

**General Services Administration  
Federal Supply Service  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR  
TRAINING AIDS & DEVICES, INSTRUCTOR LED TRAINING,  
COURSE DEVELOPMENT, TEST ADMINISTRATION**

**FSC GROUP 69**

**Special Item Numbers:**

**27-400 Instructor Led Training**

**27-500 Course Development**



**700 PETE ROSE WAY, SUITE 4N  
CINCINNATI, OH 45203  
Phone: (513) 333-7800  
Fax: (513) 333-7804**

**[www.OGARASECURITYTRAINING.com](http://www.OGARASECURITYTRAINING.com)**

**Contract Administrator:  
Jerry M. Noe  
Phone: (513) 333-7800  
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**Contract Number: GS-02F-0038T  
Contract Period: January 10, 2007 through January 9, 2012  
Business Size: Large**



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 address is [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).



# THE O'GARA GROUP

TRAINING & SERVICES DIVISION

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## **Terms and Conditions**

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1a. Table of awarded Special Item Numbers (SINs) for:

27-400	Instructor Led Training
27-500	Course Development

Contract Period: January 10, 2007 through January 9, 2012

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1b. SIN 27-500 = Program Assistant I Labor Category, GSA's lowest rate is \$37.26

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1c. Contractor hourly rates: See Descriptions of Labor Categories

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2. Maximum order\*: \$1,000,000

\* If the "best value" selection places your order over the Maximum Order identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

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3. Minimum order: \$100

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4. Geographic coverage: Domestic U.S. and Overseas

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5. Point(s) of production: **O'Gara – Training & Services LLC.**  
**700 W. Pete Rose Way**  
**Suite 4N**  
**Cincinnati, OH 45203**

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6. Basic Discounts: 3% off standard labor rates (GSA prices shown are Net and discounts have been deducted)

7. Quantity Discounts: Additional 2% off individual orders of \$500,000 or more.
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8. Prompt payment terms: Net 30 Days
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- 9a. O’Gara – Training & Services LLC agrees to accept Government purchase cards for purchases equal to or less than the micro-purchase threshold of \$3,000.
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- 9b. O’Gara – Training & Services LLC agrees to accept Government purchase cards for purchases above the micro-purchase threshold of \$3,000.
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10. Foreign items: N/A
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11. Time of delivery: 30 Days ARO or as agreed to by O’Gara – Training & Services LLC and the ordering agency.
- Expedited/Emergency Delivery: As agreed to by O’Gara – Training & Services LLC and the ordering agency.
- Urgent Requirement: Clause I-FSS-140-B of the contract applies. Agencies can contact contractor’s representative to possibly affect a faster delivery.
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12. F.O.B. point: Destination
- 
- 13a. Ordering address: **O’Gara – Training & Services LLC.  
700 Pete Rose Way  
Suite 4N  
Cincinnati, OH 45203**
- 
- 13b. Ordering procedures: for supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address: **O’Gara – Training & Services LLC.  
700 Pete Rose Way  
Suite 4N  
Cincinnati, OH 45203**
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15. Warranty provision: Standard Commercial Warranty
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16. Export packing charges: Not Applicable
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17. Terms and conditions of Government purchase card acceptance: Government purchase cards are accepted for amounts of \$3,000 and less.
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18. Terms and conditions of rental, maintenance, and repair: Not Applicable
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19. Terms and conditions of installation: Not Applicable
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20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable
- 
- 20a. Terms and conditions for any other services: Not Applicable
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21. List of service and distribution points: Not Applicable
- 
22. List of participating dealers: Not Applicable
- 
23. Preventive maintenance: Not Applicable
- 
- 24a. Special & Environmental attributes: Not Applicable
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25. Data Universal Number System (DUNS) number: 13-100-3563
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26. Contractor is registered in Central Contractor Register (CCR) database

## **Description of Services**

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**O'Gara - Training & Services LLC** is committed to providing clients with innovative homeland security resources designed to meet today's evolving challenges. We are dedicated to enhancing homeland defense at all levels of responsibility.

**O'Gara provides comprehensive training and security solutions which includes:**

- **Marksmanship/Proficiency**
- **Force Protection**
- **Tactical Driver's Training**
- **Designated Marksman**
- **Surveillance Detection**
- **Advanced IED Training**
- **IED Training AIDS**
- **NIMS-ICS Training**
- **FEMA APS Certification Training**
- **Pandemic Influenza Response**
- **Continuity of Operations Plans**
- **Functional, Full Scale, Tabletop Exercises**
- **HSEEP Mobile Training Course**
- **Threat and Vulnerability Assessments**



Our premier weapons and tactics facility in Virginia offers counter-terrorism and force protection training in a unique environment that offers multiple training scenarios. Our team offers world class instruction at our facilities and can develop and deliver unique training programs at any location.

## 27-400 Instructor Led Training



<b>Course Title</b>	<b>Introduction to Incident Command System</b>
<b>Course Number</b>	<b>ICS-100</b>
<b>Course Description</b>	This course introduces participants to the Incident Command System and provides the basis for upper level ICS training. Those with any responsibility relating to emergency planning or response should attend. The course, equivalent of FEMA ICS-100, covers the principles of ICS, the ICS structure, and how it fits in with the National Incident Management System. Successful completion of this course will satisfy compliance with NIMS implementation outlined in Homeland Security Presidential Directive 5.
<b>Course Length</b>	6 hours
<b>Course Objective</b>	Upon completion of the course students will be trained in the following areas: <ul style="list-style-type: none"> <li>• IS-100.a Introduction to Incident Command System</li> <li>• IS-100.LEa Introduction to ICS for Law Enforcement</li> <li>• IS-100.PWa Introduction to ICS for Public Works Personnel</li> <li>• IS-100.SCa Introduction to ICS for Schools</li> </ul>
<b>Target Audience</b>	Those with any responsibility relating to emergency planning and response should attend.
<b>Recommended Class Size</b>	20-30 Students
<b>Min/Max Class Size</b>	1/30 Students
<b>Price Per Student</b>	\$58.20 per student over max. or for open (prescheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$1649.00 per class + Expenses*

\* Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>Basic Incident Command System</b>
<b>Course Number</b>	<b>ICS-200</b>
<b>Course Description</b>	This course provides the basic framework for understanding and utilizing the Incident Command System. This course targets those with response tasks who may fill a supervisory role. This course, based on FEMA ICS-200, is designed to identify ICS features and principles. Successful completion of this course will satisfy compliance with NIMS implementation outlined in Homeland Security Presidential Directive 5.
<b>Course Length</b>	6 hours
<b>Course Objective</b>	<p>Upon completion of the course students will be trained in the following areas:</p> <ul style="list-style-type: none"> <li>• Establishment &amp; Transfer of Command</li> <li>• Management by Objectives</li> <li>• Unified Command</li> <li>• ICS Management Functions</li> <li>• Organizational Flexibility</li> <li>• Unity and Chain of Command</li> <li>• Span of Control</li> <li>• Incident Action Plans</li> <li>• Resource Management</li> <li>• Common Terminology and Clear Text</li> <li>• Integrated Communications</li> <li>• Personnel Accountability</li> </ul>
<b>Target Audience</b>	Those with any responsibility relating to emergency planning and response should attend.
<b>Recommended Class Size</b>	30 Students
<b>Min/Max Class Size</b>	1/30 Students
<b>Price Per Student</b>	\$58.20 per student over max. or for open (pre-scheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$1649.00 per class + Expenses*

\*Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>ICS for Expanding Incidents and Supervisors</b>
<b>Course Number</b>	<b>ICS-300</b>
<b>Course Description</b>	This is a follow-up to Basic ICS that describes how the NIMS Command System and Management component supports the management of expanding incidents. An all-hazards ICS course, it is designed for all entities of the first responder community that have operational responsibilities during emergencies and disasters.
<b>Course Length</b>	18 hours
<b>Course Objective</b>	<p>Course is designed to expand on basic ICS.</p> <ul style="list-style-type: none"> <li>• Explain how the NIMS Command and Management component supports the management of expanding incidents.</li> <li>• Discuss the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).</li> <li>• Implement the incident management process on a simulated Type 3 incident.</li> <li>• Develop an Incident Action Plan for a simulated incident.</li> </ul>
<b>Target Audience</b>	Those with any responsibility relating to emergency planning and response should attend.
<b>Recommended Class Size</b>	30 Students
<b>Min/Max Class Size</b>	1/30 Students
<b>Price Per Student</b>	\$174.60 per student over max. or for open (pre-scheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$5335.00 per class + Expenses*

\*Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>ICS for Command and General Staff and Complex Incidents</b>
<b>Course Number</b>	<b>ICS-400</b>
<b>Course Description</b>	This course provides training for personnel who require advanced application of the Incident Command System (ICS). It provides classroom-based instruction and is an all-hazards ICS course especially designed for all entities of the first responder community with operational responsibilities during emergencies and disasters.
<b>Course Length</b>	14 hours
<b>Course Objective</b>	<p>Course is designed to expand on material taught in ICS 100-300.</p> <ul style="list-style-type: none"> <li>• Describe how major incidents create management challenges</li> <li>• Explain the circumstances in which an Area Command is established.</li> <li>• Discuss the circumstances in which multi-agency coordination systems are established.</li> </ul>
<b>Target Audience</b>	Those with any responsibility relating to emergency planning and response should attend.
<b>Recommended Class Size</b>	30 Students
<b>Min/Max Class Size</b>	1/30 Students
<b>Price Per Student</b>	\$126.10 per student over max. or for open (pre-scheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$3880.00 per class + Expenses*

\* Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>Introduction to the National Incident Management System – NIMS</b>
<b>Course Number</b>	<b>IS-700</b>
<b>Course Description</b>	This course introduces the student to the concepts of the National Incident Management System. Those in attendance will gain an understanding of principles, purpose, and fundamental elements of this national program. The National Incident Management System provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents. This direction comes from presidential directive through the Secretary of Homeland Security.
<b>Course Length</b>	3 hours
<b>Course Objective</b>	<p>Upon completion of the course students will be trained in the following areas:</p> <ul style="list-style-type: none"> <li>• Key concepts and principles underlying NIMS</li> <li>• Using ICS as the NIMS model</li> <li>• Establishing an Area Command</li> <li>• Developing a Multi-agency Coordination System</li> <li>• Using a Joint Information System (JIS) for public information</li> <li>• Identifying the ways in which NIMS affects preparedness</li> <li>• How NIMS affects how resources are managed</li> <li>• Communication and information management systems</li> <li>• How NIMS influences technology and technology systems</li> <li>• The purpose of the NIMS Integration Center</li> </ul>
<b>Target Audience</b>	Those with any responsibility relating to emergency planning and response should attend.
<b>Recommended Class Size</b>	30 Students
<b>Min/Max Class Size</b>	1/30 Students
<b>Price Per Student</b>	\$58.20 per student over max. or for open (pre-scheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$1649.00 per class + Expenses*

\* Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>Introduction to the National Response Plan–NRP</b>
<b>Course Number</b>	<b>IS-800b</b>
<b>Course Description</b>	The course introduces participants to the concepts and principles of the National Response Framework and the response doctrine. Describes the roles and responsibilities of entities as specified in the NRF and actions that support national response. Identify the organizational structure used for NRF coordination. Describe the field-level organizations and teams activated under the NRF. Identify the incident management activities addressed by the NRF to include multi-agency coordination. Describes how planning relates to national preparedness.
<b>Course Length</b>	3 hours
<b>Course Objective</b>	<p>Upon completion of the course students will be trained in the following areas:</p> <ul style="list-style-type: none"> <li>• The purpose of the National Response Framework.</li> <li>• The response doctrine established by the NRF</li> <li>• The roles and responsibilities of entities as specified in the NRF</li> <li>• The actions that support national response</li> <li>• The response organizations used for multi-agency coordination</li> <li>• How planning relates to national preparedness</li> </ul>
<b>Target Audience</b>	Those with any responsibility relating to emergency planning and response should attend.
<b>Recommended Class Size</b>	30 Students
<b>Min/Max Class Size</b>	1/30 Students
<b>Price Per Student</b>	\$58.20 per student over max. or for open (pre-scheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$1649.00 per class + Expenses*

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<b>Course Title</b>	<b>Precision Targeting and Disrupt Methodologies (PTDM)</b>
<b>Course Number</b>	<b>PTDM-24H-01</b>
<b>Course Description</b>	This course provides a new methodology for the Bomb Technician dealing with Improvised Explosive Devices and Weapons of Mass Destruction. This procedure enables the technician to disable a device without contamination of an area from CBRNE materials as well as preserve evidence for forensic evaluation. A precise disablement procedure will be attained through incident evaluation, optional radiographic configurations/interpretation, and dynamic component separation with a percussion actuated disruptor.
<b>Course Length</b>	24 hours
<b>Course Objective</b>	Upon completion of the course students will be trained in the following areas: <ul style="list-style-type: none"> <li>• PTDM <ul style="list-style-type: none"> <li>a. Incident evaluation</li> <li>b. Radiographic techniques</li> <li>c. Component identification / target selection</li> <li>d. Dynamic disablement and load selection</li> </ul> </li> <li>• Range Practical <ul style="list-style-type: none"> <li>a. Zero Disrupter and Aiming Laser</li> <li>b. Perform Precision Targeting</li> </ul> </li> </ul>
<b>Target Audience</b>	Bomb Squad Units at State, Local and Federal Level
<b>Recommended Class Size</b>	12 to 15 Students
<b>Min/Max Class Size</b>	1/15 Students
<b>Price Per Student</b>	\$980.00 per student over max. or for open (pre-scheduled) classes
<b>Class Location</b>	To be determined
<b>Cost</b>	\$12,250 per class + Expenses*

\* Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>Advanced X-Ray and Targeting Techniques (AXTT)</b>
<b>Course Number</b>	<b>AXTT-16H-01</b>
<b>Course Description</b>	AXTT builds on the fundamentals taught in the PTDM course. Its primary focus is on determining depth of targets within a device as seen in an X-Ray and performing dual precision disruption shots. These additional techniques provide a valuable tool for any Bomb Technician to accurately disrupt a device, specifically large scale complex devices which may include a large vehicle (LVIED) or a device with multiple targets that require precision targeting and timing.
<b>Prerequisite</b>	PTDM is a required prerequisite for this course.
<b>Course Length</b>	16 hours
<b>Course Objective</b>	<p>Upon completion of the course students will be trained in the following areas:</p> <ul style="list-style-type: none"> <li>• Determine the Depth of an object in a package using <ul style="list-style-type: none"> <li>a) Phase Shift</li> <li>b) Perpendicular X-Rays</li> <li>c) Known Reference Point</li> </ul> </li> <li>• Perform a true dual precision shot utilizing known depth of targets <ul style="list-style-type: none"> <li>a) Dual aim using peep sights</li> <li>b) Dual aim using perpendicular axis</li> </ul> </li> <li>• Range Practical <ul style="list-style-type: none"> <li>a) Determine and calculate depth of two key targets and perform dual shot with simultaneous impact of targets</li> <li>b) Perform Precision Targeting</li> </ul> </li> </ul>
<b>Target Audience</b>	Bomb Squad Units at State, Local and Federal Level
<b>Recommended Class Size</b>	12 to 15 Students
<b>Min/Max Class Size</b>	1/15 Students
<b>Price Per Student</b>	\$980.00 per student over max. or for open (pre-scheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$12,250 per class + Expenses*

\* Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>Enhanced Logos Digital Imaging Course</b>
<b>Course Number</b>	<b>EDIC-8H-01</b>
<b>Course Description</b>	<p>This course provides a preparatory level of instruction and understanding of the Logos Digital Imaging System. Students will learn the system components and assembly steps. Initial set up procedures and implementation for development of radiographs as well as radiographic image manipulation for generating optimum detail and clarity. Computer navigation for saving, printing and sending the developed radiograph will conclude the course of instruction.</p> <p>In addition, the course will give a comprehensive perspective for the utilization and convenient use of magnification and reduction procedures. Students will be given practical exercises, which will test and ultimately ensure their understanding of the system and its multiple capabilities.</p>
<b>Course Length</b>	8 hours
<b>Course Objective</b>	<p>Upon completion of the course students will be trained in the following areas:</p> <ul style="list-style-type: none"> <li>• Components description and assembly</li> <li>• Initial set up</li> <li>• Develop a radiograph</li> <li>• Manipulate images</li> <li>• Print or send images</li> <li>• High End X-ray manipulation</li> <li>• Multiple image editing and stitching</li> </ul>
<b>Target Audience</b>	Bomb Squad Units at State, Local and Federal Level
<b>Recommended Class Size</b>	12 to 15 Students
<b>Min/Max Class Size</b>	1/15 Students
<b>Price Per Student</b>	\$218.25 per student over max. or for open (prescheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$2,450 per class + Expenses*

\* Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>IED Electronics Design and Defeat</b>
<b>Course Number</b>	<b>ELEC-40H-01</b>
<b>Course Description</b>	The EOD IED Electronics Design and Defeat course focus on the skills required to design, interpret, build and defeat electronic circuits currently being deployed domestically and abroad. The course starts with the basic knowledge of electronics principles and quickly advances as students use hands-on training to design and build circuits. Building on the fundamentals of what to look for and how to understand the internal electrical workings of IED circuits, students will be left with a solid foundation and understanding of electronics with which to aid in the defeat of advanced devices.
<b>Course Length</b>	40 hrs
<b>Course Objective</b>	Upon completion of the course students will be trained in the following areas: <ul style="list-style-type: none"> <li>• Ohms Law, Electronic Components, Resistor color codes and basic circuits</li> <li>• Solid state components and progressive combination of components in circuits and how to optimize them</li> <li>• Design and build circuits currently in use in the IED arena</li> <li>• Take readings in circuits to determine best possible render safe procedure</li> </ul>
<b>Target Audience</b>	Bomb Squad Units at State, Local and Federal Level
<b>Recommended Class Size</b>	12 to 15 Students
<b>Min/Max Class Size</b>	1/15
<b>Price Per Student</b>	\$1746.00 per student over max. or for open (prescheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$24,500 per class + Expenses*

\* Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>Homeland Security Training: Radiological Contamination, Emergency Medical Service</b>
<b>Course Number</b>	<b>RAD-EMS-01</b>
<b>Course Description</b>	An Advanced-level course designed to train Emergency Medical Services responders (e.g. EMT, Paramedic, ER personnel) to treat casualties of radiological incidents. Training will be conducted both in the classroom as well as in a practical exercise training area.
<b>Course Length</b>	6 hours
<b>Course Objective</b>	<p>Upon completion of the course students will be trained in the following areas</p> <ul style="list-style-type: none"> <li>• Acute health effects of radiological agent exposure</li> <li>• Recognition of trends indicating possible radiological incident</li> <li>• Radiological unique triage and mass casualty considerations Emergency medical field treatment for radiological agents</li> </ul>
<b>Target Audience</b>	Emergency Medical Services personnel
<b>Recommended Class Size</b>	20 to 25 Students
<b>Min/Max Class Size</b>	20/30 Students
<b>Price Per Student</b>	\$220.50 per student over max. or for open (pre-scheduled) class
<b>Class Location</b>	To be determined
<b>Cost</b>	\$4410.00 per class + Expenses*

\* Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

<b>Course Title</b>	<b>WMD Awareness Training</b>
<b>Course Number</b>	<b>WMD-A-4H-01</b>
<b>Course Description</b>	This course will provide attendees with a basic understanding of terrorism and the potential threat of WMD incidents.
<b>Course Length</b>	4 hours
<b>Course Objective</b>	<p>Upon completion of the course students will be trained in the following areas:</p> <ul style="list-style-type: none"> <li>• Basic awareness of the Federal Response and Terrorism Plans</li> <li>• Chemical and physical properties of WMD agents</li> <li>• Most common chemical and biological agents</li> <li>• Incendiary/explosive agents</li> <li>• Nuclear agents</li> <li>• Personal protective equipment and safety issues</li> </ul>
<b>Target Audience</b>	First Responders: Law Enforcement, Firefighter, EMT, Paramedic, etc.
<b>Recommended Class Size</b>	20 to 25 Students
<b>Min/Max Class Size</b>	1/25 Students
<b>Price Per Student</b>	\$98.00 per student over max. or for open (pre-scheduled) class
<b>Class Location</b>	TBD
<b>Cost</b>	\$980.00 per class + Expenses*

\* Cost reflects training at O'Gara – Training & Services corporate headquarters in Cincinnati, Ohio. Travel & Facility expenses will be negotiated outside of contract.

## **27- 500 Course Development**

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### **Labor Categories**

#### **Senior Policy Advisor III**

**Minimum Education / Experience** Meets educational requirement of receipt of AS/BS/MS degree and a minimum of ten years of experience.

**Functional Responsibilities** The Senior Policy Advisor III is the subject matter expert for a specific discipline and may be called upon to provide counsel to Program Management on policy, priorities, management and operations, as necessary.

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#### **Senior Policy Advisor II**

**Minimum Education / Experience** Meets educational requirement of receipt of AS/BS/MS degree and requirement of a minimum of seven years of experience.

**Functional Responsibilities** The Senior Policy Advisor II is the subject matter expert for specific disciplines and has experience working with and providing counsel to Program Management on policy, priorities, management and operations, as necessary.

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#### **Senior Policy Advisor I**

**Minimum Education / Experience** Meets educational requirement of receipt of High School Diploma or AS/BS degree and requirement of a minimum of five years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Senior Policy Advisor I is a subject matter expert in a specific discipline and has experience working with and providing counsel to Program Management on policy, priorities, management and operations, as necessary.

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## Operations Manager III

**Minimum Education / Experience** Possesses thorough knowledge of specific discipline. Demonstrated ability to perform all aspects of program management. Experience or training in project management. Able to work at a high level to determine client needs and design practical solutions. Able to translate client's need into policies, processes and procedures. Experience interacting with all personnel. Meets educational requirement of receipt of High School Diploma or AS/BS degree and requirement of a minimum of seven years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Operations Manager III is the senior on-site contract supervisor who provides operational direction to all contract personnel. This person is the principal management interface between the Program Director for the ordering agency and the contract training staff.

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## Operations Manager II

**Minimum Education / Experience** Possesses thorough knowledge of specific discipline. Demonstrated ability to perform all aspects of program management. Experience or training in project management. Able to work at a high level to determine client needs and design practical solutions. Able to translate client's need into policies, processes and procedures. Experience interacting with all personnel. Meets educational requirement of receipt of High School or AS/BS degree and requirement of a minimum of five years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Operations Manager II is the senior on-site contract supervisor who provides operational direction to all contract personnel. This person is the principal management interface between the Program Director for the ordering agency and the contract training staff.

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## Operations Manager I

**Minimum Education / Experience** Possesses thorough knowledge of specific discipline. Demonstrated ability to perform all aspects of program management. Experience or training in project management. Able to work at a high level to determine client needs and design practical solutions. Able to translate client's need into policies, processes and procedures. Experience interacting with all personnel. Meets educational requirement of receipt of High School or AS/BS degree and requirement of a minimum of three years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Operations Manager I is the senior on-site contract supervisor who provides operational direction to all contract personnel. This person is the principal management interface between the Program Director for the ordering agency and the contract training staff.

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## **Project Analyst III**

**Minimum Education / Experience** Trained expert in specific discipline. Can analyze information from multiple sources and make recommendation based on that analysis. Able to operate with high level of autonomy. Able to effectively communicate findings in oral and written formats via reports and/or presentations. Meets educational requirement of receipt of High School Diploma or AS/BS degree and requirement of a minimum of seven years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Project Analyst III is an expert in a specific discipline who may be called upon to make specific recommendations to Policy Advisors or Program Managers.

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## **Project Analyst II**

**Minimum Education / Experience** Trained expert in specific discipline. Can analyze information from multiple sources and make recommendation based on that analysis. Able to operate with high level of autonomy. Able to effectively communicate findings in oral and written formats via reports and/or presentations. Meets educational requirement of receipt of High School Diploma or AS/BS degree and requirement of a minimum of five years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Project Analyst II is an expert in a specific discipline who may be called upon to make specific recommendations to Policy Advisors or Program Managers.

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## **Project Analyst I**

**Minimum Education / Experience** Trained expert in specific discipline. Can analyze information from multiple sources and make recommendation based on that analysis. Able to operate with high level of autonomy. Able to effectively communicate findings in oral and written formats via reports and/or presentations. Meets educational requirement of receipt of High School Diploma AS/BS degree and requirement of a minimum of three years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Project Analyst I is an expert in a specific discipline who may be called upon to make specific recommendations to Policy Advisors or Program Managers.

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## Training Technician III

**Minimum Education / Experience** Possesses thorough knowledge of specific discipline and may be called on to assess, inspect and document current processes and procedures and note variances for desired states. Able to effectively communicate findings in oral and written formats via reports and or presentations. Thorough knowledge and understanding of training precepts and techniques that support instructional systems and design processes are required. The ability to transcribe technical information into wording and formats for comprehension by all students at all levels, who may have limited backgrounds and understanding of the discipline, is required. Ability to reduce highly complex instructional materials to a simplified instructional presentation that can be understood by host-country persons with limited English language capability is required. Familiarity with standard training evaluation methods and mechanisms, to include the application of distance-learning technologies that enhance training effectiveness, is required. General computer use skills are required. Word processing and PowerPoint capability are highly desirable. Meets educational requirement of receipt of High School Diploma or AS/BS degree and requirement of a minimum of five years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Training Technician III is trained in a specific discipline and may be called on to assess, inspect and document current process in procedures and note variances for desired states to Analyst, Policy Advisors, and Program Management.

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## Training Technician II

**Minimum Education / Experience** Possesses thorough knowledge of specific discipline and may be called on to assess, inspect and document current processes and procedures and note variances for desired states. Able to effectively communicate findings in oral and written formats via reports and or presentations. Thorough knowledge and understanding of training precepts and techniques that support instructional systems and design processes are required. The ability to transcribe technical information into wording and formats for comprehension by all students at all levels, who may have limited backgrounds and understanding of the discipline, is required. Ability to reduce highly complex instructional materials to a simplified instructional presentation that can be understood by host-country persons with limited English language capability is required. Familiarity with standard training evaluation methods and mechanisms, to include the application of distance-learning technologies that enhance training effectiveness, is required. General computer use skills are required. Word processing and PowerPoint capability are highly desirable. Meets educational requirement of receipt of High School Diploma or AS/BS degree requirement of a minimum of three years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Training Technician II is trained in a specific discipline and may be call on to assess, inspect and document current process in procedures and note variances for desired states to Analyst, Policy Advisors, and Program Management.

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## Training Technician I

**Minimum Education / Experience** Possesses thorough knowledge of specific discipline and may be called on to assess, inspect and document current processes and procedures and note variances for desired states. Able to effectively communicate findings in oral and written formats via reports and or presentations. Thorough knowledge and understanding of training precepts and techniques that support instructional systems and design processes are required. The ability to transcribe technical information into wording and formats for comprehension by all students at all levels, who may have limited backgrounds and understanding of the discipline, is required. Ability to reduce highly complex instructional materials to a simplified instructional presentation that can be understood by host-country persons with limited English language capability is required. Familiarity with standard training evaluation methods and mechanisms, to include the application of distance-learning technologies that enhance training effectiveness, is required. General computer use skills are required. Word processing and PowerPoint capability are highly desirable. Meets educational requirement of receipt of High School Diploma or AS/BS degree and requirement of a minimum of one year of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Training Technician I is trained in a specific discipline and may be call on to assess, inspect and document current process in procedures and note variances for desired states to Analyst, Policy Advisors, and Program Management.

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## Instruction Specialist III

**Minimum education / Experience** Experienced training instructor in a specific discipline. Many have military experience in the field for specific discipline. Thorough knowledge and understanding of training precepts and techniques that support instructional systems design processes. Ability to communicate orally as well as in writing. Able to work with foreign language translators/interpreters in developing the presentation of training materials is required. Familiarity with standard training evaluation methods and mechanisms to include the application of distance-learning technologies that enhance training effectiveness. General computer use skills are required. Word processing and PowerPoint capability. Meets educational requirement of receipt of High School Diploma or AS/BS degree and requirement of a minimum of five years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Instruction Specialist III shall deliver training to overseas and domestic locations as specified in client operational plans and task orders.

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## Instruction Specialist II

**Minimum Education / Experience** Experienced training instructor in a specific discipline. Many have military experience in the field for specific discipline. Thorough knowledge and understanding of training precepts and techniques that support instructional systems design processes. Ability to communicate orally as well as in writing. Able to work with foreign language translators/interpreters in developing the presentation of training materials is required. Familiarity with standard training evaluation methods and mechanisms to include the application of distance-learning technologies that enhance training effectiveness. General computer use skills are required. Word processing and PowerPoint capability. Meets educational requirement of receipt of High School Diploma or AS/BS degree and requirement of a minimum of three years of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Instruction Specialist II shall deliver training to overseas and domestic locations as specified in client operational plans and task orders.

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## Instruction Specialist I

**Minimum Education / Experience** Experienced training instructor in a specific discipline. Many have military experience in the field for specific discipline. Thorough knowledge and understanding of training precepts and techniques that support instructional systems design processes. Ability to communicate orally as well as in writing. Able to work with foreign language translators/interpreters in developing the presentation of training materials is required. Familiarity with standard training evaluation methods and mechanisms to include the application of distance-learning technologies that enhance training effectiveness. General computer use skills are required. Word processing and PowerPoint capability. Meets educational requirement of receipt of High School Diploma or AS/BS degree and requirement of a minimum of one year of experience. Experience will be considered as a substitute for education.

**Functional Responsibilities** The Instruction Specialist I shall deliver training to overseas and domestic locations as specified in client operational plans and task orders.

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## Administrative Consultant III

**Minimum Education / Experience** Experience in providing administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, secretarial support, human resource planning, event planning, administration, and office relocation planning. Meets educational requirement of receipt of High School Diploma or G.E.D. and requirement of a minimum of five years of experience.

**Functional Responsibilities** The Program Assistant III shall provide clerical/administrative support to the Administrative Consultant. Skill and experience in personal computer use is required.

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## Administrative Consultant II

**Minimum/General Experience** Experience in providing administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, secretarial support, human resource planning, event planning, administration, and office relocation planning. Meets educational requirement of receipt of High School Diploma or G.E.D. and requirement of a minimum of three years of experience.

**Functional Responsibilities** The Program Assistant II shall provide clerical/administrative support to the Administrative Consultant. Skill and experience in personal computer use is required.

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## Administrative Consultant I

**Minimum Education / Experience** Experience in providing administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, secretarial support, human resource planning, event planning, administration, and office relocation planning. Meets educational requirement of receipt of High School Diploma or G.E.D. and requirement of a minimum of one year of experience.

**Functional Responsibilities** The Program Assistant I shall provide clerical/administrative support to the Administrative Consultant. Skill and experience in personal computer use is required.

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## **Program Assistant III**

**Minimum Education / Experience** Experience in providing administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, secretarial support, human resource planning, event planning, administration, and office relocation planning. Meets educational requirement of receipt of High School Diploma or G.E.D. and requirement of a minimum of five years of experience.

**Functional Responsibilities** The Program Assistant III shall provide clerical/administrative support to the Administrative Consultant. Skill and experience in personal computer use is required.

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## **Program Assistant II**

**Minimum Education / Experience** Experience in providing administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, secretarial support, human resource planning, event planning, administration, and office relocation planning. Meets educational requirement of receipt of High School Diploma or G.E.D. and requirement of a minimum of three years of experience.

**Functional Responsibilities** The Program Assistant II shall provide clerical/administrative support to the Administrative Consultant. Skill and experience in personal computer use is required.

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## **Program Assistant I**

**Minimum Education / Experience** Experience in providing administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, secretarial support, human resource planning, event planning, administration, and office relocation planning. Meets educational requirement of receipt of High School Diploma or G.E.D. and requirement of a minimum of one year of experience.

**Functional Responsibilities** The Program Assistant I shall provide clerical/administrative support to the Administrative Consultant. Skill and experience in personal computer use is required.

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## 27-500 Course Development



Labor Category	<i>Fixed Hourly Rates</i>				
	1/10/07 - 1/9/08	1/10/08 - 1/9/09	1/10/09 - 1/9/10	1/10/10 - 1/9/11	1/10/11 - 1/9/12
Senior Policy Advisor III	\$139.51	\$143.83	\$148.29	\$152.89	\$157.63
Senior Policy Advisor II	\$113.51	\$117.03	\$120.66	\$124.40	\$128.25
Senior Policy Advisor I	\$105.71	\$108.99	\$112.37	\$115.85	\$119.44
Operations Manager III	\$110.91	\$114.35	\$117.89	\$121.55	\$125.32
Operations Manager II	\$101.38	\$104.53	\$107.77	\$111.11	\$114.55
Operations Manager I	\$93.58	\$96.48	\$99.48	\$102.56	\$105.74
Project Analyst III	\$115.24	\$118.81	\$122.50	\$126.29	\$130.21
Project Analyst II	\$95.31	\$98.27	\$101.31	\$104.46	\$107.69
Project Analyst I	\$76.26	\$78.62	\$81.06	\$83.57	\$86.16
Training Technician III	\$78.86	\$81.30	\$83.82	\$86.42	\$89.10
Training Technician II	\$74.52	\$76.83	\$79.21	\$81.66	\$84.20
Training Technician I	\$69.32	\$71.47	\$73.68	\$75.97	\$78.32
Instruction Specialist III	\$71.92	\$74.15	\$76.45	\$78.82	\$81.26
Instruction Specialist II	\$67.59	\$69.68	\$71.84	\$74.07	\$76.37
Instruction Specialist I	\$60.76	\$62.64	\$64.58	\$66.58	\$68.65
Administrative Consultant III	\$64.12	\$66.11	\$68.16	\$70.27	\$72.45
Administrative Consultant II	\$58.06	\$59.86	\$61.72	\$63.63	\$65.60
Administrative Consultant I	\$51.12	\$52.71	\$54.34	\$56.02	\$57.76
Program Assistant III	\$45.06	\$46.46	\$47.90	\$49.38	\$50.92
Program Assistant II	\$40.72	\$41.99	\$43.29	\$44.63	\$46.01
Program Assistant I	\$37.26	\$38.42	\$39.61	\$40.84	\$42.10