing meeting output. Conducts preliminary business analysis with subject matter experts. Analyses, in a group setting, needs for process improvement, business activity requirements, and business scenarios. Documents process, activities, scenarios, business rules, and data requirements using electronic means (Group Ware).

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 15 years of relevant experience

#### ***Senior Financial Analyst***

**Duties:** Have the ability to plan, organize, and direct the efforts of a group of analysts. Must have the ability to advise on and perform professional or technical work in financial management and analysis, cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Must possess substantial knowledge of the techniques, uses and content of the work

described above to accomplish the most complex of efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Senior Manager***

**Duties:** Schedules and allocates work, provides advice, guidance, and training to subordinates and recommends/determines personnel actions for department. Responsible for department/project planning, execution, and performance.

**Minimum Education:** Master's degree or equivalent

**Minimum Experience:** 8+ years of relevant experience

#### ***Senior Modeler***

**Duties:** Specializes in activity, process, or data modeling using automated tools. Interprets and documents end-user information needs, including business rules. Designs logical database models using normalization/standardization techniques to satisfy client requirements. Reverse engineers logical data base models from current system data dictionaries and other available resources. Design activity/process models using proven methodologies to satisfy client requirements. Obtains functional requirements from subject matter experts during group workshops or follow-up interviews. Acts as facilitator during data collection sessions. Provides assistance and advice to programmers and analysts in the design of physical data base structures. Assures compliance with data administration standards.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 10 years of relevant experience

#### ***Senior Systems Analyst/Programmer***

**Duties:** Have the ability to plan, organize, and direct the efforts of a group of analysts. Must have the ability to advise on and perform professional or technical work in systems analysis and design. Must be a fully-qualified programmer. Must possess substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of computer system design and analysis, computer system architectures, database design concepts, systems integration, system migration, other system design and development considerations.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Senior Systems Engineer***

**Duties:** Ability to advised on and perform professional or technical work in system and subsystem design and engineering analysis required in support of financial management systems and activities. Possesses knowledge and experience in material properties, design and performance analysis and requirements specification and analysis. Defines and directs technical specification and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Must have a An advance systems engineering or related degree may be substituted for two years of required experience.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Statistician III***

**Duties:** Provides expert statistical analysis in support of strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life-cycle management services tasks.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 5 years of relevant experience

#### ***Subject Matter Expert***

**Duties:** Applies specialized detail systems knowledge to particular task. A designs major system project and provides program management oversight for large, detailed projects or has specific knowledge in a highly specialized technical area. Must be able to communicate highly technical and specialized information to variety of audience orally and in writing. Excellent verbal and written communication skills.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 15 years of relevant experience

#### ***Systems Analyst***

**Duties:** Must have the ability to advise on and perform professional or technical work in systems analysis and design. Must possess substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of computer system design and analysis, computer system architectures, database design concepts, systems integration, system migration, other system design and development considerations.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 4 years of relevant experience

#### ***Systems Engineer IV***

**Duties:** Capable of assuming responsibility to advise on and perform professional or technical work in performing engineering trades of alternatives and development of technical/cost assessments. Leads team. Possesses knowledge of the techniques, uses and content of technical/cost assessments to accomplish the most complex of analyses or research efforts. Responsible for aiding the establishment of cost targets/goals, architecture of trade study cost/technical analytical models and establishing cost reduction plans and programs. This encompasses knowledge of statistical techniques, applied mathematics, economics and the engineering disciplines.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Task Team Leader***

**Duties:** Defines and directs technical specification and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 8 years of relevant experience

#### ***Technical Analyst III***

**Duties:** Provides authoritative technical inputs to project/process system cost estimating/research tasks in the areas of (1) systems hardware design, process re-engineering, or manufacturing engineering, or (2) software design/development and other related tasks.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 5 years of relevant experience

***Technical Analyst IV***

**Duties:** Provides authoritative technical inputs to project/process system cost estimating/research tasks in the areas of (1) systems hardware design, process re-engineering, or manufacturing engineering, or (2) software design/development and other related tasks.

**Minimum Education:** Bachelor's degree or equivalent

**Minimum Experience:** 7 years of relevant experience

***Technical Specialist I***

**Duties:** Works to perform detailed information search, correlation, interpretation of technical data and the preparation of technical documentation.

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

**Minimum Experience:** 0 years of relevant experience

***Technical Specialist II***

**Duties:** Works to perform detailed information search, correlation, interpretation of technical data and the preparation of technical documentation.

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

**Minimum Experience:** 2 years of relevant experience

***Technical Specialist III***

**Duties:** Works to perform detailed information search, correlation, interpretation of technical data and the preparation of technical documentation.

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

**Minimum Experience:** 5 years of relevant experience

***Technical Specialist IV***

**Duties:** Works to perform detailed information search, correlation, interpretation of technical data and the preparation of technical documentation.

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

**Minimum Experience:** 8 years of relevant experience

***Technical Specialist V***

**Duties:** Works to perform detailed information search, correlation, interpretation of technical data and the preparation of technical documentation.

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

**Minimum Experience:** 12 years of relevant experience

***Technical Support***

**Duties:** Assist senior Facilitator and Facilitator with administration skills associated with facilitation of working group and team processes when problem solving. Works under the direction of a facilitator. Supports facilitated group sessions, electronic GroupWare tool usage and producing meeting output; conducts preliminary business analysis with subject matter experts; analyses, in a group setting, needs for process improvement, business activity requirements, and business scenarios; documents process, activities, scenarios, business rules, and data requirements using electronic means (GroupWare).

**Minimum Education:** Bachelor's Degree or equivalent

**Minimum Experience:** 2 years of relevant experience

***Technical Writer***

**Duties:** Capability to develop technical documentation in accordance with DoD requirements. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source material in support of engineering, systems design and development,

financial management, or cost analysis activities. Ability to perform some computer assisted analysis of data.

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

**Minimum Experience:** 4 years of relevant experience

### ***Writer II***

**Duties:** Write technical materials and manuals. Works with others to document complete and accurate systems descriptions and required operating procedures are properly captured. Write documentation, operator manuals, and checklist procedures for hardware and software systems. Ensures that technical subject materials are presented clearly and succinctly.

**Minimum Education:** High School diploma or equivalent

**Minimum Experience:** 2 years of relevant experience

### **Substitution/Equivalency**

The following table provides the equivalent years of relevant experience to education.

Education - Degree	Experience - Years
PhD (Doctorate)	8
MA/MS	6
BA/BS	4
AA/AS	2
GED or Vocational degree	High School