

Booz Allen Hamilton Engineering Services, LLC

**FEDERAL SUPPLY SERVICE**  
**AUTHORIZED FEDERAL SUPPLY**  
**SCHEDULE PRICE LIST**  
**MISSION ORIENTED BUSINESS**  
**INTEGRATED SERVICES**  
**(MOBIS)**

**MOBIS SERVICES**

**SIN 874-1 – INTEGRATED CONSULTING SERVICES**

**SIN 874-7 – INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES**

**General Services Administration**  
**Federal Supply Service**

Products and ordering information in this Authorized MOBIS Schedule Price List are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing GSA's home page on the Internet at <http://www.gsa.gov>

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**MISSION ORIENTED BUSINESS INTEGRATED SERVICES  
(MOBIS)  
STATEMENT OF BACKGROUND, PURPOSE, AND OBJECTIVES**

**BACKGROUND**

In April 1988, Executive Order 12637, Productivity Improvement for the Federal Government, called for the establishment of a government-wide program to improve the quality, timeliness and efficiency of services provided by the Federal Government . Subsequently, a Multiple Award Schedule for the implementation of Total Quality Management was established in the Federal Government . This program evolved into the MOBIS schedule of today. The current edition of the Executive Order is 13048, Improving Administrative Management in the Executive Branch. MOBIS includes programs such as the Malcolm Baldrige National Quality Award (MBNQA), the President's Award for Quality (PAQ), National Partnership for Reinvention (NPR) initiatives, the Government Performance and Results Act, and/or individual agency management plans and strategies.

**PURPOSE AND OBJECTIVES**

This procurement will provide a full range of services and products for consulting, facilitation, survey, training, privatization support, program management, alternative dispute resolution, and related support products. This schedule is designed to allow Federal agencies to begin or continue management, organizational and business improvement efforts. Contractors shall provide MOBIS services to agencies as specified in task orders under this Federal Supply Schedule (FSS). Whether services and products are commercial off-the-shelf, customized off-the-shelf, or designed to suit, they must fit into and support the system-wide model of management excellence and performance improvement embodied efforts and programs such as the Malcolm Baldrige National Quality Award (MBNQA), the President's Award for Quality (PAQ), National Partnership for Reinvention (NPR) initiatives, the Government Performance and Results Act, and/or individual agency management plans and strategies. The objective of MOBIS is to provide all Federal agencies with access to the finest management consulting firms available in the commercial sector.

**SCOPE OF WORK**

The GSA is soliciting management, organizational and business improvement services and products (MOBIS) to enable government agencies to improve performance, quality, timeliness and efficiency throughout their organizations.

These services will facilitate agencies' response to dynamic, evolutionary influences and mandates and will enable them to continuously improve mission performance . As these influences and mandates evolve, or are enacted, it is anticipated that the specific support provided by contractors under this schedule will evolve accordingly . These efforts should ultimately result in increased customer satisfaction and enhance the public's confidence in their government.

Some examples of these influences and mandates are the Government Performance and Results Act; Federal Acquisition Streamlining Act, government reinvention initiatives such as improving customer service, benchmarking and streamlining; strategic sourcing; downsizing; and privatization.

Offerors shall propose services and /or products to support agencies in the implementation and continuation of management, organizational and business improvement efforts. Examples include but are not limited to: quality management; business process reengineering; strategic and business planning; knowledge management consulting, benchmarking; strategic sourcing; ISO 9000 and ISO 14000; activity-based costing; financial management analysis related to an improvement effort; statistical process control; construction and implementation of surveys; individual and organizational assessments and evaluations; process improvements; process modeling and simulation; performance measurement; organizational design; change management; development of leadership/management skills; and training in improving customer service, satisfaction, assistance in the performance of studies under OMB circular A -76, preparation of Performance Work Statements (PWS), program integration, project management, and alternative dispute resolution support.

### **SIN Definition**

#### **SIN 874-1: INTEGRATED CONSULTING SERVICES**

Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

- Strategic, business and action planning
- Systems alignment
- Cycle time
- High performance work
- leadership systems
- Performance measures and indicators
- Process and productivity improvement
- Organizational assessments
- Program audits, and evaluations

#### **SIN 874-7: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES**

Contractors shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

- Program management
- Program integration (team leader)
- Program oversight
- Project management

**Customer Information:**

- 1a. Awarded Special Item Number(s): 874-1 Integrated Consulting Services and 874-7 Integrated Business Program Support Services.
- 1b. Labor Categories and Fixed Labor Hour Rates.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (Delivery Area): Domestic and Overseas
5. Points(s) of production (city, county, and state or foreign country): Linthicum, Maryland, USA
6. Discount from list prices or statement of net price; government net prices (discounts already deducted). See Attachment.
7. Quantity discounts: None Offered
8. Prompt payment terms: Net 30 days
- 9a. Notification that government purchase cards are accepted at or below the micro - purchase threshold. Yes
- 9b. Notification whether government purchase cards are accepted or not accepted above the micro-purchase threshold: Over \$2,500
10. Foreign items (list items by country of origin): None
11. The contractor shall deliver to destination within the number of days after:
  - a. Time of Delivery (Contractor insert number of days); Specified on the Task Order
  - b. Expedited Delivery - Contact Contractor
  - c. Overnight and 2-day delivery - Contact Contractor
  - d. Urgent Requirements - Contact Contractor
12. F.O.B Points(s): Destination
- 13a. Ordering Address:           Booz Allen Hamilton Engineering Services, LLC  
  900 Elkridge Landing Road  
  Linthicum, MD 21090  
  Frank Kozlowski, Director of Contracts  
  719-570-8602; 719-574-2594 - Fax  
  [Kozlowski\\_Frank@bah.com](mailto:Kozlowski_Frank@bah.com)
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule home page ([www.fss.gsa/schedules](http://www.fss.gsa/schedules))

14. Payment address: Booz Allen Hamilton Engineering Services, LLC  
900 Elkridge Landing Road  
Linthicum, MD 21090
15. Warranty provision: Contractor's standard commercial warranty
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
18. Terms and conditions of rental, maintenance, and repair (if applicable); N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. Section 508: Compliant [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Numbering System (DUNS) number: 07 -5916762
26. Registered in Central contractor Registration Database

## LABOR CATEGORY PRICING

MOBIS GSA SCHEDULE  
BOOZ ALLEN HAMILTON ENGINEERING SERVICES, LLC

Labor Category	Option 2 – Plant / Company Site				
	Year 11 11/1/12 - 10/31/2013	Year 12 11/1/13 - 10/31/2014	Year 13 11/1/14 - 10/31/2015	Year 14 11/1/15 - 10/31/2016	Year 15 11/1/16 - 10/31/2017
Program Management Specialist 5	\$174.80	\$179.61	\$184.55	\$189.63	\$194.84
Program Management Specialist 4	\$151.20	\$155.36	\$159.63	\$164.02	\$168.53
Program Management Specialist 3	\$124.13	\$127.54	\$131.05	\$134.65	\$138.35
Program Management Specialist 2	\$100.86	\$103.63	\$106.48	\$109.41	\$112.42
Program Management Specialist 1	\$84.19	\$86.51	\$88.89	\$91.33	\$93.84
Quality Consultant Analyst 3	\$204.51	\$210.13	\$215.91	\$221.85	\$227.95
Quality Consultant Analyst 2	\$132.14	\$135.77	\$139.50	\$143.34	\$147.28
Quality Consultant Analyst 1	\$110.95	\$114.00	\$117.14	\$120.36	\$123.67
Executive Program Manager	\$263.70	\$270.95	\$278.40	\$286.06	\$293.93
Director 2	\$221.55	\$227.64	\$233.90	\$240.33	\$246.94
Director 1	\$200.55	\$206.07	\$211.74	\$217.56	\$223.54
Manager 2	\$197.19	\$202.61	\$208.18	\$213.90	\$219.78
Manager 1	\$159.01	\$163.38	\$167.87	\$172.49	\$177.23
Project Leader 2	\$136.92	\$140.69	\$144.56	\$148.54	\$152.62
Project Leader 1	\$118.98	\$122.25	\$125.61	\$129.06	\$132.61
Consulting Technical Fellow 2	\$226.66	\$232.89	\$239.29	\$245.87	\$252.63
Consulting Technical Fellow 1	\$197.93	\$203.37	\$208.96	\$214.71	\$220.61
Principal Consulting Analyst 2	\$174.37	\$179.17	\$184.10	\$189.16	\$194.36
Principal Consulting Analyst 1	\$160.49	\$164.90	\$169.43	\$174.09	\$178.88
Senior Consulting Analyst 2	\$129.05	\$132.60	\$136.25	\$140.00	\$143.85
Senior Consulting Analyst 1	\$113.31	\$116.43	\$119.63	\$122.92	\$126.30
Consulting Analyst 2	\$103.76	\$106.61	\$109.54	\$112.55	\$115.65
Consulting Analyst 1	\$95.37	\$97.99	\$100.68	\$103.45	\$106.29
Associate Consulting Analyst 3	\$81.18	\$83.41	\$85.70	\$88.06	\$90.48
Associate Consulting Analyst 2	\$68.65	\$70.54	\$72.48	\$74.47	\$76.52
Associate Consulting Analyst 1	\$59.16	\$60.79	\$62.46	\$64.18	\$65.94
CO-OP 3	\$74.30	\$76.34	\$78.44	\$80.60	\$82.82
CO-OP 2	\$55.36	\$56.88	\$58.44	\$60.05	\$61.70
CO-OP 1	\$48.81	\$50.15	\$51.53	\$52.95	\$54.41
Administrative Support Specialist 5	\$109.65	\$112.67	\$115.77	\$118.95	\$122.22
Administrative Support Specialist 4	\$88.25	\$90.68	\$93.17	\$95.73	\$98.36
Administrative Support Specialist 3	\$68.32	\$70.20	\$72.13	\$74.11	\$76.15
Administrative Support Specialist 2	\$54.32	\$55.81	\$57.34	\$58.92	\$60.54
Administrative Support Specialist 1	\$47.87	\$49.19	\$50.54	\$51.93	\$53.36

MOBIS GSA SCHEDULE  
 BOOZ ALLEN HAMILTON ENGINEERING SERVICES, LLC

Labor Category	Option 2 – Field / Government Site				
	Year 11 11/1/12 - 10/31/2013	Year 12 11/1/13 – 10/31/2014	Year 13 11/1/14 – 10/31/2015	Year 14 11/1/15 – 10/31/2016	Year 15 11/1/16 – 10/31/2017
Program Management Specialist 5	\$130.33	\$133.91	\$137.59	\$141.37	\$145.26
Program Management Specialist 4	\$112.74	\$115.84	\$119.03	\$122.30	\$125.66
Program Management Specialist 3	\$92.57	\$95.12	\$97.74	\$100.43	\$103.19
Program Management Specialist 2	\$75.20	\$77.27	\$79.39	\$81.57	\$83.81
Program Management Specialist 1	\$62.79	\$64.52	\$66.29	\$68.11	\$69.98
Quality Consultant Analyst 3	\$152.50	\$156.69	\$161.00	\$165.43	\$169.98
Quality Consultant Analyst 2	\$98.53	\$101.24	\$104.02	\$106.88	\$109.82
Quality Consultant Analyst 1	\$82.71	\$84.98	\$87.32	\$89.72	\$92.19
Executive Program Manager	\$196.64	\$202.05	\$207.61	\$213.32	\$219.19
Director 2	\$165.23	\$169.77	\$174.44	\$179.24	\$184.17
Director 1	\$149.50	\$153.61	\$157.83	\$162.17	\$166.63
Manager 2	\$131.72	\$135.34	\$139.06	\$142.88	\$146.81
Manager 1	\$118.58	\$121.84	\$125.19	\$128.63	\$132.17
Project Leader 2	\$102.10	\$104.91	\$107.80	\$110.76	\$113.81
Project Leader 1	\$88.72	\$91.16	\$93.67	\$96.25	\$98.90
Consulting Technical Fellow 2	\$169.03	\$173.68	\$178.46	\$183.37	\$188.41
Consulting Technical Fellow 1	\$147.58	\$151.64	\$155.81	\$160.09	\$164.49
Principal Consulting Analyst 2	\$130.01	\$133.59	\$137.26	\$141.03	\$144.91
Principal Consulting Analyst 1	\$119.66	\$122.95	\$126.33	\$129.80	\$133.37
Senior Consulting Analyst 2	\$96.22	\$98.87	\$101.59	\$104.38	\$107.25
Senior Consulting Analyst 1	\$84.46	\$86.78	\$89.17	\$91.62	\$94.14
Consulting Analyst 2	\$77.38	\$79.51	\$81.70	\$83.95	\$86.26
Consulting Analyst 1	\$71.12	\$73.08	\$75.09	\$77.15	\$79.27
Associate Consulting Analyst 3	\$60.53	\$62.19	\$63.90	\$65.66	\$67.47
Associate Consulting Analyst 2	\$51.18	\$52.59	\$54.04	\$55.53	\$57.06
Associate Consulting Analyst 1	\$44.12	\$45.33	\$46.58	\$47.86	\$49.18
CO-OP 3	\$55.40	\$56.92	\$58.49	\$60.10	\$61.75
CO-OP 2	\$41.30	\$42.44	\$43.61	\$44.81	\$46.04
CO-OP 1	\$36.40	\$37.40	\$38.43	\$39.49	\$40.58
Administrative Support Specialist 5	\$81.77	\$84.02	\$86.33	\$88.70	\$91.14
Administrative Support Specialist 4	\$65.82	\$67.63	\$69.49	\$71.40	\$73.36
Administrative Support Specialist 3	\$50.93	\$52.33	\$53.77	\$55.25	\$56.77
Administrative Support Specialist 2	\$40.52	\$41.63	\$42.77	\$43.95	\$45.16
Administrative Support Specialist 1	\$35.67	\$36.65	\$37.66	\$38.70	\$39.76

<b>SCA Matrix</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>	<b>WD Number</b>
CO-OP 1	01020 – Administrative Assistant	2005-2059
CO-OP 2	01020 – Administrative Assistant	2005-2059
CO-OP 3	01020 – Administrative Assistant	2005-2059
Administrative Support Specialist 1	01020 – Administrative Assistant	2005-2059
Administrative Support Specialist 2	01020 – Administrative Assistant	2005-2059
Administrative Support Specialist 3	01020 – Administrative Assistant	2005-2059
Administrative Support Specialist 4	01020 – Administrative Assistant	2005-2059
Administrative Support Specialist 5	01020 – Administrative Assistant	2005-2059

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

## **DEFINITION OF LABOR CATEGORIES**

### **LABOR CATEGORIES**

The following are the definition of the MOBIS labor categories:

Each labor category definition includes the following:

- Functional Responsibility
- Education (Required Degree, Training, and/or Certificates)/Years Experience
- Experience

*Descriptions start on next page.*

## **PROGRAM MANAGEMENT SPECIALIST**

- Program Management Specialist 5
- Program Management Specialist 4
- Program Management Specialist 3
- Program Management Specialist 2
- Program Management Specialist 1

### **Functional Responsibility (one or more of the following):**

- Performs a variety of Program Management tasks concerned with the design, development and fielding of DoD and commercial systems
- Performs program management functions to provide expert advice, assistance, and guidance, in support of management organizational and business improvement efforts
- Strategic, business and action planning; ; performance measurement analyses, process and productivity improvement analyses, , and business processes and acquisition planning/analysis.
- Procures goods and services.
- Provides program management support to include project control, project planning, and cost analysis.

### **Job Qualifications:**

- Program Management Specialist 5 – BS or BA and 15 years experience . Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.
- Program Management Specialist 4 – BS or BA and 10 years experience . Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.
- Program Management Specialist 3 – BS or BA and 6 years experience . Four additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.
- Program Management Specialist 2 – BS or BA and 2 years experience . Five additional years' experience may be substituted for a BS or BA degree.
- Program Management Specialist 1 – BS or BA and 0 years experience . Five additional years' experience may be substituted for a BS or BA degree.

## **QUALITY CONSULTING ANALYST**

- Quality Consulting Analyst 3
- Quality Consulting Analyst 2
- Quality Consulting Analyst 1

### **Functional Responsibility (one or more of the following):**

- Performs a variety of tasks concerned with the quality and acceptability of design, development and fielding of DoD and commercial systems
- Performs quality functions to support strategic, business and action planning; ; performance measurement analyses, process and productivity improvement analyses, , and business processes and acquisition planning/analysis.
- Performs quality assurance including maintaining quality records, performing quality audits, and maintaining quality assurance standards to meet evolving industry and DoD quality requirements.

### **Job Qualifications:**

- Quality Consulting Analyst 3 – BS or BA and 12 years experience . Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.
- Quality Consulting Analyst 2 – BS or BA and 6 years experience . Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.
- Quality Consulting Analyst 1 – BS or BA and 2 years experience . Five additional years' experience may be substituted for a BS or BA degree.

## **EXECUTIVE PROGRAM MANAGER**

### **Functional Responsibility:**

- Lead critical program management project .
- Develop, directs, coordinates and controls technical and administrative activities for multiple programs or one large program
- Responsible for the executions of all MOBIS programs
- Reviews and approves program financials
- Makes critical judgments and provides approval on the resolution of schedule, performance or budgetary issues

### **Job Qualifications:**

- Executive Logistics/Business Lead - MS or MA and 10 years experience or BS or BA and 13 years experience. Twelve additional years' experience may be substituted for a BS or BA degree.

## **DIRECTOR**

- Director 2
- Director 1

### **Functional Responsibility:**

- Develop, directs, coordinates and controls management and administrative activities for multiple programs or one large program
- Supervises program directors in the executions of their programs
- Reviews and maintains quality of work
- Reviews and maintains responsibility of program financials
- Makes critical judgments and provides advice on the resolution of schedule, performance or budgetary issues

### **Job Qualification**

- Director 2 - MS or MA and 15 years experience or BS or BA and 18 years experience.
- Director 1 - BS or BA 12 years experience. Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.

## **MANAGER**

- Manager 2
- Manager 1

### **Functional Responsibility:**

- Develop, directs, coordinates and controls technical and administrative activities for one or more Process, acquisition, or training programs
- Supervises project leaders in the executions of their programs
- Oversees strategic, business and action planning; performance measurement analyses, process and productivity improvement analyses, and business processes and acquisition planning/analyses.
- Reviews and maintains quality of work
- Reviews and maintains responsibility of program financials
- Makes judgments and provides advice on the resolution of schedule, performance or budgetary issues

### **Job Qualification**

- Manager 2 - BS or BA 10 years experience. Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.
- Manager 1 - BS or BA 8 years experience. Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.

## **PROJECT LEADER**

- Project Leader 2
- Project Leader 1

### **Functional Responsibility:**

- Develops, directs, coordinates, administrates, and controls activities for one or more Process, acquisition, or training projects
- Provides integrated Process support, or training program development and implementation in support of government or commercial programs
- Leads strategic, business and action planning; performance measurement analyses, process and productivity improvement analyses, , and business processes and acquisition planning/analyses.
- Supervises project teams in the executions of their programs
- Reviews and maintains quality of work
- Reviews and maintains responsibility of program financials
- Makes judgments and provides advice on the resolution of schedule, performance or budgetary issues

### **Job Qualification:**

- Project Leader 2 - BS or BA 6 years experience. Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.
- Project Leader 1 - BS or BA 3 years experience. Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 3 years experience.

## **CONSULTING TECHNICAL FELLOW**

- Consulting Technical Fellow 2
- Consulting Technical Fellow 1

### **Functional Responsibility:**

- Expert in one or more of the MOBIS proposal areas
- Supporting strategic, business and action planning; systems alignment; performance measurement analyses, process and productivity improvement analyses, and business processes and acquisition planning/analyses.
- Performs strategic planning, concept development and requirement analyses, integrated Process support, acquisition/life-cycle management, or training program development/implementation in support of government or commercial programs
- Performs the most novel, complex, leading -edge tasks
- Solves difficult and unique problems.
- Assesses strategic issues with government program managers
- Develops specialized tools, models, or applications for Process, acquisition, or training, project execution
- Reviews products for quality and contract compliance

### **Job Qualification:**

- Consulting Technical Fellow 2 - Ph.D. 15 years experience or Masters Degree and 20 years experience or BS or BA and 25 years experience. Five additional years' experience may be substituted for a BS or BA degree.
- Consulting Technical Fellow 1 - Ph.D. 5 years experience or Masters Degree and 8 years experience or BS or BA and 12 years experience. Five additional years' experience may be substituted for a BS or BA degree.

## **PRINCIPAL CONSULTING ANALYST**

- Principal Consulting Analyst 2
- Principal Consulting Analyst 1

### **Functional Responsibility:**

- Provides project leadership in support of strategic, business and action planning; ; performance measurement analyses, process and productivity improvement analyses, , and business processes and acquisition planning/analyses.
- Provides analysis support to DoD and commercial programs and projects to include program management, program integration, program oversight, and project management.
- Solves difficult and unique types of management, financial, operations, mission, or analytical problems.
- Develops specialized tools, models, or applications for Process, acquisition, or training, project execution
- Leads development of MOBIS products or specialty products
- Makes technical or business judgments and provides advice on the resolution of technical, schedule, performance or budgetary issues

### **Job Qualification:**

- Principal Consulting Analyst 2 - Masters and 10 years experience or BS or BA and 13 years experience. Five additional years' experience may be substituted for a BS or BA degree. A Ph.D. can be substituted for five years' experience.
- Principal Consulting Analyst 1 - Masters and 7 years experience or BS or BA and 10 years experience. Five additional years' experience may be substituted for a BS or BA degree. A Ph.D. can be substituted for five years' experience.

## **SENIOR CONSULTING ANALYST**

- Senior Consulting Analyst 2
- Senior Consulting Analyst 1

### **Functional Responsibility: (one or more of the following)**

- Performs management, financial, or analytical functions in support of MOBIS tasks
- Provides strategic planning for technology programs, concept development and requirement analyses, , integrated Process support, or training program development/implementation in support of government or commercial programs.
- Provides project leadership in support of strategic, business and action planning; performance measurement analyses, process and productivity improvement analyses, and business processes and acquisition planning/analyses.
- Provides analysis support to DoD and commercial programs and projects, to include program management, program integration, program oversight, and project management.
- Solves management, financial, Process, acquisition, training, , analytical, or mission problems.
- Develops Process, acquisition, training, products
- Makes technical and business judgments and provides advice on the resolution of schedule, performance or budgetary issues

### **Job Qualification:**

- Senior Consulting Analyst 2 - Masters and 5 years experience or BS or BA and 7 years experience. Five additional years' experience may be substituted for a BS or BA degree.
- Senior Consulting Analyst 1 - Masters and 3 years experience or BS or BA and 5 years experience. Five additional years' experience may be substituted for a BS or BA degree.

## **CONSULTING ANALYST**

- Consulting Analyst 2
- Consulting Analyst 1

### **Functional Responsibility: (one or more of the following)**

- Performs Process, acquisition, training, or analytical functions
- Provides strategic planning for Process and training programs, concept development and requirement analyses, or training program development/implementation in support of government or commercial programs.
- Provides support in strategic planning for , integrated Process support, or training program development/implementation in support of government or commercial programs.

### **Job Qualification:**

- Consulting Analyst 2 - BS or BA and 2 years experience. Five additional years' experience may be substituted for a BS or BA degree . An MS or MA degree may be substituted for 2 years experience.
- Consulting Analyst 1 - BS or BA and 0 years experience. Five additional years' experience may be substituted for a BS or BA degree.

## **ASSOCIATE CONSULTING ANALYST 3**

### **Functional Responsibility:**

- Assist senior level personnel in providing analytical support tasks
- Supports senior level personnel in support in strategic planning for technology programs , integrated Process support, or training program development/implementation in support of government or commercial programs.
- Supports the development of technical and support products

### **Job Qualification:**

- Associate Consulting Analyst 3 – HS and 4 years experience
- Associate Consulting Analyst 2 - HS and 2 years experience
- Associate Consulting Analyst 1 – HS and 0 years experience

## **CO-OP**

### **Functional Responsibility:**

- Assist senior level personnel by providing support tasks

### **Job Qualification:**

- CO-OP 3 – HS, 90 credit hours 0 years experience
- CO-OP 2 - HS, 45 credit hours, and 0 years experience
- CO-OP 1 - 0 years experience

## **ADMINISTRATIVE SUPPORT SPECIALIST**

- Administrative Support Specialist 5
- Administrative Support Specialist 4
- Administrative Support Specialist 3
- Administrative Support Specialist 2
- Administrative Support Specialist 1

### **Functional Responsibility: (one or more of the following)**

- Provides Administrative and Clerical Support to Managers, , Consultants, Specialists, and Analysts
- Responsible for coordinating the development of graphics, documents, or products.
- Prepares final reports
- Prepares basic spreadsheets
- Establish and maintain office files
- Skilled with Micro-soft Office

### **Job Qualification:**

- Administrative Support Specialist 5 – HS and 8 years experience or BA and 2 or AA on 6
- Administrative Support Specialist 4 – HS and 5 years experience or AA and 2
- Administrative Support Specialist 3 – HS and 3 years experience
- Administrative Support Specialist 2 – HS and 1 years experience
- Administrative Support Specialist 1 – HS and 0 years experience