GSA

SCHEDULE FOR

LOGISTICS WORLDWIDE SERVICES

Professional Services Schedule (PSS)

Contract Number: GS-10F-0364N

Option Period Covered by Contract:
May 1, 2013 through April 30, 2018

Tetra Tech EMC, Inc.

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: https://www.gsaadvantage.gov

Worldwide Federal Supply Schedule for Logistics Worldwide

Professional Services Schedule (PSS)

INDUSTRIAL GROUP: 00CORP
FSC Codes: R706 & 5811

Services	Special Item Number
Supply and Value Chain Management Services	874-501
Deployment Logistics	874-504
Operations and Maintenance Logistics Management Support Services	874-507

Contract Number: GS-10F-0364N

Supplemental Number: CM-A492, February 9, 2016

Current price list effective May 1, 2013

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at http://www.gsa.gov

Option Contract Period: May 1, 2013 through April 30, 2018

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100 Camino Ruiz, Camarillo, CA 93012-6700
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www.emc-inc.com
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Business Size: Large Business

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Tetra Tech EMC, Inc. Overview

Tetra Tech EMC, Inc. (Tetra Tech EMC), a wholly-owned subsidiary of Tetra Tech, Inc., provides technical outsourced professional services to the U.S. Federal Government. Specific areas of competency include; Human Capital Management (HCM) & workforce development services, Information Technology (IT) solutions, engineering, test, evaluation services, logistics services, program management support; real property, space planning and facility management, operations, and maintenance. Our exceptional service, based on our core values of quality, consistency, honesty, loyalty and excellence, enables our clients to reach their critical milestones and organizational goals.

Our **Human Capital Management** specialists are capable of providing expert support for all personnel management functions. Our team is comprised of individuals, well-versed in human resource management and development laws, Government regulations and policies, and in the planning, execution, and administration of contemporary personnel management procedures and practices that are characteristic to a government organization. We ensure compliance with Office of Personnel Management (OPM) and other regulatory requirements.

Expertise in delivering innovative **Information Technology** solutions helps our clients improve their operational effectiveness to meet the goals necessary to accomplish their mission. Our IT professionals focus on understanding the organizations technology needs by analyzing business issues and the goals driving them. We work with our clients to jointly design and develop cost-effective solutions tailored to meet specific operational requirements.

Tetra Tech EMC, offers over 30 years of **Engineering, Test and Evaluation** (T&E) experience to our clients. Our staff of former senior civilian and military leaders provides a vast array of support services. Particular areas of expertise include Program Management, Test Management, and Range Operations.

Tetra Tech EMC, has a long and distinguished history of providing top notch weapon systems **Logistics and Program Management** support to multiple customers, including the Office of the Secretary of Defense, U.S. Navy, U.S. Air Force, and the Missile Defense Agency. Our expertise is wide ranging in providing direct weapon systems support services to the most complex systems. Specific examples include the B-2 Bomber, Air Force One (VC-25), and multiple Foreign Military Sales Cases and clients for the C/KC-135 Tanker/Cargo Aircraft.

Tetra Tech EMC, provides a full range of **Facilities Management, Operations and Maintenance** services for various locations throughout the Washington DC and Huntsville, AL areas. We provide logistics support for assets including logistical policy and procedure, property accountability, move support, warehouse support, custodial support, light handy-man maintenance support, and supply support. We employ highly qualified and trained specialists and technicians with the appropriate certifications and required security clearances.

Tetra Tech EMC, provides technical and outsourced services to the U.S. Government and commercial clients. Specific areas of competency include Human Capital management (HCM), Information technology (IT), engineering, test, evaluation, and logistics and program management, real property and space planning; facility management, operations, and maintenance; and workforce development and management. Tetra Tech EMC's ability to provide customized solutions that fully resolve our clients' challenges is one of its hallmark attributes.

I. Customer Information

1.a. Special Item Numbers (SINs)

This contract covers the following special item numbers, as fully described in Section III of this schedule/pricelist:

	Special Item Number
Services	
Supply and Value Chain Management Services	874-501 and 874-501RC
Deployment Logistics	874-504 and 874-504RC
Operations and Maintenance Logistics Management Support Services	874-507 and 874-507RC

1.b. Price List See Price List, Section V.

1.c. Labor Category Descriptions - See Labor Category Descriptions, Section IV

2. Maximum Order:

$1,000,000.00.

3. Minimum Order:

$100.00.

4. Geographic Coverage (delivery Area):

Domestic and overseas delivery.

5. Points of Production

Services under this schedule/pricelist are available at any Tetra Tech EMC office listed below, at client site within thirty (30) miles of any Tetra Tech EMC office, or at any client location within the geographic scope on a TDY basis.

Corporate Office
100 Camino Ruiz
Camarillo, CA 93012-6700
(805) 484-9082, FAX (805) 484-4607
email: jim.bailey@tetratech.com
www.emc-inc.com

Additional Locations:
Huntsville, AL; Del City, OK; Arlington, VA, Warner Robins GA.

6. Discount from list prices or statement of net price:

Government net prices (discounts already deducted). See price list, Section V.

7. Quantity discounts:

None Offered.

8. Prompt Payment Terms

Tetra Tech EMC terms are net 30 days.

9.a. Notification that Government purchase cards are accepted at or below the micro Purchase threshold:

Yes.

9.b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:

Yes, Government purchase cards will be accepted for transactions above the micro-purchase threshold.

10. Foreign Items (lists by country of origin)

None.

11. Time of Delivery

a. Time of Delivery: shall be specified with the Task Order.

b. Expedited Delivery: items available for expedited delivery are noted in this pricelist.

c. Overnight and 2-day Delivery: overnight and 2-day delivery are available. Please contact Tetra Tech EMC for rates.

d. 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 to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three working days 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 Contractor. Please contact Tetra Tech EMC's representative, Jim Bailey at (805) 484-9082, to effect an early delivery.

12. F.O.B. point(s)

Destination.

13.a. Ordering Address

Tetra Tech EMC, Inc.
100 Camino Ruiz
Camarillo, CA 93012-6700
(805) 484-9082
FAX (805) 484-4607
James E. Bailey
email: jim.bailey@tetratech.com

13.b. Ordering Procedures:

Not applicable.

14. Payment Address

Tetra Tech EMC, Inc.
P.O. Box 901618
Denver, CO 80291-1618

15. Warranty Provision

Contractor's standard commercial warranty.

16. Export packing charges:

Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

Contact Contractor.

18. Terms and conditions of rental, maintenance, and repair:

Not applicable.

19. Terms and conditions of installation:

Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:

Not applicable.

20.a. Terms and conditions for any other services:

Not applicable.

21. List of Service and Distribution Points

Not applicable.

22. List of Participating Dealers

Not applicable.

23. Preventive Maintenance

Not applicable.

24.a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):

Not applicable.

24.b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor s website or other location.) The EIT standards can be found at: www.Section508.gov/.

Not applicable.

25. Data Universal Number System (DUNS)

139341978.

26. Notification regarding registration in System for Award Management (SAM) database:

Registered. Tetra Tech EMC, Inc. is listed under the DUNS number indicated above. CAGE Code is 1DB04.

27. Uncompensated overtime:

Presently not used.

28. Service Contract Act (SCA):

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

II. Additional Terms and Conditions

1. Types of Orders.

Both Time and Material (T&M) and Firm, Fixed Price (FFP) orders may be placed under this Schedule/Price list.

2. Other Direct Costs (ODCs)

Tetra Tech EMC charges for ODCs such as direct materials, reproduction, long distance telephone, postage/overnight delivery, and travel. Tetra Tech EMC's DCAA-approved G&A rate applies to all ODCs.

3. Industrial Funding Fee

The Industrial Funding Fee is included in the rates shown in Section V.

4. Progress Payments

Tetra Tech EMC may request progress payments on Firm Fixed Price orders that have a performance period that exceeds 12 months.

5. Requirements Exceeding the Maximum Order.

(a) In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall (1) Review additional schedule contractors catalogs/price lists or use the GSA Advantage! on-line shopping service; (2) Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and (3) After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

(b) Vendors may:

(1) offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order).

(2) offer the lowest price available under the contract;

(3) decline the order.

(c) A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

(d) Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

6. Ordering Procedures for Services

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor s price list applicable to this schedule are fair and reasonable. However, the ordering office using this

contract is responsible for considering the level of effort and mix of labor proposed to perform the specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable. When ordering services, ordering offices shall:

I. Prepare a Request for Quotes

A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor s experience and/or past performance performing similar tasks.

D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

II. Transmit the Request for Quotes to Contractors

A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors locations, as appropriate).

B. The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency s needs. Ordering offices should strive to minimize the contractors costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

III. Evaluate quotes and select the contractor to receive the order

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government s needs. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall inform contractors in the request for quotes (based on the agency s requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency s needs should be awarded the BPA.

B. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency s needs.

IV. Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency s needs.

V. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

VI. When the ordering office s requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency s total needs.

VII. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

7. Procedures for Fixed Prices on GSA Schedule

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

8. Special Provisions for Task Orders

Agencies may incorporate provisions in their task order 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.

III. Description of Services

1. Special Item Numbers (SINs)

Tetra Tech EMC offers services under each of the following SINs.

SIN 874-501 SUPPLY AND VALUE CHAIN MANAGEMENT SERVICES

Planning, development, management, operation and maintenance of logistics systems for the movement and maintenance of resources:

System assessment and consultation
Material requirements planning
Inventory management and operation
Asset or property visibility and management
Operation of warehouses, stockrooms or storage facilities
Fulfillment systems and operations
Configuration management
Platform management
Vendor/acquisition management
Information processing systems analysis, design, implementation
Staging, shipping, and receiving
Packing and crating
Packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance
Operation and maintenance of distribution and or material handling equipment
Design and installation of material handling systems
System modernization consultation
Expansion and consolidation studies
Moving and storage (excluding household goods)
Consultation on hazardous material storage and handling
Warehouse and location management systems
Recycling program management of warehousing materials
Preservation and protection of specialized inventory or documents
Maintenance, Repair and Overhaul (MRO) support
Maintenance, Repair and Overhaul (MRO process management)
Property disposal management
Logistics Strategic Planning services
Logistics Systems Engineering services
Global Integrated Supply Chain Solutions planning and implementation
Logistics Program Management services and support

SIN 874-501 SUPPLY AND VALUE CHAIN MANAGEMENT SERVICES (Continued)

Supply Chain Logistics services, solutions, and support

Logistics Business Process Re-engineering

Logistics Decision support solutions

Logistics Performance Measures

SIN 874-504 DEPLOYMENT LOGISTICS

Contingency planning

Material and property requirements planning, movement, storage and accountability systems

Asset management and visibility

Regional and global resource capability identification and integration

Public and private sector resource management

Communication and logistics systems design, planning, and operation

Medical and emergency unit storage and restocking management

SIN 874-507 OPERATIONS & MAINTENANCE LOGISTICS MANAGEMENT AND SUPPORT SERVICES

Planning, designing, managing, operating and maintaining logistics systems, equipment, facilities and logistics infrastructures, specifically including services inherent to the performance of operations and maintenance for the support of logistics/support systems. Typical services include, but are not limited to:

Logistical Support Services

Supply Services

Equipment Asset Management and Maintenance

Fleet Management and Maintenance

Preventative Maintenance Planning

Property Management and Maintenance

Strategic and Tactical Planning

Strategic Account Management

Mobile Utility Support Equipment Operation, Maintenance And Repair

Project Management, Integrated Facility

2. PROFESSIONAL SERVICES SCHEDULE Labor Categories

The following describes the PSS professional labor categories and Service Contract Act (SCA) labor categories offered. Our personnel meet or exceed the minimum qualification requirements as stated in the labor category description. Tetra Tech EMC allows education to substitute for minimum years of experience and experience to be substituted for minimum education requirements as outlined below.

Unless otherwise specified or negotiated and confirmed in writing with the Customer/Program Office, educational equivalencies in lieu of experience are as follows:

Required Educational Level	Equivalency in Experience in lieu of Educational Requirement	Notes
High school Diploma	GED, Vocational Degree or two years of related experience	
Associate's Degree (AS or AA)	High school degree and two years of general experience	
Bachelor's Degree (BS or BA)	High school degree and six years of general experience	
Master's Degree (MS or MA)	Bachelor's degree and four years of experience	Master's degree may be substituted for three years of experience.
Doctorate Degree (PhD)	Master's Degree and three years of general experience	

General Labor Category: Program Management/Scientist

Sr. Program Manager
Program Manager II
Program Manager I
Scientist II
Scientist I

General Labor Category: Logistics Specialist

Sr. Logistics Management Specialist
Logistics Management Specialist II
Logistics Management Specialist I
Logistics Specialist
Sr. Staff Specialist
Staff Specialist

General Labor Category: Management/Organizational Specialist

Sr. Management and Organizational Specialist II
Sr. Management and Organizational Specialist I
Management and Organizational Specialist
Management Specialist (Logistics)

General Labor Category: Subject Matter Expert

Subject Matter Expert
Associate Subject Matter Expert II
Associate Subject Matter Expert I
Administrative Analyst II
Administrative Analyst I
Associate Administrative Analyst

General Labor Category: Technical and Operations Specialist

Principal Facilities Operations Technician (Supervisory) III
Principal Facilities Operations Technician (Supervisory) II
Principal Facilities Operations Technician (Supervisory) I
Principal Facilities Operations Technician II
Principal Facilities Operations Technician I
Facilities Operations Technician II
Facilities Operations Technician I
Facilities Operations Caretaker II
Facilities Operations Caretaker I
Warehouse and Inventory Operations Specialist
Transportation Specialist II
Transportation Specialist I
Craftsman III
Craftsman II

Craftsman I

General Labor Category: Administration

Executive Administrative Staff (Professional Series)
Senior Administrative Staff (Professional Series)
Administrative Staff (Professional Series) II
Administrative Staff (Professional Series) I
Sr. Staff Assistant
Staff Assistant

General Labor Category: Systems Analyst/Specialist

Systems Specialist

General Labor Category: Technical Documentation Specialist

Sr. Technical Writer/Editor
Technical Documentation Specialist
Technical Media Specialist

PROFESSIONAL SERVICES SCHEDULE (PSS)

Contract Number: GS-10F-0364N

IV. Labor Categories for GSA PSS Contract

PROFESSIONAL SERVICES SCHEDULE Labor Category Descriptions

The following describes the PSS professional labor categories offered and available under this schedule.

TITLE: Sr. Program Manager

Minimum/General Experience: Minimum twelve years experience providing technical, engineering, management, or logistics management services relevant to life-cycle logistics or in a preferred area of expertise. Must be experienced in providing direct support of programs, projects or work groups, or have functioned as a manager of a complete technical program, project, or technical work group where professional and technical personnel were involved. Must be an effective communicator and an experienced leader possessing a strong technical and/or business practices background.

Job Duties/Qualifications: Participates in supporting business operations or technical programs, projects, and/or work groups, or will have overall responsibility for managing and directing performance of assigned logistics services that range from long-term and complex to short-term and narrowly defined. The ability to independently plan, develop and implement projects, discrete studies/tasks, or other work within broad and sometimes non-specific guidelines. Qualified to manage the full expanse of logistics and/or program management services that may include acquisition logistics, business practices, supply chain or value chain management, material management, transportation and distribution, deployment logistics, training, and/or operations and maintenance logistics management support services. Must be proficient at planning, organizing, directing, scheduling, and controlling performance of diverse contract requirements and the application of resources as well as competent in budgetary planning and fiscal control. Responsible to customers and corporate management for the execution of tasks and the delivery of products and services, and is fully accountable for the quality and timeliness of performance. As a senior level Program Manager, consults as a technical or management authority on technical programs, projects, or work groups offering perceptive insights, innovative solutions, and sensible approaches. Also must be skilled at performing investigations and conducting analyses, developing concepts and methodologies for solving complex problems. Qualified and practiced as a leader and facilitator with in-depth knowledge of business practices, total system support, and/or expertise in logistics management for all phases of system or equipment life-cycle support. Routinely performs as a strategic thinker/planner, administrator, and problem solver.

Minimum Education/Training: Undergraduate degree from an accredited college or university.

TITLE: Program Manager II

Minimum/General Experience: Minimum ten years experience providing technical, engineering, management, or logistics management services relevant to life-cycle logistics or in a preferred area of expertise. Must be experienced in providing direct support of programs, projects or work groups, or have functioned as a manager of a technical program, project, or technical work group where other professional and technical personnel were involved. Must be an effective communicator and possess a strong technical or management background.

Job Duties/Qualifications: Leads teams supporting technical programs, projects, or work groups, or will have overall responsibility for managing and directing team performance of assigned management and/or logistics services. Possesses the ability to independently plan, develop and implement projects, discrete studies/tasks, or other work functioning as the technical leader, manager, and coordinator. Qualified to manage logistics and/or program management services efforts that fall within one or more of the following: acquisition logistics; business practices; supply chain or value chain management; material management; transportation and distribution; deployment logistics; training; and/or, operations and maintenance logistics management support services. Must be proficient at planning, organizing, directing, scheduling, and controlling performance of specified contract requirements and identify and apply the necessary resources to accomplish requirements and responsibilities. With senior-level Program Managers, participates in the development of task goals, project plans, and schedules. Monitors task execution against the project plan. Responsible for budgetary planning and managing within prescribed fiscal constraints. Responsible to customers and corporate management for task execution and timely delivery of quality products and services to meet contractual performance requirements. As a Program Manager directly supporting customer requirements, consults on technical or management issues as a participant in technical programs, projects, or work groups offering technical or management advice, analysis, constructive solutions, recommendations, and/or implementing documentation. Skilled at performing investigations, conducting analyses, and developing information to document and support findings. Experienced in various logistics disciplines and/or business practices and knowledgeable of total system support and/or logistics management of all phases of system or equipment life cycle. Develops and delivers program status briefings. Performs the customer-company interface and as an effective point-of-contact for subcontractor performance.

Minimum Education/Training: Undergraduate degree from an accredited college or university.

TITLE: Program Manager I

Minimum/General Experience: Minimum eight years experience providing technical, engineering, management, or logistics management services relevant to life-cycle logistics or in a preferred area of expertise. Experienced in providing direct support of programs, projects or work groups, or have functioned as a senior member or manager of a technical program, project, or technical work group where other professional and technical personnel were involved is desired. Should be an effective communicator and possess a strong technical or management background.

Job Duties/Qualifications: Participates in supporting technical programs, projects, or work groups, or supports managing and directing team performance of assigned management and/or logistics services. Possesses the ability to independently plan, develop and implement projects, discrete studies/tasks, or other work functioning as the technical leader, manager, and

coordinator. Qualified to manage logistics and/or program management services efforts that fall within one or more of the following: acquisition logistics; business practices; supply chain or value chain management; material management; transportation and distribution; deployment logistics; training; and/or, operations and maintenance logistics management support services. Should be proficient at planning, organizing, directing, scheduling, and controlling performance of specified contract requirements and identify and apply the necessary resources to accomplish requirements and responsibilities. Supports senior-level Program Managers in the development of task goals, project plans, and schedules. Monitors task execution against the project plan. Provides support for budgetary planning and managing within prescribed fiscal constraints. Supports customers and corporate management for task execution and timely delivery of quality products and services to meet contractual performance requirements. As a Program Manager I, directly supporting customer requirements, consults on technical or management issues as a participant in technical programs, projects, or work groups offering technical or management advice, analysis, constructive solutions, recommendations, and/or implementing documentation. Skilled at performing investigations, conducting analyses, and developing information to document and support findings. Experienced in various logistics disciplines and/or business practices and knowledgeable of total system support and/or logistics management of all phases of system or equipment life cycle. Develops and delivers program status briefings. May perform the customer-company interface and as an effective point-of-contact for subcontractor performance.

Minimum Education/Training: High school diploma.

TITLE: Scientist II

Minimum/General Experience: Minimum twelve years experience of which at least seven years must be specialized providing scientific, technical, engineering, management, or logistics services relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Participates within teams of management, technical, scientific, and logistics personnel. Develops conceptual approaches for meeting the challenges associated with complex problem solving. Responsible for the development and enhancement of new and emerging management, engineering and logistics technologies, and their application to the development of workable solutions to real world problems in a business or operational environment. Efforts may include one or more of the following: conducting research; investigative efforts; statistical and analytical assessments; modeling and simulation; systems engineering; system design; management effectiveness; performance analysis, accounting, administration and finance; risk assessments; and/or trade-off analyses. Candidate may be required to support engineering, logistics, management, and other technical and scientific staff in the development, design, and evaluation of practical solutions to solve identified problems in business practices or emerging engineering and/or logistics technologies. May be required to prepare detailed information, data, descriptions, documentation, reports, and other media to support project requirements. Coordinates the activities and findings of the project teams with the program/project managers, senior executives and other interested agencies. Provides consultation to agency heads, directors and senior managers on technical and program issues. Participates and/or facilitates meetings and activities that involve discussions around complex technical and business issues. Possesses a mastery of the concepts, standards, and approaches required to define and direct analytical efforts and development activities involved in complex programs and issues. This can frequently involve multiple organizations requiring proven ability to develop and apply new techniques to address unique challenges associated with such efforts.

Must be qualified and have the ability to exercise significant initiative to plan, design, and direct technical analyses and studies that encompass total ownership and life cycle issues.

Minimum Education/Training: Undergraduate degree and advanced degree from an accredited college or university in a technical or closely related discipline.

TITLE: Scientist I

Minimum/General Experience: Minimum ten years experience of which at least five years may be specialized providing scientific, technical, engineering, management, or logistics services relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Participates within teams of management, technical, scientific, and logistics personnel. Provides support developing conceptual approaches for meeting the challenges associated with complex problem solving. Supports the development and enhancement of new and emerging management, engineering and logistics technologies, and their application to the development of workable solutions to real world problems in a business or operational environment. Efforts may include one or more of the following: conducting research; investigative efforts; statistical and analytical assessments; modeling and simulation; systems engineering; system design; management effectiveness; performance analysis, accounting, administration and finance; risk assessments; and/or trade-off analyses. Candidate may be required to support engineering, logistics, management, and other technical and scientific staff in the development, design, and evaluation of practical solutions to solve identified problems in business practices or emerging engineering and/or logistics technologies. May be required to prepare detailed information, data, descriptions, documentation, reports, and other media to support project requirements. Supports the activities and findings of the project teams with the program/project managers, senior executives and other interested agencies. Provides consultation to agency heads, directors and senior managers on technical and program issues. Participates in meetings and activities that involve discussions around complex technical and business issues. Possesses a mastery of the concepts, standards, and approaches required to define and direct analytical efforts and development activities involved in complex programs and issues. This can frequently involve multiple organizations requiring proven ability to develop and apply new techniques to address unique challenges associated with such efforts. Possesses the ability to exercise initiative to plan, design, and direct technical analyses and studies that encompass total ownership and life cycle issues.

Minimum Education/Training: Undergraduate degree from an accredited college or university.

TITLE: Sr. Logistics Management Specialist

Minimum/General Experience: Minimum five years experience providing technical, engineering, management, or logistics services relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Implements and participates in performing various elements of integrated logistics support such as but not limited to logistics program/project planning and management, automated system applications and report generation, design data reviews and analysis, production techniques/production management, configuration and data management, technical data and documentation review/generation, inventory/supply tracking and analysis, process evaluation/modeling, systems analysis, and/or general scheduling. Job duties require working independently, as part of a work group, or as a facilitator of others providing senior level logistics expertise. Assigned personnel shall possess a working knowledge of applicable regulatory doctrine, requirements, directives, policies, and/or procedures for assigned area of performance. Must be qualified in one or more of the following categories: acquisition logistics, integrated logistics support; operational logistics; supply chain management; quality assurance; maintenance/logistics; technical documentation; inventory management; support systems or equipment; material management; and/or facilities logistics.

Minimum Education/Training: High school diploma.

TITLE: Logistics Management Specialist II

Minimum/General Experience: Minimum five years experience providing technical, engineering, management, or logistics services relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Implements and participates in performing various elements of integrated logistics support such as but not limited to logistics program/project planning and management, automated system applications and report generation, data reviews and analysis, production techniques/production management, configuration and data management, review/generation of technical data and documentation, inventory/supply tracking and analysis, process evaluation/modeling, systems analysis, and/or general scheduling. Job duties require working independently or as part of a work group providing logistics expertise. Assigned personnel shall be familiar with applicable regulatory doctrine, requirements, directives, policies, and/or procedures for assigned area of performance. Must be qualified in one or more of the following categories: acquisition logistics, integrated logistics support; operational logistics; supply chain management; quality assurance; maintenance/logistics; technical documentation; inventory management; support systems or equipment; material management; and/or facilities logistics.

Minimum Education/Training: High school diploma.

TITLE: Logistics Management Specialist I

Minimum/General Experience: Minimum three years experience providing technical, engineering, management, or logistics services relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Implements and participates in performing various elements of integrated logistics support such as but not limited to logistics program/project planning and management, automated system applications and report generation, data reviews and analysis, production techniques/production management, configuration and data management, review/generation of technical data and documentation, inventory/supply tracking and analysis, process evaluation/modeling, systems analysis, and/or general scheduling. Job duties require working independently or as part of a work group providing logistics expertise. Assigned personnel shall be familiar with applicable regulatory doctrine, requirements, directives, policies, and/or procedures for assigned area of performance. Must be qualified in one or more of the following categories: acquisition logistics, integrated logistics support; operational logistics; supply chain management; quality assurance; maintenance/logistics; technical documentation; inventory management; support systems or equipment; material management; and/or facilities logistics.

Minimum Education/Training: High school diploma.

TITLE: Logistics Specialist

Minimum/General Experience: Minimum one-year experience providing technical, engineering, or logistics related services relevant to assigned logistics discipline.

Job Duties/Qualifications: Implements and participates in performing various elements of integrated logistics support such as but not limited to logistics program/project support, data reviews/data entry and retrieval, automated systems use and/or report generation, configuration and data management, review/preparation of technical data and documentation, inventory/supply operations, packaging, handling, storage, and transportation (PHS&T), shipping, training, and/or general scheduling. Job duties require working independently or as part of a work group. Assigned personnel shall be aware of applicable regulatory doctrine, requirements, directives, policies, and/or procedures for assigned area of performance. Must be familiar with and capable of performing in one or more of the following categories: acquisition logistics, integrated logistics support; operational logistics; supply chain management; quality assurance; maintenance/logistics; technical documentation; inventory management; support systems or equipment; material management; and/or facilities logistics.

Minimum Education/Training: High school diploma.

TITLE: Sr. Staff Specialist

Minimum/General Experience: Minimum five years experience providing technical, engineering, management, or logistics related services in an assigned area of responsibility.

Job Duties/Qualifications: Performs various generalized support of program and project managers, task managers, and/or task management personnel. Supports the operation of new and existing technical, engineering, management, and/or logistics requirements, aiding in the identification, development, and implementation of processes and procedures using new applications. Reviews and analyzes procedures and methods associated with assigned area of responsibility initiates appropriate action to resolve various problems. Performs assistance in the coordination and implementation of evolving program, project, and/or technical requirements. Provides configuration management during system development cycles and provides other system life cycle support. Initiates, participates in, and performs day-to-day support of planning, scheduling, and directing assigned tasks and responsibilities. Maintains cost, schedule, and performance information. Participates in preparation of proposals, procedures, and technical/management documentation. Capable of developing approaches to satisfy technical, engineering, and logistics requirements associated with major programs that consist of complex equipment and systems. Skilled with the application of such concepts and standards associated with complex technical efforts that may involve multiple organizations and programs. Possesses the ability to independently plan and carry out work within a team or with other organizations, and a demonstrated capability to work within general guidelines. Must have a proven ability to address major areas of uncertainty that result from such elements as continuing changes in program and technological developments.

Minimum Education/Training: High school diploma.

TITLE: Staff Specialist

Minimum/General Experience: Minimum two years experience providing technical, engineering, management, or logistics related services in an assigned area of responsibility.

Job Duties/Qualifications: Performs various generalized support of program and project managers, task managers, and/or task management personnel. Supports administration by maintaining related documentation including operation manuals, user guides, training materials and other system technical documentation. Provides assistance in performing configuration management in support of requirements. Reviews and analyzes procedures and methods associated with assigned area of responsibility. Initiates appropriate action to resolve various problems. Performs assistance in the coordination and implementation of evolving program, project, and/or technical requirements. Provides configuration management and other system life cycle support. Initiates, participates in, and performs day-to-day support of planning, scheduling, and directing assigned tasks and responsibilities. Maintains cost, schedule, and performance information. Participates in preparation of proposals, procedures, and technical/management documentation. Must have a basic knowledge of technical and engineering services practices and the skills to apply concepts and standards to support complex technical efforts. This includes the ability to carry out work independently, within a team, or with other organizations; and the capability to work within established guidelines. Must be capable of supporting the development of approaches required to satisfy technical, engineering, and logistics requirements associated with major programs that consist of complex equipment and systems.

Minimum Education/Training: High school diploma.

TITLE: Sr. Management and Organizational Specialist II

Minimum/General Experience: Minimum seventeen years experience of which at least twelve years must be specialized providing technical, engineering, management, or logistics services relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Specializes in management and organizational behavior working with Government and/or industry, or within an exclusive corporate business unit in various aspects of technical, engineering, management and/or logistics for assigned area of expertise. Participates as a technical authority within project teams, business operations, or as an individual consultant. Current with advances in management and organizational trends and recognized as a skilled leader/advisor on developing advancements in technology and the intrinsic value to business and/or logistics applications. Develops conceptual approaches and offers advice for meeting the challenges associated with complex problem solving. Practiced in the principles of management and/or organizational design that can be used to support one of more of the following areas: supply and value chain management; acquisition logistics, Integrated Logistics Support, Program Management, distribution and transportation logistics; deployment logistics; and/or, operation and maintenance logistics management support services. Responsible for the development and enhancement of new and emerging management including workforce management, engineering and logistics technologies, and their application to the development of workable solutions to real world problems in a business or operational environment. Efforts may include one or more of the following: conducting research; investigative efforts; statistical and analytical assessments; modeling and simulation; systems engineering; system design; management effectiveness; re-engineering of organizational personnel processes; accounting, administration and finance; risk assessments; earned valve management/performance analysis; and/or trade-off analysis. Candidate may be required to support engineering, logistics, management, workforce management, and other technical and scientific staff in the development, design, and evaluation of practical solutions to solve recognized problems in business, engineering and/or logistics practices. Provides management and organizational expertise at all levels of the management spectrum including the executive and/or senior program management levels. Must be proficient in application of management techniques of major and/or minor government or commercial services organizations. Must be proficient at facilitating and coordinating the development of strategic plans, goals and objectives in area of specialty and able to direct and control overall business activities to meet short-term and long-term business objectives. Must be able to perform organizational analysis and capable of identifying and improving business policies, practices, processes, and procedures using re-invention techniques. Supports the review, development, and engineering/re-engineering of those policies, practices, processes, and procedures. Must possess general skills for identifying and defining project/organization work breakdown structures, cost, schedule and controls, and/or financial/administrative management skills, setting-up systematic management oversight and bringing project efforts to completion within budget and schedule while achieving technical and/or performance objectives. Utilizes common database applications and management information systems to support management and organizational efforts. Supports the development of metrics to track and compare performance characteristics. May be called upon to conduct studies in areas of forecasting, cost-of-ownership/life-cycle cost analysis, business process re-engineering, functionality assessments, earned value analysis, information systems requirements and operations analysis, acquisition, reliability/maintainability analysis, supply/distribution methods, feasibility study, risk management and mitigation techniques, pro forma financial analysis, organizational relationships, and other management and organizational

oriented studies. May be required to conduct and/or participate in meetings with Government and industry to exchange ideas, data, and information to construct cooperative agreements, detailed plans, give program status, and/or disseminate information.

Minimum Education/Training: Undergraduate degree from an accredited college or university.

TITLE: Sr. Management and Organizational Specialist I

Minimum/General Experience: Minimum fifteen years experience of which at least ten years must be specialized providing technical, engineering, management, or logistics services relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Specializes in management and organizational behavior working with Government and/or industry, or within an exclusive corporate business unit in various aspects of technical, engineering, management and/or logistics for assigned area of expertise. Participates as a technical authority within project teams, business operations, or as an individual consultant. Current with advances in management and organizational trends and recognized as a skilled leader/advisor on developing advancements in technology and the intrinsic value to business and/or logistics applications. Develops conceptual approaches and offers advice for meeting the challenges associated with complex problem solving. Practiced in the principles of management and/or organizational design that can be used to support one of more of the following areas: supply and value chain management; acquisition logistics, Integrated Logistics Support, Program Management, distribution and transportation logistics; deployment logistics; and/or, operation and maintenance logistics management support services. Responsible for the development and enhancement of new and emerging management including workforce management, engineering and logistics technologies, and their application to the development of workable solutions to real world problems in a business or operational environment. Efforts may include one or more of the following: conducting research; investigative efforts; statistical and analytical assessments; modeling and simulation; systems engineering; system design; management effectiveness; re-engineering of organizational personnel processes; accounting, administration and finance; risk assessments; earned valve management/performance analysis; and/or trade-off analysis. Candidate may be required to support engineering, logistics, management, workforce management, and other technical and scientific staff in the development, design, and evaluation of practical solutions to solve recognized problems in business, engineering and/or logistics practices. Provides management and organizational expertise at all levels of the management spectrum including the executive and/or senior program management levels. Must be proficient in application of management techniques of major and/or minor government or commercial services organizations. Must be proficient at facilitating and coordinating the development of strategic plans, goals and objectives in area of specialty and able to direct and control overall business activities to meet short-term and long-term business objectives. Must be able to perform organizational analysis and capable of identifying and improving business policies, practices, processes, and procedures using re-invention techniques. Supports the review, development, and engineering/re-engineering of those policies, practices, processes, and procedures. Must possess general skills for identifying and defining project/organization work breakdown structures, cost, schedule and controls, and/or financial/administrative management skills, setting-up systematic management oversight and bringing project efforts to completion within budget and schedule while achieving technical and/or performance objectives. Utilizes common database applications and management information systems to support management and organizational efforts. Supports the

development of metrics to track and compare performance characteristics. May be called upon to conduct studies in areas of forecasting, cost-of-ownership/life-cycle cost analysis, business process re-engineering, functionality assessments, earned value analysis, information systems requirements and operations analysis, acquisition, reliability/maintainability analysis, supply/distribution methods, feasibility study, risk management and mitigation techniques, pro forma financial analysis, organizational relationships, and other management and organizational oriented studies. May be required to conduct and/or participate in meetings with Government and industry to exchange ideas, data, and information to construct cooperative agreements, detailed plans, give program status, and/or disseminate information.

Minimum Education/Training: High school diploma.

TITLE: Management and Organizational Specialist

Minimum/General Experience: Minimum ten years experience of which at least eight years must be specialized providing technical, engineering, management, or logistics services relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Specializes in management and organizational behavior and/or workforce management working with Government and/or industry, or within an exclusive corporate business unit in various aspects of technical, engineering, management and/or logistics for assigned area of expertise. Participates as a technical advisor within project teams, business operations, or as an individual consultant. Up to date on current contemporary management and organizational trends and techniques. Skilled at researching advancements in technology and identifying the intrinsic value to business and/or logistics applications. Develops conceptual approaches and offers advice for meeting the challenges associated with complex problem solving. Practiced in the principles of management and/or organizational design that can be used to support one of more of the following areas: supply and value chain management; acquisition logistics, Integrated Logistics Support, distribution and transportation logistics; deployment logistics; and/or, operation and maintenance logistics management support services. Responsible for the development and enhancement of new and emerging management, workforce management, engineering and logistics technologies, and their application to the development of workable solutions to real world problems in a business or operational environment. Efforts may include one or more of the following: conducting research; investigative efforts; statistical and analytical assessments; modeling and simulation; systems engineering; system design; management effectiveness; re-engineering of organizational and personnel processes; accounting, administration and finance; risk assessments; earned value management/performance analysis; information systems requirements and operations analysis; and/or trade-off analysis. May be required to support engineering, logistics, management, and other technical and scientific staff in the development, design, and evaluation of practical solutions to solve recognized problems in business, engineering and/or logistics practices. Provides management and organizational expertise at all levels of the management spectrum including the executive and/or senior program management levels. Must be knowledgeable in application of management techniques of major and/or minor government or commercial services organizations. Must be able to facilitate and coordinate the development of strategic plans, goals and objectives in area of specialty. Must be able to perform organizational analysis and capable of identifying and improving business policies, practices, processes, and procedures using re-invention techniques. Supports the review, development, and engineering/re-engineering of those policies, practices, processes, and procedures. Possesses general skills for identifying and defining project/organization work breakdown structures, cost, schedule and controls, and/or

financial/administrative management skills, setting-up systematic oversight and tracking of project efforts through completion. Utilizes common database applications and management information systems to support management and organizational efforts. Supports the development of metrics to track and compare performance characteristics. May be called upon to conduct studies in areas of forecasting, cost-of-ownership/life-cycle cost analysis, business process re-engineering, functionality assessments, earned value analysis, acquisition, reliability/maintainability analysis, supply/distribution methods, feasibility study, risk management and mitigation techniques, pro forma financial analysis, organizational relationships, and other management and organizational oriented studies. May be required to conduct and/or participate in meetings with Government and industry to exchange ideas, data, and information to construct cooperative agreements, detailed plans, give program status, and/or disseminate information.

Minimum Education/Training: High school diploma.

TITLE: Management Specialist (Logistics)

Minimum/General Experience: Minimum five years business experience of which at least four years must be specialized providing technical, engineering, management, or logistics services relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Participates as a technical authority within teams of management, technical, scientific, and logistics personnel. Develops conceptual approaches and offers advice for meeting the challenges associated with complex problem solving. Responsible for the development and enhancement of new and emerging management, engineering and logistics technologies, and their application to the development of workable solutions to real world problems in a business or operational environment. Efforts may include one or more of the following: conducting research; investigative efforts; statistical and analytical assessments; modeling and simulation; systems engineering; system design; management effectiveness; workforce management and process re-engineering; accounting, administration and finance; risk assessments; earned value analysis; information systems requirements and operations analysis; and/or trade-off analyses. Candidate may be required to support engineering, logistics, management, and other technical and scientific staff in the development, design, and evaluation of practical solutions to solve identified problems in business practices or emerging engineering and/or logistics technologies. May be required to provide expert advice and/or prepare detailed information, data, descriptions, documentation, reports, and other media to support project requirements. Must be able to coordinate the activities and findings of the project teams with program/project managers, senior executives, and other interested agencies. Provides consultation to project managers, agency heads, directors and other managers on technical and program issues. Participates and/or facilitates meetings and activities that involve discussions around complex technical and business issues. Possesses requisite knowledge of the concepts, standards, and approaches required to define and conduct analytical efforts and development activities involved in complex programs and issues. This can frequently involve multiple organizations requiring proven ability to develop and apply new techniques to address unique challenges associated with such efforts. Must be qualified and have the ability to exercise significant initiative to plan, design, and direct technical analyses and studies that encompass total ownership and life cycle issues.

Minimum Education/Training: High school diploma.

TITLE: Subject Matter Expert

Minimum/General Experience: Minimum fifteen years experience supporting projects that are technical, engineering, logistics, or business related and experience directly relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Provides support as a skilled subject area professional performing strategic planning, technical studies, research, investigations, analysis, and problem solving. Qualified in one or more of the following logistics disciplines: acquisition logistics, supply chain or value chain management, material management, transportation and distribution, deployment logistics, training, automated systems, and/or operation and maintenance. Subject matter areas may encompass one or more of the following broad areas: engineering, science, logistics, program management, operations, process and procedure, quantitative and non-quantitative analysis, risk assessment and trade-off studies, information technology, budget, accounting, and finance, acquisition, testability, maintenance, supply operations/inventory management, etc.

Candidate is required to perform technical analysis and provide expert consultation and advice in specific subject areas. Collaborates with customers and stakeholders to determine specific needs and requirements and to consult within the subject area assigned, including oversight of task execution. Must be innovative and creative with the capability of designing workable solutions. Efforts may include preparing various technical and management related documents, correspondence, and presentation materials. Also may be required to participate and/or facilitate meetings and conferences. Works independently and/or as part of project teams. Must have excellent communication and analytical skills, and a working knowledge of computer systems and integrated software application programs.

Minimum Education/Training: High school diploma.

TITLE: Associate Subject Matter Expert II

Minimum/General Experience: Minimum fourteen years experience supporting projects that are technical, engineering, logistics, or business related and experience directly relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Provides support as a skilled subject area professional performing strategic planning, technical studies, research, investigations, analysis, and problem solving. Qualified in one or more of the following logistics disciplines: acquisition logistics, supply chain or value chain management, material management, transportation and distribution, deployment logistics, training, automated systems, and/or operation and maintenance. Subject matter areas may encompass one or more of the following broad areas: engineering, science, logistics, program management, operations, process and procedure, quantitative and non-quantitative analysis, risk assessment and trade-off studies, information technology, budget, accounting, and finance, acquisition, testability, maintenance, supply operations/inventory management, etc.

Candidate is required to perform technical analysis and provide expert consultation and advice in specific subject areas. Must be innovative and creative with the capability of designing workable solutions. Efforts may include preparing various technical and management related documents, correspondence, and presentation materials. Also may be required to participate and/or facilitate meetings and conferences. Works independently and/or as part of project teams. Must have excellent communication and analytical skills, and a working knowledge of computer systems and integrated software application programs.

Minimum Education/Training: High school diploma.

TITLE: Associate Subject Matter Expert I

Minimum/General Experience: Minimum twelve years experience supporting projects that are technical, engineering, logistics, or business related and experience directly relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Provides support as a skilled subject area professional performing strategic planning, technical studies, research, investigations, analysis, and problem solving. Qualified in one or more of the following logistics disciplines: acquisition logistics, supply chain or value chain management, material management, transportation and distribution, deployment logistics, training, automated systems, and/or operation and maintenance. Subject matter areas may encompass one or more of the following broad areas: engineering, science, logistics, program management, operations, process and procedure, quantitative and non-quantitative analysis, risk assessment and trade-off studies, information technology, budget, accounting, and finance, acquisition, testability, maintenance, supply operations/inventory management, etc.

Candidate is required to perform technical analysis and provide expert consultation and advice in specific subject areas. Must be innovative and creative with the capability of designing workable solutions. Efforts may include preparing various technical and management related documents, correspondence, and presentation materials. Also may be required to participate and/or facilitate meetings and conferences. Works independently and/or as part of project teams. Must have excellent communication and analytical skills, and a working knowledge of computer systems and integrated software application programs.

Minimum Education/Training: High school diploma.

TITLE: Administrative Analyst II

Minimum/General Experience: Minimum eight years experience providing technical, engineering, or logistics services associated with human resources functions relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Performs routine technical support tasks, which requires knowledge of personnel policies, procedures, and practices. Performs various functions that involve employment, position classification, training, and/or administration. Qualified to support one or more of the following: pre-employment information distribution, review and verification; handling and processing personnel actions; dissemination of information such as status of employment, benefits, and leave information; collection, analysis, and reporting on equal employment opportunity, manpower, hiring practices, and other statistical information; review of position description. Performance of desk audits, and recommendations; maintaining personnel records, contacting appropriate sources to secure missing items, and posting items into database files; and/or establishing and maintaining copious files. Follows procedures and checklists to obtain information and ensuring that all proper forms are completed for name changes, location information, applications, etc. May be required to reviews completed forms for signatures and entries, dates of promotions, transfer, hire pay, or other personal data. May be required to respond to questions relative to employment status, promotional opportunities, benefits, or for general assistance. Performs administrative work that may include receptionist, clerical, data entry, record-keeping, filing, and/or training for assigned work area. May be required to record, process, and/or investigate grievances, and preparing reports with findings and recommendations.

Minimum Education/Training: High school diploma.

TITLE: Administrative Analyst I

Minimum/General Experience: Minimum six years experience providing technical, engineering, or logistics services associated with human resources functions relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Performs routine technical support tasks, which requires knowledge of personnel policies, procedures, and practices. Performs various functions that involve employment, position classification, training, and/or administration. Qualified to support one or more of the following: pre-employment information distribution, review and verification; handling and processing personnel actions; dissemination of information such as status of employment, benefits, and leave information; collection, analysis, and reporting on equal employment opportunity, manpower, hiring practices, and other statistical information; review of position description. Performance of desk audits, and recommendations; maintaining personnel records, contacting appropriate sources to secure missing items, and posting items into database files; and/or establishing and maintaining copious files. Follows procedures and checklists to obtain information and ensuring that all proper forms are completed for name changes, location information, applications, etc. May be required to reviews completed forms for signatures and entries, dates of promotions, transfer, hire pay, or other personal data. May be required to respond to questions relative to employment status, promotional opportunities, benefits, or for general assistance. Performs administrative work that may include receptionist, clerical, data entry, record-keeping, filing, and/or training for assigned work area. May be required to record, process, and/or investigate grievances, and preparing reports with findings and recommendations.

Minimum Education/Training: High school diploma.

TITLE: Associate Administrative Analyst

Minimum/General Experience: Minimum six years experience providing technical, engineering, or logistics services associated with human resources functions relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Performs as administrative analyst supporting technical and/or personnel professionals. Requires a good working knowledge of personnel procedures, guides, and precedents. Must be qualified to perform one or more of the following: interview applicants, obtain references, and recommend placement of applicant in a defined occupation (trade or clerical) within a stable organization or unit; conduct placement or exit interviews; identify job adjustment problems or reasons for leaving organization; and/or, perform routine statistical analyses related to manpower, EEO, hiring, or employment concerns, e.g., compares one set of data to another set as instructed. As required, requisition applicants through employment agencies or assist in recruitment by using personal contacts within and outside the organization and with applicants. Performs administrative work that may include receptionist, clerical, data entry, record-keeping, filing, and/or training for assigned work area. Must be tactful, articulate, and accurate.

Minimum Education/Training: High school diploma.

TITLE: Principal Facilities Operations Technician (Supervisory) III

Minimum/General Experience: Minimum ten years experience providing facilities related technical, engineering, or logistics services relevant to preferred area of expertise. Experience in supervising and coordinating activities of multiple technical tradesmen is desirable.

Job Duties/Qualifications: Functions as the principal technical point of contact for facility operation and maintenance (O&M) preventive/planned maintenance and unplanned service call requirements. Performs facility supervisory functions to include facility O&M scheduling and oversight and facility maintenance, repair, and/or replacement of structural, mechanical, electrical, Heating Ventilation Air Conditioning (HVAC), boilers, and plumbing/sanitary systems associated with buildings, landscape/hardscape, fencing, roads, lighting, and other related equipment. Works independently or as a part of a team and performs (as a working supervisor) responding to facilities O&M planned periodic maintenance and unplanned maintenance repair service requests, identifying problems and implementing solutions. Required to perform complex and crossover technical trade requirements. May be required to perform general maintenance requirements including but not limited to moving or performing basic maintenance to office furniture, fixtures, and/or equipment. Candidate is knowledgeable of all technical trades and qualified in one or more specialty technical trade. Must be technically familiar with applicable building codes, regulatory requirements and directives, and knowledgeable of all safety, environmental, and recycling program requirements. Specialty technical trade certification and/or licensing are desirable where necessary.

Minimum Education/Training: High school diploma.

TITLE: Principal Facilities Operations Technician (Supervisory) II

Minimum/General Experience: Minimum seven years experience providing facilities related technical, engineering, or logistics services relevant to preferred area of expertise. Experience in supervising and coordinating activities of multiple technical tradesmen is desirable.

Job Duties/Qualifications: May function as the principal technical point of contact for facility operation and maintenance (O&M) preventive/planned maintenance and unplanned service call requirements. Performs facility supervisory functions to include facility O&M scheduling and oversight and facility maintenance, repair, and/or replacement of structural, mechanical, electrical, Heating Ventilation Air Conditioning (HVAC), boilers, and plumbing/sanitary systems associated with buildings, landscape/hardscape, fencing, roads, lighting, and other related equipment. Works independently or as a part of a team and performs (as a working supervisor) responding to facilities O&M planned periodic maintenance and unplanned maintenance repair service requests, identifying problems and implementing solutions. Required to perform complex and crossover technical trade requirements. May be required to perform general maintenance requirements including but not limited to moving or performing basic maintenance to office furniture, fixtures, and/or equipment. Candidate is knowledgeable of all technical trades and qualified in one or more specialty technical trade. Must be technically familiar with applicable building codes, regulatory requirements and directives, and knowledgeable of all safety, environmental, and recycling program requirements. Specialty technical trade certification and/or licensing are desirable where necessary.

Minimum Education/Training: High school diploma.

TITLE: Principal Facilities Operations Technician (Supervisory) I

Minimum/General Experience: Minimum four years experience providing facilities related technical, engineering, or logistics services relevant to preferred area of expertise. Experience in supervising and coordinating activities of multiple technical tradesmen is desirable.

Job Duties/Qualifications: May function as the technical point of contact for facility operation and maintenance (O&M) preventive/planned maintenance and unplanned service call requirements. Performs facility supervisory functions to include facility O&M scheduling and oversight and facility maintenance, repair, and/or replacement of structural, mechanical, electrical, Heating Ventilation Air Conditioning (HVAC), boilers, and plumbing/sanitary systems associated with buildings, landscape/hardscape, fencing, roads, lighting, and other related equipment. Works independently or as a part of a team and performs (as a working supervisor) responding to facilities O&M planned periodic maintenance and unplanned maintenance repair service requests, identifying problems and implementing solutions. May be required to perform complex and crossover technical trade requirements. May be required to perform general maintenance requirements including but not limited to moving or performing basic maintenance to office furniture, fixtures, and/or equipment. Candidate is knowledgeable of all technical trades and qualified in one or more specialty technical trade. Must be technically familiar with applicable building codes, regulatory requirements and directives, and knowledgeable of all safety, environmental, and recycling program requirements. Specialty technical trade certification and/or licensing are desirable where necessary.

Minimum Education/Training: High school diploma.

TITLE: Principal Facilities Operations Technician II

Minimum/General Experience: Minimum eight years experience providing facilities related technical, engineering, or logistics services relevant to preferred area of expertise.

Job Duties/Qualifications: Functions as the principal facilities operations technician responsible for accomplishing facility operation and maintenance (O&M) preventive/planned maintenance and unplanned service call requirements. Performs facility O&M functions to include periodic preventive maintenance, and maintenance, repair, and/or replacement in preferred area of expertise. This may include one or more of the following: structural, mechanical, electrical, Heating Ventilation Air Conditioning (HVAC), boilers, and/or plumbing/sanitary systems associated with buildings, landscape/hardscape, fencing, roads, lighting, and other related equipment. Works independently or as a part of a team and responds to planned periodic maintenance and unplanned maintenance repair service requests as assigned, identifying exact problem and performing work required to implement solution. May be required to perform complex and/or crossover technical trade requirements including general maintenance requirements such as but not limited to moving or performing basic maintenance to office furniture, fixtures, and/or equipment. Candidate shall be knowledgeable of one or more technical trades and qualified in at least one specific technical trade as a master or journeyman level. Must be technically familiar with applicable building codes, regulatory requirements and directives, and knowledgeable of all safety, environmental, and recycling program requirements as it relates to specific technical trade assigned. Specific technical trade certification and/or licensing are desirable where necessary.

Minimum Education/Training: High school diploma.

TITLE: Principal Facilities Operations Technician I

Minimum/General Experience: Minimum four years experience providing facilities related technical, engineering, or logistics services relevant to preferred area of expertise.

Job Duties/Qualifications: May function as the facilities operations technician responsible for accomplishing facility operation and maintenance (O&M) preventive/planned maintenance and unplanned service call requirements. Performs facility O&M functions to include periodic preventive maintenance, and maintenance, repair, and/or replacement in preferred area of expertise. This may include one or more of the following: structural, mechanical, electrical, Heating Ventilation Air Conditioning (HVAC), boilers, and/or plumbing/sanitary systems associated with buildings, landscape/hardscape, fencing, roads, lighting, and other related equipment. Works independently or as a part of a team and responds to planned periodic maintenance and unplanned maintenance repair service requests as assigned, identifying exact problem and performing work required to implement solution. May be required to perform complex and/or crossover technical trade requirements including general maintenance requirements such as but not limited to moving or performing basic maintenance to office furniture, fixtures, and/or equipment. Candidate shall be knowledgeable of one or more technical trades and qualified in at least one specific technical trade as a master or journeyman level. Must be technically familiar with applicable building codes, regulatory requirements and directives, and knowledgeable of all safety, environmental, and recycling program requirements as it relates to specific technical trade assigned. Specific technical trade certification and/or licensing are desirable where necessary.

Minimum Education/Training: High school diploma.

TITLE: Facilities Operations Technician II

Minimum/General Experience: Minimum two years experience providing facility related technical, engineering, or logistics services relevant to preferred area of expertise.

Job Duties/Qualifications: Functions as the lead facilities operations technician responsible for accomplishing facility operation and maintenance (O&M) preventive/planned maintenance and unplanned service call requirements. Performs facility O&M functions to include periodic preventive maintenance, and maintenance, repair, and/or replacement in preferred area of expertise. This may include one or more of the following: structural, mechanical, electrical, Heating Ventilation Air Conditioning (HVAC), boilers, and/or plumbing/sanitary systems associated with buildings, landscape/hardscape, fencing, roads, lighting, and other related equipment. Typically, works with others as part of a team or independently, and assists in responding to planned periodic maintenance and unplanned maintenance repair service requests as assigned. May be required to perform work with varying degree of complexity, crossover technical trade requirements, and general maintenance requirements for all work assigned. Candidate shall be knowledgeable of one or more technical trades and possess basic skills to carryout assigned work requirements. Must be generally familiar with technical requirements, have basic knowledge of building codes, regulatory requirements and/or directives. Also familiar with all safety, environmental, and recycling program requirements in preferred area of expertise and as it relates to specific technical trade assigned.

Minimum Education/Training: High school diploma.

TITLE: Facilities Operations Technician I

Minimum/General Experience: Minimum one year experience providing facility related technical, engineering, or logistics services relevant to preferred area of expertise.

Job Duties/Qualifications: Functions as the lead facilities operations technician responsible for accomplishing facility operation and maintenance (O&M) preventive/planned maintenance and unplanned service call requirements. Performs facility O&M functions to include periodic preventive maintenance, and maintenance, repair, and/or replacement in preferred area of expertise. This may include one or more of the following: structural, mechanical, electrical, Heating Ventilation Air Conditioning (HVAC), boilers, and/or plumbing/sanitary systems associated with buildings, landscape/hardscape, fencing, roads, lighting, and other related equipment. Typically, works with others as part of a team or independently, and assists in responding to planned periodic maintenance and unplanned maintenance repair service requests as assigned. May be required to perform work with varying degree of complexity, crossover technical trade requirements, and general maintenance requirements for all work assigned. Candidate shall be knowledgeable of one or more technical trades and possess basic skills to carryout assigned work requirements. Must be generally familiar with technical requirements, have basic knowledge of building codes, regulatory requirements and/or directives. Also familiar with all safety, environmental, and recycling program requirements in preferred area of expertise and as it relates to specific technical trade assigned.

Minimum Education/Training: High school diploma.

TITLE: Facilities Operations Caretaker II

Minimum/General Experience: Minimum three years experience providing technical, engineering, or logistics services relevant to preferred area of expertise.

Job Duties/Qualifications: Understands basic facility caretaker requirements including sanitizing, waste management and disposal, recycling requirements, and/or methods for maintaining clean-room/facility environment. Specializes in surveying facility requirements, determining level of need, and then performing caretaker functions to remedy the level of need. Knowledgeable in the identification, selection, application and use of solvents, cleaners, and treatments used to perform the caretaker function. Familiar with various equipment used in performing caretaker functions such as hand tools, vacuum systems, floor polishers, carpet cleaners, etc.

Minimum Education/Training: High school diploma.

TITLE: Facilities Operations Caretaker I

Minimum/General Experience: Minimum one year experience providing technical, engineering, or logistics services relevant to preferred area of expertise.

Job Duties/Qualifications: Understands basic facility caretaker requirements including sanitizing, waste management and disposal, recycling requirements, and/or methods for maintaining clean-room/facility environment. Specializes in surveying facility requirements, determining level of need, and then performing caretaker functions to remedy the level of need. Knowledgeable in the identification, selection, application and use of solvents, cleaners, and treatments used to perform the caretaker function. Familiar with various equipment used in performing caretaker functions such as hand tools, vacuum systems, floor polishers, carpet cleaners, etc.

Minimum Education/Training: High school diploma.

TITLE: Warehouse and Inventory Operations Specialist

Minimum/General Experience: Minimum four years experience performing warehousing and/or inventory operations relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Implements warehousing and inventory control operations that may include one or more of the following functions of receiving, stocking, storing, and inventory management. Performs a variety of warehousing duties that may include but not be limited to verifying materials and merchandise against receiving documents, identifying, noting/reporting and resolving discrepancies; forwarding material inspection reports to appropriate location; directing received materials/merchandise to proper storage location; assigning/applying barcode, storing, stacking, securing, and logging materials according to proper storage methods; rearranging and moving stored materials; performing inventory control including periodic verification; examine stored materials reporting on damage or deterioration; move materials from storage and prepare for shipment. May operate hand trucks, and be required to lift/climb/move heavy objects in performing warehousing function. May require the operation of various size forklifts. Candidate that is required to use forklifts shall be trained and properly licensed.

Minimum Education/Training: High school diploma.

TITLE: Transportation Specialist II

Minimum/General Experience: Minimum five years experience providing transportation services supporting operations including those involving technical, engineering, logistics or business services.

Job Duties/Qualifications: Specializes in transportation services, familiar with operations in specific area of responsibility. Must be trained, fully qualified, and licensed to operate specific vehicle assigned. Vehicle assigned will be owned and provided as Government Furnished Property. Candidate will be required to operate assigned vehicle in a manner prescribed by the Government. This includes following all applicable federal, state, and local regulations and laws. Must be familiar with and routinely prepare/fill-in forms, logs, records, etc. Must pass any required specialized training and be familiar with vehicle capacities, the operation of special equipment, and when assigned as transport services, aware of requirements for special needs passengers including those disabled with wheelchairs. Must have a working knowledge of radio and telephone equipment and proper protocol. Must know all safety regulations and what to do in an emergency. Some transport services require special clearances and candidate will be properly cleared prior to performing the service. Candidates may be assigned one or more of the following vehicles: forklift, light duty truck (not to exceed 1.5 tons/4 wheels), medium duty truck (not to exceed 4 tons/ 6 wheels), heavy-duty truck (over 4 tons/typically more than 6 wheels), passenger bus or mini-van, automobile, limousine, and other vehicles as assigned.

Minimum Education/Training: High school diploma.

TITLE: Transportation Specialist I

Minimum/General Experience: Minimum two years experience providing transportation services supporting operations including those involving technical, engineering, logistics or business services.

Job Duties/Qualifications: Provides transportation services, familiar with operations in specific area of responsibility. Must be trained, fully qualified, and licensed to operate specific vehicle assigned. Vehicle assigned will be owned and provided as Government Furnished Property. Candidate will be required to operate assigned vehicle in a manner prescribed by the Government. This includes following all applicable federal, state, and local regulations and laws. Must be familiar with and routinely prepare/fill-in forms, logs, records, etc. Must pass any required specialized training and be familiar with vehicle capacities, the operation of special equipment, and when assigned as transport services, aware of requirements for special needs passengers including those disabled with wheelchairs. Must have a working knowledge of radio and telephone equipment and proper protocol. Must know all safety regulations and what to do in an emergency. Some transport services require special clearances and candidate will be properly cleared prior to performing the service. Candidates may be assigned one or more of the following vehicles: forklift, light duty truck (not to exceed 1.5 tons/4 wheels), medium duty truck (not to exceed 4 tons/ 6 wheels), heavy-duty truck (over 4 tons/typically more than 6 wheels), passenger bus or mini-van, automobile, limousine, and other vehicles as assigned.

Minimum Education/Training: High school diploma.

TITLE: Craftsman III

Minimum/General Experience: Minimum eight years experience providing a wide cross-section of skills as a craftsman performing facilities installation, maintenance and repair relevant to assigned area of responsibility.

Job Duties/Qualifications: As a skilled multipurpose craftsman, performs installations, general maintenance, and repair to equipment and buildings requiring knowledge (but not proficiency) in such a wide cross-section of trades such as painting, carpentry, plumbing, masonry, electrical work, landscaping, and general maintenance. This may involve a variety of tasks including but not limited to: replacing electrical receptacles, wires, switches, fixtures, and motors; hanging and repairing drywall, plastering or compounding holes and cracks and ceilings; installing, repairing or replacing sinks, water coolers, water heaters; sanding, priming, and painting structures and equipment; installing, repairing or replacing concrete structures, floors, sidewalks, and steps; installing and replacing damaged panels, ceiling tiles, and floor tiles; hanging doors and installing locksets; replacing broken windows; performing scheduled and unscheduled maintenance; removing trash and debris; moving furniture and equipment; removing, installing and replacing roofing materials, and, performing other general maintenance and repair.

Minimum Education/Training: High school diploma.

TITLE: Craftsman II

Minimum/General Experience: Minimum six years experience providing a wide cross-section of skills as a craftsman performing facilities installation, maintenance and repair relevant to assigned area of responsibility.

Job Duties/Qualifications: As a skilled multipurpose craftsman, performs installations, general maintenance, and repair to equipment and buildings requiring knowledge (but not proficiency) in such a wide cross-section of trades such as painting, carpentry, plumbing, masonry, electrical work, landscaping, and general maintenance. This may involve a variety of tasks including but not limited to: replacing electrical receptacles, wires, switches, fixtures, and motors; hanging and repairing drywall, plastering or compounding holes and cracks and ceilings; installing, repairing or replacing sinks, water coolers, water heaters; sanding, priming, and painting structures and equipment; installing, repairing or replacing concrete structures, floors, sidewalks, and steps; installing and replacing damaged panels, ceiling tiles, and floor tiles; hanging doors and installing locksets; replacing broken windows; performing scheduled and unscheduled maintenance; removing trash and debris; moving furniture and equipment; removing, installing and replacing roofing materials, and, performing other general maintenance and repair.

Minimum Education/Training: High school diploma.

TITLE: Craftsman I

Minimum/General Experience: Minimum three years experience providing a wide cross-section of skills as a craftsman performing facilities installation, maintenance and repair relevant to assigned area of responsibility.

Job Duties/Qualifications: As a skilled multipurpose craftsman, performs installations, general maintenance, and repair to equipment and buildings requiring knowledge (but not proficiency) in such a wide cross-section of trades such as painting, carpentry, plumbing, masonry, electrical work, landscaping, and general maintenance. This may involve a variety of tasks including but not limited to: replacing electrical receptacles, wires, switches, fixtures, and motors; hanging and repairing drywall, plastering or compounding holes and cracks and ceilings; installing, repairing or replacing sinks, water coolers, water heaters; sanding, priming, and painting structures and equipment; installing, repairing or replacing concrete structures, floors, sidewalks, and steps; installing and replacing damaged panels, ceiling tiles, and floor tiles; hanging doors and installing locksets; replacing broken windows; performing scheduled and unscheduled maintenance; removing trash and debris; moving furniture and equipment; removing, installing and replacing roofing materials, and, performing other general maintenance and repair.

Minimum Education/Training: High school diploma.

TITLE: Executive Administrative Staff (Professional Series)

Minimum/General Experience: Minimum ten years of experience and/or training, or a combination of education and experience in related field supporting technical, engineering, logistics, or business operations that provides experience relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Provides a variety of high-level business operations support and administrative functions requiring in-depth knowledge of assigned business/program areas. Required to make judgments and prioritize workload. Must be able to communicate effectively

both verbally and in writing. Expedites and coordinates office operations, services, maintenance, repair, supplies, and mail. Interprets administrative regulations and policies with administrative and operational departments, divisions, and/or other organizational elements. Coordinates office operations, internal reporting system, forms, space, and etcetera. Investigates problems and issues, collects and analyzes information, and provides recommendations. When required, assists in planning and implementing administrative improvements including organizational changes and work systems. Performs tracking, review, and reporting of data. Conducts research, compiles data and information, and prepares computerized statistical reports. Plans, coordinates, and schedules, meetings and conferences including preparation of documentation to support the event. Provides liaison with high-level government personnel/agencies coordinating meetings, travel arrangements and briefings. Assists in handling protocol requirements for executive level staff and visitors to include but not limited to parking, greeting, seating arrangements, refreshments, and etcetera. Organizes and maintains filing systems of general and confidential correspondence. Maintains classified material log following prescribed classified document control procedures. Acts as courier for classified documents, when required. Performs general administrative services such as answer and screen telephone calls, arrange conference calls, arrange and coordinate travel schedules and reservations which may include transportation, accommodations, passports, visas, medical exams, country/security briefings and clearances, as needed. May assist in the processing of travel voucher when trip is complete. Provides reproduction copies of correspondence or other printed materials. Locates and attaches appropriate file(s) to correspondence. Prepares outgoing mail and correspondence, including e-mail and facsimiles. When called upon, provides assistance to others including higher-level personnel. Exercises discretion when handling sensitive information and material. Manages and works within given budgetary constraints.

Minimum Education/Training: High school diploma.

TITLE: Senior Administrative Staff (Professional Series)

Minimum/General Experience: Minimum six years of experience and/or training, or a combination of education and experience in related field supporting technical, engineering, logistics, or business operations that provides experience relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Provides a variety of high-level business operations support and administrative functions requiring in-depth knowledge of assigned business/program areas. Required to make judgments and prioritize workload. Must be able to communicate effectively both verbally and in writing. Expedites and coordinates office operations, services, maintenance, repair, supplies, and mail. Interprets administrative regulations and policies with administrative and operational departments, divisions, and/or other organizational elements. Coordinates office operations, internal reporting system, forms, space, and etcetera. Investigates problems and issues, collects and analyzes information, and provides recommendations. When required, assists in planning and implementing administrative improvements including organizational changes and work systems. Performs tracking, review, and reporting of data. Conducts research, compiles data and information, and prepares computerized statistical reports. Plans, coordinates, and schedules, meetings and conferences including preparation of documentation to support the event. Provides liaison with high-level government personnel/agencies coordinating meetings, travel arrangements and briefings. Assists in handling protocol requirements for executive level staff and visitors to include but not limited to parking, greeting, seating arrangements, refreshments, and etcetera. Organizes and maintains filing systems of general and confidential

correspondence. Maintains classified material log following prescribed classified document control procedures. Acts as courier for classified documents, when required. Performs general administrative services such as answer and screen telephone calls, arrange conference calls, arrange and coordinate travel schedules and reservations which may include transportation, accommodations, passports, visas, medical exams, country/security briefings and clearances, as needed. May assist in the processing of travel voucher when trip is complete. Provides reproduction copies of correspondence or other printed materials. Locates and attaches appropriate file(s) to correspondence. Prepares outgoing mail and correspondence, including e-mail and facsimiles. When called upon, provides assistance to others including higher-level personnel. Exercises discretion when handling sensitive information and material. Manages and works within given budgetary constraints.

Minimum Education/Training: High school diploma.

TITLE: Administrative Staff (Professional Series) II

Minimum/General Experience: Minimum five years of experience and/or training, or a combination of education and experience in related field supporting technical, engineering, logistics, or business operations that provides experience relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Provides a variety of business operations support and administrative functions requiring in-depth knowledge of assigned business/program areas. Prepares various correspondence, memorandums, letters, and other communiqués including e-mail and faxes. Reads and routes incoming mail. Locates and attaches appropriate file(s) to correspondence. Must have communication skills to communicate effectively both verbally and in writing. Performs tracking, review, and reporting of data. Conducts research, compiles data and information, and prepares computerized statistical reports. Plans, coordinates, and schedules, meetings and conferences including preparation of documentation to support the event. Provides liaison with high-level government personnel/agencies coordinating meetings, travel arrangements and briefings. Assists in handling protocol requirements for executive level staff and visitors to include but not limited to parking, greeting, seating arrangements, refreshments, and etcetera. Organizes and maintains filing systems of general and confidential correspondence. Maintains classified material log following prescribed classified document control procedures. Acts as courier for classified documents, when required. Performs general administrative services such as answer and screen telephone calls, arrange conference calls, arrange and coordinate travel schedules and reservations which may include transportation, accommodations, passports, visas, medical exams, country/security briefings and clearances, as needed. May assist in the processing of travel voucher when trip is complete. Provides reproduction copies of correspondence or other printed materials. Locates and attaches appropriate file(s) to correspondence. Prepares outgoing mail and correspondence, including e-mail and facsimiles. When called upon, provides assistance to others including higher-level personnel. Exercises discretion when handling sensitive information and material. May be required to order and maintain supplies.

Minimum Education/Training: High school diploma.

TITLE: Administrative Staff (Professional Series) I

Minimum/General Experience: Minimum one year of experience and/or training, or a combination of education and experience in related field supporting technical, engineering, logistics, or business operations that provides experience relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Provides a variety of business operations support and administrative functions requiring knowledge of assigned business/program areas. Prepares various correspondence, memorandums, letters, and other communiqués including e-mail and faxes. Reads and routes incoming mail. Locates and attaches appropriate file(s) to correspondence. Must have communication skills to communicate effectively both verbally and in writing. Performs tracking, review, and reporting of data. Conducts research, compiles data and information, and prepares computerized statistical reports. Plans, coordinates, and schedules, meetings and conferences including preparation of documentation to support the event. Provides liaison with high-level government personnel/agencies coordinating meetings, travel arrangements and briefings. Assists in handling protocol requirements for executive level staff and visitors to include but not limited to parking, greeting, seating arrangements, refreshments, and etcetera. Organizes and maintains filing systems of general and confidential correspondence. Maintains classified material log following prescribed classified document control procedures. Acts as courier for classified documents, when required. Performs general administrative services such as answer and screen telephone calls, arrange conference calls, arrange and coordinate travel schedules and reservations which may include transportation, accommodations, passports, visas, medical exams, country/security briefings and clearances, as needed. May assist in the processing of travel voucher when trip is complete. Provides reproduction copies of correspondence or other printed materials. Locates and attaches appropriate file(s) to correspondence. Prepares outgoing mail and correspondence, including e-mail and facsimiles. When called upon, provides assistance to others including higher-level personnel. Exercises discretion when handling sensitive information and material. May be required to order and maintain supplies.

Minimum Education/Training: High school diploma.

TITLE: Sr. Staff Assistant

Minimum/General Experience: Minimum two years experience supporting projects that are technical, engineering, logistics or business related and experience directly relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Performs a variety of technical support duties such as preparation and compilation of data for statistical review and analysis, assistance in the review of documents and drawings, and assistance in preparation of budgets and reports. Will also provide computer and clerical assistance support to responsible technical supervisor or lead personnel. Must have good written, verbal and interpersonal skills. Must be able to follow specific detailed instructions. In addition, administration duties assigned to this position may vary from supporting technical supervisors with some of the routine clerical tasks to an assignment which is non-technical in nature but is necessary for proper completion of the tasks and administration of the task team. Candidate may be placed in a lead capacity. Must be knowledgeable of concepts and standards associated with administrative functions, data collection, the preparation of documents, and programmatic information. This also includes the ability to lead team efforts within established guidelines and to support such program areas and elements as analysis,

studies, and reports. Must have the ability to establish and maintain effective working relationships that are required to develop, coordinate, and exchange information.

Minimum Education/Training: High school diploma.

TITLE: Staff Assistant

Minimum/General Experience: Minimum one year of general experience supporting efforts that are technical, engineering, logistics or business in nature that can be applied to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Performs a variety of technical support duties such as preparation and compilation of data for statistical review and analysis, assistance in the review of documents and drawings, and assistance in preparation of budgets and reports. Will also provide computer and clerical assistance support to responsible technical supervisor or lead personnel. Must have good written, verbal and interpersonal skills and able to follow specific detailed instructions. In addition, administration duties assigned to this position may vary from supporting technical supervisors with some of the routine clerical tasks to an assignment, which is non-technical in nature but necessary for proper completion of the tasks and administration of task teams. Basic knowledge of the concepts and standards associated with administrative functions, data collection, and preparation of documents and programmatic information is desirable. This includes the ability to work as part of a team supporting such program areas as analysis, studies, and reports. Must have the ability to maintain effective working relationships required to develop, coordinate, and exchange information.

Minimum Education/Training: High school diploma.

TITLE: Systems Specialist

Minimum/General Experience: Minimum ten years experience in systems analysis techniques, concepts, design, development, testing, and maintenance of logistics and/or business systems. Experience must include requirements definition and analysis, development of automated solutions and use of networking techniques that can be directly applied to assigned logistics or business application.

Job Duties/Qualifications: Conducts complex requirements analyses and develops systems approach for conceptualizing, development and implementation of automated solutions. When needed, responsible for system integration, implementation, and/or data migration efforts, providing insight into the utilization of specific hardware and software to meet the needs. Identifies best practices and possible information system solutions using, wherever possible, commercial-off-the-shelve products. Develops and performs programming using advance skills in system design/architecture, data structure, and operating environment to meet specific client needs. Must be thoroughly familiar with latest information system design techniques and tools and works on advance and complex system design assignments that require both standard and non-standard systems analysis and programming techniques. Evaluates new or modified system or program requirements to determine extent of technical effort, feasibility, cost, time requirements, and compatibility with existing system hardware and software including inter-networking requirements. Must be able to design and prepare complete system test plans and conduct tests that thoroughly evaluate the effectiveness of new and modified systems.

Minimum Education/Training: High school diploma.

TITLE: Sr. Technical Writer/Editor

Minimum/General Experience: Minimum five years experience providing technical, engineering, or logistics services associated with technical, management, or business documentation preparation and editing relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Responsible for performing technical writing, rewriting, and editing of materials such as plans, manuals, publications, books, reports, instructional and training materials, pamphlets, brochures, newsletters, meeting minutes, descriptions, specifications, etc. Must be familiar with technical, management, and/or business writing styles and experienced in preparing original text based on textual concepts, rough materials, technical data, drawings and illustrations and other non-conforming materials. Must be qualified in performing basic technical research and have sufficient knowledge of technical area assigned to detect errors in textual content. Writing experience must include the organization and integration of text and graphical elements to support the development and preparation of complete written materials that will be published in hard copy or electronic form. This may include preparation or conversion of existing written materials following standardized style guides or using principles standardization for electronic publishing of Interactive Electronic Technical Manuals (IETM) and Interactive Computer-Based Training courseware. Candidate must be skilled in applying concepts and standards in preparing documentation for complex technical efforts that frequently involve multiple organizations and programs and capable of establishing publishing criteria. Candidate will be expected to perform independently, as part of a team, or assisting in coordinating the all efforts associated with preparation of written materials. This requires working closely with technical, engineering, logistics, and management staff personnel in the performance of writing and editing assignments. Expected to organize, perform, and/or support publication efforts such as printing, binding, packaging, and distribution functions as necessary.

Minimum Education/Training: High school diploma.

TITLE: Technical Documentation Specialist

Minimum/General Experience: Minimum four years experience developing a variety of documents and publications associated with technical, management, or business that is relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Works closely with technical staff and technical writers to determine publication/document format, content and layout requirements. Familiar with and proficient in the use of applicable style guide, document layout requirements, and production equipment and software. Candidate will be expected to perform production support functions independently and other documentation efforts as part of a team or under direction of program or task managers, and management staff personnel. Expected to perform and/or support publication efforts such as printing, punching, binding, packaging, and distributing as necessary. Must have basic skills and general knowledge of technical data development and publishing concepts and standards. Must have the skill to support activities required to prepare complete documentation for complex technical programs. This includes the ability to work within established guidelines to compile and store data and other programmatic material. Required to establish and maintain effective working relationships to coordinate and exchange information with others.

Minimum Education/Training: High school diploma.

TITLE: Technical Media Specialist

Minimum/General Experience: Minimum three years experience providing technical, engineering, or logistics services associated with graphics and/or multimedia techniques relevant to assigned logistics discipline or preferred area of expertise.

Job Duties/Qualifications: Performs as a technical media specialist developing artistic and graphic artwork in a variety of media to support technical drawings, publications, and documentation requirements. Typically uses computerized applications for creation and production. May be required to prepares clear, complete and accurate working plans and detail drawings from rough or detailed sketches/notes for electrical, mechanical or architectural purposes, according to specified dimensions, utilizing a computer-aided design (CAD) system. Must have knowledge of drafting principles and appropriate specifications. Must have the ability to provide electrical diagrams, electronic schematics, mechanical drawings and layouts and architectural drawings. Prepares Illustrated Parts Breakdown (IPBs) and verification of drawing packages. Uses the Internet and other automated sources to research and identify graphic materials available to support assigned projects. Must be qualified and fully capable of constructing original artwork and knowledgeable of integration techniques. Able to convert paper copy to digital form and perform touch-ups, alterations, and enhancements. Produces a variety of art work such as but not limited to technical and commercial documentation, view-graphs, slide presentations (including the use of automation and multimedia), pamphlets, brochures, technical and non-technical drawings, etc. Must be a creative thinker and performs conceptual and visualization artwork. May perform board-work such as inking and paste-up. Familiar with commercial printing and reproduction techniques and practices is necessary as well as the capability to plan and organize projects to allow the use of these techniques. Must be able to produce and deliver products in hard copy and on electronic media.

Minimum Education/Training: High school diploma.

V. PRICE LIST

The following pricelists are valid for the Special Item Numbers listed below:

Services	**Special Item Number**
Supply and Value Chain Management Services	874-501 and 874-501RC
Deployment Logistics	874-504 and 874-504RC
Operations and Maintenance Logistics Management Support Services	874-507 and 874-507RC

Professional Labor Series/ Labor Category Title	5/1/13-4/30/14 Year 11		5/1/14-4/30/15 Year 12		5/1/15-4/30/16 Year 13		5/1/16-4/30/17 Year 14		5/1/17-4/30/18 Year 15	
	Tetra Tech EMC Site	**Gov't Site**	**Tetra Tech EMC Site**	**Gov't Site**	**Tetra Tech EMC Site**	**Gov't Site**	**Tetra Tech EMC Site**	**Gov't Site**	**Tetra Tech EMC Site**	**Govt Site**
General Labor Category: Program Management / Scientist										
Sr. Program Manager	162.32	134.25	166.05	137.34	169.87	140.50	173.78	143.73	177.78	147.04
Program Manager II	127.07	105.08	129.99	107.50	132.98	109.97	136.04	112.50	139.17	115.09
Program Manager I	98.97	81.85	101.25	83.73	103.58	85.66	105.96	87.63	108.40	89.65
Scientist II	152.43	126.05	155.94	128.95	159.53	131.92	163.20	134.95	166.95	138.05
Scientist I	127.07	105.08	129.99	107.50	132.98	109.97	136.04	112.50	139.17	115.09
General Labor Category: Logistics Specialist										
Sr. Logistics Management Specialist	82.70	68.38	84.60	69.95	86.55	71.56	88.54	73.21	90.58	74.89
Logistics Management Specialist II	79.27	65.56	81.09	67.07	82.96	68.61	84.87	70.19	86.82	71.80
Logistics Management Specialist I	54.59	45.13	55.85	46.17	57.13	47.23	58.44	48.32	59.78	49.43
Logistics Specialist	55.36	45.79	56.63	46.84	57.93	47.92	59.26	49.02	60.62	50.15
Sr. Staff Specialist	78.43	64.86	80.23	66.35	82.08	67.88	83.97	69.44	85.90	71.04
Staff Specialist	61.21	50.64	62.62	51.80	64.06	52.99	65.53	54.21	67.04	55.46
General Labor Category: Management / Organizational Specialist										
Sr. Management and Organizational Specialist II	152.98	126.50	156.50	129.41	160.10	132.39	163.78	135.43	167.55	138.54
Sr. Management and Organizational Specialist I	120.70	99.82	123.48	102.12	126.32	104.47	129.23	106.87	132.20	109.33
Management and Organizational Specialist	114.85	94.99	117.49	97.17	120.19	99.40	122.95	101.69	125.78	104.03
Management Specialist (Logistics)	89.69	74.17	91.75	75.88	93.86	77.63	96.02	79.42	98.23	81.25
General Labor Category: Subject Matter Expert										
Subject Matter Expert	135.27	111.89	138.38	114.46	141.56	117.09	144.82	119.78	148.15	122.53
Associate Subject Matter Expert II	129.64	107.22	132.62	109.69	135.67	112.21	138.79	114.79	141.98	117.43
Associate Subject Matter Expert I	85.08	70.36	87.04	71.98	89.04	73.64	91.09	75.33	93.19	77.06
Administrative Analyst II	73.52	60.80	75.21	62.20	76.94	63.63	78.71	65.09	80.52	66.59
Administrative Analyst I	68.98	57.04	70.57	58.35	72.19	59.69	73.85	61.06	75.55	62.46
Associate Administrative Analyst	61.91	54.58	63.33	55.84	64.79	57.12	66.28	58.43	67.80	59.77

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Professional Labor Series/ Labor Category Title	5/1/13-4/30/14 Year 11		5/1/14-4/30/15 Year 12		5/1/15-4/30/16 Year 13		5/1/16-4/30/17 Year 14		5/1/17-4/30/18 Year 15	
General Labor Category: Technical and Operations Specialist	**Tetra Tech EMC Site**	**Gov't Site**	**Tetra Tech EMC Site**	**Gov't Site**	**Tetra Tech EMC Site**	**Gov't Site**	**Tetra Tech EMC Site**	**Gov't Site**	**Tetra Tech EMC Site**	**Gov't Site**
Principal Facilities Operations Technician (Supervisory) III	88.24	72.97	90.27	74.65	92.35	76.37	94.47	78.13	96.64	79.93
Principal Facilities Operations Technician (Supervisory) II	73.52	60.80	75.21	62.20	76.94	63.63	78.71	65.09	80.52	66.59
Principal Facilities Operations Technician (Supervisory) I	61.20	50.61	62.61	51.77	64.05	52.96	65.52	54.18	67.03	55.43
Principal Facilities Operations Technician II	54.05	44.71	55.29	45.74	56.56	46.79	57.86	47.87	59.19	48.97
Principal Facilities Operations Technician I	47.03	38.90	48.11	39.79	49.22	40.71	50.35	41.65	51.51	42.61
Facilities Operations Technician II	45.73	37.82	46.78	38.69	47.86	39.58	48.96	40.49	50.09	41.42
Facilities Operations Technician I	39.95	33.02	40.87	33.78	41.81	34.56	42.77	35.35	43.75	36.16
Facilities Operations Caretaker II	39.58	32.75	40.49	33.50	41.42	34.27	42.37	35.06	43.34	35.87
Facilities Operations Caretaker I	32.67	27.02	33.42	27.64	34.19	28.28	34.98	28.93	35.78	29.60
Warehouse and Inventory Operations Spec.	33.90	28.04	34.68	28.68	35.48	29.34	36.30	30.01	37.13	30.70
Transportation Specialist II	78.03	64.54	79.82	66.02	81.66	67.54	83.54	69.09	85.46	70.68
Transportation Specialist I	65.36	54.05	66.86	55.29	68.40	56.56	69.97	57.86	71.58	59.19
Craftsman III	77.06	63.74	78.83	65.21	80.64	66.71	82.49	68.24	84.39	69.81
Craftsman II	64.98	53.74	66.47	54.98	68.00	56.24	69.56	57.53	71.16	58.85
Craftsman I	54.99	45.46	56.25	46.51	57.54	47.58	58.86	48.67	60.21	49.79
General Labor Category: Administration										
Executive Administrative Staff (Professional Series)	72.61	60.05	74.28	61.43	75.99	62.84	77.74	64.29	79.53	65.77
Senior Administrative Staff (Professional Series)	62.39	51.59	63.82	52.78	65.29	53.99	66.79	55.23	68.33	56.50
Administrative Staff (Professional Series) II	58.12	48.06	59.46	49.17	60.83	50.30	62.23	51.46	63.66	52.64
Administrative Staff (Professional Series) I	46.10	38.11	47.16	38.99	48.24	39.89	49.35	40.81	50.49	41.75
Sr. Staff Assistant	48.35	39.99	49.46	40.91	50.60	41.85	51.76	42.81	52.95	43.79
Staff Assistant	40.37	33.39	41.30	34.16	42.25	34.95	43.22	35.75	44.21	36.57

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Professional Labor Series/ Labor Category Title	**5/1/13-4/30/14 Year 11**		**5/1/14-4/30/15 Year 12**		**5/1/15-4/30/16 Year 13**		**5/1/16-4/30/17 Year 14**		**5/1/17-4/30/18 Year 15**	
General Labor Category: Systems Analyst / Specialist	**Tetra Tech EMC Site**	**Govt Site**	**Tetra Tech EMC Site**	**Govt Site**	**Tetra Tech EMC Site**	**Govt Site**	**Tetra Tech EMC Site**	**Govt Site**	**Tetra Tech EMC Site**	**Govt Site**
Systems Specialist	77.06	63.74	78.83	65.21	80.64	66.71	82.49	68.24	84.39	69.81
General Labor Category: Technical Documentation Specialist										
Sr. Technical Writer / Editor	48.28	39.93	49.39	40.85	50.53	41.79	51.69	42.75	52.88	43.73
Technical Documentation Specialist	40.80	33.74	41.74	34.52	42.70	35.31	43.68	36.12	44.68	36.95
Technical Media Specialist	45.91	45.91	46.97	46.97	48.05	48.05	49.16	49.16	50.29	50.29

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