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

Company Information

Company Name: Technical Systems Integration, Inc.
Company Address: 999 Waterside Drive, Suite 2400
Norfolk, VA 23510

Contact for Ordering and Contract Administration:
Name: Cary Ellis
Title: President
E-Mail: ellisc@tecsysint.com
Telephone: 202-815-0440

Name: Tira Myers
Title: Contracts Manager
E-Mail: contracts@tecsysint.com
Telephone: 703-955-9575

Technical Systems Integration, Inc. (TSI) is a Service-Disabled Veteran-Owned Small Business (SDVOSB) established in 1993 and provider of technical and engineering support services since 1993. TSI provides a wide variety of program, acquisition, logistics, and administrative support services to Department of Defense (DoD), as well as other government agencies. TSI’s mission is to provide our customers with optimal solutions, world-class service, and exceptional responsiveness. Our team consists of people who have the expertise, dedication, willingness to contribute, commitment to excel, and a strong sense of personal integrity. Our workforce is comprised of many former and retired military, senior civil service and young professionals skilled in engineering, IT and the sciences. Our personnel have extensive expertise in Logistics, Acquisitions, Program Management, and Naval Aviation. We tailor our skills and tools to develop team products and solutions that support customer requirements actions and decisions.

Contract Information

Contract Number: GS-00F-237CA
Contract Period: July 30, 2020 to July 29, 2025
Business Size: (GSA) Small Business (Service Disabled Veteran-Owned Small Business)
Web Site: https://www.tecsysint.com/
Federal Supply Group: Professional Services

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov. Price list current as of Modification #PO-0018 effective July 30, 2020.
<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td><strong>Engineering Services:</strong> Services include applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.</td>
</tr>
<tr>
<td>541380</td>
<td><strong>Testing Laboratory Services:</strong> Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services. Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences).</td>
</tr>
<tr>
<td>541614SVC</td>
<td><strong>Supply and Value Chain Management:</strong> Includes supply and value chain management, which involves all phases of the planning, acquisition, and management of logistics systems.</td>
</tr>
<tr>
<td>541715</td>
<td><strong>Engineering Research and Development and Strategic Planning:</strong> Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects. Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.</td>
</tr>
<tr>
<td>541614</td>
<td><strong>Deployment, Distribution and Transportation Logistics Services:</strong> Services include the following: Deployment Logistics such as contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment; Distribution and Transportation Logistics Services such as Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline.</td>
</tr>
<tr>
<td>611430</td>
<td><strong>Professional and Management Development Training:</strong> Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods. Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit &amp; Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.</td>
</tr>
<tr>
<td>561210FS</td>
<td><strong>Facilities Support Services:</strong> These services can include a combination of services, such as, elevator maintenance, fire alarm/ suppression, and related services to support operations within facilities.</td>
</tr>
<tr>
<td>OLM</td>
<td><strong>Order-Level Materials (OLM’s)</strong></td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
</tr>
<tr>
<td>1.</td>
<td>Maximum order: $1,000,000</td>
</tr>
<tr>
<td>2.</td>
<td>Minimum order: $100.00</td>
</tr>
<tr>
<td>3.</td>
<td>Geographic Coverage (delivery area): Domestic</td>
</tr>
<tr>
<td>4.</td>
<td>Points of Production: Same as company address</td>
</tr>
<tr>
<td>5.</td>
<td>Discount from list prices or Statement of net price: Government Net Prices (discounts already deducted)</td>
</tr>
<tr>
<td>6.</td>
<td>Quantity Discounts: None</td>
</tr>
<tr>
<td>7.</td>
<td>Prompt Payment Terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days</td>
</tr>
<tr>
<td>8.</td>
<td>Foreign Items: Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Time of Delivery: To Be Determined at the Task Order level</td>
</tr>
<tr>
<td>10.</td>
<td>Expedited Delivery: To Be Determined at the Task Order level</td>
</tr>
<tr>
<td>11.</td>
<td>Overnight and 2-day delivery: To Be Determined at the Task Order level</td>
</tr>
<tr>
<td>12.</td>
<td>Urgent Requirements: To Be Determined at the Task Order level</td>
</tr>
<tr>
<td>13.</td>
<td>F.O.B. point(s): Destination</td>
</tr>
<tr>
<td>14.</td>
<td>Ordering Address(es): Same as company address</td>
</tr>
<tr>
<td>15.</td>
<td>Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.</td>
</tr>
<tr>
<td>16.</td>
<td>Payment address(es): Same as company address</td>
</tr>
<tr>
<td>17.</td>
<td>Warranty Provision: Standard Commercial Warranty Terms &amp; Conditions</td>
</tr>
<tr>
<td>18.</td>
<td>Export packing charges, (if applicable): Not Applicable</td>
</tr>
<tr>
<td>19.</td>
<td>Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable</td>
</tr>
<tr>
<td>20.</td>
<td>Terms and conditions of installation (if applicable): Not Applicable</td>
</tr>
<tr>
<td>21.</td>
<td>Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable</td>
</tr>
<tr>
<td>22.</td>
<td>Terms and conditions for any other services (if applicable): Not Applicable</td>
</tr>
<tr>
<td>23.</td>
<td>List of service and distribution points (if applicable): Not Applicable</td>
</tr>
<tr>
<td>24.</td>
<td>List of participating dealers (if applicable): Not Applicable</td>
</tr>
<tr>
<td>25.</td>
<td>Preventive maintenance (if applicable): Not Applicable</td>
</tr>
<tr>
<td>26.</td>
<td>Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable</td>
</tr>
<tr>
<td>27.</td>
<td>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.) The EIT standards can be found at: <a href="http://www.Section508.gov/">www.Section508.gov/</a>: Not Applicable</td>
</tr>
<tr>
<td>28.</td>
<td>Data Universal Numbering System (DUNS) number: 80-2337436</td>
</tr>
<tr>
<td>29.</td>
<td>Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM</td>
</tr>
</tbody>
</table>
Labor Category Descriptions

Experience Equivalencies (All Categories)

- Two years of experience plus High School Diploma or GED may be substituted for an Associate Degree.
- Four years of experience may be substituted for a Bachelor’s Degree.
- Four years of experience plus Bachelor’s Degree be substituted for a Master’s Degree.
- Four years of experience plus Master’s Degree may be substituted for a PH.D.
- For categories where Bachelor’s Degree is required, a Master’s Degree may be substituted for two years of experience, or a Doctoral Degree may be substituted for three years of experience.
- Certifications and unique experience in specialized or emerging technologies may be substituted for one year of experience.
- Contract specified education and experience requirements and equivalencies take priority over above equivalencies.

Principal Analyst

Minimum/General Experience: Provides leadership in support of logistics, acquisition, training, or engineering tasks. Typically reports to the Program Manager.

Functional Responsibility: Provides logistics, acquisition, training, engineering, financial, financial programming, managerial, project management, systems development, systems management or contract management support services. Solves difficult and unique types of technical, management, systems, financial, operations, mission, or analytical problems. Leads technical teams in the accomplishment of analytical efforts and development of engineering, technical, and logistics support products for large-scale programs at the system level. Responsible for the technical approach and execution of all related tasking in support of such programs. Applies analysis principles, methods and techniques in system integration, concept evaluation, system design and development, test and evaluation, system implementation, and deployment. Provides technical solutions to complex situations to determine best possible cost-effective support solutions that ensure effective support while meeting readiness objectives. Designs and implements system analysis procedures, programs and techniques. Responsibilities include, but not limited to, leading or coordinating activities of diverse groups with a broad range of technical specialties including analysts, programmers, and operators in model development, data collection, operation and analysis. Makes technical or business judgments and provides advice on the resolution of technical, schedule, performance, or budgetary problems. Performs as an independent consultant to clients as subject matter expert.

Educational and Experience Requirements:

Level 1 - Bachelor’s Degree in related field or equivalent and 6 years of experience.
  - Has a basic or limited understanding of the necessary tools and techniques
  - Has influence over limited scope work or projects
  - Works under the direct supervision of senior personnel

Level 2 - Bachelor’s Degree in related field or equivalent and 8 years of experience.
Subject Matter Expert

Minimum/General Experience: Provide technical expertise, functional expertise, or consultant expertise on advanced and state-of-the-art methods, theories, and techniques required in the investigation and solution of complex logistics concepts, planning, design, and/or implementation problems.

Functional Responsibility: Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems. Provides technical expertise, functional expertise or consultant expertise on advanced and state-of-the-art methods, theories, and techniques required in the investigation and solution of complex logistics concepts, planning, design, and/or implementation problems. Provides technical advice, guidance, and direction for the improvement, modification, and re-engineering of processes, policies, and procedures for any functional area under consideration or review. Assesses user needs to determine logistics, technical and functional requirements. Determines most appropriate implementation strategies and coordinates with project staff as appropriate.

Educational and Experience Requirements:

Level 1 - Bachelor’s Degree in related field or equivalent and 6 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

Level 2 - Bachelor’s Degree in related field or equivalent and 8 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

Level 3 - Master’s Degree in related field or equivalent and 10 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel.
Program Manager

Minimum/General Experience: Directs the performance of a variety of logistics-related projects. Primary point of contact to the client for all efforts performed under the program. Manages and provides logistical technical expertise that includes, but not limited to: (1) supply and value chain management services, (2) acquisition logistics, (3) distribution and transportation logistics services, (4) deployment logistics services, (5) logistics training services, (6) support products, and (7) introduction of new services.

Functional Responsibility: Responsible for the overall direction and success of multiple programs involved in disciplines including, but not limited to, engineering and technical support services, logistics, life cycle cost analysis, financial services, cost analysis, hardware acquisition management, information technology, test and evaluation, electronic equipment installation, field engineering services, or aviation services. Manages and directs all phases of a program from inception to completion. Provides leadership and technical direction to large groups of engineers, logisticians, analysts, and other technical staff. Responsible for the effective management of the funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development and delivery. Maintains the development and execution of business opportunities based on broad, general guidance. Confers with project manager to provide technical advice and to assist with problem resolution. Primary point of contact to client for all efforts, planning and execution of tasks. Develops guidelines, formulates plans and executes assigned tasks.

Educational and Experience Requirements:

Level 1 - Bachelor’s Degree in related field or equivalent and 4 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

Level 2 - Bachelor’s Degree in related field or equivalent and 7 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

Level 3 - Masters Degree in related field or equivalent and 4 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel

Project Manager

Minimum/General Experience: Directs the performance of a variety of logistics-related projects. Primary point of contact to the client for all efforts performed under the project. Typically reports to the Program Manager.
Functional Responsibility: Manages and provides technical expertise that includes, but not limited to: (1) supply and value chain management services, (2) acquisition logistics, (3) distribution and transportation logistics services, (4) deployment logistics services, (5) logistics training services, (6) support products, and (7) introduction of new services. Responsible for the control and success of a project involved in disciplines including, but not limited to, engineering and technical services, logistics, life cycle cost analysis, financial services, cost analysis, hardware acquisition management, information technology, test and evaluation, electronic equipment installation, field engineering services, or aviation services. Applies project principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Reviews and prepares project and technical analyses, reports, change proposals and other technical and logistical documentation. Applies project experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Acts as project team leader or supervisor, developing project procedures and controls, managing project efforts, and taking the lead in problem resolution. Interfaces with system or program clients, vendors, subcontractors, and government representatives regarding the technical aspects of the program/project. Manages and directs all phases of a project from inception to completion. Provides leadership and technical direction to groups of engineers, logisticians, analysts, and technical staff. Responsible to program manager for the quality, schedules, and cost of a project. May have direct client interface for project technical matters. Participates in planning, developing guidelines and formulating work assignments. Directs and supervises team on assigned work.

Educational and Experience Requirements:

Level 1 - Bachelor’s Degree in related field or equivalent and 2 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

Level 2 - Bachelor’s Degree in related field or equivalent and 4 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

Level 3 - Masters Degree in related field or equivalent and 4 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel.

Senior Engineer 2

Functional Responsibility: Performs a variety of broad engineering tasks involving design and implementation, including personnel, hardware, software, and support facilities and equipment. Performs as technical task leader on large-scale programs at the system and sub-system level. Responsible for the technical execution of tasking. Manages engineering support services including, but not limited to developing, updating, revising performance specifications and contract requirements, research, studies, requirements/specifications definition, analysis, assessments, planning, acquisition, design, integration, testing, installation, operation, deployment or maintenance. Prepares and performs project planning, scope, control, tracking or review activities. Leads technical document development/preparation. Reviews
technical documentation from other sources. Provides recommended engineering solutions for production deficiencies/problems and suggest new initiatives. Interfaces with users at all levels during the support process. Uses applicable methodologies, tools, applications, systems, software or databases at advanced levels to perform assigned tasks. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments. Provides comprehensive technical support and/or leadership for elements such as: complex processes, structural elements, electric/electronic components, equipment, applications, systems, software, networks, satellites, telecommunications, facilities or machinery. Conducts engineering design and analysis in the fields of aeronautical, avionics, mechanical, or electrical engineering. Performs engineering tasking as a member of a technical team and is responsible for specific work packages. Has progressive experience in planning, scheduling, conducting, and/or coordinating detailed phases of engineering projects. Plans and performs engineering research, design development and other assignments in conformance with design, engineering, and customer specifications. Supervises a team of engineers through project completion.

**Educational and Experience Requirements:**

**Level 2** - Bachelor’s Degree in related field or equivalent and 10 years of experience.

**Senior Engineer 1**

**Functional Responsibility:** Performs a variety of broad engineering tasks involving design and implementation, including personnel, hardware, software, and support facilities and equipment. Performs as technical task leader on large-scale programs at the system and sub-system level. Responsible for the technical execution of tasking. Manages engineering support services including, but not limited to: developing, updating, revising performance specifications and contract requirements, research, studies, requirements/specifications definition, analysis, assessments, planning, acquisition, design, integration, testing, installation, operation, deployment or maintenance. Prepares and performs project planning, scope, control, tracking or review activities. Leads technical document development/preparation. Reviews technical documentation from other sources. Provides recommended engineering solutions for production deficiencies/problems and suggest new initiatives. Interfaces with users at all levels during the support process. Uses applicable methodologies, tools, applications, systems, software or databases at advanced levels to perform assigned tasks. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments. Provides comprehensive technical support and/or leadership for elements such as: complex processes, structural elements, electric/electronic components, equipment, applications, systems, software, networks, satellites, telecommunications, facilities or machinery. Conducts engineering design and analysis in the fields of aeronautical, avionics, mechanical, or electrical engineering. Performs engineering tasking as a member of a technical team and is responsible for specific work packages. Has progressive experience in planning, scheduling, conducting, and/or coordinating detailed phases of engineering projects. Plans and performs engineering research, design development and other assignments in conformance with design, engineering, and customer specifications. Supervises a team of engineers through project completion.

**Educational and Experience Requirements:**

**Level 1** - Bachelor’s Degree in related field or equivalent and 8 years of experience
Engineer 1

**Functional Responsibility:** Conducts engineering design and analysis in the fields of aeronautical, avionics, mechanical, or electrical engineering. Oversees team-engineering activities. Solves complex engineering problems. Performs a variety of engineering assignments in planning and overseeing research, development, design, manufacture, test, installation, operation, and maintenance of diverse equipment and systems. Plans and performs engineering research, design, development, and other assignments in conformance with design, engineering, and customer specifications. Performs the technical and engineering part of a major project. Coordinates the activities of technicians assigned to specific engineering projects. Provides engineering expertise to the design and development of new hardware/software systems and the maintenance of existing hardware/software systems. Provides system documentation, fleet training, and shipboard/laboratory test and evaluation. Make recommendations to senior program staff.

**Educational and Experience Requirements:**
- **Level 1** - Bachelor's Degree in related field or equivalent and 4 years of experience.

Engineering Technician 3

**Functional Responsibility:** Provides data analysis, planning, researching, instruction, and testing procedures with calibration laboratories, test and monitoring systems and inventory control and allowance programs. Provides professional technical support for engineers working in such areas as research, design, development, testing, or process improvement. Possesses thorough knowledge of industry and military standards. Has a working knowledge of a broad spectrum of standards, pertinent tools and technologies as appropriate to accomplish assigned tasks. Applies engineering techniques, principles, and precedents to develop, modify, install, test, evaluate, or operate technical systems. Duties may include evaluating, engineering, and installing test instrumentation; data pre/post processing; and the maintenance, repair, inspection, and troubleshooting of systems and test equipment. Organizes, analyzes, and prepares reports of technical data and information. Supports the planning and performance of engineering and customer specifications. Gathers data to formulate engineering requirements. Analyzes proposed solutions and approaches. Makes recommendations for engineering change recommendations. Conducts tests as needed. Supports the technical and engineering activities related to the development and integration of testing of system/subsystem. Possesses progressive experience in basic material assembly, stresses, capabilities, and limitations. May plan and conduct open or bench tests of subsystems or components. May perform repair, de-installation, installation, and testing in a variety of skilled positions such as machinist, pipefitting, HVAC, hydraulics, and welding. Provides requisite reports and schedules to engineering management.

**Educational and Experience Requirements:**
- **Level 3** - Associate’s Degree in related field or equivalent and 6 years of experience.

Engineering Technician 2

**Functional Responsibility:** Provides data analysis, planning, researching, instruction, and testing procedures with calibration laboratories, test and monitoring systems and inventory control and allowance programs. Provides professional technical support for engineers working in such areas as research, design, development, testing, or process improvement. Possesses thorough knowledge of industry and military standards. Has a working knowledge of a broad spectrum of standards, pertinent
tools and technologies as appropriate to accomplish assigned tasks. Applies engineering techniques, principles, and precedents to develop, modify, install, test, evaluate, or operate technical systems. Duties may include evaluating, engineering, and installing test instrumentation; data pre/post processing; and the maintenance, repair, inspection, and troubleshooting of systems and test equipment. Organizes, analyzes, and prepares reports of technical data and information. Supports the planning and performance of engineering and customer specifications. Gathers data to formulate engineering requirements. Analyzes proposed solutions and approaches. Makes recommendations for engineering change recommendations. Conducts tests as needed. Supports the technical and engineering activities related to the development and integration of testing of system/subsystem. Possesses progressive experience in basic material assembly, stresses, capabilities, and limitations. May plan and conduct open or bench tests of subsystems or components. May perform repair, de-installation, installation, and testing in a variety of skilled positions such as machinist, pipefitting, HVAC, hydraulics, and welding. Provides requisite reports and schedules to engineering management.

Educational and Experience Requirements:

Level 2 - Associate’s Degree in related field or equivalent and 4 years of experience.

Engineering Technician 1

Functional Responsibility: Provides data analysis, planning, researching, instruction, and testing procedures with calibration laboratories, test and monitoring systems and inventory control and allowance programs. Provides professional technical support for engineers working in such areas as research, design, development, testing, or process improvement. Possesses thorough knowledge of industry and military standards. Has a working knowledge of a broad spectrum of standards, pertinent tools and technologies as appropriate to accomplish assigned tasks. Applies engineering techniques, principles, and precedents to develop, modify, install, test, evaluate, or operate technical systems. Duties may include evaluating, engineering, and installing test instrumentation; data pre/post processing; and the maintenance, repair, inspection, and troubleshooting of systems and test equipment. Organizes, analyzes, and prepares reports of technical data and information. Supports the planning and performance of engineering and customer specifications. Gathers data to formulate engineering requirements. Analyzes proposed solutions and approaches. Makes recommendations for engineering change recommendations. Conducts tests as needed. Supports the technical and engineering activities related to the development and integration of testing of system/subsystem. Possesses progressive experience in basic material assembly, stresses, capabilities, and limitations. May plan and conduct open or bench tests of subsystems or components. May perform repair, de-installation, installation, and testing in a variety of skilled positions such as machinist, pipefitting, HVAC, hydraulics, and welding. Provides requisite reports and schedules to engineering management.

Educational and Experience Requirements:

Level 1 - High School Diploma or GED and 2 years of experience.

Senior Analyst

Minimum/General Experience: Performs as technical lead on analytical efforts and development of support products for moderate to large-scale systems and programs. Typically reports to the Project/Program Manager.
**Functional Responsibility:** Responsible for the technical execution of tasking at the system and subsystem level. Integrates and studies complex engineering, organizational, logistical, and technical system methodologies and operation to analyze problems, processes, and developmental activities. Analyzes complex situations to determine best possible cost-effective support solutions that ensure effective support while meeting readiness objectives. Designs and implements system analysis procedures, programs and techniques. Conducts systems troubleshooting and reporting. Develops and provides oversight of the analytical processes to determine supportability requirements/resources. Explores alternative support solutions to include various organic and commercial support options able to optimize the cost-readiness equation. Develops or helps develop planning documents, policies, procedures, and guidelines. Performs analysis and evaluation of existing or proposed processes, applications, systems or software, which includes, but is not limited to planning, requirements design, acquisition, development, integration, installation and deployment, performance tuning, testing or training. Performs and/or may direct, project planning, scope, control, management, tracking or review. Performs or may direct document development/preparation at various stages of a project life-cycle to detail analysis results and solution recommendations. Uses methodologies, modeling estimating techniques, tools applications, systems software or databases at advanced levels to perform assigned tasks. Provides staff supervision or management.

**Educational and Experience Requirements:**

**Level 1** - Bachelor’s Degree in related field or equivalent and 6 years of experience.

- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

**Level 2** - Bachelor’s Degree in related field or equivalent and 8 years of experience.

- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

**Level 3** - Bachelor’s Degree in related field or equivalent and 10 years of experience.

- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel.

**Senior Logistician**

**Minimum/General Experience:** Provides leadership to programmatic multi-discipline logistics issues. Typically reports to the Project/Program Manager.

**Functional Responsibility:** Determines overall support requirements, including facilities, personnel, safety and maintenance. Directs and coordinates logistics program activities designed to ensure effective and economical support. Analyzes and evaluates design concepts to determine if concepts satisfy support requirements. Studies the relative supportability of alternative concepts. Determine logistics support sequences and time phasing. Anticipates logistics problems related to operational areas and environmental and human factors. Determines contingency requirements and solutions. May design and conduct research or technical studies to support logistics functions.Coordinates logistics efforts for programs, projects, tasks, or systems supported. Recommends and oversees logistical database efforts.
Federal Supply Program
Multiple Award Schedule (MAS)

Recommends methodologies and techniques to meet established levels of logistics support. Coordinates the development and use of computer-based tools, including modeling, to improve logistics support. Ensures materials, goods, labor, equipment, supplies and other requirements are delivered in good order at an optimum time and cost. Provides subcontractors, suppliers, management, and customers with logistics technology that ensures effective and economical support. Analyzes contractual commitments, customer specifications, design changes, and other data to plan and develop logistics program activities from conceptual stage through life-cycles of the product. Develops and implements program activities; coordinates efforts of subcontractors, suppliers, productions departments, and field service personnel, and resolves problems in the area of logistics to ensure meeting of commitments. Develops and initiates preparation of handbooks, bulletins, and information systems to provide and supply logistics support. Compiles data on standardization and interchangeability of parts to expedite logistics activities. Determines logistics support sequences and time phasing, problems arising from location of operational area, and other factors such as environmental and human factors affecting personnel. Performs special research or technical studies critical to logistics support functions. Provides reports as required by senior staff or client personnel.

Educational and Experience Requirements:

**Level 1** - Bachelor’s Degree in related field or equivalent and 6 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

**Level 2** - Bachelor’s Degree in related field or equivalent and 8 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

**Level 3** - Bachelor’s Degree in related field or equivalent and 10 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel

Senior Logistics Manager

**Functional Responsibility:** Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Ensures rational distribution and delivery according to analysis report and tracking records. Provide clear leadership, technical direction, and guidance to all lower-level personnel.

Educational and Experience Requirements:

**Level 1** - Bachelor’s Degree in related field or equivalent and 7 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

**Level 2** - Bachelor’s Degree in related field or equivalent and 10 years of experience.
- Has a competent understanding of the necessary tools and techniques
Senior Logistics Analyst

Minimum/General Experience: performs a variety of logistics tasks which are broad in nature and are concerned with, but not limited to: (1) supply and value chain management services, (2) acquisition logistics, (3) distribution and transportation logistics services, (4) deployment logistics services, (5) logistics training services, (6) support products, and (7) introduction of new services. Performs with some latitude for un-reviewed actions and decisions. Typically reports to the Project/Program Manager.

Functional Responsibility: Provides program analysis and technical support to logistics projects/tasks in the primary logistics disciplines as assigned by the program manager. Assists in developing programmatic support documentation, analyzing programs goals and objectives, performing special studies and analysis, conducting feasibility analysis, performing configuration management and document control, analyzing and documenting test data, conducting human factor and performance analysis, and performing planning, budgetary, and contract management functions. Assists with budget and programmatic development, reconciliation, analysis, and cost estimating. Participates in budget justification, reclaims, and other inquiries. Plans and performs logistics tasks and assignments in conformance with program and/or project logistics plans and governing directives. Develops and implements logistics plans that affect the production, distribution, and inventory of products and services. Develops and provides metrics, reports, sand analytical support. Supervises a team of logisticians/analyst through completion of specific project tasks. Responsible for major logistics tasks or higher complexity and importance. Coordinates the activities of lower-level logisticians and logistics technicians assigned to specific logistics tasks. Performs supply and value chain management services, acquisition logistics, distribution and transportation logistics services, deployment logistics services, logistics trainings services, support products services, and introduction of new logistics services.

Educational and Experience Requirements:

Level 1 - Bachelor’s Degree in related field or equivalent and 6 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

Level 2 - Bachelor’s Degree in related field or equivalent and 8 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

Level 3 - Bachelor’s Degree in related field or equivalent and 10 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
Analyst

**Minimum/General Experience:** performs a variety of tasks which are broad in nature. Typically reports to the Senior Analyst or Project/Program Manager.

**Functional Responsibility:** Performs analytical tasking as a member of a technical team. Responsible for supporting program efforts including technical research, coordination of reports and development of program monitoring systems. Provides technical support and/or material assessment as required. Tracks the implementation of required corrective actions and milestone accomplishments and evaluates progress on a continuing basis to determine problem areas and recommend solutions. Integrates and studies complex engineering, organizational, logistical, and technical system methodologies and operation to analyze problems, processes, and developmental activities. Designs and implements system analysis procedures, programs and techniques. Conducts systems troubleshooting and reporting. Analyzes engineering, technical, and logistical situations to determine best possible cost-effective support solutions that ensure effective fleet support while meeting readiness objectives. Explores alternative support solutions to include various organic and commercial support options able to optimize the cost-readiness equation. Makes recommendations regarding data collection, model development, model operation, and data analysis. Assists with project planning, scope, control, management, tracking or review. Assists with analysis and evaluation throughout the process, application, system or software development life cycle which includes, but is not limited to planning, requirements, design, acquisition, development, integration, and installation/deployment, performance tuning, testing or training. Assist with document development/preparation at various stages of a project life cycle (e.g., planning through implementation) to detail analysis results and solution recommendations. Serves as a liaison between functional and technical specialists. Conducts testing to support the project life cycle. Uses basic elements of methodologies, modeling/estimating techniques, tools, applications, systems, software or databases to perform assigned tasks.

**Educational and Experience Requirements:**

- **Level 1** - Bachelors Degree in related field or equivalent and 6 years of experience.
  - Has a basic or limited understanding of the necessary tools and techniques
  - Has influence over limited scope work or projects
  - Works under the direct supervision of senior personnel

- **Level 2** - Bachelors Degree in related field or equivalent and 8 years of experience.
  - Has a competent understanding of the necessary tools and techniques
  - Has influence over moderate scope work or projects
  - Works with moderate supervision, and may provide guidance to small teams

- **Level 3** - Bachelors Degree in related field or equivalent and 10 years of experience.
  - Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
  - Has influence over broad scope work or projects
  - Works independently or under only general direction, provides leadership to junior personnel
Business Analyst

**Functional Responsibility:** Prepare and conduct business analyses and studies, needs assessments, requirements analysis/definition, and cost/benefit analyses to align business systems, develop solutions and implement initiatives. Prepares forecasts and analysis of trends in manufacturing, sales, finance, general business conditions, and other related areas. Develop and analyze metrics, performance measurements, requirements, and reports. Provide recommendations related to management, organizational structure, policy/procedures, and business systems. Identify potential business risks and provide recommendations to mitigate impacts. Areas of focus include but are not limited to business performance, business and economic case analysis, internal controls, enterprise risk assessment. Identifies trends and developments in competitive environments and presents findings to senior management. May conduct special financial and business-related studies and cooperates with other departments in the preparation of analyses.

**Educational and Experience Requirements:**

- **Level 1** - Associates Degree in related field or equivalent and 2 years of experience.
  - Has a basic or limited understanding of the necessary tools and techniques
  - Has influence over limited scope work or projects
  - Works under the direct supervision of senior personnel

- **Level 2** - Bachelor’s Degree in related field or equivalent and 3 years of experience.
  - Has a competent understanding of the necessary tools and techniques
  - Has influence over moderate scope work or projects
  - Works with moderate supervision, and may provide guidance to small teams

- **Level 3** - Master’s Degree in related field or equivalent and 4 years of experience.
  - Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
  - Has influence over broad scope work or projects
  - Works independently or under only general direction, provides leadership to junior personnel

Program Analyst

**Functional Responsibility:** Guide/assist end users through a wide range of management, organizational and business improvements and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develop business methods for problem solving; implements process changes and solutions ensuring enterprise-wide integration. Identify best practices, assess performance measurement, research, collect and verify data and translate into strategic and operational guidance. Responsible for developing long-term goals and strategic objectives for an organization. Recommends financial and non-financial strategic alternatives and developing and maintaining operational plans.

**Educational and Experience Requirements:**

- **Level 1** - Bachelor’s Degree in related field or equivalent and 1 year of experience.
  - Has a basic or limited understanding of the necessary tools and techniques
  - Has influence over limited scope work or projects
  - Works under the direct supervision of senior personnel

- **Level 2** - Bachelor’s Degree in related field or equivalent and 4 years of experience.
Supply Systems Analyst

**Functional Responsibility:** Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Ensures rational distribution and delivery according to analysis report and tracking records. Analyze and review the complete life cycle management. Prepare and coordinate new operating instructions and changes to procedural manuals and programs. Monitors a variety of supply programs and integrated logistics criteria to identify potential negative trends, initiate corrective actions or provide recommendations as appropriate, including reengineering opportunities in supply and logistics management practices. Assist with documentation of complex procedures and systems.

**Educational and Experience Requirements:**

**Level 1** - High School Diploma in related field or equivalent and 4 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

**Level 2** - Bachelor’s Degree in related field or equivalent and 3 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

**Level 3** – Bachelor’s Degree in related field or equivalent and 7 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel

Logistics Analyst

**Minimum/General Experience:** Performs a variety of logistics tasks which are broad in nature and are concerned with, but not limited to: (1) supply and value chain management services, (2) acquisition logistics, (3) distribution and transportation logistics services, (4) deployment logistics services, (5) logistics training services, (6) support products, and (7) introduction of new services. Performs with some latitude for un-reviewed actions and decisions. Typically reports to the Senior Logistics Analyst or Project/Program Manager.
Functional Responsibility: Performs a variety of analytical logistics support tasks across logistics elements for systems, subsystems, and equipment. Performs analyses, studies, problem identification and resolution in support of customer logistics managers. Creates and helps execute plans for the integrated logistics support of complex systems. Analyzes the adequacy and effectiveness of current and proposed logistics support provisions. Performs mid to high level analyses of ILS elements. Performs ILS functions in conjunction with design, development, test and evaluation, production, fielding, and sustaining of systems or individual items of equipment and services. Function include definition and establishment of logistics program objective strategies, plans and schedules, development of logistics milestone documentation, development of logistics specifications or performance-based work statements, and other pre and post-acquisition support. Develops and implements logistics plans that may affect production, distribution, and inventory of finished products and services. Assist in the development of policies, guidelines, and procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory and analyzes requirements in order to develop strategies to achieve desired time and order fill rates. Maintains appropriate records and prepares reports. Coordinates logistics activities with internal/external customers.

Educational and Experience Requirements:

Level 1 - Bachelors Degree in related field or equivalent and 6 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

Level 2 - Bachelors Degree in related field or equivalent and 8 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

Level 3 - Bachelors Degree in related field or equivalent and 10 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel

Logistician

Minimum/General Experience: provides logistics analysis, planning, development, and life cycle support of logistics projects/task in the primary logistics disciplines. Typically reports to the Senior Logistician Analyst or Project/Program Manager.

Functional Responsibility: Assists project and task personnel in design and development of logistics support systems, including acquisition logistics planning; Logistics Support Analysis (LSA); Integrated Logistics Support (ILS) documentation; Manpower, Personnel and Training (MP&T); supply support; provisioning; Packaging, Handling, Shipping and Transportation (PHS&T); and life cycle logistics support. Identifies, evaluates, and proposes improvements to logistics systems. Determines overall support requirements including facilities, personnel, safety, and maintenance. Determines logistics support sequences and time phasing. Anticipates logistics problems related to operational areas and environmental and human factors and determines contingency requirements and solutions. May design and conduct research or technical studies to support logistics function. Develops and revises supply and
logistics guidelines and instructions. Performs tasks that require logistics planning preparation on large-scale systems and subsystems. Develops management reports. Supports logistics tasking as a member of a technical team.

Educational and Experience Requirements:

Level 1 - Bachelor’s Degree in related field or equivalent and 2 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

Level 2 - Bachelor’s Degree in related field or equivalent and 4 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

Level 3 - Bachelor’s Degree in related field or equivalent and 6 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel.

Technical Writer

Functional Responsibility: Creates and publishes technical documentations and manuals. Collects and interprets technical data or information and coordinates layout for publication. Conduct research and ensure the use of proper technical terminology. Translate technical information into clear, readable documents to be used by technical and non-technical personnel. Organize material and create documents per established standards regarding order, clarity, conciseness, style, grammar, formatting, and terminology. Select photographs, drawings, sketches, diagrams, and charts to illustrate material. Develop communication materials for publications, internet, strategic initiatives, user manuals, training materials, installation guides, white papers, reports, etc. Develop, write, and edit functional descriptions, system specifications, special reports, or any other customer deliverables. Review documents for technical accuracy in accordance with applicable regulations

Educational and Experience Requirements:

Level 1 - High School Diploma in related field or equivalent and 4 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

Level 2 - Bachelor’s Degree in related field or equivalent and 3 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision, and may provide guidance to small teams

Level 3 - Bachelor’s Degree in related field or equivalent and 7 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel.
Junior Analyst

**Minimum/General Experience**: This position follows clearly detailed specific procedures to perform a variety of tasks which are broad in nature. Typically reports to the Senior Analyst or Project/Program Manager.

**Functional Responsibility**: Performs analytical tasking as a member of a technical team. Integrates and studies complex engineering, organizational, logistical, and technical system methodologies and operation to analyze problems, processes, and developmental activities. Designs and implements system analysis procedures, programs, and techniques. Assists in the conduct of systems troubleshooting and reporting. Analyzes Integrated Logistics Support (ILS) situations to determine best possible cost-effective support solutions that ensure effective fleet support while meeting readiness objectives. Explores alternative support solutions to include various organic and commercial support options able to optimize the cost-readiness equation. Performs technical and administrative duties associated with providing inputs to a variety of projects and programs based on knowledge of financial analysis, projections, and reports. Responsible for supporting the budget process, including auditing travel expense, inputting budgets, preparing budget amendments, and revisions.

**Educational and Experience Requirements**:

- **Level 1** - High School Diploma or GED and 2 years of experience.
  - Has a basic or limited understanding of the necessary tools and techniques
  - Has influence over limited scope work or projects
  - Works under the direct supervision of senior personnel

- **Level 2** - Associate’s Degree or equivalent and 4 years of experience.
  - Has a competent understanding of the necessary tools and techniques
  - Has influence over moderate scope work or projects
  - Works with moderate supervision

Technician (Logistics)

**Minimum/General Experience**: Workers who support warehousing, freight forwarding, packaging, driver, and other required logistic functions. Logistics Services Technicians typically provide tradesman support to distribution, transportation, and warehouse operations. Logistics Services Technicians typically report to a Logistics Functional Manager who is assigned responsibility for a specific logistics function such as freight forwarding, warehouse operations, etc.

**Functional Responsibility**: Provides subject matter expertise for logistics processes. Performs duties within a logistics function in accordance with established policies and procedures. Duties depend upon the specific logistics element/function being supported and can include, but not limited to such tasks as: receipt and unloading of items, packaging and storing of items, and delivery of items. Performs warehousing, freight forwarding, packaging, driver, and other required logistics functions. Performs data collection and preparation necessary to support logistics program and system changes. Prepares inspection reports. Provides technical assistance in the area of material handling to include the analyses to support design and operation of hazardous material handling systems, recycling, shipping, and receiving. Provides oversight and guidance to junior logistics personnel and warehousemen.
**Educational and Experience Requirements:**

**Level 1** - High School Diploma or GED.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

**Level 2** - High School Diploma or GED and 4 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision

**Level 3** - Bachelor’s Degree and 6 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, provides leadership to junior personnel.

**Equipment Specialist**

**Minimum/General Experience:** Provide review of: (1) technical and logistics drawings, documentation and data; (2) perform inventory, inspection, analysis, and Quality Assurance; and (3) process deficiency documentation.

**Functional Responsibility:** Review and analyze configuration and supply data to identify and correct discrepancies as well as assist in stock control and management. Participate in supportability analysis. Provide Quality Assurance (QA) review of maintenance and supply plans; identifies and corrects deficiencies in required logistic support elements necessary to maintain supported systems. Assists Inventory Managers (IMs) as required; including parts management and allowing analysis and support. Monitor diminishing sources of supply and provides recommendations. Develop procurement packages, conduct adequate market research, and complete Purchase Descriptions (PD) and Repair Descriptions (RD) as required. Inspect 3 frustrated material and assist with resolving material receipt discrepancies. Assist in resolving Quality Deficiency Reports (QDRs) & Supply Deficiency Reports (SDRs). Assist and provide recommendations regarding review of excess material/supply.

**Educational and Experience Requirements:**

**Level 1** - High School Diploma in related field or equivalent and 5 years of experience.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

**Level 2** - Bachelor’s Degree in related field or equivalent and 4 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision

**Level 3** – Bachelor’s Degree in related field or equivalent and 7 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
Administrative Assistant

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

Functional Responsibility: This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required. The General Clerk uses judgment in choosing the proper procedure for each task. This position requires familiarity with the terminology of the office unit.

Educational and Experience Requirements:

Level 1 - High School Diploma or GED.
- Has a basic or limited understanding of the necessary tools and techniques
- Has influence over limited scope work or projects
- Works under the direct supervision of senior personnel

Level 2 - High School Diploma or GED and 2 years of experience.
- Has a competent understanding of the necessary tools and techniques
- Has influence over moderate scope work or projects
- Works with moderate supervision

Level 3 – High School Diploma or GED and 4 years of experience.
- Has an expert understanding of the necessary tools and techniques, and may introduce innovative approaches and methodologies
- Has influence over broad scope work or projects
- Works independently or under only general direction, may provide leadership to junior personnel.
### Professional Services - Contract Number: GS00F237CA

**Period of Performance:** July 30, 2020 through July 29, 2025 (Option Period)

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