Schedule for Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services

Contract Number: GS-00F-349GA

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

Contract Period: August 31, 2017 through August 30, 2027
Price list current as of Modification PS0019, effective as of August 9, 2022

Contractor: THE LOCKWOOD GROUP
4694 MILLENNIUM DR., STE 125
BELCAMP, MD 21017-1550

Business Size: Small, Service-Disabled Veteran Owned Business

Telephone: (888) 747-3239
FAX Number: (443) 327-7042
Web Site: www.thelockwoodgroupllc.com
E-mail: jim@thelockwoodgroupllc.com
Contract Administration: James F Lockwood
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CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
<th>Cooperative Purchasing</th>
<th>Disaster Recovery</th>
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<td>Engineering Services</td>
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<td>541380</td>
<td>Testing Laboratory Services</td>
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<td>541420</td>
<td>Engineering System Design and Integration Services</td>
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<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
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<td>541614</td>
<td>Deployment, Distribution and Transportation Logistics Services</td>
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<td>541614SVC</td>
<td>Supply and Value Chain Management</td>
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<td>Engineering Research and Development and Strategic Planning</td>
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<td>Professional and Management Development Training</td>
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<td>Order-Level Materials (OLM)</td>
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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. Please refer to the Labor Category Hourly Rates on Page 5.

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. Please refer to the Labor Category Descriptions on Page 7.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Worldwide

5. Point(s) of production (city, county, and state or foreign country): Same as contractor


7. Quantity discounts: None

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): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

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

12a. Ordering Address(es): Same as Contractor

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found in Federal Acquisition Regulations (FAR) 8.405-3.

13. Payment address(es): Same as company address

14. Warranty provision: Contractor’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/ -- Not Applicable

23. Unique Entity Identifier (UEI) number: ESTKWDKHRVX9

24. Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM.
Labor Categories Pricing

The rates shown in the table below include the Industrial Funding Fee (IFF) of 0.75%.
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<th>SIN</th>
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<th>Year 6 08/31/22-08/30/23</th>
<th>Year 7 08/31/23-08/30/24</th>
<th>Year 8 08/31/24-08/30/25</th>
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<th>Year 10 08/31/26-08/30/27</th>
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**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Awards Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Labor Category Descriptions
**Acquisition Logistics Management Specialist I**

**Functional Responsibility:** The Acquisition Logistics Management Specialist I applies knowledge of the Department of Defense (DoD) Acquisition processes and analytical methods or techniques to gather, analyze, and evaluate information required by program/Project Managers (PMs) and customers. Provides extensive acquisition expertise and services in the area of acquisition and operational planning, system architecture, and technical and financial management. Accountable for major and complicated projects throughout architecture, technical, and financial management. Accountable for major and complicated projects throughout the project life-cycle. Draws conclusions and recommends solutions to solve problems related to configuration management; resource management (e.g., facility, testing, financial, logistical, technical, and expert availability); test and deployment; and Quality Assurance (QA) in achieving schedule milestones (risks, issues, slack, and dependencies) and/or technical milestones (e.g., Intermediate Operating Capability (IOC); Full Operational Capability (FOC); Test Readiness Levels other as applicable acquisition milestone events.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 1 year

**Education Substitution:** Associates Degree plus 2 years relevant experience

**Acquisition Logistics Management Specialist II**

**Functional Responsibility:** The Acquisition Logistics Management Specialist II applies knowledge of the DoD Acquisition processes and analytical methods or techniques to gather, analyze, and evaluate information required by program/PMs and customers. Provides extensive acquisition expertise and services in the area of acquisition and operational planning, system architecture, and technical and financial management. Accountable for major and complicated projects throughout architecture, technical, and financial management. Accountable for major and complicated projects throughout the project life-cycle. Draws conclusions and recommends solutions to solve problems related to configuration management; resource management (e.g., facility, testing, financial, logistical, technical, and expert availability); test and deployment; and QA in achieving schedule milestones (risks, issues, slack, and dependencies) and/or technical milestones (e.g., Intermediate Operating Capability (IOC); Full Operational Capability (FOC); Test Readiness Levels and other as applicable acquisition milestone events.

**Minimum Education:** Bachelor’s Degree

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

**Acquisition Logistics Management Specialist IV**

**Functional Responsibility:** The Acquisition Logistics Management Specialist IV applies knowledge of the DoD Acquisition processes and analytical methods or techniques to gather, analyze, and evaluate information required by program/PMs and customers. Provides extensive acquisition expertise and services in the area of acquisition and operational planning, system architecture, and technical and financial management.
Accountable for major and complicated projects throughout architecture, technical, and financial management. Accountable for major and complicated projects throughout the project life-cycle. Draws conclusions and recommends solutions to solve problems related to configuration management; resource management (e.g., facility, testing, financial, logistical, technical, and expert availability); test and deployment; and QA in achieving schedule milestones (risks, issues, slack, and dependencies) and/or technical milestones (e.g., Intermediate Operating Capability (IOC); Full Operational Capability (FOC); Test Readiness Levels and other as applicable acquisition milestone events.

**Minimum Education:** Bachelor’s Degree

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**General Engineer II**

**Functional Responsibility:** The General Engineer, Journeyman must have the technical background and skills to perform in all phases of hardware design, development, and documentation. Performs fundamental engineering duties in preliminary designs, performing tests, taking measurements, and performing system analyses or simulations. Applies standard practices and techniques in specific engineering assignments. Prepares data and documentation when applicable. Instructs, as required, engineering technicians. May be required to perform duties associated with Logistical, Mechanical, Production, and/or Value Engineering.

**Minimum Education:** Bachelor’s Degree

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**General Engineer III**

**Functional Responsibility:** The General Engineer III must have the technical background and skills to perform in all phases of hardware design, development, and documentation. Performs fundamental engineering duties in preliminary designs, performing tests, taking measurements, and performing system analyses or simulations. Applies standard practices and techniques in specific engineering assignments. Prepares data and documentation when applicable. Instructs, as required, engineering technicians. May be required to perform duties associated with Logistical, Mechanical, Production, and/or Value Engineering.

**Minimum Education:** Bachelor’s Degree

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

**Education Substitution:** Associates Degree plus 2 years relevant experience
**General Engineer V**

**Functional Responsibility:** The General Engineer, Senior must have the technical background and skills to perform in all phases of hardware design, development, and documentation. Performs fundamental engineering duties in preliminary designs, performing tests, taking measurements, and performing system analyses, or simulations. Applies standard practices and techniques in specific engineering assignments. Prepares data and documentation when applicable. Instructs engineering technicians as required. May be required to perform duties associated with Logistical, Mechanical, Production, and/or Value Engineering.

**Minimum Education:** Bachelor’s Degree

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**General Engineer VII**

**Functional Responsibility:** The General Engineer Principal must have the technical background and skills to perform in all phases of hardware design, development, and documentation. Performs fundamental engineering duties in preliminary designs, performing tests, taking measurements, and performing system analyses, or simulations. Applies standard practices and techniques in specific engineering assignments. Prepares data and documentation when applicable. Instructs engineering technicians as required. May be required to perform duties associated with Logistical, Mechanical, Production, and/or Value Engineering.

**Minimum Education:** Bachelor’s Degree

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**Graphics Specialist IV**

**Functional Responsibility:** The Graphics Specialist Senior/Lead produces graphic sketches, designs, storyboards, 3-D models, and/or animation for a broad range of rich, photo-realistic animations. Must possess the ability to function effectively as part of a multidisciplinary team, producing high-quality animations in a fast-paced work environment; proficiency with state-of-the-art software to produce accurate and innovative animations; and the ability to quickly learn and integrate new tools and technologies to meet customer needs. Requires an Associate's degree or its equivalent and experience in the specific field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May act in liaison capacity with other departments, divisions, and staff. Has developed management and technical leadership skills. Typically reports to a manager. For this position, a wide degree of creativity and latitude is expected.

**Minimum Education:** High School
Minimum Experience: 10 years

**ILS Manager II**

**Functional Responsibility:** The Integrated Logistics Support (ILS) Manager must possess experience in ILS administration, including supply, purchasing, provisioning, design, reliability, validation, and maintainability analysis of complex mechanical or electro-mechanical systems/equipment per Department of Defense (DoD) requirements.

Minimum Education: Bachelor’s Degree

Minimum Experience: 8 years of relevant experience required.

Education Substitution: Associates Degree plus 2 years relevant experience

**Logistician I**

**Functional Responsibility:** The Logistician Entry performs logistic program activities from conceptual stage through life cycle of product. Develops and implements logistics program activities including ILS, technical documentation, Random Access Memory (RAM), provisioning, and more; coordinates efforts of subcontractors and field service personnel; resolves logistics problems; and compiles data on standardization and interchangeability of parts to expedite logistic activities.

Minimum Education: Associate’s Degree

Minimum Experience: 1 year

Education Substitution: High School plus 2 years relevant experience

**Logistician II**

**Functional Responsibility:** The Logistician Intermediate performs logistic program activities from conceptual stage through life cycle of product. Develops and implements logistics program activities including ILS, technical documentation, RAM, provisioning, and more; coordinates efforts of subcontractors and field service personnel; resolves logistics problems; and compiles data on standardization and interchangeability of parts to expedite logistic activities.

Minimum Education: Associate’s Degree

Minimum Experience: 3 years of relevant experience required.

Education Substitution: High School plus 2 years relevant experience
Logistician III

Functional Responsibility: The Logistician Journeyman performs logistic program activities from conceptual stage through life cycle of product. Develops and implements logistics program activities including ILS, technical documentation, RAM, provisioning, and more; coordinates efforts of subcontractors and field service personnel; resolves logistics problems; and compiles data on standardization and interchangeability of parts to expedite logistic activities.

Minimum Education: Bachelor’s

Minimum Experience: 5 years of relevant experience required.

Education Substitution: Associates Degree plus 2 years relevant experience

Logistician V

Functional Responsibility: The Logistician V performs logistic program activities from conceptual stage through life cycle of product. Develops and implements logistics program activities including ILS, technical documentation, RAM, provisioning, and more; coordinates efforts of subcontractors and field service personnel; resolves logistics problems; and compiles data on standardization and interchangeability of parts to expedite logistic activities.

Minimum Education: Bachelor’s

Minimum Experience: 10 years of relevant experience required.

Education Substitution: Associates Degree plus 2 years relevant experience

Parts Lister IV

Functional Responsibility: The Parts Lister, Senior must possess experience in hardware or commercial parts inventory, part identification or inspection, or cataloging commercial parts. Background may include preparing parts lists from engineering drawings; stockroom work where parts are handled and identified; or any activity which involves the selection, replacement, or substitution of commercial parts. Capable of transcribing selected source data onto data processing load sheets.

Minimum Education: Bachelor’s

Minimum Experience: 10 years of relevant experience required.

Education Substitution: Associates Degree plus 2 years relevant experience

Program Analyst I
**Functional Responsibility:** The Program Analyst Entry applies a wide range of analytical techniques, statistical assessment, and other measures in evaluating data to reach appropriate conclusions. Translates/recommends processes and procedures to ensure proper consideration of programmatic, technical, and management factors for overall program management successes. Responsible for the program strategic planning and program execution management; development, maintenance, and coordination of documents supporting Milestone reviews; and insight on legislation, regulations, policy, and other records. Must possess in-depth knowledge of DoD 5000 series regulations that define the Defense Acquisition System.

**Minimum Education:** Associate’s

**Minimum Experience:** 1 year

**Education Substitution:** High School plus 2 years relevant experience

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**Program Analyst II**

**Functional Responsibility:** The Program Analyst Intermediate applies a wide range of analytical techniques, statistical assessment, and other measures in evaluating data to reach appropriate conclusions. Translates/recommends processes and procedures to ensure proper consideration of programmatic, technical, and management factors for overall program management successes. Responsible for the program strategic planning and program execution management; development, maintenance, and coordination of documents supporting Milestone reviews; and insight on legislation, regulations, policy, and other records. Must possess in-depth knowledge of DoD 5000 series regulations that define the Defense Acquisition System.

**Minimum Education:** Associate’s Degree

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

**Education Substitution:** High School plus 2 years relevant experience

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**Program Analyst III**

**Functional Responsibility:** The Program Analyst Journeyman must apply a wide range of analytical techniques, statistical assessment, and other measures in evaluating data to reach appropriate conclusions. Translates/recommends processes and procedures to ensure proper consideration of programmatic, technical, and management factors for overall program management success. Responsible for the program strategic planning and program execution management; development, maintenance, and coordination of documents supporting Milestone reviews; and insight on legislation, regulations, policy, and other records. Must possess in-depth knowledge of DoD 5000 series regulations that define the Defense Acquisition System.

**Minimum Education:** Bachelor’s Degree

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

**Education Substitution:** Associates Degree plus 2 years relevant experience
Program Analyst IV

**Functional Responsibility:** The Program Analyst Senior/Lead applies a wide range of analytical techniques, statistical assessment, and other measures in evaluating data to reach appropriate conclusions. Translates/recommends processes and procedures to ensure proper consideration of programmatic, technical, and management factors for overall program management success. Responsible for the program strategic planning and program execution management; development, maintenance, and coordination of documents supporting Milestone reviews; and insight on legislation, regulations, policy, and other records. Must possess in-depth knowledge of DoD 5000 series regulations that define the Defense Acquisition System.

**Minimum Education:** Bachelor’s Degree

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

Program Manager IV

**Functional Responsibility:** The Program Manager must be capable of planning, coordinating, and directing the activities of administrative, program, and technical personnel. Must have a thorough understanding and experience in the complete life-cycle management of military systems. Must have knowledge and experience with DoD/Army plans, policies, standards, and methods aimed at the acquisition and support of military systems. Must be capable of managing and controlling schedules and cost to provide on-time, within budget performance of all aspects of the contractual effort. Must be capable of providing direction for operations and ensuring compliance with all management policies, plans, and procedures. Must be capable of providing recommendations for resolution of technical problems.

**Minimum Education:** Bachelor’s Degree in Engineering, Computer Science, Systems, Business, or related scientific/technical discipline.

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

Project Manager III

**Functional Responsibility:** The Project Manager III is a senior level manager with demonstrated management experience or project level management in major systems. The Project Manager must show completion of a full four year course of study in an accredited college or university leading to a bachelors or higher degree in business, management, engineering, or science and 10 years’ experience in Senior positions in Government Program Offices or other nongovernment organizations closely related to the Defense Acquisition Process. The Project Manager must be knowledgeable of the program acquisition life cycle process as addressed in the DoDD 5000 series. This position also requires knowledge of the Federal Acquisition Regulations (FAR), Department of Defense (DoD) regulations,
requirements, policies and procedures, cost and schedule estimating, systems disciplines, engineering specifications and commercial practices relating to weapon systems procurement and production. The Program Manager shall be knowledgeable of overall organization, direction, and requirements of the contract efforts. Experience in interfacing directly with the government designated representatives and supervising various task order activities is also required.

**Minimum Education:** Bachelor’s Degree in Engineering, Computer Science, Systems, Business, or related scientific/technical discipline.

**Minimum Experience:** 17 years of relevant experience required.

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**Reliability Engineer IV**

**Functional Responsibility:** The Reliability Engineer, Senior shall have ten (10) years of progressively complex experience in probability, reliability, maintainability, statistical analysis methods, sampling, Test & Evaluation (T&E) techniques, data collection, and familiarity with applicable regulations and standards. Specific experience must have been in the areas of development and operational testing at both component and system level; preparation, review, and analysis of failure reports; verification of corrective actions, requirement validation, and their translation and trace to technical requirements and test specifications; and preparation and review of detailed test plans/procedures/reports.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 10 years

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**SME II**

**Functional Responsibility:** The SME II works under general guidelines, established by a supervisor, and receives overall instructions on specific assignment objectives, features, possible solutions, and more. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness. Applicable functional areas include systems engineering; network engineering; acquisition management; business process reengineering; specialty engineering (e.g., communications, systems safety, Quality Assurance (QA), T&E, human factors, reliability and maintainability, systems security, etc.); organizational planning; financial management; acquisition logistics; configuration and data information systems; and support or program management. Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures, and/or criteria as they apply to the technical or administrative discipline relating to the task. The SME II uses prescribed methods and information supplied, and develops draft inputs to program documentation as it relates to the support functions. Reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files. Tracks preparation and delivery status of required deliverables. Attends meetings, design reviews, working groups, and briefings. Reports issues
and problems, and recommends solutions. May direct the activities of other personnel. Performs other related duties as assigned.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**SME III**

**Functional Responsibility:** The SME III works independently under general guidelines or objectives. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness. Applicable functional areas include systems engineering; network engineering; acquisition management; business process reengineering; specialty engineering (e.g., communications, systems safety, Quality Assurance (QA); T&E, human factors, reliability and maintainability, systems security, etc.); organizational planning; financial management; acquisition logistics; configuration and data information systems; and support or program management. Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures, and/or criteria as they apply to the technical or administrative discipline relating to the task. The SME III uses prescribed methods and information supplied, and develops draft inputs to program documentation as it relates to the support functions. Reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files. Tracks preparation and delivery status of required deliverables. Coordinates, reviews, and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. May direct the activities of other personnel. Performs addition related duties as assigned.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**SME IV**

**Functional Responsibility:** The SME IV works independently under general guidelines or objectives. Possesses advanced technical and managerial skills, with full knowledge and experience in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering; acquisition management; business process reengineering; specialty engineering (e.g., communications, systems safety, QA, T&E, human factors, reliability and maintainability, systems security, and more.); organizational planning; financial management; acquisition logistics; configuration and data information systems; and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets, program/project standards, and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews, and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, and other program-related activities. Performs addition
related duties as assigned.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 15 years

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**SME V**

**Functional Responsibility:** The SME V works independently under general guidelines or objectives. Possesses advanced technical and managerial skills, with full knowledge and experience in all aspects of a program or functional area. Applicable functional areas include systems engineering; network engineering; acquisition management; business process reengineering; specialty engineering (e.g., communications, systems safety, QA, T&E, human factors, reliability, and maintainability, systems security, and more.); organizational planning; financial management; acquisition logistics; configuration and data information systems; and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets, program/project standards, and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews, and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, and other program-related activities. Performs addition related duties as assigned.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 17 years

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**Systems Engineer IV**

**Functional Responsibility:** The Systems Engineer, Senior interacts with system users to translate their requirements into systems, hardware, and software requirements and design. Participates in the development of test strategies. Solves engineering problems (or managing the solution of engineering problems) in the functional area to which assigned.

**Minimum Education:** Bachelor’s Degree

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**Technical Writer I**
**Functional Responsibility:** The Technical Writer, Entry writes technical specifications, reports, brochures, and/or manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation. Must be able to edit, write, and/or rewrite technical articles, publications, presentations, and other materials to communicate clearly and effectively on research findings, technical developments, and other information to a wide range of external audiences.

**Minimum Education:** Associate’s Degree

**Minimum Experience:** 1 year

**Education Substitution:** High School plus 2 years relevant experience

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**Technical Writer III**

**Functional Responsibility:** The Technical Writer, Entry writes technical specifications, reports, brochures, and/or manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation. Must be able to edit, write, and/or rewrite technical articles, publications, presentations, and other materials to communicate clearly and effectively on research findings, technical developments, and other information to a wide range of external audiences.

**Minimum Education:** Bachelor’s

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**Technical Writer IV**

**Functional Responsibility:** The Technical Writer, Senior/Lead writes technical specifications, reports, brochures, and/or manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation. Must be able to edit, write, and/or rewrite technical articles, publications, presentations, and other materials to communicate clearly and effectively on research findings, technical developments, and other information to a wide range of external audiences.

**Minimum Education:** Bachelor’s

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**Training Specialist III**

**Functional Responsibility:** The Training Specialist, Journeyman must be knowledgeable of and experienced in the formulation and execution of organizational training programs. Must be experienced to assess training requirements, identify and evaluate training alternatives, and develop training materials to include a variety of
training approaches: traditional classroom, programmed learning, hands-on, simulation, video, audio, and CAT. Must be capable of instructing personnel from prepared course material.

**Minimum Education:** Bachelor’s

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

**Education Substitution:** Associates Degree plus 2 years relevant experience

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**Training Specialist IV**

**Functional Responsibility:** The Training Specialist, Senior/Lead must be knowledgeable of and experienced in the formulation and execution of organizational training programs. Must be experienced to assess training requirements, identify and evaluate training alternatives, and develop training materials to include a variety of training approaches: traditional classroom, programmed learning, hands-on, simulation, video, audio, and CAT. Must be capable of instructing personnel from prepared course material.

**Minimum Education:** Bachelor’s

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

**Education Substitution:** Associates Degree plus 2 years relevant experience