General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

Online 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 for GSA Advantage!™ is: http://www.gsaadvantage.gov/.

Multiple Award Schedule  
Federal Supply Group: Professional Services  
Contract No: GS-10F-0352R

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

Contract Period: June 13, 2020 through June 12, 2025  
Price List current as of Modification # PA-0036 effective: July 8, 2020

Azimuth Corporation  
2970 Presidential Dr. Suite 200  
Beavercreek, OH 45324  
937-256-8571  
888-281-7614 - FAX  
Website: www.azimuth-corp.com

Business Size: Other than Small Business

Contact for Contract Administration: Valerie K. Rossi  
Email: vrossi@azimuth-corp.com  
Phone: 937-256-8571
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CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
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<tbody>
<tr>
<td>541330ENG</td>
<td>541330ENGRC</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541614SVC</td>
<td>541614SVCRC</td>
<td>Supply and Value Chain Management</td>
</tr>
<tr>
<td>541715</td>
<td>541715RC</td>
<td>Engineering Research and Development and Strategic Planning</td>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC, OLMSTLOC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Pricing:

Labor Category rates are proposed in support of the above SINs and are valid for all Azimuth sites.

See Appendix 1, page 12, for Azimuth Prices.

This price is the Government price based on a unit of one, exclusive of any quantity volume, prompt payment, or any other concession affecting price.

1c. Hourly Rates:

See Appendix 1 for hourly rates by labor category. Appendix 2, page 15 contains, labor category descriptions for Azimuth:

<table>
<thead>
<tr>
<th>Program Director II</th>
<th>Program Director I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Manager III</td>
<td>Task Manager II</td>
</tr>
<tr>
<td>Facilitation Consultant</td>
<td>Engineer III</td>
</tr>
<tr>
<td>Functional Specialist IV</td>
<td>Functional Specialist II</td>
</tr>
<tr>
<td>Analyst V</td>
<td>Analyst IV</td>
</tr>
<tr>
<td>Analyst III</td>
<td>Analyst II</td>
</tr>
<tr>
<td>Analyst I</td>
<td>Technician I</td>
</tr>
<tr>
<td>Technical Writer V</td>
<td>Technical Writer III</td>
</tr>
<tr>
<td>Technical Writer I</td>
<td>Administrative Assistant IV</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>Administrative Assistant II</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>Scientist III</td>
</tr>
<tr>
<td>Scientist I</td>
<td>Conference Coordinator III</td>
</tr>
<tr>
<td>Conference Coordinator II</td>
<td>Conference Coordinator I</td>
</tr>
<tr>
<td>Security Specialist III</td>
<td>Project Control Specialist I</td>
</tr>
<tr>
<td>Scientist IV</td>
<td>Computer Engineer IV</td>
</tr>
</tbody>
</table>
PM Scheduler SME  |  Program Manager II
---|---
Program Manager SME  |  Master Scheduler
Scientist II  |  Acquisition Specialist III
Acquisition Specialist II  |  Future Capabilities/Requirements Specialist II
Communications/Architecture Specialist II  |  Communications/Architecture Specialist I
ISR Specialist III  |  ISR Specialist II
Administrative Support/Executive Assistant/Office Administrator II  |  Sensitive Activities Analyst Support Expert II
Sensitive Activities Analyst Support Expert III  |  Defense Analysis & Partner Support Expert II
Executive Assistant Level III  |  Technical Support Specialist III
Construction Manager  |  Education/Training Analyst IV

2. **Maximum Order:**
541611; 541330ENG; 541715; 611430; 541614SVC; 611512: $1,000,000.00

3. **Minimum Order:**
The minimum dollar value of orders to be issued is $100.00

4. **Geographic Coverage:**
Domestic

5. **Point of Production:**
Dayton, Greene County, Ohio

6. **Discount from List Prices or Statement of Net Price:**
Prices shown are Government net prices (discounts are already deducted). For Government Awarded Prices (Net Prices), See APPENDIX 1 on page 12. Azimuth will accept labor hour and firm fixed price.

7. **Quantity Discounts:**
None.

   It is Azimuth’s practice to review each task order for factors that may allow us to propose discounted labor rates.

8. **Prompt Payment Terms:**
Payment terms are Net 30 calendar days. Information for Ordering Offices: Prompt Payment terms cannot be negotiated out for the contractual agreement in exchange for other concessions.
9a. **Government Purchase Cards below the Micro-Purchase Threshold:**
Azimuth will accept Government Purchase Cards for task orders placed that are at or below the micro-purchase threshold.

9b. **Government Purchase Cards above the Micro-Purchase Threshold:**
Azimuth will accept Government Purchase Cards for task orders placed that are above the micro-purchase threshold but not exceeding the maximum order threshold.

10. **Foreign Items:**
N/A

11a. **Time of delivery:**
As negotiated on each task order.

11b. **Expedited Delivery:**
The items for expedited delivery are noted in this price list:

For all SINs – negotiated on a task order basis.

11c. **Overnight and 2-day Delivery:**
Same as Expedited Delivery above, contact Azimuth Corporation for more information.

11d. **Urgent Requirements:**
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt (Telephonic replies shall be confirmed by the Contractor in writing). If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. **F.O.B. point(s):**
The F.O.B Point is Destination for all purchased end items ordered hereunder for the 48 contiguous states; District of Columbia and all Overseas (OCONUS) locations.

13a. **Ordering Address(s):**
For mailed orders, the postal mailing address where paper form orders should be mailed is as follows:

Azimuth Corporation
2970 Presidential Dr.
Suite 200
Beavercreek, OH 45324  
Attention: Charles Rossi  
Contract Administration:  
Charles Rossi  
Voice: 937-256-8571  
Fax: 937-256-8752  
Email: crossi@azimuth-corp.com

Contact for Technical/Ordering Assistance or for placing Domestic / Overseas orders via facsimile or email:

Charles Rossi  
Voice: 937-256-8571  
Fax: 937-256-8752  
Email: crossi@azimuth-corp.com

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:  
Payment via Wire Transfer:  
Please Contact Azimuth Corporation for Bank Information regarding Wire Transfers

Payment via Check/ U.S. Mail:  
Azimuth Corporation  
2970 Presidential Dr.  
Suite 200  
Beavercreek, OH 45324

Payment via Government Purchase Card:  
Contact Cindy Schneider at 937-256-8571 for assistance.

Requests for payment information should be addressed to Cindy Schneider by email at cschneider@azimuth-corp.com, or by phone at 937-256-8571.

15. Warranty Provision:  
For the purpose of this contract, commitments, warranties, and representations include (in addition to those agreed upon for the entire schedule contract):

- Time of delivery/installation quotations for individual orders.  
- Technical representations and/or warranties of products concerning performance; total system performance and/or configuration; physical, design, and/or functional characteristics; and capabilities of a product/equipment/service/software package submitted in response to requirements that result in orders under this schedule contract.
• Any representation and/or warranties concerning the products made in any literature, description, drawings, and/or specifications furnished by the contractor.

16. Statement Concerning Availability of Export Packing:
   Not available within the scope of this contract

17. Terms and Conditions of Government Purchase Card Acceptance:
   Contact Contractor

18. Terms and Conditions of Rental, Maintenance, and Repair:
   N/A

19. Terms and Conditions of Installation:
   N/A

20a. Terms and Conditions of Repair Parts:
   N/A

20b. Terms and Conditions for any other services:
   N/A

21. Service and Distribution Points:
   N/A

22. Participating Dealers:
   N/A

23. Preventative Maintenance:
   N/A

24a. Special Attributes:
   N/A

24b. Section 508 Compliance:
   The Electronic and Information Technology (EIT) standard can be found at: www.Section508.gov.

25. Data Universal Number System (DUNS) Number:
   03-035-2822

26. Central Contractor Registration (CCR) Database:
   Azimuth Corporation has registered in System for Award Management (SAM) database.
INFORMATION FOR ORDERING OFFICES

1. Type of Contractor
   Other than Small Business

2. Contractor’s Taxpayer Identification Number (TIN):
   31-1785180

3. CAGE CODE:
   1VA28

4. DUNS Number:
   03-035-2822

5. Inspection/Acceptance:
   The Contractor shall only tender for acceptance those items that conform to the
   requirements of this contract. The Government reserves the right to inspect or test
   any supplies or services that have been tendered for acceptance. The Government
   may require repair or replacement of nonconforming supplies or re-performance of
   nonconforming services at no increase in contract price. The Government must
   exercise its post-acceptance rights (1) within a reasonable time after the defect was
   discovered or should have been discovered; and (2) before any substantial change
   occurs in the condition of the item, unless change is due to the defect in the item.

   The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies
   to firm-fixed price orders placed under this contract. The Inspection–Time-and-
   Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-
   materials and labor-hour orders placed under this contract.

6. Limitation of Liability:
   Except as otherwise provided by an express or implied warranty, the Contractor will
   not be liable to the Government for consequential damages resulting from any defect
   or deficiencies in accepted items.

7. Special Provisions for Task Orders:
   Agencies may incorporate provisions in their task orders that are essential to their
   requirements (e.g., security clearances, hazardous substances, special handling,
   key personnel, etc.). These provisions, when required, will be included in individual
   task orders. Any cost necessary for the contractor to comply with the provision(s)
   will be included in the task order proposal, unless otherwise prohibited by law.

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

9. **Purchase of Open Market Items:**
   NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

   For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule --MAS-- (also referred to as open market items) to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if** -

   a. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, 15), and small business programs (Part 19));
   b. The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
   c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
   d. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

10. **GSA Advantage!**
    GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors’ schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

    a. Manufacturer;
    b. Manufacturer’s Part Number; and
    c. Product Categories.


**BLANKET PURCHASE AGREEMENTS (BPAs)**
Federal Acquisition Regulations (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as “…a simplified method of filling anticipated repetitive needs for supplies or services by establishing ‘charge accounts’ with qualified sources of supply.” The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which read, in part, as follows:

“BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.”
Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool.

CONTRACTOR TEAMING ARRANGEMENTS
Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor’s Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

CONTRACT SUMMARY
Azimuth has been awarded a Federal Supply Schedule Contract for Professional Service. Orders can be awarded to Azimuth for managerial services under two (1) Special Item Numbers (SINs). The SINS is 1.) SIN 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services. A full description of the SIN definition is provided on Pages 10 & 12.

The term of this contract is five (5) years for date of award plus three (3) additional five (5) year option periods that may be exercised by GSA.

Task orders placed must identify the SIN or SINs under which the task is to be performed. Orders may be placed on a Firm Fixed Price or Time and Materials basis utilizing the labor categories and rates defined in the contract.

SPECIAL ITEM NUMBERS DESCRIPTIONS (SINs)
As a selected vendor under this schedule, Azimuth Corporation provides services in the following Special Item Numbers (SINs)

- SIN 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

**SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services.**
Azimuth provides expert advice, assistance, guidance or counseling in support of agencies’ management, organizational and business efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

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

Azimuth will provide Facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in:

- The use of problem solving techniques
- Resolving disputes, disagreements, and divergent views
- Providing a draft for the permanent record
- Defining and refining the agenda
- Logistical meeting/conference support when performing technical facilitation
- Recording discussion content and focusing decision-making
- Debriefing and overall meeting planning
- Convening and leading large small group briefings and discussions
- Preparing draft and final reports for dissemination
### APPENDIX 1: LABOR RATES

**GSA PSS Pricelist**  
**SIN 541611; 541330ENG; 541715; 611430; 611512; 541614SVC**

**GS-10F-0352R (Client Site)**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director II (541611; 541715; 541330ENG; 541614SVC)</td>
<td>$195.15</td>
</tr>
<tr>
<td>Program Director I (541611; 541715; 541330ENG; 541614SVC)</td>
<td>$94.93</td>
</tr>
<tr>
<td>Task Manager III (541611; 541330ENG; 541715)</td>
<td>$116.12</td>
</tr>
<tr>
<td>Task Manager II (541611; 541330ENG; 541715)</td>
<td>$85.89</td>
</tr>
<tr>
<td>Facilitation Consultant (541611; 611430; 611512)</td>
<td>$103.38</td>
</tr>
<tr>
<td>Engineer III (541611; 541330ENG; 541715)</td>
<td>$63.97</td>
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<td>Functional Specialist IV (541611; 541330ENG, 541715)</td>
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<tr>
<td>Analyst V (541611; 541330ENG, 541715)</td>
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<td>Analyst IV (541611; 541330ENG, 541715)</td>
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<td>Analyst I (541611; 541330ENG, 541715)</td>
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<td>Jr. Technician (541611; 541330ENG, 541715)</td>
<td>$32.84</td>
</tr>
<tr>
<td>Technical Writer V (541611)</td>
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<td>Technical Writer III (541611)</td>
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<td>Technical Writer I (541611)</td>
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<td>Scientist I (541611; 541330ENG, 541715)</td>
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<td>Conference Coordinator III (541611; 541330ENG, 541715)</td>
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<td>Security Specialist III (541611; 541330ENG, 541715)</td>
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<tr>
<td>Project Control Specialist I (541611; 541330ENG, 541715)</td>
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<td>Scientist IV (541611; 541330ENG, 541715)</td>
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<tr>
<td>Computer Engineer IV (541611; 541330ENG, 541715)</td>
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<td>PM Scheduler SME (541330ENG; 541614SVC)</td>
<td>$103.36</td>
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<td>Program Manager II (541330ENG; 541614SVC)</td>
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<tr>
<td>Program Manager SME (541330ENG; 541614SVC)</td>
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<td>Master Scheduler (541330ENG; 541614SVC)</td>
<td>$103.36</td>
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<td>Scientist II (541611; 541330ENG, 541715)</td>
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<td>Future Capabilities/Requirements Specialist II (541330ENG; 541614SVC)</td>
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<td>Communications/Architecture Specialist II (541330ENG; 541614SVC)</td>
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<tr>
<td>Labor Category</td>
<td>Rate</td>
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<td>-------------------------------------------------------------------------------</td>
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<tr>
<td>Communications/Architecture Specialist I (541330ENG; 541614SVC)</td>
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<td>Administrative Support/Executive Assistant/Office Administrator II (541611)</td>
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<td>Sensitive Activities Analyst Support Expert II (541611)</td>
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<td>Sensitive Activities Analyst Support Expert III (541611)</td>
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<td>Defense Analysis &amp; Partner Support Expert II (541611)</td>
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<td>Executive Assistant Level III (541611; 541330ENG, 541715)</td>
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<tr>
<td>Technical Support Specialist III (541611; 541330ENG, 541715)</td>
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<tr>
<td>Construction Manager (541300ENG)</td>
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<tr>
<td>Educational Training/Analyst IV (611430)</td>
<td>$134.32</td>
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**GS-10F-0352R (Azimuth Site)**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Program Director II (541611; 541715; 541330ENG; 541614SVC)</td>
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<tr>
<td>Program Director I (541611; 541715; 541330ENG; 541614SVC)</td>
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<td>Task Manager III (541611; 541330ENG, 541715)</td>
<td>$116.12</td>
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<td>Task Manager II (541611; 541330ENG, 541715)</td>
<td>$85.89</td>
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*OCONUS Rates shall be negotiated per task order. Price differentials for work in overseas locations are not included in the awarded prices and, if applicable, will be negotiated at the task order level in accordance with clause 52.212-4, Contract Terms and Conditions -- Commercial Items (Mar 2009) (ALTERNATE! -OCT 2008) (DEVIATION I - Feb 2007), paragraph (i)(1)(ii)(D) Other Costs.

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APPENDIX 2: LABOR CATEGORY DESCRIPTIONS

Individuals performing services under the PSS GSA Contract meet the requirements for their job specified labor categories. Descriptions are for both domestic and international orders. Labor categories are described below.

PROGRAM DIRECTOR II

Professional Knowledge
- The Program Director II manages work in an environment focusing on systems, studies and analysis and/or hardware design. System can include financial, enterprise, resource, or hardware
- Manages complex overarching programs that involve many different projects and efforts
- Exceptional creativity and resourcefulness in the most demanding and complex assignments
- Recognized as a primary and executive staff resource
- Enforces work standards, reviews work quality, provides quality assurance and configuration management, assigns schedules, and communicates goals, objectives, and policies of the organization to subordinates
- Requires strong communication skills

Technical Leadership
- Actively involved in the directing of technical and business activities
- May serve as a corporate officer
- May serve as a division director managing many people and operational groups
- May be responsible for managing and motivating staff

Experience/Education
- Bachelor of Science or Business degree and 20 years of management experience required. Or Masters in Business or Science and 10 years of management experience.
- Experience at a systems level with large complex programs in business systems or technical/hardware systems
- Generally recognized as an expert in business or engineering

PROGRAM DIRECTOR I

Professional Knowledge
- The Program Director manages work in an environment focusing on studies and analysis or hardware design
- Enforces work standards, reviews work quality, provides quality assurance and configuration management, assigns schedules and communicates goals, objectives, and policies of the organization to subordinates
- Exceptional creativity and resourcefulness in the most demanding and complex assignments
- Requires strong communication skills

**Technical Leadership**
- Actively involved in the directing of technical activities and may be responsible for managing and motivating staff

**Experience/Education**
- Bachelor of Science or Business degree and ten (10) years of management experience required

---

**TASK MANAGER III**

**Professional Knowledge**
- The Task Manager III manages the day-to-day work in an environment focusing on systems, projects, R&D, studies and analysis and/or hardware design
- Excellent creativity and resourcefulness in complex assignments
- Provides technical and administrative guidance for personnel performing development tasks, including review of work products for accuracy, adherence to the design concept and to applicable standards, review of program documentation to assure compliance with government standards/requirements, and for progress in accordance with schedules
- May support programs in R&D, intelligence, IT, administration, business, or manufacturing
- May have high standing as a technical expert in client communities
- Requires strong communication skills

**Technical Leadership**
- May lead projects or programs having high technical or administrative complexity
- Supports high visibility programs
- May be responsible for managing and motivating staff

**Experience/Education**
- Bachelors degree in business or science and 10 years of progressively more responsible experience in management. Or Masters in Business or Science and 5 years of management experience.
- A Bachelor's Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

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**TASK MANAGER II**

**Professional Knowledge**

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• The Task Manager II manages the day-to-day work in an environment focusing on systems, programs, studies and analysis and/or hardware design
• Can support moderately complex assignments
• Provides technical and administrative guidance for personnel performing development tasks, including review of work products for accuracy, adherence to the design concept and to applicable standards, review of program documentation to assure compliance with government standards/requirements, and for progress in accordance with schedules
• May support programs in R&D, intelligence, IT, administration, business, or manufacturing
• May have high standing as a technical expert in client communities
• Requires strong communication skills

Technical Leadership
• May lead projects or programs having high technical complexity
• May be responsible for managing and motivating staff

Experience/Education
• Bachelor’s degree in business or science and 7 years of progressively more responsible experience in management
• A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

FACILITATION CONSULTANT

Professional Knowledge
• The Facilitation Consultant provides facilitation expertise to situations and groups, solid knowledge of the many methods for facilitation, can train individuals and groups in team building, planning, and decision making
• Broad background to function in any industry and with executive individuals
• Recognized as a primary staff resource
• Requires exceptional creativity and resourcefulness in the most demanding and complex assignments
• Requires expertise in story boarding, group meetings, training, education and educational techniques, surveying, and organizational behavior, may develop and apply advanced techniques

Technical Leadership
• May act as internal consultant for broad program areas or in a highly specialized area
• May lead projects or programs having maximum client importance, high visibility, and technical complexity
• May be responsible for managing and motivating staff

Experience/Education
• Bachelor of Science or Arts in Education, Psychology, Organizational Behavior or Business degree in a directory related discipline and 15 years experience required

### ENGINEER III

#### Professional Knowledge
- The Senior Engineer focuses on engineering and/or scientific studies analysis or hardware design to identify areas needing improvement
- Provide expertise in one or more engineering disciplines such as; aerospace engineering, biological research, communications engineering, electronic engineering, information engineering, interoperability analysis, mechanical engineering, military operations (ground, sea, and air), nuclear engineering, process engineering, program analysis, security, system standards, test and evaluation, weapons effects, or other disciplines
- Exceptional creativity and resourcefulness in the most demanding and complex assignments, may develop and apply advanced techniques

#### Technical Leadership
- May act as internal consultant for broad program areas or in highly specialized areas
- Position may lead projects or programs having maximum client importance, high visibility, technical complexity
- May be responsible for managing and motivating staff

#### Experience/Education
- Bachelor of Science degree in a directly related engineering discipline and (10) year’s experience required

### FUNCTIONAL SPECIALIST IV

#### Professional Knowledge
- The Functional Specialist IV focuses on the aspects of an organization’s mission. This includes organizations working on information systems, business enterprise programs, studies and analysis, engineering and scientific disciplines, R&D, intelligence, and/or hardware design or manufacturing
- The Functional Specialist IV is a specialist in a particular discipline such as strategic business consulting, process modeling, finance systems, and project analysis that is familiar with a specific organization’s mission. The Azimuth Functional Specialist II provides expert consulting services to our customers. When performing mission services various specialists are called upon to provide expert opinion and consultation. Many programs the government executes are operational and maintenance or program implementation. Azimuth provides
consulting services to organizations in the form of strategic planning and program
management. The use of Functional Specialists in PSS efforts is essential. The
functional specialists can operate in many areas including information technology,
finance, program management, strategic planning, ISO 9000 and quality systems,
change management, training systems, and specific government processes in
acquisition and intelligence. They provide direct support to customers in analyzing,
developing, and solving an organization’s mission critical issues

- Fully knowledgeable in all conventional aspects of the subject matter
- Recognized as an expert in a particular functional area
- Understands and can translate functional activities of systems, programs, and
architectures
- Will have functional expertise in one or more area such as financial systems,
business systems, enterprise systems, relational systems, and operational
systems
- Responsibilities include data collection and dissemination, validation, analysis and
presentation. Uses diverse information gathering strategies, statistical tools and
procedures, and information management approaches
- Has highly developed specialized skills

**Technical Leadership**

- May lead tasks within project or an entire project
- May supervise less senior staff at the project level
- May supervise all functional analysts and lead developers in task specific efforts

**Experience/Education**

- Bachelor of Science or Business degree and 15 years of experience
- A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military
experience, with a high school equivalent.

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**FUNCTIONAL SPECIALIST II**

**Professional Knowledge**

- The Functional Specialist II focuses on the aspects of an organization’s mission.
  This includes organizations working on information systems, business enterprise
  programs, studies and analysis, engineering and scientific disciplines, R&D,
  intelligence, and/or hardware design or manufacturing.
- The Functional Specialist II is a specialist in a particular discipline such as strategic
  business consulting, process modeling, finance systems, and project analysis that
  is familiar with a specific organization’s mission. The Azimuth Functional Specialist
  II provides expert consulting services to our customers. When performing mission
  services various specialists are called upon to provide expert opinion and
  consultation. Many programs the government executes are operational and
  maintenance or program implementation. Azimuth provides consulting services to
  organizations in the form of strategic planning and program management. The use
  of Functional Specialists in PSS efforts is essential. The functional specialists can
operate in many areas including information technology, finance, program management, strategic planning, ISO 9000 and quality systems, change management, training systems, and specific government processes in acquisition and intelligence. They provide direct support to customers in analyzing, developing, and solving an organization’s mission critical issues.

- The Functional Specialist II may be imbedded within an organization to support specific mission functions such as business process reengineering, change management, or training in functional aspects of mission activities.
- The Functional Specialist II will have functional expertise in one or more areas such as engineering systems, production systems, financial systems, business systems, enterprise systems, relational systems and operational systems.
- The Functional Specialist II understands, can translate, and perform functional activities of systems, programs and architectures; may include specific lab and scientific equipment, relational databases, operations research or intelligence tools. Responsibilities include data collection and dissemination, validation, analysis and presentation, training, and direct customer consulting. Uses diverse information gathering strategies, statistical tools and procedures, and information management approaches.
- Has broadened skills, or is developing specialized skills.

**Technical Leadership**
- May lead tasks within a project
- Interfaces directly with customers to analyze requirements, provide training, or consult
- May occasionally lead for entire project
- May occasionally supervise less senior staff at the project level

**Experience/Education**
- Bachelor of Science or Business degree and 4 years of experience required.
- A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

**ANALYST V**

**Professional Knowledge**
- The Analyst V will work in an environment focusing on studies and/or analysis and/or hardware design
- Fully knowledgeable in all conventional aspects of the subject matter
- Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve complex assignments
- Technical areas include finance, budget, processes, intelligence, logistics, information technology, chemistry, physics, biology, statistics, business, policy, and systems
• Responsibilities include overseeing data collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, statistical tools and procedures, and information management approaches
• Has fully developed technical skills and is considered an expert
• Is considered a primary corporate resource

**Technical Leadership**
• May lead tasks within a project
• May lead an entire project
• May lead projects or tasks with high customer visibility and importance
• May supervise less senior staff at the project level

**Experience/Education**
• Bachelor of Science or Arts degree and 15 years of experience
• A Master’s degree is equivalent to 4 years of experience
• A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

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**ANALYST IV**

**Professional Knowledge**
• The Analyst IV will work in an environment focusing on studies, R&D, and/or analysis, intelligence, and/or computer systems and software and/or hardware design related to an organization’s mission activities
• Fully knowledgeable in all conventional aspects of the subject matter
• Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve complex assignments
• Technical areas include finance, budget, processes, intelligence, logistics, information technology, chemistry, physics, biology, statistics, business and systems
• Responsibilities include overseeing data collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, statistical tools and procedures, and information management approaches
• Has fully developed technical skills and is considered an expert
• Is considered a primary corporate resource

**Technical Leadership**
• May lead tasks within a project
• May occasionally lead for an entire project
• May lead projects or tasks with high customer visibility and importance
• May occasionally supervise less senior staff at the project level

**Experience/Education**
• Bachelor of Science, Arts, or Business degree and 11 years of experience required
• A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

**ANALYST III**

**Professional Knowledge**
- The Senior Analyst will work in an environment focusing on studies and analysis or hardware design
- Responsibilities include overseeing data collection and dissemination, validation, analysis and presentation
- Technical areas include finance, budget, processes, intelligence, logistics, information technology, chemistry, physics, biology, statistics, business and systems
- Utilize diverse information gathering strategies, statistical tools and procedures, and information management approaches
- Develop and apply advanced techniques
- Exceptional creativity and resourcefulness in the most demanding and complex assignments
- Recognized as a primary staff resource

**Technical Leadership**
- May act as internal consultant for broad program areas or in highly specialized area
- May lead projects or programs having maximum client importance; high visibility, and technical complexity
- May be responsible for managing and motivating staff

**Experience/Education**
- Bachelor of Science, Arts, or Business and 6 years of experience required
- A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

**ANALYST II**

**Professional Knowledge**
- The Analyst will work in an environment focusing on studies and analysis or hardware design, fully knowledgeable in all conventional aspects of the subject matter
- Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve complex assignments
- Responsibilities include overseeing data collection and dissemination, validation, analysis and presentation
• May utilize diverse information gathering strategies, statistical tools and procedures, and information management approaches
• Has broad technical skills or is developing specialized skills

Technical Leadership
• May lead tasks within project, can occasionally lead for entire project
• May occasionally supervise less senior staff at the project level

Experience/Education
• Bachelor of Science, Arts, or Business degree and 3 years of experience required
• A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

ANALYST I

Professional Knowledge
• The Junior Analyst applies standard techniques in performing work designed to develop technical knowledge and skills
• Satisfactory knowledge of concepts is expected analysis and problem solving
• Responsible for providing support to senior analyst and other team members

Experience/Education
• Bachelor of Science, Arts, or Business degree and 2 years or experience
• A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

JR. TECHNICIAN

Duties/Responsibilities
• A Research Associate must have satisfactory knowledge of concepts expected for analysis and problem solving
• Applies standard laboratory techniques while performing work in a research environment
• May receive specific and detailed instructions as to required tasks and expected results

Experience/Education
• High school diploma required, entry level position

TECHNICAL WRITER V
**Professional Knowledge**

- Performs writing, editing, and/or rewriting of complex technical documents and reports; collects and organizes data, charts, diagrams etc. Applies consistent formatting and style throughout reports. May use a variety of software programs to develop documentation. Works with the more junior technical staff to ensure accuracy and completeness
- Can integrate charts, documents, and spreadsheets into presentation formats. Can develop slide shows and PowerPoint presentations
- Can prepare documents for publishing and presenting
- Provides graphics for technical papers
- May develop, edit, and incorporate video and audio in technical presentation
- May design, develop, and edit web page content. Fully adept at using web development software such as MS Publisher, DreamWeaver, or MS FrontPage

**Technical Leadership**

- May act as internal consultant for broad program areas or in a highly specialized area
- May lead projects or programs having high client importance, high visibility, and technical complexity
- May be responsible for managing and motivating staff

**Experience/Education**

- Bachelors Degree and a minimum of 10 years experience
- Experience with graphics and video software
- Masters Degree is equivalent to 4 years of experience
- A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

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**TECHNICAL WRITER III**

**Duties/Responsibilities**

- The Technical writer III performs writing, editing, and/or rewriting of high to moderately complex technical documents and reports; collects and organizes data, charts, diagrams etc. Applies consistent formatting and style throughout reports. May use a variety of software programs to develop documentation. Works with more senior technical staff to ensure accuracy and completeness
- May lead other writers in the efforts
- Can generally work alone with little supervision
- Can integrate charts, documents, and spreadsheets into presentation formats. Can develop slide shows and PowerPoint presentations
- Can prepare documents for publishing and presenting
- Provides graphics expertise for technical papers
- May develop, edit, and incorporate video and audio in technical presentation
- May design, develop, and edit web page content. Fully adept at using web development software such as MS Publisher, DreamWeaver, or MS FrontPage
Experience/Education/Skills
- HS Diploma and 8 years of experience required
- Strong PC/Computer skills Moderate to high level of job specific knowledge
- Excellent PC/Computer skills
- Experience with graphics and video software
- A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

TECHNICAL WRITER I

Duties /Responsibilities
- The Technical Writer performs writing, editing, and/or rewriting or moderately complex technical documents and reports; collects and organizes data, charts, diagrams etc.
- Applies consistent formatting and style throughout reports
- May use a variety of software programs to develop documentation
- Works with more senior technical staff to ensure accuracy and completeness

Experience/ Education
- HS Diploma and 4 years of experience required
- Strong PC/Computer skills
- A Bachelor’s Degree can be substituted for 4 years military or 6 years non-military experience, with a high school equivalent.

ADMINISTRATIVE ASSISTANT IV

Professional Knowledge
- The Administrative Assistant IV handles a wide variety of very complex and confidential situations
- Knowledgeable in many conventional aspects of administration
- Knowledgeable in protocol and other skills needed for assistance to executive staff
- The Administrative Assistant performs complex tasks of an administrative nature such as technical report preparation, maintenance of technical project information, maintenance of technical documentation and databases, coordination and/or production of graphic support for briefings and publications
- Expert in managing calendars and travel planning
- Requires strong communications skills
- Responsibilities include composing memos, transcribing notes, research and create presentations, may prepare and monitor invoices and expense reports

Technical Leadership
- May complete tasks unassigned
- May lead administrative tasks within a project
- Performs functions with little or no over sight
Experience/Education
- High school diploma and 10 years of experience required
- PC/Computer skills and word processing skills
- A Bachelor’s degree can be substituted for 4 years military or 6 years non-military, with a high school equivalent

ADMINISTRATIVE ASSISTANT III

Professional Knowledge
- The Administrative Assistant III handles a wide variety of moderately complex and confidential situations
- Knowledgeable in many conventional aspects of administration
- The Administrative Assistant performs tasks of an administrative nature such as technical report preparation, maintenance of technical project information, maintenance of technical documentation and databases, coordination and/or production of graphic support for briefings and publications
- Skills in managing calendars and assisting in travel planning
- Requires strong communications skills
- Responsibilities include composing memos, transcribing notes, research and create presentations, may prepare and monitor invoices and expense reports

Technical Leadership
- May lead administrative tasks within a task
- Performs functions with little over sight

Experience/Education
- High school diploma and 7 years of experience required
- PC/Computer skills and word processing skill

ADMINISTRATIVE ASSISTANT II

Professional Knowledge
- Knowledgeable in many conventional aspects of administration
- The Administrative Assistant performs moderately complex tasks of an administrative nature such as technical report preparation, maintenance of technical project information, maintenance of technical documentation and databases, coordination and/or production of graphic support for briefings and publications
- Responsibilities include composing memos, transcribing notes, research and create presentations, prepares and monitors invoices and expense reports

Technical Leadership
- May complete tasks unassigned
- Supervised regularly by senior staff
Experience/Education
- High school diploma and 5 years of experience required
- PC/Computer skills and word processing skills

**ADMINISTRATIVE ASSISTANT**

**Duties/Responsibilities**
- The Administrative Assistant performs moderately complex tasks of an administrative nature such as technical report preparation, maintenance of technical project information, maintenance of technical documentation and databases, coordination and/or production of graphic support for briefings and publications
- General administration and/or secretarial duties
- May perform routine security tasks including maintaining visitor control records, labeling, tracking, and safeguarding classified material
- May supervise work of less senior clerical staff

**Experience/Education/Skills**
- High school diploma and 3 years experience required
- PC/Computer Skills and word processing

**SCIENTIST III**

**Professional Knowledge**
- Scientist III provides specific scientific consulting services in engineering, information technology, or other science disciplines directed toward the execution of an organizations specific mission
- The Scientist III will be intimately familiar with the mission of an organization, especially when that organizations mission is scientific in nature. The Scientist III provides crucial consulting services to our customers. When performing mission services various scientists are called upon to provide expert opinion and consultation. Many programs the government executes are R&D. Azimuth provides consulting services to the R&D organizations in the form of strategic planning and program management. The use of scientists in PSS efforts is essential. The scientists can range from information technology, chemistry, flight sciences, to bio-technology. Azimuth scientists assist in the development of operational tests and assessments, the review of organizational requirements from a scientific viewpoint, and in providing specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.
- The Scientist III provides crucial consulting services in a wide variety of scientific fields from information technology and operations research to aerospace and bio-technology. They will be familiar with many scientific tools such as scientific
analyses, statistical theory, process model theory, organizational behavior, and operations research

- The Scientist III assists in the development of operational tests and assessments, the review of organizational and scientific requirements, and provides specialized knowledge in specific functional or operational areas.
- Excellent creativity and resourcefulness in the most demanding and complex assignments
- Recognized as a primary staff resource
- Provides expertise in one or more scientific disciplines such as: aerospace science, biological research, materials, communications, electronics, information technology, interoperability analysis, mechanical engineering, chemistry, physics, optics, nuclear science, program analysis, nano technology, requirements analysis, standards, test and evaluation, weapons effects, or other discipline(s)
- May develop and apply advanced techniques, develop new analytical methods, or consult on highly specialized scientific disciplines

**Technical Leadership**

- May act as internal consultant for broad program areas or in a highly specialized area
- Typically reports to a program or project manager as a specialized expert in a scientific field
- May lead projects or programs having high client importance, high visibility, and technical complexity
- May be responsible for managing and motivating staff

**Experience/Education**

- Bachelor of Science degree in a directly related discipline and 5 years of experience required.

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**SCIENTIST I**

**Professional Knowledge**

- Scientist I provides specific scientific consulting services in engineering, information technology, or other science disciplines directed toward the execution of an organization’s specific mission
- The Scientist I will be intimately familiar with the mission of an organization, especially when that organization’s mission is scientific in nature. The Scientist I provides crucial consulting services to our customers. When performing mission services various scientists are called upon to provide expert opinion and consultation. Many programs the government executes are R&D. Azimuth provides consulting services to the R&D organizations in the form of strategic planning and program management. The use of scientists in PSS efforts is essential. The scientists can range from information technology, chemistry, flight sciences, to bio-technology. Azimuth scientists assist in the development of operational tests and assessments, the review of organizational requirements from
a scientific viewpoint, and in providing specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.

- The Scientist I provides crucial consulting services in a wide variety of scientific fields from information technology and operations research to aerospace and biotechnology. They will be familiar with many scientific tools such as scientific analyses, statistical theory, process model theory, organizational behavior, and operations research.
- The Scientist I assists in the development of operational tests and assessments, the review of organizational and scientific requirements, and provides specialized knowledge in specific functional or operational areas.
- Provides scientific consulting services in one or more scientific disciplines such as: aerospace science, biological research, materials, communications, electronics, information technology, interoperability analysis, mechanical engineering, chemistry, physics, optics, nuclear science, program analysis, nano technology, requirements analysis, standards, test and evaluation, weapons effects, or other discipline(s).
- May develop and apply advanced techniques, develop new analytical methods, or consult on highly specialized scientific disciplines.

**Technical Leadership**

- Typically reports to the Scientist III or Program/Project manager as a staff resource with knowledge in specific scientific fields.
- May lead a task within a project and supervise less senior staff (technicians) at the task level.

**Experience/Education**

- Bachelor of Science degree in scientific field required, entry level position.

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**CONFERENCE COORDINATOR III**

**Professional Knowledge**

- The Conference Coordinator III provides mission oriented expertise to support an organization in the design, development, and facilitation of technical meetings, symposium, technical workshops, and conferences that have the goal of supporting an organization's specific mission.
- Develops specific technical agenda, designs technical workshops to establish a collaborative working environment, consults directly with customer upper management to address objectives and reach the goals of the organization.
- Supports the mission planning functions by designing meetings or technical workshops that assist an organization in developing their mission oriented plans.
- Supports all functions of the PSS mission, consulting program managers, working with facilitators, and providing direct consulting services to customers.
- Fully knowledgeable in all conventional aspects of the subject matter.
- Considered a corporate resource fully integrated into all aspects of Azimuth business.
• Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve complex assignments.
• Technical areas include finance, processes, facilitation, information technology, graphics, audio/visual systems, human resources, and protocol procedures
• Responsibilities include overseeing information and requirements collection and dissemination, developing processes and task plans, and presentations. Develops technical agendas, milestone schedules, requirements documents, goals and objectives, and specific recommendations for conferences, meetings, and workshops. Utilizes diverse knowledge base for information gathering, requirements analysis, and management approaches
• Has broadened technical skills or developed specialized skills
• Works well with diverse groups of people in a variety of technical and business topics and at various levels of management from line managers to executive level

Technical Leadership
• Typically leads efforts in workshop design and development efforts
• Interfaces directly with customer to develop workshop/meeting/conference agenda, goals, exit criteria, and other requirements
• May occasionally supervise less senior staff at the project level

Experience/Education
• High School diploma and 5 years of experience required

Conference Coordinator II

Professional Knowledge
• The Conference Coordinator II provides mission oriented expertise to support an organization on the design, development, and facilitation of technical meetings, symposium, technical workshops, and conferences that have the goal of supporting an organization’s specific mission
• Develops specific technical agenda, designs technical workshops to establish a collaborative working environment, consults directly with customer upper management to address objectives and reach the goals of the organization
• Supports the mission planning functions by designing meetings or technical workshops that assist an organization in developing their mission oriented plans
• Supports all functions of the PSS mission, consulting program managers, working with facilitators, and providing direct consulting services to customers
• Mostly knowledgeable in all conventional aspects of the subject matter
• Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve moderately complex assignments.
• Technical areas include finance, processes, facilitation, information technology, graphics, audio/visual systems, human resources, and protocol procedures
• Responsibilities include overseeing information and requirements collection and dissemination, developing processes and task plans, and presentations. Develops technical agendas, milestone schedules, requirements documents, goals and...
objectives, and specific recommendations for conferences, meetings, and workshops. Utilize diverse knowledge base for information gathering, requirements analysis, and management approaches

- Has good technical skills or some developed specialized skills
- Works well with diverse groups of people in a variety of technical and business topics and at various levels of management from line managers to executive level

**Technical Leadership**

- May lead tasks within a mission area
- May occasionally supervise less senior staff at the project level

**Experience/Education**

- High School Diploma required and 3 years of experience

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**CONFERENCE COORDINATOR I**

**Professional Knowledge**

- The Conference Coordinator I provides mission oriented expertise to support an organization on the design, management, and development of technical meetings, symposium, technical workshops, and conferences that have the goal of supporting an organization's specific mission
- Develops specific technical agenda, designs technical workshops to establish a collaborative working environment, consults directly with customer upper management to address objective and reach the goals of the organization
- Supports the mission planning functions by designing meetings or technical workshops that assist an organization in developing their mission oriented plans
- Supports all functions of the PSS mission, consulting program managers, working with facilitators, and providing direct consulting services to customers
- Mostly knowledgeable in some conventional aspects of the subject matter
- Technical areas include finance, processes, facilitation, information technology, graphics, audio/visual systems, human resources, and protocol procedures
- Responsibilities include supporting the senior staff in collecting information and requirements, developing processes and task plans, and presentations.
- Has good technical skills, may be specialized in some
- Works well with diverse groups of people in a variety of technical and business topics and at various levels of management from line managers to executive level

**Technical Leadership**

- May lead a task within a mission area
- May occasionally supervise less senior staff at the task level

**Experience/Education**

- High School Diploma required, entry level position
SECURITY SPECIALIST III

Professional Knowledge

- The Security Specialist may have several primary duties of which are to supervise or perform clerical and assistant tasks in support of established security programs (e.g., personnel, physical, information, or industrial security) when such work requires, in addition to general administrative and/or clerical skills, practical knowledge of specific security objectives, programs, methods, and procedures, and skills in carrying out support tasks related to security administration. Employees perform independent duties in carrying out prescribed security support processes in a specialized or general security program office, and/or assist specialists by performing security duties that are usually well defined in terms of what, when, and how the work is to be done.

- Security Specialist may work in a security office working with other security specialists and/or supervising Security Clerks, in a personnel, law enforcement, or intelligence organization
- Performs Maintains an organization’s automated security systems and employee identification card system. Serves as the point of contact for security system related issues. Provides training to employees on use and features of security systems.
- The contractor will provide support on strategies and initiative to overhaul and improve personnel security and adjudication processes and performance to include transition to electronic fingerprint capture and submission, upgrades to the Joint Personnel Adjudications System (JPAS), transition from JPAS to the Joint Verification System - Defense Information Systems for Security, adjudicator certification, investigative service provider billing and product quality, Central Adjudication Facility consolidation policy and procedures, Intelligence Reform and Terrorism Prevention Act of 2004 compliance, continuous vetting to defend against insider threats, personnel security lexicon development, performance metrics development and monitoring, and billing funds controls
- Personnel Vetting Requirements Policy Support: Includes development, revision, interpretation and coordination of policies pertaining to investigation, adjudication, and continuous evaluation of personnel in national security positions, to include those requiring access to classified information and personnel who require logical and physical access to government information systems and facilities.
- Security specialists perform the functions of planning, implementing, administering, reviewing, improving, and terminating security methods, procedures, techniques, and programs. Security programs include the processes of: reviewing background investigations to grant or deny security clearances for Federal employees and private sector individuals who have access to sensitive information; planning and installing, or arranging for installation of, physical barriers and detection, alarm, response, and control systems; reviewing Federal and other organization security practices and modifying systems to improve levels of protection; establishing and monitoring document marking, control, and access
procedures; and similar actions to limit access to sensitive information.

**Technical Leadership**
- May act as the lead in a security related task or in a highly specialized area
- May support projects or programs having high client importance, high visibility, and technical complexity
- May be responsible for managing junior staff

**Experience/Education**
- Bachelor’s and minimum of 5 years experience
- Experience with security information systems
- Bachelors Degree is equivalent to 2 years of experience

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**PROJECT CONTROL SPECIALIST I**

**Professional Knowledge**
- The Project Control Specialist I will work in an environment focusing on studies and analysis of projects, tasks, and programs involving scientific, engineering, or business subjects
- Knowledgeable of conventional aspects of the subject matter, such as CDRLS, status reports, invoicing
- Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve complex assignments; however is supervised by senior staff
- Technical areas include finance, budget, processes, task development, work breakdown structures, professional program management techniques
- Responsibilities include overseeing data collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, statistical tools and procedures, and information management approaches
- Has some technical skills or some specialized skills, competent with MS Project

**Technical Leadership**
- Works directly with the program manager within a program
- Is supervised by the PM and/or the Project Control Specialist III

**Experience/Education**
- High School Diploma required
- One year of experience required

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**Scientist IV**

**Professional Knowledge**
- Provide scientific and technical skills in conceptualizing, designing, obtaining support for conducting, managing, and disseminating results of strategic
• Provide quantitative and qualitative technical assessments and recommendation as a technical expert/consultant to management on the state-of-the-art and future technologies, trends and requirements. Formulate technical assessment, analysis, and recommendations in support of or driving technical roadmaps.
• Attend and present papers at seminars and conferences; read technical literature to stay abreast of existing and emerging HW/SW technology and conduct research in designated customer areas of interest.
• Create or modify existing research processes to effect more efficient results as required.
• Areas of scientific research and analysis may support weapon systems and aerospace, business and operations research, intelligence, information technology, biotechnology, and materials manufacturing science.
• Independently leads project planning, scheduling, monitoring, and reporting activities for projects. Creates and facilitates needs assessment and development of recommended project control solutions to be used for planning, scheduling, and tracking of each project through integration of various project management tools.
• Organizes project and task workloads within budget and schedule guidelines. Leads or assists in R&D, simulation, and software design, development, implementation and VV&A.
• Provides technical expertise and innovative approaches to hard sciences, simulation, or SW development. Performs research and development; design, development, integration and application of simulation technologies, and design and develop implementation and testing of Software.
• Technical advisor in hard sciences, simulation, or Software development.

Technical Leadership
• Leads technical activities associated with hard sciences, simulation, or SW development as in coordination with leadership and customers. Designs and performs requirements analysis, concept implementation, simulation testing, data analysis, data reduction, and reporting. Scientific areas cover all the sciences.
• Provides technical project leadership / supervision to assigned projects by coordinating the efforts of assigned technical staff.

Experience/Education
• Master’s Diploma required
• Nine years of experience required

Professional Knowledge
• Performs complex professional IT engineering work in any combination of systems/software, research, development, design, testing, programming conversion and implementation support, network services, data reduction
management or database planning and design requiring knowledge of sound engineering principals.

- Analyze and study complex systems/software requirements. Develop and apply complex information models for use in designing and building integrated shared software, systems, and database managements systems. Works on complex problems that require in-depth evaluation. Provide leadership by assigning work and resolving problems.
- Designs and performs requirements analysis, concept implementation, simulation testing, data analysis, data reduction, and reporting.

**Technical Leadership**

- Provides technical project leadership / supervision to assigned projects by coordinating the efforts of assigned technical staff. Independently leads project planning, scheduling, monitoring, and reporting activities for projects.
- Provide expert technical consultation and support to organizations and leadership in formulation of technical assessments, analysis, and recommendations in support of or driving technical roadmaps.

**Experience/Education**

- Bachelor’s Diploma required
- Fifteen Years of experience required

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**PM/Scheduler SME**

**Professional Knowledge**

- Establish complex program plans and schedules, and support Program Management to assist in managing major investment programs.
- Work as a part of a program or project team to create comprehensive development and deployment schedules that are developed and monitored in concert with program office schedules.
- Develop plans, schedules and tracks cost/budgets to meet requirements for government programs.
- Audit schedules for compliance with the life cycle management processes. Provide a thorough schedule analysis to include task interdependency analysis, critical path, sensitivity/risk analysis and application of related tools.
- Consult with senior leadership and executive management team on schedule modifications to achieve optimum schedules.
- Coordinate work efforts across multiple units, each with responsibility for a different facet of the program life cycle.
- Coordinate with government and development contractor input to schedules and make recommendations to Life Cycle management processes.
- Perform “What-If” analyses, reflow schedules, and conduct monthly meetings with prime contractors to verify schedules and keep schedules in alignment with the IMS.
**Technical Leadership**
- Provide technical advice on critical paths, part analysis and milestone development.
- Leads schedule optimization with all related stakeholders (e.g. Lead Major Command, Operational Wing, etc.) and conducts schedule status meetings with Leadership.

**Experience/Education**
- Bachelor’s or Master’s Diploma required
- Ten or five years of experience required

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**Program Manager II**

**Professional Knowledge**
- The Project Control Specialist I will work in an environment focusing on studies and analysis of projects, tasks, and programs involving scientific, engineering, or business subjects.
- Technical areas of support include intelligence, aerospace, defense, R&D, policy, and business analysis.
- Providing expertise with handling multiple contract operations and ensure quality standards and work performance on all task orders, projects, and plans are met.
- Plans and executes all work efforts and obtaining, assigning, and allocating resources, including cost/funding planning, allocation, execution, tracking, and reporting.
- Ensures contract deliverables are planned for and met as required. Manages assigned project personnel, coordinates with organization support functions, and monitors overall project and contract performance.
- Plans and conducts program reporting to internal and external customers as required.

**Technical Leadership**
- Will be responsible for the overall management of specified task orders and a responsibility of ensuring schedules within the task order are implemented in a timely manner.
- The Program Manager II will serve as a project manager for one or more small to medium sized task order(s) and shall consult with or assist Program Director or other leadership as required for project execution related management needs.

**Experience/Education**
- Bachelor’s or Master’s Diploma required
- Nine or five years of experience required

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**Program Manager SME**
**Professional Knowledge**

- Expertise in guidance and direction will be needed in multiple tasks across several functional areas. Technical areas of support include intelligence, aerospace, defense, R&D, policy, and business analysis.
- Required development of implementation in the subject matter area will be needed. Providing expertise with handling multiple contract operations and ensure quality standards and work performance on all task orders, projects, and plans are met.
- Overseeing and organizing all work efforts and obtaining, assigning, and allocating resources.

**Technical Leadership**

- The Program Manager SME will serve as the daily operation or principal in charge of all sized task orders and contracts.
- Coordinates with leadership and support organizations as needed/required, including future program planning.
- Managing personnel and generally monitoring and reporting of overall project and contract performance.

**Experience/Education**

- Bachelor’s or Master’s Diploma required
- Fifteen or ten years of experience required

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**Master Schedule**

**Professional Knowledge**

- Develops and manages device, system, platform project, program, and/or group Integrated Master Schedule, and assist teams in developing and updating their specific IMS.
- Work as a part of a program or project team to create comprehensive schedule that is developed and monitored in concert with program office schedules.
- Works with the program IPTs to identify schedule and resource risks and issues across the programs/enterprise, perform “What-If” analyses, reflow schedules, and conduct meetings to verify schedules and keep schedules in alignment with the IMS.

**Technical Leadership**

- Conducts monthly availability optimization meetings with all related stakeholders (e.g. Lead Major Command, Operational Wing, etc.) and conducts status meetings with Leadership in review of the IMS and related issues.

**Experience/Education**

- Bachelor’s Diploma or 4 years of military experience is required
- Ten years of experience required
Scientist II

Professional Knowledge.
• Provide scientific and technical skills in conceptualizing, designing, obtaining support for conducting, managing, and disseminating results of strategic technology research or portions of small- or large-scale research studies and or programs.
• Provide quantitative and qualitative technical assessments and recommendation to management on the state of future technologies, trends and requirements. Formulate technical assessment and recommendations.
• Areas of scientific research and analysis may support weapon systems and aerospace, business and operations research, intelligence, information technology, biotechnology, and materials manufacturing science.
• Attend and present papers at seminars and conferences; read technical literature to stay abreast of existing and emerging HW/SW technology and conduct research in designated customer areas of interest.
• Modify existing research processes to effect more efficient results as required. Conducts technical activities associated with hard sciences, simulation, or SW development as directed by the PM.
• Performs requirements analysis, concept implementation, simulation testing, data analysis, data reduction, and reporting. Provides technical project leadership / supervision to assigned projects by coordinating the efforts of assigned technical staff.
• Facilitates needs assessment and development of recommended project control solutions to be used for planning, scheduling, and tracking of each project through integration of various project management tools.
• Leads or assists in R&D, simulation, and software design, development, implementation and VV&A. Provides technical expertise and innovative approaches to hard sciences, simulation, or SW development.
• Performs research and development; design, development, integration and application of simulation technologies, and design and develop implementation and testing of Software. Technical advisor in hard sciences, simulation, or Software development.

Technical Leadership
• Leads project planning, scheduling, monitoring, and reporting activities for projects.
• Organizes project and task workloads within budget and schedule guidelines.

Experience/Education
• Bachelor’s Diploma is required
• Four years of experience required
Acquisition Specialist III

Professional Knowledge
- Provides independent expertise in Federal Acquisitions, DoD Comptroller and/or Office of Management and Budget process, documentation, and analysis.
- Supports Programs and Plans, Leadership, Project Management and IPTs regarding: budget sources, construction, flow, and approval; acquisition framework, documentation, sources and alternatives, analysis, planning, and approval.
- DAWIA Level II or higher, or Project Management Professional (PMP) certification, may be required.

Technical Leadership
- Conducts or leads support in Government macro-level acquisition processes, structure, organization, policies, and current business practices.

Experience/Education
- Bachelor’s Diploma or 4 years of military experience is required
- Six years of experience required

Acquisition Specialist II

Professional Knowledge
- Provides knowledge and support of Federal Acquisitions, DoD Comptroller and/or Office of Management and Budget process, documentation, and analysis.
- Supports Government macro-level acquisition processes, structure, organization, policies, and current business practices.
- DAWIA Level II or higher, or Project Management Professional (PMP) certification, may be required.

Technical Leadership
- Supports Programs and Plans, Leadership, Project Management and IPTs regarding budget sources, construction, flow, and approval; acquisition framework, documentation, sources and alternatives, analysis, planning, and approval.

Experience/Education
- Bachelor’s Diploma or 4 years of military experience is required
- Three years of experience required
Future Capabilities/Requirements Specialist II

Professional Knowledge
- Applies experience with the Urgent Operational Needs Process as outlined in CJCSI 3170.01H, as well as with intelligence planning policy at the Department level (CIG or DPPG), to rapidly address warfighter needs.
- Applies knowledge and experience mitigating ISR requirements shortfall and gaps for airborne ISR systems to include manned and unmanned systems.
- Demonstrates in-depth understanding and experience with the CJCS Joint Capabilities Integration and Development System (JCIDS) and government charter operations and oversight organizations (e.g. Joint Requirements Oversight Council (JROC) and charter (CJCSI 5123.01G)).
- Executes tasks based on comprehensive understanding and proven experience delivering rapid response ISR capabilities to Warfighters in conjunction with senior Government leadership, teams, working groups, program offices, and organizations.

Technical Leadership
- Provides or leads support in detailed understanding of and experience in framing, assessing, and staffing CCMD ISR requirements in the context of Department of Directive 5000.71, Rapid Fulfillment of Combatant Commander Urgent Operational Needs, with a focus on airborne ISR aspects, including space to sub-surface urgent and emerging combatant command needs expressed in JEONS and JUONS.

Experience/Education
- Bachelor’s Diploma required
- Four years of experience required

Communications/Architecture Specialist II

Professional Knowledge
- The Communications / Architecture Specialist is recognized as a specialist in the rapid assimilation of organizational goals, identifying and correcting constraints and bottlenecks, and receiving and disseminating information in order to achieve program goals.
- The C/A Specialist attends planning meetings, and articulates problems and solutions with regard to achieving initial and full operational capability of deploying communications assets and enablers.
- They prepare and deliver briefings, coordinate actions within and outside the organization, and assist in the rapid deployment of new communications systems in theater.
- The Specialist tracks evolving requirements and the status of submitted initiatives; applying familiarity of operational and tactical communication
architecture capabilities and systems to the process of reviewing and prioritizing initiatives.

- Communication initiatives may support defense related activities, other civilian agency activities and may be familiar with Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF) concept.
- They may be specialized in a specific service Services (Air Force, Marine Corps, Army and Navy) or at the joint staff level.

**Technical Leadership**
- These Specialists understand and help identify and develop communications and network architecture requirements associated with existing, new or emerging technologies, research available technology required, develop capabilities designed to meet those requirements, draft acquisition and operations and maintenance budgets for procuring and maintaining those capabilities, help develop a concept of operations and work with stakeholders to integrate those capabilities into the existing framework, or expand the current stakeholders’ communications architecture to support/accommodate those capabilities.

**Experience/Education**
- Bachelor’s Diploma required
- Seven years of experience required

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**Communications/Architecture Specialist I**

**Professional Knowledge**
- The Communications / Architecture Specialist I is recognized as an specialist in the rapid assimilation of organizational goals, identifying and correcting constraints and bottlenecks, and receiving and disseminating information in order to achieve program goals.
- The C/A Specialist attends planning meetings, and articulates problems and solutions with regard to achieving initial and full operational capability of deploying communications assets and enablers. They assist in the preparation and delivery of briefings, coordinate actions within and outside the organization, and assist in the rapid deployment of new communications systems in theater.
- The Specialist tracks evolving requirements and the status of submitted initiatives; applying familiarity of operational and tactical communication architecture capabilities and systems to the process of reviewing and prioritizing initiatives.
- Communication initiatives may support defense related activities, other civilian agency activities and may be familiar with Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF) concept.
- They may be specialized in a specific service Services (Air Force, Marine Corps, Army and Navy) or at the joint staff level.
Technical Leadership
• These Specialists understand and help identify and develop communications and network architecture requirements associated with existing, new or emerging technologies, research available technology required, develop capabilities designed to meet those requirements, draft acquisition and operations and maintenance budgets for procuring and maintaining those capabilities, help develop a concept of operations and work with stakeholders to integrate those capabilities into the existing framework, or expand the current stakeholders' communications architecture to support/accommodate those capabilities.

Experience/Education
• Bachelor’s Diploma required
• Three years of experience required

ISR Specialist III

Professional Knowledge
• The ISR Specialist III may be a specialist in any number of Intelligence, Surveillance, Reconnaissance activities, from operator to planner.
• They will be a specialist of any number of platforms either airborne or space, manned and unmanned.
• They are recognized as a specialist due to their experience operating a specific platform, knowledge of the sensor suites, or use of ISR products.
• Provides knowledge of tracking/reporting current global manned and unmanned ISR operations information, such as tracking/reporting adversary UAS developments.
• Demonstrates understanding of Joint Staff, CCMD, and sub-unified Command ISR organizations, responsibilities, and process (JFCC-ISR, J39-ROD, JRC, ISR, Ops, etc.).
• Exercises experienced understanding of the employment considerations of ISR capabilities both operationally and from a logistics standpoint.
• May have experience with a specific Service, agency, Joint, or Office of Secretary of Defense Staffs.

Technical Leadership
• The ISR Specialist applies detailed understanding of Force Management concepts and processes as they apply to allocating ISR capability to meet Combatant Command ISR requirements.

Experience/Education
• Bachelor’s Diploma required
• Eight years of experience required.

ISR Specialist II
Professional Knowledge

- The ISR Specialist II may be a specialist in any number of Intelligence, Surveillance, Reconnaissance activities, from operator to planner.
- They will be a specialist of any number of platforms either airborne or space, manned and unmanned.
- Provides same or similar capability in tracking/reporting current global manned and unmanned ISR operations information, such as tracking/reporting adversary UAS developments.
- Has some insight or understanding of Joint Staff, CCMD, and sub-unified Command ISR organizations, responsibilities, and processes (JFCC-ISR, J39-ROD, JRC, ISR Ops, etc.).
- Learns or implements understanding of the employment considerations of ISR capabilities both operationally and from a logistics standpoint.
- May have experience with a specific Service, agency, Joint, or Office of Secretary of Defense Staffs.

Technical Leadership

- The ISR Specialist applies experience with or insight into Force Management concepts and processes as they apply to allocating ISR capability to meet Combatant Command ISR requirements or similar concepts.

Experience/Education

- Bachelor’s Diploma required
- Four years of experience required.

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Administrative Support/Executive Assistant/Office Administrator II

Professional Knowledge

- Applies experience maintaining an executive calendar, answering phones, preparing briefings, and setting and tracking suspense.
- Capable of establishing relationships and contacts and interact diplomatically with high-level internal and external senior level personnel.
- Has proficiency in Microsoft Office Excel, Access, Outlook, PowerPoint, and Word. Has a minimum five years drafting and editing correspondence, briefing slides, and memorandums.
- May have experience with performing action officer responsibilities which includes tracking suspenses, staffing packages, and coordinating actions with both internal and external customers, resolving/de-conflicting issues.
- Has demonstrated ability to write and edit complex information in a clear and concise manner.
- Experience in using JPAS for security verification is desired.

Technical Leadership
• Capability in managing, supervising, and conducting administrative functions involving multiple programs including analysis and evaluation on projects and mission objectives is desirable.

**Experience/Education**
- High School Diploma required
- Six years of experience required.

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### Sensitive Activities Analysis Support Expert II

**Professional Knowledge**
- Applies expertise as a sensitive activities analyst administering critical National Security compartmented programs for the US government.
- Experienced in staffing highly compartmented documents and activities conducted in support of organization objectives and conduct high priority special assignments involving extensive research.
- Proficient in coordinating closely with the IC, other intel organizations, the Joint Staff, Military Departments, Defense Agencies, Component heads, and other partners on National Programs activities.
- Demonstrated experience in assisting with management of the OSD-wide workflow for National Programs on SAP information technology systems and support for the management of the accompanying billet structure.

**Technical Leadership**
- Applies experience in developing and maintaining security related briefings, security classification guides, plan, Memoranda of Agreement/Understanding and associated/similar security documentation.

**Experience/Education**
- Bachelor’s Diploma required
- Seven years of experience required.

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### Sensitive Activities Analysis Support Expert III

**Professional Knowledge**
- Applies expertise as a sensitive activities analyst administering critical National Security compartmented programs for the US government.
- Experienced in staffing highly compartmented documents and activities conducted in support of organization objectives and conduct high priority special assignments involving extensive research.
- Proficient in coordinating closely with the IC, other intel organizations, the Joint Staff, Military Departments, Defense Agencies, Component heads, and other partners on National Programs activities.
• Demonstrated experience in assisting with management of the OSD-wide workflow for National Programs on SAP information technology systems and support for the management of the accompanying billet structure.

**Technical Leadership**

• Applies experience in developing and maintaining security related briefings, security classification guides, plan, Memoranda of Agreement/Understanding and associated/similar security documentation.

**Experience/Education**

• Bachelor’s Diploma required
• Ten years of experience required.

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**Defense Analysis & Partner Support Expert III**

**Professional Knowledge**

• Applies experience and knowledge of documents and processes to analyze, interpret, develop, coordinate and recommend amendment to intelligence sharing policies, strategies, and implementation plans generated within and external to the Department.

• Experience in preparing, staffing, and coordinating executive-level correspondence, point papers, white papers, briefings, and guidance documents related to intelligence sharing.

• Uses knowledge and insight as subject matter expert for review and input to departmental issuances, plans, requirements, and other related materials that impact intelligence sharing activities, trends, events or issues.

• Familiar with processes, rules, and requirements for supporting visits between principal customers and senior foreign officials by coordinating among the Department, enterprise, and/or Office staff to prepare visit strategies, background papers, point papers, read-ahead materials, and memorandums for record.

• Experienced in supporting, attending, and recommending DoD positions to, departmental and interagency working groups, committees, and other forums related to intelligence sharing.

• Employs insights from across DoD, as necessary, to inform, acquire data, establish positions, and obtain subject matter expertise on intelligence sharing matters.

• Experience tracking the status of intelligence sharing actions and provide periodic status updates. Applies insight from experience to identify and elevate any legal or statutory concerns or considerations to directorate leadership.

• Experience supporting DoD and IC leadership through coordination with traditional and emerging U.S. allies and coalition partners in reaching agreement on fundamental partnering issues.

• Puts experience to use in independent compilation and evaluation of unique intelligence sharing issues affecting relations with our closest allies, and provide reports, positions and recommendations for U.S. Government decision makers.
Technical Leadership
- Assist the directorate staff in developing and implementing strategic outreach initiatives with various DoD Components; U.S. Federal Government Departments; and IC agencies.
- Directly engage in NATO, Commonwealth, and other forums, and decision-making processes to assist in influencing outcomes consistent with U.S. interests.

Experience/Education
- Bachelor’s Diploma required
- Seven years of experience required.

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Executive Assistant Level III

Professional Knowledge
- Applies experience as administrative assistant and Senior Management support.
- Experienced maintaining an executive calendar, answering phones, preparing briefings, and setting and tracking suspense.
- Experience independently managing, supervising, and conducting administrative functions involving multiple programs including analysis and evaluation on projects and mission objectives.
- Expert Proficiency Level with: Microsoft Office Excel, Access, Outlook, PowerPoint, Word is required.
- Highly experienced performing action officer responsibilities which includes tracking suspenses, staffing packages, and coordinating actions with both internal and external customers, resolving/de-conflicting issues.
- Demonstrates experience supporting travel requirements of senior executives including foreign travel, and ability to write and edit complex information in a clear and concise manner.
- Knowledgeable in providing administrative management support for sensitive activities, sensitive compartmented information, SAP, and ACCM activities is highly preferred.

Technical Leadership
- Demonstrates ability to establish relationships and contacts and interact diplomatically with high-level internal and external personnel.
- Provides considerable experience drafting and editing correspondence, briefing slides, and memorandums.

Experience/Education
- High School required
- Ten years of experience required.

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Technical Support Specialist III
**Professional Knowledge**
- Applies experience as a senior records management specialist in support of a DoD or similar organization.
- Experience in maintaining electronic and required paper archives of all existing and subsequent documentation.
- Applies knowledge in review of paper archives for permanency and historical value.
- Experienced in organizing paper or electronic files, tracking them electronically, to include information and document indexing, scanning, labeling, bar coding, and filing.

**Technical Leadership**
- Provide records management process knowledge and support for information including but not limited to sensitive compartmented information (SCI), special access programs (SAP) documentation, and Alternative or Compensatory Control Measures (ACCM) activities.

**Experience/Education**
- High School required
- 5 years of experience required.

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**Construction Manager**

**Professional Knowledge**
- Provides on-site supervision and leadership during the course of a construction project.
- Knowledge of duties required include but are not limited to: Organize, schedule and direct on-site employees, set up field office, subcontractors and suppliers.
- Supports owner's representative as directed, hold regularly scheduled meetings with staff, subcontractors, architects, engineers, owner's representatives and others throughout the course of the project.
- Capable of maintaining an atmosphere of cooperation among personnel, subcontractors, suppliers, outside professionals, government officials and others.

**Technical Leadership**
- Applies education or experience to conduct responsibilities including adherence to company values and the dynamic management of budget, schedule, administration, quality and safety as per owners and HICAPS standards and direction.
- Maintain highest level of professionalism through appropriate communication, ethics, attendance and appearance.

**Experience/Education**
- High School required
- 5 years of experience required.
Education/Training Analyst IV

Professional Knowledge
- Prepares educational and instructional courses such as outlines, instructor’s guides, student workbooks, instructional presentation media, test booklets, and survey forms. Develops interactive courseware content and coordinates courseware automation. Provides instruction to individuals, teams, and groups on selected subject matter.

Technical Leadership
- Develops educational courses and seminars for management and professional training.
- Able to customize types of educational programs base on specification.

Experience/Education
- Master’s Diploma required
- 5 years of experience required.

Degree Substitutions

<table>
<thead>
<tr>
<th>Labor Categories</th>
<th>Degree</th>
<th>Degree Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysts I to V</td>
<td>Bachelors</td>
<td>4 years military or 6 years non-military experience, with a high school equivalent</td>
</tr>
<tr>
<td>Functional Specialists</td>
<td>Bachelors</td>
<td>4 years military or 6 years non-military experience, with a high school equivalent</td>
</tr>
<tr>
<td>Task Managers</td>
<td>Bachelors</td>
<td>4 years military or 6 years non-military experience, with a high school equivalent</td>
</tr>
<tr>
<td>Technical Writers</td>
<td>Bachelors</td>
<td>4 years military or 6 years non-military experience, with a high school equivalent</td>
</tr>
</tbody>
</table>

*Education and experience may be substituted for each other per the table above. The minimum education requirement is a high school degree (or GED).*
APPENDIX 3: BLANKET PURCHASE AGREEMENT

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert customer name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and Azimuth Corporation enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Contractor(s) GS-02F-0134N.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with the Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

_______________________________                _______________________________
AGENCY                                    DATE                  CONTRACTOR                         DATE

BPA NUMBER_________
APPENDIX 4: GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS

BASIC GUIDELINES FOR USING

“CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPA’s are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-02F-0134N, Blanket Purchase, Azimuth Corporation agrees to the following terms of a Blanket Purchase (BPA) EXCLUSIVLEY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>* SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
<td>_____________________________</td>
</tr>
<tr>
<td>_________________________</td>
<td>_____________________________</td>
</tr>
</tbody>
</table>

(2) Delivery

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULE/DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
<td>_________________________</td>
</tr>
<tr>
<td>_________________________</td>
<td>_________________________</td>
</tr>
</tbody>
</table>

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be______________________.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____________ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>_______________</td>
</tr>
<tr>
<td>________</td>
<td>_______________</td>
</tr>
</tbody>
</table>

(7) Orders will be placed against this BPA via Electronic Data (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

   (a) Name of Contractor;

   (b) Contract Number;
(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not to be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.