

# U.S. GENERAL SERVICES ADMINISTRATION

## Federal Supply Service Authorized Federal Supply Schedule Price List



### Multiple Award Schedule

**Large Categories – Information Technology and Professional Services**

**Contract Number: GS-02F-0217X**

**Contract Period: July 28, 2021 through July 27, 2026**

**Pricelist current as of modification number A847, Effective July 18, 2022**

**Contractor:** Universal Strategy Group, Inc. (USGI)  
130 9<sup>th</sup> Avenue South, Suite 100  
Franklin, TN 37064-3165  
Phone (800) 217-5420, Fax (615) 378-5193  
[www.teamusgi.com](http://www.teamusgi.com)

**Business Size:** Small, Service-Disabled Veteran-Owned



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](http://www.gsaadvantage.gov).

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



**I. CUSTOMER INFORMATION**

1a. Table of Awarded Special Item Number(s) with Appropriate Cross-Reference to Item Descriptions and Awarded Prices.

<b>SIN</b>	<b>Price List</b>	<b>Labor Category Descriptions</b>	<b>SIN Title</b>
<b>541219</b>	Page 11	Pages 21-73	Budget and Financial Management Services
<b>54151</b>	Pages 11-12	Pages 21-73	Software Maintenance Services
<b>54151S</b>	Pages 13-14	Pages 21-73	Information Technology Professional Services
<b>541611</b>	Pages 14-16	Pages 21-73	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
<b>541690</b>	Pages 16-18	Pages 21-73	Technical Consulting Services
<b>541990RISK</b>	Pages 18-19	Pages 21-73	Risk Assessment and Mitigation Strategies
<b>611430</b>	Pages 14-16	Pages 21-73	Professional and Management Development Training
<b>611710</b>	Pages 19-20	Pages 21-73	Educational Support Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.

**Not Applicable**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those



types of employees or subcontractors who will perform services shall be provided.

**See pages 11-20 for hourly rates and pages 21-73 for associated labor category descriptions**

2. Maximum Order: **\$1,000,000.00**
3. Minimum Order: **\$100.00**
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. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.**
9. Foreign Items: **None**
- 10a. Time of Delivery: **As agreed in each task/delivery order**
- 10b. Expedited Delivery: **Items available for expedited delivery are noted in this price list: Contact USGI**
- 10c. Overnight and Two-Day Delivery: **Available; contact USGI**
- 10d. Urgent Requirements: **Contact USGI**
11. F.O.B. Point(s): **Worldwide – Origin; CONUS – Destination**
- 12a. Ordering Address: **130 9<sup>th</sup> Avenue South, Suite 100, Franklin, TN 37064-3165**
- 12b. Ordering Procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3**
13. Payment Address: **Same as Ordering Address**
14. Warranty Provision: **Not Applicable**
15. Export Packing Charges (if applicable): **Not Applicable**



16. Terms and Conditions of Rental, Maintenance, and Repair: **Not Applicable**
17. Terms and Conditions of Installation: **Not Applicable**
- 18a. Terms and Conditions of Repair Parts Indicating Dates of Parts Price Lists and Any Discounts from List Prices: **Not Applicable**
- 18a. Terms and Conditions for Any Other Services: **Not Applicable**
19. List of Service and Distribution Points: **Not Applicable**
20. List of Participating Dealers: **Not Applicable**
21. Preventive Maintenance: **Not Applicable**
- 22a. Special Attributes Such as Environmental Attributes: **Not Applicable**
- 22b. Section 508 Compliance: **Will be addressed on a task order basis**
23. Unique Entity Identifier (UEI): **NWQCBPBFMFC3** (Data Universal Numbering System (DUNS): 791142545)
24. System for Award Management (SAM) Registration: **USGI holds an active registration in the System for Award Management**



## **SERVICE CONTRACT LABOR STANDARDS (SCLS)**

The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish an SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## **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 Industrial Funding Fee does NOT apply to travel and per diem charges.
- 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).



## **II. EXECUTIVE SUMMARY**

Universal Strategy Group, Inc. (USGI), is a U.S. Department of Veterans Affairs certified Service-Disabled Veteran-Owned Small Business (SDVOSB). USGI has proven expertise as a prime contractor in the delivery of highly skilled, credentialed, and cleared employees supporting complex U.S. Government requirements, domestically and internationally.

Since USGI's founding in 2007, our portfolio has grown to include professional staffing support; program and project management; technical testing and evaluation; professional research; SETA support; threat assessments and surveys; technical analysis and validation of new equipment requirements; testing, evaluation, and fielding of new equipment and capabilities; training support; engineering design and construction; facilities management; budget analysis, intelligence support; and computer modeling, design, and development in support of diverse U.S. Government requirements.

USGI's core competencies leverage decades of highly specialized and sensitive government and commercial sector expertise to deliver professional excellence to every customer we support. Our expansive professional network is augmented by cutting-edge technology and outstanding employee benefits to attract, recruit, and retain a superior workforce to support all requirements related to our GSA labor categories.

USGI customers include the Department of State (DoS), the Federal Bureau of Investigation (FBI), the Department of Energy (DOE), various elements within the Department of Defense including: U.S. Special Operations Command (USSOCOM); Headquarters, Department of the Army (HQDA); U.S. Army Special Operations Command (USASOC); U.S. Naval Special Warfare Command (NSWC); Joint Improvised Explosive Device Defeat Organization (JIEDDO); U.S. Army Corps of Engineers (USACE); U.S. Army Tank-automotive and Armaments Command (TACOM); Office of the Under Secretary of Defense for Intelligence (OUSDI); and the Combatting Terrorism Technical Support Office (CTTSO).

USGI has significant experience performing prime contracts of various contract types including fixed-price and cost-reimbursement, as well as, other contract types including Indefinite Delivery/Indefinite Quantity (IDIQ), Blanket Purchase Agreements (BPA), Basic Ordering Agreements (BOA), Time and Materials, and hybrid combinations of contract types. USGI has successfully teamed with large and small businesses alike in managing complex prime and subcontractor responsibilities to effectively deliver goods and services in both CONUS and OCONUS environments. USGI operates a Defense Contract Audit Agency (DCAA) audited and approved accounting system. Our financial stability and established record of successful contract management allows USGI to rapidly infuse additional capital in support of contract assumption costs without additional performance risk or disruption.



USGI's corporate headquarters is comprised of highly credentialed and experienced professionals with advanced degrees in business, finance, international relations, accounting, and contracts management. Many of our staff members are also certified Project Management Professionals (PMP). We leverage fully compliant policies, procedures, and proven technologies to deliver superior and value-added management, finance, security, operations, human resources and contracts management functionality to our customers and employees.

USGI is fully compliant with the implementation standards for NIST SP 800-171 Rev2 in accordance with FAR 52.204-21 and DFARS 252.204-7008 and 252.204-7012. Our progressive program incorporates all 17 Domains and all 171 practices pursuant to forthcoming Cybersecurity Maturity Model Certification (CMMC).

USGI markets its capabilities through the company website and various industry associations and partnerships, professional contacts, and authorized intermediaries.



### III. SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN	Description
541219	<b>Budget and Financial Management Services</b> – Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.

SIN	Description
54151	<b>Software Maintenance Services</b> – Software maintenance services creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance services includes person-to-person communications regardless of the medium used to communicate: telephone support, online technical support, customized support, and/or technical expertise which are charged commercially.

SIN	Description
54151S	<b>Information Technology Professional Services</b> – IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

SIN	Description
541611	<p><b>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</b> – Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.</p> <p>**Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. 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.</p>



SIN	Description
541690	<p><b>Technical Consulting Services</b> – Services include providing advice and assistance on technical domains and issues (except those covered by the environmental, energy, and IT consulting SINs on this Schedule). Typical associated tasks include, but are not limited to: strategic planning, feasibility analysis, requirements determination, policy, interpretation and support, process analysis and/or development, research studies, testing, (other than laboratory testing), program analysis, and associated support tasks.</p>

SIN	Description
541990RISK	<p><b>Risk Mitigation and Assessment Services</b> – Services include breach mitigation and analysis/forensic services, the deployment of financial risk assessment and mitigation strategies and techniques; improvement of capabilities through the reduction, identification, and mitigation of risks; detailed risk statements, risk explanations and mitigation recommendations; design and development of new business applications, processes, and procedures in response to risk assessments; and ensuring compliance with governance and regulatory requirements. Under this SIN, firms can also assist the Ordering Agency with preventive measures in protecting Personally Identifiable Information (PII) and Protected Health Information (PHI) through the evaluation of threats and vulnerabilities to PII and PHI type of information; training of Government personnel on how to prevent data breaches and identity theft; vulnerability assessments; privacy impact and policy assessments; review and creation of privacy and safeguarding policies; prioritization of threats; maintenance and demonstration of compliance; and evaluation and analysis of internal controls critical to the detection and elimination of weaknesses to the protection of PII and PHI type of information.</p>

SIN	Description
611430	<p><b>Professional and Management Development Training</b> – Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers’ training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment’s or agency’s training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.</p> <p>Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit &amp; Financial training services related</p>



	<p>to course development and instruction required to support audit, review, financial assessment and financial management activities.</p> <p>Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI). NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites:  <a href="https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing">https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing</a> OR  <a href="http://icatalog.dau.mil/appg.aspx">http://icatalog.dau.mil/appg.aspx</a> (click on commercial vendors). Training Audience – Acquisition professionals interested in completing FAC-C or DAWIA</p>
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SIN	Description
611710	<p><b>Educational Support Services</b> – Includes support personnel and services for educational needs, including training. Education and training support services provide the customer with a comprehensive knowledge (e.g., operational capabilities, user-training, maintenance training, repair techniques) of products, procedures, processes, and applications. Services may include (e.g., destruction, document conversion, records management and photographic) Training may be offered in various forms: (e.g., onsite/offsite, interactive on-line training). Note: Training of personnel that is required to be provided at initial installation or during the course of the contract and training that is normally provided by the contractor to commercial and/or government customers (at no additional cost to the customer) is not included.</p>



**IV. HOURLY LABOR RATES**

**SIN 541219**

Labor Category	GSA Pricing				
	Year 1 7/28/21 - 7/27/22	Year 2 7/28/22- 7/27/23	Year 3 7/28/23 - 7/27/24	Year 4 7/28/24 - 7/27/25	Year 5 7/28/25 - 7/27/26
Acquisition Policy Analyst	86.21	88.37	90.58	92.84	95.16
Acquisition Specialist I	34.06	34.91	35.78	36.67	37.59
Acquisition Specialist II	69.86	71.61	73.40	75.24	77.12
Acquisition Specialist III	98.57	101.03	103.56	106.15	108.80
Budget Analyst I	58.08	59.53	61.02	62.55	64.11
Budget Analyst II	75.19	77.07	79.00	80.98	83.00
Budget Analyst III	122.84	125.91	129.06	132.29	135.60
Functional Analyst I	44.42	45.53	46.67	47.84	49.04
Functional Analyst II	49.86	51.11	52.39	53.70	55.04
Functional Analyst III	54.64	56.01	57.41	58.85	60.32
Functional Analyst IV	67.27	68.95	70.67	72.44	74.25
Functional Analyst V	72.08	73.88	75.73	77.62	79.56
Functional Analyst VI	76.17	78.07	80.02	82.02	84.07
Functional Analyst VII	79.56	81.55	83.59	85.68	87.82
Functional Analyst VIII	105.29	107.92	110.62	113.39	116.22
Program Analyst I	110.34	113.10	115.93	118.83	121.80
Program Analyst II	121.49	124.53	127.64	130.83	134.10
Program Analyst III	131.69	134.98	138.35	141.81	145.36
Subject Matter Expert I	150.28	154.04	157.89	161.84	165.89
Technical Writer I	49.70	50.94	52.21	53.52	54.86
Technical Writer II	55.24	56.62	58.04	59.49	60.98

**SIN 54151**

Labor Category	GSA Pricing				
	Year 1 7/28/21 - 7/27/22	Year 2 7/28/22- 7/27/23	Year 3 7/28/23 - 7/27/24	Year 4 7/28/24 - 7/27/25	Year 5 7/28/25 - 7/27/26
Application Developer I	68.60	70.32	72.08	73.88	75.73
Application Developer II	77.10	79.03	81.01	83.04	85.12
Application Developer III	101.09	103.62	106.21	108.87	111.59



Database Analyst I	75.66	77.55	79.49	81.48	83.52
Database Analyst II	95.50	97.89	100.34	102.85	105.42
Database Analyst III	102.39	104.95	107.57	110.26	113.02
Engineer II	110.97	113.74	116.58	119.49	122.48
Functional Analyst I	44.42	45.53	46.67	47.84	49.04
Functional Analyst II	49.86	51.11	52.39	53.70	55.04
Functional Analyst III	54.64	56.01	57.41	58.85	60.32
Functional Analyst IV	67.27	68.95	70.67	72.44	74.25
Functional Analyst V	72.08	73.88	75.73	77.62	79.56
Functional Analyst VI	76.17	78.07	80.02	82.02	84.07
Operations Research Analyst I	73.40	75.24	77.12	79.05	81.03
Operations Research Analyst II	78.59	80.55	82.56	84.62	86.74
Operations Research Analyst III	83.10	85.18	87.31	89.49	91.73
Program Analyst I	110.34	113.10	115.93	118.83	121.80
Program Analyst II	121.49	124.53	127.64	130.83	134.10
Program Analyst III	131.69	134.98	138.35	141.81	145.36
Security Specialist I	32.06	32.86	33.68	34.52	35.38
Security Specialist II	34.57	35.43	36.32	37.23	38.16
Security Specialist III	61.94	63.49	65.08	66.71	68.38
Security Specialist IV	66.98	68.65	70.37	72.13	73.93
Security Specialist V	71.49	73.28	75.11	76.99	78.91
Security Specialist VI	75.55	77.44	79.38	81.36	83.39
Subject Matter Expert I	150.28	154.04	157.89	161.84	165.89
System Engineer I	70.08	71.83	73.63	75.47	77.36
System Engineer II	78.73	80.70	82.72	84.79	86.91
System Engineer III	91.47	93.76	96.10	98.50	100.96
Technical Writer I	49.70	50.94	52.21	53.52	54.86
Technical Writer II	55.24	56.62	58.04	59.49	60.98
Technical Writer III	64.18	65.78	67.42	69.11	70.84
Technical Writer IV	77.81	79.76	81.75	83.79	85.88
Trainer I	41.09	42.12	43.17	44.25	45.36
Trainer II	47.34	48.52	49.73	50.97	52.24
Trainer III	52.62	53.94	55.29	56.67	58.09
Training Developer I	48.47	49.68	50.92	52.19	53.49
Training Developer II	53.75	55.09	56.47	57.88	59.33
Training Developer III	61.16	62.69	64.26	65.87	67.52
Training Developer IV	67.90	69.60	71.34	73.12	74.95



**SIN 54151S**

Labor Category	GSA Pricing				
	Year 1 7/28/21 - 7/27/22	Year 2 7/28/22- 7/27/23	Year 3 7/28/23 - 7/27/24	Year 4 7/28/24 - 7/27/25	Year 5 7/28/25 - 7/27/26
Application Developer I	68.60	70.32	72.08	73.88	75.73
Application Developer II	77.10	79.03	81.01	83.04	85.12
Application Developer III	101.09	103.62	106.21	108.87	111.59
Database Analyst I	75.66	77.55	79.49	81.48	83.52
Database Analyst II	95.50	97.89	100.34	102.85	105.42
Database Analyst III	102.39	104.95	107.57	110.26	113.02
Engineer II	110.97	113.74	116.58	119.49	122.48
Functional Analyst I	44.42	45.53	46.67	47.84	49.04
Functional Analyst II	49.86	51.11	52.39	53.70	55.04
Functional Analyst III	54.64	56.01	57.41	58.85	60.32
Functional Analyst IV	67.27	68.95	70.67	72.44	74.25
Functional Analyst V	72.08	73.88	75.73	77.62	79.56
Functional Analyst VI	76.17	78.07	80.02	82.02	84.07
Operations Research Analyst I	73.40	75.24	77.12	79.05	81.03
Operations Research Analyst II	78.59	80.55	82.56	84.62	86.74
Operations Research Analyst III	83.10	85.18	87.31	89.49	91.73
Program Analyst I	110.34	113.10	115.93	118.83	121.80
Program Analyst II	121.49	124.53	127.64	130.83	134.10
Program Analyst III	131.69	134.98	138.35	141.81	145.36
Security Specialist I	32.06	32.86	33.68	34.52	35.38
Security Specialist II	34.57	35.43	36.32	37.23	38.16
Security Specialist III	61.94	63.49	65.08	66.71	68.38
Security Specialist IV	66.98	68.65	70.37	72.13	73.93
Security Specialist V	71.49	73.28	75.11	76.99	78.91
Security Specialist VI	75.55	77.44	79.38	81.36	83.39
Subject Matter Expert I	150.28	154.04	157.89	161.84	165.89
System Engineer I	70.08	71.83	73.63	75.47	77.36
System Engineer II	78.73	80.70	82.72	84.79	86.91
System Engineer III	91.47	93.76	96.10	98.50	100.96
Technical Writer I	49.70	50.94	52.21	53.52	54.86
Technical Writer II	55.24	56.62	58.04	59.49	60.98
Technical Writer III	64.18	65.78	67.42	69.11	70.84
Technical Writer IV	77.81	79.76	81.75	83.79	85.88



Trainer I	41.09	42.12	43.17	44.25	45.36
Trainer II	47.34	48.52	49.73	50.97	52.24
Trainer III	52.62	53.94	55.29	56.67	58.09
Training Developer I	48.47	49.68	50.92	52.19	53.49
Training Developer II	53.75	55.09	56.47	57.88	59.33
Training Developer III	61.16	62.69	64.26	65.87	67.52
Training Developer IV	67.90	69.60	71.34	73.12	74.95

**SIN 541611 AND 611430**

Labor Category	GSA Pricing				
	Year 1 7/28/21 - 7/27/22	Year 2 7/28/22- 7/27/23	Year 3 7/28/23 - 7/27/24	Year 4 7/28/24 - 7/27/25	Year 5 7/28/25 - 7/27/26
Acquisition Policy Analyst	86.21	88.37	90.58	92.84	95.16
Acquisition Specialist I	34.06	34.91	35.78	36.67	37.59
Acquisition Specialist II	69.86	71.61	73.40	75.24	77.12
Acquisition Specialist III	98.57	101.03	103.56	106.15	108.80
Administrative Specialist I	36.58	37.49	38.43	39.39	40.37
Administrative Specialist II	41.97	43.02	44.10	45.20	46.33
Administrative Specialist III	43.96	45.06	46.19	47.34	48.52
Application Developer I	68.60	70.32	72.08	73.88	75.73
Application Developer II	77.10	79.03	81.01	83.04	85.12
Application Developer III	101.09	103.62	106.21	108.87	111.59
Application Developer IV	117.98	120.93	123.95	127.05	130.23
Budget Analyst I	58.08	59.53	61.02	62.55	64.11
Budget Analyst II	75.19	77.07	79.00	80.98	83.00
Budget Analyst III	122.84	125.91	129.06	132.29	135.60
Budget Analyst IV	139.69	143.18	146.76	150.43	154.19
Database Analyst I	75.66	77.55	79.49	81.48	83.52
Database Analyst II	95.50	97.89	100.34	102.85	105.42
Database Analyst III	102.39	104.95	107.57	110.26	113.02
Engineer I	78.70	80.67	82.69	84.76	86.88
Engineer II	110.97	113.74	116.58	119.49	122.48
Engineer III	147.34	151.02	154.80	158.67	162.64
Functional Analyst I	44.42	45.53	46.67	47.84	49.04
Functional Analyst II	49.86	51.11	52.39	53.70	55.04
Functional Analyst III	54.64	56.01	57.41	58.85	60.32
Functional Analyst IV	67.27	68.95	70.67	72.44	74.25



Functional Analyst V	72.08	73.88	75.73	77.62	79.56
Functional Analyst VI	76.17	78.07	80.02	82.02	84.07
Functional Analyst VII	79.56	81.55	83.59	85.68	87.82
Functional Analyst VIII	105.29	107.92	110.62	113.39	116.22
Functional Analyst IX	109.27	112.00	114.80	117.67	120.61
Functional Analyst X	124.03	127.13	130.31	133.57	136.91
Graphic Designer I	42.90	43.97	45.07	46.20	47.36
Graphic Designer II	54.62	55.99	57.39	58.82	60.29
Graphic Designer III	64.45	66.06	67.71	69.40	71.14
Graphic Designer IV	69.22	70.95	72.72	74.54	76.40
Graphic Designer V	75.90	77.80	79.75	81.74	83.78
Instructional Designer I	60.83	62.35	63.91	65.51	67.15
Instructional Designer II	67.26	68.94	70.66	72.43	74.24
Instructional Designer III	75.82	77.72	79.66	81.65	83.69
Logistics Specialist I	37.63	38.57	39.53	40.52	41.53
Logistics Specialist II	44.02	45.12	46.25	47.41	48.60
Logistics Specialist III	78.85	80.82	82.84	84.91	87.03
Logistics Specialist IV	84.75	86.87	89.04	91.27	93.55
Operations Research Analyst I	73.40	75.24	77.12	79.05	81.03
Operations Research Analyst II	78.59	80.55	82.56	84.62	86.74
Operations Research Analyst III	83.10	85.18	87.31	89.49	91.73
Program Analyst I	110.34	113.10	115.93	118.83	121.80
Program Analyst II	121.49	124.53	127.64	130.83	134.10
Program Analyst III	131.69	134.98	138.35	141.81	145.36
Program Director	131.87	135.17	138.55	142.01	145.56
Program Manager	96.64	99.06	101.54	104.08	106.68
Project Manager	92.41	94.72	97.09	99.52	102.01
Security Specialist I	32.06	32.86	33.68	34.52	35.38
Security Specialist II	34.57	35.43	36.32	37.23	38.16
Security Specialist III	61.94	63.49	65.08	66.71	68.38
Security Specialist IV	66.98	68.65	70.37	72.13	73.93
Security Specialist V	71.49	73.28	75.11	76.99	78.91
Security Specialist VI	75.55	77.44	79.38	81.36	83.39
Security Specialist VII	79.34	81.32	83.35	85.43	87.57
Security Specialist VIII	98.99	101.46	104.00	106.60	109.27
Security Specialist IX	102.16	104.71	107.33	110.01	112.76
Security Specialist X	112.57	115.38	118.26	121.22	124.25
Senior Program Manager	102.01	104.56	107.17	109.85	112.60



Subject Matter Expert I	150.28	154.04	157.89	161.84	165.89
Subject Matter Expert II	169.37	173.60	177.94	182.39	186.95
Subject Matter Expert III	191.02	195.80	200.70	205.72	210.86
Subject Matter Expert IV	211.80	217.10	222.53	228.09	233.79
Subject Matter Expert V	232.55	238.36	244.32	250.43	256.69
System Engineer I	70.08	71.83	73.63	75.47	77.36
System Engineer II	78.73	80.70	82.72	84.79	86.91
System Engineer III	91.47	93.76	96.10	98.50	100.96
System Engineer IV	101.03	103.56	106.15	108.80	111.52
Task Manager	49.04	50.27	51.53	52.82	54.14
Technical Writer I	49.70	50.94	52.21	53.52	54.86
Technical Writer II	55.24	56.62	58.04	59.49	60.98
Technical Writer III	64.18	65.78	67.42	69.11	70.84
Technical Writer IV	77.81	79.76	81.75	83.79	85.88
Trainer I	41.09	42.12	43.17	44.25	45.36
Trainer II	47.34	48.52	49.73	50.97	52.24
Trainer III	52.62	53.94	55.29	56.67	58.09
Trainer IV	63.68	65.27	66.90	68.57	70.28
Trainer V	72.87	74.69	76.56	78.47	80.43
Trainer VI	79.34	81.32	83.35	85.43	87.57
Trainer VII	84.57	86.68	88.85	91.07	93.35
Trainer VIII	126.26	129.42	132.66	135.98	139.38
Trainer IX	137.20	140.63	144.15	147.75	151.44
Trainer X	146.53	150.19	153.94	157.79	161.73
Training Developer I	48.47	49.68	50.92	52.19	53.49
Training Developer II	53.75	55.09	56.47	57.88	59.33
Training Developer III	61.16	62.69	64.26	65.87	67.52
Training Developer IV	67.90	69.60	71.34	73.12	74.95

**SIN 541690**

Labor Category	GSA Pricing				
	Year 1 7/28/21 - 7/27/22	Year 2 7/28/22- 7/27/23	Year 3 7/28/23 - 7/27/24	Year 4 7/28/24 - 7/27/25	Year 5 7/28/25 - 7/27/26
Application Developer I	68.60	70.32	72.08	73.88	75.73
Application Developer II	77.10	79.03	81.01	83.04	85.12
Application Developer III	101.09	103.62	106.21	108.87	111.59
Database Analyst I	75.66	77.55	79.49	81.48	83.52



Database Analyst II	95.50	97.89	100.34	102.85	105.42
Database Analyst III	102.39	104.95	107.57	110.26	113.02
Functional Analyst I	44.42	45.53	46.67	47.84	49.04
Functional Analyst II	49.86	51.11	52.39	53.70	55.04
Functional Analyst III	54.64	56.01	57.41	58.85	60.32
Functional Analyst IV	67.27	68.95	70.67	72.44	74.25
Functional Analyst V	72.08	73.88	75.73	77.62	79.56
Functional Analyst VI	76.17	78.07	80.02	82.02	84.07
Functional Analyst VII	79.56	81.55	83.59	85.68	87.82
Functional Analyst VIII	105.29	107.92	110.62	113.39	116.22
Functional Analyst IX	109.27	112.00	114.80	117.67	120.61
Instructional Designer I	60.83	62.35	63.91	65.51	67.15
Instructional Designer II	67.26	68.94	70.66	72.43	74.24
Instructional Designer III	75.82	77.72	79.66	81.65	83.69
Logistics Specialist I	37.63	38.57	39.53	40.52	41.53
Logistics Specialist II	44.02	45.12	46.25	47.41	48.60
Logistics Specialist III	78.85	80.82	82.84	84.91	87.03
Logistics Specialist IV	84.75	86.87	89.04	91.27	93.55
Operations Research Analyst I	73.40	75.24	77.12	79.05	81.03
Operations Research Analyst II	78.59	80.55	82.56	84.62	86.74
Operations Research Analyst III	83.10	85.18	87.31	89.49	91.73
Program Analyst I	110.34	113.10	115.93	118.83	121.80
Program Analyst II	121.49	124.53	127.64	130.83	134.10
Program Analyst III	131.69	134.98	138.35	141.81	145.36
Security Specialist I	32.06	32.86	33.68	34.52	35.38
Security Specialist II	34.57	35.43	36.32	37.23	38.16
Security Specialist III	61.94	63.49	65.08	66.71	68.38
Security Specialist IV	66.98	68.65	70.37	72.13	73.93
Security Specialist V	71.49	73.28	75.11	76.99	78.91
Security Specialist VI	75.55	77.44	79.38	81.36	83.39
Security Specialist VII	79.34	81.32	83.35	85.43	87.57
Senior Program Manager	102.01	104.56	107.17	109.85	112.60
Subject Matter Expert I	150.28	154.04	157.89	161.84	165.89
Subject Matter Expert II	169.37	173.60	177.94	182.39	186.95
Subject Matter Expert III	191.02	195.80	200.70	205.72	210.86
System Engineer I	70.08	71.83	73.63	75.47	77.36
System Engineer II	78.73	80.70	82.72	84.79	86.91
System Engineer III	91.47	93.76	96.10	98.50	100.96



Technical Writer I	49.70	50.94	52.21	53.52	54.86
Technical Writer II	55.24	56.62	58.04	59.49	60.98
Technical Writer III	64.18	65.78	67.42	69.11	70.84
Technical Writer IV	77.81	79.76	81.75	83.79	85.88
Trainer I	41.09	42.12	43.17	44.25	45.36
Trainer II	47.34	48.52	49.73	50.97	52.24
Trainer III	52.62	53.94	55.29	56.67	58.09
Trainer IV	63.68	65.27	66.90	68.57	70.28
Training Developer I	48.47	49.68	50.92	52.19	53.49
Training Developer II	53.75	55.09	56.47	57.88	59.33
Training Developer III	61.16	62.69	64.26	65.87	67.52
Training Developer IV	67.90	69.60	71.34	73.12	74.95

**SIN 541990RISK**

Labor Category	GSA Pricing				
	Year 1 7/28/21 - 7/27/22	Year 2 7/28/22- 7/27/23	Year 3 7/28/23 - 7/27/24	Year 4 7/28/24 - 7/27/25	Year 5 7/28/25 - 7/27/26
Application Developer I	68.60	70.32	72.08	73.88	75.73
Application Developer II	77.10	79.03	81.01	83.04	85.12
Application Developer III	101.09	103.62	106.21	108.87	111.59
Database Analyst I	75.66	77.55	79.49	81.48	83.52
Database Analyst II	95.50	97.89	100.34	102.85	105.42
Database Analyst III	102.39	104.95	107.57	110.26	113.02
Functional Analyst I	44.42	45.53	46.67	47.84	49.04
Functional Analyst II	49.86	51.11	52.39	53.70	55.04
Functional Analyst III	54.64	56.01	57.41	58.85	60.32
Functional Analyst IV	67.27	68.95	70.67	72.44	74.25
Functional Analyst V	72.08	73.88	75.73	77.62	79.56
Functional Analyst VI	76.17	78.07	80.02	82.02	84.07
Functional Analyst VII	79.56	81.55	83.59	85.68	87.82
Operations Research Analyst I	73.40	75.24	77.12	79.05	81.03
Operations Research Analyst II	78.59	80.55	82.56	84.62	86.74
Operations Research Analyst III	83.10	85.18	87.31	89.49	91.73
Program Analyst I	110.34	113.10	115.93	118.83	121.80
Program Analyst II	121.49	124.53	127.64	130.83	134.10
Program Analyst III	131.69	134.98	138.35	141.81	145.36



Security Specialist I	32.06	32.86	33.68	34.52	35.38
Security Specialist II	34.57	35.43	36.32	37.23	38.16
Security Specialist III	61.94	63.49	65.08	66.71	68.38
Security Specialist IV	66.98	68.65	70.37	72.13	73.93
Security Specialist V	71.49	73.28	75.11	76.99	78.91
Security Specialist VI	75.55	77.44	79.38	81.36	83.39
Security Specialist VII	79.34	81.32	83.35	85.43	87.57
Subject Matter Expert I	150.28	154.04	157.89	161.84	165.89
System Engineer I	70.08	71.83	73.63	75.47	77.36
System Engineer II	78.73	80.70	82.72	84.79	86.91
System Engineer III	91.47	93.76	96.10	98.50	100.96
Task Manager	49.04	50.27	51.53	52.82	54.14
Technical Writer I	49.70	50.94	52.21	53.52	54.86
Technical Writer II	55.24	56.62	58.04	59.49	60.98
Technical Writer III	64.18	65.78	67.42	69.11	70.84
Technical Writer IV	77.81	79.76	81.75	83.79	85.88
Training Developer I	48.47	49.68	50.92	52.19	53.49
Training Developer II	53.75	55.09	56.47	57.88	59.33
Training Developer III	61.16	62.69	64.26	65.87	67.52
Training Developer IV	67.90	69.60	71.34	73.12	74.95

**SIN 611710**

Labor Category	GSA Pricing				
	Year 1 7/28/21 - 7/27/22	Year 2 7/28/22- 7/27/23	Year 3 7/28/23 - 7/27/24	Year 4 7/28/24 - 7/27/25	Year 5 7/28/25 - 7/27/26
Administrative Specialist I	36.58	37.49	38.43	39.39	40.37
Application Developer I	68.60	70.32	72.08	73.88	75.73
Application Developer II	77.10	79.03	81.01	83.04	85.12
Application Developer III	101.09	103.62	106.21	108.87	111.59
Database Analyst I	75.66	77.55	79.49	81.48	83.52
Database Analyst II	95.50	97.89	100.34	102.85	105.42
Database Analyst III	102.39	104.95	107.57	110.26	113.02
Functional Analyst I	44.42	45.53	46.67	47.84	49.04
Functional Analyst II	49.86	51.11	52.39	53.70	55.04
Functional Analyst III	54.64	56.01	57.41	58.85	60.32
Functional Analyst IV	67.27	68.95	70.67	72.44	74.25



Functional Analyst V	72.08	73.88	75.73	77.62	79.56
Functional Analyst VI	76.17	78.07	80.02	82.02	84.07
Functional Analyst VII	79.56	81.55	83.59	85.68	87.82
Functional Analyst VIII	105.29	107.92	110.62	113.39	116.22
Functional Analyst IX	109.27	112.00	114.80	117.67	120.61
Instructional Designer I	60.83	62.35	63.91	65.51	67.15
Instructional Designer II	67.26	68.94	70.66	72.43	74.24
Program Analyst I	110.34	113.10	115.93	118.83	121.80
Program Analyst II	121.49	124.53	127.64	130.83	134.10
Security Specialist I	32.06	32.86	33.68	34.52	35.38
Security Specialist II	34.57	35.43	36.32	37.23	38.16
Security Specialist III	61.94	63.49	65.08	66.71	68.38
Security Specialist IV	66.98	68.65	70.37	72.13	73.93
Security Specialist V	71.49	73.28	75.11	76.99	78.91
Security Specialist VI	75.55	77.44	79.38	81.36	83.39
Security Specialist VII	79.34	81.32	83.35	85.43	87.57
Security Specialist VIII	98.99	101.46	104.00	106.60	109.27
Security Specialist IX	102.16	104.71	107.33	110.01	112.76
Subject Matter Expert I	150.28	154.04	157.89	161.84	165.89
Subject Matter Expert II	169.37	173.60	177.94	182.39	186.95
Subject Matter Expert III	191.02	195.80	200.70	205.72	210.86
Technical Writer I	49.70	50.94	52.21	53.52	54.86
Technical Writer II	55.24	56.62	58.04	59.49	60.98
Technical Writer III	64.18	65.78	67.42	69.11	70.84
Technical Writer IV	77.81	79.76	81.75	83.79	85.88
Training Developer I	48.47	49.68	50.92	52.19	53.49
Training Developer II	53.75	55.09	56.47	57.88	59.33
Training Developer III	61.16	62.69	64.26	65.87	67.52
Training Developer IV	67.90	69.60	71.34	73.12	74.95



## V. USGI LABOR CATEGORY DESCRIPTIONS

### Acquisition Policy Analyst

**Functional Responsibility:** Analyzes and evaluates acquisition, contracting and financial management policy. Recommends 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.

**Preferred Experience:** Eight years of 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 systems through experience and training.

**Preferred Education:** Bachelor's Degree

#### **Alternate Education and Experience (*General and Specialized*):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	5	10	4	8	3	6	2	0	0

### 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.

**Preferred Experience:** Four years of experience supporting the relevant functional area.

**Preferred Education:** High School Diploma or G.E.D.

#### **Alternate Education and Experience (*General and Specialized*):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
4	4	2	2	0	0	0	0	0	0



**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.

**Preferred Experience:** 6 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	10	10	8	8	6	6	4	0	0

**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.

**Preferred Experience:** 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.

**Preferred Education:** Bachelor's degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
14	13	12	11	10	9	8	7	0	0

**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.

**Preferred 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.

**Preferred Education:** High School Diploma or G.E.D

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
3	2	1	0	0	0	0	0	0	0

**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.

**Preferred Experience:** 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.

**Preferred Education:** Bachelor's Degree



**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
7	6	5	4	3	2	0	0	0	0

**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.

**Preferred Experience:** 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
8	7	6	5	4	3	2	1	0	0

**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.

**Preferred Experience:** Two years of experience

**Preferred Education:** Associate Degree in a related discipline

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
4	4	2	2	0	0	0	0	0	0

**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.

**Preferred Experience:** Two years of software design experience

**Preferred Education:** Bachelor’s Degree

**Alternate Education:**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
6	6	4	4	2	2	0	0	0	0

**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.

**Preferred Experience:** Eight years of progressively more complex software design experience

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	12	10	10	8	8	6	6	0	0

**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.

**Preferred Experience:** Fifteen years of progressively complex software design experience

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
19	19	17	17	15	15	13	13	5	5



**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.

**Preferred Experience:** Two years of experience

**Preferred Education:** Associate Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
5	4	3	2	1	0	0	0	0	0

**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.

**Preferred Experience:** Six years of experience in planning, programming and budgeting systems. Knowledge of automated tools through usage and experience. Knowledge of program planning, scheduling, budget planning and formulation (PPBS), and cost analysis.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
11	10	9	8	7	6	5	4	0	0

**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.

**Preferred Experience:** Ten years of experience in planning, programming and budgeting



systems. Knowledge of automated tools through usage and experience. Knowledge of program planning, scheduling, budget planning and formulation (PPBS), and cost analysis.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
15	14	13	12	11	10	8	7	3	2

**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.

**Preferred Experience:** 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).

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
16	18	16	16	14	14	12	12	10	10

**Database Analyst I**

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



**Preferred Experience:** 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 database systems. Demonstrated ability to work independently or under only general direction.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
5	5	3	3	1	1	0	0	0	0

**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 database(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 implement 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.

**Preferred Experience:** Six years of 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 database and application performance, evaluate and diagnose database performance issues and recommend and implement solutions for database 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 database 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 system’s needs.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
10	8	8	6	6	4	4	2	0	0

**Database Analyst III**

**Functional Responsibility:** Manages the development of database projects. Plans and budgets staff and database resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database 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.

**Preferred Experience:** Eight years of experience, including demonstrated experience with database design and system analysis, current operating systems software internals and data manipulation languages.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	10	10	8	8	6	6	4	1	0

**Engineer I**

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

**Preferred Experience:** Five years of experience with specialized experience in mechanical engineering, electrical engineering or civil engineering.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
9	8	7	6	5	4	3	2	0	0

**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.

**Preferred Experience:** Seven years of experience with specialized experience mechanical engineering, electrical engineering, civil engineering or information systems engineering experience or five years of applicable systems engineering experience.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
11	10	9	8	7	6	5	4	0	0

**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.

**Preferred Experience:** Twelve years of experience including specialized experience in 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.



**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
16	15	14	13	12	11	10	9	5	4

**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.

**Preferred Experience:** Two years of experience in a relevant functional area

**Preferred Education:** Associate Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
4	4	2	2	0	0	0	0	0	0

**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.

**Preferred Experience:** Two years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
4	4	4	4	2	2	0	0	0	0

**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.

**Preferred Experience:** Four years of 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.

**Preferred Education:** Bachelor’s degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
8	8	6	6	4	4	2	2	0	0

**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.

**Preferred Experience:** Six years of 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
10	10	8	8	5	5	4	4	0	0

**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.

**Preferred Experience:** Eight years of 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	12	10	10	6	6	5	5	1	1



**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.

**Preferred Experience:** Ten years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
14	14	12	12	8	8	7	7	3	3

**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.

**Preferred Experience:** Twelve years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
16	16	14	14	10	10	10	10	5	5

**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.

**Preferred Experience:** Twelve years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
18	18	16	16	12	12	10	10	7	7

**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.

**Preferred Experience:** Sixteen years of 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
20	20	18	18	14	14	12	12	9	9

**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.

**Preferred Experience:** Twenty years of 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
24	24	22	22	20	20	18	18	13	13

**Graphic Designer I**

**Functional Responsibility:** Prepares finished mechanical artwork suitable for reproduction, including diagrams, and other illustrative materials. 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.



**Preferred Experience:** Two years of experience

**Preferred Education:** High School Diploma

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
2	2	0	0	0	0	0	0	0	0

**Graphic Designer II**

**Functional Responsibility:** Develops graphic artwork in a variety of media to support publication requirements. 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.

**Preferred Experience:** Three years of directly related experience

**Preferred Education:** Associate degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
5	5	3	3	1	1	0	0	0	0

**Graphic Designer III**

**Functional Responsibility:** Develops graphic artwork in a variety of media to support publication requirements. 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.

**Preferred Experience:** Six years of directly related experience

**Preferred Education:** Associate degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
8	8	6	6	4	4	2	2	0	0

**Graphic Designer IV**

**Functional Responsibility:** Directs and coordinates the work activities of illustrators and other assigned staff. 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.

**Preferred Experience:** Ten years of directly related experience

**Preferred Education:** Associate degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	12	10	10	8	8	6	6	1	1

**Graphic Designer V**

**Functional Responsibility:** Directs and coordinates the work activities of illustrators and other assigned staff. 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.

**Preferred Experience:** Fourteen years of directly related experience

**Preferred Education:** Associate degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
16	16	14	14	12	12	10	10	5	5

**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 workflow 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.

**Preferred Experience:** Two years of professional experience

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
6	4	4	2	2	0	0	0	0	0

**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.

**Preferred Experience:** Four years of professional experience

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
8	6	6	4	4	2	2	0	0	0

**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.

**Preferred Experience:** Seven years of professional experience

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
11	9	9	7	7	5	5	3	0	0

**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.

**Preferred Experience:** Two years of experience

**Preferred Education:** High School Diploma

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
2	2	0	0	0	0	0	0	0	0

**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.

**Preferred Experience:** Three years of logistics experience

**Preferred Education:** Associate Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
5	5	3	3	1	1	0	0	0	0

**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.

**Preferred Experience:** Five years of logistics experience

**Preferred Education:** Associate Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
7	7	5	5	3	3	1	1	0	0

**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.

**Preferred Experience:** Seven years of logistics experience



**Preferred Education:** Associate degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
9	9	7	7	5	5	3	3	0	0

**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.

**Preferred Experience:** Six years hands-on experience in DoD acquisition program cost and operational effectiveness analysis or Analysis of Alternative decisions.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
10	10	8	8	6	6	4	4	0	0

**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.

**Preferred Experience:** Eight years hands-on experience in DoD acquisition program cost and operational effectiveness analysis or Analysis of Alternative decisions.

**Preferred Education:** Bachelor's Degree



**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	12	10	10	8	8	6	6	1	1

**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.

**Preferred Experience:** Ten years hands-on experience in DoD acquisition program cost and operational effectiveness analysis or Analysis of Alternative decisions.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
14	14	12	12	10	10	8	8	3	3

**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. 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.



**Preferred Experience:** Four years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
8	8	6	6	4	4	2	2	0	0

**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. 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.

**Preferred Experience:** Six years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
10	10	8	8	6	6	4	4	0	0

**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. 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.

**Preferred Experience:** Eight years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	12	10	10	8	8	6	6	1	1

**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.



**Preferred Experience:** Twelve years of 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.

**Preferred Education:** Master’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
18	18	16	16	14	14	12	12	7	7

**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.

**Preferred Experience:** Eight years of 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. 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

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	12	10	10	8	8	6	6	1	1

**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.

**Preferred Experience:** Three years of experience in project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexity.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
7	7	5	5	3	3	1	1	0	0

**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.

**Preferred Experience:** 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
5	5	3	3	1	1	0	0	0	0

### 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.

**Preferred Experience:** Three years of 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.

**Preferred Education:** Bachelor's Degree

### **Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
7	7	5	5	3	3	1	1	0	0

### 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.

**Preferred Experience:** Four years 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 establishing and implementing complex government security programs and policies. Requires good writing and communication skills, 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
7	7	5	5	3	3	1	1	0	0

**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.

**Preferred Experience:** Six years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
10	10	8	8	6	6	4	4	0	0

**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.

**Preferred Experience:** Eight years of 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. research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	12	10	10	8	8	6	6	1	1



**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.

**Preferred Experience:** Ten years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
14	14	12	12	10	10	8	8	3	3

**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.

**Preferred Experience:** 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
16	16	14	14	12	12	10	10	5	5

**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.

**Preferred Experience:** Fourteen years of 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
10	10	8	8	14	14	4	4	0	0



**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.

**Preferred Experience:** Sixteen years of 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
20	20	18	18	16	16	14	14	9	9

**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.

**Preferred Experience:** Twenty years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
24	24	22	22	20	20	18	18	13	13

**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.

**Preferred Experience:** Ten years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
14	14	12	12	10	10	8	8	3	3

**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.

**Preferred Experience:** Ten years of experience with ten years of specialized experience within a 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.

**Preferred Education:** Master’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
16	10	14	10	12	10	10	10	5	5

**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.

**Preferred Experience:** Fifteen years of experience with fifteen years of specialized experience within a 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.

**Preferred Education:** Master’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
20	15	18	15	16	15	15	15	10	10



**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.

**Preferred Experience:** Seventeen years of experience with seventeen years of specialized experience within a 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.

**Preferred Education:** Master’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
23	17	21	17	19	17	17	17	12	12

**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.

**Preferred Experience:** Twenty years of experience with twenty years of specialized experience within a 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.

**Preferred Education:** Master’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
26	20	24	20	22	20	20	20	15	15

**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.

**Preferred Experience:** Twenty-five years of experience with twenty-five years of specialized experience within a 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.

**Preferred Education:** Master’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
31	25	29	25	27	25	25	25	20	20

**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.

**Preferred Experience:** Two years of system design experience including hardware/software integration experience

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
6	6	4	4	2	2	0	0	0	0

### 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.

**Preferred Experience:** Five years of system design experience, including hardware/software integration.

**Preferred Education:** Bachelor's Degree

### **Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
9	9	7	7	5	5	3	3	0	0

### 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.

**Preferred Experience:** Ten years of applicable progressively complex systems design experience, including hardware/software integration of complex systems.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
14	14	12	12	10	10	8	8	3	3

**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.

**Preferred Experience:** Fifteen years of applicable progressively complex system design experience including hardware/software integration of complex systems.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
19	19	17	17	15	15	13	13	8	8

**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.

**Preferred Experience:** 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
6	6	4	4	2	2	0	0	0	0

**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.

**Preferred Experience:** Two years of experience

**Preferred Education:** Associate Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
4	4	2	2	0	0	0	0	0	0

**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.

**Preferred Experience:** Two years technical editing/writing experience

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
6	6	4	4	2	2	0	0	0	0

**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.

**Preferred Experience:** Five years technical editing/writing experience

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
9	9	7	7	5	5	3	3	0	0

**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.

**Preferred Experience:** Seven years technical editing/writing experience

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
11	11	9	9	7	7	5	5	0	0

**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.

**Preferred Experience:** Two years of instructing experience of any kind

**Preferred Education:** Associate Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
4	4	2	2	1	1	0	0	0	0

**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.

**Preferred Experience:** Three years of instructing experience of any kind

**Preferred Education:** Associate Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
5	5	3	3	1	1	0	0	0	0

**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.

**Preferred Experience:** Five years of instructing experience of any kind

**Preferred Education:** Associate Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
7	7	5	5	3	3	1	1	0	0

**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.

**Preferred Experience:** Six years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
10	10	8	8	6	6	4	4	0	0

**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.

**Preferred Experience:** Ten years of 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.

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
14	14	12	12	10	10	8	8	3	3

**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.

**Preferred Experience:** Fourteen years of 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.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
18	18	16	16	14	14	12	12	7	7

**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.

**Preferred Experience:** Eighteen years of 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.

**Preferred Education:** Bachelor's Degree



**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
22	22	20	20	18	18	16	16	11	11

**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.

**Preferred Experience:** Twenty years of experience with ten years specialized experience in post-secondary training or professional education instruction. Requires subject matter expertise, curriculum development, and lecture delivery experience

**Preferred Education:** Master's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
26	16	24	14	22	12	20	10	15	5

**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.

**Preferred Experience:** Twenty-four years of experience with fourteen years specialized experience in post-secondary training or professional education instruction. Requires subject matter expertise, curriculum development, and lecture delivery experience.

**Preferred Education:** Master’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
30	20	28	18	26	16	24	14	19	9

**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.

**Preferred Experience:** Twenty-eight years of experience with eighteen years specialized experience in post-secondary training or professional education instruction. Requires subject matter expertise, curriculum development, and lecture delivery experience.

**Preferred Education:** Master’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
34	24	32	22	30	20	28	18	23	13

**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.

**Preferred Experience:** Two years of Experience

**Preferred Education:** Associate Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
4	4	2	2	0	0	0	0	0	0

**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.

**Preferred Experience:** Two years of related experience. This position is filled by qualified technical specialists, as opposed to entry level positions.

**Preferred Education:** Bachelor's Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
6	6	4	4	2	2	0	0	0	0



**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.

**Preferred Experience:** Five years of related experience

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**

Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
9	9	7	7	5	5	3	3	0	0

**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.

**Preferred Experience:** Eight years of related experience

**Preferred Education:** Bachelor’s Degree

**Alternate Education and Experience (General and Specialized):**



Diploma / G.E.D.		Associate		Bachelors		Masters		Ph.D. / J.D. / M.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
12	12	10	10	8	8	6	6	1	1



## VI. USGI CONTACT INFORMATION

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