

GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Schedule 871 Professional Engineering Services

Professional Engineering Discipline: Electrical Engineering

Supported SINs:

871-1; 871-1RC Strategic Planning for Technology Programs/Activities
871-2; 871-2RC Concept Development and Requirements Analysis
871-3; 871-3RC System Design, Engineering and Integration
871-4; 871-4RC Test and Evaluation
871-6; 871-6RC Acquisition and Life Cycle Management

Contract number: GS-10F-0091U

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: January 1, 2008 – December 31, 2017



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8(a) Native-American Tribally Owned Small Disadvantaged Business

CONTRACTOR INFORMATION:

A **SRC Research & Technology Solutions, LLC (ARTS)** is an engineering, technology and scientific support services company formed in January 2006. ARTS is an 8(a) certified small disadvantaged Alaskan Native Corporation (ANC) owned business, providing a broad range of Engineering services as its Primary Engineering Discipline (PED), specifically in the area of Aerospace, Aviation, and Defense Systems. Our core company capabilities include:

- **SYSTEMS ENGINEERING:** ARTS provides systems engineering support to NASA, DoD and aviation customers. Engineers support the full project lifecycle from concept development through design, implementation and operations. This includes requirements definition and the development and review of documentation including Operations Concepts, Design Specifications, and Interface Control Documents.
- **HARDWARE DEVELOPMENT:** ARTS design and development capabilities include hardware electronics at the board, box and system level. This includes the development of ground support equipment such as simulators as well as the development of prototypes that are flight qualified.
- **SOFTWARE DEVELOPMENT:** ARTS software capability includes developing embedded software for both flight and ground systems. Embedded software for telemetry analysis, data communications and data interfaces with other subsystems are developed using the VxWorks operating system. Graphical User Interface (GUI) software is developed to display various flight and ground telemetry and develop software simulators in order to test system functionality.
- **ANALYSIS, TESTING, AND EVALUATION:** ARTS performs integration and test of spacecraft systems and subsystems including the execution of functional and performance tests, environmental testing, contamination monitoring, test planning, test preparation and coordination, definition of test requirements, test procedure development, test software development, and test data reduction and analysis.
- **MODELING & SIMULATION:** ARTS simulation capability includes the development and execution of simulations to support the testing and verification of hardware and software systems and interfaces.
- **PROGRAM/PROJECT MANAGEMENT:** ARTS performs program management, information and process management, configuration management, risk management, resource and facility management, quality control management, and work site management. ARTS is responsible for business and administrative planning, organizing, coordinating, directing, accomplishing, documenting and controlling actions associated with various engineering task orders. This includes maintaining program interfaces, performing short-term studies, and complying with technical, legal and regulatory requirements.
- **SATELLITE MISSION OPERATIONS:** ARTS staff have significant experience in satellite mission operations. ARTS staff have participated in real-time mission operations support for launch, orbit-raising, on-orbit operations and spacecraft anomaly resolution for a variety of spacecraft. We have either led or participated in the development of spacecraft command procedures, spacecraft contingency operations procedures, end-to-end tests, and operations script development. Operations functions performed include daily subsystem health and safety assurance, trending analysis and limit checking, planning and real-time support of special operations, operational procedure development, development and presentation of training material to operations crews, and status reporting. ARTS personnel have supported NASA and NOAA satellite launches.

We provide expert services to the private and public sectors in the following relevant SINs:

- Strategic Planning for Technology Programs/Activities (SIN 871-1, 871-1RC)
- Concept Development and Analysis (SIN 871-2, 871-2RC)
- System Design, Engineering and Integration (SIN 871-3, 871-3RC)
- Test and Evaluation (SIN 871-4, 871-4RC)
- Acquisition and Life Cycle Management (SIN 871-6, 871-6RC)

1a. Professional Engineering Discipline (PED) and Special Item Number(s) (SINs):

SIN	SIN Description	PED
871-1, -1RC	Strategic Planning for Technology Programs/Activities	Electrical / Mechanical
871-2, -2RC	Concept Development and Requirements Analysis	Electrical / Mechanical
871-3, -3RC	System Design, Engineering and Integration	Electrical / Mechanical
871-4, -4RC	Test and Evaluation	Electrical / Mechanical
871-6, -6RC	Acquisition and Life Cycle Management	Electrical / Mechanical

1b. Pricing for All PEDs/SINs

Labor Category	Year 5 1/1/12 - 12/31/12	Year 6 1/1/13 - 12/31/13	Year 7 1/1/14 - 12/31/14	Year 8 1/1/15 - 12/31/15	Year 9 1/1/16 - 12/31/16	Year 10 1/1/17 - 12/31/17
Project Director	\$222.65	\$227.77	\$233.01	\$238.37	\$243.85	\$249.46
Project Manager	\$181.97	\$186.16	\$190.44	\$194.82	\$199.30	\$203.88
Project Engineer	\$114.96	\$117.60	\$120.31	\$123.08	\$125.91	\$128.80
Principle Systems Engineer	\$116.27	\$118.94	\$121.68	\$124.48	\$127.34	\$130.27
Engineer	\$114.67	\$117.31	\$120.01	\$122.77	\$125.59	\$128.48
Senior Engineer	\$119.76	\$122.51	\$125.33	\$128.21	\$131.16	\$134.18
Simulation Engineer	\$157.18	\$160.80	\$164.49	\$168.28	\$172.15	\$176.11
Engineer Technician ***	\$50.06	\$51.21	\$52.39	\$53.59	\$54.83	\$56.09
Senior Project Planner	\$88.82	\$90.86	\$92.95	\$95.09	\$97.28	\$99.52
Project Planner	\$80.19	\$82.03	\$83.92	\$85.85	\$87.83	\$89.85
GIS Technician ***	\$83.50	\$85.42	\$87.39	\$89.40	\$91.45	\$93.55
Air Traffic Control Specialist	\$154.80	\$158.36	\$162.00	\$165.73	\$169.54	\$173.44
Airspace Design Engineer	\$107.80	\$110.28	\$112.82	\$115.41	\$118.07	\$120.78
Senior Airspace Design Specialist	\$143.61	\$146.91	\$150.29	\$153.75	\$157.28	\$160.90
Graphics Technician ***	\$65.71	\$67.22	\$68.77	\$70.35	\$71.97	\$73.62
Administrative Assistant ***	\$56.88	\$58.19	\$59.53	\$60.90	\$62.30	\$63.73

Labor Category	Year 5 1/1/12 - 12/31/12	Year 6 1/1/13 - 12/31/13	Year 7 1/1/14- 12/31/14	Year 8 1/1/15 - 12/31/15	Year 9 1/1/16 - 12/31/16	Year 10 1/1/17 - 12/31/17
Subject Matter Experts						
Level I (IAPA/Flight Check Specialist) SME	\$143.61	\$146.91	\$150.29	\$153.75	\$157.28	\$160.90
Level III (Document Management Specialist) SME	\$190.01	\$194.38	\$198.85	\$203.42	\$208.10	\$212.89
Radar/Surveillance Specialist	\$194.82	\$199.30	\$203.88	\$208.57	\$213.37	\$218.28
NAVAID/Communications Specialist	\$217.08	\$222.07	\$227.18	\$232.41	\$237.75	\$243.22
Procedure Specialist	\$186.68	\$190.97	\$195.37	\$199.86	\$204.46	\$209.16
Engineering Specialist	\$183.68	\$187.90	\$192.23	\$196.65	\$201.17	\$205.80
Physicist/Technologist Level I	\$62.51	\$63.95	\$65.42	\$66.92	\$68.46	\$70.04
Physicist/Technologist Level II	\$75.79	\$77.53	\$79.32	\$81.14	\$83.01	\$84.92
Physicist/Technologist Level III	\$88.62	\$90.66	\$92.74	\$94.88	\$97.06	\$99.29
Scientist Level I	\$40.08	\$41.00	\$41.94	\$42.91	\$43.90	\$44.91
Scientist Level II	\$54.97	\$56.23	\$57.53	\$58.85	\$60.20	\$61.59
Scientist Level III	\$62.81	\$64.25	\$65.73	\$67.24	\$68.79	\$70.37
Scientist Level IV	\$69.38	\$70.98	\$72.61	\$74.28	\$75.99	\$77.73
Scientist Level V	\$88.33	\$90.36	\$92.44	\$94.57	\$96.74	\$98.97
Principal Senior Scientist	\$119.35	\$122.10	\$124.90	\$127.78	\$130.71	\$133.72
GIS Specialist and Q/A Expert	\$157.11	\$160.72	\$164.42	\$168.20	\$172.07	\$176.03
Engineer Specialist Level I	\$141.50	\$144.75	\$148.08	\$151.49	\$154.97	\$158.54
Engineer Specialist Level II	\$152.92	\$156.44	\$160.04	\$163.72	\$167.48	\$171.33
Technology Transfer Specialist Level I	\$52.20	\$53.40	\$54.63	\$55.89	\$57.17	\$58.49
Technology Transfer Specialist Level II	\$62.63	\$64.07	\$65.54	\$67.05	\$68.59	\$70.17
Technology Transfer Specialist Level III	\$70.79	\$72.42	\$74.08	\$75.79	\$77.53	\$79.31
GIS Operations Lead	\$87.33	\$89.34	\$91.39	\$93.50	\$95.65	\$97.85
Electrical Group Lead	\$140.99	\$144.23	\$147.55	\$150.94	\$154.42	\$157.97
Electrical/Control Engineer	\$118.51	\$121.24	\$124.02	\$126.88	\$129.79	\$132.78
Sr. Electrical/Control Engineer	\$127.35	\$130.28	\$133.28	\$136.34	\$139.48	\$142.68
Engineering Associate ***	\$78.70	\$80.51	\$82.36	\$84.26	\$86.19	\$88.18
Sr. Engineering Associate	\$118.51	\$121.24	\$124.02	\$126.88	\$129.79	\$132.78
Mechanical Engineer	\$106.12	\$108.56	\$111.06	\$113.61	\$116.23	\$118.90
Sr. Mechanical Engineer	\$129.56	\$132.54	\$135.59	\$138.71	\$141.90	\$145.16
Mechanical Group Lead	\$125.67	\$128.56	\$131.52	\$134.54	\$137.64	\$140.80
Project Engineer	\$118.51	\$121.24	\$124.02	\$126.88	\$129.79	\$132.78
Sr. Project Engineer	\$127.35	\$130.28	\$133.28	\$136.34	\$139.48	\$142.68
Systems Engineer	\$97.53	\$99.77	\$102.07	\$104.42	\$106.82	\$109.27
Sr. Systems Engineer	\$121.16	\$123.95	\$126.80	\$129.71	\$132.70	\$135.75
Aerospace Systems Engineer I	\$66.80	\$68.34	\$69.91	\$71.52	\$73.16	\$74.84
Aerospace Systems Engineer II	\$86.27	\$88.25	\$90.28	\$92.36	\$94.48	\$96.66
Aerospace Systems Engineer III	\$109.13	\$111.64	\$114.21	\$116.83	\$119.52	\$122.27
Mission Planner	\$63.52	\$64.98	\$66.48	\$68.00	\$69.57	\$71.17
Data Management/Analyst Level I	\$58.10	\$59.44	\$60.80	\$62.20	\$63.63	\$65.10

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Data Management/Analyst Level II	\$71.95	\$73.60	\$75.30	\$77.03	\$78.80	\$80.61
Data Management/Analyst Level III	\$86.64	\$88.63	\$90.67	\$92.76	\$94.89	\$97.07
Project Support Intern ***	\$23.09	\$23.62	\$24.16	\$24.72	\$25.29	\$25.87
Program Manager Assistant	\$52.46	\$53.67	\$54.90	\$56.16	\$57.46	\$58.78
Senior Systems Analyst	\$75.71	\$77.45	\$79.23	\$81.06	\$82.92	\$84.83
Buyer	\$69.87	\$71.48	\$73.12	\$74.80	\$76.52	\$78.28
Sr. Buyer	\$79.00	\$80.82	\$82.68	\$84.58	\$86.52	\$88.51
Machinist ***	\$86.11	\$88.09	\$90.12	\$92.19	\$94.31	\$96.48
Sr. Machinist	\$88.07	\$90.10	\$92.17	\$94.29	\$96.46	\$98.67
Metal Worker ***	\$86.11	\$88.09	\$90.12	\$92.19	\$94.31	\$96.48
Sr. Metal Worker	\$99.99	\$102.29	\$104.64	\$107.05	\$109.51	\$112.03
Program/CTO Administrator	\$79.00	\$80.82	\$82.68	\$84.58	\$86.52	\$88.51
Test Engineer	\$109.21	\$111.72	\$114.29	\$116.92	\$119.61	\$122.36
Sr. Test Engineer	\$127.72	\$130.66	\$133.66	\$136.74	\$139.88	\$143.10
Administrative Deputy	\$85.45	\$87.42	\$89.43	\$91.48	\$93.59	\$95.74
Chief Engineer	\$125.82	\$128.71	\$131.67	\$134.70	\$137.80	\$140.97
Technician II ***	\$53.04	\$54.26	\$55.51	\$56.78	\$58.09	\$59.43
Technician III ***	\$57.69	\$59.02	\$60.37	\$61.76	\$63.18	\$64.64
Technician IV ***	\$64.16	\$65.64	\$67.15	\$68.69	\$70.27	\$71.89
Mission Operator I	\$42.43	\$43.41	\$44.40	\$45.43	\$46.47	\$47.54
Mission Operator II	\$57.72	\$59.05	\$60.41	\$61.79	\$63.22	\$64.67
Accounting Specialist Level I***	\$26.30	\$26.90	\$27.52	\$28.16	\$28.80	\$29.47
Accounting Specialist Level II***	\$27.58	\$28.21	\$28.86	\$29.53	\$30.21	\$30.90
Accounting Specialist Level III	\$32.92	\$33.68	\$34.45	\$35.24	\$36.05	\$36.88
Accounting Specialist Level IV	\$38.74	\$39.63	\$40.54	\$41.48	\$42.43	\$43.40
Accounting Specialist Level V	\$44.53	\$45.55	\$46.60	\$47.67	\$48.77	\$49.89
Scheduling Specialist Level I***	\$34.35	\$35.14	\$35.95	\$36.78	\$37.62	\$38.49
Scheduling Specialist Level II***	\$47.65	\$48.75	\$49.87	\$51.01	\$52.19	\$53.39
Scheduling Specialist Level III	\$70.86	\$72.49	\$74.16	\$75.86	\$77.61	\$79.39
Scheduling Specialist Level IV	\$83.36	\$85.28	\$87.24	\$89.25	\$91.30	\$93.40
Scheduling Specialist Level V	\$95.86	\$98.06	\$100.32	\$102.63	\$104.99	\$107.40
Configuration Management Specialist Level I***	\$29.81	\$30.50	\$31.20	\$31.91	\$32.65	\$33.40
Configuration Management Specialist Level II***	\$39.26	\$40.16	\$41.09	\$42.03	\$43.00	\$43.99
Configuration Management Specialist Level III	\$50.76	\$51.93	\$53.12	\$54.34	\$55.59	\$56.87
Configuration Management Specialist Level IV	\$57.74	\$59.07	\$60.43	\$61.82	\$63.24	\$64.69
Configuration Management Specialist Level V	\$68.68	\$70.26	\$71.88	\$73.53	\$75.22	\$76.95
Documentation Specialist Level I***	\$23.53	\$24.07	\$24.62	\$25.19	\$25.77	\$26.36
Documentation Specialist Level II***	\$34.06	\$34.84	\$35.64	\$36.46	\$37.30	\$38.16
Documentation Specialist Level III	\$39.60	\$40.51	\$41.44	\$42.40	\$43.37	\$44.37

Labor Category	Year 5 1/1/12 - 12/31/12	Year 6 1/1/13 - 12/31/13	Year 7 1/1/14- 12/31/14	Year 8 1/1/15 - 12/31/15	Year 9 1/1/16 - 12/31/16	Year 10 1/1/17 - 12/31/17
Documentation Specialist Level IV	\$46.60	\$47.67	\$48.77	\$49.89	\$51.04	\$52.21
Documentation Specialist Level V	\$53.57	\$54.80	\$56.06	\$57.35	\$58.67	\$60.02
MIS Specialist Level I***	\$32.71	\$33.46	\$34.23	\$35.02	\$35.82	\$36.65
MIS Specialist Level II***	\$42.60	\$43.58	\$44.58	\$45.61	\$46.66	\$47.73
MIS Specialist Level III	\$52.69	\$53.90	\$55.14	\$56.41	\$57.71	\$59.03
MIS Specialist Level IV	\$61.96	\$63.39	\$64.84	\$66.33	\$67.86	\$69.42
MIS Specialist Level V	\$71.29	\$72.93	\$74.61	\$76.32	\$78.08	\$79.87
Project Support Specialist Level I***	\$31.15	\$31.87	\$32.60	\$33.35	\$34.12	\$34.90
Project Support Specialist Level II***	\$35.82	\$36.64	\$37.49	\$38.35	\$39.23	\$40.13
Project Support Specialist Level III	\$40.63	\$41.56	\$42.52	\$43.50	\$44.50	\$45.52
Project Support Specialist Level IV	\$47.80	\$48.90	\$50.02	\$51.17	\$52.35	\$53.56
Project Support Specialist Level V	\$54.95	\$56.21	\$57.51	\$58.83	\$60.18	\$61.57

*** Indicates SCA eligible categories. See the SCA Matrix following the Price List for additional information regarding these categories.

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Engineer Technician ***	30082 - Engineering Technician II	05-2103
GIS Technician ***	30086 - Engineering Technician VI	05-2103
Graphics Technician ***	15080 - Graphic Artist	05-2103
Administrative Assistant ***	01020 - Administrative Assistant	05-2103
Engineering Associate ***	30061 - Drafter/CAD Operator I	05-2061
Project Support Intern ***	01113 - General Clerk III	05-2103
Machinist ***	23550 - Machinist	05-2061
Metal Worker ***	23890 - Sheet-Metal Worker	05-2061
Technician II ***	30083 - Engineering Technician III	05-2361
Technician III ***	30084 - Engineering Technician IV	05-2361
Technician IV ***	30085 - Engineering Technician V	05-2361
Accounting Specialist Level I***	01011 – Accounting Clerk I	05-2103
Accounting Specialist Level II***	01012 – Accounting Clerk II	05-2103
Scheduling Specialist Level I***	01112 – General Clerk II	05-2103
Scheduling Specialist Level II***	01113 – General Clerk III	05-2103
Configuration Management Specialist Level I***	01112 – General Clerk II	05-2103
Configuration Management Specialist Level II***	01113 – General Clerk III	05-2103
Documentation Specialist Level I***	13050 – Library Aide/Clerk	05-2103
Documentation Specialist Level II***	13058 – Library Technician	05-2103
MIS Specialist Level I***	14041 – Computer Operator I	05-2103

MIS Specialist Level II***	14042 – Computer Operator II	05-2103
Project Support Specialist Level I***	01112 – General Clerk II	05-2103
Project Support Specialist Level II***	01113 – General Clerk III	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination 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.

1c. Labor Category Descriptions

MANAGEMENT

Project Director

Description: Performs business requirements and operations analyses, program control, and contract management. Responsible for coordinating and facilitating work assignments, staffing requirements, budget control, risk management and quality assurance of the products being developed. Responsible for formulating and enforcing work standards, assigning project schedules, reviewing work discrepancies, supervising project personnel and communicating policies, purposes, and goals of the organization to subordinates. Capable of managing multiple and complex projects simultaneously.

Minimum Education: Bachelors degree in engineering, management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 10 years management experience in overseeing large complex tasks related to professional engineering services.

Project Manager

Description: Responsible for coordinating and facilitating work assignments, staffing requirements, budget control, risk management and quality assurance of the products being developed. Responsible for formulating and enforcing work standards, assigning project schedules, reviewing work discrepancies, supervising project personnel and communicating policies, purposes, and goals of the organization to subordinates.

Minimum Education: Bachelors degree in engineering, management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 8 years management experience in overseeing mid to large complex tasks related to professional engineering services.

ENGINEERING

Project Engineer

Description: Oversee all aspects of electrical engineering tasks; senior position responsible to perform advanced and complex engineering tasks and to oversee moderate tasks performed by the engineering and project staff. Develop both conceptual and detailed designs.

Minimum Education: Bachelors degree in engineering, management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 6 years management experience in overseeing large complex tasks related to professional engineering services.

Principle Systems Engineer

Description: Responsible for requirements of definition and overall integration of complex engineering tasks. Must identify requirements for tasks, develop concepts, perform trade and sensitivity studies, and select optimum design concepts. Direct lead discipline engineers in developments of design concepts. Integrate engineering disciplines into final coordinated design concept.

Minimum Education: Bachelors degree in engineering, management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 6 years management experience in overseeing large complex tasks related to professional engineering services.

Engineer

Description: Designs and applies methods, theories, and research techniques in the investigation and solutions of complex and difficult systems. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 6 years experience in overseeing large complex tasks related to professional engineering services.

Senior Engineer

Description: Provides discipline specific or system specific support on systems, elements, interfacing systems, components, devices and processes. Possesses in-depth technical and theoretical knowledge in specific scientific or engineering discipline. Develops system architecture and design including software, hardware, communications and interface requirements. Leads definition, trade-off and design activities. Works independently or on a team to solve technical problems. Supports entire system life cycle. Prepares, reviews, and evaluates system documentation, specifications, test plans and procedures. Conducts analysis to define, analyze and allocate requirements. Supports test programs and analyzes test data. Conducts requirements analysis and performs audits to ensure functionality, operations and performance requirements are met. May provide daily management of staff and projects.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 8 years experience in supporting and overseeing tasks related to professional engineering services.

Simulation Engineer

Description: Possesses and applies comprehensive knowledge to the completion of large and complex assignments. Has superior technical capability in specialty area and working knowledge of a wide range of areas. Capable of accomplishing complete task from concept to conclusion.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 10 years management experience in supporting and overseeing tasks related to professional engineering services.

Engineer Technician

Description: Knows fundamental concepts in engineering discipline. Applies existing and newly developed knowledge readily. Willing to develop depth in a technical specialty and shows interest in other technical areas.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: Entry level with minimum 1 year experience performing tasks related to professional engineering services.

PLANNING/ANALYSIS

Senior Project Planner

Description: Responsible for analysis of project requirements for the purpose of designing, developing process improvements to support successful implementation of engineering related projects. Interacts with stakeholders; oversees integration of detailed engineering plans into a finished product meeting the requirements for detailed system design. Also assists with project management duties such as establishing and monitoring budgets and schedules and managing change control.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 5 years experience in performing tasks related to professional engineering services.

Project Planner

Description: Responsible for analysis of project requirements for the purpose of designing, developing process improvements to support successful implementation of engineering related projects.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 3 years experience in performing tasks related to professional engineering services.

GIS Technician

Description: Understand basic GIS theory, including the use of projections, coordinate systems, geoprocessing tools, and a basic knowledge of spatial analysis. Must be proficient at completing daily GIS tasks using the GIS desktop products, SDE databases, personal geodatabases, and SDSFIE Data Standards. Basic GIS skills including the development of specialized map products, spatial queries, and metadata creation are a must.

Minimum Education: Bachelors degree in geographical information systems, planning, engineering, computer science, business, mathematics, or other relevant discipline. Experience working with GIS and CAD software. Direct work experience may be substituted for degree requirements.

Minimum Experience: 3 years experience in performing tasks related to professional planning services.

AIR TRAFFIC

Air Traffic Control Specialist

Description: Provides for the safe, orderly, and expeditious flow of air traffic

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: Must possess a minimum of 5 years experience in a military or civilian air traffic facility. This experience must have provided a comprehensive knowledge of appropriate air traffic control laws, rules and regulations.

Airspace Design Engineer

Description: Responsible for airspace design engineering projects.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: Must possess a minimum of 5 years experience in performing tasks related to airspace design, United States Standards for Terminal Instrument Procedures (TERPS), and instrument flight procedures development. Must possess knowledge of procedures development software including Instrument Approach Automation (IAPA), Terminal Area Route Generation Evaluation Tool Simulation (TARGETS), and/or RNAV Pro

Senior Airspace Design Specialist

Description: Responsible for leading and participating in airspace design engineering projects.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: Must possess a minimum of 10 years experience in performing tasks related to airspace design, United States Standards for Terminal Instrument Procedures (TERPS), and instrument flight procedures development. Must possess knowledge of procedures development software including Instrument Approach Automation (IAPA), Terminal Area Route Generation Evaluation Tool Simulation (TARGETS), and/or RNAV Pro

GRAPHIC DESIGN

Graphics Technician

Description: Designs and develops 2D and solid models of mechanical or electrical/control systems. Follows general direction of engineer and/or senior project planner. Provides for functional inter-relationships, correct dimensions and interface details, and awareness of stress, kinematics, and operational details.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 3 years training and experience with CAD systems and experience in developing general drawings.

ADMINISTRATION

Administrative Assistant

Description: Provides administrative support to project engineering staff and managers.

Minimum Education: Associates degree in business, office management, engineering, computer science or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 2 years experience in office administration; skilled in office applications such as word processing, spreadsheets, presentation packages. Excellent communication skills.

SUBJECT MATTER EXPERTS

Subject Matter Expert I

Description: Recognized expert in a specific scientific, engineering or other relevant professional technical field required to support engineering services tasks. Recognized world class authority in the niche area they are being retained to address.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 6 years experience in area of expertise

Subject Matter Expert III

Description: Recognized expert in a specific scientific, engineering or other relevant professional technical field required to support engineering services tasks. Recognized world class authority in the niche area they are being retained to address.

Minimum Education: Masters degree in engineering, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 10 years experience in area of expertise

Radar/Surveillance Specialist

Description: Recognized aviation/aerospace expert in radar and surveillance. Recognized world class authority in the niche area they are being retained to address.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 8 years experience in area of expertise

NAVAID/Communications Specialist

Description: Recognized aviation/aerospace expert in NAVAID communications. Working independently on multiple tasks or complex projects and specialized in the analysis, architectural design and systems integration of advanced data or voice communication systems.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 8 years experience in area of expertise

Procedure Specialist

Description: Recognized aviation/aerospace expert in radar and surveillance. Recognized world class authority in the niche area they are being retained to address.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 8 years experience in area of expertise

Engineering Specialist

Description: Recognized aviation/aerospace expert in radar and surveillance. Recognized world class authority in the niche area they are being retained to address.

Minimum Education: Bachelors degree in engineering, engineering management, computer science, business, mathematics, or other relevant discipline. Direct work experience may be substituted for degree requirements.

Minimum Experience: 8 years experience in area of expertise

Physicist/Technologist

Description: Evaluates scientific and technology papers and presentations for technology transfer leads; participates in Research & Development technical review relative to technology transfer matters.

Level I

Minimum Education: BA/BS Degree.

Minimum Experience: 1 year related experience.

Level II

Minimum Education: BA/BS Degree.

Minimum Experience: 5 years related experience; possess experience and knowledge to take the lead on specific moderate-level tasking.

Level III

Minimum Education: BA/BS Degree.

Minimum Experience: 10 years related experience; possess extensive experience and knowledge to take the lead on specific complex tasking.

Scientist

Description: Possess knowledge of appropriate data sources to address the specific requirements of projects for monitoring, characterization, analysis and modeling; Perform scientific research, scientific writing and editing, including the writing and editing of project products to established government standards for the targeted science and lay audiences, proofreading of draft and final documents; Attend meetings and workshops to present on project work, participate in discussions.

Level I

Minimum Education: Junior level Scientist with BS Degree.

Minimum Experience: 1 year related experience.

Level II

Minimum Education: Research Scientist with BS Degree.

Minimum Experience: 4 years related professional experience or MS Degree with one year related professional experience.

Level III

Minimum Education: Research Scientist with MS Degree.

Minimum Experience: 7 years related professional experience or PhD with minimum 3 years related professional experience.

Level IV

Minimum Education: Senior level Research Scientist with PhD.

Minimum Experience: 12 years related professional experience or MS Degree with minimum 15 years related professional experience.

Level V

Minimum Education: Senior level Research Scientist with PhD.

Minimum Experience: 20 years related professional experience or MS Degree with minimum 24 years related professional experience.

Principal Senior Scientist

Description: Senior level research scientist with extensive publication experience, recognized in the scientific community as a leader in specialty field.

Minimum Education: PhD.

Minimum Experience: 20 years related professional experience.

GIS Specialist and Q/A Expert

Description: Provides oversight and technical leadership to staff in GIS data enhancement and maintenance environment; Evaluates and performs Q/A edit of work performed by staff and develops GIS-based area of service with existing and new clients and interacts with them to enhance the automation of current and future tasks; Provides broad overview of project technical implementation and resource management.

Minimum Education: BS Degree.

Minimum Experience: 8 years related professional GIS experience.

Engineer Specialist

Description: Provides unique system design, analysis, performance evaluation, or system integration support that exceeds the standards set for senior level design and senior level systems engineering positions.

Level I

Substantial experience in the use of applicable finite element analysis, model-based systems engineering, or dynamic system performance analysis tools is required for candidates who will be assigned to related tasks.

Minimum Education: BSME, BSEE, BSCS, or BSAE.

Minimum Experience: 12 years experience in any combination of aerospace engineering, mechanical engineering, electrical engineering, controls engineering, or systems engineering.

Level II

Substantial experience in the use of applicable finite element analysis, model-based systems engineering, or dynamic system performance analysis tools is required for candidates who will be assigned to related tasks. Recognized as an expert in the engineering discipline that will be fulfilled for the company.

Minimum Education: BSME, BSEE, BSCS, or BSAE.

Minimum Experience: 16 years experience in any combination of aerospace engineering, mechanical engineering, electrical engineering, controls engineering, or systems engineering.

Technology Transfer Specialist

Description: Assists in developing and maintaining software release controls; develops and maintains marketing & outreach calendars and develops potential plans for targeted technology transfer activities; identifies and coordinates innovative marketing & outreach practices to promote technology transfer both internal and external to client.

Level I

Minimum Education: BA/BS Degree.

Minimum Experience: 1 year related experience.

Level II

Minimum Education: BA/BS Degree.

Minimum Experience: 5 years experience; possess the ability to work tasking independently.

Level III

Minimum Education: BA/BS Degree.

Minimum Experience: 10 years experience; possess the ability to work independently on complex tasking.

GIS Operations Lead

Description: Supervises work on specific task orders with full responsibility for planning and implementation while interfacing with customer's technical representatives; Responsibilities include creating and maintaining schedules, analysis of methodologies to be used, and performing QC as needed on work performed by technicians and analysts.

Minimum Education: BS Degree.

Minimum Experience: 7 years related experience.

Electrical Group Lead

Description: Oversight for electrical and control system design, analysis, configuration, fabrication assistance, and test workload supported by company's contract engineering organization. Preparation, review, and approval of task order plans and estimates. Task management, including budget and schedule control.

Minimum Education: BSEE.

Minimum Experience: 8 years experience in electrical/controls engineering design, analysis, fabrication, and test.

Electrical/Control Engineer

Description: Electrical and control system design, analysis, configuration, fabrication assistance, and test. May provide documentation and configuration management of specified electrical and control system hardware and software development.

Minimum Education: BSEE.

Minimum Experience: 1 year related experience.

Sr. Electrical/Control Engineer

Description: Electrical and control system design, analysis, configuration, fabrication assistance, and test. May provide documentation and configuration management of specified electrical and control system hardware and software development. Task order management, including budget and schedule definition and control.

Minimum Education: BSEE.

Minimum Experience: 8 years experience in electrical/controls engineering design, analysis, fabrication, and test.

Engineering Associate

Description: Provides one or more of the following: system design support; system analysis and performance evaluation; assistance with systems engineering tasks; support system fabrication, integration, and test. Knowledge, training, and some experience in aerospace, mechanical, electrical, or controls engineering support activities identified herein.

Minimum Education: AA Degree

Minimum Experience: Experience in the use of CAD tools is highly desired for candidates who will be assigned to design tasks. 1 year related experience.

Sr. Engineering Associate

Description: Provides one or more of the following: system design support; system analysis and performance evaluation; assistance with systems engineering tasks; support system fabrication, integration, and test.

Minimum Education: AA Degree.

Minimum Experience: 8 years experience in aerospace, mechanical, electrical, or controls engineering support activities identified herein. Experience in the use of CAD tools is highly desired for candidates who will be assigned to design tasks.

Mechanical Engineer

Description: Provide mechanical systems design and analysis support. Generate mechanical system performance specifications, as required. Provide one or more of the following:

fabrication oversight for mechanical components and assemblies; test planning, generate test documentation, and support system testing as required to validate/verify product design; Support project management functions including budgeting, scheduling, and resource allocation for projects which primarily involve mechanical system development.

Minimum Education: BS Mechanical Engineering.

Minimum Experience: 2 years experience in mechanical engineering design and/or analysis. Strong knowledge in the use of Pro/Engineer, SolidWorks, MSC/PATRAN, and/or MSC/NASTRAN computer-aided design (CAD) and analysis tools.

Sr. Mechanical Engineer

Description: Provide mechanical systems design and analysis support to various technically challenging projects. Generate mechanical system performance specifications, as required. Provide one or more of the following: fabrication oversight for mechanical components and assemblies; test planning, generate test documentation, and support system testing as required to validate/verify product design. Support project management functions including budgeting, scheduling, and resource allocation for projects which primarily involve mechanical system development.

Minimum Education: BS Mechanical Engineering.

Minimum Experience: 8 years experience in mechanical engineering design and/or analysis. Strong knowledge in the use of Pro/Engineer, SolidWorks, MSC/PATRAN, and/or MSC/NASTRAN computer-aided design (CAD) and analysis tools (minimum 2 continuous years in any given tool).

Mechanical Group Lead

Description: Oversight for mechanical and aerospace structural system design, analysis, configuration, fabrication assistance, and test workload supported by company's contract engineering organization. Preparation, review, and approval of task order plans and estimates. Task management, including budget and schedule control.

Minimum Education: BS Mechanical Engineering.

Minimum Experience: 8 years experience in mechanical/aerospace structural engineering design, analysis, fabrication, and test. Background in Pro/Engineer, SolidWorks, MSC/PATRAN, MSC/NASTRAN, and/or similar finite element analysis applications, is a plus.

Project Engineer

Description: Electrical and/or mechanical engineering support involving design, analysis, fabrication assistance, and test. Provide one or more of the following: engineering documentation development and configuration control of electrical, mechanical, and/or control system hardware and software. Task order management, including budget and schedule definition and control.

Electrical/Controls

Minimum Education: BS Electrical Engineering.

Minimum Experience: 1 year related experience. Background in computer system networking and/or control system software development, including that generated through application of standard industry functional control programs is a plus.

Mechanical

Minimum Education: BS Mechanical Engineering.

Minimum Experience: 1 year related experience. Strong knowledge in the use of Pro/Engineer, SolidWorks, MSC/PATRAN, and/or MSC/NASTRAN computer-aided design (CAD) and analysis tools is a plus.

Sr. Project Engineer

Description: Electrical and/or mechanical engineering support involving design, analysis, fabrication assistance, and test. Performs one or more of the following: engineering documentation development and configuration control of electrical, mechanical, and/or control system hardware and software. Task order management, including budget and schedule definition and control.

Electrical/Controls

Minimum Education: BS Electrical Engineering.

Minimum Experience: 8 years experience in electrical/controls engineering design, analysis, fabrication, and test. Background in computer system networking and/or control system software development, including that generated through application of standard industry functional control programs, a plus.

Mechanical

Minimum Education: BS Mechanical Engineering.

Minimum Experience: 8 years experience in mechanical engineering design and/or analysis. Strong knowledge in the use of Pro/Engineer, SolidWorks, MSC/PATRAN, and/or MSC/NASTRAN computer-aided design (CAD) and analysis tools (minimum 2 continuous years).

Systems Engineer

Description: Provides one or more of the following: technical organization, system design requirements, potential system safety hazards identification, system integration oversight, system performance evaluation.

Minimum Education: BS Degree.

Minimum Experience: 1 year experience in engineering design and/or analysis associated with aerospace engineering, mechanical engineering, electrical/electronics engineering, controls engineering, or IT disciplines. Minimum one 1 year experience providing systems engineering support as specified herein. Depending on position requirements, knowledge and experience with computerized engineering tools such as Extend®, Satellite Tool Kit®, PATRAN/NASTRAN®,-Pro/Engineer®, Matlab®, may be required.

Sr. Systems Engineer

Description: Provides one or more of the following: technical organization, system design requirements, potential system safety hazards identification, system integration oversight, system performance evaluation.

Minimum Education: BS Degree.

Minimum Experience: 4 years experience in engineering design and/or analysis associated with aerospace engineering, mechanical engineering, electrical/electronics engineering, controls engineering, or IT disciplines. Minimum 2 years experience providing systems engineering support as specified herein. Additional 2 years experience in any combination of engineering disciplines identified above. Depending on position requirements, knowledge and experience

with computerized engineering tools such as Extend®, Satellite Tool Kit®, PATRAN/NASTRAN®, Pro/Engineer®, Matlab®, may be required.

Aerospace Systems Engineer I

Description: Performs one or more of the following services: ensures that aerospace/ground systems requirements are achieved, analyzes system requirements, develops functional performance requirements, conducts trade studies, allocates requirements to system element; responsible for interface control during development and maintenance activities and for the integration and test planning necessary to verify that system requirements have been realized; responsible for balancing specialty engineering (safety, human factors, reliability, maintainability, quality assurance, logistics, and contamination) requirements such that system performance requirements are achieved.

Minimum Education: BS Degree in engineering, computer science or mathematics.

Minimum Experience: 2 years related professional experience.

Aerospace Systems Engineer II

Description: Performs one or more of the following services: responsible for ensuring that systems requirements are achieved; responsible for interface control during development and maintenance activities and for the integration and test planning necessary to verify that system requirements have been realized; performs engineering for a system or subsystems using methodologies and techniques appropriate to the engineering discipline; provides expert advice and support during the entire life cycle from the specification and analysis of requirements, through the design of the hardware or software, procurement, fabrication, assembly, to integration and test, and operation of the system.

Minimum Education: BS Degree in engineering, computer science or mathematics.

Minimum Experience: 10 years related professional experience or minimum 8 years experience with Advanced Degree.

Aerospace Systems Engineer III

Description: Performs one or more of the following services: responsible for ensuring that systems requirements are achieved; responsible for interface control during development and maintenance activities and for the integration and test planning necessary to verify that system requirements have been realized; performs engineering for a system or subsystems using methodologies and techniques appropriate to the engineering discipline; provides expert advice and support during the entire life cycle from the specification and analysis of requirements, through the design of the hardware or software, procurement, fabrication, assembly, to integration and test, and operation of the system; identifies and solves technical problems during all phases; develops technical reports and documentation; supports technical meetings and reviews.

Minimum Education: BS Degree in engineering, computer science or mathematics.

Minimum Experience: 12 years related professional experience or minimum 10 years experience with Advanced Degree.

Mission Planner

Description: Supports mission planning activities, analyzing requirements, defining system error budgets, performing trade-off studies, developing system models and simulations, evaluating system performance and identifying risks.

Minimum Education: BS Degree.

Minimum Experience: 3 years related professional experience.

Data Management/Analyst

Description: Provides one or more of the following: receives, prepares and maintains electronic and paper docket files for new technologies; prepares monthly new technology disclosure reports; prepares technical brief material; coordinates technical brief and other technical article reviews with management, staff and researchers.

Level I

Minimum Education: HS Diploma.

Minimum Experience: 3 years experience, or AA Degree and minimum 1 year experience, or BA/BS Degree.

Level II

Minimum Education: HS Diploma.

Minimum Experience: 7 years experience, or AA Degree and minimum 5 years experience, or BA/BS Degree and minimum 4 years experience; possess ability to perform moderate level tasking without a lot of supervision/direction.

Level III

Minimum Education: HS Diploma.

Minimum Experience: 12 years experience; or AA Degree and minimum 10 years experience, or BA/BS Degree and minimum 9 years experience; possess ability to perform complex tasking without a lot of supervision/direction.

Project Support Intern

Description: Supports/assists personnel in performance of assigned work; possess the ability to work well under direct supervision and have demonstrated ability to learn new tasking.

Minimum Education: 2 years college credits.

Minimum Experience: 1 year related experience.

Program Manager Assistant

Description: Relieves Program Manager of administrative type functions; Handles variety of situations and conflicts involving the administrative function of the contract staff; Responsible for confidential and time sensitive material; Prepares routine and advanced correspondence and reports; Schedules national and international travel of contract staff; Supports proposal development activities; Senior level administrative assistant.

Minimum Education: BS Degree.

Minimum Experience: 10 years experience or HS Diploma and minimum 20 years experience.

Sr. Systems Analyst

Description: Provides task leadership and primary customer support for customer; provides direct technical support of electronic communications systems and equipment.

Minimum Education: BS Degree.

Minimum Experience: 3 years related experience.

Buyer

Description: Provide procurement support through purchasing and contract negotiation and award. Knowledge in contract law and contract development/management is very beneficial. Knowledge and experience in the application of standard office computer tools is required.

Minimum Education: HS Diploma.

Minimum Experience: 2 years experience.

Sr. Buyer

Description: Provide procurement support through purchasing and contract negotiation and award.

Minimum Education: HS Diploma.

Minimum Experience: 5 years knowledge and experience in purchasing, preferably utilizing federal-based procurement standards. Knowledge in contract law and contract development/management is very beneficial. Knowledge and experience in the application of standard officer computer tools is required.

Machinist

Description: Fabricates and assembles metal components through use of machine tools and related support instruments/equipment.

Minimum Education: HS Diploma.

Minimum Experience: 1 year experience providing machine-operated manufacturing support. Familiar with standard practices and procedures applicable to this field of activity, including safe machine operation, proper machine maintenance, and measuring tool utilization. .

Sr. Machinist

Description: Fabricates and assembles metal components through use of machine tools and related support instruments/equipment.

Minimum Education: HS Diploma.

Minimum Experience: 8 years experience providing machine-operated manufacturing support. Familiar with standard practices and procedures applicable to this field of activity, including safe machine operation, proper machine maintenance, numerically-controlled machine tool programming, and measuring tool utilization.

Metal Worker

Description: Fabricate components and assemblies out of steel, aluminum, and occasionally magnesium or titanium sheetmetal. Reference computerized part models and detail fabrication drawings to construct templates, develop numerically-controlled component manufacturing programs, and assist quality conformance tasks.

Minimum Education: HS Diploma.

Minimum Experience: 1 year experience providing metalworking manufacturing support. Familiar with standard practices and procedures applicable to this field of activity, including safe machine operation, proper machine maintenance, and measuring tool utilization.

Sr. Metal Worker

Description: Fabricate components and assemblies out of steel, aluminum, and occasionally magnesium or titanium sheetmetal. Reference computerized part models and detail fabrication drawings to construct templates, develop numerically-controlled component manufacturing programs, and assist quality conformance tasks.

Minimum Education: HS Diploma.

Minimum Experience: 8 years experience providing metalworking manufacturing support. Familiar with standard practices and procedures applicable to this field of activity, including safe machine operation, proper machine maintenance, numerically-controlled machine tool programming, and measuring tool utilization.

Program/CTO Administrator

Description: Responsible for assisting supervisor in organizing, implementing and maintaining a scheduling management system supporting the project plan. Assists Project Manager in reviewing and analyzing contract requirements. Helps establish tasks and sub tasks to ensure satisfactory realization of contract requirements. Enters project time-lines and maintains a database of tasks and the status of each task. Receives schedule updates and input from the Project Manager. Enters all new information into database and provides scheduled reports for contract coordination and reporting purposes. Communicates with supervisor and project staff to schedule work and to coordinate employee assignments.

Minimum Education: HS Diploma or equivalent.

Minimum Experience: 3 years of related (program scheduling) experience.

Test Engineer

Description: Provides unique environmental and system performance testing for aerospace systems, components, and materials.

Minimum Education: BSME, BSEE, or BSAE.

Minimum Experience: 1 year related experience. Requires capability/training associated with system test activities including vibration, modal analysis, temperature testing, pressure/vacuum testing, tensile testing, spin balancing, shock, acceleration, component reliability testing, system functional performance testing, and calibration. Requires complementary knowledge/training in installation and operation of test instrumentation and data acquisition equipment.

Sr. Test Engineer

Description: Provides unique environmental and system performance testing for aerospace systems, components, and materials.

Minimum Education: BSME, BSEE, or BSAE.

Minimum Experience: 8 years experience in system test engineering support activities including, but not limited to, vibration, modal analysis, temperature testing, pressure/vacuum testing, tensile testing, spin balancing, shock, acceleration, component reliability testing, system functional performance testing, and calibration. Requires complementary experience in installing and operating test instrumentation and data acquisition equipment.

Administrative Deputy

Description: Responsible for the overall management and providing direction to the staff working a specific task or set of engineering tasks within various engineering disciplines; Tracks

project deliverables, task assignments, and technical and financial progress; Ensures that all elements of contractual requirements, pertinent to the specific set of tasks, are satisfied.

Minimum Education: BS Degree in engineering, engineering management, computer science, mathematics or physical sciences.

Minimum Experience: 15 years related professional experience with 5 years in managerial capacity.

Chief Engineer

Description: Provides overall project and task leadership and guidance and expertise in mechanical engineering, electrical engineering, software engineering, design, test and integration or analog and digital system design, analysis, and test. Organizes and coordinates task level efforts including those tasks that require an interface with other engineering disciplines.

Minimum Education: BS Degree.

Minimum Experience: 20 years related professional experience or MS and minimum 15 years of related professional experience.

Technician II

Description: Implements tests and experiments under the direction of Engineering personnel. Sets up standard test apparatus or conceive test equipment and circuitry, and conducts functional, operational, environmental and life test to evaluate the performance and reliability of prototype or production models. Adjusts, calibrates, aligns, and modifies circuitry and components and records unit performance. Analyzes and interprets test data.

Minimum Education: Technical school graduate.

Minimum Experience: 5 years experience in flight/ground support equipment assembly, test and evaluation.

Technician III

Description: Implements tests and experiments under the direction of Engineering personnel and provides guidance to Junior Technicians. Sets up standard test apparatus or conceive test equipment and circuitry, and conducts functional, operational, environmental and life test to evaluate the performance and reliability of prototype or production models. Adjusts, calibrates, aligns, and modifies circuitry and components and records unit performance. Analyzes and interprets test data.

Minimum Education: Technical school graduate.

Minimum Experience: 5 years experience in flight/ground support equipment assembly, test and evaluation.

Technician IV

Description: Leads Technicians in implementing tests and experiments in coordination with Engineering personnel. Recommends changes in circuitry or installation specifications to simplify assembly and maintenance. Sets up standard test apparatus or conceive test equipment and circuitry, and conducts functional, operational, environmental and life test to evaluate the performance and reliability of prototype or production models. Analyzes and interprets test data. Adjusts, calibrates, aligns, and modifies circuitry and components and records unit performance.

Minimum Education: Technical school graduate.

Minimum Experience: 10 years experience in flight/ground support equipment assembly, test and evaluation.

Mission Operator I

Description: Support operations and maintenance of mission or science operations control centers for spacecraft/instrument and control, telemetry data processing and analysis. Works with the flight and ground system developers during the pre-launch stage of a mission to specify operations requirements and integrate and test the flight and ground systems. Operates the spacecraft/instrument post-launch supporting control center improvements and assists in anomaly resolution.

Minimum Education: HS Diploma.

Minimum Experience: 3 years flight operations experience.

Mission Operator II

Description: Support operations and maintenance of mission or science operations control centers for spacecraft/instrument and control, telemetry data processing and analysis. Works with the flight and ground system developers during the pre-launch stage of a mission to specify operations requirements and integrate and test.

Minimum Education: HS Diploma.

Minimum Experience: 5 years flight operations experience.

Accounting Specialist Level I

Description: Provides junior-level accounting support; Maintains working knowledge of accounting and administrative processes; Logs all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; Reviews monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders; Responds to inquiries from vendors, and coordinates information with procurement buyers and resources analysts regarding the processing of purchase orders and invoices; Processes domestic travel vouchers submitted monthly for payment; Responds to inquiries from and initiate inquiries to travelers and secretaries to secure additional or correct information necessary for the processing of travel vouchers; Reviews timecards submitted bi-weekly for accuracy and makes corrections of time and attendance data to labor job charges; Reviews reimbursable agreement packages, verifies packages for completion and accuracy; Drafts dunning notices and monthly bills, for government review, to be submitted to reimbursable customers; Compiles and indexes purchase order, travel, timecards, and other source document records; Prepares and submits Financial Performance Summary reports to management for internal and external reporting on a monthly basis; Provides administrative, logistical and technical support

Minimum Education: HS Diploma

Minimum Experience: 1 year of related experience or no minimum of related experience with a B.S. degree

Accounting Specialist Level II

Description: Provides intermediate-level accounting support; Maintains detailed knowledge of accounting and administrative processes; Logs all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; Reviews monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders; Responds to

inquiries from vendors, and coordinates information with procurement buyers and resources analysts regarding the processing of purchase orders and invoices; Processes domestic travel vouchers submitted monthly for payment; Responds to inquiries from and initiate inquiries to travelers and secretaries to secure additional or correct information necessary for the processing of travel vouchers; Reviews timecards submitted bi-weekly for accuracy and makes corrections of time and attendance data to labor job charges; Reviews reimbursable agreement packages, verifies packages for completion and accuracy; Drafts dunning notices and monthly bills, for government review, to be submitted to reimbursable customers; Compiles and indexes purchase order, travel, timecards, and other source document records; Prepares and submits Financial Performance Summary reports to management for internal and external reporting on a monthly basis; Provides administrative, logistical and technical support

Minimum Education: HS Diploma.

Minimum Experience: 3 years of related experience or minimum of 2 years with a B.S.

Accounting Specialist Level III

Description: Provides senior-level accounting support; Maintains expert knowledge of accounting and administrative processes; Logs all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; Reviews monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders; Responds to inquiries from vendors, and coordinate information with procurement buyers and resources analysts regarding the processing of purchase orders and invoices; Processes domestic travel vouchers monthly for payment; Responds to inquiries from and initiate inquiries to travelers and secretaries to secure additional or correct information necessary for the processing of travel vouchers; Reviews timecards submitted bi-weekly for accuracy and make corrections of time and attendance data to labor job charges; Reviews reimbursable agreement packages, verifies packages for completion and accuracy; Drafts dunning notices and monthly bills, for government review, to be submitted to reimbursable customers; Compiles and index purchase order, travel, timecards, and other source document records; Prepares and submits Financial Performance Summary reports to management for internal and external reporting on a monthly basis; Provides administrative, logistical and technical support; Provides oversight/training to junior and mid level positions.

Minimum Education: HS Diploma.

Minimum Experience: 4 years of related experience or minimum of 3 years with a B.S. degree

Accounting Specialist Level IV

Description: Provides senior-level accounting support; Maintains expert knowledge of accounting and administrative processes; Logs all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; and tracks number into the Invoice Payment System (IPS) or the Cash Management Systems databases; Reviews monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders; Responds to inquiries from vendors, and coordinate information with procurement buyers and resources analysts regarding the processing of purchase orders and invoices; Processes domestic travel vouchers monthly for payment; Responds to inquiries from and initiate inquiries to travelers and secretaries to secure additional or correct information necessary for the processing of travel vouchers; Reviews timecards submitted bi-weekly for accuracy and make corrections of time and attendance data to labor job charges; Reviews reimbursable agreement packages, verifies

packages for completion and accuracy; Drafts dunning notices and monthly bills, for government review, to be submitted to reimbursable customers; Compiles and index purchase order, travel, timecards, and other source document records; Prepares and submits Financial Performance Summary reports to management for internal and external reporting on a monthly basis; Provides administrative, logistical and technical support; Provides oversight/training to junior, mid and senior level positions.

Minimum Education: HS Diploma.

Minimum Experience: 8 years of related experience or minimum of 7 years with a B.S. degree

Accounting Specialist Level V

Description: Provides senior-level accounting support; Maintains expert knowledge of accounting and administrative processes; Logs all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; Reviews monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders; Responds to inquiries from vendors, and coordinate information with procurement buyers and resources analysts regarding the processing of purchase orders and invoices; Processes domestic travel vouchers monthly for payment; Responds to inquiries from and initiate inquiries to travelers and secretaries to secure additional or correct information necessary for the processing of travel vouchers; Reviews timecards submitted bi-weekly for accuracy and make corrections of time and attendance data to labor job charges; Reviews reimbursable agreement packages, verifies packages for completion and accuracy; Drafts dunning notices and monthly bills, for government review, to be submitted to reimbursable customers; Compiles and index purchase order, travel, timecards, and other source document records; Prepares and submits Financial Performance Summary reports to management for internal and external reporting on a monthly basis; Provides administrative, logistical and technical support; Provides oversight/training to junior, mid and senior level positions; Leads a technical team.

Minimum Education: HS Diploma.

Minimum Experience: 12 years of related experience or minimum of 11 years with a B.S. degree

Scheduling Specialist Level I

Description: Provides junior-level support to planning and scheduling tasks; Maintains working knowledge of required compliance documentation; Creates, maintains, and controls project schedules; Documents changes and revisions to Project schedule; Interfaces with project resource analysts to ensure correlation of project schedules with the Program Operating Plan; Analyzes contractor schedules and scheduling systems to ensure compliance with the Schedule Management Plan, SOW, and CDRLs Performs routine planning and scheduling tasks as required under general supervision

Minimum Education: HS Diploma.

Minimum Experience: 1 year of related experience or no minimum of related experience with a B.S. degree

Scheduling Specialist Level II

Description: Provides intermediate-level support to planning and scheduling tasks; Maintains detailed knowledge of required compliance documentation including Flight Projects Directorate Schedule Management Handbook and Schedule Management Plan; Creates, maintains, and

controls project schedules; Document changes and revisions to Project schedule; Identifies project milestones and activities necessary to achieve project objectives; Identifies and documents schedule and programmatic interdependencies among project activities and related external projects; Develops project logic networks and estimate, validates and analyzes project activity sequencing, duration and resource requirements; Prepares and maintains a Schedule Management Plan which defines the requirements for schedule planning and control; Interfaces with project resource analysts to ensure correlation of project schedules with the Program Operating Plan; Conducts analyses of project schedules, coordinates and evaluates project risks; Monitors contractor schedules and scheduling systems to ensure compliance with the Schedule Management Plan, SOW, and CDRLs

Minimum Education: HS Diploma.

Minimum Experience: 3 years of related experience or minimum of 2 years with a B.S. degree

Scheduling Specialist Level III

Description: Provides senior-level support to planning and scheduling tasks; Maintains detailed knowledge of required compliance documentation; Creates, maintains, and controls project schedules; Documents changes and revisions to Project schedule; Identifies project milestones and activities necessary to achieve project objectives; Develops project logic networks and estimate, validates and analyzes project activity sequencing, duration and resource requirements; Prepares and maintains a Schedule Management Plan which defines the requirements for schedule planning and control; Interfaces with project resource analysts to ensure correlation of project schedules with the Program Operating Plan; Conducts analyses of project schedules, coordinates and evaluates project risks; Monitors contractor schedules and scheduling systems to ensure compliance with the Schedule Management Plan, SOW, and CDRLs; Performs schedule analysis to determine overall project performance, variances and risk areas; Reviews contractor's earned value reporting, as required; Provides oversight/training to mid and junior level positions

Minimum Education: HS Diploma.

Minimum Experience: 4 years of related experience or minimum of 3 years with a B.S. degree

Scheduling Specialist Level IV

Description: Provides senior-level support to planning and scheduling tasks; Maintains detailed knowledge of required compliance documentation; Creates, maintains, and controls project schedules; Documents changes and revisions to Project schedule; Identifies project milestones and activities necessary to achieve project objectives; Develops project logic networks and estimate, validates and analyzes project activity sequencing, duration and resource requirements; Prepares and maintains a Schedule Management Plan which defines the requirements for schedule planning and control; Interfaces with project resource analysts to ensure correlation of project schedules with the Program Operating Plan; Conducts analyses of project schedules, coordinates and evaluates project risks; Monitors contractor schedules and scheduling systems to ensure compliance with the Schedule Management Plan, SOW, and CDRLs; Performs schedule analysis to determine overall project performance, variances and risk areas; Reviews contractor's earned value reporting, as required; Provides oversight/training to junior, mid and senior level positions

Minimum Education: HS Diploma.

Minimum Experience: 8 years of related experience or minimum of 7 years with a B.S. degree

Scheduling Specialist Level V

Description: Provides senior-level support to planning and scheduling tasks; Maintains detailed knowledge of required compliance documentation; Creates, maintains, and controls project schedules; Documents changes and revisions to Project schedule; Identifies project milestones and activities necessary to achieve project objectives; Develops project logic networks and estimate, validates and analyzes project activity sequencing, duration and resource requirements; Prepares and maintains a Schedule Management Plan which defines the requirements for schedule planning and control; Interfaces with project resource analysts to ensure correlation of project schedules with the Program Operating Plan; Conducts analyses of project schedules, coordinates and evaluates project risks; Monitors contractor schedules and scheduling systems to ensure compliance with the Schedule Management Plan, SOW, and CDRLs; Performs schedule analysis to determine overall project performance, variances and risk areas; Reviews contractor's earned value reporting, as required; Provides oversight/training to junior, mid and senior positions; Leads a technical team.

Minimum Education: HS Diploma.

Minimum Experience: 12 years of related experience or minimum of 11 years with a B.S. degree

Configuration Management Specialist Level I

Description: Provides junior-level support to configuration management and data management tasks; Maintains working knowledge of required compliance documentation ; Prepares for Configuration Control Request (CCR), prepare CCR package, collects review comments, tracks CCR action items, coordinates CCB meeting; Identifies and collects data associated with the configuration management system and maintains the database; Coordinates, records and documents activities of the Configuration Control Board (CCB); Tracks CCRs; Supports the administration of Project requirements, configuration change control and configuration management as required; Performs routine configuration management tasks as required under minimal supervision

Minimum Education: HS Diploma.

Minimum Experience: 1 year of related experience or no minimum of related experience with a B.S. degree

Configuration Management Specialist Level II

Description: Provides intermediate-level support to configuration management and data management tasks; Maintains detailed knowledge of required compliance documentation; Prepares for Configuration Control Request (CCR), prepare CCR package, collects review comments, track CCR action items, coordinates CCB meeting; Identifies and collects data associated with the configuration management system and maintains the database; Monitors contractor's configuration management systems and performs audits to ensure ISO compliance; Coordinates, records and documents activities of the Configuration Control Board (CCB); Tracks CCRs; Supports the administration of Project requirements, configuration change control and configuration management as required

Minimum Education: HS Diploma.

Minimum Experience: 3 years of related experience or minimum of 2 years with a B.S. degree

Configuration Management Specialist Level III

Description: Provides senior-level support to configuration management and data management tasks; Maintains expert knowledge of required compliance documentation; Designs and implements CM systems; Reviews, evaluates, recommends and implements new technology/enhancements to the Configuration Management System; Prepares for CCR, prepares CCR package, collects review comments, tracks CCR action items, coordinates CCB meeting; Identifies and collects data associated with the configuration management system and maintains the database; Monitors contractor's configuration management systems and performs audits to ensure ISO compliance; Coordinates, records and documents activities of the Configuration Control Board (CCB); Tracks Configuration Control Requests (CCR); Supports the administration of Project requirements, configuration change control and configuration management as required; Provides oversight/training to mid and junior level positions

Minimum Education: HS Diploma.

Minimum Experience: 4 years of related experience or minimum of 3 years with a B.S. degree

Configuration Management Specialist Level IV

Description: Provides senior-level support to configuration management and data management tasks; Maintains expert knowledge of required compliance documentation; Designs and implements CM systems; Reviews, evaluates, recommends and implements new technology/enhancements to the Configuration Management System; Prepares for CCR, prepares CCR package, collects review comments, tracks CCR action items, coordinates CCB meeting; Identifies and collects data associated with the configuration management system and maintains the database; Monitors contractor's configuration management systems and performs audits to ensure ISO compliance; Coordinates, records and documents activities of the Configuration Control Board (CCB); Tracks Configuration Control Requests (CCR); Supports the administration of Project requirements, configuration change control and configuration management as required; Provides oversight/training to junior, mid and senior level positions

Minimum Education: HS Diploma.

Minimum Experience: 8 years of related experience or minimum of 7 years with a B.S. degree

Configuration Management Specialist Level V

Description: Provides senior-level support to configuration management and data management tasks; Maintains expert knowledge of required compliance documentation; Designs and implements CM systems; Reviews, evaluates, recommends and implements new technology/enhancements to the Configuration Management System; Prepares for CCR, prepares CCR package, collects review comments, tracks CCR action items, coordinates CCB meeting; Identifies and collects data associated with the configuration management system and maintains the database; Monitors contractor's configuration management systems and performs audits to ensure ISO compliance; Coordinates, records and documents activities of the Configuration Control Board (CCB); Tracks Configuration Control Requests (CCR); Supports the administration of Project requirements, configuration change control and configuration management as required; Provides oversight/training to junior, mid and senior level positions; Leads a technical team

Minimum Education: HS Diploma.

Minimum Experience: 12 years of related experience or minimum of 11 years with a B.S. degree

Documentation Specialist Level I

Description: Provides junior-level support to documentation/library tasks; Maintains working knowledge of required compliance documentation including project-specific and documentation standards; Operates documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation; Indexes and catalogs all library materials; Performs data management function including documentation coordination, status tracking system, distribution, and required reporting; Provides data management including coordinating, tracking, prompting Project Contractors for Contract Data Requirements List deliverables; Monitors receipt of contract data deliverables to ensure compliance with the Contract data requirements list (CDRL)

Minimum Education: HS Diploma.

Minimum Experience: 1 year of related experience or no minimum of related experience with a B.S. degree

Documentation Specialist Level II

Description: Provides intermediate-level support to documentation/library tasks; Maintains detailed knowledge of required compliance documentation including project-specific and documentation standards; Operates documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation; Indexes and catalogs all library materials; Performs data management function including documentation coordination, status tracking system, distribution, and required reporting; Provides data management including coordinating, tracking, prompting Project Contractors for Contract Data Requirements List deliverables; Monitors receipt of contract data deliverables to ensure compliance with the Contract data requirements list (CDRL)

Minimum Education: HS Diploma.

Minimum Experience: 3 years of related experience or minimum of 2 years with a B.S.

Documentation Specialist Level III

Description: Provides senior-level support to documentation/library tasks; Maintains expert knowledge of required compliance documentation including project-specific and documentation standards; Develops and updates documentation/library systems for control, storage, and dissemination of all project documentation including configuration management; Operates documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation; Indexes and catalogs all library materials; Performs data management function including documentation coordination, status tracking system, distribution, and required reporting; Provides data management including coordinating, tracking, prompting Project Contractors for Contract Data Requirements List deliverables; Monitors receipt of contract data deliverables to ensure compliance with the Contract data requirements list (CDRL)

Minimum Education: HS Diploma.

Minimum Experience: 4 years of related experience or minimum of 3 years with a B.S. degree

Documentation Specialist Level IV

Description: Provides senior-level support to documentation/library tasks; Maintains expert knowledge of required compliance documentation including project-specific and documentation standards; Develops and updates documentation/library systems for control, storage, and dissemination of all project documentation including configuration management; Operates

documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation; Indexes and catalogs all library materials; Performs data management function including documentation coordination, status tracking system, distribution, and required reporting; Provides data management including coordinating, tracking, prompting Project Contractors for Contract Data Requirements List deliverables; Monitors receipt of contract data deliverables to ensure compliance with the Contract data requirements list (CDRL); Provides oversight/training to junior, mid and senior level positions

Minimum Education: HS Diploma.

Minimum Experience: 8 years of related experience or minimum of 7 years with a B.S. degree

Documentation Specialist Level V

Description: Provides senior-level support to documentation/library tasks; Maintains expert knowledge of required compliance documentation including project-specific and documentation standards; Develops and updates documentation/library systems for control, storage, and dissemination of all project documentation including configuration management; Operates documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation; Indexes and catalogs all library materials; Performs data management function including documentation coordination, status tracking system, distribution, and required reporting; Provides data management including coordinating, tracking, prompting Project Contractors for Contract Data Requirements List deliverables; Monitors receipt of contract data deliverables to ensure compliance with the Contract data requirements list (CDRL); Provides oversight/training to junior, mid and senior level positions; Leads a technical team

Minimum Education: HS Diploma.

Minimum Experience: 12 years of related experience or minimum of 11 years with a B.S. degree

MIS Specialist Level I

Description: Provides junior-level support to IT tasks; Maintains working knowledge of required compliance documentation including Code of Federal Regulations (CFR) Part 1194.21 and Part 1194.22; Maintains IT Systems; Provides IT user support of desktop hardware; Implements information technology security requirements; Designs, operates and maintains IT Systems; Operates and maintains networks; Provides software development support for new accounting and information systems; Supports the design, development, implementation and maintenance of systems/databases for project management and project control; Performs website development and maintenance

Minimum Education: HS Diploma.

Minimum Experience: 1 year of related experience or no minimum of related experience with a B.S. degree

MIS Specialist Level II

Description: Provides intermediate-level support to IT tasks; Maintains detailed knowledge of required compliance documentation including Code of Federal Regulations (CFR) Part 1194.21 and Part 1194.22; Maintains IT; Provides IT user support of desktop hardware; Implements information technology security requirements; Designs, operates and maintains IT Systems; Provides administrative and technical IT support as required; Operates and maintains networks; Provides software development support for new accounting and information systems; Designs,

develops, implements and maintains systems/databases for project management and project control; Performs website development and maintenance

Minimum Education: HS Diploma.

Minimum Experience: 3 years of related experience or minimum of 2 years with a B.S. degree

MIS Specialist Level III

Description: Provides senior-level support to IT tasks; Maintains expert knowledge of required compliance documentation including Code of Federal Regulations (CFR) Part 1194.21 and Part 1194.22; Recommends and implements information technology security requirements; Designs, operates and maintains IT Systems; Operates and maintains networks; Develops a IT Management Plan for implementing and operating the IT on a project; Provides software development support for new accounting and information systems; Designs, develops, implements and maintains systems/databases for project management and project control; Performs website development and maintenance; Provides oversight/training to mid and junior level positions

Minimum Education: HS Diploma.

Minimum Experience: 4 years of related experience or minimum of 3 years with a B.S. degree

MIS Specialist Level IV

Description: Provides senior-level support to IT tasks; Maintains expert knowledge of required compliance documentation including Code of Federal Regulations (CFR) Part 1194.21 and Part 1194.22; Recommends and implements information technology security requirements; Designs, operates and maintains IT Systems; Operates and maintains networks; Develops a IT Management Plan for implementing and operating the IT on a project; Provides software development support for new accounting and information systems; Designs, develops, implements and maintains systems/databases for project management and project control; Performs website development and maintenance; Provides oversight/training to junior, mid and senior level positions

Minimum Education: HS Diploma.

Minimum Experience: 8 years of related experience or minimum of 7 years with a B.S. degree

MIS Specialist Level V

Description: Provides senior-level support to IT tasks; Maintains expert knowledge of required compliance documentation including Code of Federal Regulations (CFR) Part 1194.21 and Part 1194.22; Recommends and implements information technology security requirements; Designs, operates and maintains IT Systems; Operates and maintains networks; Develops a IT Management Plan for implementing and operating the IT on a project; Provides software development support for new accounting and information systems; Designs, develops, implements and maintains systems/databases for project management and project control; Performs website development and maintenance; Provides oversight/training to junior, mid and senior level positions; Leads a technical team

Minimum Education: HS Diploma.

Minimum Experience: 12 years of related experience or minimum of 11 years with a B.S. degree

Project Support Specialist Level I

Description: Provides junior-level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications; Maintains working knowledge of required compliance documentation including project-specific and documentation standards; Supports project travel; Establishes and implements skill management and training for project control; Coordinates travel arrangements and collects travel vouchers from organizations to be processed in accounting; Coordinates photographic documentation/imagery services for project hardware; Coordinates and prepares shipping documents including packages for shipping with express mail purposes; Coordinates and prepares facilities maintenance work orders; Photocopies, paginates, and binds documentation in accordance with Printing and Duplicating requirements; Prepares, processes, and coordinates approval for purchase requests and other documents; Provides logistical and technical support for internal personnel moves including furniture, workspace, computer, and telephone coordination; Supports meetings and reviews including preparation of schedules, agendas and charts, and recording minutes; Develops ISO documentation coordination and prepares for ISO compliance audits; Prepares and modifies data, drawings, flow charts, diagrams, schedules, and narrative charts for project/customer presentations and reports; Prepares technical text, performs technical editing and document compilations, and distributes documents

Minimum Education: HS Diploma.

Minimum Experience: 1 year of related experience or no minimum of related experience with a B.S. degree

Project Support Specialist Level II

Description: Provides intermediate-level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications; Maintains detailed knowledge of required compliance documentation including project-specific and documentation standards; Supports project travel; Establishes and implements skill management and training for project control; Coordinates travel arrangements and collect travel vouchers from organizations to be processed in accounting; Coordinates photographic documentation/imagery services for project hardware; Coordinates and prepares shipping documents including packages for shipping with express mail purposes; Coordinates and prepares facilities maintenance work orders; Photocopies, paginates, and binds documentation in accordance with Printing and Duplicating requirements; Provides logistical and technical support for internal personnel moves including furniture, workspace, computer, and telephone coordination; Supports meetings and reviews including preparation of schedules, agendas, and charts, and recording minutes; Coordinates with the Logistics Transportation Management branch in the shipment of hardware; Prepares and modifies data, drawings, flow charts, diagrams, schedules, and narrative charts for project/customer presentations and reports; Prepares technical text, performs technical editing and documents compilations, and distributes documents; Prepares, processes, and coordinates approval for purchase requests and other documents; Develops ISO documentation coordination and prepares for ISO compliance audits.

Minimum Education: HS Diploma.

Minimum Experience: 3 years of related experience or minimum of 2 years with a B.S. degree

Project Support Specialist Level III

Description: Provides senior-level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications; Maintains expert knowledge of required compliance documentation including project-specific and documentation standards; Support project travel ; Leads economic cost studies utilizing historical data and statistical analyses; Establishes and implements skill management and training for project control; Reviews shipping documents including packages for shipping with express mail purposes; Reviews purchase requests and other documents for compliance standards; Reviews workforce data, variance analysis, and presentation format; Prepares schedules, agenda and charts, and recording minutes; Maintains photographic documentation and imagery of project hardware; Coordinates with the Logistics Transportation Management branch in the shipment of hardware; Supports assessment of ISO compliance; Reviews data, drawings, flow charts, diagrams, schedules, and narrative charts for project/customer presentations and reports; Reviews technical text, technical editing and document compilations; Provides oversight/training to junior and mid level positions.

Minimum Education: HS Diploma.

Minimum Experience: 4 years of related experience or minimum of 3 years with a B.S. degree

Project Support Specialist Level IV

Description: Provides senior-level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications; Maintains expert knowledge of required compliance documentation including project-specific and documentation standards; Maintains business systems software and databases; Support project travel; Leads economic cost studies utilizing historical data and statistical analyses; Establishes and implements skill management and training for project control; Reviews shipping documents including packages for shipping with express mail purposes; Reviews purchase requests and other documents for compliance standards; Reviews workforce data, variance analysis, and presentation format; Prepares schedules, agenda and charts, and recording minutes; Maintains photographic documentation and imagery of project hardware; Coordinates with the Logistics Transportation Management branch in the shipment of hardware; Supports assessment of ISO compliance; Reviews data, drawings, flow charts, diagrams, schedules, and narrative charts for project/customer presentations and reports; Reviews technical text, technical editing and document compilations; Provides oversight/training to junior, mid and senior level positions; Maintain business system software

Minimum Education: HS Diploma.

Minimum Experience: 8 years of related experience or minimum of 7 years with a B.S. degree

Project Support Specialist Level V

Description: Provides senior-level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications; Maintains expert knowledge of required compliance documentation including project-specific and documentation standards; Support project travel; Leads economic cost studies utilizing historical data and statistical analyses; Establishes and implements skill management and training for project control; Reviews shipping documents including packages for shipping with express mail purposes; Reviews purchase requests and other documents for compliance standards; Reviews workforce data, variance analysis, and presentation format;

Prepares schedules, agenda and charts, and recording minutes; Maintains photographic documentation and imagery of project hardware; Coordinates with the Logistics Transportation Management branch in the shipment of hardware; Supports assessment of ISO compliance; Reviews data, drawings, flow charts, diagrams, schedules, and narrative charts for project/customer presentations and reports; Reviews technical text, technical editing and document compilations; Provides oversight/training to junior, mid and senior level positions; Leads a technical team

Minimum Education: HS Diploma.

Minimum Experience: 12 years of related experience or minimum of 11 years with a B.S. degree

2. Maximum order:
\$1,000,000
3. Minimum order:
\$100
4. Geographic coverage (delivery area):
United States including District of Columbia, Hawaii, Alaska and Puerto Rico
5. Point(s) of production: N/A
6. ARTS' prices contain all discounts.
7. Quantity discounts: None
8. Prompt payment terms: None
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin): N/A
- 11a. Time of delivery:
Delivery time of services will be negotiated between ARTS and the Government.
- 11b. Expedited Delivery:

Expedited delivery of services will be negotiated between ARTS and the Government.

- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: N/A
- 12. F.O.B. point(s):
Destination
- 13a. Ordering address:

ASRC Research & Technology Solutions, LLC
6303 Ivy Lane Suite 130
Greenbelt, MD 20770-6322
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address:

ASRC Research & Technology Solutions, LLC
6303 Ivy Lane Suite 130
Greenbelt, MD 20770-6322
- 15. Warranty provision—not applicable.
- 16. Export packing charges are not applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Only Visa and Mastercard are accepted. Customer must provide Card Number, Cardholder Name, Expiration Date, Amount and Invoice Number (if applicable).
- 18. ARTS adheres with Section 508 compliance and details can be found www.asrcrts.com. The EIT standards can be found at: www.Section508.gov/.
- 19. Data Universal Number System (DUNS) number.

615335937
- 20. ARTS is currently registered in System for Award Management (SAM) database.