

ManTech

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

Authorized Multiple Award Schedule 899 ENVIRONMENTAL SERVICES Schedule Pricelist

**Contract Number
GS-10F-0054R**

Contract Period of Performance
October 29, 2004 through October 28, 2009

Pricelist current through PO-0001, dated March 20, 2008

FSC Group 899
FSC Class F999

ManTech SRS Technologies, Inc.

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Large Business

<http://www.mantech.com/>

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

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SECTION I - SPECIAL ITEM NUMBERS (SIN)**SIN 899-1 ENVIRONMENTAL PLANNING SERVICES AND DOCUMENTATION**

- Environmental Impact Statements (EIS) and Environmental Assessments (EA) Preparation under the National Environmental Policy Act (NEPA)
- Endangered, Threatened, and Protected Species Monitoring, Analysis and Management
- Biological Assessment Preparation
- Habitat Restoration Planning
- Wetlands Analysis
- Coastal Consistency Determination Preparation under Coastal Zone Management Act
- Integrated Natural Resource Management Plan Preparation and Update
- Natural Resource Planning
- Biodiversity Conservation (Restoration of Native Ecosystems, Revegetation, and Exotic Weed Eradication)
- Environmental Program Management
- Environmental Policy Development
- Economic, Technical, and/or Risk Analysis
- Vulnerability Assessment Preparation
- Identification and Mitigation of Threats
- Acoustic Monitoring and Biological Impact Analysis
- Sonic Boom Prediction and Modeling
- Wildlife Telemetry

SIN 899-1RC ENVIRONMENTAL PLANNING SERVICES AND DOCUMENTATION-RECOVERY PURCHASING**SIN 899-2 ENVIRONMENTAL COMPLIANCE SERVICES**

- Environmental Compliance Audit Execution and Reporting
- Environmental Baseline Surveys (EBS)
- Compliance Management and Contingency Planning (Regulatory Research, Special Topic Studies, Systems and Operational Analyses, and Annual Reporting for Regulatory Requirements)
- Permitting (Air; Water; Tanks; Hazardous Materials; and Hazardous, Industrial and Solid Waste)
- Spill Prevention, Control & Countermeasure Plan Review and Awareness
- Pollution Prevention Surveys
- Environmental Management Systems (EMS)
- Community Right-to-Know Act Reporting (Toxic Release Inventory (TRI) Program; Reporting and Tracking of Extremely Hazardous Substances; and Spill Notification)
- Sustainable Planning, Design and Development (Green Procurement for Recycled Content, Environmentally Preferred and Bio-based Products; Water and Energy Usage Surveys; Energy Efficiency Recommendations; and Assessment of New Technologies)

SIN 899-2RC ENVIRONMENTAL COMPLIANCE SERVICES-RECOVERY PURCHASING**SIN 899-3 ENVIRONMENTAL OCCUPATIONAL TRAINING SERVICE**

- Training on Commercial Off the Shelf (COTS) Software
- Customized Course Development
- Computer Based Training (CBT) Module Development
- Conversion of Existing Courses to Electronic Media

SIN 899-3RC ENVIRONMENTAL OCCUPATIONAL TRAINING SERVICE-RECOVERY PURCHASING**SIN 899-4 WASTE MANAGEMENT SERVICES AND SOFTWARE**

- Hazard and/or Non-Hazard Exposure Assessments
- Waste Characterization and Source Reduction Studies
- Review and Recommendation of Waste Tracking or Handling Systems
- Waste Management Plans and Surveys
- Waste Minimization/Pollution Prevention Initiatives
- Review of Technologies and Processes Impacting Waste Management
- Management and Furnishing of Material Safety Data via CD, Facsimile, or E-Mail
- Hazardous/Non Hazardous Materials Tracking Software
- Establishment of Waste Management and/or Recycling Systems (Reuse Assessments and Inventory Transfer/Disposal in Full Compliance with GSA Property Management Requirements)
- Excess/Surplus Inventory
- Oversight of Hazardous Materials Disposal Operations

SIN 899-4RC WASTE MANAGEMENT SERVICES AND SOFTWARE-RECOVERY PURCHASING**SIN 899-7 GEOGRAPHIC INFORMATION SERVICES (GIS)**

- Mapping and Cartography
- Natural Resource Planning
- Site Selection
- Migration Pattern Analysis
- Pollution Analysis
- Geologic Logs and Topographic Data
- 3D/4D Interactive Visualization Packages
- Data Interpretation
- Global Positioning System (GPS) Data Collection

SIN 899-7RC GEOGRAPHIC INFORMATION SERVICES (GIS)-RECOVERY PURCHASING

SECTION II - CUSTOMER INFORMATION

1a. Scope of Contract

This contract shall only be used for the services listed. Inappropriate use of the contract for other than Environmental Services may subject the contractor/agency to penalties provided by statute and regulation.

Environmental Services	
SIN	Title
899-1/899-1RC	Environmental Planning Services and Documentation
899-2/899-2RC	Environmental Compliance Services
899-3/899-3RC	Environmental Occupational Training Services
899-4/899-4RC	Waste Management Services
899-7/899-7RC	Geographic Information Systems (GIS)

This contract shall only be used for the services listed. Inappropriate use of the contract for other than Environmental Services may subject the contractor/agency to penalties provided by statute and regulation.

1b. Lowest Priced Model Number:

For SIN-3, Environmental Occupational Training Services, see Section V for training module pricing and Section VI for the associated training module descriptions.

1c. Hourly Labor Rates:

See Section III for current period pricing at both Off-Site and ManTech SRS Site locations. Option period pricing will be available upon exercise of option period by GSA. See Section IV for associated labor category descriptions.

2. Maximum Order:

\$5,000,000. Notwithstanding this limit, agencies may place and ManTech SRS may honor orders exceeding this limit in accordance with FAR 8.404. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order. This maximum order value is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days, with written notice stating the contractor's intent not to ship the item (or items) called for and the reason. Upon receiving this notice, the Government may acquire the supplies or services from another source. For purchase card orders exceeding the maximum order value, ManTech SRS will provide written notice within 24 hours after receipt if we intend to decline the order.

3. Minimum Order:

\$100 unless ManTech SRS agrees to accept a smaller order amount. When the Government requires supplies or services by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is ManTech SRS obligated to furnish those

supplies or services under the contract. However, if the Government places such orders, they shall be deemed accepted by ManTech SRS, unless returned to the ordering office within 5 workdays after receipt by ManTech SRS.

4. Geographic Coverage (Delivery Area):

All government locations within the scope of the contract The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and all U.S. Government installations and/or agencies abroad.

5. Points of Production (City, County, and State or Foreign Country):

All items listed herein are domestic end products, from designated countries under the Trade Agreements Act or are U.S. made end products. Services under this Schedule/price list are available at any client location within the geographic scope on a TDY or permanent basis.

6. Discount from List Prices or Statement of Net Price:

Government net prices (discounts already deducted).

7. Quantity Discounts:

ManTech SRS offers a 2% discount on all hourly labor rates for all orders in excess of \$500,000 on SINs 899-1, -2, -4 and -7. ManTech SRS offers the following discounts for training courses: 5% discount for 6 to 10 participants; and 8% discount for 11 to 40 participants.

8. Prompt Payment Terms:

Net 30 days.

9a. Notification that Government Purchase Cards are Accepted Below Micro-Purchase Threshold:

Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.

9b. Notification Whether Government Purchase Cards are Accepted or Not Accepted Above Micro-Purchase Threshold:

Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payment will be shown on the invoice.

10. Foreign Items:

None.

11a. Time of Delivery:

Specified on the Task Order.

11b. Expedited Delivery:

Contact ManTech SRS for inquiry.

11c. Overnight and 2 Day Delivery:

Rates for overnight and 2 day delivery are available upon request.

11d. Urgent Requirements:

Contact ManTech SRS for inquiry.

12. F.O.B. Point:

Destination.

13a. Ordering Address:

ManTech SRS Technologies, Inc.
1800 Quail Street, Suite 101
Newport Beach, CA 92660

13b. Ordering Procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address(es):

ManTech SRS Technologies, Inc.
12015 Lee Jackson Highway
Fairfax, VA 22033

15. Warranty Provision:

Standard Commercial Warranty.

16. Export Packing Charges:

Not Applicable.

17. Terms and Conditions of Government Purchase Card Acceptance:

Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. Contact ManTech SRS for inquiry.

18. Terms and Conditions of Rental, Maintenance, and Repair:

Not Applicable.

19. Terms and Conditions of Installation:

Not Applicable.

20. Terms and Conditions of Repair Parts:

Not Applicable.

20a. Terms and Conditions for Any Other Services:

Not Applicable.

21. List of Service and Distribution Points:

Not Applicable.

22. List of Participating Dealers:

Not Applicable.

23. Preventive Maintenance:

Not Applicable.

24a. Environmental Attributes:

ManTech SRS Technologies, Inc. recycles paper, plastic, aluminum and glass. We have no facilities or pollutants other than polyimide, which is carefully controlled within EPA guidance.

24b. Section 508 compliance:

For information on section 508 compliance, contact ManTech SRS. EIT standards can be found at: www.Section508.gov/.

25. DUNS/TIN Numbers:

- a. Data Universal Number System (DUNS) number: 06-618-3039
- b. Taxpayer Identification Number: 952668010

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:

ManTech SRS is registered in the CCR under Duns Number, 06-618-3039 and CAGE Code, 4L958.

27. Types of Orders.

Both firm fixed-price and time and materials task orders are acceptable under this contract.

28. Security Requirements.

In the event security requirements are necessary, the ordering activities may incorporate in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

29. Contract Administration for Ordering Offices.

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.).

30. Purchase of Incidental, Non-Schedule Items.

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and the price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

31. Subcontractors.

Subcontractors are to be included on task orders under the schedule price list labor categories and rates when possible. Upon the approval of the ordering agency, subcontractors may be included as off-schedule costs if their services are not suitable under the contract labor categories as listed herein.

32. Travel & Other Direct Costs (ODC)

For travel and ODC's costs, ManTech SRS will follow the Federal Travel Regulations or Joint Travel Regulations, as applicable. As documented within ManTech's disclosure statement for each Business Unit, ManTech SRS will apply applicable indirect rates to travel and/or ODC costs per our disclosure statements.

33. Differentials/Allowances

The rates included herein do not include Cost of Living Allowances or Site Differentials, nor do they include Housing or Relocation Costs. These costs, to include overtime pay and shift differentials shall be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. These costs shall also be negotiated separately on a case-by case- basis with the ordering agencies.

34. Overtime

ManTech SRS observes all overtime pay requirements of the Fair Labor Standards Act of 1938, as amended. Thus all employees who are subject to the law's wage and hour provisions (that is "non-exempt" employees, such as administrative personnel and certain technicians) will receive compensation for approved overtime in accordance with those provisions. In states that have established other overtime standards, applicable legal requirements will be observed.

35. Defense Priorities and Allocations System Requirements

For task orders issued under this schedule, ManTech SRS recognizes the Defense Priorities and Allocations System Requirements regulation, reference DFAR 252.211-15.

36. Liability for Injury or Damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

37. Industrial Funding Fee.

The Industrial Funding Fee is included in the labor rates and the products awarded under this Schedule. The IFF does not apply to off-schedule items such as travel, materials, and other direct costs.

SECTION III - LABOR RATES

GSA-899 Environmental Services Hourly Labor Rates

Basic Contract - Year 1 (29 Oct 2004 – 28 Oct 2005) (Government Discount, 2%, for Orders Above \$500K)			
No.	Labor Category	Off-Site	ManTech SRS Site
1	Sr. Env General Manager (GM) II	\$152.78	\$206.99
2	Sr. Env General Manager (GM) I	\$143.70	\$194.69
3	Sr. Env Tech Director II	\$124.20	\$168.27
4	Sr. Env Tech Director I	\$110.00	\$149.03
5	Env Program Director II	\$103.84	\$140.68
6	Env Program Director I	\$97.29	\$131.76
7	Env Program Mgr II	\$88.69	\$120.16
8	Env Program Mgr I	\$80.62	\$109.22
9	Env Assistant Program Mgr	\$77.55	\$105.07
10	Env Project Leader II	\$75.34	\$102.08
11	Env Project Leader I	\$72.08	\$97.66
12	Sr. Env Regulatory Specialist	\$100.59	\$136.28
13	Env Subject Matter Expert II	\$91.66	\$124.19
14	Env Subject Matter Expert I	\$87.04	\$117.92
15	Sr. Env Subject Matter Specialist	\$81.43	\$110.32
16	Env Subject Matter Specialist II	\$75.78	\$102.67
17	Env Subject Matter Specialist I	\$69.93	\$94.75
18	Sr. Env Engineering Specialist	\$94.65	\$128.24
19	Env Engineering Specialist II	\$83.15	\$112.66
20	Env Engineering Specialist I	\$79.71	\$107.99
21	Sr. Env Engineer	\$72.81	\$98.65
22	Env Engineer III	\$63.25	\$85.69
23	Env Engineer II	\$52.33	\$70.89
24	Env Engineer I	\$45.83	\$62.09
25	Assoc Env Engineer I	\$39.41	\$53.40
26	Co-Op Env Engineer	\$29.53	\$40.01
27	Sr. Env Scientist	\$68.27	\$92.49
28	Principal Scientist II	\$62.65	\$84.88
29	Principal Scientist I	\$57.88	\$78.42
30	Env Scientist III	\$52.70	\$71.39
31	Env Scientist II	\$44.83	\$60.47
32	Env Scientist I	\$35.87	\$48.59
33	Assoc Env Scientist	\$29.89	\$40.50
34	Co-Op Env Scientist	\$19.93	\$27.00
35	Sr. GIS Specialist	\$90.29	\$122.32
36	GIS Specialist	\$76.02	\$102.99
37	Env Information Specialist	\$65.60	\$88.87
38	Computer Scientist/Programmer	\$71.14	\$96.38
39	Computer Network/Systems Analyst	\$48.12	\$65.20
40	Technical Editor	\$39.85	\$53.99
41	Graphic Artist	\$43.55	\$59.01
42	Sr. Env Technician	\$60.86	\$82.46
43	Env Technician II	\$49.82	\$67.49
44	Env Technician I	\$40.24	\$54.51
45	Assoc Env Technician	\$29.89	\$40.50
46	Co-Op Env Technician	\$19.93	\$27.00
47	Certified Industrial Hygienist (CIP)	\$57.48	\$77.88
48	Industrial Hygienist	\$40.24	\$54.52
49	Env Technical Assistant II	\$42.33	\$57.36
50	Env Technical Assistant I	\$36.86	\$49.94
51	Env Training Manager	\$75.78	\$104.10
52	Env Principal Instructor	\$42.28	\$57.29
53	Office Administrator	\$43.12	\$58.42
54	Sr. Office Assistant	\$31.96	\$43.30
55	Office Assistant	\$21.92	\$29.70

GSA-899 Environmental Services Hourly Labor Rates

Basic Contract - Year 2 (29 Oct 2005 – 28 Oct 2006) (Government Discount, 2%, for Orders Above \$500K)			
No.	Labor Category	Off-Site	ManTech SRS Site
1	Sr. Env General Manager (GM) II	\$157.36	\$213.20
2	Sr. Env General Manager (GM) I	\$148.01	\$200.53
3	Sr. Env Tech Director II	\$127.93	\$173.32
4	Sr. Env Tech Director I	\$113.30	\$153.50
5	Env Program Director II	\$106.96	\$144.90
6	Env Program Director I	\$100.21	\$135.71
7	Env Program Mgr II	\$91.35	\$123.76
8	Env Program Mgr I	\$83.04	\$112.50
9	Env Assistant Program Mgr	\$79.88	\$108.22
10	Env Project Leader II	\$77.60	\$105.14
11	Env Project Leader I	\$74.24	\$100.59
12	Sr. Env Regulatory Specialist	\$103.61	\$140.37
13	Env Subject Matter Expert II	\$94.41	\$127.92
14	Env Subject Matter Expert I	\$89.65	\$121.46
15	Sr. Env Subject Matter Specialist	\$83.87	\$113.63
16	Env Subject Matter Specialist II	\$78.05	\$105.75
17	Env Subject Matter Specialist I	\$72.03	\$97.59
18	Sr. Env Engineering Specialist	\$97.49	\$132.09
19	Env Engineering Specialist II	\$85.64	\$116.04
20	Env Engineering Specialist I	\$82.10	\$111.23
21	Sr. Env Engineer	\$74.99	\$101.61
22	Env Engineer III	\$65.15	\$88.26
23	Env Engineer II	\$53.90	\$73.02
24	Env Engineer I	\$47.20	\$63.95
25	Assoc Env Engineer I	\$40.59	\$55.00
26	Co-Op Env Engineer	\$30.42	\$41.21
27	Sr. Env Scientist	\$70.32	\$95.26
28	Principal Scientist II	\$64.53	\$87.43
29	Principal Scientist I	\$59.62	\$80.77
30	Env Scientist III	\$54.28	\$73.53
31	Env Scientist II	\$46.17	\$62.28
32	Env Scientist I	\$36.95	\$50.05
33	Assoc Env Scientist	\$30.79	\$41.72
34	Co-Op Env Scientist	\$20.53	\$27.81
35	Sr. GIS Specialist	\$93.00	\$125.99
36	GIS Specialist	\$78.30	\$106.08
37	Env Information Specialist	\$67.57	\$91.54
38	Computer Scientist/Programmer	\$73.27	\$99.27
39	Computer Network/Systems Analyst	\$49.56	\$67.16
40	Technical Editor	\$41.05	\$55.61
41	Graphic Artist	\$44.86	\$60.78
42	Sr. Env Technician	\$62.69	\$84.93
43	Env Technician II	\$51.31	\$69.51
44	Env Technician I	\$41.45	\$56.15
45	Assoc Env Technician	\$30.79	\$41.72
46	Co-Op Env Technician	\$20.53	\$27.81
47	Certified Industrial Hygienist (CIP)	\$59.20	\$80.22
48	Industrial Hygienist	\$41.45	\$56.16
49	Env Technical Assistant II	\$43.60	\$59.08
50	Env Technical Assistant I	\$37.97	\$51.44
51	Env Training Manager	\$78.05	\$107.22
52	Env Principal Instructor	\$43.55	\$59.01
53	Office Administrator	\$44.41	\$60.17
54	Sr. Office Assistant	\$32.92	\$44.60
55	Office Assistant	\$22.58	\$30.59

GSA-899 Environmental Services Hourly Labor Rates

Basic Contract - Year 3 (29 Oct 2006 – 28 Oct 2007) (Government Discount, 2%, for Orders Above \$500K)			
No.	Labor Category	Off-Site	ManTech SRS Site
1	Sr. Env General Manager (GM) II	\$162.08	\$219.60
2	Sr. Env General Manager (GM) I	\$152.45	\$206.55
3	Sr. Env Tech Director II	\$131.76	\$178.52
4	Sr. Env Tech Director I	\$116.70	\$158.11
5	Env Program Director II	\$110.16	\$149.25
6	Env Program Director I	\$103.21	\$139.78
7	Env Program Mgr II	\$94.09	\$127.48
8	Env Program Mgr I	\$85.53	\$115.87
9	Env Assistant Program Mgr	\$82.27	\$111.47
10	Env Project Leader II	\$79.93	\$108.30
11	Env Project Leader I	\$76.47	\$103.61
12	Sr. Env Regulatory Specialist	\$106.72	\$144.58
13	Env Subject Matter Expert II	\$97.24	\$131.75
14	Env Subject Matter Expert I	\$92.34	\$125.10
15	Sr. Env Subject Matter Specialist	\$86.39	\$117.04
16	Env Subject Matter Specialist II	\$80.40	\$108.92
17	Env Subject Matter Specialist I	\$74.19	\$100.52
18	Sr. Env Engineering Specialist	\$100.41	\$136.05
19	Env Engineering Specialist II	\$88.21	\$119.52
20	Env Engineering Specialist I	\$84.56	\$114.57
21	Sr. Env Engineer	\$77.24	\$104.66
22	Env Engineer III	\$67.10	\$90.91
23	Env Engineer II	\$55.52	\$75.21
24	Env Engineer I	\$48.62	\$65.87
25	Assoc Env Engineer I	\$41.81	\$56.65
26	Co-Op Env Engineer	\$31.33	\$42.45
27	Sr. Env Scientist	\$72.43	\$98.12
28	Principal Scientist II	\$66.47	\$90.05
29	Principal Scientist I	\$61.40	\$83.20
30	Env Scientist III	\$55.91	\$75.74
31	Env Scientist II	\$47.56	\$64.15
32	Env Scientist I	\$38.05	\$51.55
33	Assoc Env Scientist	\$31.71	\$42.97
34	Co-Op Env Scientist	\$21.14	\$28.64
35	Sr. GIS Specialist	\$95.79	\$129.77
36	GIS Specialist	\$80.65	\$109.26
37	Env Information Specialist	\$69.60	\$94.28
38	Computer Scientist/Programmer	\$75.47	\$102.25
39	Computer Network/Systems Analyst	\$51.05	\$69.17
40	Technical Editor	\$42.28	\$57.28
41	Graphic Artist	\$46.20	\$62.60
42	Sr. Env Technician	\$64.57	\$87.48
43	Env Technician II	\$52.85	\$71.60
44	Env Technician I	\$42.69	\$57.83
45	Assoc Env Technician	\$31.71	\$42.97
46	Co-Op Env Technician	\$21.14	\$28.64
47	Certified Industrial Hygienist (CIP)	\$60.98	\$82.62
48	Industrial Hygienist	\$42.69	\$57.84
49	Env Technical Assistant II	\$44.91	\$60.85
50	Env Technical Assistant I	\$39.10	\$52.98
51	Env Training Manager	\$80.40	\$110.44
52	Env Principal Instructor	\$44.85	\$60.78
53	Office Administrator	\$45.75	\$61.98
54	Sr. Office Assistant	\$33.91	\$45.94
55	Office Assistant	\$23.25	\$31.51

GSA-899 Environmental Services Hourly Labor Rates

Basic Contract - Year 4 (29 Oct 2007 – 28 Oct 2008) (Government Discount, 2%, for Orders Above \$500K)			
No.	Labor Category	Off-Site	ManTech SRS Site
1	Sr. Env General Manager (GM) II	\$166.95	\$226.18
2	Sr. Env General Manager (GM) I	\$157.02	\$212.74
3	Sr. Env Tech Director II	\$135.72	\$183.87
4	Sr. Env Tech Director I	\$120.20	\$162.85
5	Env Program Director II	\$113.47	\$153.72
6	Env Program Director I	\$106.31	\$143.98
7	Env Program Mgr II	\$96.91	\$131.30
8	Env Program Mgr I	\$88.10	\$119.35
9	Env Assistant Program Mgr	\$84.74	\$114.81
10	Env Project Leader II	\$82.33	\$111.55
11	Env Project Leader I	\$78.76	\$106.72
12	Sr. Env Regulatory Specialist	\$109.92	\$148.92
13	Env Subject Matter Expert II	\$100.16	\$135.71
14	Env Subject Matter Expert I	\$95.11	\$128.85
15	Sr. Env Subject Matter Specialist	\$88.98	\$120.55
16	Env Subject Matter Specialist II	\$82.81	\$112.19
17	Env Subject Matter Specialist I	\$76.41	\$103.54
18	Sr. Env Engineering Specialist	\$103.43	\$140.13
19	Env Engineering Specialist II	\$90.86	\$123.11
20	Env Engineering Specialist I	\$87.10	\$118.00
21	Sr. Env Engineer	\$79.56	\$107.80
22	Env Engineer III	\$69.11	\$93.64
23	Env Engineer II	\$57.18	\$77.46
24	Env Engineer I	\$50.08	\$67.85
25	Assoc Env Engineer I	\$43.06	\$58.35
26	Co-Op Env Engineer	\$32.27	\$43.72
27	Sr. Env Scientist	\$74.60	\$101.07
28	Principal Scientist II	\$68.46	\$92.75
29	Principal Scientist I	\$63.25	\$85.69
30	Env Scientist III	\$57.59	\$78.01
31	Env Scientist II	\$48.99	\$66.08
32	Env Scientist I	\$39.20	\$53.10
33	Assoc Env Scientist	\$32.66	\$44.26
34	Co-Op Env Scientist	\$21.78	\$29.50
35	Sr. GIS Specialist	\$98.66	\$133.66
36	GIS Specialist	\$83.07	\$112.54
37	Env Information Specialist	\$71.68	\$97.11
38	Computer Scientist/Programmer	\$77.74	\$105.32
39	Computer Network/Systems Analyst	\$52.58	\$71.25
40	Technical Editor	\$43.55	\$59.00
41	Graphic Artist	\$47.59	\$64.48
42	Sr. Env Technician	\$66.50	\$90.11
43	Env Technician II	\$54.44	\$73.75
44	Env Technician I	\$43.97	\$59.56
45	Assoc Env Technician	\$32.66	\$44.26
46	Co-Op Env Technician	\$21.78	\$29.50
47	Certified Industrial Hygienist (CIP)	\$62.81	\$85.10
48	Industrial Hygienist	\$43.97	\$59.58
49	Env Technical Assistant II	\$46.26	\$62.68
50	Env Technical Assistant I	\$40.28	\$54.57
51	Env Training Manager	\$82.81	\$113.75
52	Env Principal Instructor	\$46.20	\$62.60
53	Office Administrator	\$47.12	\$63.84
54	Sr. Office Assistant	\$34.92	\$47.32
55	Office Assistant	\$23.95	\$32.45

GSA-899 Environmental Services Hourly Labor Rates

Basic Contract - Year 5 (29 Oct 2008 – 28 Oct 2009) (Government Discount, 2%, for Orders Above \$500K)			
No.	Labor Category	Off-Site	ManTech SRS Site
1	Sr. Env General Manager (GM) II	\$171.96	\$232.97
2	Sr. Env General Manager (GM) I	\$161.74	\$219.13
3	Sr. Env Tech Director II	\$139.79	\$189.39
4	Sr. Env Tech Director I	\$123.81	\$167.73
5	Env Program Director II	\$116.87	\$158.34
6	Env Program Director I	\$109.50	\$148.30
7	Env Program Mgr II	\$99.82	\$135.24
8	Env Program Mgr I	\$90.74	\$122.93
9	Env Assistant Program Mgr	\$87.28	\$118.26
10	Env Project Leader II	\$84.80	\$114.89
11	Env Project Leader I	\$81.13	\$109.92
12	Sr. Env Regulatory Specialist	\$113.21	\$153.38
13	Env Subject Matter Expert II	\$103.16	\$139.78
14	Env Subject Matter Expert I	\$97.96	\$132.72
15	Sr. Env Subject Matter Specialist	\$91.65	\$124.17
16	Env Subject Matter Specialist II	\$85.29	\$115.56
17	Env Subject Matter Specialist I	\$78.71	\$106.64
18	Sr. Env Engineering Specialist	\$106.53	\$144.34
19	Env Engineering Specialist II	\$93.59	\$126.80
20	Env Engineering Specialist I	\$89.71	\$121.54
21	Sr. Env Engineer	\$81.95	\$111.03
22	Env Engineer III	\$71.19	\$96.44
23	Env Engineer II	\$58.90	\$79.79
24	Env Engineer I	\$51.58	\$69.88
25	Assoc Env Engineer I	\$44.36	\$60.10
26	Co-Op Env Engineer	\$33.24	\$45.03
27	Sr. Env Scientist	\$76.84	\$104.10
28	Principal Scientist II	\$70.51	\$95.53
29	Principal Scientist I	\$65.14	\$88.26
30	Env Scientist III	\$59.31	\$80.35
31	Env Scientist II	\$50.46	\$68.06
32	Env Scientist I	\$40.37	\$54.69
33	Assoc Env Scientist	\$33.64	\$45.58
34	Co-Op Env Scientist	\$22.43	\$30.39
35	Sr. GIS Specialist	\$101.62	\$137.67
36	GIS Specialist	\$85.56	\$115.92
37	Env Information Specialist	\$73.83	\$100.02
38	Computer Scientist/Programmer	\$80.07	\$108.48
39	Computer Network/Systems Analyst	\$54.16	\$73.38
40	Technical Editor	\$44.85	\$60.77
41	Graphic Artist	\$49.02	\$66.42
42	Sr. Env Technician	\$68.50	\$92.81
43	Env Technician II	\$56.07	\$75.96
44	Env Technician I	\$45.29	\$61.35
45	Assoc Env Technician	\$33.64	\$45.58
46	Co-Op Env Technician	\$22.43	\$30.39
47	Certified Industrial Hygienist (CIP)	\$64.69	\$87.65
48	Industrial Hygienist	\$45.29	\$61.36
49	Env Technical Assistant II	\$47.64	\$64.56
50	Env Technical Assistant I	\$41.49	\$56.21
51	Env Training Manager	\$85.29	\$117.17
52	Env Principal Instructor	\$47.59	\$64.48
53	Office Administrator	\$48.53	\$65.75
54	Sr. Office Assistant	\$35.97	\$48.73
55	Office Assistant	\$24.67	\$33.43

**SECTION IV - LABOR CATEGORIES
DESCRIPTIONS AND QUALIFICATIONS**

The following table provides descriptions of the labor categories offered, including brief descriptions of duties/responsibilities, minimum training, experience and educational requirements.

GSA-899 Environmental Services Labor Category Descriptions	
1	Sr. Environmental General Manager (GM) II
Duties/ Responsibilities	Directs, manages and controls \$3.0M or larger division business operations. Establishes monitors and oversees the attainment of division goals and objectives. In coordination with division vice president, directors and managers, reviews and evaluates personnel, facilities and equipment, management and security activities. Establishes and maintains relationships with clients and contractors in new business development, contract administration, analysis and management. Oversees and initiates marketing and strategic planning programs. Directs division's capital, human resources and technical resources. Develops, oversees and evaluates senior management and technical staff. Participates in corporate-wide decision-making, business management and strategy development. Provides management and technical direction to environmental program managers or other program or project personnel.
Experience	Extensive and progressively responsible business and systems management experience.
Education	Master's degree w/ 16 years experience, Bachelor's degree w/ 18 years experience, or a high school diploma or GED w/ 22 years experience.
2	Sr. Environmental General Manager (GM) I
Duties/ Responsibilities	Directs, manages and controls smaller than \$3.0M division business operations. Establishes monitors and oversees the attainment of division goals and objectives. In coordination with division vice president, directors and managers, reviews and evaluates personnel, facilities and equipment, management and security activities. Establishes and maintains relationships with clients and contractors in new business development, contract administration, analysis and management. Oversees and initiates marketing and strategic planning programs. Directs division's capital, human resources and technical resources. Develops, oversees and evaluates senior management and technical staff. Participates in corporate-wide decision-making, business management and strategy development. Provides management and technical direction to environmental program managers or other program or project personnel.
Experience	Extensive and progressively responsible business and systems management experience.
Education	Master's degree w/ 14 years experience, a Bachelor's degree w/ 16 years experience, or a high school diploma or GED w/ 20 years experience.
3	Sr. Environmental Tech Director II
Duties/ Responsibilities	Organizes, manages and evaluates \$1.0M or larger division programs, contracts and business operations, including sales, marketing, engineering, budgeting and general administration activities. Develops sales, profitability and booking objectives. Monitors changes in defense strategies and systems acquisition policies and procedures. Selects and evaluates management and technical personnel. Directs total contract and overhead budgets. Prepares and analyzes major program evaluation reports. Analyzes feasibility of new engineering requirements given cost standards, government regulations and contract requirements. Negotiates contractor and subcontractor business agreements. Initiates relationships with clients, contractors and subcontractors. Creates marketing and sales plans and strategies. Attends and makes presentations at major program meetings and technical reviews.
Experience	Extensive and progressively responsible business development, sales and marketing, and research and development experience.
Education	Master's degree w/ 12 years experience, Bachelor's degree w/ 14 years experience,

GSA-899 Environmental Services Labor Category Descriptions	
	or a high school diploma or GED w/ 18 years experience.
4	Sr. Environmental Tech Director I
Duties/ Responsibilities	Organizes, manages and evaluates smaller than \$1.0M division programs, contracts and business operations, including sales, marketing, engineering, budgeting and general administration activities. Develops sales, profitability and booking objectives. Monitors changes in defense strategies and systems acquisition policies and procedures. Selects and evaluates management and technical personnel. Directs total contract and overhead budgets. Prepares and analyzes major program evaluation reports. Analyzes feasibility of new engineering requirements given cost standards, government regulations and contract requirements. Negotiates contractor and subcontractor business agreements. Initiates relationships with clients, contractors and subcontractors. Creates marketing and sales plans and strategies. Attends and makes presentations at major program meetings and technical reviews.
Experience	Extensive and progressively responsible business development, sales and marketing, and research and development experience.
Education	Master's degree w/ 10 years experience, a Bachelor's degree w/ 12 years experience, or a high school diploma or GED w/ 16 years experience.
5	Environmental Program Director II
Duties/ Responsibilities	Assists Senior Environmental Technical Director in developing \$0.5M or larger division programs, including planning, organizing, administering, controlling and evaluating program control activities. Initiates and markets company programs and services to intergovernmental representatives. Develops, coordinates and presents new business development proposals and contract development efforts. Advises senior management, professional staff, contractors, sub-contractors and customer representatives concerning program management design, concepts and requirements through interim progress reviews, team coordination meetings and teleconferences. Plans, oversees and approves personnel and resource allocations. Oversees updates and approves subcontract funding and cost summaries. Reviews, evaluates and approves work plans, work statements, cost summaries and task management plans. Analyzes, negotiates and resolves problems concerning work scope, delivery, costing and level of commitment. Prepares monitors and approves meeting summaries, progress reports and program updates.
Experience	Broad and progressively responsible experience in systems development and acquisition, program management, line management and contracts administration.
Education	Master's degree w/ 8 years experience, Bachelor's degree w/ 10 years experience, or a high school diploma or GED w/ 14 years experience.
6	Environmental Program Director I
Duties/ Responsibilities	Assists Senior Environmental Technical Director in developing division programs smaller than \$0.5M, including planning, organizing, administering, controlling and evaluating program control activities. Initiates and markets company programs and services to intergovernmental representatives. Develops, coordinates and presents new business development proposals and contract development efforts. Advises senior management, professional staff, contractors, sub-contractors and customer representatives concerning program management design, concepts and requirements through interim progress reviews, team coordination meetings and teleconferences. Plans, oversees and approves personnel and resource allocations. Oversees updates and approves subcontract funding and cost summaries. Reviews, evaluates and approves work plans, work statements, cost summaries and task management plans. Analyzes, negotiates and resolves problems concerning work scope, delivery, costing and level of commitment. Prepares monitors and approves meeting summaries, progress reports and program updates.
Experience	Broad and progressively responsible experience in systems development and acquisition, program management, line management and contracts administration.

GSA-899 Environmental Services Labor Category Descriptions	
Education	Master's degree w/ 6 years experience, a Bachelor's degree w/ 8 years experience, or a high school diploma or GED w/ 12 years experience.
7	Environmental Program Mgr II
Duties/ Responsibilities	Responsible for all aspects of program performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel. Directs business planning efforts for engineering programs. Prepares and oversees program development proposals in response to customer requests and internal recommendations. Develops plans, organizes, coordinates and allocates staffing resources to contracted task plans and sub-task plans given contract work statements and written or verbal customer directions and other contract commitments. Selects, directs, supervises, trains, monitors and evaluates program personnel and work performance of project managers and task leaders. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Provides technical oversight as needed. Researches and analyzes performance data and prepares company and program progress reports. Organizes, conducts and attends progress meetings, briefings, performance reviews with customer representatives and project team members.
Experience	Broad and progressively responsible experience in systems development and acquisition, program management, line management and contracts administration.
Education	Master's degree w/ 4 years experience, a Bachelor's degree w/ 6 years experience, or a high school diploma or GED w/ 10 years experience.
8	Environmental Program Mgr I
Duties/ Responsibilities	Responsible for all aspects of program performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel. Directs business planning efforts for engineering programs. Prepares and oversees program development proposals in response to customer requests and internal recommendations. Develops plans, organizes, coordinates and allocates staffing resources to contracted task plans and sub-task plans given contract work statements and written or verbal customer directions and other contract commitments. Selects, directs, supervises, trains, monitors and evaluates program personnel and work performance of project managers and task leaders. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Provides technical oversight as needed. Researches and analyzes performance data and prepares company and program progress reports. Organizes, conducts and attends progress meetings, briefings, performance reviews with customer representatives and project team members.
Experience	Broad and progressively responsible experience in systems development and acquisition, program management, line management and contracts administration.
Education	Master's degree w/ 2 years experience, a Bachelor's degree w/ 4 years experience, or a high school diploma or GED w/ 8 years experience.
9	Environmental Assistant Program Mgr
Duties/ Responsibilities	Assists Program Manager in execution and evaluation of program performance. Prepares program development proposals in support of Program Manager. Trains, monitors and evaluates program personnel and work performance of project managers and task leaders. Provides technical oversight as needed. Researches and analyzes performance data and prepares company and program progress reports. Organizes, conducts and attends progress meetings, briefings, performance reviews with customer representatives and project team members.
Experience	Specialized experience in areas such as project management, research and product

GSA-899 Environmental Services Labor Category Descriptions	
	development, systems acquisition and contracts administration.
Education	Bachelor's degree w/ 4 years experience, or a high school diploma or GED w/ 8 years exp.
10	Environmental Project Leader II
Duties/ Responsibilities	Serves as the customer point of contact for project. Plans, organizes, and directs project to ensure that all contractual terms are completed in a timely and cost effective manner. Manages and controls funds and resource assignments for the project.
Experience	Specialized experience in areas such as project management, research and product development, systems acquisition and contracts administration.
Education	Bachelor's degree w/ 6 years experience, or a high school diploma or GED w/ 10 years exp.
11	Environmental Project Leader I
Duties/ Responsibilities	Serves as the customer point of contact for project. Plans, organizes, and directs project to ensure that all contractual terms are completed in a timely and cost effective manner. Manages and controls funds and resource assignments for the project.
Experience	Specialized experience in areas such as project management, research and product development, systems acquisition and contracts administration.
Education	Bachelor's degree w/ 2 years experience, or a high school diploma or GED w/ 6 years exp.
12	Sr. Environmental Regulatory Specialist
Duties/ Responsibilities	Provides expert advice regarding applicable environmental laws , regulations, and related documents; environmental and facility management systems and standards; audit practices, processes, and techniques; technical, scientific, and legal terms and concepts; and environmental science and technology. Independently performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs. Develops strategic and implementation plans and other mission-critical agency documents using knowledge of specific agency mission and goals. Evaluates Federal government plans, policies, organization, and implementation.
Experience	Extensive background with international, federal, state, regional and local regulations, their promolgation and case law interpretations.
Education	Law Degree or Doctorate degree w/ 12 years experience, Master's degree w/ 14 years experience, Bachelor's degree w/ 16 years experience, or high school diploma or GED w/ 20 years experience.

GSA-899 Environmental Services Labor Category Descriptions	
13	Environmental Subject Matter Expert II
Duties/ Responsibilities	Individuals are experts in their related fields and disciplines. Provides technical/scientific, managerial, and administrative direction for problem definition, requirements development, analysis, and implementation for complex environmental services. Develops requirements from a project's inception to conclusion in a subject matter area. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. Assists other subject matter specialist, senior engineers or scientists with analysis, evaluation, and recommendations for improvements, changes, and solutions.
Experience	Extensive knowledge in specialized environmental technical functions.
Education	Doctorate degree w/ 16 years experience, Master's degree w/ 18 years experience, Bachelor's degree w/ 20 years experience, or a high school diploma or GED w/ 24 years experience.
14	Environmental Subject Matter Expert I
Duties/ Responsibilities	Individuals are experts in their related fields and disciplines. Provides technical/scientific, managerial, and administrative direction for problem definition, requirements development, analysis, and implementation for complex environmental services. Develops requirements from a project's inception to conclusion in a subject matter area. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. Assists other subject matter specialist, senior engineers or scientists with analysis, evaluation, and recommendations for improvements, changes, and solutions.
Experience	Extensive knowledge in specialized environmental technical functions.
Education	Doctorate degree w/ 14 years experience, Master's degree w/ 16 years experience, Bachelor's degree w/ 18 years experience, or a high school diploma or GED w/ 22 years experience.
15	Sr. Environmental Subject Matter Specialist
Duties/ Responsibilities	Individuals are experts in their related fields and disciplines. Provides technical/scientific, managerial, and administrative direction for problem definition, requirements development, analysis, and implementation for complex environmental services. Develops requirements from a project's inception to conclusion in a subject matter area. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. Assists other subject matter specialist, senior engineers or scientists with analysis, evaluation, and recommendations for improvements, changes, and solutions.
Experience	Extensive knowledge in specialized environmental technical functions.
Education	Doctorate degree w/ 12 years experience, Master's degree w/ 14 years experience, Bachelor's degree w/ 16 years experience, or a high school diploma or GED w/ 20 years experience.
16	Environmental Subject Matter Specialist II
Duties/ Responsibilities	Assists other senior engineers and scientist with analysis, evaluation, and recommendations for improvements, changes, and solutions. Performs detailed analytical work in the support of systems or organizations, including: data management, business management/program control, cost variance analysis, business process reengineering, analysis, planning, establishment of requirements, functional modeling, and development of procedures.
Experience	Extensive knowledge in specialized environmental technical functions.
Education	Doctorate degree w/ 8 years experience, Master's degree w/ 10 years experience, Bachelor's degree w/ 12 years experience, or a high school diploma or GED w/ 16 years experience.
17	Environmental Subject Matter Specialist I
Duties/ Responsibilities	Assists other senior engineers and scientist with analysis, evaluation, and recommendations for improvements, changes, and solutions. Performs detailed

GSA-899 Environmental Services Labor Category Descriptions	
	analytical work in the support of systems or organizations, including: data management, business management/program control, cost variance analysis, business process reengineering, analysis, planning, establishment of requirements, functional modeling, and development of procedures.
Experience	Extensive knowledge in specialized environmental technical functions.
Education	Doctorate degree w/ 6 years experience, Master's degree w/ 8 years experience, Bachelor's degree w/ 10 years experience, or a high school diploma or GED w/ 14 years experience.
18	Sr. Environmental Engineering Specialist
Duties/ Responsibilities	Technically competent in at least four of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), natural and cultural management systems, pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Serves as liaison between clients and regulatory agencies. Fully functional knowledge of environmental laws, regulations, programs, policies and procedures.
Experience	12 years experience in the appropriate specialty area.
Education	Doctorate degree w/ 10 years experience, Master's degree w/ 12 years experience, Bachelor's degree w/ 14 years experience, or a high school diploma or GED w/ 18 years experience.
19	Environmental Engineering Specialist II
Duties/ Responsibilities	Technically competent in at least four of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), natural and cultural management systems, pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Serves as liaison between clients and regulatory agencies. Fully functional knowledge of environmental laws, regulations, programs, policies and procedures.
Experience	10 years experience in the appropriate specialty area.
Education	Master's degree w/ 10 years experience, Bachelor's degree w/ 12 years experience, or a high school diploma or GED w/ 16 years experience.
20	Environmental Engineering Specialist I
Duties/ Responsibilities	Technically competent in at least four of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), natural and cultural management systems, pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Serves as liaison between clients and regulatory agencies. Fully functional knowledge of environmental laws, regulations, programs, policies and procedures.
Experience	8 years experience in the appropriate specialty area.
Education	Master's degree w/ 8 years experience, Bachelor's degree w/ 10 years experience, or a high school diploma or GED w/ 14 years experience.
21	Sr. Environmental Engineer
Duties/ Responsibilities	Technically competent in at least three of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), natural and cultural management systems, pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Serves as liaison between clients and regulatory agencies. Fully functional knowledge of

GSA-899 Environmental Services Labor Category Descriptions	
	environmental laws, regulations, programs, policies and procedures.
Experience	6 years experience in the appropriate specialty area.
Education	Master's degree w/ 6 years experience, Bachelor's degree w/ 8 years experience, or a high school diploma or GED w/ 12 years experience.
22	Environmental Engineer III
Duties/ Responsibilities	Technically competent in at least two of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), natural and cultural management systems, pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Extensive knowledge of environmental laws, regulations, programs, policies and procedures. Coordinates with federal, state, and local agencies. Reviews system specifications and impacts of operational requirements. Assesses modeling and simulation results.
Experience	4 years experience in the appropriate specialty area.
Education	Master's degree w/ 4 years experience, Bachelor's degree w/ 6 years experience, or a high school diploma or GED w/ 10 years experience.
23	Environmental Engineer II
Duties/ Responsibilities	Technically competent in at least two of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), natural and cultural management systems, pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Extensive knowledge of environmental laws, regulations, programs, policies and procedures. Coordinates with federal, state, and local agencies. Reviews system specifications and impacts of operational requirements. Assesses modeling and simulation results.
Experience	2 years experience in the appropriate specialty area.
Education	Master's degree w/ 2 years experience, Bachelor's degree w/ 4 years experience, or a high school diploma or GED w/ 8 years experience.
24	Environmental Engineer I
Duties/ Responsibilities	Technically competent in at least two of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), natural and cultural management systems, pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Extensive knowledge of environmental laws, regulations, programs, policies and procedures. Coordinates with federal, state, and local agencies. Reviews system specifications and impacts of operational requirements. Assesses modeling and simulation results.
Experience	2 years experience in the appropriate specialty area.
Education	Bachelor's degree w/ 2 years experience, or a high school diploma or GED w/ 6 years experience.
25	Assoc Environmental Engineer
Duties/ Responsibilities	Proficient in at least one of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), natural and cultural management systems, pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Knowledge of

GSA-899 Environmental Services Labor Category Descriptions	
	environmental laws, regulations, programs, policies and procedures. Reviews system specifications and impacts of operational requirements. Assesses modeling and simulation results.
Experience	None required.
Education	Associate's degree, or a high school diploma or GED w/ 2 years experience.
26	Co-Op Environmental Engineer
Duties/ Responsibilities	Proficient in at least one of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), natural and cultural management systems, pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Knowledge of environmental laws, regulations, programs, policies and procedures. Reviews system specifications and impacts of operational requirements. Assesses modeling and simulation results.
Experience	None required.
Education	High school diploma or GED.
27	Sr. Environmental Scientist
Duties/ Responsibilities	Technically competent in at least four of the following technical disciplines: anthropology, archaeology, biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, geology, geography, hydrological, limnological, oceanographic, pharmacological, physics, soils, statistical, toxicological, water resources, and zoological sciences. Designs, evaluates and leads scientific, physical and mathematical analyses for advanced development programs. Advise on and/or perform research or other professional and scientific work. Develops mathematical models and designs computer software programs for analysis of engineering, scientific and biological systems problems. Responsible for design and oversight of field investigations, data interpretation, evaluation and design or mitigation actions, and report preparation. Develops and maintains quality assurance data to support analyses, and writes technical reports and papers for publication. Participates in peer reviews of programs, in workshops, and in conferences.
Experience	Considerable experience in physical, mathematical or scientific analysis, including computer modeling using advanced level software programming.
Education	Doctorate degree w/ 6 years experience, Master's degree w/ 8 years experience, Bachelor's degree w/ 10 years experience, or a high school diploma or GED w/ 14 years experience.
28	Principal Scientist II
Duties/ Responsibilities	Technically competent in at least three of the following technical disciplines: anthropology, archaeology, biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, geology, geography, hydrological, limnological, oceanographic, pharmacological, physics, soils, statistical, toxicological, water resources, and zoological sciences. Designs, evaluates and leads scientific, physical and mathematical analyses for advanced development programs. Advise on and/or perform research or other professional and scientific work. Develops mathematical models and designs computer software programs for analysis of engineering, scientific and biological systems problems. Responsible for design and oversight of field investigations, data interpretation, evaluation and design or mitigation actions, and report preparation. Develops and maintains quality assurance data to support analyses, and writes technical reports and papers for publication. Participates in peer reviews of programs, in workshops, and in

GSA-899 Environmental Services Labor Category Descriptions	
	conferences.
Experience	Considerable experience in physical, mathematical or scientific analysis, including computer modeling using advanced level software programming.
Education	Doctorate degree w/ 4 years experience, Master's degree w/ 6 years experience, Bachelor's degree w/ 8 years experience, or a high school diploma or GED w/ 12 years experience.
29	Principal Scientist I
Duties/ Responsibilities	Technically competent in at least three of the following technical disciplines: anthropology, archaeology, biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, geology, geography, hydrological, limnological, oceanographic, pharmacological, physics, soils, statistical, toxicological, water resources, and zoological sciences. Designs, evaluates and leads scientific, physical and mathematical analyses for advanced development programs. Advise on and/or perform research or other professional and scientific work. Develops mathematical models and designs computer software programs for analysis of engineering, scientific and biological systems problems. Responsible for design and oversight of field investigations, data interpretation, evaluation and design or mitigation actions, and report preparation. Develops and maintains quality assurance data to support analyses, and writes technical reports and papers for publication. Participates in peer reviews of programs, in workshops, and in conferences.
Experience	Considerable experience in physical, mathematical or scientific analysis, including computer modeling using advanced level software programming.
Education	Doctorate degree w/ 2 years experience, Master's degree w/ 4 years experience, Bachelor's degree w/ 6 years experience, or a high school diploma or GED w/ 10 years experience.
30	Environmental Scientist III
Duties/ Responsibilities	Technically competent in at least two of the following technical disciplines: anthropology, archaeology, biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, geology, geography, hydrological, limnological, oceanographic, pharmacological, physics, soils, statistical, toxicological, water resources, and zoological sciences. Designs, evaluates and leads scientific, physical and mathematical analyses for advanced development programs. Advise on and/or perform research or other professional and scientific work. Develops mathematical models and designs computer software programs for analysis of engineering, scientific and biological systems problems. Responsible for design and oversight of field investigations, data interpretation, evaluation and design or mitigation actions, and report preparation. Develops and maintains quality assurance data to support analyses, and writes technical reports and papers for publication. Participates in peer reviews of programs, in workshops, and in conferences.
Experience	Thorough experience in physical, mathematical or scientific analysis, including considerable experience in computer modeling using advanced level software programming.
Education	Master's degree, Bachelor's degree w/ 4 years experience, or a high school diploma or GED w/ 6 years experience.
31	Environmental Scientist II
Duties/ Responsibilities	Technically competent in at least two of the following technical disciplines: anthropology, archaeology, biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, geology, geography, hydrological,

GSA-899 Environmental Services Labor Category Descriptions	
	limnological, oceanographic, pharmacological, physics, soils, statistical, toxicological, water resources, and zoological sciences. Designs, evaluates and leads scientific, physical and mathematical analyses for advanced development programs. Advise on and/or perform research or other professional and scientific work. Develops mathematical models and designs computer software programs for analysis of engineering, scientific and biological systems problems. Responsible for design and oversight of field investigations, data interpretation, evaluation and design or mitigation actions, and report preparation. Develops and maintains quality assurance data to support analyses, and writes technical reports and papers for publication. Participates in peer reviews of programs, in workshops, and in conferences.
Experience	Thorough experience in physical, mathematical or scientific analysis, including considerable experience in computer modeling using advanced level software programming.
Education	Bachelor's degree w/ 2 years experience, or a high school diploma or GED w/ 6 years experience.
32	Environmental Scientist I
Duties/ Responsibilities	Technically competent in at least two of the following technical disciplines: anthropology, archaeology, biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, geology, geography, hydrological, limnological, oceanographic, pharmacological, physics, soils, statistical, toxicological, water resources, and zoological sciences. Responsible for design and oversight of field investigations, data interpretation, evaluation and design or mitigation actions, and report preparation. Develops and maintains quality assurance data to support analyses; and writes technical reports and papers for publication. Researches, analyzes, and computes mathematical, physical and scientific data for integration into engineering reports and program summaries; performs extended mathematical computations; develops and applies formulas using computer software; develops computer-simulated models in calculating and testing performance assumptions. Participates in peer reviews of programs, in workshops, and in conferences.
Experience	Thorough experience in physical, mathematical or scientific analysis, including considerable experience in computer modeling using advanced level software programming.
Education	Bachelor's degree, or a high school diploma or GED w/ 4 years experience.
33	Asso Environmental Scientist
Duties/ Responsibilities	Technically competent in at least one of the following technical disciplines: anthropology, archaeology, biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, geology, geography, hydrological, limnological, oceanographic, pharmacological, physics, soils, statistical, toxicological, water resources, and zoological sciences. Compiles studies and summarizes mathematical, physical and scientific data from testing and evaluation reports. Prepares findings for supervisory reviews. Performs basic mathematical computations and applies computerized formulas to test and verify results. Compiles materials for summary reports and presentations.
Experience	None required (some applied scientific experience as a student intern or co-op student is desirable).
Education	Associate's degree, or a high school diploma or GED w/ 2 years experience.
34	Co-Op Environmental Scientist
Duties/ Responsibilities	Technically competent in at least one of the following technical disciplines: anthropology, archaeology, biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and

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	geochemical), ecological, environmental, geology, geography, hydrological, limnological, oceanographic, pharmacological, physics, soils, statistical, toxicological, water resources, and zoological sciences. Compiles studies and summarizes mathematical, physical and scientific data from testing and evaluation reports. Prepares findings for supervisory reviews. Performs basic mathematical computations and applies computerized formulas to test and verify results. Compiles materials for summary reports and presentations.
Experience	None required.
Education	High school diploma or GED.
35	Sr. GIS Specialist
Duties/ Responsibilities	Operates computer-aided design (CAD) systems and software peripheral equipment to design, resize or modify architectural and engineering (A&E) drawings or geographical information system (GIS) layouts in support of environmental projects. Works closely with engineers and technician to deliver complex schematics and/or drawings that meet the specific needs of project.
Experience	4 years experience using CAD and/or GIS.
Education	Bachelor's degree w/ 4 years experience, Associate's degree w/ 6 years experience, or a high school diploma or GED w/ 8 years experience.
36	GIS Specialist
Duties/ Responsibilities	Operates computer-aided design (CAD) systems and software peripheral equipment to design, resize or modify architectural and engineering (A&E) drawings or geographical information system (GIS) layouts in support of environmental projects. Works closely with engineers and technician to deliver complex schematics and/or drawings that meet the specific needs of project.
Experience	1 year experience using CAD and/or GIS.
Education	Associate's degree, or a high school diploma or GED w/ 2 years experience.
37	Environmental Information Specialist
Duties/ Responsibilities	Provides computer information search and retrieval for environmental staff. Familiar with service desk procedures. Answer e-mail and phone queries on all aspects of production and distribution. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Provides information and resource materials for client projects, including regulations, chemical information, journal articles, and Government documents. Performs all necessary functions for support of the client library, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing; and publicizing new acquisitions to users.
Experience	Experience in web development, web-based search engines and electronic databases.
Education	Bachelor's degree w/ 2 years experience, Associate's degree w/ 4 years experience, or a high school diploma or GED w/ 6 years experience.

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38	Computer Scientist/Programmer
Duties/ Responsibilities	Develops and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs. Knowledgeable of government regulations, manuals, technical orders and standards as applied to the development of government systems. Modifies existing and creates special purpose software and ensures system efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency.
Experience	Experience in analytical model development and mathematical programming. 4 years of programming experience in two programming languages including one higher order language.
Education	Bachelor's degree w/ 4 years experience, Associate's degree w/ 6 years experience, or a high school diploma or GED w/ 8 years experience plus a technical certification with support of appropriate hardware, software, or systems.
39	Computer Network/Systems Analyst
Duties/ Responsibilities	Performs hardware maintenance, computer and network installation, and testing support. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specification for hardware acquisitions. Prepares engineering plans and site installation technical design packages. Performs operational and modeling and simulation analysis.
Experience	Experience in the installation, testing and maintenance of systems.
Education	High school diploma or GED w/ 4 years experience plus a technical certification with support of appropriate hardware, software, or systems.
40	Technical Editor
Duties/ Responsibilities	Coordinates, prepares, proofreads and edits publications including proposals, reports, letters, articles, newsletters, brochures and marketing materials; analyzes materials for proper format, sentence structure, grammar, logic, continuity, ease of reading, and writing style. Works with professional, management and sponsoring personnel to determine communications needs, requirements and suggested changes. Monitors status of documents from rough draft to final copy. Maintains and updates resource library. Supervises graphics and publications support staff. Orders office supplies and maintains computer equipment and peripheral devices.
Experience	Considerable experience in writing and editing reports, proposals and publications is required.
Education	Bachelor's degree w/ 2 years experience, or a high school diploma or GED w/ 6 years experience.
41	Graphic Artist
Duties/ Responsibilities	Organizes, lays out, prepares and revises technical illustration and graphics work. Prepares rough sketches and completes orthographic and perspective drawings. Operates computer graphics software programs to prepare and revise the format and type settings for graphs, charts, drawings, documents, block diagrams and schematics. Considers color, shading, format, perspective and other display enhancements given reproduction medium. Proofs work for visual appearance, completeness and accuracy. Performs art paste-up work. Duplicates finished masters and files finished documents.
Experience	Considerable experience or formal training in technical illustration and graphics work.
Education	Bachelor's degree, or a high school diploma or GED w/ 2 years experience.
42	Sr. Environmental Technician
Duties/	Performs all aspects of laboratory and fieldwork under the supervision of Scientists,

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Responsibilities	Engineers or Project Managers including natural and cultural monitoring, sampling (soils, water, air, and solid waste), scientific investigations, construction inspection, surveying, systems maintenance, monitoring and validation testing, and information systems management directly related to engineering services, documentation, and engineering studies. Supports scientific and engineering staff in sampling and analysis services to support health and environmental protection or other client mission. Develops, writes, and edits material for reports, manuals, briefs, instruction books, catalogs and technical and administrative publications. Performs office and fieldwork with limited supervision. Proficient in trade craft skills such as electrical, heating, ventilation, air conditioning (HVAC), carpentry and plumbing, and hazardous materials handling and storage.
Experience	Extensive experience in conducting tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel.
Education	Bachelor's degree w/ 4 years experience, or a high school diploma or GED w/ 8 years exp.
43	Environmental Technician II
Duties/ Responsibilities	Performs all aspects of laboratory and fieldwork under the supervision of Scientists, Engineers or Project Managers including natural and cultural monitoring, sampling (soils, water, air, and solid waste), scientific investigations, construction inspection, surveying, systems maintenance, monitoring and validation testing, and information systems management directly related to engineering services, documentation, and engineering studies. Supports scientific and engineering staff in sampling and analysis services to support health and environmental protection or other client mission. Develops, writes, and edits material for reports, manuals, briefs, instruction books, catalogs and technical and administrative publications. Performs office and fieldwork with limited supervision. Proficient in trade craft skills such as electrical, heating, ventilation, air conditioning (HVAC), carpentry and plumbing, and hazardous materials handling and storage.
Experience	Extensive experience in conducting tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel.
Education	Bachelor's degree w/ 2 years experience, Associate's degree w/ 4 years experience, or a high school diploma or GED w/ 6 years experience.
44	Environmental Technician I
Duties/ Responsibilities	Performs all aspects of laboratory and fieldwork under the supervision of Scientists, Engineers or Project Managers including natural and cultural monitoring, sampling (soils, water, air, and solid waste), scientific investigations, construction inspection, surveying, systems maintenance, monitoring and validation testing, and information systems management directly related to engineering services, documentation, and engineering studies. Supports scientific and engineering staff in sampling and analysis services to support health and environmental protection or other client mission. Develops, writes, and edits material for reports, manuals, briefs, instruction books, catalogs and technical and administrative publications. Performs office and fieldwork with limited supervision. Proficient in trade craft skills such as electrical, heating, ventilation, air conditioning (HVAC), carpentry and plumbing, and hazardous materials handling and storage.
Experience	Extensive experience in conducting tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel.
Education	Associate's degree w/ 2 years experience, or a high school diploma or GED w/ 4 years exp.
45	Asso Environmental Technician
Duties/ Responsibilities	Performs all aspects of laboratory and fieldwork under the supervision of Scientists, Engineers or Project Managers including natural and cultural monitoring, sampling (soils, water, air, and solid waste), scientific investigations, construction inspection,

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	surveying, systems maintenance, monitoring and validation testing, and information systems management directly related to engineering services, documentation, and engineering studies. Supports scientific and engineering staff in sampling and analysis services to support health and environmental protection or other client mission. Develops, writes, and edits material for reports, manuals, briefs, instruction books, catalogs and technical and administrative publications. Performs office and fieldwork with limited supervision. Proficient in trade craft skills such as electrical, heating, ventilation, air conditioning (HVAC), carpentry and plumbing, and hazardous materials handling and storage.
Experience	None required (some applied scientific experience as a student intern or co-op student is desirable).
Education	Associate's degree, or a high school diploma or GED w/ 2 years experience.
46	Co-Op Environmental Technician
Duties/ Responsibilities	Performs all aspects of laboratory and fieldwork under the supervision of Scientists, Engineers or Project Managers including natural and cultural monitoring, sampling (soils, water, air, and solid waste), scientific investigations, construction inspection, surveying, systems maintenance, monitoring and validation testing, and information systems management directly related to engineering services, documentation, and engineering studies. Supports scientific and engineering staff in sampling and analysis services to support health and environmental protection or other client mission. Develops, writes, and edits material for reports, manuals, briefs, instruction books, catalogs and technical and administrative publications. Performs office and fieldwork with limited supervision. Proficient in trade craft skills such as electrical, heating, ventilation, air conditioning (HVAC), carpentry and plumbing, and hazardous materials handling and storage.
Experience	None required.
Education	High school diploma or GED.
47	Certified Industrial Hygienist (CIP)
Duties/ Responsibilities	Responsible for evaluating health and well being of workers in various work environments including the lab, the field, and the office. Holds a certification from the American Board of Industrial Hygiene. Competent in at least two of the following areas of specialization: basic science; biohazards; biostatistics and epidemiology; engineering controls; non-engineering controls; ergonomics; ethics and management; analytical chemistry; sampling, monitoring and instrumentation; noise and vibration; ionizing radiation; nonionizing radiation; regulations, standards, and guidelines; thermal and pressure stressors; toxicology; and general IH topics including community exposures, hazardous wastes, risk communication, indoor environmental quality, and others (unit operations, process safety, and confined spaces).
Experience	Experience in Industrial Hygiene compliance evaluations and management audits. Current certification from the American Board of Industrial Hygiene.
Education	Bachelor's degree w/ 6 years experience, Associate's degree w/ 8 years experience, or a high school diploma or GED w/ 10 years experience.
48	Industrial Hygienist
Duties/ Responsibilities	Responsible for evaluating health and well being of workers in various work environments including the lab, the field, and the office. Holds a certification from the American Board of Industrial Hygiene. Competent in at least two of the following areas of specialization: basic science; biohazards; biostatistics and epidemiology; engineering controls; non-engineering controls; ergonomics; ethics and management; analytical chemistry; sampling, monitoring and instrumentation; noise and vibration; ionizing radiation; non-ionizing radiation; regulations, standards, and guidelines; thermal and pressure stressors; toxicology; and general IH topics including community exposures, hazardous wastes, risk communication, indoor

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	environmental quality, and others (unit operations, process safety, and confined spaces).
Experience	Experience in Industrial Hygiene compliance evaluations and management audits.
Education	Bachelor's degree w/ 2 years experience, Associate's degree w/ 4 years experience, or a high school diploma or GED w/ 6 years experience.
49	Environmental Technical Assistant II
Duties/ Responsibilities	Supports analysis and implementation of hardware and software systems requirements or researches. Summarizes and evaluates engineering data and prepares engineering and test reports for customer review. Arranges periodic management meetings for staff and customer representatives. Compiles materials for customer briefings and proposal presentations.
Experience	Experience in technical support, preferably involving environmental management.
Education	Bachelor's degree, or high school diploma or GED w/ 4 years experience.
50	Environmental Technical Assistant I
Duties/ Responsibilities	Performs technical and clerical tasks to support office, business, or administrative operations by maintaining records; receiving, preparing, or verifying documents; searching for and compiling information and data; and responding to routine requests with standard answers (by phone, in person, or by correspondence).
Experience	None required.
Education	High school diploma or GED.
51	Environmental Training Manager
Duties/ Responsibilities	Determines customer requirements for specialized training courses. Plans, develops, implements, evaluates and coordinates specialized environmental and safety training courses. Researches and assesses training needs. Establishes training programs' objectives and designs appropriate courses. Develops training material such as text, video, and slides with subject matter experts and develops course outlines and lesson plans. Presents and evaluates training. Monitors instructors and courses offered to ensure compliance with standards. Develops computer-assisted training courses or produce video instructional courses, if deemed best training method. Oversees maintenance of training records and resource library. Coordinates scheduling of training courses and facilities, agreements for development and presentation of training by subject matter experts, and instructor training seminars.
Experience	Experience in the design and presentation of safety or environmental training courses.
Education	Bachelor's degree w/ 8 years experience, or high school diploma or GED w/ 12 years exp.
52	Environmental Principal Instructor
Duties/ Responsibilities	Provides individual and group instruction. Determines training goals and develops curriculum and determines appropriate instructional methods. Develops course materials. Administers and interprets tests and maintains students' records. Obtains supplies for class.
Experience	Experience in the design and presentation of safety or environmental training courses.
Education	Bachelor's degree w/ 4 years experience, or high school diploma or GED w/ 8 years exp.

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53	Office Administrator
Duties/ Responsibilities	Updates, logs and distributes weekly status reports for managerial and task leader review. Formats, types, edits, reproduces and distributes documents. Verifies and reconciles purchase orders, imprest and travel orders, cost reports, profit and work order sheets prior to submission to Corporate Office. Administers facility overhead budgets and petty cash fund. Maintains resume files, performance evaluations and personnel records. Processes time cards, insurance forms and payroll records. Briefs employees as to personnel, security and benefit policies. Trains, assigns, coordinates, supervises and evaluates the work of office support staff. Drafts, types and distributes correspondence for office personnel including activity reports, project and variance reviews, proposals, graphic displays and working group materials. Administers office security establishes and maintains archive and office files. Receives, screens and routes calls to appropriate SRS personnel. Schedules conferences. Purchases and maintains office supplies and equipment inventory.
Experience	Thorough experience in office administration and secretarial work, preferably involving management of financial, contractual and personnel records.
Education	Bachelor's degree w/ 2 years experience, or high school diploma or GED w/ 6 years experience.
54	Sr. Office Assistant
Duties/ Responsibilities	Uses word processing programs to produce text and uncomplicated graphics. Type from copy or rough draft. Types envelopes, mailing labels and forms as needed. Enters data into established and simple spreadsheets. Reviews material prepared for supervisor's approval for mathematical accuracy and proper spelling. Operates office machinery such as FAX machine, copier, calculator, telephone system, typewriter and word processor. Runs errands as needed. Sorts and files non-technical material that is partly classified or which is easily classified by simple subheadings or finer subheadings. Receives telephone calls and takes messages. Greets, screens and refers visitors. Prepares routine and non-technical draft correspondence in supervisor's name. Schedules and confirms with supervisor tentative appointments with given prior clearance. Arranges conferences and meetings. Assembles, collates and photocopies meeting materials as directed. Attends meetings and records proceedings. Arranges business travel for staff members from completed travel request form. Maintains departmental records such as timecards, office supplies and correspondence log. Reviews accuracy of accounting records and invoices. Makes and tracks purchases for office personnel.
Experience	Experience in office administration and secretarial work, preferably involving management of financial, contractual and personnel records.
Education	Bachelor's degree, or high school diploma or GED w/ 4 years experience.
55	Office Assistant
Duties/ Responsibilities	Answers incoming telephone calls, transfers callers and takes messages. Greets, screens and refers visitors to appropriate personnel. Types routine letters and memos; sorts and delivers incoming mail and documents including registered mail, certified mail and checks. Weighs, packages and applies postage to outgoing mail. Orders supplies for stockroom and kitchen. Contacts courier services to make special deliveries. Processes invoices and sorts and files various records. Makes calls to request maintenance and other services. Make travel arrangements as required.
Experience	None required (clerical work and public contact preferred).
Education	High school diploma or GED.

SECTION V - TRAINING MODULE PRICING

Training Module Pricing for Years 1 through 5					
Base Contract: 29 Oct 2004 to 28 Oct 2009					
(Government Discount: 5% for 6 to 10 participants; and 8% for 11-40 participants)					
Course Title	YR1	YR2	YR3	YR4	YR5
Environmental Requirements Awareness	\$612.50	\$630.88	\$649.80	\$669.30	\$689.37
The Sustainable Future	\$612.50	\$630.88	\$649.80	\$669.30	\$689.37
Environmental Mgt Sys (EMS) Overview	\$306.25	\$315.44	\$324.90	\$334.65	\$344.69
Green Procurement - Easy as 1, 2, 3	\$306.25	\$315.44	\$324.90	\$334.65	\$344.69
Hazard Communications	\$612.50	\$630.88	\$649.80	\$669.30	\$689.37
Understanding Material Safety Data Sheet (MSDS)	\$612.50	\$630.88	\$649.80	\$669.30	\$689.37
Hazardous Materials Transportation - Driver	\$2,450.00	\$2,523.50	\$2,599.21	\$2,677.18	\$2,757.50
Hazardous Materials Transportation - Shipping Clerk	\$2,450.00	\$2,523.50	\$2,599.21	\$2,677.18	\$2,757.50
Hazardous Waste - Workplace Generation & Accumulation	\$1,225.00	\$1,261.75	\$1,299.60	\$1,338.59	\$1,378.75
Hazardous Waste - 90 day Accumulation	\$2,450.00	\$2,523.50	\$2,599.21	\$2,677.18	\$2,757.50
Organizational Roles in Emergency Response	\$306.25	\$315.44	\$324.90	\$334.65	\$344.69
Use of Organizational Tools for Emergency Response	\$306.25	\$315.44	\$324.90	\$334.65	\$344.69
Storm Water Pollution Prevention Awareness	\$612.50	\$630.88	\$649.80	\$669.30	\$689.37
Contractor Guidance to Landfill Requirements	\$306.25	\$315.44	\$324.90	\$334.65	\$344.69

SECTION VI - TRAINING MODULE DESCRIPTIONS

Per SIN-3, ManTech SRS offers customized training modules. Although these modules may have been developed for specific site conditions and operational practices, they are readily modified for other site specific conditions at no additional charge for changes requiring up to 4 hours of work effort.

These prices assume that the participant will attend our training courses at the commercial site offered by ManTech SRS and the participant is responsible for all travel and per diem expenses required to attend. If ManTech SRS is requested to provide the training at the customer's selected location, a cost estimate will be provided by ManTech SRS based on travel distance and local accommodations.

Generally, classes accommodate a minimum of five (5) participants and a maximum of forty (40) participants. ManTech SRS offers the following discounts for training courses: 5% discount for 6 to 10 participants; and 8% discount for 11 to 40 participants.

Environmental Requirements Awareness			
Total Price of Course:	\$612.50	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	2 Hrs	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$125
Description of course:			
The Environmental Requirements Awareness course is designed to review the Environmental Specifications in the facility's Construction and Service contracts. The course covers all the environmental medias, submittals, and environmental drivers. The course highlights compliance areas and explanations of compliance and pollution prevention processes.			

The Sustainable Future			
Total Price of Course:	\$612.50	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	2 Hr	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$125
Description of course:			
This course offers an operational approach to sustainability. Topics include the definition and benefits of sustainability, drivers for sustainability in the Federal government, life cycle costing, elements of sustainable design, the use of recovered materials and the EPA's Comprehensive Procurement Guide, using environmentally preferred products, deconstruction, and how Environmental Management Systems support sustainable goals. Students also receive handouts with additional resources for Recycled Content, Environmental Preferred Products (EPP) and Bio-based products, as well as a POC list of relevant personnel at the facility.			

Environmental Management Systems (EMS) Overview			
Total Price of Course:	\$306.25	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	1 Hr	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$62.50
Description of course:			
This course consists of a PowerPoint presentation discussing elements of EMS, EMS processes and actions, and individual responsibilities in supporting EMS implementation and actions. This is a general knowledge presentation.			

Green Procurement – Easy as 1, 2, 3

Total Price of Course:	\$306.25	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	1 Hr	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$62.50
Description of course:			
This course introduces the concept of green procurement, which is the purchasing of recycled content, environmentally preferred and bio-based products. Topics covered include an overview of the driving regulations, organization and individual roles and responsibilities, product overview, how to locate approved vendors, a product "show and tell", followed by a question and answer period.			

Hazard Communications

Total Price of Course:	\$612.50	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	2 Hrs	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$125
Description of course:			
This course provides introductory and continuing Hazard Communications training that covers the regulations requiring Hazard Communications training, the elements of a Hazard Communications program, and in-depth explanation and example of Material Safety Data Sheets.			

Understanding Material Safety Data Sheet (MSDS)

Total Price of Course:	\$612.50	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	2 Hrs	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$125
Description of course:			
This course consists of a PowerPoint presentation discussing sections of the MSDS, and the meaning of terms, acronyms and abbreviations used on typical MSDS. The course covers how to use the MSDS for emergency preparation, and the OSHA HAZCOM program. The class includes MSDS handouts applicable to members of the audience. This is a general knowledge presentation.			

Hazardous Materials Transportation - Driver

Total Price of Course:	\$2450.00	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	8 Hrs	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$500
Description of course:			
This course provides introductory and continuing Department of Transportation (DOT) Hazardous Materials training for drivers. The training covers DOT proper shipping names, shipping paper, placarding, compatibility of shipments, and security plans.			

Hazardous Materials Transportation – Shipping Clerk

Total Price of Course:	\$2450.00	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	8 Hrs	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$500
Description of course:			
This course provides introductory and continuing Department of Transportation (DOT) Hazardous Materials training for drivers. The training covers DOT proper shipping names, shipping paper, drum markers, placarding, compatibility of shipments, and security plans.			

Hazardous Waste – Workplace Generation and Accumulation			
Total Price of Course:	\$1225.00	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	4 Hrs	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$250
Description of course:			
This course provides introductory and continuing Resource Conservation and Recovery Act (RCRA) and Title 22 Hazardous Waste training for workplace generations. The training covers operational requirements, labeling, and waste compatibility.			

Hazardous Waste – 90-day Accumulation			
Total Price of Course:	\$2450.00	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	8 Hrs	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$500
Description of course:			
This course provides introductory and continuing Resource Conservation and Recovery Act (RCRA) and Title 22 Hazardous Waste training for 90-day accumulation management. The training covers operational requirements, labeling, and waste compatibility, plus detailed activities required for 90-day accumulation.			

Organizational Roles in Emergency Response			
Total Price of Course:	\$306.25	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	1 Hr	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$62.50
Description of course:			
This course consists of a PowerPoint presentation discussing the role of an organization in supporting the Disaster Control Group response to a hazardous materials release. The course provides an overview of the facility emergency response plan and practical examples of the types of questions an environmental specialist might be asked when responding to a release. This is a general knowledge presentation.			

Use of Organizational Tools for Emergency Response			
Total Price of Course:	\$306.25	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	1 Hr	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$62.50
Description of course:			
This course consists of a PowerPoint presentation discussing the use of an organization's tools, such as an emergency response kit and items contained therein. A kit is used for classroom presentation and each item within the kit is described as to its purpose, and used by the student as a practical demonstration of student's ability to use the response kit properly.			

Storm Water Pollution Prevention Awareness			
Total Price of Course:	\$612.50	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	2 Hrs	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$125
Description of course:			
This course reviews construction project storm water permit requirements and best management practices. It covers the process of obtaining a permit and managing the permit. The Storm Water Pollution Prevention Plan is the main focus, which is the Plan that permit owners will use to properly manage their permitted sites.			

Contractor Guidance on Landfill Requirements			
Total Price of Course:	\$306.25	Minimum Number of Participants:	5
Length of Course (# of Hrs/Days):	1 Hr	Maximum Number of Participants:	40
Price per each additional participant in excess of the minimum (if applicable)			\$62.50
Description of course:			
<p>This course provides contractors with guidance on their roles and responsibilities for using the facility landfill and/or DRMO, regulatory requirements, and information on specific waste diversion programs. Topics covered include an overview of what government property is, how excess property is managed, background on the facility landfill and its permit requirements, contractual obligations of contractors, recycling programs at the facility, mercury management, and construction and demolition management. Students are also given a CD-ROM that contains flyers and fact sheets on the facility's recycling programs and other solid waste related resources.</p>			