GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

CONTRACT NUMBER: GS-07F-5900R
CONTRACT PERIOD: 07/01/20 through 06/30/25
Effective as of modification PS-0032, dated 04/21/2022

MULTIPLE AWARD SCHEDULE:
Human Capital
Professional Services
Facilities

CONTRACTOR:
Advantage SCI, LLC
1725 Duke Street, Suite 500
Alexandria, VA 22314
Web: www.advantagesci.com

CONTRACT ADMINISTRATOR:
Pete Lee
President/COO
Tel: (571) 253-6587
Fax: (703) 842-8100
plee@advantagesci.com

BUSINESS SIZE:
Small Business
Small Disadvantaged Business
Woman-Owned Small Business
Service-Disabled Veteran-Owned Small Business

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 GSA Advantage!® is: GSAAdvantage.gov.

For more information on ordering from this Federal Supply Schedule contract, please visit: www.gsa.gov/schedules
Customer Information

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>State &amp; Local</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td></td>
<td>Management and Financial Consulting, Acquisition and Grants</td>
</tr>
<tr>
<td>541611</td>
<td>541611RC</td>
<td></td>
<td>Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>561611</td>
<td>561611RC</td>
<td></td>
<td>HR Support: Pre Employment Background Investigations</td>
</tr>
<tr>
<td>334512</td>
<td>334512RC</td>
<td>334512STLOC</td>
<td>Total Solution Support Products for Facilities Management Systems</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>OLMSTLOC</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN:** See Appendix A

1c. **HOURLY RATES (Services only):** See Appendix A

2. **MAXIMUM ORDER THRESHOLD:** 561611 & 541611: $1,000,000 | 334512: 250,000

3. **MINIMUM ORDER THRESHOLD:** $2,000

4. **GEOGRAPHIC COVERAGE:** 50 States, DC, Puerto Rico, and U.S. Territories

5. **POINT(S) OF PRODUCTION:** Same as company address

6. **DISCOUNT FROM BEST MARKET RATE:** GSA Net Prices can be found in Pricing Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.

7. **QUANTITY DISCOUNT(S):** Determined at the Task Order Level

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:** Determined at the task order level

10b. **EXPEDITED DELIVERY:** Contact Contractor if Available

10c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor if Available

10d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery.

11. **FOB POINT:** Destination

12a. **ORDERING ADDRESS:** Same as company address

12b. **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.

13. **PAYMENT ADDRESS:** Same as company address

14. **WARRANTY PROVISION:** Standard Commercial

15. **EXPORT PACKING CHARGES:** None

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** Not Applicable
17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): Not Applicable

18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): Not Applicable

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): Not Applicable

19. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): Not Applicable

20. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): Not Applicable

21. PREVENTIVE MAINTENANCE (IF APPLICABLE): Not Applicable

22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

22b. SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT): Not Applicable
   The EIT standards can be found at: www.Section508.gov/.

23. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER: R8BJPCUSWC93

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:
   Contractor has an active registration in the System for Award Management (SAM) database.
PROVEN SOLUTIONS
At Advantage SCI, we leverage a winning team to deliver proven solutions with strategic impact. Since 2000, Advantage SCI has delivered tailored, timely, and transformative intelligence, cyber, and security solutions to address our customers’ most dynamic and demanding National Security challenges. Our customers include: Department of Homeland Security, Department of Treasury, GSA, Joint Chiefs of Staff, DIA, Defense Threat Reduction Agency, U.S. Army, U.S. Air Force, US Navy, and other Federal agencies and private sector clients.

WINNING TEAM
Our team of program and project managers are proven leaders and problem solvers with decades of subject matter expertise supporting the Intelligence Community, the Federal Government, Department of Defense (DoD), and the private sector. We deliver Intelligence, Security, and Logistics support which includes operational, analytical, and advisory services in Counterintelligence, Signature Reduction, HUMINT, TSCM, Cyber Security, Insider Threat, Facilities Support, Security (Industrial, Physical, Personnel, Access Control, Intrusion Detection, and Cyber), Training, and Engineering. Our overseas performance includes mission support in contingency and austere environments with cleared linguists.

Our Capabilities:

STRATEGIC IMPACT
With Advantage SCI, our customers:
- Strengthened national security programs to better meet tactical and strategic goals and objectives
- Increased operational effectiveness and situational awareness in secure facilities requiring 24/7/365 coverage
- Received niche support to Special Access Programs focused on countering over-the-horizon threats
- Improved intelligence and security programs to better detect, deter, prevent, and mitigate insider, cyber, and global threats and effectively safeguard classified information
- Received highly specialized subject matter experts to assist with personnel, physical, information, industrial, and COMSEC program management support
- Increased production of highly evaluated intelligence products responsive to customer requirements
- Received Army EAGLE multi-faceted supply, maintenance, and transportation support to assist in preparing forces for deployment, sustainment, and redeployment
- Received stellar engineering support that took real property projects from start to completion on schedule and within budget
- Successfully performed overseas humanitarian, peacekeeping, contingency, and combat operations which included the effective training of thousands of partner nation soldiers

info@advantagesci.com
T: 703 299 9750
F: 703 842 8100

www.advantagesci.com

Corporate Headquarters
1725 Duke Street, Suite 500
Alexandria, VA 22314

OUR CLIENTS

WORK WITH US. SDVOSB, EDWOSB, WOSB, SDB, SB Certified

NAICS CODES
541330 – Engineering Services
541611 – Administrative/General Management Consulting
541612 – Consulting Services
541618 – Other Management Consulting
541690 – Other Scientific and Tech Consulting
541990 – Other Professional, Scientific, and Technical Services
566110 – Office Administrative Services
561210 – Facilities Support Services (Primary)

CONTRACT VEHICLES
GSA MAS, DHS Vehicle, DLITE II, FBI SIAS, Army EAGLE

561499 – Other Business Support Services
561611 – Investigation Services
561621 – Security Systems (Except Locksmiths)
561990 – Other Support Services
611699 – Other Miscellaneous Schools and Instruction
922190 – Other Justice, Public Order / Safety Activities
928110 – National Security
614430 – Professional and Management Development Training
## Appendix A – Price List

<table>
<thead>
<tr>
<th>SUPPORT SERVICES</th>
<th>COUNTERINTELLIGENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Consultant I</td>
<td>Counterintelligence Analyst I</td>
</tr>
<tr>
<td>Specialty Consultant II</td>
<td>Counterintelligence Analyst II</td>
</tr>
<tr>
<td>Specialty Consultant III</td>
<td>Counterintelligence Analyst III</td>
</tr>
<tr>
<td>Program Manager I</td>
<td>Counterintelligence Specialist I</td>
</tr>
<tr>
<td>Program Manager II</td>
<td>Counterintelligence Specialist II</td>
</tr>
<tr>
<td>Program Manager III</td>
<td>Counterintelligence Specialist III</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>Research Technology Protection Specialist</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>Collection Manager</td>
</tr>
<tr>
<td>Project Manager III</td>
<td></td>
</tr>
<tr>
<td>Instructor I</td>
<td>Cyber Security Technician I</td>
</tr>
<tr>
<td>Instructor II</td>
<td>Cyber Security Technician II</td>
</tr>
<tr>
<td>Instructor III</td>
<td>Cyber Security Technician III</td>
</tr>
<tr>
<td>Course Developer I</td>
<td>Technical Security Countermeasures (TSCM)</td>
</tr>
<tr>
<td>Course Developer II</td>
<td>(TSCM) Technician I</td>
</tr>
<tr>
<td>Course Developer III</td>
<td>Technical Security Countermeasures (TSCM)</td>
</tr>
<tr>
<td>Researcher I</td>
<td>Technical Security Countermeasures (TSCM)</td>
</tr>
<tr>
<td>Researcher II</td>
<td>Technician III</td>
</tr>
<tr>
<td>Researcher III</td>
<td>Data Analyst</td>
</tr>
<tr>
<td>Secretary I</td>
<td>Polygraph Specialist</td>
</tr>
<tr>
<td>Secretary II</td>
<td>Behavioral Sciences Specialist</td>
</tr>
<tr>
<td>Secretary III</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>Force Protection Specialist I</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>Force Protection Specialist II</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>Force Protection Specialist III</td>
</tr>
<tr>
<td>General Clerk I</td>
<td>Force Protection Infrastructure Engineer</td>
</tr>
<tr>
<td>General Clerk II</td>
<td>Force Protection Structural Engineer</td>
</tr>
<tr>
<td>General Clerk III</td>
<td>CBRNE Specialist</td>
</tr>
<tr>
<td>Desktop Publisher I/Editor</td>
<td>Readiness &amp; Emergency Management Specialist I</td>
</tr>
<tr>
<td>Desktop Publisher II/Editor</td>
<td>Readiness &amp; Emergency Management Specialist II</td>
</tr>
<tr>
<td>Database Programmer</td>
<td>Readiness &amp; Emergency Management Specialist III</td>
</tr>
<tr>
<td>Resource Specialist I</td>
<td>Subject Matter Expert I</td>
</tr>
<tr>
<td>Resource Specialist II</td>
<td>Subject Matter Expert II</td>
</tr>
<tr>
<td>Resource Specialist III</td>
<td>Subject Matter Expert III</td>
</tr>
<tr>
<td>Program Analyst I</td>
<td>Security Specialist I</td>
</tr>
<tr>
<td>Program Analyst II</td>
<td>Security Specialist II</td>
</tr>
<tr>
<td>Program Analyst III</td>
<td>Security Specialist III</td>
</tr>
<tr>
<td>Geographic Info Systems I</td>
<td>Security Administrator I</td>
</tr>
<tr>
<td>Geographic Info Systems II</td>
<td>Security Administrator II</td>
</tr>
<tr>
<td>Geographic Info Systems III</td>
<td>Security Administrator III</td>
</tr>
<tr>
<td>Training Officer</td>
<td></td>
</tr>
</tbody>
</table>

**GSA Hourly Rates w/IFF**

<table>
<thead>
<tr>
<th>Specialty Consultant I</th>
<th>$121.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Consultant II</td>
<td>$181.50</td>
</tr>
<tr>
<td>Specialty Consultant III</td>
<td>$332.75</td>
</tr>
<tr>
<td>Program Manager I</td>
<td>$80.49</td>
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<tr>
<td>Program Manager II</td>
<td>$140.81</td>
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<tr>
<td>Program Manager III</td>
<td>$175.92</td>
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<tr>
<td>Project Manager I</td>
<td>$111.97</td>
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<tr>
<td>Project Manager II</td>
<td>$194.48</td>
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<td>$238.14</td>
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<tr>
<td>Instructor I</td>
<td>$69.29</td>
</tr>
<tr>
<td>Instructor II</td>
<td>$85.27</td>
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<tr>
<td>Instructor III</td>
<td>$101.27</td>
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<tr>
<td>Course Developer I</td>
<td>$69.29</td>
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<td>Course Developer II</td>
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<tr>
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<td>Researcher I</td>
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<tr>
<td>Researcher II</td>
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<td>Researcher III</td>
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<td>Secretary I</td>
<td>$58.63</td>
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<tr>
<td>Secretary II</td>
<td>$69.29</td>
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<tr>
<td>Secretary III</td>
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<tr>
<td>Administrative Assistant I</td>
<td>$47.96</td>
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<td>$53.28</td>
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<td>Administrative Assistant III</td>
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<tr>
<td>General Clerk I</td>
<td>$51.16</td>
</tr>
<tr>
<td>General Clerk II</td>
<td>$55.43</td>
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<tr>
<td>General Clerk III</td>
<td>$74.61</td>
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<tr>
<td>Desktop Publisher I/Editor</td>
<td>$63.95</td>
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<td>Desktop Publisher II/Editor</td>
<td>$74.61</td>
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<tr>
<td>Database Programmer</td>
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<tr>
<td>Resource Specialist I</td>
<td>$55.43</td>
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<td>Resource Specialist II</td>
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<td>Resource Specialist III</td>
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<td>Program Analyst I</td>
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<tr>
<td>Training Officer</td>
<td>$100.87</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 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 a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Appendix B – Labor Category Descriptions

SUPPORT SERVICES

SPECIALTY CONSULTANT
Has expert knowledge of and practical experience in the principles, practices, and procedures of a particular discipline related to security, intelligence, law enforcement, business continuity, disaster recovery, emergency preparedness, national security and terrorism, foreign travel. Collects and compiles information via data research, internet research, questionnaires, phone, and personal meetings. Performs evaluations and analysis of existing policies, procedures, processes, techniques, and may prepare reports and implement solutions as directed. Provides input for development of strategies, policies, plans, and procedures. Conducts in-depth technical research for client requirements, presentations, and training. Delivers independent classroom training and assists in training analysis activities. Performs final review of all deliverables. Presents seminars, speaks, lectures and serves as executive management advisor in requested disciplines. Provides in-depth, advanced, and highly specialized functional technical expertise. Provides final report and recommendations.

Minimum Security Clearance: to be determined by Task Order

Minimum Requirements:
Level I, 8+ years’ experience, Associates Degree
Level II, 10+ years’ experience, Bachelors Degree
Level III, 20+ years’ experience, Masters Degree

PROGRAM MANAGER
Serves as authority on various programs, systems, and/or functions. Experienced as technical advisory/consultant to management on plans, policies, strategies, programs, and actions related to assigned programs. Capable of managing program requirements, objectives, and metrics, and resolving conflicts among schedules, funding, and resources. Develops program policies, resolves critical problems or issues related to policy application, and coordinates major program functions for major commands and subordinate installations. Performs special comprehensive cost analysis studies and develop briefings to support program requirements and Congressional inquiries requiring financial resources to maintain, repair, restore, modernize, operate, and dispose of existing and forecasted facilities and equipment. Provides policy guidance to action officers and technical experts. Ensures the involvement of other local, regional, state, and federal activities, coordinating with them to resolve different viewpoints regarding key matters and to ensure continuity efforts. Prepares and presents high-level briefings of conclusions which may be highly subjective and not readily susceptible to verification until actual operational situations are encountered.

Minimum Security Clearance: to be determined by Task Order

Minimum Requirements:
Level I, 4-6 years’ experience, Associates Degree
Level II, 8-10 years’ experience, Bachelors Degree
Level III, 10+ years’ experience, Master Degree, PMI Certified

PROJECT MANAGER
Monitors each task, and keeps the Program Manager informed of all problems, progress, and accomplishments. Anticipates problems and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete delivery of contract tasks. May serve as a technical authority for security, intelligence, counterterrorism, and cyber security projects. As a staff specialist or consultant, resolves unique and unyielding project problems using new technology or best practices. Completes tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports orally and in writing to contractor management and government representatives, including the government contracting officer.

Minimum Security Clearance: to be determined by Task Order

Minimum Requirements:
Level I, 4-6 years of related experience, Associates Degree
Level II, 6-8 years of related experience, Bachelors Degree, PMI Certification
Level III, 8-10 years of related experience, Masters Degree, PMI Certification
SUPPORT SERVICES

INSTRUCTOR
Teaches one, or more, short courses in a technical trade or craft such as intelligence, counterintelligence, surveillance, counter-surveillance, antiterrorism, counterterrorism, security, cyber security, information security, leadership, management, and/or team building. Prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. Teaches assigned topics in accordance with approved curriculum, effectively utilizing all allotted time. Maintains proficiency in instructional techniques, incorporates real world examples of application in the teaching process, and develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. Uses adult learning techniques to ensure retention of information and maintain high motivation and interest in the subject areas. Responsible for administering grades, records and critiques examination, and prepares and administers remedial assignments. Submits written recommendations for curriculum updates to ensure consistency with changes and innovations in the latest applicable publications or documents.

Minimum Security Clearance: Secret

Minimum Requirements:
Level I, 3 years of directly related experience in subject material, Associates Degree, 1 year of training experience
Level II, 6-8 years of directly related experience in subject material, Bachelors Degree, 3 year of training experience
Level III, 8-10 years of directly related experience in subject material, Masters Degree, 4 years of training experience

COURSE DEVELOPER
Primarily responsible for curriculum development, revision, and maintenance. May also perform as, and must meet the requirements of, the instructor. Curriculum may involve intelligence, counterintelligence, or security related material. Develops blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. Teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in existing programs, development and maintenance of classroom techniques that reflect professionalism, good discipline, enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and, while acting as the testing officer, conducting test analysis and development or revision of test items.

Minimum Security Clearance: Secret

Minimum Requirements:
Level I, 3 years of directly related experience in subject material, Associates Degree, 1 year of training experience, graduate of a curriculum or course development course via a government agency
Level II, 4-6 years of directly related experience in subject material, Associates Degree, 1 year of training experience, graduate of a curriculum or course development course via a government agency
Level III, 8-10 years of directly related experience in subject material, Associates Degree, 1 year of training experience, graduate of a curriculum or course development course via a government agency

RESEARCHER
Provides skills that are crucial to support military and government operations. Researcher performs data collection, compilation of information from various sources, and performs analysis to draw conclusions. Presents findings that will help decision makers. Performs research tasks across a wide range of work environments. Provides authoritative professional and technical information, counsel, and results. Produces scientific/technical studies, research decision papers, background papers, sociological, anthropological, and/or cultural studies, literature searches, and final reports. Makes recommendations/decisions that potentially impact major studies reflecting the application of appropriate methodologies in the current OE. Conducts research and applies qualified and unbiased judgment.

Minimum Security Clearance: to be determined by Task Order

Minimum Requirements:
Level I, 1 -4 years of experience, Associates Degree
Level II, 6 -8 years of experience, Bachelors Degree
Level III, 8+ years of experience, Bachelors Degree
SUPPORT SERVICES

SECRETARY
Experienced in providing principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. Maintains a close and highly responsive relationship with the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Secretary level III is also capable of supervising and training lower level Secretaries. Microsoft Office Suite experienced.
Minimum Security Clearance: to be determined by Task Order
Minimum Requirements:
Level I, 1-3 years’ experience, Associates Degree
Level II, 4-6 years’ experience, Bachelors Degree
Level III, 8+ years’ experience, Bachelors Degree

ADMINISTRATIVE ASSISTANT
Provides, in addition to secretarial type duties (filing, taking phone calls, scheduling appointments, and making travel arrangements), administrative support to executive staff with office management responsibilities, including budgeting, personnel records, and payroll. May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Microsoft Office Suite experience required.
Minimum Security Clearance: to be determined by Task Order
Minimum Requirements:
Level I, 1-3 years’ experience, High School Diploma
Level II, 4-6 years’ experience, Bachelors Degree
Level III, 6+ years’ experience, Bachelors Degree

GENERAL CLERK
Some subject-matter knowledge and judgment to complete routine assignments consisting of numerous steps varying in nature and sequence. Possesses the ability to select from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters, maintaining a wide variety of financial or other records (stored both manually and electronically), filing, verifying statistical reports for accuracy and completeness, compiling information, and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Microsoft Office Suite experience required.
Minimum Security Clearance: to be determined by Task Order
Minimum Requirements:
Level I, 1-3 years’ experience, High School Diploma
Level II, 4-6 years’ experience, Bachelors Degree
Level III, 6+ years’ experience, Bachelors Degree

DESKTOP PUBLISHER/EDITOR
Provides publishing and graphics support with knowledge and expertise in Microsoft (MS) Outlook, MS Word, MS Excel, MS PowerPoint and MS Office Publisher; may also have knowledge in Acrobat Professional, including Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Visio. Knowledge of technical editing and analysis techniques with the capability to produce executive level briefings/presentations, newsletters, flyers, and brochures and may have experience in website modifications. Ability to perform style edits, copy edits, and language edits to ensure that sentence complexity is appropriate for the document, that ideas are presented in a clear and logical manner, and that the use of jargon and technical terms are appropriate for the intended audience, and substantive edits to ensure that all components of the document fit together as a coherent whole, that the order of presentation is logical, and that all necessary information is included and that all unnecessary information is deleted.
Minimum Security Clearance: to be determined by Task Order
Minimum Requirements:
Level I, 2-4 years’ experience, High School Diploma
Level II, 4-6 years’ experience, Bachelors Degree
DATABASE PROGRAMMER
Builds, maintains, or converts databases in accordance with government standards and security compliance requirements. Performs work on all phases of database migration and web interface development, including requirement analysis, data migration, web development, database-to-web interface integration, testing, documentation, and implementation.

Minimum Security Clearance: Secret
Minimum Requirements: 6-8 years of related experience, Bachelors Degree

RESOURCE SPECIALIST
Serves as a MAJCOM or installation level technical advisor/consultant with responsibility for providing support to customers in areas such as security, information management, communications, manpower management, and strategic planning. Performs organizational reviews and analyses and conducts comprehensive analyses of organizations, functions, programs, systems, and work processes. Able to research and determine appropriate actions or interpret issues that impact organization functions. Recommends, interprets, and applies higher headquarters’ guidance. Applies principles and concepts to resolve organizational problems and issues, serves as special advisor on policy and procedural matters to ensure compliance with pertinent directives and public law, and provides advice and assistance to functional management officials regarding functions to meet current and long-range program goals and objectives.

Minimum Security Clearance: Secret
Minimum Requirements:
Level I, 1-4 years’ experience, Associates Degree
Level II, 4-6 years’ experience, Associates Degree
Level III, 8+ years’ experience, Bachelors Degree

PROGRAM ANALYST
Performs a broad range of complex qualitative and quantitative analyses of programs, policies, and issues. Designs tests and evaluation strategies, data analysis techniques, and methods to assess the operational implications of statistics generated from the data gathered. Plans for implementing exercise scenarios and evaluates their effectiveness as evaluation tools in support of organization mission and operational plans. Able to undertake studies that are complex and whose boundaries are often broad and difficult to determine. Interprets and implements policies and procedures to facilitate the identification and determination of alternative ways to achieve the best mix of facilities, projects, forces, equipment, and/or support attainable within fiscal constraints. Recommends policies for planning and serves as a consultant to subordinate or other team organizations and agencies in assigned area of responsibility. Prepares and presents briefings of conclusions.

Minimum Security Clearance: Secret
Minimum Requirements:
Level I, 1-4 years’ experience, Associates Degree
Level II, 4-6 years’ experience, Associates Degree
Level III, 8+ years’ experience, Bachelors Degree

GEOGRAPHIC INFO SYSTEMS
Serves as Geospatial Information Integration Specialist responsible for overall coordination and program development of high quality, cost effective Computer Aided Drafting and Design (CADD)/GIS tools, systems applications, and programs. Plans, develops, updates, and implements GIS plans and programs to manage resources.

Develops, recommends, interprets, and provides guidance and procedures to solve unique and complex problems. Initiates, conducts, coordinates, monitors, and participates in technical studies to determine the feasibility and capability of the GIS technology to support current/new missions and long-range plans and programs. May be required to participate, organize, and coordinate steering groups to exchange techniques and tools available for solving related technical problems.

Minimum Security Clearance: to be determined by Task Order
Minimum Requirements:
Level I, 2-4 years’ experience, Associates Degree
Level II, 4-8 years’ experience, Bachelors Degree, GIS Certified
Level III, 10+ years’ experience, Masters Degree, GIS Certified
SUPPORT SERVICES

TRAINING OFFICER
Functions as a support element, develops training plans, and assists in the coordination of quarterly and annual training requirements for force protection, security, and compliance. May be required to support other senior training staff or other offices. Develops an annual training plan based upon the Agency Mission Essential Task List (AMETL). Assists in obtaining slots in scheduled training, capable of managing training documentation through the Learning Management System (LMS), and oversees the conduct of readiness and mandatory training for military, civilians, and contractors. Develops and administers Training Plans and provides support consistent with the duties described above. May be required to organize large-scale conferences or create and operate databases to plan, schedule, and track training requirements. Possesses excellent communication skills and the ability to develop and present briefings.

Minimum Security Clearance: to be determined by Task Order
Minimum Requirements: 8+ years’ experience, Bachelors Degree
COUNTERINTELLIGENCE

COUNTERINTELLIGENCE ANALYST
Applies knowledge and mastery of CI concepts, principles, and practices to plan and conduct a full range of CI analysis support to operations, investigations, studies, and CI services in support of national security. Employs state-of-the-art technologies, analytical tools, and communications processes to drive activities from beginning to completion. Develops analytical processes and methods to support counterespionage investigations, analyses, and production. Monitors results to ensure that they are achieved within the appropriate directives, regulations, policies, and procedures. Conducts liaison activities with senior-level members, the staff of the supported agency, and leadership throughout the CI and law enforcement communities.

Minimum Security Clearance: Top Secret/SCI
Minimum Requirements:
Graduate of military and government-approved intelligence or counterintelligence school
Level I, 3-5 years of related experience, Associates Degree
Level II, 6-8 years of related experience, Bachelors Degree
Level III, 10+ years of related experience, Bachelors Degree

COUNTERINTELLIGENCE SPECIALIST
This specialist is a highly qualified counterintelligence resource who has completed the counterintelligence (CI) course at a Department of Defense Counterintelligence School or Federal Academy. Supports counterespionage, counterintelligence, and counterterrorism efforts. This includes preparing threat, foreign travel, and espionage related briefings and debriefings in support of national security. Conducts analysis and prepares intelligence products that are disseminated internally within the supported agency and/or the intelligence community. Has a working knowledge of foreign intelligence organizations and terrorist groups, their objectives, activities, and their methods of operation. The CI Specialist applies intelligence oversight regulations to all supported activities and performs tasks in accordance with Federal, DoD, and Services directives and regulations. Utilizes methods, concepts, classified and unclassified tools, databases, and portals. Prepares finished reports, studies, summaries, and briefings and presents them to supported organization. Consolidates intelligence data, produces and maintains CI analytical products, files, and databases, and acts as a liaison for timely sharing of information.

Minimum Security Clearance: Top Secret/SCI
Minimum Requirements:
Level I, 3-5 years of related experience, Associates Degree
Level II, 6-8 years of related experience, Bachelors Degree
Level III, 15+ years of related experience, Masters Degree

RESEARCH TECHNOLOGY PROTECTION SPECIALIST
The Research Technology Protection (RTP) Specialist is an experienced counterintelligence professional who provides counterintelligence support to Research, Development, Test, and Evaluation (RDT&E) programs and activities. Coordinates identification of Critical Program Information (CPI) with Program Managers (PMs). Prepares Program Protection Plans (PPP). Provides Training on Safeguarding CPI. Provides CI Assessments on the threat to CPI. Provides CI support to RDT&E activities. Conducts interviews and presents briefings. Provides intelligence and threat analysis of information to supported organization, the intelligence community, and/or national security.

Minimum Security Clearance: Top Secret/SCI Minimum
Requirements: 6-8 years of related experience, Bachelors Degree

COLLECTION MANAGER
Serves as a specialized skills officer providing direct support to requirements and collection efforts. Provides direct support to a client in driving complex worldwide operations to develop actionable intelligence against the highest priority threats to US national security, which are increasingly transnational in origin. Identifies, analyzes, and facilitates countermeasures to organizations, persons, and networks posing threats. Develops a substantive expertise in the client’s functional missions, including terrorism, proliferation, narcotics, and counterintelligence and regional expertise. Develops listings of priority intelligence requirements. Develops or updates evaluation program for intelligence and counterintelligence production. Assesses responsiveness to Collection Management Programs. Demonstrates effective communication skills in coordination and development of intelligence/counterintelligence requirements. Articulates intelligence/counterintelligence requirements within the Intelligence Community.

Minimum Security Clearance: Top Secret/SCI
Minimum Requirements: 3 years of experience in the intelligence community, Bachelors Degree
TECHNICAL SECURITY

CYBER SECURITY TECHNICIAN
Performs cyber security (monitor, audit, analyze) Enterprise information systems for events to include, but are not limited to: unauthorized access, insider threat, hacking or penetration attempts from known threats, identifying presence of unauthorized software or malicious code on both classified and unclassified networks, such as Active Directory, firewalls, intrusion detection systems, log files, and remote access servers. Individual has the skills and experience to take necessary actions to proactively address issues and guide support personnel to preclude system failures or disruptions; identifies vulnerable computers that may be used in exploitation, data infiltration, and data compromise. Ability to communicate effectively both orally and in writing. Posses experience and skill sets in: Network Intrusion Detection and Computer Forensics and Investigations; has knowledge of inquiries, investigations, operations and insider threats; proficient in oral communication and investigative writing. May have a knowledge or background in counterintelligence or in conducting investigations through law enforcement. Proficient in either or both Microsoft and Linux based Operating Systems in addition to a full command of MS Office applications.

Minimum Security Clearance: Top Secret/SCI

Minimum Requirements:
Level I, 1-3 years’ experience, Associates Degree or graduate of technical school, Certified Security+
Level II, 4-6 years’ experience, Bachelors Degree, Certified MCSE, Security+
Level III, 10+ years’ experience, Masters Degree, Certified MCSE, Security+, CISSP

TECHNICAL SECURITY COUNTERMEASURES (TSCM) TECHNICIAN
Performs full scope TSCM Investigations and Limited Technical Investigations and provides Technical Threat Briefings, analytical reports and products to personnel. Maintains metrics of TSCM Activities for reporting to senior management. Constructs and writes clear, concise, accurate and detailed reports in English. Must be able to lift and carry cases not exceeding 60 pounds without aid, and conduct any or all of these duties atop buildings, aerial platforms, or slanted rooftops; performs duties in a variety of extreme situations, including temperature, humidity, dirt, dust, mold, algae, contaminated water, insects, arthropods, fish, mammals, and other natural and manmade hazards, while wearing appropriate safety equipment.

Minimum Security Clearance: Top Secret

Minimum Requirements:
Level I, 1-3 years’ experience, Associates Degree or graduate of technical school
Level II, 4-6 years’ experience, Bachelors Degree, graduate of government-approved TSCM school
Level III, 10+ years’ experience, Masters Degree, graduate of government-approved TSCM school

DATA ANALYST
Prepares data for import into databases and conducts analysis as required. Provides limited database and maintenance support, conducts quick response research and studies, as well as other technical and administrative services. Additional functions include: analyzes and defines data requirements and specifications for the collection of specified data; performs frequent back-ups of databases to preserve an archive of assessment data. Implements database recovery actions as required; installs, configures, and maintains database management systems software on division laptops with the assistant of the systems administrators; develops and administers data standards, policies, and procedures; develops and implements data mining and data warehousing programs to develop trends and analysis reports as required; evaluates and provides recommendations on new database technologies and architectures. Ensures the rigorous application of information security/information assurance policies, principles, and practices in the delivery of data management services. Provides training to personnel and others on the installation and use of database software and analytical processes. Coordinates database modifications with organization information center.

Minimum Security Clearance: Secret

Minimum Requirements: 6+ years of experience, Bachelors Degree, Certified in customer database software
TECHNICAL SECURITY

POLYGRAPH SPECIALIST
Interrogates individuals and interprets, diagnoses, and evaluates individuals’ emotional responses and reactions to questions posed. Attaches apparatus to individual's skin to measure and record changes in respiration, blood pressure, and perspiration. Prepares reports and keeps records of examinations. Assists with investigations and the gathering of information for use in a polygraph exam. Teaches classes on interrogation techniques, methods, and uses of the polygraph in support of national security programs.

**Minimum Security Clearance:** Top Secret/SCI
**Minimum Requirements:** Knowledge of human behavior and performance, mental processes, and psychological research methods 6-8 years of related experience, Masters Degree

BEHAVIORAL SCIENCES SPECIALIST
Behavioral Sciences Specialist Conducts research and analysis in individual and organizational behaviors. Plans and conducts surveys, data collection and data analysis. Writes technical reports and findings. Feeds reports to supported organization to assist in reorganizing or restructuring missions, work processes, operations, or methods of operation. Assists in planning and executing organizational behavior and organizational development tasks including redesigning work flow, systems, or processes.

**Minimum Security Clearance:** Top Secret/SCI
**Minimum Requirements:** Knowledge of human behavior and performance, mental processes, and psychological research methods 6-8 years of related experience, Bachelors Degree

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SECURITY

FORCE PROTECTION SPECIALIST
An expert in assessing the physical threats faced by any organization, agency or installation. May have skills in terrorist attack and infiltration techniques, industrial or political espionage tools and techniques and criminal methodologies. Has the skills and experience to evaluate the gaps in security using applicable guides, policies, and regulations in any organization and the ability to provide written reports on what said gaps are and required actions necessary for mitigation. Has proven experience of success in the field of deterring or mitigating risks, possess proven experience in developing security, anti-terrorism, and force protection policies, plans, and procedures. Able to coordinate, de-conflict, and integrate various force protection staff initiatives, policies, and activities within the organization; has the skills and experience to review organization practices and activities to ensure compliance with directives and integration with other security and related programs; provides recommendations, briefings, updates, and staff studies across a broad range of security specialties. Able to organize and manage working groups and various levels of response exercises.
Minimum Security Clearance: Secret
Minimum Requirements:
Level I, 3-5 years’ experience, Associates Degree
Level II, 6-8 years’ experience, Bachelors Degree
Level III, 10+ years’ experience, Masters Degree

FORGE PROTECTION INFRASTRUCTURE ENGINEER
Serves as a member of a Force Protection Vulnerability Assessment Team. Provides expertise in the inspection and evaluation of the civil engineering infrastructure of a military installation, including evaluation of complex and sophisticated systems and structures. Conducts independent technical inspections of electrical, plumbing, heating/cooling/ventilation, and mechanical systems and elements found in existing structures and in new or modification construction projects on military installations worldwide.
Minimum Security Clearance: Secret
Minimum Requirements: 10+ years’ experience, Bachelors Degree, Certified Licensed Engineer

FORCE PROTECTION STRUCTURAL ENGINEER
Serves as member of a Force Protection Vulnerability Assessment Team. Provides expertise in the evaluation of structural dynamics on base-wide structures located on military installations worldwide. Assesses military construction to ensure antiterrorism measures are included in the design. Model blast using a multitude of software including, but not limited to: Vulnerability Assessment Protection Options (VAPO), Blast Effects Estimator Model (BEEM), BlastFx, and WINDAS. Possesses good communication and written skills, and able to use computer software tools. All specialists shall be familiar with DoD Antiterrorism/Force Protection guidelines and operations.
Minimum Requirements: 10+ years’ experience, Bachelors Degree, Certified Licensed Engineer

CBRNE SPECIALIST
Assists in the development and execution of CBRNE Plans (OPORDs, FRAGOs, Policy). Drafts CBRNE program plans and strategies including appropriate annexes, supplements, and checklists. Develops CBRNE plans/annexes templates for subordinate commands. Coordinates staffing of CBRNE plans and tracks changes. Provides Protection-related assistance to subordinate commands. Provides CBRNE presentations, assists in plan and policy development, and improves users’ knowledge of the CBRNE program. Assists commands in identifying Toxic Industry Chemicals (TICs) and Toxic Industry Materials (TIMs) and develops mitigation measures. Incorporates CBRNE requirements into the higher headquarters’ Vulnerability Assessments and Program Reviews. Ensures CBRNE requirements/benchmarks are incorporated in the checklist that is used to conduct the higher headquarters’ Vulnerability Assessments and Program Reviews. Conducts staff assistance visits to assist commands in developing CBRNE implementation guidance. Participates in Program Reviews as an Emergency Management SME. Provides CBRNE Risk Mitigation Assessments for special events. Develops and tracks CBRNE exercises and training programs. Incorporates CBRNE exercises that suit the organization’s operational capabilities, into the overall Antiterrorism exercise program.
Minimum Requirements: 10+ years’ experience, Bachelors Degree
SECURITY

READINESS & EMERGENCY MANAGEMENT SPECIALIST
MAJCOM and Installation level readiness and emergency management specialist, resolves problems/issues concerning the emergency management (EM) and/or readiness programs which may include Prime Base Engineer Emergency Force (BEEF), Chemical, Biological, Radiological, and Nuclear (CBRN), and/or contingency programs. Provides guidance regarding EM and/or readiness programs, including issues pertaining to planning, organizing, training, and equipping; oversees contingency operations; implements EM and/or readiness policy, published guidance, and instructions. Develops and coordinates plans for response to weapons of mass destruction attacks, natural disasters, major accident response, and other emergencies or contingencies. Coordinates with DoD, Federal, and other state and civilian response agencies associated with the National Response Plan.
Minimum Security Clearance: Secret
Minimum Requirements:
Level I, 1-3 years’ experience, Associates Degree
Level II, 6-8 years’ experience, Bachelors Degree
Level III, 10+ years’ experience, Masters Degree

SUBJECT MATTER EXPERT
Technical expert in functional areas that include, but are not limited to, law enforcement, education and training, chemical, biological, radiological, nuclear and explosive events, anti-terrorism force protection, personnel management and human resources, intelligence and information sharing, planning, coordinating, and integrating all aspects of homeland defense, logistic support, command, control, communications and computers, force structure and resource management, law and legal affairs, legislative liaison, public affairs, military science and management. Progressively advances senior level management and high level organizational experience and support obtained through progressive education and prolonged courses of specialized intellectual instruction. Extensive experience in organizational policy, business process reengineering, redesign and implementation of government and private sector operations, creation and support of policy analysis efforts, and ability to conduct complicated technical research, economic model development and strategic planning. Ability to interact, consult with, and provide advice to high-level government officials and senior managers is essential.
Minimum Security Clearance: Secret
Minimum Requirements:
Level I, 8+ years’ experience, Bachelors Degree
Level II, 10+ years’ experience, Bachelors Degree
Level III, 20+ years’ experience, Masters Degree

SECURITY SPECIALIST
Provides expertise in the following fields: anti-terrorism/force protection, operational planning and programming, and information protection. Possesses the knowledge, skills, and abilities that enable a fully successful accomplishment of the tasks required. Possesses knowledge of security concepts, principles, and practices necessary to review, analyze, and resolve complex issues; skills in planning, developing, implementing, and evaluating security programs to meet mission requirements and improve the overall security program; the ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
Minimum Security Clearance: Secret
Minimum Requirements:
Level I, 1-3 years experience, High School Diploma
Level II, 4-6 years experience, Associates Degree
Level III, 8-10 years experience, Bachelors Degree
SECURITY ADMINISTRATOR
Performs security administration functions related to office and personnel management duties within a secure operating facility. Duties include classified document control, publication distribution, classification management and processing, receiving correspondence, distributing mail and action memorandums; developing and managing a suspense system, establishing a Record Management plan. May be required to request background investigation on applicants for employment. Reviews documents for completeness, correctness, and accuracy, returns documents to originator for additional information, contacts originator for clarification of information submitted, requests additional documents as needed, and submits appropriate request factors. Establishes the levels of investigation required and schedules investigations with the agency. Experience in eQIP, JPAS, JCAVS; submits and receives Visitor Access Requests (VARS); performs preliminary review of completed reinvestigation documents submitted by employees; makes complete and correct security determinations within the realm of assigned responsibility. Possesses a working knowledge of the US Government Security Program, with special emphasis on the understanding of various phases of a security program (e.g., classified document/downgrading procedures, personnel clearance regulations, industrial security, physical security and special access programs). May be required to process ID cards and badges. Ability to maintain and upgrade security database and other data forms and files as related to security.

Minimum Security Clearance: Secret
Minimum Requirements:
Level I, 2-4 years, High School Diploma
Level II, 4-6 years, Associates Degree
Level III, 6-8 years, Bachelors Degree

EDUCATION/EXPERIENCE SUBSTITUTION TABLE

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<thead>
<tr>
<th>Degree</th>
<th>Degree &amp; Experience Substitution</th>
<th>Related Experience Substitution</th>
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<tbody>
<tr>
<td>Associates</td>
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<td>Bachelors</td>
<td>Associates + 2 Years</td>
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