Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule (MAS)
FSC Group: Professional Services
Contract Number: GS-00F-293CA

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Price list current as of Modification # PS-0033 effective June 24, 2021

Contract Period: 9/10/2015 – 9/9/2025

Contractor: COLSA Corporation
6728 Odyssey Drive
Huntsville, AL 35806 3302

Telephone: (256) 964-5276
FAX Number: (256) 964-5419
Web Site: www.colsa.com
E-mail: tmagnusson@colsa.com
Contract Administration: Tim Magnusson

Business Size: Large
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>541330ENG Engineering Services</td>
</tr>
<tr>
<td>541380</td>
<td>541380 Testing Laboratory Services</td>
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<tr>
<td>541420</td>
<td>541420 Engineering System Design and Integration Services</td>
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<tr>
<td>541611</td>
<td>541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541614SVC</td>
<td>541614SVC Supply and Value Chain Management</td>
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<tr>
<td>541715</td>
<td>541715 Engineering Research and Development and Strategic Planning</td>
</tr>
<tr>
<td>611430</td>
<td>611430 Professional and Management Development Training</td>
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<tr>
<td>611512</td>
<td>611512 Flight Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM Order-Level Materials (OLM)</td>
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</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Attachment 1.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Attachment 2.

2. Maximum Order:

<table>
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<tr>
<th>SIN</th>
<th>Maximum Order</th>
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<tr>
<td>541330ENG</td>
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<td>$250,000</td>
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<td>541611</td>
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<td>611512</td>
<td>$1,000,000.00</td>
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<tr>
<td>OLM</td>
<td>$250,000</td>
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3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic only

5. Point(s) of production (city, county, and state or foreign country): Same as company address
6. **Discount from list prices or statement of net price**: Government net prices (discounts already deducted). See Attachment 1.

7. **Quantity discounts**: None Offered

8. **Prompt payment terms**: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign items (list items by country of origin)**: None

10a. **Time of Delivery (Contractor insert number of days)**: As specified in the Contract or Task Order

10b. **Expedited Delivery**: If items are available for expedited delivery, they will be noted in this price list.

10c. **Overnight and 2-day delivery**: Please contact COLSA Corporation to determine whether overnight and 2-day delivery are available. The schedule customer may contact COLSA Corporation for rates for overnight and 2-day delivery.

10d. **Urgent Requirements**: Urgent Requirements will be handled in compliance with the Urgent Requirements clause I-FSS-140-B of the GSA contract. Agencies can also contact COLSA Corporation’s representative to affect a faster delivery.

11. **F.O.B Points(s)**: Destination

12a. **Ordering Address(es)**: COLSA Corporation, 6728 Odyssey Drive, Huntsville, AL 35806 3302

12b. **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.

13. **Payment address(es)**: P.O. Box 1068 Huntsville, AL 35807-3301 ATTN: Accounts Receivable

14. **Warranty provision**: COLSA Corporation’s standard commercial warranty.
15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. 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.) The EIT standards can be found at: www.section508.gov: N/A

23. Data Universal Numbering System (DUNS) number: 102067378
24. Notification regarding registration in System for Award Management (SAM) database.:
   Registered
Attachment 1 –Rates

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<p>| SIN | Service Proposed (eg Job Title/Task) | Min. Ed. | Min. Yrs. Exp. | Contractor or Customer Facility or Both | Year 6 9/10/2020 to 9/09/2021 Price Offered to GSA (including IFF) | Year 7 9/10/2021 to 9/09/2022 Price Offered to GSA (including IFF) | Year 8 9/10/2022 to 9/09/2023 Price Offered to GSA (including IFF) | Year 9 9/10/2023 to 9/09/2024 Price Offered to GSA (including IFF) | Year 10 9/10/2024 to 9/09/2025 Price Offered to GSA (including IFF) |
|-----|-------------------------------------|----------|---------------|----------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|
| 541611, 541614SVC, 611430, 611512 | Acquisition Specialist | Bachelor's | 5 | Contractor Facility | $146.90 | $149.84 | $152.84 | $155.89 | $159.01 |
| 541330ENG, 541380, 541420, 541611, 541614SVC, 541715, 611430, 611512 | Administrative Assistant I** | High School | 2 | Contractor Facility | $34.20 | $34.88 | $35.58 | $36.29 | $37.02 |
| 541330ENG, 541380, 541420, 541611, 541614SVC, 541715, 611430, 611512 | Administrative Assistant II** | High School | 4 | Contractor Facility | $46.33 | $47.25 | $48.20 | $49.16 | $50.15 |
| 541330ENG, 541380, 541420, 541611, 541614SVC, 541715, 611430, 611512 | Administrative Assistant III** | High School | 5 | Contractor Facility | $52.25 | $53.30 | $54.37 | $55.45 | $56.56 |
| 541611, 541614SVC, 611430, 611512 | Administrative Specialist** | High School | 5 | Contractor Facility | $83.66 | $85.33 | $87.04 | $88.78 | $90.56 |
| 541330ENG, 541420, 541380, 541715 | Aeronautical Engineer I | Bachelor's | 0 | Contractor Facility | $60.66 | $61.87 | $63.11 | $64.37 | $65.66 |
| 541330ENG, 541420, 541380, 541715 | Aeronautical Engineer II | Bachelor's | 2 | Contractor Facility | $79.61 | $81.20 | $82.83 | $84.48 | $86.17 |
| 541330ENG, 541420, 541380, 541715 | Aeronautical Engineer III | Bachelor's | 9 | Contractor Facility | $96.67 | $98.60 | $100.57 | $102.58 | $104.63 |
| 541330ENG, 541420, 541380, 541715 | Aeronautical Engineer IV | Bachelor's | 12 | Contractor Facility | $127.14 | $129.69 | $132.28 | $134.93 | $137.62 |
| 541330ENG, 541380, 541420, 541611, 541614SVC, 541715, 611430, 611512 | Analyst I | Bachelor's | 0 | Contractor Facility | $57.26 | $58.41 | $59.57 | $60.76 | $61.98 |
| 541330ENG, 541380, 541420, 541611, 541614SVC, 541715, 611430, 611512 | Analyst II | Bachelor's | 2 | Contractor Facility | $74.41 | $75.90 | $77.42 | $78.96 | $80.54 |</p>
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<th>Job Title</th>
<th>Education Level</th>
<th>Experience</th>
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<th>Hiring Period</th>
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### SCA/SCLS Matrix

<table>
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<tr>
<th>SCLS Eligible Contract Labor Category/Fixed Price Service</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
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<tbody>
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</table>

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).
Attachment 2 – Labor Categories

Note: Substitution Chart/Matrix is at the bottom of the Labor Categories

Acquisition Specialist
Principal Duties and Responsibilities (*Typical functions)
- Responsible for providing detailed analysis in support of activities critical to the design, development, acquisition, fielding and support functions of the acquisition process
- Provides expert guidance and advisory assistance in the acquisition and development phases of potential and/or existing projects
- Analyzes/reviews supporting acquisition documentation such as statement of objectives, statement of work requirements, procurement plans, program descriptions, technical specifications, and other relevant solicitation data
- Responsible for the development of marketing strategies
- Participates in the analysis of required staffing, facilities and equipment needed for successful completion of program/project

Education/Experience
- BA/BS degree in Business Management, Engineering or related field
- Minimum of 5 years related experience

Administrative Assistant I
Principal Duties and Responsibilities (*Typical functions)
- Prepare designated reports for department
- Answers phones and responds to general inquiries concerning department functions
- May handle travel arrangements for department personnel, maintain manager’s calendar or coordinate meetings and special activities
- May involve exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment

Education/Experience
- High school diploma
- Minimum of two years related experience
- Working knowledge of desktop applications including word processing, spreadsheet and database applications

Administrative Assistant II
Principal Duties and Responsibilities (*Typical functions)
- Prepare designated reports for department
- Answers phones and responds to general inquiries concerning department functions
- May handle travel arrangements for department personnel, maintain manager’s calendar or coordinate meetings and special activities
- May involve exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment

Education/Experience
- High school diploma
- Minimum of four years related experience
- Working knowledge of desktop applications including word processing, spreadsheet and database applications

Administrative Assistant III
Principal Duties and Responsibilities (*Typical functions)
- Prepares designated reports for department
- Answers phones and responds to general inquiries concerning department functions
- May sort department mail
- May handle travel arrangements for department personnel

Education/Experience
- High school diploma
- Minimum of five years related experience
• Working knowledge of word processing programs
• Ability to use spreadsheet software
• 10 key calculator skills

Administrative Specialist
Principal Duties and Responsibilities (*Typical functions)
• Performs clerical and administrative duties included but not limited to, data entry word processing, filing, planning and coordinating meetings/travel requirements
• Participates in project cost and risk analysis and prepares reports as needed
• May develop and format moderate to complex spreadsheets/graphics in association with project status, task budgets, and/or other program related issues
• Performs other duties as assigned

Education/Experience
• High school Diploma
• Minimum of five years related experience
• Working knowledge of word processing programs
• Ability to use spreadsheet software
• 10 key calculator skills

Aeronautical Engineer I
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of aeronautical engineering is required
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers

Education/Experience
• Bachelor’s degree

Aeronautical Engineer II
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of aeronautical engineering is required
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers

Education/Experience
• Bachelor’s degree
• Minimum of 2 years experience

Aeronautical Engineer III
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of aeronautical engineering is required
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers

Education/Experience
• Bachelor’s degree
• Minimum of 9 years experience

Aeronautical Engineer IV
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of aeronautical engineering is required
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers

Education/Experience
• Bachelor’s degree
• Master’s degree preferred
• Minimum 12 years experience

Analyst I
Principal Duties and Responsibilities (*Typical functions)
• May capture, develop, monitor, and/or document some, or all, of the following to support operational needs: budgets, proposals, cost data, reports, data definitions, technical documentation, and quality requirements
• May assist in providing analytical and/or scientific solutions for complex issues
• May assist with quantitative and qualitative analysis on data to generate insights and information to ensure correct predictive forecasting or classification
• Work is performed under general supervision

Education/Experience
• Bachelor’s degree
• Minimum of 0 years experience

Analyst II
Principal Duties and Responsibilities (*Typical functions)
• May capture, develop, monitor, and/or document some, or all, of the following to support operational needs: budgets, proposals, cost data, reports, data definitions, technical documentation, and quality requirements
• May assist in providing analytical and/or scientific solutions for complex issues.
• May assist with quantitative and qualitative analysis on data to generate insights and information to ensure correct predictive forecasting or classification
• Work is performed under more senior staff members

Education/Experience
• Bachelor’s degree
• Minimum of 2 years experience

Analyst III
Principal Duties and Responsibilities (*Typical functions)
• May capture, develop, monitor, and/or document some, or all, of the following to support operational needs: budgets, proposals, cost data, reports, data definitions, technical documentation, and quality requirements
• May provide analytical and/or scientific solutions for complex issues
• May provide quantitative and qualitative analysis on data to generate insights and information to ensure correct predictive forecasting or classification
• Work is performed under more senior staff members

Education/Experience
• Bachelor’s degree
• Minimum of 4 years experience

Analyst IV
Principal Duties and Responsibilities (*Typical functions)
• May capture, develop, monitor, and/or document some, or all, of the following to support operational needs: budgets, proposals, cost data, reports, data definitions, technical documentation, and quality requirements
• May provide analytical and/or scientific solutions for complex issues
• May provide quantitative and qualitative analysis on data to generate insights and information to ensure correct predictive forecasting or classification
• May analyze operational activities to obtain a quantitative, rational basis for decision making and resource allocation
• Work is performed under more senior staff members

Education/Experience
• Bachelor’s degree
• Minimum of 6 years experience

Analyst V
Principal Duties and Responsibilities (*Typical functions)
• May capture, develop, monitor, and/or document some, or all, of the following to support operational needs: budgets, proposals, cost data, reports, data definitions, technical documentation, and quality requirements
• May provide analytical and/or scientific solutions for complex issues.
• May provide quantitative and qualitative analysis on data to generate insights and information to ensure correct predictive forecasting or classification
• May analyze operational activities to obtain a quantitative, rational basis for decision making and resource allocation
• Mentors junior staff

Education/Experience
• Bachelor’s degree
• Minimum of 8 years experience

Business Analyst I
Principal Duties and Responsibilities (*Typical functions)
• Analyzes and defines business practices and financial issues for integration into new and or revised systems with general emphasis on substantial improvement
• Identifies complex problems or possible issues and develops analytical solutions
• May develop cost control methods, procedures, systems and forecasting techniques in order to evaluate program status and ensure compliance with customer/government requirements
• Analyzes and assists in the strategic planning and goal setting of a particular program

Education/Experience
• BA/BS degree in Accounting, Finance, Business Management, Engineering, Math or related subject
• Minimum of 3 years related experience

Business Analyst II
Principal Duties and Responsibilities (*Typical functions)
• Analyzes and defines critical business practices and financial issues for integration into new and or revised systems with general emphasis on substantial improvement
• Serves as the principal business analyst in a team effort ensuring customer practices/requirements are observed
• May acquire the role of Subject Matter Expert in relation to a particular business expertise
• Identifies highly complex problems or possible issues and develops analytical solutions
• May develop extensive cost control methods, procedures, systems and forecasting techniques in order to evaluate program status and ensure compliance with customer/government requirements
• Analyzes and assists in the strategic planning and goal setting of a particular program.

Education/Experience
• BA/BS degree in Accounting, Finance, Business Management, Engineering, Math or related subject
• Minimum of 6 years related experience

Configuration & Data Management Analyst I
Principal Duties and Responsibilities (*Typical functions)
• Records, tracks and maintains status of documents and action items via a database.
• Establishes baselines for hardware and software systems
• Update packages and/or documentation for completeness, proper authorizations and adherence to specific requirements, policies and theories
• Prepares agenda, directives, and meeting minutes; may participate in various meetings
• May develop and generate special reports and/or weekly progress reports
• May work closely with more experienced configuration/data management analysts on projects.
• May provide release desk and help desk support

Education/Experience
Bachelor’s degree in business administration, management or related field, or equivalent experience
Entry level; 0 years related experience
Working knowledge of desktop applications including word processing, spreadsheet, and database software packages

Configuration Management Analyst II
Principal Duties and Responsibilities (*Typical functions)
- Develops requirements development, documentation development, configuration identification, configuration control, configuration accounting, and/or configuration verification. May also perform data resource management duties, such as the development, execution and supervision of plans, policies, programs and practices that manage and secure critical information and knowledge of HW/SW, programs, and systems.

Education/Experience
- Bachelor’s degree in related field such as information systems, engineering, etc.
- Minimum of 3 years of experience.

Configuration Management Analyst III
Principal Duties and Responsibilities (*Typical functions)
- Develops requirements development, documentation development, configuration identification, configuration control, configuration accounting, and/or configuration verification. May also perform data resource management duties, such as the development, execution and supervision of plans, policies, programs and practices that manage and secure critical information and knowledge of HW/SW, programs, and systems.

Education/Experience
- Bachelor’s degree in related field such as information systems, engineering, etc.
- Minimum of 6 years of experience.

Configuration Management Specialist
Principal Duties and Responsibilities (*Typical functions)
- Develops requirements development, documentation development, configuration identification, configuration control, configuration accounting, and/or configuration verification. May also perform data resource management duties, such as the development, execution and supervision of plans, policies, programs and practices that manage and secure critical information and knowledge of HW/SW, programs, and systems.

Education/Experience
- Bachelor’s degree in related field such as information systems, engineering, etc.
- Typically has a BS degree.
- Minimum of 10 years of experience.

Contracts Administrator II
Principal Duties and Responsibilities (*Typical functions)
- Oversees and manages project budget
- Responsible for project time line and time management
- Serves as primary contact for customers and others
- Responsible for ensuring that required resources, including personnel and facilities, are adequate for the completion of the project
- Responsible for preparing cost reports and for verifying contract revenues
- Responsible for project close-out
- May be involved with more than one project

Education/Experience
- Bachelor’s degree in business or related field or equivalent experience
- Minimum of five years related experience required
- Working knowledge of desktop applications including word processing, spreadsheet, and database software packages
Contracts Administrator III
Principal Duties and Responsibilities (*Typical functions)

- Oversees and manages project budget
- Responsible for project time line and time management
- Serves as primary contact for customers and others
- Responsible for ensuring that required resources, including personnel and facilities, are adequate for the completion of the project
- Responsible for preparing cost reports and for verifying contract revenues
- Responsible for project close-out
- May be involved with more than one project
- May have responsibilities with customers resolving contractual issues.
- May serve as lead administrator with management duties as assigned

Education/Experience

- Bachelor’s degree in business or related field or equivalent experience
- Minimum of twelve years related experience required
- Working knowledge of desktop applications including word processing, spreadsheet, and database software packages

Cost Engineer I
Principal Duties and Responsibilities (*Typical functions)

- Inputting and analyzing documentation relating to the costs of programs or contracts
- Preparing standardized cost reports on assigned contracts
- Monitoring and resolving problems relating to the cost analysis on assigned contracts
- Provides reports to designated personnel concerning accruing/incurred costs and schedule progress
- May be assigned to government mandated cost/accounting management systems

Education/Experience

- Bachelor’s Degree
- Working knowledge of desktop applications including word processing, spreadsheets, and database programs

Cost Engineer II
Principal Duties and Responsibilities (*Typical functions)

- Preparing reports concerning the financial/administrative aspects of assigned contracts/programs
- Participates in the cost, schedule, contract performance variance and risk analysis, and prepares reports as required
- May be assigned to government mandated cost/accounting management systems

Education/Experience

- Bachelor’s Degree
- Minimum of two years cost analysis experience
- Working knowledge of desktop applications including word processing, spreadsheets, and database programs

Cost Engineer III
Principal Duties and Responsibilities (*Typical functions)

- Preparing reports concerning the highly complex financial/administrative aspects of assigned contracts/programs
- Conducts cost, schedule, contract performance variance and risk analysis, and prepares reports as required
- Develops cost controls, procedures, systems and forecasting techniques in order to evaluate contract/program status
- Responsible for ensuring compliance with government/customer requirements in assigned area
- May be assigned to government mandated cost/accounting management systems
- May provide work leadership for lower level employees

Education/Experience
• Bachelor’s Degree
• Minimum of eight years cost analysis experience
• Working knowledge of desktop applications including word processing, spreadsheets, and database programs

Cyber Specialist I
Principal Duties and Responsibilities (*Typical functions)
• Monitor computer networks for security threats or unauthorized users
• Install computer security software
• Conduct regular security audits
• Prepare security status reports
• Assist in disaster recovery plans and audits

Education/Experience
• Bachelor’s degree in computer science, information technology or equivalent field
• Knowledgeable of network access control systems, firewalls, routers, incident response techniques, intrusion prevention systems, information security methodologies, and authentication protocols

Cyber Specialist II
Principal Duties and Responsibilities (*Typical functions)
• Monitor computer networks for security threats or unauthorized users
• Install computer security software
• Conduct regular security audits
• Prepare security status reports
• Assist in disaster recovery plans and audits

Education/Experience
• Bachelor’s degree in computer science, information technology or equivalent field and 3 years experience
• Advanced knowledge of network access control systems, firewalls, routers, incident response techniques, intrusion prevention systems, information security methodologies, and authentication protocols

Drafter I
Principal Duties and Responsibilities (*Typical functions)
• Responsible for routine revising of simple drawings
• Responsible for maintaining dwg. library
• Responsible for maintaining drafting request processes
• Responsible for tracking government hardware within assigned area
• Assist in work on blue prints
• Assist in annual inventory and department audit

Education/Experience
• High school diploma, two year business degree preferred
• Minimum of one year work experience in related field
• Working knowledge of desktop applications including word processing, spreadsheet, and database programs preferred
• Working knowledge of CAD preferred
• Working knowledge of Workflow Manager preferred

Drafter II
Principal Duties and Responsibilities (*Typical functions)
• Responsible for moderately complex revising of drawings
• Responsible for creating and revising commercial and government drawings
• May provide work leadership for lower level employees

Education/Experience
• Associates degree in related field
• Minimum of two years work experience in related field
• Working knowledge of desktop applications including word processing, spreadsheet, and database programs
• Working knowledge of CAD
• Working knowledge of Workflow Manager

Drafter III
Principal Duties and Responsibilities (*Typical functions)
• Responsible for creating and revising commercial and government drawings
• Develops application programs to support company drafting documentation
• Develops standards and procedures for the drafting process and for drawings
• Responsible for assigning work tasks to lower level employees
• May provide work leadership for lower level employees
• May perform as supervisor for lower level employees
• May provide training to lower level employees

Education/Experience
• Associates degree in related field. Bachelor’s degree preferred
• Minimum of four years work experience in related field
• Working knowledge of desktop applications including word processing, spreadsheet, and database programs
• Working knowledge of CAD
• Working knowledge of Workflow Manager

Electrical Engineer I
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of electrical engineering is required.
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers.

Education/Experience
• Bachelor’s degree

Electrical Engineer II
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of electrical engineering is required.
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers.

Education/Experience
• Bachelor’s degree
• Minimum of 2 years experience

Electrical Engineer III
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of electrical engineering is required.
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers.

Education/Experience
• Bachelor’s degree
• Minimum of 9 years experience

Engineer Technician I
Principal Duties and Responsibilities (*Typical functions)
• Responsible for providing routine technical support to assigned areas, such as research, design, development testing, or manufacturing process improvement
• Provides hardware support to systems
• Responsible for troubleshooting and repairing
• Responsible for installation and maintenance of computer systems
• May be responsible for assisting others, including customers, in using audio/video equipment or other special equipment
• May assist in engineering testing and/or experimental testing
• May assist in research work

Education/Experience
• High school diploma
• Two years of electronics training from technical trade school or military technical school preferred
• Working knowledge of desktop applications including word processing, spreadsheet, and database programs preferred
• Must be able to work from schematics, diagrams, written/verbal descriptions or from defined plans

Engineer Technician II

Principal Duties and Responsibilities (*Typical functions)
• Responsible for providing moderately complex technical support to assigned areas, such as research, design, development testing, or manufacturing process improvement
• Provides hardware support to systems
• Responsible for troubleshooting and repairing moderately complex problems
• Responsible for installation and maintenance of computer systems
• May be responsible for assisting others, including customers, in using audio/video equipment or other special equipment which may be somewhat complex in nature
• May assist in engineering testing and/or experimental testing
• May assist in research work

Education/Experience
• High school diploma
• Two years of electronics training from technical trade school or military technical school
• Minimum of three years of related work experience
• Working knowledge of desktop applications including word processing, spreadsheet, and database programs
• Must be able to work from schematics, diagrams, written/verbal descriptions or from defined plans
• Knowledge of National Security Agency Procedures preferred

Engineer Technician III

Principal Duties and Responsibilities (*Typical functions)
• Responsible for providing highly complex technical support to assigned areas, such as research, design, development testing, or manufacturing process improvement
• Provides hardware support to systems
• Responsible for troubleshooting and repairing complex problems
• Responsible for installation and maintenance of computer systems
• Diagnoses and corrects equipment and system malfunctions which fail to respond to standard corrective measures
• May be responsible for assisting others, including customers, in using audio/video equipment or other special equipment which may be somewhat complex in nature
• May assist in engineering testing and/or experimental testing
• May assist in research work

Education/Experience
• High school diploma
• Two years of electronics training from technical trade school or military technical school
• Minimum of eight years of related work experience
• Working knowledge of desktop applications including word processing, spreadsheet, and database programs
• Working knowledge of Sun OS/2
• Must be able to work from schematics, diagrams, written/verbal descriptions or from defined plans
Knowledge of National Security Agency Procedures

Engineering Assistant I
Principal Duties and Responsibilities (*Typical functions)
- Assists in the creation and analysis of routine systems designs
- Assists in obtaining user information to conduct analysis when problems occur
- Assists in the preparation of systems specifications
- Assists in the preparation of basic functional process charts on existing and proposed operations
- Prepares routine logic flow charts on basic systems
- May prepare record layouts that are detailed in nature from provided specifications
- May conduct uncomplicated form designs and layouts
- May develop hardware and/or software products under close supervision
- May assist senior employees with research

Education/Experience
- High school diploma
- Minimum of 1 year of experience
- May be currently enrolled as a full time student in an accredited college or university pursuing a degree in engineering, computer science, math, management information systems, or other related technical field
- Enrolled in an accredited cooperative education program
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Knowledge or familiarity with current systems and applications
- Knowledge or familiarity with current high level computer languages

Engineering Assistant II
Principal Duties and Responsibilities (*Typical functions)
- Assists in the creation and analysis of routine systems designs
- Assists in obtaining user information to conduct analysis when problems occur
- Assists in the preparation of systems specifications
- Assists in the preparation of basic functional process charts on existing and proposed operations
- Prepares routine logic flow charts on basic systems
- May prepare record layouts that are detailed in nature from provided specifications
- May conduct uncomplicated form designs and layouts
- May develop hardware and/or software products under close supervision
- May assist senior employees with research

Education/Experience
- High school diploma
- Minimum of 2 years of experience
- Four semesters or eight quarter hours completed toward degree with an overall B average
- Enrolled in an accredited cooperative education program
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Knowledge of current systems and applications.
- Knowledge of current high level computer languages

Government Property Administrator II
Principal Duties and Responsibilities (*Typical functions)
- Responsible for conducting periodic inventories of government-furnished material and equipment
- Responsible for maintaining inventory records on government equipment
- Responsible for tracking, monitoring and reporting the status and usage of government property
- Develops systems and procedures for control and monitoring
- Interfaces with other departments and subcontractors on the usage and repair of equipment
- May prepare reports and documents in compliance with government procedures and requirements
- Coordinate subcontractor repair activities
• Coordinates activities related to the disposition of government property

Education/Experience
• Bachelor’s Degree in an applicable field
• Minimum of two years related experience
• Working knowledge of desktop applications including word processing, spreadsheets, and database programs

Graphics Technician III
Principal Duties and Responsibilities (*Typical functions)
• Responsible for designing and developing difficult graphics and illustrations for company publications including briefs, proposals, manuals, etc.
• Responsible for operating department equipment such as scanners, binding machines and the like, used in the design and production of company material
• Responsible for preparing, revising, printing and storing text, illustrations, graphs, charts, etc.
• May provide work leadership for lower level employees

Education/Experience
• High school diploma, Associate’s degree in graphic design/art preferred
• Minimum of five years work related experience
• Working knowledge of PowerPoint
• Working knowledge of desktop applications including word processing, spreadsheet, and database programs
• Working knowledge of Claris MacDraw Pro, Adobe PageMaker, Illustrator, Photoshop or other graphic programs preferred

Graphics Technology Specialist
Principal Duties and Responsibilities (*Typical functions)
• Responsible for designing and developing complex graphics and illustrations for publications, briefs, proposals, and manuals
• Assists in the analysis and troubleshooting of specific software program problems.
• May support the implementation and integration of software systems

Education/Experience
• High School diploma, Associates degree in graphic design/art preferred
• Minimum of 5 years work related experience
• Working knowledge of desktop applications including word processing, spreadsheet, and database programs PowerPoint, Claris MacDraw Pro, Adobe PageMaker, illustrator, Photoshop or other graphic programs preferred

Logistics Engineer I
Principal Duties and Responsibilities (*Typical functions)
• Provides management, customers, and sub-contractors with logistics technology and information that ensure effective and economical support for manufacturing or servicing of products, equipment, and systems. Includes all facets of logistics engineering: maintenance support and test equipment logistics; supply tracking; resource planning and scheduling; training and training data management; packaging, handling, storage and transportation (PHS&T); facility logistics and design

Education/Experience
• Bachelor’s degree

Logistics Engineer II
Principal Duties and Responsibilities (*Typical functions)
• Provides management, customers, and sub-contractors with logistics technology and information that ensure effective and economical support for manufacturing or servicing of products, equipment, and systems. Includes all facets of logistics engineering: maintenance support and test equipment logistics; supply tracking; resource planning and scheduling; training and training data management; packaging, handling, storage and transportation (PHS&T); facility logistics and design

Education/Experience
Bachelor’s degree
Minimum of 3 years of experience

Logistics Engineer III
Principal Duties and Responsibilities (*Typical functions)
- Provides management, customers, and sub-contractors with logistics technology and information that ensure effective and economical support for manufacturing or servicing of products, equipment, and systems. Includes all facets of logistics engineering: maintenance support and test equipment logistics; supply tracking; resource planning and scheduling; training and training data management; packaging, handling, storage and transportation (PHS&T); facility logistics and design

Education/Experience
- Bachelor’s degree
- Minimum of 6 years of experience

Management Analyst I
Principal Duties and Responsibilities
- Provide force structure and personnel management support
- Participate in all aspects of development by providing systematic analysis, design, integration, verification, assessment and implementation advise on issues which require knowledge of the related technical subject matter for effective project performance
- Provide analysis for combat and material development, system fielding, test and evaluation, integrated logistics support and manpower/force structure functions in support of major military systems acquisition processes
- Ensure that staffing, facilities, equipment, etc. are adequate for successful completion of program/project

Education/Experience
- Bachelor’s degree in related field
- Minimum of 5 years experience in related field

Management Analyst II
Principal Duties and Responsibilities
- Provide force structure and personnel management support
- Participate in all aspects of development by providing high level systematic analysis, design, integration, verification, assessment and implementation advise on complex issues which require extensive knowledge of the related technical subject matter for effective project performance
- Provide detailed analysis for combat and material development, system fielding, test and evaluation, integrated logistics support and manpower/force structure functions in support of major military systems acquisition processes
- Responsible for ensuring that staffing, facilities, equipment, etc. are adequate for successful completion of program/project

Education/Experience
- Bachelor’s degree in related field
- Minimum of 8 years experience in related field

Management Consulting Specialist I
Principal Duties and Responsibilities (*Typical functions)
- Provides advice and support to customers in Organizational Assessments, Process Involvement, Staffing Analysis, Risk Analysis, Acquisition Management, and Program Integration
- Provides high level systematic analysis, design, integration, verification, assessment and implementation advice on issues which require extensive knowledge of the related subject matter
- Assists in ensuring that staffing, facilities, and equipment are adequate for successful completion of program/project

Education/Experience
- BS/BA in related field
- Minimum of 10 years experience in related subject area
Management Consulting Specialist II
Principal Duties and Responsibilities (*Typical functions)
• Provides advice and support to customers in Organizational Assessments, Process Involvement, Staffing Analysis, Risk Analysis, Acquisition Management, and Program Integration
• Develops advanced theories, and research techniques in the investigation and solution of extremely complex issues
• Provides high level systematic analysis, integration, verification, assessment and implementation advice on complex issues which require extensive knowledge of the related subject matter
• Ensures that staffing, facilities, and equipment are adequate for successful completion of the project
• May serve as a subject matter expert in a specific area of expertise
Education/Experience
• BS/BA in related field, Master’s preferred
• Minimum of 15 years experience in related subject area

Mechanical Engineer I
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers
Education/Experience
• Bachelor’s degree

Mechanical Engineer II
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers
Education/Experience
• Bachelor’s degree
• Minimum of 2 years experience

Mechanical Engineer III
Principal Duties and Responsibilities (*Typical functions)
• Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required
• May be involved in one or more phases of the development cycle of an organization’s products or in providing services to external customers
Education/Experience
• Bachelor’s degree
• Minimum of 9 years experience

Military Systems Specialist I
Principal Duties and Responsibilities
• Assists in planning, organization, controlling, integration and completion of technical projects within military systems
• Assists in the development of mission area analysis, operational requirements and concept of operations documents; battlefield development, equipment modernization, and basis of issue plans in direct support of major military systems processes
• Assists in the design, development, verification, and evaluation of procedures, processes, techniques, models, and/or methodologies used to develop sophisticated/complex military systems solutions to customer requirements
• Assists in providing solutions in specific system's integration with other defense systems.
- Provides specific knowledge on system interface issues
- Provides technical approaches and methodology with regard to proposals

**Education/Experience**
- Bachelor’s degree in related field
- Minimum of 5 years recent experience

**Military Systems Specialist II**

**Principal Duties and Responsibilities**
- Provides planning, organization, controlling, integration and completion of technical projects within military systems.
- Responsible for providing analysis in the development of mission area analysis, operational requirements and concept of operations documents; battlefield development, equipment modernization, and basis of issue plans in direct support of major military systems processes.
- Executes design, development, verification, and evaluation of procedures, processes, techniques, models, and/or methodologies used to develop sophisticated/complex military systems solutions to customer requirements.
- Assists in providing solutions in specific system's integration with other defense systems.
- Coordinates system/problem definition work activities.
- Provides specific knowledge on system interface issues.
- Provides technical approaches and methodology with regard to proposals.
- Reviews and oversees work of lower level specialists.

**Education/Experience**
- Bachelor’s degree in related field.
- Minimum of 8 years recent experience.

**Military Systems Specialist III**

**Principal Duties and Responsibilities**
- Provides detailed planning, organization, controlling, integration and completion of technical projects within military systems.
- Responsible for providing detailed analysis in the development of mission area analysis, operational requirements and concept of operations documents; battlefield development, equipment modernization, and basis of issue plans in direct support of major military systems processes.
- Executes design, development, verification, and evaluation of procedures, processes, techniques, models, and/or methodologies used to develop sophisticated/complex military systems solutions to customer requirements.
- Assists in providing solutions in specific system's integration with other defense systems.
- Coordinates system/problem definition work activities.
- Provides specific knowledge on system interface issues.
- Provides technical approaches and methodology with regard to proposals.
- Reviews and oversees work of lower level specialists.

**Education/Experience**
- Bachelor’s degree in related field. Master's Degree preferred in related field.
- Minimum of 10 years recent experience.

**Network Systems Analyst III**

**Principal Duties and Responsibilities** (*Typical functions*)
- Analyzes complex local and wide area network systems including the planning, designing, evaluating, and selecting operating systems and protocol suites.
- Configures communication media with concentrators, bridges and other devices.
- Resolves difficult interoperability problems to obtain operations across all platforms.
- Configures systems to user environment.
- Supports acquisition of hardware and software, as well as, subcontractor services.
- May act as a technical project leader.
- May assist in proposal preparation.
- Routinely acts as leader for lower level employees.
Education/Experience
- Bachelor’s degree, Master’s preferred, in computer science or a related field
- Eight years of progressively responsible network systems engineering and/or analysis experience
- Working knowledge of desktop application including word processing, spreadsheets and database programs
- Working knowledge of current high level computer languages
- CNE and/or CNA certification required

Program Manager
Principal Duties and Responsibilities (*Typical functions)
- Supervises, coordinates, and exerts authority for planning, organizing, controlling, integrating and completing projects
- Responsible for the effective management of project issues such as funds, personnel and delivery of contractual items
- Evaluates complex project requirements and developments while providing guidance, decisive resolutions, and expert advice
- Responsible for enforcing work standards, developing schedules, reviewing work discrepancies and communicating policies
- Assists in insuring that staffing, facilities, and equipment are adequate for the successful completion of project
- Serves as the liaison with departments, outside customers, and regulatory personnel

Education/Experience
- BS/BA in related field
- Minimum of 10 years work related experience

Project Engineer/Scientist I
Principal Duties and Responsibilities (*Typical functions)
- Assists in the development and application of methods, theories and research techniques in the investigation and solution of research projects
- Defines interdepartmental standards and methodologies for program design, development, and/or integration
- Analyzes and/or rewrites programs to increase operating efficiency or to adapt program to new requirements
- Evaluates project requirements and developments while providing guidance, decisive resolutions, and expert advice to customers
- Compiles and writes documentation of program developments and subsequent revisions
- May participate in patent applications

Education/Experience
- Bachelor’s degree
- Minimum of 10 years job related experience

Project Engineer/Scientist II
Principal Duties and Responsibilities (*Typical functions)
- Responsible for the initiation, design, development, execution and implementation of scientific research projects.
- Defines interdepartmental standards and methodologies for system design, development, and/or integration.
- Analyzes and/or rewrites programs to increase operating efficiency or to adapt program to new requirements.
- Evaluates complex project requirements and developments while providing guidance, decisive resolutions, and expert advice.
- Compiles and writes documentation of program developments and subsequent revisions.
- May participate in patent applications.

Education/Experience
- Bachelor’s degree, Master’s preferred
• Minimum of 15 years job related experience

**Project Engineer/Scientist III**

**Principal Duties and Responsibilities (Typical functions)**

- Develops and applies highly advanced methods, theories and research techniques in the investigation and solution of extremely complex and advanced research projects
- Defines interdepartmental standards and methodologies for system design, development, and/or integration
- Analyzes, reviews, and/or rewrites programs to increase operating efficiency or to adapt program to new requirements
- Oversees and evaluates complex project requirements and developments while providing guidance, decisive resolutions, and expert advice
- Compiles and writes documentation of program developments and subsequent revisions
- Reviews literature, patents, and current practices relevant to the solution of assigned projects
- May participate in patent applications

**Education/Experience**

- MS/MA in Science, Computer Science, Engineering, math or Physical Science
- Minimum of 20 years job related experience
- Requires extensive proven technical expertise

**Project Manager I**

**Principal Duties and Responsibilities (Typical functions)**

- Responsible for the overall management of the staff assigned to the program/project
- Responsible for managing assigned budget
- Responsible for ensuring that staffing, facilities, equipment, etc., are adequate for successful completion of the program/project
- Responsible for preparing department specific reports as required by government or customer
- May assist in proposal preparation
- Serves as liaison between department and other departments as well as with outside customers, regulatory personnel, etc.

**Education/Experience**

- Bachelor’s Degree in related field
- Minimum of five years work related experience
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs required

**Project Manager II**

**Principal Duties and Responsibilities (Typical functions)**

- Responsible for the overall management of the staff assigned to the program/project
- Responsible for managing assigned budget
- Responsible for ensuring that staffing, facilities, equipment, etc., are adequate for successful completion of the program/project
- Responsible for preparing department specific reports as required by government or customer
- May assist in proposal preparation
- May be involved in more than one project/program at a time
- Serves as liaison between department and other departments as well as with outside customers, regulatory personnel, etc.

**Education/Experience**

- Bachelor’s Degree in related field
- Minimum of eight years work related experience
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs required

**Project Manager III**

**Principal Duties and Responsibilities (Typical functions)**
• Responsible for the overall management of the staff assigned to the program/project
• Responsible for managing assigned budget
• Responsible for ensuring that staffing, facilities, equipment, etc., are adequate for successful completion of the program/project
• Responsible for preparing department specific reports as required by government or customer
• Responsible for the program’s/project’s growth
• May assist in proposal preparation
• May be involved in more than one project/program at a time
• Serves as liaison between department and other departments as well as with outside customers, regulatory personnel, etc.

Education/Experience
• Bachelor’s Degree (Master’s preferred) in related field
• Minimum of fifteen years work related experience
• Working knowledge of desktop applications including word processing, spreadsheet, and database programs required

Project Specialist I
Principal Duties and Responsibilities
• Coordinates and provides technical recommendations for planning, organizing, controlling, integrating and completing projects
• Provides technical support to customers in Organizational Assessments, Process Involvement, Staffing Analysis, Risk Analysis, Acquisition Management, Program Integration, Change and/or Configuration/Data Management
• Responsible for the effective assessment and resolution of critical project issues
• Evaluates project requirements and developments while providing guidance, decisive resolutions, and specific expert advice
• Assists in the development of technical approaches and methodologies that are required to render successful project results

Education/Experience
• BS in related field
• Minimum 8 years of experience in related field

Project Specialist II
Principal Duties and Responsibilities
• Coordinates and provides technical recommendations for planning, organizing, controlling, integrating and completing projects
• Provides technical support to customers in Organizational Assessments, Process Involvement, Staffing Analysis, Risk Analysis, Acquisition Management, Program Integration, Change and/or Configuration/Data Management
• Responsible for the effective assessment and resolution of critical project issues
• Evaluates complex project requirements and developments while providing guidance, decisive resolutions, and specific expert advice
• Assists in the development of technical approaches and methodologies that are required to render successful project results

Education/Experience
• BS in related field
• Minimum 10 years of experience in related field

Project Specialist III
Principal Duties and Responsibilities
• Supervises, coordinates, and exerts authority for planning, organizing, controlling, integrating and completing projects
• Provides technical support to customers in Organizational Assessments, Process Involvement, Staffing Analysis, Risk Analysis, Acquisition Management, Program Integration, Change and/or Configuration/Data Management
• Responsible for the effective assessment and resolution of critical project issues
• Oversees and evaluates complex project requirements and developments while providing guidance, decisive resolutions, and specific expert advice
• Assists in the development of technical approaches and methodologies that are required to render successful project results

Education/Experience
• BS in related field, Master’s preferred
• Minimum 15 years of experience in related field

Quality Engineer I
Principal Duties and Responsibilities (*Typical functions)
• Assists in managing hardware, software and service product quality standards
• Assists in the documentation of quality problems
• May assist in the review and evaluation of various product’s performance

Education/Experience
• Bachelor’s degree
• Working knowledge of desktop applications including word processing, spreadsheets, and databases

Quality Engineer II
Principal Duties and Responsibilities (*Typical functions)
• Develops quality control initiatives for hardware, software, and service products
• Responsible for the documentation of product problems
• Responsible for assisting as needed in the implementation and compliance of ISO 9000
• May assist in the review and evaluation of product performance
• Supports other departments as needed

Education/Experience
• Bachelor’s degree
• Minimum of two years related work experience
• Working knowledge of desktop applications including word processing, spreadsheets, and databases
• Working knowledge of current operating systems and programming languages

Quality Engineer III
Principal Duties and Responsibilities (*Typical functions)
• Develops quality initiatives for complex hardware, software, and service products
• Responsible for the documentation of product problems
• Responsible for implementation and compliance of ISO 9000
• Responsible for overseeing the company’s Configuration Management Process
• Responsible for writing documentation and for the support of QMG implementation

Education/Experience
• Bachelor’s degree, Master’s’ preferred
• Minimum of five years related work experience
• Working knowledge of desktop applications including word processing, spreadsheets, and databases
• Working knowledge of current operating systems and programming languages

Satellite Communication Specialist I
Principal Duties and Responsibilities (*Typical functions)
• Installs, configures, operates, aligns, and/or conducts performance tests, on satellite communications equipment
• Installs, operates, and/or performs preventive maintenance checks and services on satellite communication security systems
• Installs tactical satellite antenna equipment
• Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures
• Performs complex and multifaceted tasks associated with stressed and unstressed network operations
• Ensures backup equipment, spares, and repair parts are available to sustain system operations
• Compiles system and network statistics for reports

Education/Experience
• Bachelor’s Degree in Science or Technology
• Knowledge with fundamental communication systems a plus

Satellite Communication Specialist II
Principal Duties and Responsibilities (*Typical functions)
• Installs, configures, operates, aligns, and/or conducts performance tests, on satellite communications equipment
• Installs, operates, and performs preventive maintenance checks and services on satellite communication security systems
• Installs tactical satellite antenna equipment
• Provides technical assistance to subordinates engaged in the operation and maintenance of satellite communication systems
• Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures
• Performs complex and multifaceted tasks associated with stressed and unstressed network operations
• Ensures backup equipment, spares, and repair parts are available to sustain system operations.
• Compiles system and network statistics for reports

Education/Experience
• Bachelor’s Degree in Science or Technology with minimum 3 years experience
• Knowledge with fundamental satellite communication systems a plus

Satellite Communication Specialist III
Principal Duties and Responsibilities (*Typical functions)
• Installs, configures, operates, aligns, and/or conducts performance tests, on satellite communications equipment
• Installs, operates, and performs preventive maintenance checks and services on satellite communication security systems
• Installs tactical satellite antenna equipment
• Provides technical assistance to subordinates engaged in the operation and maintenance of satellite communication systems
• Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures
• Performs complex and multifaceted tasks associated with stressed and unstressed network operations
• Supervises and performs alignment, control functions, and direct support maintenance on assigned communications equipment
• Ensures backup equipment, spares, and repair parts are available to sustain system operations.
• Compiles system and network statistics for reports

Education/Experience
• Bachelor’s Degree in Science or Technology with minimum 7 years experience
• Master’s Degree preferred
• Advanced knowledge with satellite communication systems a plus

Satellite Communication Specialist IV
Principal Duties and Responsibilities (*Typical functions)
• Installs, configures, operates, aligns, and/or conducts performance tests, on satellite communications equipment
• Installs, operates, and performs preventive maintenance checks and services on satellite communication security systems
• Installs tactical satellite antenna equipment
• Provides technical assistance to subordinates engaged in the operation and maintenance of satellite communication systems
• Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures
• Performs complex and multifaceted tasks associated with stressed and unstressed network operations
• Supervises and performs alignment, control functions, and direct support maintenance on assigned communications equipment
• Ensures backup equipment, spares, and repair parts are available to sustain system operations.
• Compiles system and network statistics for reports

Education/Experience
• Bachelor’s Degree in Science or Technology with 12 yrs. experience. Master’s Degree preferred
• Advanced knowledge with satellite communication systems desired

Scientist
Principal Duties and Responsibilities (*Typical functions)
• Plans, conducts and technically directs research on various phases of projects
• Participates in the development of patent applications/protection of intellectual property
• Conducts investigations and tests of considerable complexity
• Responsible for planning and executing research
• Reviews literature, patents and current practices relevant to the solution of assigned projects
• May contribute to scientific literature and conferences

Education/Experience
• Master’s degree in a related scientific field. Ph.D. preferred
• Minimum of eight years of experience with advanced scientific or engineering development
• Extensive, proven technical expertise demonstrated through publication, patents, or equivalent
• Must maintain substantial knowledge of state-of-the art principles and theories
• Working knowledge of desktop applications such as word processing, spreadsheet, and database programs

Senior Scientist
Principal Duties and Responsibilities (*Typical functions)
• Plans, conducts and technically directs research on extremely complex phases of projects
• Participates in the development of patent applications/protection of intellectual property
• Conducts investigations and tests of high complexity
• Responsible for planning and executing extremely complex and/or advanced research
• Reviews literature, patents and current practices relevant to the solution of assigned projects
• Exercises independent judgment in developing methods, techniques, and evaluation criterion for obtaining results
• May contribute to scientific literature and conferences
• May provide work leadership including assigning work

Education/Experience
• Ph.D. in a related scientific field
• Minimum of fifteen years of advanced scientific or engineering development
• Extensive, proven technical expertise demonstrated through publication, patents, or equivalent
• Must maintain substantial knowledge of state-of-the art principles and theories
• Working knowledge of desktop applications such as word processing, spreadsheet, and database programs

Software Analyst I
Principal Duties and Responsibilities (*Typical functions)
• May assist in: routine analysis of software designs, the preparation of software specifications, creating charts and graphs used in data analysis
• May be responsible for: obtaining user information to develop software specifications, analyzing test results on software
• Will work under guidance of senior leaders to support software solutions

Education/Experience
• Bachelor’s degree
• Minimum of 0 years experience

Software Analyst II
Principal Duties and Responsibilities (*Typical functions)
• May assist in: routine analysis of software designs, the preparation of software specifications, creating charts and graphs used in data analysis
• May be responsible for: obtaining user information to develop software specifications, analyzing test results on software, developing and maintaining databases
• Will work under guidance of senior leaders to support software solutions

Education/Experience
• Bachelor’s degree
• Minimum of 2 years experience

Software Analyst III
Principal Duties and Responsibilities (*Typical functions)
• May perform non-routine analysis of software performance
• May be responsible for: obtaining user information to conduct analysis when problems occur, analyzing test results on software, working with software users to define problem areas (data availability, report requirements, etc.), defining controls, conversion procedures and system implementation plans
• May assist in: the preparation of software specifications, development, creating charts and graphs used in data analysis
• May formulate logical statements of user requirements and develop solutions
• May define input and output file specifications including file organization
• May occasionally provide work leadership to lower level employees

Education/Experience
• Bachelor’s degree
• Minimum of 5 years experience

Software Analyst IV
Principal Duties and Responsibilities (*Typical functions)
• May perform non-routine analysis of software performance
• May be responsible for: obtaining user information to conduct analysis when problems occur, analyzing test results on software, working with software users to define problem areas (data availability, report requirements, etc.), defining controls, conversion procedures and system implementation plans
• May assist in: the preparation of software specifications, development, creating charts and graphs used in data analysis
• May formulate logical statements of user requirements and develop solutions
• May define input and output file specifications including file organization
• May provide work leadership to lower level employees

Education/Experience
• Bachelor’s degree
• Minimum 8 years experience

Software Analyst V
Principal Duties and Responsibilities (*Typical functions)
• May perform non-routine analysis of software performance
• May be responsible for: obtaining user information to conduct analysis when problems occur, analyzing test results on software, working with software users to define problem areas (data availability, report requirements, etc.), defining controls, conversion procedures and system implementation plans
• May assist in: the preparation of software specifications, development, creating charts and graphs used in data analysis
• May formulate logical statements of user requirements and develop solutions
• May define input and output file specifications including file organization
• Mentors junior employees

Education/Experience
• Bachelor’s degree
• Minimum 12 years experience

Software Engineer I
Principal Duties and Responsibilities (*Typical functions)
• Assists in designing and developing software programs
• Assists in analyzing user’s software program needs and assists in troubleshooting
• Assists in the design and development of software using basic compilers, assemblers, utility programs and operating systems
• May advise hardware design engineers on machine characteristics that affect software systems
• May provide input for documentation of new or existing programs

Education/Experience
• Bachelor’s degree
• Working knowledge of current operating systems and programming languages

Software Engineer II
Principal Duties and Responsibilities (*Typical functions)
• May design and/or develop software programs
• Analyzes user’s software program needs and assists in troubleshooting
• Design and develops software using basic compilers, assemblers, utility programs and operating systems
• Performs systems modeling, simulation and analysis  May advise hardware design engineers on machine characteristics that affect software systems
• May provide input for documentation of new or existing programs

Education/Experience
• Bachelor’s degree
• Two years applicable software design engineering experience
• Ability to use desktop applications such as word processing, spreadsheet, and database programs
• Working knowledge of current operating systems and programming languages

Software Engineer III
Principal Duties and Responsibilities (*Typical functions)
• May design and/or develop complicated and difficult software programs
• Analyzes user's software program needs and assists in troubleshooting
• Design and develops software using basic compilers, assemblers, utility programs and operating systems
• Performs systems modeling, simulation and analysis  Advises hardware design engineers on machine characteristics that affect software systems.
• May provide input for documentation of new or existing programs
• May provide work leadership for lower level employees

Education/Experience
• Bachelor’s degree, Master’s preferred
• Five years applicable software design engineering experience
• Working knowledge of desktop applications such as word processing, spreadsheet, and database programs
• Working knowledge of current operating systems and programming languages

Software Engineer IV
Principal Duties and Responsibilities (*Typical functions)
• Plans, conducts and technically directs projects or major phases of significant projects
• Conducts investigations and tests of considerable complexity
• Reviews literature, patents & current practices relevant to the solution of assigned projects
• Reviews the completion and implementation of technical products
• May evaluate vendor capabilities to provide required products or services
• May provide technical consultation to other departments
• May provide work leadership to lower level employees

Education/Experience
• Master's degree in computer science, information systems, engineering, business, or other related field
• Minimum of eight years of applicable progressively complex software design engineering experience
• Knowledge of desktop applications such as word processing, spreadsheet, and database programs
• Working knowledge of current operating systems and programming languages

Sr. Executive Management Specialist
Principal Duties and Responsibilities (*Typical functions)
• Serves as a senior advisor and/or analyst in the effective assessment of extremely complex management development, organizational process improvement, and business implementation/integration issues.
• Develops highly advanced methods, theories, and research techniques in the investigation and solution of critical issues. Provides advice in implementing productive and innovative solutions to customer’s problems. Provides specialized guidance at the uppermost expert/intellectual level.

Education/Experience:
• BA/BS in related field, Masters preferred
• Minimum 30 years’ experience
• Must be acknowledged as an expert in the specific functional area of task to be performed.
• May have published articles or books in field of expertise and/or made presentations at professional conferences.

Sr. Program Manager
Principal Duties and Responsibilities (*Typical functions)
• Provides force structure and personnel management support. Supervises, coordinates, and exerts authority for planning, organizing, controlling, integrating and completing projects. Responsible for the effective management of critical project issues such as funds, personnel and delivery of contractual items. Oversees and evaluates complex project requirements and developments while providing guidance, decisive resolutions, and expert advice. Responsible for enforcing work standards, developing schedules, reviewing work discrepancies and communicating policies, purposes, and goals of the organization. Assists in insuring that staffing, facilities, and equipment are adequate for the successful completion of the project. Serves as the liaison with other departments, outside customers and regulatory personnel.

Education/Experience:
• BS/BA in related field, Masters preferred
• Minimum of 15 years work related experience

Statistician
Principal Duties and Responsibilities (*Typical functions)
• Collect and analyze numerical data in order to solve practical problems.
• Using the mathematical theory of probability, statisticians/statistical scientists formalize this process in order to improve it

Education/Experience
• Requirements: A bachelor's degree in statistics or a related discipline, with an emphasis on mathematics and computers
• A master's degree is preferable and will allow for more independent and less routine work.
• Research at the university level usually requires a Ph.D

Subject Matter Expert I
Principal Duties and Responsibilities
• Serves as an expert in a specific functional area
• Responsible for the effective assessment and resolution of critical program issues
• Develops advanced methods, theories, and research techniques in the investigation and solution of complex issues
• Ensures that focus is maintained on problem solution and task completion
• Provides advice in developing programs and implementing creative and innovative solutions to customer's problems

Education/Experience
• Bachelor’s degree in related field
• Minimum 7 years of experience in related field
• Must be acknowledged as an expert in the specific functional area of task to be performed
• May have published articles or books in field of expertise and/or made presentations at professional conferences

Subject Matter Expert II
Principal Duties and Responsibilities
• Serves as an expert in a specific functional area
• Responsible for the effective assessment and resolution of critical program issues
• Develops advanced methods, theories, and research techniques in the investigation and solution of complex issues
• Ensures that focus is maintained on problem solution and task completion
• Provides advice in developing programs and implementing creative and innovative solutions to customer's problems

Education/Experience
• Bachelor’s degree in related field
• Minimum 12 years of experience in related field
• Must be acknowledged as an expert in the specific functional area of task to be performed
• May have published articles or books in field of expertise and/or made presentations at professional conferences

Subject Matter Expert III
Principal Duties and Responsibilities
• Serves as an expert in a specific functional area
• Responsible for the effective assessment and resolution of critical program issues
• Develops highly advanced methods, theories, and research techniques in the investigation and solution of extremely complex issues
• Ensures that focus is maintained on problem solution and task completion
• Provides advice in developing programs and implementing creative and innovative solutions to customer's problems

Education/Experience
• Bachelor’s degree in related field
• Minimum 17 years of experience in related field
• Must be acknowledged as an expert in the specific functional area of task to be performed.
• May have published articles or books in field of expertise and/or made presentations at professional conferences

Systems Administrator/Network Analyst III
Principal Duties and Responsibilities (*Typical functions)
• Responsible for the evaluation, acquisition, installation and support of local area networks and/or wide area networks
• Responsible for the on-going administration and support of a LAN or WAN

Education/Experience
• Bachelor’s degree in related field such as information systems, engineering, etc.
• Minimum of 5 years of experience

Systems Analyst I
Principal Duties and Responsibilities (*Typical functions)
• May assist in: the preparation of systems specifications, routine analysis of systems designs, the preparation of basic functional process charts on existing and proposed operations, the creation of routine systems designs
• May prepare: routine logic flow charts, layouts that are detailed in nature from provided specifications, reports, or other technical documentation as needed
• May conduct: uncomplicated form designs and layouts, troubleshooting and analysis when problems occur
• May perform: analysis of computers, communications, or network systems
• May support: operating systems, networks, software, hardware, etc.
• Work is performed under general supervision

Education/Experience
• Associate’s degree
• Minimum 0 years experience

Systems Analyst II
Principal Duties and Responsibilities (*Typical functions)
• May prepare: systems specifications, routine analysis of systems designs, basic functional process charts on existing and proposed operations, routine systems designs and logic flow charts, layouts that are detailed in nature from provided specifications, reports, or other technical documentation as needed
• May conduct: uncomplicated form designs and layouts, troubleshooting and analysis when problems occur
• May perform: analysis of computers, communications, or network systems
• May support: operating systems, networks, software, hardware, etc.
• Work is performed under more senior staff members

Education/Experience
• Bachelor’s degree
• Minimum 2 years experience

Systems Analyst III
Principal Duties and Responsibilities (*Typical functions)
• Must have a high level of technical knowledge of systems analysis of computer, communication, and/or network systems
• May prepare: systems specifications, routine analysis of systems designs, basic functional process charts on existing and proposed operations, routine systems designs and logic flow charts, layouts that are detailed in nature from provided specifications, reports, or other technical documentation as needed
• May conduct: uncomplicated form designs and layouts, troubleshooting and analysis when problems occur
• May perform: analysis of computers, communications, or network systems
• May support: operating systems, networks, software, hardware, etc.
• Work is performed under more senior staff members

Education/Experience
• Bachelor’s degree
• Minimum 5 years of experience
Systems Analyst IV
Principal Duties and Responsibilities (*Typical functions)
- Must have a high level of technical knowledge of systems analysis of computer, communication, and/or network systems and non-routine troubleshooting skills
- May prepare: systems specifications, routine analysis of systems designs, basic functional process charts on existing and proposed operations, routine systems designs and logic flow charts, layouts that are detailed in nature from provided specifications, reports, or other technical documentation as needed
- May conduct: uncomplicated form designs and layouts, troubleshooting and analysis when problems occur
- May perform: analysis of computers, communications, or network systems
- May support: operating systems, networks, software, hardware, etc.
- Work is performed under more senior staff members

Education/Experience
- Bachelor’s degree
- Minimum 8 years of experience

Systems Analyst V
Principal Duties and Responsibilities (*Typical functions)
- Must have a high level of technical knowledge of systems analysis of computer, communication, and/or network systems and non-routine troubleshooting skills
- May prepare: systems specifications, routine analysis of systems designs, basic functional process charts on existing and proposed operations, routine systems designs and logic flow charts, layouts that are detailed in nature from provided specifications, reports, or other technical documentation as needed
- May conduct: uncomplicated form designs and layouts, troubleshooting and analysis when problems occur
- May perform: analysis of computers, communications, or network systems
- May support: operating systems, networks, software, hardware, etc.
- Mentors junior staff

Education/Experience
- Bachelor’s degree
- Minimum 12 years of experience

Systems Engineer I
Principal Duties and Responsibilities (*Typical functions)
- Assists in the analysis process of existing systems
- Assists in the determination of system specification, input/output processes and working parameters for hardware/software compatibility
- Assists in identifying and analyzing program support deficiencies
- May assist in resolving program support deficiencies

Education/Experience
- Bachelor’s degree
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs

Systems Engineer II
Principal Duties and Responsibilities (*Typical functions)
- Responsibilities may include various systems analysis, defining and/or designing/developing new system requirements
- Determines system specifications, input/output processes and/or working parameters for hardware/software compatibility
- May coordinate design of subsystems and integration of total system
- Identifies, analyzes and resolves program support deficiencies

Education/Experience
- Bachelor’s degree
- Minimum of two years system design and/or analysis experience
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs

**Systems Engineer III**

**Principal Duties and Responsibilities (Typical functions)**
- Responsibilities may include developing and/or applying advanced techniques in the investigation and solution of advanced system requirements and problems
- Plans, conducts and technically directs projects or major phases of significant projects
- Coordinates efforts of technical support staff in the performance of assigned projects
- Conduct investigations and tests of considerable complexity
- Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management
- May evaluate vendor capabilities to provide required products or services
- May provide technical consultation to other departments
- May provide work leadership to lower level employees

**Education/Experience**
- Bachelor’s degree
- Minimum of eight years experience in progressively complex systems design, including hardware/software integration of complex systems
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs

**Systems Engineer Manager II**

**Principal Duties and Responsibilities (Typical functions)**
- Responsible for managing assigned staff including employment, training and performance management
- Responsible for managing annual budget
- Responsible for task assignments
- Directs technical organization and ensures progress according to objectives
- Assesses results of assigned technical projects

**Education/Experience**
- Bachelor’s degree required, Ph.D. preferred, in related field
- Minimum of eight years experience in Systems Design Engineering, including supervisory experience
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs

**Technical Document Specialist I**

**Principal Duties and Responsibilities (Typical functions)**
- Responsible for developing, writing, and editing routine, non-complex technical documentation such as technical manuals, user manuals, and technical orders, generally using standard office automation products
- Duties may include data manipulation, storage, and retrieval in database applications
- Duties may include requirements development, documentation development, configuration identification, configuration control, configuration accounting and/or verification

**Education/Experience**
- Bachelor’s degree in a related field
- Minimum of three years work related experience required
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Must possess excellent written communication skills

**Technical Document Specialist II**
Principal Duties and Responsibilities (*Typical functions)

- Responsible for developing, writing, and editing routine, non-complex technical documentation such as technical manuals, user manuals, and technical orders, generally using standard office automation products, more unique applications such as Standard Generalized Mark-up Language, and specialized tools such as the Joint Computer-Aided Acquisition and Logistics System (JCALS)
- May include data manipulation, storage, and retrieval in database applications, as well as development of database applications.
- Responsible for evaluating potential user problems relating to assigned applications
- Responsible for using and evaluating test versions of software applications to identify application obstacles before applications are released
- Duties may include requirements development, documentation development, configuration identification, configuration control, configuration accounting and/or verification

Education/Experience

- Bachelor’s degree in a related field
- Minimum of five years work related experience required
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Must possess excellent written communication skills

Technical Document Specialist III
Principal Duties and Responsibilities (*Typical functions)

- Responsible for developing, writing, and editing non-routine, complex technical user manuals
- Responsible for assigning and insuring proper configuration and numbering to documents and revisions
- Responsible for evaluating potential user problems relating to assigned applications
- Responsible for using test versions of software applications to identify application obstacles before applications are released
- Responsible for the documentation of relative information on assigned applications
- Responsible for editing user manuals as needed
- May assemble document packages for delivery to customer
- May provide work leadership to lower level employees

Education/Experience

- Bachelor’s degree in a related field
- Minimum of eight years work related experience required
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Must possess excellent written communication skills

Technical Manager
Principal Duties and Responsibilities (*Typical functions)

- Responsible for the management of assigned staff including employment, training, and performance management
- Responsible for managing department budget
- Responsible for performing programming on assigned projects as needed
- Responsible for reporting requirements for department
- Responsible for the development and modifications to policies and procedures that are directly related to the department
- Serves as liaison with other departments and/or customers

Education/Experience

- Bachelor’s degree in a related field
- Minimum of five years work related experience including supervisory experience
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Working knowledge of current systems and applications.
- Working knowledge of current high level computer languages
• Working knowledge of project specific operating systems and hardware preferred

Technical Specialist I
Principal Duties and Responsibilities (*Typical functions)
• Provides technical support and advice in areas such as research, design, development, testing and manufacturing. May diagnose and correct system malfunctions as well as assist in engineering testing and/or experimental testing. Responsible for the analysis and evaluation of software user requirements and/or problems. Assists in the preparation and development of software specifications, defining controls, conversion procedures and system implementation plans. Formulates logical statements of user requirements and develops solutions. Participates in the design and development of complex graphics and illustrations

Education/Experience:
• High School diploma, some technical school experience preferred
• Minimum of 5 years work related experience

Technical Specialist II
Principal Duties and Responsibilities (*Typical functions)
• Provides expert application analysis on extremely complex problems where analysis of situations or data requires an in-depth knowledge in specific areas. Exercises expert judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criterion for obtaining results. Provides complex technical support and advice in areas such as research, design, development, testing and manufacturing. May diagnose and correct system malfunctions as well as assist in engineering testing and/or experimental testing. Responsible for the analysis and evaluation of software user requirements and/or problems. Assists in the preparation and development of software specifications, defining controls, conversion procedures and system implementation plans. Formulates logical statements of user requirements and develops solutions. Participates in the design and development of complex graphics and illustrations

Education/Experience:
• High School diploma, with technical school experience
• Minimum of 8 years work related experience

Training Specialist I
Principal Duties and Responsibilities (*Typical functions)
• Designs and coordinates training programs based on needs
• Conducts training courses
• Performs interviews and surveys to analyze training needs
• Assists in compiling training manuals

Education/Experience
• Bachelor’s degree in related instructional field
• Effective training and presentation skills
• Excellent written and verbal communication skills

Training Specialist II
Principal Duties and Responsibilities (*Typical functions)
• Designs and coordinates training programs based on needs
• Conducts training courses
• Performs interviews and surveys to analyze training needs
• Assists in compiling training manuals

Education/Experience
• Bachelor’s degree in related instructional field
• 3 years experience
• Effective training and presentation skills
• Excellent written and verbal communication skills
## Substitution Chart for Education and Experience

<table>
<thead>
<tr>
<th>Service Proposed (eg Job Title/Task)</th>
<th>Minimum Education/Experience</th>
<th>PhD</th>
<th>Masters</th>
<th>Bachelors</th>
<th>Associate</th>
<th>High School</th>
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<tr>
<td>Analyst I</td>
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<td>BS/BA in Business Mgmt, Accounting, Finance, Engineering, Math or related field + 3 yrs. exp.</td>
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<td>Configuration Management Analyst II</td>
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<tr>
<td>Management Consulting Specialist I</td>
<td>BS/BA in related field, Masters preferred + 10 yrs. exp.</td>
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<td>Project Manager</td>
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<td>Subject Matter Expert I</td>
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<td>Systems Administrator/Network Analyst III</td>
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