

**General Services Administration  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  
Multiple Award Schedule (MAS)**

**Contract Number: GS-10F-0316P  
Contract Period: May 7, 2004 to May 6, 2024  
Pricelist current through Modification No. PS-A812, effective May 14, 2020**



**Strategic Alliance Business Group LLC  
4114 Legato Rd, Suite 410  
Fairfax, VA 22033  
Telephone: (703) 286-5020  
Fax: (703) 717- 5024  
Website: [www.sabg.com](http://www.sabg.com)  
Point of Contact: Keri Mungo  
Business Size: WOSB / SDVOSB**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!®, a menu driven database system. The Internet address for GSA Advantage!® is: <https://www.gsaadvantage.gov>.

For more information on ordering from Federal Supply Schedules Click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.





## Customer Information

1a. Awarded Special Item Numbers (SINs)

Special Item Number (SIN)	SIN Description
541330ENG	Engineering Services
541380	Testing Laboratory Services
541420	Engineering System Design and Integration Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541715	Engineering Research and Development and Strategic Planning
OLM	Order-Level Materials (OLM)

1b. Lowest priced item: Program Analyst/Financial Analyst 0 and Administrative Analyst Level I, May 7, 2019 to May 6, 2020, On Site, \$49.39 per hour

1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services: See Following Pages for descriptions.

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100.00

4. Geographic Coverage (Delivery Area): Domestic and Overseas Delivery

5. Points of Production: Strategic Alliance Business Group LLC  
 4114 Legato Rd, Suite 410  
 Fairfax, VA 22033  
 (703) 286-5020

6. Discount from list prices or statement of net price: Prices shown in price list are net, with all discounts deducted

7. Quantity Discounts: Not Applicable

8. Prompt payment terms: 0%, Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.



- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Will accept
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: No
- 10. Foreign items: None
- 11a. Time of Delivery: As specified in purchase orders
- 11b. Expedited Delivery: As negotiated and then specified in the purchase order
- 11c. Overnight and 2-day Delivery: As negotiated and then specified in the purchase order
- 11d. Urgent Requirements: On an ad hoc basis, best efforts based upon negotiations
- 12. F.O.B. Point: Destination
- 13a. Ordering Address: Strategic Alliance Business Group LLC  
4114 Legato Rd, Suite 410  
Fairfax, VA 22033  
Attention: Keri Mungo  
Voice: (703) 286-5020  
FAX: (703) 717-5024
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address: Strategic Alliance Business Group LLC  
4114 Legato Rd, Suite 410  
Fairfax, VA, 22033  
Attention: Keri Mungo  
Voice: (703) 286-5020  
FAX: (703) 717-5024  
Email: [kmungo@sabg.net](mailto:kmungo@sabg.net)
- 15. Warranty provisions: Not Applicable
- 16. Export Packing Charges: Not Applicable
- 17. Terms and conditions of Government commercial credit card acceptance (any thresholds above the micro-purchase level): Not Applicable



18. Terms and Conditions of Rental, Maintenance, and Repair: Not Applicable
19. Terms and Conditions of Installation: Not Applicable
20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices: Not Applicable
21. List of Service and Distribution Points: Not Applicable
22. List of Participating Dealers: Not Applicable
23. Preventative Maintenance: Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): As negotiated and then specified in the purchase order.
25. DUNS Number: 198895547
26. Notification regarding registration in System for Award Management (SAM) database: Registered
27. SCLS APPLICABILITY STATEMENT  
Service Contract Labor Standards: The Service Contract Labor Standards (SCLS) is applicable to this contract and as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

## AWARDED SPECIAL ITEM NUMBERS (SINs)

Category	Description
<b><u>541330ENG</u></b>	<p><b>Engineering Services</b> - Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.</p> <p>NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.</p>
<b><u>541380</u></b>	<p><b>Testing Laboratory Services</b> - Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services. Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences). Examples of labor categories include, but are not limited to, Scientific Researchers, Biologists, Physicists, Mathematicians, Statisticians, Research Engineers, Meteorologists, Lab Technicians, Veterinarians and Veterinary Services, Chemists, Biochemical Engineers, Research Nurses.</p>
<b><u>541420</u></b>	<p><b>Engineering System Design and Integration Services</b> - Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance. Associated tasks include, but are not limited to computer-aided design, e.g. CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis.</p> <p>NOTE: Services under this NAICs cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.</p>

Category	Description
<a href="#"><u>541611</u></a>	<p><b>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</b> - Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.</p>
<a href="#"><u>541715</u></a>	<p><b>Engineering Research and Development and Strategic Planning</b> - Services include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects. Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.</p> <p>NOTE: Services under this NAICs cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.</p>

Category	Description
<u><b>OLM</b></u>	<p><b>Order-Level Materials (OLM)</b> - OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.</p> <p>OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.</p> <p>OLM SIN-Level Requirements/Ordering Instructions: OLMs are:</p> <ul style="list-style-type: none"> <li>• Purchased under the authority of the FSS Program</li> <li>• Unknown until an order is placed</li> <li>• Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)</li> <li>• Only authorized for use in direct support of another awarded SIN.</li> <li>• Only authorized for inclusion at the order level under a Time-and-Materials (T&amp;M) or Labor-Hour (LH) Contract Line Item Number (CLIN)</li> <li>• Subject to a Not To Exceed (NTE) ceiling price.</li> </ul> <p>OLMs are not:</p> <ul style="list-style-type: none"> <li>• “Open Market Items.”</li> <li>• Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)</li> </ul> <p>OLM Pricing:</p> <ul style="list-style-type: none"> <li>• Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).</li> <li>• The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.</li> </ul>



## Service and Pricing

	May 7, 2019 to May 6, 2020		May 7, 2020 to May 6, 2021		May 7, 2021 to May 6, 2022		May 7, 2022 to May 6, 2023		May 7, 2023 to May 6, 2024	
Skill Category	Labor Rates (Loaded)									
	On Site/Off Site		On Site/Off Site		On Site/Off Site		On Site/Off Site		On Site/Off Site	
<i>Subject Matter Expert</i>	\$267.35	\$299.27	\$267.35	\$299.27	\$267.35	\$299.27	\$267.35	\$299.27	\$267.35	\$299.27
<i>Program Manager 1</i>	\$87.63	\$98.06	\$87.63	\$98.06	\$87.63	\$98.06	\$87.63	\$98.06	\$87.63	\$98.06
<i>Program Manager 2</i>	\$139.65	\$156.32	\$139.65	\$156.32	\$139.65	\$156.32	\$139.65	\$156.32	\$139.65	\$156.32
<i>Program Manager 3</i>	\$188.27	\$210.73	\$188.27	\$210.73	\$188.27	\$210.73	\$188.27	\$210.73	\$188.27	\$210.73
<i>Program Manager 4</i>	\$262.76	\$294.10	\$262.76	\$294.10	\$262.76	\$294.10	\$262.76	\$294.10	\$262.76	\$294.10
<i>Functional Manager 1</i>	\$60.44	\$67.63	\$60.44	\$67.63	\$60.44	\$67.63	\$60.44	\$67.63	\$60.44	\$67.63
<i>Functional Manager 2</i>	\$131.90	\$147.63	\$131.90	\$147.63	\$131.90	\$147.63	\$131.90	\$147.63	\$131.90	\$147.63
<i>Functional Manager 3</i>	\$188.27	\$210.73	\$188.27	\$210.73	\$188.27	\$210.73	\$188.27	\$210.73	\$188.27	\$210.73
<i>Functional Manager 4</i>	\$243.79	\$272.04	\$243.79	\$272.04	\$243.79	\$272.04	\$243.79	\$272.04	\$243.79	\$272.04
<i>Program Analyst/ Financial Analyst 0</i>	\$49.39	\$55.30	\$49.39	\$55.30	\$49.39	\$55.30	\$49.39	\$55.30	\$49.39	\$55.30
<i>Program Analyst/ Financial Analyst 1</i>	\$62.78	\$74.40	\$62.78	\$74.40	\$62.78	\$74.40	\$62.78	\$74.40	\$62.78	\$74.40
<i>Program Analyst/ Financial Analyst 2</i>	\$107.73	\$120.58	\$107.73	\$120.58	\$107.73	\$120.58	\$107.73	\$120.58	\$107.73	\$120.58
<i>Program Analyst/ Financial Analyst 3</i>	\$139.24	\$156.89	\$139.24	\$156.89	\$139.24	\$156.89	\$139.24	\$156.89	\$139.24	\$156.89
<i>Program Analyst/ Financial Analyst 4</i>	\$188.27	\$210.73	\$188.27	\$210.73	\$188.27	\$210.73	\$188.27	\$210.73	\$188.27	\$210.73
<i>Military System Specialist 1</i>	\$66.47	\$74.40	\$66.47	\$74.40	\$66.47	\$74.40	\$66.47	\$74.40	\$66.47	\$74.40
<i>Military System Specialist 2</i>	\$121.53	\$136.01	\$121.53	\$136.01	\$121.53	\$136.01	\$121.53	\$136.01	\$121.53	\$136.01
<i>Military System Specialist 3</i>	\$151.89	\$170.00	\$151.89	\$170.00	\$151.89	\$170.00	\$151.89	\$170.00	\$151.89	\$170.00
<i>Military System Specialist 4</i>	\$207.17	\$231.91	\$207.17	\$231.91	\$207.17	\$231.91	\$207.17	\$231.91	\$207.17	\$231.91
<i>Engineer 0</i>	\$79.45	\$97.63	\$80.88	\$99.39	\$82.33	\$101.18	\$83.81	\$103.00	\$85.32	\$104.85
<i>Engineer 1</i>	\$108.16	\$127.30	\$110.11	\$129.60	\$112.09	\$131.93	\$114.11	\$134.30	\$116.16	\$136.72



	May 7, 2019 to May 6, 2020		May 7, 2020 to May 6, 2021		May 7, 2021 to May 6, 2022		May 7, 2022 to May 6, 2023		May 7, 2023 to May 6, 2024	
Skill Category	Labor Rates (Loaded)									
	On Site/Off Site		On Site/Off Site		On Site/Off Site		On Site/Off Site		On Site/Off Site	
<i>Engineer 2</i>	\$125.39	\$149.32	\$127.65	\$152.01	\$129.95	\$154.74	\$132.28	\$157.53	\$134.67	\$160.36
<i>Engineer 3</i>	\$141.66	\$182.82	\$144.21	\$186.11	\$146.81	\$189.46	\$149.45	\$192.87	\$152.14	\$196.34
<i>Engineer 4</i>	\$174.21	\$218.25	\$177.34	\$222.18	\$180.53	\$226.17	\$183.78	\$230.25	\$187.09	\$234.39
<i>Administrative Analyst 1</i>	\$49.39	\$55.30	\$49.39	\$55.30	\$49.39	\$55.30	\$49.39	\$55.30	\$49.39	\$55.30
<i>Administrative Analyst 2</i>	\$68.85	\$77.05	\$68.85	\$77.05	\$68.85	\$77.05	\$68.85	\$77.05	\$68.85	\$77.05
<i>Administrative Analyst 3</i>	\$105.23	\$117.77	\$105.23	\$117.77	\$105.23	\$117.77	\$105.23	\$117.77	\$105.23	\$117.77
<i>Administrative Analyst 4</i>	\$131.90	\$147.63	\$131.90	\$147.63	\$131.90	\$147.63	\$131.90	\$147.63	\$131.90	\$147.63

## Labor Categories

### SUBJECT MATTER EXPERT (SME)

**Position Summary:** Has extensive experience and expertise in one or more specific work areas such as program management, business improvement, group facilitation, training design and development. Considered a subject area expert by the Agency being supported.

**Position Responsibility:** Provides expert advice, assistance, guidance, or counseling in area of subject expertise. Capable of conducting studies, analyses training programs, facilitating senior management working groups, or creating organizational assessments.

**Minimum Education:** Ph.D., M.S., MBA or Bachelor's Degree in Engineering, Computer Science, Business, Finance, Economics, Psychology or Accounting.

**Minimum Experience:** Fifteen or more years of related work experience.

### FUNCTIONAL MANAGER- 1 (ENTRY)

**Position Summary:** Has management responsibility over a unit within a functional organization. Serves as the functional discipline area Lead Manager (LM), providing the technical resources to meet the demands of the task assignment(s), and is responsible for growing the technical capability and staff. Analyzes and reports performance measures and related statistics and supports functional training requirements.

**Position Responsibility:** Identifies and assigns the given tasks. Develops the task implementation plan(s) and coordinates and implements through assigned technical staff. Responsible for the quality of the technical products produced by the task team, reviews the technical products, provides technical direction to the task members and manager, and supports TMs from other programs for multi-discipline tasks. Signs the timecards for the unit's technical staff. Develops personnel ratings and reviews the performance with the assigned personnel. Provides written and verbal reporting/presentations as needed.

**Minimum Education:** Bachelor's Degree in a technical field such as Engineering, Computer Science, Business, Finance, or Accounting.

**Minimum Experience:** Five (5) years of related work experience.

### FUNCTIONAL MANAGER- 2 (INTERMEDIATE)

**Position Summary:** Has management responsibility over several functional work units within the organization. As Task Manager (TM), serves as the expert in the unit's functional discipline area(s), providing management of the technical resources to meet the demands of the task assignment(s), and is responsible for building the work unit or departments technical capability and staff. Implements, analyzes, and reports performance measures. Conducts training on assigned functional disciplines.

**Position Responsibility:** Identifies and assigns the Lead Manager (LM) for a given work unit s task assignment(s). Advises and directs the LM in the development of the task implementation plan(s). Responsible for the quality of the technical products produced by the task staff, reviews the technical products and provides technical direction to the task members in the technical unit and supports LMs from other programs for multi-discipline tasks. Reviews the timecards for the unit's technical staff and sign the LM's timecards. Evaluates the performance of the LMs and reviews their unit's personnel ratings. Provides written and verbal reporting/presentations as needed.

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Business, Finance, or Accounting.

**Minimum Experience:** Eight (8) years of related work experience.

### **FUNCTIONAL MANAGER- 3 (SENIOR)**

**Position Summary:** Develops and implements the planning, organizing, controlling, integrating and reporting of recommendations for operational, engineering, and/or technical or functional programs processes. Insures proper organizational and or systems alignment for task planning and completion to meet organizational goals/objectives. Develops and implements performance measures and processes and establishes and conducts training programs. Supervises a professional and non-professional staff in the research and design of business improvement efforts involving several projects or one major program. Work activities are performed under operating work goals and objectives. Serves as the expert within the functional tasks assigned.

**Position Responsibility:** Identifies and assigns (with the concurrence of the Program Manger (PM)) the Task Managers for a given task assignment. Advises and directs the TM in the development of the task implementation plan which includes the organizational assessment and process improvement recommendations. Participates in the review and acceptance of the plan by the PM and the client. Support PMs in their effort to expand the contract base. Responsible for the quality of the technical products produced by the technical staff, reviews the work plan, draft products and provides technical direction to the task managers. Supports TMs from other programs for multi-discipline tasks. Signs the timecards of assigned TMs and review the timecards of the TM's technical staff. Reviews the performance of the unit's personnel with inputs from the Task Managers. Provides written and verbal reporting/presentations as needed.

**Minimum Education:** M.S., M.A., MBA or a Bachelor's Degree in Engineering, Computer Science, Business, Finance, or Accounting.

**Minimum Experience:** Twelve or more years of related work experience.

### **FUNCTIONAL MANAGER- 4 (LEAD)**

**Position Summary:** Directs the development and coordinates the implementation for planning, organizing, controlling, integrating and completing operational, engineering or related technical or functional program processes.

Responsible for the proper organizational and/or systems alignments, the performance measurement and training programs, and for the conduct of task planning and completion. Develops organizational goals and objectives and plans/develops process improvements in conjunction with the Senior Functional Managers. Supervises a professional and non-professional staff in the research and design of business improvement efforts involving several projects or one major program. Work activities are performed under operating work goals and objectives. Is the functional expert.

**Position Responsibility:** Direct the assignments of the Task Managers for a given task assignment through the Senior Functional Manager(s) with the concurrence of the PM. Advises and directs the development of the task implementation plan which includes the organizational assessment and process improvement recommendations. Participates in the review and acceptance of the plan by the PM and the client. Support PMs in their effort to expand the contract base. Responsible for the quality of the technical products produced by the technical staff, reviews the work plan, draft products and provides technical direction to the task managers. Supports the managers from other programs for multi-discipline tasks. Reviews the timecards of technical staff and signs the Senior Functional Manager timecards. Reviews the performance of the unit's personnel with inputs from the senior Functional Managers. Provides written and verbal reporting/presentations as needed.

**Minimum Education:** M.S., M.A., MBA or a Bachelor's Degree in Engineering, Computer Science, Business, Finance, or Accounting.

**Minimum Experience:** Fifteen or more years of related work experience.

## **PROGRAM MANAGER- 1 (ENTRY)**

**Position Summary:** Responsible for the overall planning, organization, and performance of a subcontract or delivery order. Develops, implements, operates, and/or maintains functional processes to plan and execute assigned customer taskings involving cost, schedule, or technical performance functionalities. This includes internal contract financial performance such as funding actions, or Purchase Requests (PRs), time sheets, and other contract expenditure data to insure accuracy and timeliness. Ensures that all tasks issued are performed within cost and schedule. Ensures all technical requirements have been met. Also ensures all problems are resolved, and all required reports are generated and submitted on time. Primary interface with the client.

**Position Responsibility:** Receives all formal task assignments, supports functional managers in identifying task managers and preparing task implementation plans, participates in the make/buy recommendations, selection of task managers, and training programs. Supports the Task Managers and provides technical direction working closely with the functional managers/technical personnel to produce products and to review them to ensure the delivery quality products. Initials the timecard of all TMs assigned to contract. Provides input to functional manager in evaluating personnel performance. Interacts with SABG's management to advise them on the



progress of the contract. Interacts externally with the Contracting Officer's Technical Representative (COTR) and the Contracting Officer (CO).

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Business, Finance, Accounting.

**Minimum Experience:** Five (5) years of related work experience.

## **PROGRAM MANAGER- 2 (INTERMEDIATE)**

**Position Summary:** Responsible for the overall planning, organization, and performance of a contract, subcontract, or delivery order. Develops, implements, operates, and/or maintains functional processes to plan and execute assigned customer taskings involving cost, schedule, or technical performance functionalities. This includes internal contract financial performance such as funding actions, or Purchase Requests (PRs), time sheets, and other contract expenditure data to insure accuracy and timeliness. Ensures that all tasks issued are performed within cost and schedule. Ensures all technical requirements have been met. Also ensures all problems are resolved, and all required reports are generated and submitted on time. Supports and conducts training programs. Is the primary interface with the client.

**Position Responsibility:** Receives all formal task assignments, supports functional managers in identifying task managers and preparing task implementation plans. Participates in the make/buy recommendations (with make being the first priority) and approves the make/buy recommendations. Supports the selection of Task Managers and is responsible for organizing and implementing task plans through the Task Managers. Provides technical direction working closely with the functional managers/technical personnel to produce products and to review them to ensure the delivery quality products. Initials the timecard of all TMs assigned to contract. Provides input to Functional/Task Manager in evaluating personnel performance. Interacts with SABG's management to advise them on the progress of the contract. Interacts externally with the COTR and the CO.

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Business, Finance, Accounting.

**Minimum Experience:** Eight (8) or more years of related work experience.

## **PROGRAM MANAGER- 3 (SENIOR)**

**Position Summary:** Responsible for the overall planning, organization, and performance of a major contract, subcontract, or delivery order. Develops, implements, operates, and/or maintains functional processes to plan and execute assigned customer taskings involving cost, schedule, or technical performance functionalities. Ensures that all tasks issued are performed within cost and schedule. Ensures all technical requirements have been met. Also ensures all problems are resolved, and all required reports are generated and submitted on time. This includes internal contract financial performance such as funding actions, or Purchase Requests (PRs), time sheets, and other

contract expenditure data to ensure accuracy and timeliness. Supports and conducts training programs. Is the primary interface with the client.

**Position Responsibility:** Receives all formal task assignments, supports functional managers in identifying task managers and preparing task implementation plans, participates in the make/buy recommendations (with make being the first priority), and approves the make/buy recommendations and selection of task managers. Responsible for working to expand the contract using the ceiling as a goal in conjunction with the Functional Managers and other staff as needed. Approves the timecards of all Functional Task Managers (TMs) assigned to contract. Reviews and approves Functional/Task Managers input in evaluating personnel performance. Provides marketing intelligence of competition, related contract opportunities as they occur, and supports proposal efforts on related work as needed. Interacts with SABG's management to advise them on the progress of the contract. Interacts externally with the COTR and the CO.

**Minimum Education:** Bachelor's Degree in such fields as Engineering, Computer Science, Business Management, or Accounting.

**Minimum Experience:** Twelve or more years of related work experience.

#### **PROGRAM MANAGER- 4 (LEAD)**

**Position Summary:** Responsible for the overall planning, organization, and performance of a major contract or subcontract or delivery order (cost, schedule, technical performance, subcontractor's performance), review and approve Purchase Requests (PRs). Quality Assurance (QA) & Configuration Management (CM) requirements, financial performance, contract reporting, fee earned. Ensures that all tasks issued are performed within cost and schedule. Ensures all technical requirements have been met. Also ensures all problems are resolved, and all required reports are generated and submitted on time.

**Position Responsibility:** Receives all formal task assignments, supports functional managers in identifying task managers and preparing task implementation plans, participates in the make/buy recommendations (with make being the first priority), and approves the make/buy recommendations and selection of task managers. Responsible for working to expand the contract using the ceiling as a goal in conjunction with the Functional Managers and other staff as needed. Approves the timecards of all Functional Task Managers (TMs) assigned to contract. Reviews and approves Functional/Task Managers input in evaluating personnel performance. Provides marketing intelligence of competition, related contract opportunities as they occur, and supports proposal efforts on related work as needed. Interacts with SABG's management to advise them on the progress of the contract. Interacts externally with the COTR and the CO.

**Minimum Education:** Bachelor's Degree in such fields as Engineering, Computer Science, Business Management, or Accounting.

**Minimum Experience:** Fifteen or more years of related work experience.

## PROGRAM ANALYST/FINANCIAL ANALYST- 0 (PRE-ENTRY)

**Position Summary:** Assist in the analysis of data, the development/formulation, and implementation of recommendations to provide solutions to programmatic and or specialized problems associated with the development of sophisticated/complex systems. Assists in the implementation of processes, products, or solutions to meet customer requirements.

**Position Responsibility:** Assists in designing, coordinating, developing, and documenting proposed organization designs, and/or changes in business/programmatic processes, procedures, and/or products. Works with users to define business improvement objectives. Performs initial reviews of existing processes, procedures, and/or products. Assists in the development of recommendations for modifications/changes to improve systems, processes, or products.

**Minimum Education:** B.A. or B.S. Degree in Engineering, Computer Science, Business, Finance, Math, Accounting, or Psychology.

**Minimum Experience:** Zero (0) to two (2) years of related work experience.

## PROGRAM ANALYST/FINANCIAL ANALYST- 1 (ENTRY)

**Position Summary:** Assist in the analysis of data, the development/formulation, and implementation of recommendations to provide solutions to programmatic and or specialized problems associated with the development of sophisticated/complex systems. Assists in the implementation of processes, products, or solutions to meet customer requirements.

**Position Responsibility:** Assists in designing, coordinating, developing, and documenting proposed organization designs, and/or changes in business/programmatic processes, procedures, and/or products. Works with users to define business improvement objectives. Performs detail reviews of existing processes, procedures, and/or products. Recommends modifications/changes to improve systems, processes, or products.

**Minimum Education:** B.A. or B.S. Degree in Engineering, Computer Science, Business, Finance, Math, Accounting, or Psychology.

**Minimum Experience:** Two (2) or more years of related work experience.

## PROGRAM ANALYST/FINANCIAL ANALYST- 2 (INTERMEDIATE)

**Position Summary:** Support the acquiring and analysis of data, the development/ formulation, and implementation or recommendations to provide business solutions to programmatic, organizational, or specialized problems requiring a measure of creative and comparative thinking to achieve systems or programmatic processes, products, or other solutions to customer requirements.

**Position Responsibility:** Designs, coordinates, develops and documents proposed organization designs, and/or business or programmatic processes, procedures, or products for complex organization or system structures. Works with users to define

business/programmatic goals, objectives, and/or improvements. Recommends modifications and/or improvements to highly complex operational programs and systems. Implements new processes, procedures, or products in support of organizational changes, system implementation, programmatic enhancements, etc.

**Minimum Education:** B.A. or B.S. Degree in Engineering, Computer Science, Business, Finance, Math, Accounting, or Psychology.

**Minimum Experience:** Five (5) or more years of related work experience.

### **PROGRAM ANALYST/FINANCIAL ANALYST- 3 (SENIOR)**

**Position Summary:** Formulates and implements data analysis and develops/implements recommendations to support changes, enhancements for complex business and/or programmatic solutions. Produces highly specialized processes, procedures or products requiring a measure of creative thinking for the improvement of sophisticated systems, business, or programmatic activities.

**Position Responsibility:** Designs, coordinates, develops and documents proposed organization designs, and/or changes in business/programmatic processes, procedures, or products involving systems or organizational structures. Works with users to define business improvement objectives and to prescribe methods and approaches for developing processes, procedures, or products. Recommends modifications to highly complex operational programs and procedures. Creates processes, procedures and documentation for business improvements. Provide functional guidance and assistance to other program analysts.

**Minimum Education:** B.A. or B.S. Degree in Engineering, Computer Science, Business, Finance, Accounting, or Psychology.

**Minimum Experience:** Ten or more years of related work experience.

### **PROGRAM ANALYST/FINANCIAL ANALYST- 4 (LEAD)**

**Position Summary:** Formulates and implements data analysis to support the development and implementation of changes or enhancements for recommended solutions to complex business or program issues. Recommendations support highly specialized processes, procedures, or products requiring a significant measure of creative thinking for their development. Formulate sophisticated business or program improvement solutions.

**Position Responsibility:** Supervise and/or provide lead direction in review and design of agencies organizational restructure, business, and program practices. Works with users to define potential organizational/program structure changes including changes in goals, objectives, processes, procedures, or products. Prescribe methods and approaches for achieving productivity improvements. Recommend modifications to highly complex operational systems and procedures. Creates processes, procedures and documents for these processes to achieve business or program improvements. Provide functional expertise guidance and assistance to other program analysts.

**Minimum Education:** B.A. or B.S. Degree in Engineering, Computer Science, Business, Finance, Accounting, or Psychology.

**Minimum Experience:** Fifteen years of related work experience.

## **MILITARY SYSTEM SPECIALIST- 1 (ENTRY)**

**Position Summary:** Assists in the planning, organization, controlling, integration and completion of technical projects within military systems and organizations. Research and design technical solutions, involving small projects. Conducts performance analyze on cost, schedule, or technical requirements.

**Position Responsibility:** Performs routine design, development, validation, or performance analyses including evaluation of procedures, processes, techniques, models and/or methodologies used to develop or analyze and assess sophisticated/complex military systems solutions to customer requirements. Provides expertise in specific system s integration with other defense systems and/or organizations. Is a subject matter expert on specific system operations or cost, schedule, or technical performance requirements. Coordinate system/problem definition and work activities. Provides specific knowledge on system interface issues. Develops written technical approach and methodology with regard to major technical proposals.

**Minimum Education:** Bachelor's Degree in a related Technical or Business field or training in specific Military Occupational Specialties (MOS) related to the project subject. Specialized knowledge of equipment, organizations, techniques, processes, or practices of the subject organization/system.

**Minimum Experience:** Three (3) years of related work experience. Experience in the development/instruction of training programs is helpful.

## **MILITARY SYSTEM SPECIALIST- 2 (INTERMEDIATE)**

**Position Summary:** Plans, organizes, controls, integrates and completes technical projects within military systems/organizations. Research and design technical solutions involving small to mid-size projects. Implements cost, schedule, or technical requirements, baselines, and/or assessments.

**Position Responsibility:** Performs high level/expert design, development, validation evaluation of procedures, processes, techniques, models and/or methodologies used to develop, analyze, or assess sophisticated/complex military systems/organizations to solve customer requirements. Provides expertise in specific system s integration with other defense systems/organizations. Oversees and reviews the work of lower level specialists. Is a subject matter expert on specific system/organizations operations or cost, schedule, or technical performance requirements and/or baselines. Coordinate system/problem definition and work activities. Provides specific knowledge on interface issues. Develops written technical approach and methodology with regard to major technical proposals.

**Minimum Education:** Bachelor's Degree in a related Technical or Business field or training in specific Military Occupational Specialties (MOS) related to the project subject. Specialized knowledge of equipment, techniques, principals, or practices of the project subject.

**Minimum Experience:** Five (5) years of related work experience. Additional years of general experience in the fields of Research & Development, Testing, Acquisition, of Software Development is extremely useful. Experience in the development/instruction of training programs is helpful.

### **MILITARY SYSTEM SPECIALIST- 3 (SENIOR)**

**Position Summary:** Plans, organizes, controls, integrates and completes technical projects associated with military systems and organizations. Conducts research and development of technical issues, involving mid to large-size projects. Implements and evaluates cost, schedule, or technical baseline requirements and/or assessments.

**Position Responsibility:** Performs high level/expert design, development, validation evaluation, or assessments of procedures, processes, techniques, models and/or methodologies used in developing or managing sophisticated/complex military systems/organizations. Provides expertise in specific systems integration with other defense systems/organizations. Directs and reviews the work of military systems specialists. Is a subject matter expert on specific system/organization operations or cost, schedule, or technical performance requirements and/or baselines. Directs system/problem definition and work activities. Provides specific knowledge on system/organization interface issues. Develops written technical approach and methodology with regard to major technical proposals.

**Minimum Education:** M.S., M.A., MBA or a Bachelor's Degree in a related Technical or Business field or training in specific Military Occupational Specialties (MOS) related to the project subject. Specialized knowledge of equipment, techniques, principals, or practices of the project subject.

**Minimum Experience:** Ten years of related work experience. Additional years of general experience in the fields of Research & Development, Testing, Acquisition, of Software Development is extremely useful. Experience in the development/instruction of training programs is helpful.

### **MILITARY SYSTEM SPECIALIST- 4 (LEAD)**

**Position Summary:** Directs, coordinates and exercise authority for planning, organizing, controlling, integrating and recommending cost, schedule or technical performance solutions within military systems and organizations. Supervises research and design of technical solutions and program assessments involving several small projects or one major project.

**Position Responsibility:** Performs high level/ expert design, development, validation evaluation of procedures, processes, techniques, models and/ or methodologies used in

sophisticated/ complex military systems, organizations, and/ or management control procedures. Provides expertise in specific systems/ organizations integration and business improvement efforts. Directs and reviews the work of other military system specialists. Is a subject matter expert on specific system and business operations or cost, schedule, technical performance requirements and/ or baselines. Coordinates system/ problem definition and work activities. Provides specific knowledge on organizational design and interface issues. Develops written technical approaches and methodologies.

**Minimum Education:** M.S., M.A., MBA or a Bachelor's Degree in a related Technical or Business field, or training in specific Military Occupational Specialties (MOS) related to the project subject. Specialized knowledge of equipment, techniques, principals, or practices, processes of the subject type organization.

**Minimum Experience:** Twelve years of related work experience. Additional years of general experience in the fields of Research & Development, Testing, Acquisition, of Software Development is extremely useful. Experience in the development/instruction of training programs is desired.

## **ADMINISTRATIVE ANALYST- 1 (ENTRY)**

**Position Summary:** Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials and other performance data reports. Establishes configuration data control by assisting in the development and implementation of configuration management control systems.

**Position Responsibility:** Assist in the design of survey instruments. Maintains the Configuration Management database for maintaining historical data. Under established procedures and working under immediate supervisor, analyzes collected data. Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor. Establishes and maintains confidential files and records. Under supervision prepares special reports. Take minutes of meetings.

**Minimum Education:** Bachelor's Degree.

**Minimum Experience:** Two years of related work experience.

## **ADMINISTRATIVE ANALYST- 2 (INTERMEDIATE)**

**Position Summary:** Under limited direction perform both administrative and technical duties. Collects, evaluates, and maintains work activity data and documentation such as survey data, time activities, user guides, training materials, and other performance data reports. Presents platform training, facilitates meetings and provides limited feedback on organizational activities.

**Position Responsibility:** Design survey instruments. Schedule and facilitate staff meetings. Direct the establishment and maintenance of the Configuration Management database for maintaining historical data. Analyze collected data. Respond to routine

inquiries using standard formats. Prepares draft special reports. Ensures minutes of meetings are accurate and complete.

**Minimum Education:** Bachelor's Degree.

**Minimum Experience:** Six (6) years of related work experience.

### **ADMINISTRATIVE ANALYST- 3 (SENIOR)**

**Position Summary:** Operating with independence performs primarily technical duties, but also performs limited administrative duties associated with the conduct of facilitated meetings and the collection and storage of data. Facilitates meetings, conducts training classes, evaluates and analyzes performance data.

**Position Responsibility:** Design and evaluate results of survey instruments. Facilitate client meetings. Evaluate performance measures and results. Direct the activities of others in the accomplishment of assigned work. Primary interface with client's senior management.

**Minimum Education:** Ph.D., Master's, Bachelor's Degree.

**Minimum Experience:** Eight years of related work experience.

### **ADMINISTRATIVE ANALYST- 4 (LEAD)**

**Position Summary:** Operating with independence performs primarily technical duties, but also performs limited administrative duties associated with the conduct of facilitated meetings and the collection and storage of data. Facilitates meetings, conducts training classes, evaluates and analyzes performance data.

**Position Responsibility:** Design and evaluate results of survey instruments. Facilitate client meetings. Evaluate performance measures and results. Direct the activities of others in the accomplishment of assigned work. Primary interface with client's senior management.

**Minimum Education:** Ph.D., Master's, Bachelor's Degree.

**Minimum Experience:** Twelve years of related work experience.

### **ENGINEER- 0 (PRE-ENTRY)**

**Position Summary:** Performs application of prescribed techniques and procedures to perform specific portions of a project.

**Position Responsibility:** Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.

**Minimum Education:** Bachelor's Degree in Engineering field.

**Minimum Experience:** Zero (0) to five (5) years of related work experience.

## ENGINEER- 1 (ENTRY)

**Position Summary:** Receives guidance from senior level managers/engineers/scientists and work independently to accomplish assigned tasks. Requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess system integration.

**Position Responsibility:** Proficient in computer-aided design, design studies and analysis, design review services, shop drawing review services, developing risk reduction strategies and recommendations to mitigate identified risk conditions. Able to conduct performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions, and mission design analysis.

**Minimum Education:** Bachelor's Degree in Engineering field.

**Minimum Experience:** Five (5) years of related work experience.

## ENGINEER- 2 (INTERMEDIATE)

**Position Summary:** Receives guidance from senior level managers/engineers/scientists and work independently to accomplish assigned tasks. Requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess system integration.

**Position Responsibility:** Tasks include testing of a prototype, first article testing, environmental testing, performing inspections and witnessing acceptance testing as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling, quality assurance, physical testing of the product system, training, consulting, reception and inspection of equipment, conduct testing and safety audits. May lead small integrated engineering teams, supervise team members, and oversee team budgets.

**Minimum Education:** Master's Degree in Engineering field.

**Minimum Experience:** Five (5) years of related work experience.

## ENGINEER- 3 (SENIOR)

**Position Summary:** Independently evaluates, selects, and applies standard engineering techniques and procedures on standard projects and with some guidance on unusual problems.

**Position Responsibility:** May develop a range of products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A degree of creativity and latitude is expected. May lead and direct the work of others. Experience must have been gained after receiving the engineering or science degree(s) from an accredited college or university. Typically reports to a Senior



Engineer/Scientist or a Task Order/Project Lead. May lead integrated engineering teams on complex efforts, supervise team members, and oversee project budgets.

**Minimum Education:** Master's Degree in Engineering field.

**Minimum Experience:** Ten (10) years of related work experience.

## **ENGINEER- 4 (LEAD)**

**Position Summary:** Possesses substantial knowledge in one or more major engineering/ analytical specialty areas and will plan and lead specific engineering projects.

**Position Responsibility:** May develop a range of products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically leads and directs the work of others. Experience must have been gained after receiving the engineering or science degree(s) from an accredited college or university. May report to a Task Order/Project Lead or a Program Manager. May lead large integrated engineering teams on complex projects, supervise team members, and oversee project budgets.

**Minimum Education:** Master's Degree in Engineering.

**Minimum Experience:** Fifteen (15) years of related work experience.



### **Education/Experience Equivalents:**

1. A master's degree may be substituted for two (2) years of general experience.
2. A doctoral degree may be substituted for an additional two (2) years of general experience.
3. For all categories requiring a degree, one (1) additional year of experience may be substituted for each year of college not attended.
4. Additional experience to be substituted for education must also be specialized experience defined for the labor category.