

Federal Supply Service
Authorized Federal Supply Schedule Price List



GSA Mission Oriented Business Integrated
Services (MOBIS)

Federal Supply Group: 874, Service Code: R499

Contract Number GS-02F-0217X
2011 Catalogue

Contractor's Name:

Universal Strategy Group, Inc.
(A Service Disabled Veteran-Owned Small Business)
1650 Murfreesboro Road, Suite 202, Franklin, TN 37067
Phone (800) 217-5420 Fax (888) 429-7780 www.teamusgi.com

Contract Period:

06/27/11 – 9/30/16
(GSA "Evergreen" Provisions Awarded)



On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The Internet address is www.gsaadvantage.gov.

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at www.fss.gsa.gov.



CUSTOMER INFORMATION

- 1a. **Awarded Special Item Numbers (SINs):** SIN 874-1: Consulting Services, SIN 874-4: Training Services, SIN 874-7: Program and Project Management
- 1b. **Lowest-priced Model and Lowest Unit Price:** Not applicable
- 1c. **Labor Category Descriptions and Hourly Rates:** See pages 8-14 for Rates and pages 14-49 for associated labor category descriptions.
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (Delivery Area):** Domestic U.S. and Overseas
5. **Point of Production:** USGI facilities and customer sites as required.
6. **Discount from List Prices:** Government net prices (discounts already deducted).
7. **Quantity Discounts:** Considered on a case-by-case basis.
8. **Prompt Payment Terms:** Net 30 days.
- 9a. **Government Purchase Cards:** Accepted at or below micro-purchase threshold.
- 9b. **Government Purchase Cards:** Accepted above micro-purchase threshold.
10. **Foreign Items:** None.
- 11a. **Time of Delivery:** As agreed in each task/delivery order.
- 11b. **Expedited Delivery:** Contact USGI.
- 11c. **Overnight and Two-Day Delivery:** Available. Contact USGI.
- 11d. **Urgent Requirements:** Contact USGI.
12. **F.O.B. Point(s):** Worldwide – Origin; CONUS - Destination.
- 13a. **Ordering Address:** USGI, 1650 Murfreesboro Road, Suite 202, Franklin, TN 37067
- 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.
14. **Payment Address:** Same as Ordering Address.



15. **Warranty Provision:** Not applicable.
16. **Export Packing Charges (if applicable):** Not Applicable.
17. **Terms and Conditions of Government Purchase Card Acceptance:** Contact USGI.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable.
19. **Terms and Conditions of Installation:** Not Applicable.
20. **Terms and Conditions of Repair Parts Indicating Dates of Parts Price Lists and Any Discounts from List Prices:** Not Applicable.
- 20a. **Terms and Conditions for Any Other Services:** Not Applicable.
21. **List of Service and Distribution Points:** Not Applicable.
22. **List of Participating Dealers:** Not Applicable.
23. **Preventive Maintenance:** Not Applicable.
- 24a. **Special Attributes Such as Environmental Attributes:** Not Applicable.
- 24b. **Section 508 Compliance:** Not Applicable.
25. **Data Universal Numbering System (DUNS):** 791142545
26. **Central Contractor Registration (CCR) Database:** 4NQV3



Information for Approved and Billable Travel Expenses:

- Costs incurred for transportation and per diem (lodging, meals, and incidental expenses) will be billed in accordance with the regulatory implementation of Public Law 99-234, FAR 31.205-46 Travel Costs, and the contractor's cost accounting system. These costs are directly reimbursable by the ordering agency.
- The contractor shall notify the ordering agency, in writing, of the requirement for the reimbursement of transportation and per diem expenses, prior to acceptance of the order. This notification shall include a "not to exceed" estimate of the proposed costs. Any applicable indirect costs associated with the transportation and per diem expenses will be charged at a rate negotiated prior to the using agency's delivery order. Contractors shall be reimbursed only for incurred costs at or below the "not to exceed."
- Costs for transportation, lodging, meals, and incidental expenses incurred by contractor personnel on official company business are allowable subject to the limitations contained in FAR 31.205-46, Travel Costs.
- Reimbursements for costs that are not specified in this solicitation, or in any contractor task order resulting from this solicitation, are not allowed. It is GSA policy NOT to allow a charge of profit or fee on reimbursable items. No reimbursement will be made for a contractor's local travel (such as mileage to and from a local site).



INTRODUCTION

Universal Strategy Group, Incorporated (USGI) is a Service Disabled Veteran Owned Small Business (SDVOSB) which has extensive and task specific experience providing program management, project management, testing and evaluation, professional research, SETA support, threat assessments and surveys, technical analysis, training support services to vitally important and sensitive programs. The USGI core competencies drawn upon decades of highly specialized and sensitive government service and commercial sector expertise to deliver professional excellence to every task we undertake. Through a vast professional network and years of recruiting, USGI has an extensive and readily available labor pool to quickly support all requirements within our GSA specified labor categories.

Our company management model focuses on quality over quantity, and we not only screen resumes, we screen reputations as well. All personnel hired are “best in class” level of quality and strive to exceed the customers’ expectations regardless of the task size or complexity. USGI credentialed experts excel in all facets of delivering superb project management, research and analysis, training, advisory, logistics, and e-learning services. Our team has decades of experience leading and managing sensitive programs while delivering solutions on time and on budget.

USGI has significant experience both as the prime and as a subcontractor on both large and small efforts, including performance on several large Indefinite Delivery and Indefinite Quantity (IDIQ) contracts. Current contracts support the United States Special Operations Command (USSOCOM), the US Department of State, the Counter Terrorism Technical Support Office (CTTSO), the Technical Support Working Group (TSWG), Headquarters Department of the Army, the Special Operations Training Facility (SOTF), the and Security Operations Training Facility (SOTF), the Advanced Special Operations Training for Naval Special Warfare Advanced Training Centers (NSW ATC), and other government and commercial tasks.

USGI is a flat matrix organization designed to exemplify the collective expertise of the Principal Management Body derived by the cofounders, who synergistically contribute to the overall USGI organizational direction and objectives. USGI uses an Enterprise Quality Management System that utilizes scheduled checkpoints and control systems to conduct quality reviews prior to, during, and after delivery of services and products. Using the enhancement and improvement process as a guide, we develop repeatable and measurable checkpoints and control measures derived from an analysis of program and task-related technical requirements, standards, regulatory guidance, performance characteristics, procedures, safety parameters and job-specific instructions. USGI exercises an efficient series of checks and balances for accounting to effectively eliminate all errors in accordance with Federal Acquisition Regulation (FAR) Part 31. As a secondary measure, all documentation is thoroughly reviewed by the appropriate enterprise manager and a third party verification service. Strong ongoing relationships with several financial institutions allow us the ability to generate large volumes of capital for continuous payment of expenditures while operating within the contract-established net terms.

USGI markets its capabilities through the company website, professional contacts, industry associations, and authorized intermediaries. Channel conflict is managed through the Legal Department and all final decisions regarding inconsistencies are dispelled by enterprise



management. Occasionally, USGI utilizes subcontractors in the accomplishment of various tasks. All subcontractors are rigorously screened, and strictly adhere to established USGI policies and procedures. USGI will not use a subcontractor to perform any GSA related task that has not been first utilized in another capacity, in support of other (non GSA) Srequirements.



DESCRIPTION OF SERVICES

USGI was awarded SINs 874-1, 874-4, and 874-7. The following describes the services USGI offers in each SIN.

SIN 874-1: Consulting Services

USGI's staff of seasoned professionals are experienced working across entire organizations, supporting under management to entry-level personnel, in a variety of consulting and business support capacities. USGI provides the necessary support across various functional areas for:

- Management or strategic consulting;
- Program planning, audits, and evaluations;
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives;
- Customized business training as needed to successfully perform/complete a consulting engagement;
- Policy and regulation development assistance;
- Advisory and assistance services in accordance with FAR 37.203.

SIN 874-4: Training

USGI's staff has provided specialized training, led by qualified instructors. Sample courses may include:

- Advanced Special Operations training
- New Equipment Training (NET)

SIN 874-7: Program and Project Management

USGI provides professional program and project management support services by providing assistance to agencies in planning, initiating, managing, executing, and closing out mission – oriented business programs and projects. USGI provided services include:

- Program/project planning, scheduling, and evaluation
- Performance monitoring
- Documenting and reporting program/project objectives
- Program integration services
- Subcontractor management

NOTE: Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see www.gsa.gov/mobis.



SIN 874-1: Consultation Services Labor Rates

Labor Category	GSA Pricing				
	6/27/11 - 9/31/12	10/1/12 - 9/31/13	10/1/13 - 9/31/14	10/1/14 - 9/31/15	10/1/15 - 9/31/16
Administrative Specialist I	43.42	44.51	45.62	46.76	47.93
Administrative Specialist II	49.83	51.08	52.36	53.67	55.01
Administrative Specialist III	52.15	53.45	54.79	56.16	57.56
Application Developer I	81.41	83.45	85.54	87.68	89.87
Application Developer II	91.55	93.84	96.19	98.59	101.05
Application Developer III	119.98	122.98	126.05	129.20	132.43
Application Developer IV	140.05	143.55	147.14	150.82	154.59
Database Analyst I	89.80	92.05	94.35	96.71	99.13
Database Analyst II	113.35	116.18	119.08	122.06	125.11
Database Analyst III	121.54	124.58	127.69	130.88	134.15
Functional Analyst I	52.72	54.04	55.39	56.77	58.19
Functional Analyst II	59.16	60.64	62.16	63.71	65.30
Functional Analyst III	64.85	66.47	68.13	69.83	71.58
Functional Analyst IV	79.86	81.86	83.91	86.01	88.16
Functional Analyst V	85.59	87.73	89.92	92.17	94.47
Functional Analyst VI	90.40	92.66	94.98	97.35	99.78
Functional Analyst VII	94.44	96.80	99.22	101.70	104.24
Functional Analyst VIII	124.96	128.08	131.28	134.56	137.92
Functional Analyst IX	129.71	132.95	136.27	139.68	143.17
Functional Analyst X	147.24	150.92	154.69	158.56	162.52
Graphic Designer I	50.95	52.22	53.53	54.87	56.24
Graphic Designer II	64.83	66.45	68.11	69.81	71.56
Graphic Designer III	76.51	78.42	80.38	82.39	84.45
Graphic Designer IV	82.15	84.20	86.31	88.47	90.68
Graphic Designer V	90.09	92.34	94.65	97.02	99.45
Program Director	156.54	160.45	164.46	168.57	172.78
Program Manager	114.72	117.59	120.53	123.54	126.63
Project Manager	109.69	112.43	115.24	118.12	121.07
Security Specialist I	38.04	38.99	39.96	40.96	41.98
Security Specialist II	41.06	42.09	43.14	44.22	45.33
Security Specialist III	73.53	75.37	77.25	79.18	81.16
Security Specialist IV	79.51	81.50	83.54	85.63	87.77
Security Specialist V	84.87	86.99	89.16	91.39	93.67
Security Specialist VI	89.68	91.92	94.22	96.58	98.99
Security Specialist VII	94.16	96.51	98.92	101.39	103.92



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Labor Category	GSA Pricing				
	6/27/11 - 9/31/12	10/1/12 - 9/31/13	10/1/13 - 9/31/14	10/1/14 - 9/31/15	10/1/15 - 9/31/16
Security Specialist VIII	117.49	120.43	123.44	126.53	129.69
Security Specialist IX	121.29	124.32	127.43	130.62	133.89
Security Specialist X	133.63	136.97	140.39	143.90	147.50
Senior Program Manager	121.08	124.11	127.21	130.39	133.65
Subject Matter Expert I	178.40	182.86	187.43	192.12	196.92
Subject Matter Expert II	201.05	206.08	211.23	216.51	221.92
Subject Matter Expert III	226.75	232.42	238.23	244.19	250.29
Subject Matter Expert IV	251.40	257.69	264.13	270.73	277.50
Subject Matter Expert V	276.07	282.97	290.04	297.29	304.72
Task Manager	58.20	59.66	61.15	62.68	64.25
Technical Writer I	58.99	60.46	61.97	63.52	65.11
Technical Writer II	65.59	67.23	68.91	70.63	72.40
Technical Writer III	76.16	78.06	80.01	82.01	84.06
Technical Writer IV	92.36	94.67	97.04	99.47	101.96



SIN 874-4: Training Labor Rates

Labor Category	GSA Pricing				
	6/27/11 - 9/31/12	10/1/12 - 9/31/13	10/1/13 - 9/31/14	10/1/14 - 9/31/15	10/1/15 - 9/31/16
Administrative Specialist I	43.42	44.51	45.62	46.76	47.93
Administrative Specialist II	49.83	51.08	52.36	53.67	55.01
Administrative Specialist III	52.15	53.45	54.79	56.16	57.56
Graphic Designer I	50.95	52.22	53.53	54.87	56.24
Graphic Designer II	64.83	66.45	68.11	69.81	71.56
Graphic Designer III	76.51	78.42	80.38	82.39	84.45
Graphic Designer IV	82.15	84.20	86.31	88.47	90.68
Graphic Designer V	90.09	92.34	94.65	97.02	99.45
Instructional Designer I	72.23	74.04	75.89	77.79	79.73
Instructional Designer II	79.83	81.83	83.88	85.98	88.13
Instructional Designer III	90.01	92.26	94.57	96.93	99.35
Program Director	156.54	160.45	164.46	168.57	172.78
Program Manager	114.72	117.59	120.53	123.54	126.63
Project Manager	109.69	112.43	115.24	118.12	121.07
Senior Program Manager	121.08	124.11	127.21	130.39	133.65
Subject Matter Expert I	178.40	182.86	187.43	192.12	196.92
Subject Matter Expert II	201.05	206.08	211.23	216.51	221.92
Subject Matter Expert III	226.75	232.42	238.23	244.19	250.29
Subject Matter Expert IV	251.40	257.69	264.13	270.73	277.50
Subject Matter Expert V	276.07	282.97	290.04	297.29	304.72
Task Manager	58.20	59.66	61.15	62.68	64.25
Technical Writer I	58.99	60.46	61.97	63.52	65.11
Technical Writer II	65.59	67.23	68.91	70.63	72.40
Technical Writer III	76.16	78.06	80.01	82.01	84.06
Technical Writer IV	92.36	94.67	97.04	99.47	101.96
Trainer I	48.77	49.99	51.24	52.52	53.83
Trainer II	56.20	57.61	59.05	60.53	62.04
Trainer III	62.47	64.03	65.63	67.27	68.95
Trainer IV	75.56	77.45	79.39	81.37	83.40
Trainer V	86.50	88.66	90.88	93.15	95.48
Trainer VI	94.16	96.51	98.92	101.39	103.92
Trainer VII	100.39	102.90	105.47	108.11	110.81
Trainer VIII	149.89	153.64	157.48	161.42	165.46
Trainer IX	162.85	166.92	171.09	175.37	179.75
Trainer X	173.93	178.28	182.74	187.31	191.99



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Labor Category	GSA Pricing				
	6/27/11 - 9/31/12	10/1/12 - 9/31/13	10/1/13 - 9/31/14	10/1/14 - 9/31/15	10/1/15 - 9/31/16
Training Developer I	57.52	58.96	60.43	61.94	63.49
Training Developer II	63.82	65.42	67.06	68.74	70.46
Training Developer III	72.58	74.39	76.25	78.16	80.11
Training Developer IV	80.57	82.58	84.64	86.76	88.93



SIN 874-7: Project and Program Management Labor Rates

Labor Category	GSA Pricing				
	6/27/11 - 9/31/12	10/1/12 – 9/31/13	10/1/13 – 9/31/14	10/1/14 – 9/31/15	10/1/15 – 9/31/16
Acquisition Policy Analyst	102.35	104.91	107.53	110.22	112.98
Acquisition Specialist I	40.47	41.48	42.52	43.58	44.67
Acquisition Specialist II	82.96	85.03	87.16	89.34	91.57
Acquisition Specialist III	117.00	119.93	122.93	126.00	129.15
Administrative Specialist I	43.42	44.51	45.62	46.76	47.93
Administrative Specialist II	49.83	51.08	52.36	53.67	55.01
Administrative Specialist III	52.15	53.45	54.79	56.16	57.56
Application Developer I	81.41	83.45	85.54	87.68	89.87
Application Developer II	91.55	93.84	96.19	98.59	101.05
Application Developer III	119.98	122.98	126.05	129.20	132.43
Application Developer IV	140.05	143.55	147.14	150.82	154.59
Budget Analyst I	68.93	70.65	72.42	74.23	76.09
Budget Analyst II	89.28	91.51	93.80	96.15	98.55
Budget Analyst III	145.81	149.46	153.20	157.03	160.96
Budget Analyst IV	165.83	169.98	174.23	178.59	183.05
Database Analyst I	89.80	92.05	94.35	96.71	99.13
Database Analyst II	113.35	116.18	119.08	122.06	125.11
Database Analyst III	121.54	124.58	127.69	130.88	134.15
Engineer I	93.42	95.76	98.15	100.60	103.12
Engineer II	131.73	135.02	138.40	141.86	145.41
Engineer III	174.86	179.23	183.71	188.30	193.01
Functional Analyst I	52.72	54.04	55.39	56.77	58.19
Functional Analyst II	59.16	60.64	62.16	63.71	65.30
Functional Analyst III	64.85	66.47	68.13	69.83	71.58
Functional Analyst IV	79.86	81.86	83.91	86.01	88.16
Functional Analyst V	85.59	87.73	89.92	92.17	94.47
Functional Analyst VI	90.40	92.66	94.98	97.35	99.78
Functional Analyst VII	94.44	96.80	99.22	101.70	104.24
Functional Analyst VIII	124.96	128.08	131.28	134.56	137.92
Functional Analyst IX	129.71	132.95	136.27	139.68	143.17
Functional Analyst X	147.24	150.92	154.69	158.56	162.52
Graphic Designer I	50.95	52.22	53.53	54.87	56.24
Graphic Designer II	64.83	66.45	68.11	69.81	71.56
Graphic Designer III	76.51	78.42	80.38	82.39	84.45



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Labor Category	GSA Pricing				
	6/27/11 - 9/31/12	10/1/12 - 9/31/13	10/1/13 - 9/31/14	10/1/14 - 9/31/15	10/1/15 - 9/31/16
Graphic Designer IV	82.15	84.20	86.31	88.47	90.68
Graphic Designer V	90.09	92.34	94.65	97.02	99.45
Instructional Designer I	72.23	74.04	75.89	77.79	79.73
Instructional Designer II	79.83	81.83	83.88	85.98	88.13
Instructional Designer III	90.01	92.26	94.57	96.93	99.35
Logistics Specialist I	44.65	45.77	46.91	48.08	49.28
Logistics Specialist II	52.29	53.60	54.94	56.31	57.72
Logistics Specialist III	93.58	95.92	98.32	100.78	103.30
Logistics Specialist IV	100.57	103.08	105.66	108.30	111.01
Operations Research Analyst I	87.14	89.32	91.55	93.84	96.19
Operations Research Analyst II	93.32	95.65	98.04	100.49	103.00
Operations Research Analyst III	98.63	101.10	103.63	106.22	108.88
Program Analyst I	130.99	134.26	137.62	141.06	144.59
Program Analyst II	144.22	147.83	151.53	155.32	159.20
Program Analyst III	156.35	160.26	164.27	168.38	172.59
Program Director	156.54	160.45	164.46	168.57	172.78
Program Manager	114.72	117.59	120.53	123.54	126.63
Project Manager	109.69	112.43	115.24	118.12	121.07
Senior Program Manager	121.08	124.11	127.21	130.39	133.65
Subject Matter Expert I	178.40	182.86	187.43	192.12	196.92
Subject Matter Expert II	201.05	206.08	211.23	216.51	221.92
Subject Matter Expert III	226.75	232.42	238.23	244.19	250.29
Subject Matter Expert IV	251.40	257.69	264.13	270.73	277.50
Subject Matter Expert V	276.07	282.97	290.04	297.29	304.72
System Engineer I	83.18	85.26	87.39	89.57	91.81
System Engineer II	93.46	95.80	98.20	100.66	103.18
System Engineer III	108.59	111.30	114.08	116.93	119.85
System Engineer IV	119.92	122.92	125.99	129.14	132.37
Task Manager	58.20	59.66	61.15	62.68	64.25
Technical Writer I	58.99	60.46	61.97	63.52	65.11
Technical Writer II	65.59	67.23	68.91	70.63	72.40
Technical Writer III	76.16	78.06	80.01	82.01	84.06
Technical Writer IV	92.36	94.67	97.04	99.47	101.96
Training Developer I	57.52	58.96	60.43	61.94	63.49
Training Developer II	63.82	65.42	67.06	68.74	70.46
Training Developer III	72.58	74.39	76.25	78.16	80.11



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Labor Category	GSA Pricing				
	6/27/11 - 9/31/12	10/1/12 - 9/31/13	10/1/13 - 9/31/14	10/1/14 - 9/31/15	10/1/15 - 9/31/16
Training Developer IV	80.57	82.58	84.64	86.76	88.93



MOBIS LABOR CATEGORY DESCRIPTIONS

SIN 874-1: Consultation Services

SIN 874-4: Training

SIN 874-7: Project and Program Management

Acquisition Policy Analyst

Functional Responsibility: Analyzes and evaluates acquisition, contracting and financial management policy. Recommend policy changes to increase the effectiveness and efficiency of business processes. Develops reports and recommendations. Develops metrics, track performance, and makes and implements improvement recommendations.

Education and Experience: A Bachelor's Degree and eight years experience in the acquisition and contracting field with experience in Financial Management. Knowledge of DoD Acquisition, Contracting, Financial Management policies and procedures through experience and training. Knowledge of Planning, Programming and Budgeting System through experience and training.

Acquisition Specialist I

Functional Responsibility: Source of domain expertise in relevant functional areas such as system engineering, business case analysis, data quality management methodologies and modeling techniques, information architecture, and object oriented technology. Collects and analyzes acquisition data. Analyzes and evaluates acquisition programs and/or portfolios. Recommends short and long term solutions to increase efficiency and effectiveness or acquisition programs. Provides technical guidance and advisory assistance in the preparation of supporting acquisition documentation including a state of objectives (SOOs), statement of work (SOW) requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information. Reviews Request for Proposals (RFP) packages for conformance with all aspects of relevant procurement regulations and validates independent government cost estimates (IGCEs) Provides technical assistance in vendor acquisition contractor proposal evaluation, COTS/GOTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks. Develops metrics, tracks performance, periodically reports performance metrics, and makes and implements improvement recommendations.

Education and Experience: A Bachelor's Degree or equivalent experience.

Acquisition Specialist II

Functional Responsibility: Source of domain expertise in relevant functional areas such as system engineering, business case analysis, and data quality management. Collects and analyzes acquisition data. Analyzes and evaluates acquisition programs and/or portfolios. Recommends short and long term solutions to increase efficiency and effectiveness of acquisition programs. Provides technical guidance and advisory assistance in the preparation of supporting



acquisition documentation including a statement of objectives (SOOs), statement of work (SOW) requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information. Review Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates independent government cost estimates (IGCEs). Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS/GOTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks. Develops metrics, tracks performance periodically reports performance metrics, and makes and implements improvement recommendations.

Education and Experience: A Bachelor's Degree and six years experience in acquisition engineering and contract management. Working knowledge with the DOD/Federal systems acquisition and procurement process as well as government acquisition or relevant operator experience.

Acquisition Specialist III

Functional Responsibility: Source of domain expertise in relevant functional areas such as system engineering, business case analysis, data quality management. Collects and analyzes acquisition data. Analyzes and evaluates acquisition programs and/or portfolios. Recommends short and long term solutions to increase efficiency and effectiveness of acquisition programs. Provides technical guidance and advisory assistance in the preparation of supporting acquisition documentation including a statement of objectives (SOOs), statement of work (SOW), requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information. Reviews Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates independent government cost estimates (GCEs). Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS/GOTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks. Develops metrics, tracks performance recommendations.

Education and Experience: A Bachelor's Degree and nine years of experience in acquisition engineering and contract management. Working knowledge with the DOD/Federal systems acquisition and procurement process as well as government acquisition or relevant operator experience.

Administrative Specialist I

Functional Responsibility: Responsible for general secretarial and administrative functions as assigned. Assists in routine clerical and administrative functions. Responsible for the accurate and timely input of information for monitoring program status and effectiveness. Works under direct supervision.

Education and Experience: Two years of secretarial, clerical, or general office experience. Well-developed written and verbal communication skills, organizational skills, and the ability to operate standard office equipment and software. Flexibility in accepting changes in working environment.



Administrative Specialist II

Functional Responsibility: Functions as administrative assistant for an office or program. Provides administrative support functions such as: prepares final correspondence, reports and other published material; prepares briefing material; maintains program files; supports budget and finance functions; and executes administrative operating processes and procedures.

Education and Experience: Bachelor's Degree and two years of related experience performing administrative support executive-level office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

Administrative Specialist III

Functional Responsibility: Functions as executive administrator for an office or program. Manages activity, schedules and workflow of administrative support staff as well as performing administrative support functions. Prepares and/or reviews/edits final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files; performs budget and finance functions; and develops, analyzes and maintains administrative operating processes and procedures.

Education and Experience: Bachelor's Degree and three years of related experience performing administrative support functions including supervisory or executive-level office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

Application Developer I

Functional Responsibility: Assists in the design, development, troubleshooting and analysis of software programs for computer based systems. May perform systems modeling, simulation and analysis. Designs and develops basic compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs.

Education and Experience: A Bachelor's Degree or equivalent experience.

Application Developer II

Functional Responsibility: Designs, develops, troubleshoots and analyzes software programs for computer based systems. Performs system modeling, simulation and analysis. Designs and develops compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems such as storage



capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs. Provides technical expertise on information system architectures, implementation methodologies, and test strategies. Evaluates COTS and GOTS products. Evaluates Software Implementation plans. Participates in periodic requirements and design reviews. Assists in defining the evolving product baseline. Supports the Government test and evaluation.

Education and Experience: A Bachelor's Degree and two years of software design experience.

Application Developer III

Functional Responsibility: Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and advanced software applications and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Provides technical expertise on information system architectures, implementation methodologies, and test strategies. Conducts investigation and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of technical products. Evaluates vendor capabilities to provide required products or services. Evaluates COTS and GOTS products for responsiveness to Government requirements. Evaluates the impact of emerging Government and Information system standards. Assesses system interfaces and interoperability. Participates in periodic requirements and design reviews. Assists in defining the evolving product baseline. Supports the conduct of the Government test and evaluation/ Evaluates system design and implementation for human factors engineering issues. May provide technical consultation to other organizations and work leadership to lower level employees.

Education and Experience: A Bachelor's Degree and eight years of progressively more complex software design experience.

Application Developer IV

Functional Responsibility: Develops and applies advanced methods, theories and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Recommends corrections in technical applications and analysis. Conducts investigations and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. Experienced in developing standards-compliant software utilizing industry-leading operating systems, languages, protocols, and relational databases. In-depth knowledge of the design, operational use, and functional characteristics of standards-compliant systems, such as scanning, user interface, optical storage, and index subsystems of digital imaging systems; or the input processing, network transmission, security, network management, and control subsystems of digital communications systems. May



provide work leadership to lower level employees.

Education and Experience: A Bachelors Degree and fifteen years of progressively complex software design experience.

Budget Analyst I

Functional Responsibility: Tracks and analyzes budget documents and budgetary information. Monitors financial execution. Prepares budget justification material. Performs financial analysis. Develops funding options. Tracks and researches financial regulations and periodically reports performance metrics, and makes and implements improvement recommendations.

Education and Experience: A Bachelor's Degree or equivalent experience.

Budget Analyst II

Functional Responsibility: Tracks and analyzes budget documents and budgetary information. Monitors financial execution. Prepares budget justification material. Performs financial analysis. Develops funding options. Tracks and researches financial regulations and periodically reports performance metrics, and makes and implements improvement recommendations.

Education and Experience: A Bachelor's Degree and six years of experience in Planning, Programming and Budgeting System. Knowledge of automated tools through usage and experience. Knowledge of program planning, scheduling, budget planning and formulation (PPBS), and cost analysis.

Budget Analyst III

Functional Responsibility: Tracks and analyzes budget documents and budgetary information. Monitors financial execution. Prepares budget justification material. Performs financial analysis. Develops funding options. Tracks and researches financial regulations and periodically reports performance metrics, and makes and implements improvement recommendations.

Education and Experience: A Bachelor's Degree and ten years experience in Planning, Programming and Budgeting System. Knowledge of automated tools through usage and experience. Knowledge of program planning, scheduling, budget planning and formulation (PPBS), and cost analysis.

Budget Analyst IV

Functional Responsibility: Provides full financial management and administrative support to include cost estimation and analysis, budget formulation and execution, manpower planning and



scheduling, and resource allocation. Uses automated project scheduling and cost tracking software to support critical path and integrated master planning analysis. Performs economic analyses for evaluating the total and marginal costs of alternative ways to accomplish strategic business functions. Assists in performing OMB Circular A-76 comparative cost studies to determine whether specified operations should be privatized/outsourced rather than remain in house. Formulates life cycle cost-benefit analyses based on financial concepts like net present value, return on investment, discounting, and inflation. Applies economic and risk methodologies, tools, and techniques such as function point analysis, learning curves, parametric pricing, and computerized cost modeling.

Education and Experience: A Bachelor's Degree and fourteen years of experience in financial management and/or economic analysis. For DOD assignments, extensive experience in service unique tools, policies, procedures, and documentation (e.g., PPBS, CPR, CSSR, DFRS, C/SCSC, PMD, POMP, SAR, DAES, DoD 5000.2, DoD 5000).

Database Analyst I

Functional Responsibility: Provides technical assistance in the use of DBMSs. Evaluates available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Education and Experience: A Bachelor's Degree and one year experience, including demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internals, and increasing responsibilities in the development and maintenance of data base systems. Demonstrated ability to work independently or under only general direction.

Database Analyst II

Functional Responsibility: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Reviews logical and/or physical designs of existing data base(s), and makes recommendations for tuning to assure maximum operating efficiency. Provides guidance and expertise in the use of database languages. Performs data analysis, database design, development activities, and implementation, as required for databases and database conversions. Performs database restructuring activities. Works with users and information systems development staff to determine data storage and access requirements.

Education and Experience: A Bachelor's Degree and six years experience, including demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. Demonstrated ability to work independently or under only general direction. Demonstrated knowledge of terminology, usage and operating characteristics of hardware, software, and operating system components that load, execute, store, and retrieve application programs/files and perform a variety of functions related to business information systems. Demonstrated ability to perform structured data processing design



principles, techniques, and methods used to analyze and translate user requirements into plans for system input, output, files, data dictionaries, controls, and processing methods. Demonstrated ability to determine data base and application performance, evaluate and diagnose data base performance issues and recommend and implement solutions for data base performance improvement. Must be able to communicate technical information to others, expressing facts or ideas clearly, orally or in writing,. Must be able to apply the knowledge of data processing systems to a business application environment. Demonstrated ability in the analysis, design, development, testing and implementation of data base systems. Demonstrated ability to interface, work effectively and coordinate efforts of technical and non-technical personnel involved in architecting database system solutions to satisfy business information systems needs.

Database Analyst III

Functional Responsibility: Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff. Directs systems analyses and feasibility studies. Assist customer in the planning and coordinating acquisition and implementation of systems. Analyzes proposed and existing system used in processing applications in terms of data communications and database management/structure, requirements and costs. Prepares studies and gives presentations on current data communications concepts. Prepares functional specifications for acquiring commercially available equipment. Consults with user management to ensure that problems are properly identified and solutions meet the requirements.

Education and Experience: A Bachelor's Degree and eight years experience, including demonstrated experience with data base design and system analysis, current operating systems software internals and data manipulation languages.

Engineer I

Functional Responsibility: Executes project/program engineering efforts within his/her discipline; defines methodology and standards to be applied by the project's design and installation team within his/her discipline. Applies the applicable standards (statutory codes and industry standards) to be used the project within his/her discipline.

Education and Experience: A Bachelor's Degree and five years of mechanical engineering, electrical engineering or civil engineering.

Engineer II

Functional Responsibility: Integrates project/program-engineering efforts across disciplines including software and hardware. Derives program/project requirements through analysis of the client's needs documents such as (but not limited to) mission needs statements, objectives,



security threat assessments, etc. Defines methodology, processes, and standards to be applied by the entire project team. Applies the applicable standards (statutory codes and industry standards) as needed. Is capable of leading project requirements analysis and/or requirements management activities on projects of simple or medium complexities.

Education and Experience: A Bachelor's Degree and seven years of mechanical engineering, electrical engineering, civil engineering or information systems engineering experience or five years of applicable systems engineering experience.

Engineer III

Functional Responsibility: Integrates project/program-engineering efforts across disciplines including software and hardware. Derives program/project requirements through analysis of the client's needs documents such as (but not limited to) mission needs statements, objectives, security threat assessments, etc. Defines methodology, processes, and standards to be applied by the entire project team. Defines engineering methodology and process framework for entire projects/program. Manages the day-to-day technical activities of the project's system engineering team. Applies the applicable standards (statutory codes and industry standards) as needed. Is capable of leading project requirements analysis and/or requirements management activities on projects of any level of complexity.

Education and Experience: A Bachelor's Degree and twelve years of mechanical, electrical, or civil engineering experience or ten years of Systems Engineering experience; including five years of specialized experience in the Security or Electrical Security Systems field.

Functional Analyst I

Functional Responsibility: In conjunction with the provision of professional security services, conducts analysis to determine and support functional and cross-functional requirements. Performs analysis of specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Education and Experience: A Bachelor's Degree or equivalent experience.

Functional Analyst II

Functional Responsibility: In conjunction with the provision of professional security services, conducts analysis to determine and support functional and cross-functional requirements. Performs analysis of specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides



management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Education and Experience: A Bachelor's Degree and two years experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.

Functional Analyst III

Functional Responsibility: In conjunction with the provision of professional security services, conducts analysis to determine and support functional and cross-functional requirements. Performs analysis of specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Education and Experience: A Bachelor's Degree and four years experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.

Functional Analyst IV

Functional Responsibility: In conjunction with the provision of professional security services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Education and Experience: A Bachelor's Degree and six years experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.



Functional Analyst V

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Education and Experience: A Bachelor's Degree and eight years experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.

Functional Analyst VI

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Education and Experience: A Bachelor's Degree and ten years experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Functional Analyst VII

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Education and Experience: A Bachelor's Degree and twelve years experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and



finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Functional Analyst VIII

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Education and Experience: A Bachelor's Degree and fourteen years experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Functional Analyst IX

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Education and Experience: A Bachelor's Degree and sixteen years experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Functional Analyst X

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.



Education and Experience: A Bachelor's Degree and twenty years experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Graphic Designer I

Functional Responsibility: Prepares finished mechanical artwork suitable for reproduction, including diagrams, and other illustrative materials. Generally works with finished illustrations or photographs supplied by others, following page designs prepared by authors or senior artists. Prepares final layouts for magazines, ads, brochures, newsletters or other publications. Performs other, related duties as assigned. Develops and prepares illustrations for various documents. Reviews data input and coordinates input updates.

Education and Experience: An Associate's Degree or equivalent experience of directly related experience.

Graphic Designer II

Functional Responsibility: Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Genigraphics or Compugraphics. Uses common software illustration software to construct graphs, charts, simplified schematics, and various mechanical illustrations. Produces a variety of artwork including technical and commercial documentation support assignments, view graph and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures and other forms of artwork. Knowledgeable of tools and techniques to prepare line drawings of such configurations as component parts, modules, circuit assemblies, instrument panels, and consoles; to simplify data from blueprints and rough sketches so that it can be understood by technical and non-technical personnel; and to convert orthographic, blueprints, and other engineering data into isometrics, exploded views, or sketches. May use perspective, isometric, orthographic and schematic techniques to prepare technical and non-technical line drawings. Produces finished artwork from information furnished in oral form, rough sketches or written data. May perform inking and paste-up

Education and Experience: An Associate's Degree and three years of directly related experience.



Graphic Designer III

Functional Responsibility: Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Genigraphics or Compugraphics. Produces a variety of artwork including technical and commercial documentation support assignments, view graph and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures and other forms of artwork. May use perspective, isometric, orthographic and schematic techniques to prepare technical and non-technical line drawings for slide presentations, view graphs, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up. Provides technical review of developed materials. Maintains a graphics database and repository for all previously developed graphic work. Accesses the Internet and other sources to obtain, extract, and use authorized graphic materials. Assists junior personnel in use and operation of equipment.

Education and Experience: An Associate's Degree and six years of directly related experience.

Graphic Designer IV

Functional Responsibility: Directs and coordinates the work activities of illustrators and other assigned staff. Typically applies expert knowledge of computerized equipment to support work activities. Schedules work, reviews completed work for formatting, accuracy and general appearance. Defines work requirements with clients and other users. Is proficient in a wide range of media. Selects, trains and evaluates the work of assigned staff. Interfaces with technical leads and customer for data inputs to illustration efforts. Directs and coordinates subordinate work activities. Interfaces with various sources for development materials. Reviews, evaluates and provides feedback on data generated by department personnel.

Education and Experience: An Associate's Degree and ten years of directly related experience.

Graphic Designer V

Functional Responsibility: Directs and coordinates the work activities of illustrators and other assigned staff. Typically applies expert knowledge of computerized equipment to support work activities. Schedules work, reviews completed work for formatting, accuracy and general appearance. May work on more complex assignments. Defines work requirements with clients and other users. Is proficient in a wide range of media. Selects, trains and evaluates the work of assigned staff. Interfaces with technical leads and customer for data inputs to illustration efforts.

Education and Experience: An Associate's Degree and fourteen years of directly related experience.

Instructional Designer I

Functional Responsibility: Works with a design team to perform analysis, design and development for instructional and/or performance support solutions. Conducts task, needs,



audience analyses, and work flow observations. Working knowledge of the instructional design process (ISD/ADDIE/SAT). Works under the supervision of the Project Manager or Senior Instructional Designer to develop and document instructor-led, paper-based, and technology delivered curriculum and/or performance support solutions. Possesses excellent writing skills and demonstrates the ability to work effectively with SMEs to conduct research and resolve issues.

Education and Experience: A Bachelor's Degree and two years of professional experience.

Instructional Designer II

Functional Responsibility: Conducts end-user needs assessment and performance assessment, analyzes results to determine learning needs and performance gaps. Consults with clients to identify new learning requirements and strategies. Works with the instructional design team and project managers to design responsive training and/or performance support solutions and schedules. Demonstrates advanced knowledge of the instructional design process (ISD/ADDIE/SAT) and fosters design innovation. Reviews products throughout analysis, design, and development for style guidelines, writing standards, and sound instructional design. Possesses excellent writing skills and demonstrates the ability to coordinate and work effectively with SMEs.

Education and Experience: A Bachelor's Degree and four years of professional experience.

Instructional Designer III

Functional Responsibility: Acts as a senior instructional and performance support designer for multiple projects. Responsible for leading the analysis, design and development of instruction and/or performance systems. Responsible for maintaining training standards and procedures, lesson/course templates, and the daily work activities of the instructional design training team on assigned projects. Provides guidance to the team in using the instructional systems development process to analyze, design, develop, and implement instruction and performance support solutions. Promotes design innovation throughout the company. Acts as a mentor to team in creating related training products such as job aids, web pages, storyboards, course outlines, and print based courses.

Education and Experience: A Bachelor's Degree and seven years of professional experience

Logistics Specialist I

Functional Responsibility: Must be able to follow technical written procedures for requisitioning, receiving and storing supplies, repair parts and equipment. Must be familiar with inspection, accountability, and reporting of supply and shipping shortages. Must be familiar with and be able to provide data entry for manual and automated supply systems. Performs other, related duties as assigned, such as: issuance of parts; cable fabrication and equipment



rehabilitation; verification of materials against receiving documents; and evaluation for suitability of parts.

Education and Experience: An Associate's Degree or equivalent experience.

Logistics Specialist II

Functional Responsibility: Completes logistics requirements determination studies, inventory and requisitions supplies, repair parts and equipment and maintains stock of supplies and equipment. Must be familiar with government and defense department accountability and associated record keeping policies and procedures including transportation modes, packing and shipping standards and quality assurance practices. Requires familiarity with Federal Supply System as well as automated and manual supply systems and equipment serviceability standards and criteria. May supervise lower level supply and maintenance technicians. Performs other, related duties as assigned. May be responsible for: receipt, accountability, stocking and inventory of electronic equipment and components; data entry to query and enter information for supply, acquisition and inventory purposes; research and identification of parts and materials from electronic equipment and component vendors and entering information into purchasing database; recording, maintaining and initiating purchase request documentation for acquisition of component items from vendors.

Education and Experience: An Associate's Degree and three years of logistics experience.

Logistics Specialist III

Functional Responsibility: Experience with the various logistics support functions and automated support systems, involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, and supply support. Knowledge of Government Acquisition Strategy and Procedures and various regulations and policies with respect to material acquisition, integrated logistics, and logistics supportability. Assists in developing Integrated Logistics Support functions (e.g. system planning, LSA documentation, fielding, and systems replacement/retirement). Develops logistics support concepts, maintenance plans and concepts. Develops, maintains, reviews, and analyzes logistics program documentation such as the Integrated Logistics Support Plan (ILSP) and Materiel Fielding Plan. Prepares logistics support documentation and source data, such as logistics operational management/user documents, ILSPs, user logistics support summaries, post production support plans, and logistics implementation plans. Able to complete logistics requirements determination studies, inventory and requisition supplies, repair parts and equipment and maintain stock of supplies and equipment. Familiar with government and defense department accountability and associated record keeping policies and procedures including transportation modes, packing and shipping standards and quality assurance practices. Requires familiarity with Federal Supply System as well as automated and manual supply systems and equipment serviceability standards and criteria. Provides RAM analysis, integrated logistics support (ILS), life cycle cost analysis and LSA/LSAR in accordance with MIL-STD 1388-1/2. Develops and reviews bill of materials (BOM) lists and prepares reports, graphs, charts and



records documenting all efforts undertaken. May supervise lower level personnel.

Education and Experience: An Associate's Degree and five years of logistics experience.

Logistics Specialist IV

Functional Responsibility: Completes logistics requirements determination studies; inventory and requisition supplies, repair parts and equipment and; maintain stock of supplies and equipment. Must be familiar with government and defense department accountability and associated record keeping policies and procedures including transportation modes, packing and shipping standards and quality assurance practices. Requires familiarity with Federal Supply System as well as automated and manual supply systems and equipment serviceability standards and criteria. Must be capable of providing RAM analysis, integrated logistics support (ILS), life cycle cost analysis and LSA/LSAR in accordance with MIL-STD 1388-1/2. Must be able to develop and review bill of materials (BOM) lists and prepare reports, graphs, charts and records documenting all efforts undertaken. May supervise lower level personnel involved in logistics support.

Education and Experience: An Associate's Degree and seven years of logistics experience.

Operations Research Analyst I

Functional Responsibility: Source of domain expertise in operations research and modeling techniques. Provides overall guidance and direction for conduct of Cost and Operational Effectiveness Analysis (COEA) or newer Analysis of Alternatives (AOA) decision making. Collects and analyzes detail program and equipment information packages, develops tools for analysis, evaluates commercial evaluation approaches, tools and application packages. Works with DoD and Service analysis agencies and understands relevant analysis procedures. Develops metrics and makes recommendations or analysis decisions.

Education and Experience: A Bachelor's Degree and six years hands-on experience in DoD acquisition program cost and operational effectiveness analysis or Analysis of Alternative decisions.

Operations Research Analyst II

Functional Responsibility: Source of domain expertise in operations research and modeling techniques. Provides overall guidance and direction for conduct of Cost and Operational Effectiveness Analysis (COEA) or newer Analysis of Alternatives (AOA) decision making. Collects and analyzes detail program and equipment information packages, develops tools for analysis, evaluates commercial evaluation approaches, tools and application packages. Works with DoD and Service analysis agencies and understands relevant analysis procedures. Develops metrics and makes recommendations or analysis decisions.



Education and Experience: A Bachelor's Degree and eight years hands-on experience in DoD acquisition program cost and operational effectiveness analysis or Analysis of Alternative decisions.

Operations Research Analyst III

Functional Responsibility: Source of domain expertise in operations research and modeling techniques. Provides overall guidance and direction for conduct of Cost and Operational Effectiveness Analysis (COEA) or newer Analysis of Alternatives (AOA) decision making. Collects and analyzes detail program and equipment information packages, develops tools for analysis, evaluates commercial evaluation approaches, tools and application packages. Works with DoD and Service analysis agencies and understands relevant analysis procedures. Develops metrics and makes recommendations or analysis decisions.

Education and Experience: A Bachelor's Degree and ten years hands-on experience in DoD acquisition program cost and operational effectiveness analysis or Analysis of Alternative decisions.

Program Analyst I

Functional Responsibility: Provides cost performance reports, critical path computations, and distributes budget to the work breakdown structure. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unrevised action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of a team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of internal and external customers. Often initiates new contacts to obtain data required for task accomplishment or to identify new business opportunities.

Education and Experience: A Bachelor's Degree and four years experience as a program/control analyst. This experience includes developing cost performance reports, critical path computations, and distributing budget to the work breakdown structure. Individual shall have a working knowledge of scheduling techniques, cost/schedule control systems criteria and its elements, and budget terms and process. Shall have a working knowledge of functions of a government program office, applicable policies and procedures essential to manage a program through the acquisition process, procurement, and business disciplines to enable the evaluation of contractor and government management data, systems, specifications, and contractual documentation, and automated program management techniques.



Program Analyst II

Functional Responsibility: Provides cost performance reports, critical path computations, and distributes budget to the work breakdown structure. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unrevised action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of a team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of internal and external customers. Often initiates new contacts to obtain data required for task accomplishment or to identify new business opportunities.

Education and Experience: A Bachelor's Degree and six years experience as a program/control analyst. This experience includes developing cost performance reports, critical path computations, and distributing budget to the work breakdown structure. Individual shall have a working knowledge of scheduling techniques, cost/schedule control systems criteria and its elements, and budget terms and process. Shall have a working knowledge of functions of a government program office, applicable policies and procedures essential to manage a program through the acquisition process, procurement, and business disciplines to enable the evaluation of contractor and government management data, systems, specifications, and contractual documentation, and automated program management techniques.

Program Analyst III

Functional Responsibility: Provides cost performance reports, critical path computations, and distributes budget to the work breakdown structure. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unrevised action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of a team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of internal and external customers. Often initiates new contacts to obtain data required for task accomplishment or to identify new business opportunities.

Education and Experience: A Bachelor's Degree and eight years experience as a program/control analyst. This experience includes developing cost performance reports, critical path computations, and distributing budget to the work breakdown structure. Individual shall have a working knowledge of scheduling techniques, cost/schedule control systems criteria and its elements, and budget terms and process. Have a working knowledge of functions of a government program office, applicable policies and procedures essential to manage a program through the acquisition process, procurement, and business disciplines to enable the evaluation



of contractor and government management data, systems, specifications, contractual documentation, and automated program management techniques.

Program Director

Functional Responsibility: Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization.

Education and Experience: A bachelor's degree and fourteen years experience in project development from inception to deployment, expertise in management and control of funds and resources , demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity.

Program Manager

Functional Responsibility: Serves as the Contractor's program manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Responsible for the overall contract performance and quality assurance.

Education and Experience: A Bachelor's Degree and eight years experience in project development from inception to deployment, expertise in management and control of funds and resources , demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. Typically advances through one of the professional areas supervised and is conversant with the spectrum of professional and technical disciplines represented in the organization. Must include previous supervisory/management experience.

Project Manager

Functional Responsibility: Under the guidance of the Program Manager: plans, organizes, directs, and supports all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Responsible for the overall contract performance and quality assurance in the absence of the Program



Manager.

Education and Experience: A Bachelor's Degree and three years experience in project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexity.

Security Specialist I

Functional Responsibility: In assistance to other security specialists, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules.

Education and Experience: A Bachelor's Degree and one year of experience within U.S. Government security fields (e.g.; technical, physical (to include locks and security containers), information, personnel, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience implementing complex government security programs and policies. Requires good writing and communication skills.

Security Specialist II

Functional Responsibility: In assistance to other security specialists, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules.

Education and Experience: A Bachelor's Degree and three years experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, background investigations, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer security surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training



development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with most senior levels of Government and policy makers.

Security Specialist III

Functional Responsibility: Under limited supervision, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules.

Education and Experience: A Bachelor's Degree and four years experience within U.S. Government security fields (e.g.; technical, physical (to include locks and security containers), information, personnel, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires good writing and communication skills.

Security Specialist IV

Functional Responsibility: Under limited supervision, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules.

Education and Experience: A Bachelor's Degree and six years experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, background investigations, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies.



Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with the most senior levels of Government and policy makers.

Security Specialist V

Functional Responsibility: Under limited supervision, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules.

Education and Experience: A Bachelor's Degree and eight years experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid and proven writing and communication skills.

Security Specialist VI

Functional Responsibility: Under limited supervision, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules.

Education and Experience: A Bachelor's Degree and ten years experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid and proven writing and communication skills.



Security Specialist VII

Functional Responsibility: Under limited supervision, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules

Education and Experience: A Bachelor's Degree and twelve years within U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid proven writing and communication skills.

Security Specialist VIII

Functional Responsibility: With no supervision, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists. Performs functions at the highest levels, interacts with senior officials and policy makers.

Education and Experience: A Bachelor's Degree and fourteen years experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid and proven writing and communication skills.



Security Specialist IX

Functional Responsibility: With no supervision, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists. Performs functions at the highest levels, interacts with senior officials and policy makers.

Education and Experience: A Bachelor's Degree and sixteen years experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security program). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills.

Security Specialist X

Functional Responsibility: With no supervision, designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identifies critical information that must be protected. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, risk management/assessment methodology, task management and producing finished documentation; e.g., reports, special studies, high level briefings, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists. Performs functions at the highest levels, interacts with senior officials and policy makers.

Education and Experience: A Bachelor's Degree and twenty years experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security program). Requires subject matter expertise and hands-on experience in one or more security disciplines: experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with most senior levels of Government and policy makers.



Senior Program Manager

Functional Responsibility: Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Education and Experience: A Bachelor's Degree and ten years experience in project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity.

Subject Matter Expert I

Functional Responsibility: Expert with extensive knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning direction and applicability of solutions. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, though not necessarily in a managerial capacity, in support of the creation of comprehensive approaches, tools and methods related to Policy, Process, Technology and Organizational change that align with the mission, the objectives and the desired outcomes and expectations.

Education and Experience: A Master's Degree and ten years of specialized experience within a particular subject and/or field of study. May have published professional articles, books, or any other printed material, and been invited to speak professionally within their area of knowledge. Recognized as an expert by industry professionals and colleagues.

Subject Matter Expert II

Functional Responsibility: Expert with extensive knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning direction and applicability of solutions. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, though not necessarily in a managerial capacity, in support of the creation of comprehensive approaches, tools and methods related to Policy, Process, Technology and Organizational change that align with the mission, the objectives and the desired outcomes and expectations.

Education and Experience: A Master's Degree and fifteen years of specialized experience within a particular subject and/or field of study. May have published professional articles, books, or any other printed material, and been invited to speak professionally within their area of knowledge. Recognized as an expert by industry professionals and colleagues.



Subject Matter Expert III

Functional Responsibility: Expert with extensive knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning direction and applicability of solutions. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, though not necessarily in a managerial capacity, in support of the creation of comprehensive approaches, tools and methods related to Policy, Process, Technology and Organizational change that align with the mission, the objectives and the desired outcomes and expectations.

Education and Experience: A Master's Degree and twenty years of specialized experience within a particular subject and/or field of study. May have published professional articles, books, or any other printed material, and been invited to speak professionally within their area of knowledge. Recognized as an expert by industry professionals and colleagues.

Subject Matter Expert IV

Functional Responsibility: Expert with extensive knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning direction and applicability of solutions. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, though not necessarily in a managerial capacity, in support of the creation of comprehensive approaches, tools and methods related to Policy, Process, Technology and Organizational change that align with the mission, the objectives and the desired outcomes and expectations.

Education and Experience: A Master's Degree and twenty-five years of specialized experience within a particular subject and/or field of study. May have published professional articles, books, or any other printed material, and been invited to speak professionally within their area of knowledge. Recognized as an expert by industry professionals and colleagues.

Subject Matter Expert V

Functional Responsibility: Expert with extensive knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning direction and applicability of solutions. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, though not necessarily in a managerial capacity, in support of the creation of comprehensive approaches, tools and methods related to Policy, Process, Technology and Organizational change that align with the mission, the objectives and the desired outcomes and expectations.

Education and Experience: A Master's Degree and thirty years of specialized experience within a particular subject and/or field of study. May have published professional articles, books, or any other printed material, and been invited to speak professionally within their area of knowledge. Recognized as an expert by industry professionals and colleagues.



System Engineer I

Functional Responsibility: Provides basic technical assistance in engineering functions under the supervision of more senior personnel. Analyzes existing systems and defines, designs and develops new system requirements. Determines systems specifications, input/output processes and working parameters for software/hardware compatibility. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies.

Education and Experience: A Bachelor's Degree and two years of system design experience including hardware/software integration experience.

System Engineer II

Functional Responsibility: Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigation in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership to lower level employees.

Education and Experience: A Bachelor's Degree and five years of system design experience, including hardware/software integration.

System Engineer III

Functional Responsibility: Develops and applies advanced methods, theories and research techniques in the solution of advanced system requirements and problems. Provides comprehensive definition of all aspects of systems development from analysis of mission needs to verification of system performance. Performs evaluation of alternatives and assessment of risks and costs. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned duties. Documents the results of complex analysis and design tasks. Develops test planning documentation, including test plans, test specifications, and test procedures for integrated systems. Conducts investigations and tests of considerable complexity. Possesses experience with simulations, data extraction, reduction, and analysis methodologies, modern techniques for system integration, and systems and software configuration management policy and guidelines. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management. Evaluates vendor capabilities to provide required products or services. Conducts hardware and software trade-off studies and prepares technical reports on the assessments. Supports system test to include EMI/RFI and shock vibration testing, as well as system interoperability testing. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Assists the Government in the conduct of Reliability, Availability, and Maintainability analyses and submits appropriate test reports. Assists the client in the establishment and conduct of quality assurance analysis and engineering



to include periodic reviews and audits. Participates in site testing, security accreditation, and formal acceptance testing. May provide work leadership to lower level employees.

Education and Experience: A Bachelor's Degree and ten years of applicable progressively complex systems design experience, including hardware/software integration of complex systems.

System Engineer IV

Functional Responsibility: Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and difficult system design requirements and problems requiring the expert application of advanced knowledge. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Generates and approves project and testing specifications. May lead or coordinate complex task/project teams. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of engineers and technical support personnel in the performance of assigned duties. Conducts investigations of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and recommends corrections in technical application and analysis to management. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. May provide work leadership to lower level employees.

Education and Experience: A Bachelor's Degree and fifteen years of applicable progressively complex system design experience including hardware/software integration of complex systems.

Task Manager

Functional Responsibility: Supports program objectives by assisting the Project Manager. Ensures conformance with task order schedules and costs; and monitors employee performance and productivity.

Education and Experience: A Bachelor's Degree and two years of experience in relevant technical, professional, or management positions. Will have executed lower level supervisory duties for projects involving analysis, development, and/or support activities. Must have a demonstrated capability of good oral and written communication skills.

Technical Writer I

Functional Responsibility: Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents or sections of documents such as manuals, procedures and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics coverage, format and style. Assists in production of product deliverables. Gathers data and assists in development of draft products. Assists in coordinating product production. Reviews specifications against developed product for



compliance.

Education and Experience: A Bachelor's Degree or equivalent experience.

Technical Writer II

Functional Responsibility: Researches, writes, edits and proofreads technical data for use in documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. Assists in establishing style guidelines and standards for text and illustration. Develops technical material in accordance with specifications. Edits, reviews and generates materials for product completeness. Interfaces with technical elements for clarification of data.

Education and Experience: A Bachelor's Degree and two years technical editing/writing experience.

Technical Writer III

Functional Responsibility: Participates in all phases of documentation development. Researches, organizes, writes, edits and produces technical data for major publication projects. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. May participate in the establishment of style guidelines and standards for text and illustration. Extracts data from technical manuals to satisfy requirements. Obtains material from vendor manuals for incorporation into new documentation. Interfaces with customer for data/task clarification. May provide work leadership for lower level employees.

Education and Experience: A Bachelor's Degree and five years technical editing/writing experience.

Technical Writer IV

Functional Responsibility: Researches, organizes, writes, edits and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge of the subject matter and allied fields. Recommends overall organization and layout, editorial standards, publication methods and the like. Coordinates publication with outside sources and vendors, as needed. Develops department editing standards and styles. May provide work leadership for lower level employees. Develops estimates for task assignment. Plans, coordinates and controls all resources necessary to accomplish tasking. Coordinates inputs to estimates for task assignment. Reviews and evaluates products. Coordinates with customers for data exchange.

Education and Experience: A Bachelor's Degree and seven years technical editing/writing experience.



Trainer I

Functional Responsibility: Conducts security, public safety, and/or law enforcement related training programs for contractor's employees and client/government personnel. Instructs based off formulated teaching outline(s) using training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Tests trainees to measure progress and to evaluate effectiveness of training. Maintains trainee personnel records. Able to speak effectively in interpersonal situations and before groups of trainees.

Education and Experience: An Associate's Degree and three years of instructing experience of any kind.

Trainer II

Functional Responsibility: Conducts security, public safety, and/or law enforcement related training programs for contractor's employees and client/government personnel. Instructs based off formulated teaching outline(s) using training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Tests trainees to measure progress and to evaluate effectiveness of training. Maintains trainee personnel records. Able to speak effectively in interpersonal situations and before groups of trainees.

Education and Experience: An Associate's Degree and three years of instructing experience of any kind.

Trainer III

Functional Responsibility: Conducts security, public safety, and/or law enforcement related training programs for contractor's employees and client/government personnel. Instructs based off formulated teaching outline(s) using training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Tests trainees to measure progress and to evaluate effectiveness of training. Maintains trainee personnel records. Able to speak effectively in interpersonal situations and before groups of trainees.

Education and Experience: An Associate's Degree and five years of instructing experience of any kind.

Trainer IV

Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with management, supervisors and client agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agencies. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids,



computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversees Contractor and Client Agency personnel during the training process.

Education and Experience: A Bachelor's Degree and six years experience within task order discipline. Requires subject matter expertise certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable, and good writing and communication skills.

Trainer V

Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluates effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversees Contractor and Client Agency personnel during the training process. May supervise, monitor, and critique other trainers.

Education and Experience: A Bachelor's Degree and ten years experience within one or more task order disciplines. Requires subject matter expertise certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable, and good writing and communication skills.

Trainer VI

Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors and Client Agency to determine required training



elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversee Contractor and Client Agency personnel during the training process. May supervise, monitor, and critique other trainers.

Education and Experience: A Bachelor's Degree and fourteen years experience within one or more task order disciplines. Requires subject matter expertise certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable, and good writing and communication skills.

Trainer VII

Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversees Contractor and Client Agency personnel during the training process. May supervise, monitor, and critique other trainers.

Education and Experience: A Bachelor's Degree and eighteen years experience within one or more task order disciplines. Requires subject matter expertise certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable, and good writing and communication skills.



Trainer VIII

Functional Responsibility: Develops and conducts security, public safety, and/or government-related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors, and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Lectures/teaches students within their respective subject matter expertise. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of trainees during training periods. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. May supervise, monitor, and/or critique other trainers.

Education and Experience: A Master's Degree and twenty years experience in post-secondary or professional education instruction. Requires subject matter expertise, curriculum development, and lecture delivery experience.

Trainer IX

Functional Responsibility: Develops and conducts security, public safety, and/or government-related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors, and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Lectures/teaches students within their respective subject matter expertise. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of trainees during training periods. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. May supervise, monitor, and/or critique other trainers.

Education and Experience: A Master's Degree and twenty-four years experience in post-secondary or professional education instruction. Requires subject matter expertise, curriculum development, and lecture delivery experience.

Trainer X

Functional Responsibility: Develops and conducts security, public safety, and/or government-related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors, and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or



develops teaching aids such training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Lectures/teaches students within their respective subject matter expertise. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of trainees during training periods. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. May supervise, monitor, and/or critique other trainers.

Education and Experience: A Master's Degree and twenty-eight years experience in post-secondary or professional education instruction. Requires subject matter expertise, curriculum development, and lecture delivery experience.

Training Developer I

Functional Responsibility: Participates in the development, testing, maintenance and delivery of training programs and related materials in support of customer products. Assists in the development and establishment of course content and objectives. Conducts training sessions and assists in evaluating the training activity effectiveness. Updates course documentation to ensure timeliness and relevance. Obtains technical input from system development team.

Education and Experience: Bachelor's Degree or equivalent experience.

Training Developer II

Functional Responsibility: Develops, tests, maintains and delivers training programs and related materials in support of customer products. Establishes and/or reviews course content and objectives. Conducts training sessions and evaluates the effectiveness of training activities.

Education and Experience: Bachelor's Degree and two years of related experience. This position is filled by qualified technical specialists, as opposed to entry level positions.

Training Developer III

Functional Responsibility: Exercises the lead role in all phases of Instructional Systems Design. May serve as day-to-day project/task manager and designer/developer on many projects. Able to conduct complex courses from start to completion. Excellent communications and problem solving skills. Coordinates the development and delivery of training programs in support of complex products and procedures and/or for a major area or customer. May deliver training courses or assist lower level trainers in the classroom. Establishes and/or reviews course content and objectives. May provide work leadership for lower level employees, including evaluating the effectiveness of training presentations and programs. Provides input to management for scope, schedule and cost estimates. Reviews documentation and course material, as necessary.

Education and Experience: A Bachelor's Degree and five years of related experience.



Training Developer IV

Functional Responsibility: Exercises the lead role in all phases of Instructional Systems Design. May serve as day-to-day project/task manager and designer/developer on many projects. Able to conduct complex courses from start to completion. Excellent communications and problem solving skills. Coordinates the development and delivery of training programs in support of complex products and procedures and/or for a major area or customer. May deliver training courses or assist lower level trainers in the classroom. Establishes and/or reviews course content and objectives. May provide work leadership for lower level employees, including evaluating the effectiveness of training presentations and programs. Provides input to management for scope, schedule and cost estimates. Reviews documentation and course material, as necessary.

Education and Experience: A Bachelor's Degree and eight years of related experience.



How to Contact USGI:

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