On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.gsa.gov.

Multiple Award Schedule

Contract Number
GS-07F-0451Y

Period Covered by Contract
through June 30, 2027

SAVA Workforce Solutions, LLC
2553 Dulles View Drive, Suite 700
HERNDON, VA 20171
Phone: 703-766-6246
Fax: 703-766-6912
http://www.savasolutions.com/

Business Size: Large Business

UEI - PQVNSJMA2FU3

Price List current through Modification #24, dated February 22nd 2022
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).
   
   541990L Professional Law Enforcement Services
   611430ST Security Training

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

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

2. Maximum order.
   
   541990L  $200,000
   611430ST $200,000

3. Minimum order.
   
   611430ST and 541990L -- $0

4. Geographic coverage (delivery area).
   CONUS, AK, HI, PR and DC

5. Point(s) of production
   2553 Dulles View Drive, Suite 700
   HERNDON, VA 20171-3271

6. Discount from list prices or statement of net price.
   Prices shown are net Government awarded discount.

7. Quantity discounts.
   None

8. Prompt payment terms.
   0% Net 30 Days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
   SAVA Workforce Solutions, LLC will accept Government purchase cards for orders below the micro-purchase threshold.
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
SAVA Workforce Solutions, LLC will accept Government purchase cards for orders below the micro-purchase threshold.

10. Foreign items
Not applicable to services

11a. Time of delivery.
611430ST and 541990L - As Negotiated on the Task Order Level

11b. Expedited Delivery.
As Negotiated on the Task Order Level

11c. Overnight and 2-day delivery.
611430ST and 541990L - N/A services only

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery.

12. F.O.B. point(s).
611430ST and 541990L Not applicable to services

13a. Ordering address.
2553 Dulles View Drive, Suite 700
HERNDON, VA 20171

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address.
2553 Dulles View Drive, Suite 700
HERNDON, VA 20171

15. Warranty provision.
Reference Ordering Procedures for services at an hourly rate.

16. Export packing charges, if applicable.
N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
Government Purchase Cards will be accepted for all orders.

18. Terms and conditions of rental, maintenance, and repair (if applicable).
N/A
19. Terms and conditions of installation (if applicable).
   N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
   N/A

20a. Terms and conditions for any other services (if applicable).
   N/A

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

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

23. Preventive maintenance (if applicable).
   N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
   N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. UEI number.- PQVNSJMA2FU3

26. Notification regarding registration in Central Contractor Registration (CCR) database. Contractor is registered with the Central Contractor Registration Database Cage Code: 32VS0
SAVA Workforce Solutions, LLC
Labor Category Descriptions

Jr. Analyst
**Functional Responsibility:** Assists in developing plans including budgets and schedules to meet contractual/project requirements for an assigned portion of a program. Assists senior personnel in establishing and defining program requirements. Must be able to work independently; possess demonstrated writing and analytical skills; computer skills, including spreadsheet skills sufficient to work with Excel and MS Word; and have a professional demeanor. Monitors progress of program requirements. Reports, analyzes, and interprets operating data. Good organization and communications skills. Ability to track multiple tasks and provide status reports.

**Minimum Education:** Possess Bachelor’s Degree or equivalent related experience
**Minimum Experience:** 2 years related experience in program requirements

Mid-Level Analyst
**Functional Responsibility:** Good organization and communications skills. Ability to create reports with raw data. Develops plans including budgets and schedules to meet contractual/project requirements for an assigned portion of a program. Conducts program plan studies. Participates in establishing and defining program plan requirements. Coordinates interdepartmental development of program plans and interfaces with vendors and customers as required. Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met. Reports, analyzes, and interprets data. Must be able to work independently; possess demonstrated writing and analytical skills; computer skills, including spreadsheet skills sufficient to work with Excel and MS Word; and have a professional demeanor.

**Minimum Education:** Possess Bachelor’s Degree or equivalent related experience
**Minimum Experience:** 4 years related experience in program requirements

Senior Analyst
**Functional Responsibility:** Develops plans including budgets. Acts as key expert on program issues, concerns, and special projects. Interfaces with top management, responding to their requests for data. Resolves reporting and compliance issues. Prepares special reports and studies for management and alerts them to significant variances to plan. Coordinates, negotiates, and resolves compliance issues with various organizations to ensure accurate interpretation. Must be able to work independently; possess demonstrated writing and analytical skills; computer skills, including spreadsheet skills sufficient to work with Excel and MS Word; and have a professional demeanor. May provide work Leadership for lower level employees. Excellent organization and communications skills. Ability to develop analysis metrics and recommend improvements. Experience in performance measures.

**Minimum Education:** Possess Bachelor’s Degree or equivalent related experience
**Minimum Experience:** 5-7 years related experience in program requirements

Project Manager (Subject Matter Expert)
**Functional Responsibility:** Experience in the providing performance metrics and management to a similar type contract. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contract personnel and communicating policies, procedures and goals of the organization to the organization to subordinates. Maintain full authority to act for the Contractor on all matters relating to Contractor personnel under this contract. Able to read, write, speak, and understand English fluently. Required to attend weekly staff meetings, as requested. Available during core hours within two (2) business hours to meet or otherwise collaborate with Government personnel designated by the CO to discuss contract issues.

**Minimum Education:** Possess a Bachelor’s degree and Project Management Professional (PMP) desirable
**Minimum Experience:** 4-6 years of related experience

Intelligence Analyst
**Functional Responsibility:** The incumbent works in a group of analytical personnel, who handle complex issues, and guides investigative, programmatic, and policy decisions by the intelligence, policy, and law enforcement communities. Is a subject-matter expert on national security and continuing intelligence interests of counter terrorism operations center investigative programs with comprehensive national, international scope and impact. Applies a highly-developed analytical skill to foreign intelligence, or terrorist threats, activities and/or groups. Serves in intelligence area, entailing major geographical or programmatic areas with world-wide implications. Drafts intelligence reports generated in the incumbent’s area of assignments.

**Minimum Education:** Possess Bachelor’s degree in related field or equivalent experience.

**Minimum Experience:** Possess 4-6 years related experience

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**Senior Intelligence Analyst**

**Functional Responsibility:** The incumbent manages group of analytical personnel, who handle complex issues, and guides investigative, programmatic, and policy decisions by the intelligence, policy, and law enforcement communities. Is a subject-matter expert vital to national security and continuing intelligence interest of counter terrorism investigative programs with comprehensive national/international scope and impact. Applies a highly-developed and analytical skill to foreign intelligence, or terrorist threats, activities and /or groups. Serves as a top-level consultant and leads the organization’s liaisons activities with national and international organizations on a wide variety of topics. Responsible for large-scale intelligence analysis in the program area allocated to the entity managed. Serves in the intelligence area, entailing major geographical or programmatic areas with world-wide implications. The projects initiated by the incumbent require leadership capability to identify and research new avenues of intelligence activity that are national and international in scope. Draft intelligence reports generated in the incumbents’ area of assignment. Additionally, disseminates the finished products to the appropriate intelligence and law enforcement communities. Attends and provides high –level briefings on finished or current studies to officials and members of intelligence and law enforcement communities. Evaluates the overall effectiveness of the analysis accomplished, and initiates projects most conducive to the organization’s intelligence and investigative goals and objectives. Develops necessary improvements to enhance routine or highly-specialized studies.

**Minimum Education:** Possess Bachelor’s degree in related field or equivalent experience.

**Minimum Experience:** Possess 7+ years related experience

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**Program Manager**

**Functional Responsibility:** Acts as the single point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staff, budget, prioritization, and other contract or personnel matters.

**Minimum Education:** Possess Bachelor’s degree in related field or equivalent experience. PMP Desired.

**Minimum Experience:** Possess 7-9 years related experience

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**Senior Project Manager**

**Functional Responsibility:** Has extensive project management expertise. Responsible for the performance of either a large-scale effort or a series of low to medium scale efforts. Provides expert consultation and direction for complex services implementation. Manages staff, budget, prioritization, and other contract or personnel matters. Oversees all work and takes corrective action as necessary to ensure project success. Responsible for the overall management of the specific task order(s) and insuring that the solutions and schedules in the task order are implemented in a timely manner.

**Minimum Education:** Possess Bachelor’s degree in related field or equivalent experience. PMP Desired.

**Minimum Experience:** Possess 7-9 years related experience
Project Coordinator

**Functional Responsibility:** Acts as a focal point for planning and executing task(s). Is a primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Responsible for the overall management of the specific task(s) and ensuring that the solutions/services and schedules of the task are implemented in a timely manner.

**Minimum Education:** Possess Bachelor’s degree in related field or equivalent experience.

**Minimum Experience:** Possess 2-4 years related experience

Senior Project Coordinator

**Functional Responsibility:** Acts as a focal point for planning and executing task(s). Is a primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Responsible for the overall management of the specific task(s) and ensuring that the solutions/services and schedules of the task are implemented in a timely manner. Maintains the records and files of the project, to include data administration, financial expenditures, prepares financial progress reports, and assists with the generation and maintenance of the project schedule. Generates contract deliverable letters of transmission and coordinates the preparation of data deliverables.

**Minimum Education:** Possess Bachelor’s degree in related field or equivalent experience.

**Minimum Experience:** Possess 4+ years related experience

Senior Subject Matter Expert

**Functional Responsibility:** Acts as a consultant to the project organization to provide expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing studies and concepts.

**Minimum Education:** Masters Degree. A Masters Degree could be substituted with a Bachelors and 2 years of relevant experience

**Minimum Experience:** Possess 10-12 years of related experience

Operations Center Specialist II

**Functional Responsibility:** Supports the operations center by providing continual operational support to assist in the identification of person’s screened and possible apprehension of those individuals known or appropriately suspected of criminal/terrorist acts or threats. Maintains the operation center in high state of operational readiness as the focal point for the collection and dissemination of intelligence information relating to incidents that require coordination with other agencies. Responds to the difficult information request which often involve using fragmented information to search complex databases. Requests are received from various entities in national and international intelligence and law enforcement agencies. Conducts complicated searches of various database systems, other Government agency systems and/or private industry systems to locate any data regarding a particular subject/topic. Receives and conducts other off-line search requests.

**Minimum Education:** Possess High School diploma; Associates Degree desirable

**Minimum Experience:** Possess 4-5 years of related experience

Operations Center Specialist III

**Functional Responsibility:** Supports the operations center by providing continual operational support to assist in the identification of person’s screened and possible apprehension of those individuals known or appropriately suspected of criminal/terrorist acts or threats. Maintains the operation center in high state of operational readiness as the focal point for the collection and dissemination of intelligence information relating to incidents that require coordination with other agencies. Responds to the difficult information request which often involve using fragmented information to
search complex databases. Requests are received from various entities in national and international intelligence and law enforcement agencies. Conducts complicated searches of various database systems, other Government agency systems and/or private industry systems to locate any data regarding a particular subject/topic. Receives and conducts other off-line search requests.

Conducts complete research and analyzes the information to compile a profile of the subject matter. Inputs, extracts, and manages data stored in a multi-dimensional database system; provides data upon request to management for analysis

**Minimum Education:** Possess High School diploma; Associates Degree desirable

**Minimum Experience:** Possess 5-7 years of related experience

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**Senior Operations Center Specialist II**

**Functional Responsibility:** Supports the operations center by providing continual operational support to assist in the identification of person’s screened and possible apprehension of those individuals known or appropriately suspected of criminal/terrorist acts or threats. Maintains the operation center in high state of operational readiness as the focal point for the collection and dissemination of intelligence information relating to incidents that require coordination with other federal agencies.

Responds to the most difficult information request which often involve using fragmented information to search complex databases. Requests are received from various entities in national and international intelligence and law enforcement agencies. Independently conducts complicated searches of various database systems, other Government agency systems and/or private industry systems to locate any data regarding a particular subject/topic. Also, receives a wide range of off line search requests that are extremely complex in nature and are labor intensive. Conducts detailed research and, based on experience, defines the scope of the search efforts. Analyzes the information to compile profile of the subject matter. Recommends actions for follow up analysis.

Inputs, extracts, and manages data stored in a multi-dimensional database system; provides data upon request to management for analysis. Identifies potential data sources and exploits those sources to acquire data. Integrates data from various sources into the database structure. Conducts detailed comprehensive searches by identifying and using specialized government and public source database. Analyzes, interprets, interrelates, and evaluates the retrieved information and delivers relevant and valuable data to the requestor. Determines the credibility, value, significance, and relevance of the information developed and supplements the same by locating and extracting additional information as appropriate, including identifying the points of contact internally and externally.

Provides precise or customized information to meet both the stated and the unrealized needs of the requester. Develops complete and accurate data reports that fill in specific gaps, draw conclusions, and note trends in criminal/terrorist threat activity (such as geographic, targets, terrorist groups, and individuals). Provides results and makes recommendations to the requestor for use in vetting criminal/terrorist threats for completeness, credibility, and criticality, as well as determining the relevance and the value of the information to the intelligence community. In addition, provides research results to such sources as Executive Management within the operations center and other intelligence agencies, as well as local, state and federal law enforcement agencies.

Recommends solutions to problems: suggests modifications to improve the search capabilities and the efficiency of the operations center’s processes; reviews and analyzes data, applying various statistical analysis techniques facilitated by the use of a computer. Based on results of analysis, interprets data and draws conclusions. Makes recommendations as to the course of action to take. Prepares and presents oral briefings and written reports on the conclusions and recommendations drawn from the data, as well as the unique problems encountered obtaining the data from the various sources. Determines the best format to present data to customers and management, such as graphs, tables, charts, and/or other summary reports. Receives analysis and disseminates information pertaining to potential and actual national and international security situations. Initiates appropriate actions and carries out procedures to ensure timely and effective responses. Updates
official records of operations center activities based on information received/disseminated by the operations center staff.

**Minimum Education:** Possess Bachelor’s degree or equivalent experience

**Minimum Experience:** Possess 7-10 years of related experience

**Watch Commander**

**Functional Responsibility:** Supports the operations center by providing continual operational support to assist in the identification of person’s screened and possible apprehension of those individuals known or appropriately suspected of criminal/terrorist acts or threats. Maintains the operation center in high state of operational readiness as the focal point for the collection and dissemination of intelligence information relating to incidents that require coordination with other federal agencies. Responds to the most difficult information request which often involve using fragmented information to search complex databases. Requests are received from various entities in national and international intelligence and law enforcement agencies. Independently conducts complicated searches of various database systems, other Government agency systems and/or private industry systems to locate any data regarding a particular subject/topic. Also, receives a wide range of off line search requests that are extremely complex in nature and are labor intensive. Conducts detailed research and, based on experience, defines the scope of the search efforts. Analyzes the information to compile profile of the subject matter. Recommends actions for follow up analysis. Inputs, extracts, and manages data stored in a multi-dimensional database system; provides data upon request to management for analysis. Identifies potential data sources and exploits those sources to acquire data. Integrates data from various sources into the database structure. This position focuses on data integrity and quality of consolidated information sources and performs a variety of highly complex and analytical functions relative to the compliance with various laws, executive orders, and directives.

- Evaluates performance measurements, strategic analysis, and estimates cost analysis.
- Conducts surveys and studies to provide direction and guidance ensuring efficient, effective and progressive management analysis and research techniques.
- Must possess a broad understanding and knowledge of the organization, its overall structure, mission, policies, and programs in order to identify the impact and effect of study finding and recommendations on the organization.

**Minimum Education:** Possess Bachelor’s degree or equivalent experience

**Minimum Experience:** Possess 7+ years of related experience

**Counterintelligence SME II**

**Functional Responsibility:** Demonstrates expertise in a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Responsible for planning and directing an organization’s strategic and long-range goals. Works with end user groups to evaluate and solve technical problems. Leads and directs the work of others. Coordinates and manages the preparation of gathering information, analysis, evaluations, and recommendations for proper implementation of programs in any of the following specialties: intelligence analysis and law enforcement analysis. Define critical intelligence topics and initiate comprehensive or unique research efforts on topics as related to extensive or speculative analytical projects. Oversees requirements for new databases and information services, and develop new research methodologies. Define overall analytical objectives in relation to existing or proposed policy and identify required analytical resources. Forecast intelligence gaps and initiate development of comprehensive collection plans to address these gaps. Perform long-range planning in support of existing and projected organizational mission requirements. Make assessments as to overall resource capability to answer existing/projected requirements, and identify resource shortfalls. Assist in the Development of Intelligence policy for collection management techniques and governing internal and external information sharing among member of the intelligence community.
**Minimum Education:** Possess (at the minimum) a four-year bachelor’s degree from an accredited university or equivalent experience.

**Minimum Experience:** Possess a minimum of 10 years of counterintelligence experience; Security Clearance Requirement: Top Secret

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**Criminal Investigative SME I**

**Functional Responsibility:** Provide support in collection, analysis, evaluation and the preparation of recommendations for program improvements, optimization, development, and/or administration efforts in any of the following specialties: intelligence analysis and/or law enforcement analysis. Conduct comprehensive related research on applications and intelligence related automation to support analytical efforts. Compare and contrast information from different sources. Prepare, produce, and disseminate both scheduled and unscheduled general intelligence products, such as: briefings, studies, estimates, and assessments memoranda. Promote and coordinate, where applicable, the sharing of organized criminal intelligence and criminal investigations with FBI when there is a nexus to the U.S. Identify resource requirements and shortfalls to supervisor. Represent activity in working groups and committees as substantive authority in subject area.

**Minimum Education:** The Contractor shall possess (at the minimum) a four-year bachelor’s degree from an accredited university or equivalent experience.

**Minimum Experience:** Minimum of ten years law enforcement and/or correctional experience investigating or gathering intelligence on California, Arizona, or Nevada prison-based gangs is preferred. Extensive experience debriefing, interviewing, and interrogating gang members in prison and/or community settings and preparing relevant documentation. Extensive experience of gleaning and acting upon, actionable intelligence developed during debriefings, interviews, and interrogations. Familiar with the various techniques and methods of operations used by prison gangs that enable gang leadership to extend their span and control beyond the prison setting to the free community. Extensive experience in developing and maintaining relevant law enforcement and correctional liaison contacts. Extensive experience in gathering, organizing, and analyzing gang intelligence information in order to identify criminal activity, trends, patterns of criminal conspiracies, associations and facilitators.

Extensive experience in law enforcement or correctional intelligence analysis.

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**Criminal Investigative SME II**

**Functional Responsibility:** Demonstrates expertise in a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Responsible for planning and directing an organization’s strategic and long-range goals. Works with end user groups to evaluate and solve technical problems. Leads and directs the work of others. Coordinates and manages the preparation of gathering information, analysis, evaluations, and recommendations for proper implementation of programs in any of the following specialties: intelligence analysis and law enforcement analysis. Define critical intelligence topics and initiate comprehensive or unique research efforts on topics as related to extensive or speculative analytical projects. Oversees requirements for new databases and information services, and develop new research methodologies. Define overall analytical objectives in relation to existing or proposed policy and identify required analytical resources. Forecast intelligence gaps and initiate development of comprehensive collection plans to address these gaps. Perform long-range planning in support of existing and projected organizational mission requirements. Make assessments as to overall resource capability to answer existing/projected requirements, and identify resource shortfalls. Assist in the Development of Intelligence policy for collection management techniques and governing internal and external information sharing among member of the intelligence community.

**Minimum Education:** Possess a four-year bachelor’s degree from an accredited university. This requirement may be waived in the event the individual has relevant law enforcement or correctional
management experience.

**Minimum Experience:** Minimum of ten years law enforcement and/or correctional experience investigating or gathering intelligence on California, Arizona, Nevada or federally prison-based gangs is preferred. Extensive experience debriefing, interviewing, and interrogating gang members in prison and/or community settings and preparing relevant documentation. Extensive experience of gleaning and acting upon, actionable intelligence developed during debriefings, interviews, and interrogations. Familiar with the various techniques and methods of operations used by prison gangs that enable gang leadership to extend their span and control beyond the prison setting to the free community. Extensive experience in developing and maintaining relevant law enforcement and correctional liaison contacts. Extensive experience in gathering, organizing, and analyzing gang intelligence information in order to identify criminal activity, trends and patterns of criminal conspiracies, associations and facilitators. Extensive experience in law enforcement or correctional intelligence analysis. Extensive experience in program management and development of multi-agency correctional intelligence initiative(s). Serve, or have served on the executive board of a national organization committed to providing leadership and information to minimize the effects of security threat groups and gangs in prisons and communities. Experience regarding gang management strategies within correctional settings. Extensive experience with various FBI data systems.

**Intelligence SME II**

**Functional Responsibility:** Demonstrates expertise in a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Responsible for planning and directing an organization’s strategic and long-range goals. Works with end user groups to evaluate and solve technical problems. Leads and directs the work of others. Coordinates and manages the preparation of gathering information, analysis, evaluations, and recommendations for proper implementation of programs in any of the following specialties: intelligence analysis and law enforcement analysis. Define critical intelligence topics and initiate comprehensive or unique research efforts on topics as related to extensive or speculative analytical projects. Oversees requirements for new databases and information services, and develop new research methodologies. Define overall analytical objectives in relation to existing or proposed policy and identify required analytical resources. Forecast intelligence gaps and initiate development of comprehensive collection plans to address these gaps. Perform long-range planning in support of existing and projected organizational mission requirements. Make assessments as to overall resource capability to answer existing/projected requirements, and identify resource shortfalls. Assist in the Development of Intelligence policy for collection management techniques and governing internal and external information sharing among member of the intelligence community.

**Minimum Education:** Possess (at the minimum) a four-year bachelor’s degree from an accredited university or equivalent experience

**Minimum Experience:** Minimum of 10 years of federal law enforcement investigative experience. Involvement in the recruitment, development, and operation of CHS. Experience in the administration and operation of CHS consistent with the FBI policies and Attorney General Guidelines which govern the FBI’s use of CHSs (experience obtained should be within the last 5 years). Knowledge of the methodology used in the FBI’s new Validation process. Possession of investigative street experience in FBI operational programs (Criminal, Counterintelligence, Counterterrorism or Cyber). Experience and familiarity with the use of CHSs in FBI undercover operations and capability of working independently to provide detailed analysis recommendations to FBI personnel at the senior executive level is required.

Security Clearance: Top Secret
Sr. Security Adjudicator

**Functional Responsibilities:** Adjudicators prepare investigative reports. Adjudicators conduct, direct and evaluate Top Secret and Secret investigations with preferred experience in counterintelligence/espionage, counterterrorism, criminal matters and personnel security investigations. Perform quality assurance reviews on reports of investigations or security background investigations. Analysis of background investigations, personnel records, and other records as necessary for the purpose of making a written record of the accuracy and completeness of the investigation. Preparing/documenting written findings and recommendations for a federal agency of the results of the analysis of a background investigation upon which a security and or suitability adjudication can be created. Developing and writing reports of investigation upon which a security and or suitability adjudication record can be created. Possesses skills and knowledge regarding FBI criminal and civil law and procedures, and enforcement operations; have documented extensive training provided at specialized facilities, combined with on-the-job training, as proof of the skills and knowledge to perform the duties of a federal investigative analyst consultant. Provides documented experience planning, organizing, administering, and coordinating the full spectrum of investigative activities; and representing an organization as a recognized authority in the investigative field at conferences, meetings, and presentations involving issues of considerable importance.

**Minimum Education:** BA or BS Degree

**Minimum Experience:** 10 Years

Jr. Security Adjudicator

**Functional Responsibilities:** Adjudicators conduct, direct and evaluate Top Secret and Secret investigations with preferred experience in counterintelligence/espionage, counterterrorism, criminal matters and personnel security investigations. Perform quality assurance reviews on reports of investigations or security background investigations. Analysis of background investigations, personnel records, and other records as necessary for the purpose of making a written record of the accuracy and completeness of the investigation. Preparing/documenting written findings and recommendations for a federal agency of the results of the analysis of a background investigation upon which a security and or suitability adjudication can be created. Developing and writing reports of investigation upon which a security and or suitability adjudication record can be created.

**Minimum Education:** BA or BS Degree

**Minimum Experience:** 3 Years

Jr. Forensic Examiner

**Functional Responsibilities:** Seizing digital evidence from on-site search locations while minimizing possible data loss. Preserving and archiving digital evidence using forensic best practices. Maintaining proper chain of custody of evidence and associated documentation. Interfacing with a case agent and developing analysis plan to meet agent’s needs. Recovering deleted files and other system artifacts. Decrypting password protected data files. Performing forensic keyword searches and producing results. Analyzing and interpreting various data to provide technically accurate forensic results. Converting data to human-accessible format. Querying, extracting, and reporting data from relational databases found on suspect media while maintaining data integrity. Writing clear reports that accurately present forensic findings and including detailed notes to ensure results are repeatable. Conducting research and development to identify evidentially significant artifacts from emerging hardware and software technologies. Conducting research and development to identify new methods of forensic data extraction and preservation. Conducting formal methods validation and report on results. Testifying in court, Grand Jury, or other legal proceedings through testimony, sworn affidavits, or other legal instruments.

**Minimum Education:** BA or BS Degree

**Minimum Experience:** 1 Year
Mid-Level Forensic Examiner

**Functional Responsibilities:** Seizing digital evidence from on-site search locations while minimizing possible data loss. Preserving and archiving digital evidence using forensic best practices. Maintaining proper chain of custody of evidence and associated documentation. Interfacing with a case agent and developing analysis plan to meet agent’s needs. Recovering deleted files and other system artifacts. Decrypting password protected data files. Performing forensic keyword searches and producing results. Analyzing and interpreting various data to provide technically accurate forensic results. Converting data to human-accessible format. Querying, extracting, and reporting data from relational databases found on suspect media while maintaining data integrity. Writing clear reports that accurately present forensic findings and including detailed notes to ensure results are repeatable. Conducting research and development to identify evidentially significant artifacts from emerging hardware and software technologies. Conducting research and development to identify new methods of forensic data extraction and preservation. Conducting formal methods validation and report on results. Testifying in court, Grand Jury, or other legal proceedings through testimony, sworn affidavits, or other legal instruments.

**Minimum Education:** BA or BS Degree

**Minimum Experience:** 3 Years

Sr. Forensic Examiner

**Functional Responsibilities:** Seizing digital evidence from on-site search locations while minimizing possible data loss. Preserving and archiving digital evidence using forensic best practices. Maintaining proper chain of custody of evidence and associated documentation. Interfacing with a case agent and developing analysis plan to meet agent’s needs. Recovering deleted files and other system artifacts. Decrypting password protected data files. Performing forensic keyword searches and producing results. Analyzing and interpreting various data to provide technically accurate forensic results. Converting data to human-accessible format. Querying, extracting, and reporting data from relational databases found on suspect media while maintaining data integrity. Writing clear reports that accurately present forensic findings and including detailed notes to ensure results are repeatable. Conducting research and development to identify evidentially significant artifacts from emerging hardware and software technologies. Conducting research and development to identify new methods of forensic data extraction and preservation. Conducting formal methods validation and report on results. Testifying in court, Grand Jury, or other legal proceedings through testimony, sworn affidavits, or other legal instruments.

**Minimum Education:** BA or BS Degree

**Minimum Experience:** 5 Years
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<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Hourly Rate</th>
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<tbody>
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<td>611430ST &amp; 541990L</td>
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<td>Project Manager (Subject Matter Expert)</td>
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<td>Intelligence Analyst</td>
<td>$93.56</td>
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<tr>
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