

# GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service  
Authorized Federal Supply Schedule Price List

## LOGISTICS WORLDWIDE (LOGWORLD)

Federal Supply Group: 874V Class: R706

Contract Number: GS-10F-045CA

Revision Date: April 28, 2015

Contract Period: January 20, 2015 – January 19, 2020

### Special Item Numbers (SINs)

874-501 and 874-501RC: Supply and Value Chain Management Services  
874-503 and 874-503RC: Distribution and Transportation Logistics Services



**GLOBAL PRODUCTIVITY SOLUTIONS**

### GLOBAL PRODUCTIVITY SOLUTIONS LLC

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**Business Size: Woman-Owned Small Business**

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

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

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## 1.0 OVERVIEW

### 1.1 Global Productivity Solutions

An industry leader in operations productivity, supply chain optimization and business turnaround, GPS delivers rapid results sustained by a long-term business strategy. Our team of 100 subject matter experts has achieved breakthrough results in all areas of the business from manufacturing, distribution, supply chain and logistics, procurement, new product development and process design. From our global locations with multilingual capability, we serve a diverse client base from international organizations, government, non-profit, and the private sector throughout the world. GPS has operated and/or performed these various services throughout North, Central and South America, Europe, Africa, and Asia.

### 1.2 Logistics Worldwide Solutions

GPS offers a wide array of logistics management services customized to the specific needs of our customers. We support all aspects of logistics strategies and operations, from requirements identification through benefits realization. Our consultants have extensive logistics support capabilities and expertise including supply and value chain management services, distribution and transportation logistics services, deployment logistics services, and logistics training services.

Under this Federal Supply Schedule (FSS), GPS has been awarded contract number GS-10F-045CA to provide logistics services to agencies. We can provide all of the resources required to provide a wide range of logistics services and products in the following SINS.

#### 874-501 and 874-501RC: Supply and Value Chain Management Services

Services include (but are not limited to) all phases of planning, acquisition and management of logistics systems. These services include (but are not limited to) planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include: logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; developing milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition, and management; developing specifications- or performance-based work statements and task estimates; developing, documenting, and supporting maintenance procedures and technical manuals; configuration data management and related documentation; expansion and consolidation studies, field problem analysis, and recommendation of corrective actions and system modernization; needs assessment/system assessment; inventory/asset/vendor management; inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities, or depots; fulfillment systems and operations; platform management; information logistics processing systems analysis, design, and implementation; staging, shipping, receiving, packing, crating, moving, and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation, and maintenance; design and installation of material handling systems; hazardous material storage and handling (non-radioactive only); 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 and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services; logistics systems engineering services; logistics program management services and support; Unique Identification (UID)/Radio Frequency Identification (RFID) services; program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning, and; global integrated supply chain solutions planning and implementation.

874-503 and 874-503RC: Distribution and Transportation Logistics Services

Services include (but are not limited to) planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline. Typical tasks include moving and storage (excluding household goods), location modeling, transportation system development and management, carrier management and routing, freight forwarding, courier services, shuttle services, and facilitating customs processing. Commercial passenger airline services covered by the Airline City Pair Program are excluded.



## 2.0 CUSTOMER INFORMATION

1. Awarded Special Item Numbers (SINs):

874-501 and 874-501RC: Supply and Value Chain Management Services

874-503 and 874-503RC: Distribution and Transportation Logistics Services

2. Maximum Order: \$1,000,000.00.

3. Minimum Order: \$100.00.

4. Geographic Coverage (delivery Area): Domestic and overseas (worldwide).

5. Point(s) of production (city, county, and state or foreign country): Same as company address.

6. Discount from list prices or statement of net price: Government discounts have been deducted.

7. Quantity discounts: Subject to agreement on Task Order or Blanket Purchase Agreement basis.

8. Prompt payment terms: Net 30 days.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$3,000.00.

10. Foreign items (list items by country of origin): None.

11. Time of Delivery (Contractor insert number of days): Specified per Task Order.

11a. Expedited Delivery: Contact Contractor.

11b. Overnight and 2-day delivery: Contact Contractor.

11c. Urgent Requirements: Contact Contractor.

12. F.O.B Points(s): Destination.

13a. Ordering Address(es): Same as company address.

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. Payment Address(es): Same as company address.

15. Warranty provision: Negotiated per delivery order or as appropriate.

16. Export Packing Charges (if applicable): N/A.

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

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A.

19. Terms and conditions of installation (if applicable): N/A.

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20b. Terms and conditions for any other services (if applicable): N/A.

21. List of service and distribution points (if applicable): N/A.

22. List of participating dealers (if applicable): N/A.

23. Preventive maintenance (if applicable): N/A.

24a. Environmental attributes, e.g. recycled content, energy efficiency, and/or reduced pollutants: N/A.

24b. Section 508 Compliance: Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Numbering System (DUNS) number: 110857955

26. Notification regarding registration in SAM (System for Award Management) database: Registered in SAM (Cage: 596M6).

27. Contact Information:

Contracts Manager: Craig Aiello ▪ e-mail: [craig.aiello@gpsopex.com](mailto:craig.aiello@gpsopex.com) ▪ Mobile: (717) 451-0568

Program Manager: Jim Bowie ▪ e-mail: [jimbowie@roxtarinc.com](mailto:jimbowie@roxtarinc.com) ▪ Mobile: (703) 943-0839

### 3.0 SCHEDULE INFORMATION

#### 3.1 Exempt Labor Rates

Fully loaded labor rates are included in Table 1 (below) for exempt labor categories. These rates apply to all SINs include the GSA Industrial Funding Fee (IFF) of 0.75% of the MAS price.

LABOR CATEGORY	Year 1	Year 2	Year 3	Year 4	Year 5
	1/20/15 - 1/19/16	1/20/16 - 1/19/17	1/20/17 - 1/19/18	1/20/18 - 1/19/19	1/20/19 - 1/19/20
<b>STRATEGIC/EXECUTIVE MANAGER II</b>	\$246.44	\$251.62	\$256.90	\$262.29	\$267.80
<b>STRATEGIC/EXECUTIVE MANAGER I</b>	\$227.95	\$232.74	\$237.62	\$242.61	\$247.71
<b>PROGRAM MANAGER II</b>	\$183.08	\$186.92	\$190.85	\$194.86	\$198.95
<b>PROGRAM MANAGER I</b>	\$169.35	\$172.91	\$176.54	\$180.24	\$184.03
<b>PROJECT MANAGER II</b>	\$133.87	\$136.68	\$139.55	\$142.48	\$145.47
<b>PROJECT MANAGER I</b>	\$123.83	\$126.43	\$129.09	\$131.80	\$134.56
<b>PERFORMANCE IMPROVEMENT EXPERT II</b>	\$216.04	\$220.58	\$225.21	\$229.94	\$234.77
<b>PERFORMANCE IMPROVEMENT EXPERT I</b>	\$199.84	\$204.04	\$208.32	\$212.70	\$217.16
<b>PERFORMANCE IMPROVEMENT SPECIALIST II</b>	\$171.25	\$174.85	\$178.52	\$182.27	\$186.09
<b>PERFORMANCE IMPROVEMENT SPECIALIST I</b>	\$158.40	\$161.73	\$165.12	\$168.59	\$172.13
<b>SUBJECT MATTER EXPERT II</b>	\$141.67	\$144.65	\$147.68	\$150.78	\$153.95
<b>SUBJECT MATTER EXPERT I</b>	\$131.05	\$133.80	\$136.61	\$139.48	\$142.41
<b>TASK LEAD II</b>	\$101.38	\$103.51	\$105.68	\$107.90	\$110.17
<b>TASK LEAD I</b>	\$93.78	\$95.75	\$97.76	\$99.81	\$101.91
<b>FACILITATOR II</b>	\$111.74	\$114.09	\$116.48	\$118.93	\$121.43
<b>FACILITATOR I</b>	\$103.35	\$105.52	\$107.74	\$110.00	\$112.31
<b>SENIOR CONSULTANT II</b>	\$151.17	\$154.34	\$157.59	\$160.90	\$164.27
<b>SENIOR CONSULTANT I</b>	\$139.83	\$142.77	\$145.76	\$148.83	\$151.95
<b>CONSULTANT II</b>	\$99.28	\$101.36	\$103.49	\$105.67	\$107.89
<b>CONSULTANT I</b>	\$91.83	\$93.76	\$95.73	\$97.74	\$99.79
<b>SENIOR ANALYST II</b>	\$116.06	\$118.50	\$120.99	\$123.53	\$126.12
<b>SENIOR ANALYST I</b>	\$107.36	\$109.61	\$111.92	\$114.27	\$116.67
<b>ANALYST II</b>	\$89.59	\$91.47	\$93.39	\$95.35	\$97.36
<b>ANALYST I</b>	\$82.87	\$84.61	\$86.39	\$88.20	\$90.05
<b>SENIOR LOGISTICS SPECIALIST II</b>	\$122.18	\$124.75	\$127.37	\$130.04	\$132.77
<b>SENIOR LOGISTICS SPECIALIST I</b>	\$113.01	\$115.38	\$117.81	\$120.28	\$122.81
<b>LOGISTICS SPECIALIST II</b>	\$101.77	\$103.91	\$106.09	\$108.32	\$110.59
<b>LOGISTICS SPECIALIST I</b>	\$94.14	\$96.12	\$98.14	\$100.20	\$102.30
<b>LOGISTICIAN II</b>	\$74.55	\$76.12	\$77.71	\$79.35	\$81.01
<b>LOGISTICIAN I</b>	\$68.96	\$70.41	\$71.89	\$73.40	\$74.94
<b>TRANSPORTATION SPECIALIST II</b>	\$168.90	\$172.45	\$176.07	\$179.77	\$183.54
<b>TRANSPORTATION SPECIALIST I</b>	\$156.23	\$159.51	\$162.86	\$166.28	\$169.77
<b>INVENTORY MANAGEMENT SPECIALIST II</b>	\$103.72	\$105.90	\$108.12	\$110.39	\$112.71
<b>INVENTORY MANAGEMENT SPECIALIST I</b>	\$95.95	\$97.96	\$100.02	\$102.12	\$104.27
<b>WAREHOUSE SPECIALIST II</b>	\$55.11	\$56.27	\$57.45	\$58.66	\$59.89
<b>WAREHOUSE SPECIALIST I</b>	\$50.98	\$52.05	\$53.14	\$54.26	\$55.40
<b>SENIOR ACQUISITION SPECIALIST II</b>	\$140.68	\$143.63	\$146.65	\$149.73	\$152.87
<b>SENIOR ACQUISITION SPECIALIST I</b>	\$130.12	\$132.85	\$135.64	\$138.49	\$141.40

Table 1: GPS GSA LOGWORLD Exempt Labor Category Hourly Rates (includes 2.1% annual rate increase)

	Year 1	Year 2	Year 3	Year 4	Year 5
LABOR CATEGORY	1/20/15 - 1/19/16	1/20/16 - 1/19/17	1/20/17 - 1/19/18	1/20/18 - 1/19/19	1/20/19 - 1/19/20
<b>ACQUISITION/CONTRACT SPECIALIST II</b>	\$110.53	\$112.85	\$115.22	\$117.64	\$120.11
<b>ACQUISITION/CONTRACT SPECIALIST I</b>	\$102.24	\$104.39	\$106.58	\$108.82	\$111.10
<b>FINANCIAL SPECIALIST II</b>	\$91.71	\$93.64	\$95.60	\$97.61	\$99.66
<b>FINANCIAL SPECIALIST I</b>	\$84.84	\$86.62	\$88.44	\$90.30	\$92.19
<b>BUDGET SPECIALIST II</b>	\$66.05	\$67.44	\$68.85	\$70.30	\$71.78
<b>BUDGET SPECIALIST I</b>	\$61.09	\$62.37	\$63.68	\$65.02	\$66.39

Table 1: GPS GSA LOGWORLD Exempt Labor Category Hourly Rates (includes 2.1% annual rate increase)

### 3.2 Non-Exempt (SCA-Eligible) Labor Rates

Fully loaded labor rates are included in Table 2 (below) for non-exempt (SCA-eligible) labor categories. These rates apply to all SINs include the GSA Industrial Funding Fee (IFF) of 0.75% of the MAS price.

	Year 1	Year 2	Year 3	Year 4	Year 5
LABOR CATEGORY	1/20/15 - 1/19/16	1/20/16 - 1/19/17	1/20/17 - 1/19/18	1/20/18 - 1/19/19	1/20/19 - 1/19/20
<b>INSTRUCTOR/COACH II</b>	\$103.60	\$105.78	\$108.00	\$110.26	\$112.58
<b>INSTRUCTOR/COACH I</b>	\$95.83	\$97.84	\$99.90	\$101.99	\$104.14
<b>INFORMATION TECHNOLOGY ARCHITECT II</b>	\$198.33	\$202.49	\$206.75	\$211.09	\$215.52
<b>INFORMATION TECHNOLOGY ARCHITECT I</b>	\$183.45	\$187.30	\$191.24	\$195.25	\$199.35
<b>INFORMATION TECHNOLOGY ENGINEER II</b>	\$152.69	\$155.90	\$159.17	\$162.51	\$165.93
<b>INFORMATION TECHNOLOGY ENGINEER I</b>	\$141.24	\$144.21	\$147.23	\$150.33	\$153.48
<b>INFORMATION TECHNOLOGY SPECIALIST II</b>	\$85.21	\$87.00	\$88.83	\$90.69	\$92.60
<b>INFORMATION TECHNOLOGY SPECIALIST I</b>	\$78.83	\$80.49	\$82.18	\$83.90	\$85.66
<b>TECHNICAL WRITER II</b>	\$59.12	\$60.36	\$61.63	\$62.92	\$64.24
<b>TECHNICAL WRITER I</b>	\$54.68	\$55.83	\$57.00	\$58.20	\$59.42

Table 2: GPS GSA LOGWORLD Non-Exempt (SCA-eligible) Labor Category Hourly Rates (includes 2.1% annual rate increase)

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in Table 3 (below). The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Service Contract Act (SCA) Matrix		
SCA ELIGIBLE LABOR CATEGORY	SCA Equivalent Code - Title	WD Number
<b>INFORMATION TECHNOLOGY ARCHITECT II</b>	14074 - Computer Programmer IV	2005-2275
<b>INFORMATION TECHNOLOGY ARCHITECT I</b>	14073 - Computer Programmer III	2005-2275
<b>INFORMATION TECHNOLOGY ENGINEER II</b>	14072 - Computer Programmer II	2005-2275
<b>INFORMATION TECHNOLOGY ENGINEER I</b>	14071 - Computer Programmer I	2005-2275
<b>INFORMATION TECHNOLOGY SPECIALIST II</b>	14102 - Computer Systems Analyst II	2005-2275
<b>INFORMATION TECHNOLOGY SPECIALIST I</b>	14101 - Computer Systems Analyst I	2005-2275
<b>INSTRUCTOR/COACH II</b>	15095 - Technical Instructor/Course Developer	2005-2275
<b>INSTRUCTOR/COACH I</b>	15090 - Technical Instructor	2005-2275
<b>TECHNICAL WRITER II</b>	30642 - Technical Writer II	2005-2275
<b>TECHNICAL WRITER I</b>	30641 - Technical Writer I	2005-2275

Table 3: GPS GSA LOGWORLD Service Contract Act Labor Categories

### 3.3 Blanket Purchase Agreements

An ordering office with a broad scope of tasks to be performed, or with recurring requirements, may consider a Blanket Purchasing Agreement (BPA). BPAs can reduce cost and save time because individual purchase orders and invoices are not required for each procurement but can instead be documented on a consolidated basis. A BPA allows the ordering office to consolidate funding, reporting, and management of a series of task orders and provides the foundation from which new task orders can more readily and rapidly be created. Also, price reductions from the published schedule rates are possible through a BPA.

### 3.4 Ordering Procedures

Contact:

GLOBAL PRODUCTIVITY SOLUTIONS LLC

Attention: LOGWORLD Program Office

19176 Hall Road Suite 250

Clinton Township, MI 48038

Telephone: (703) 943-0839 ▪ Fax: (586) 314-0203

Web: [www.gpsqtc.com](http://www.gpsqtc.com)

E-mail: [jimbowie@roxtarinc.com](mailto:jimbowie@roxtarinc.com) or [craig.aiello@gpsopex.com](mailto:craig.aiello@gpsopex.com)

Business Size: Woman-Owned Small Business

Online access to contract ordering information, terms and conditions, and other information is available by accessing the Federal Supply Service home page at <http://www.gsa.gov/>.

## 4.0 LABOR CATEGORY DESCRIPTIONS

GPS offers consulting services that positively engage all facets of an organization's mission. Employees working under these labor categories meet the requirements stated below and in Section 3.0 Schedule Information. For all of its services, GPS adheres to its Operational Excellence™ application to ensure effective knowledge transfer between GPS and its clients. All labor services fall under SINs 874-501 (and 874-501RC) and 874-503 (and 874-503RC).

### 4.1 Education Substitutions

- High School Diploma + four years professional experience = Bachelor's Degree
- Associate's Degree + one year professional experience = Bachelor's Degree
- Bachelor's Degree + two years professional experience = Master's Degree
- Master's Degree + four years professional experience = Doctoral Degree
- A Doctoral Degree may be substituted for four years of required experience with a Master's Degree or six years with a Bachelor's Degree
- A Master's Degree may be substituted for two years of required experience with a Bachelor's Degree
- A Bachelor's Degree may be substituted for four years of required experience with a High School Diploma
- An Associate's Degree may be substituted for two years of required experience with a High School Diploma

### 4.2 Exempt Labor Category Descriptions

#### STRATEGIC/EXECUTIVE MANAGER II

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**Minimum Education:** Master's Degree

**Minimum Experience:** 12 Years

**Description:** Provides executive advice, support, and oversight to senior leaders on large, complex, and sophisticated improvement efforts to include strategy, operations, logistics, and human resources. Directs activities for engagements and works with senior executives to ensure overall direction and activities are meeting expectations. Provides oversight of all major functions, disciplines, or segments of a program/project relating to strategy, human resources, supply and value chain management, acquisition, distribution and transportation logistics, deployment logistics and/or logistics training. Provides executive lectures, briefings, discussions, and speeches. Requires vast knowledge of industry trends and best practices.

#### STRATEGIC/EXECUTIVE MANAGER I

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**Minimum Education:** Master's Degree

**Minimum Experience:** 9 Years

**Description:** Provides executive advice, support, and oversight to senior leaders on large, complex, and sophisticated improvement efforts to include strategy, operations, logistics, and human resources. Directs activities for engagements and works with senior executives to ensure overall direction and activities are meeting expectations. Provides oversight of all major functions, disciplines, or segments of a program/project relating to strategy, human resources, supply and value chain management, acquisition, distribution and transportation logistics, deployment logistics and/or logistics training. Provides executive lectures, briefings, discussions, and speeches.

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## PROGRAM MANAGER II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 Years

**Description:** Provides oversight management for contract operations often involving multiple complex projects/tasks and groups of personnel at multiple locations. Maintains and manages relationships with senior level management within the client organization. Responsible for a major function, discipline or significant segment of a functional group or program relating to strategy, human resources, supply and value chain management, acquisition logistics, distribution and transportation logistics, deployment logistics and/or logistics training. Manages multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc.

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## PROGRAM MANAGER I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 6 Years

**Description:** Provides oversight management for contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. Maintains and manages relationships with lower level management within the client organization. Responsible for a major function, discipline or significant segment of a functional group or program relating to strategy, human resources, supply and value chain management, acquisition logistics, distribution and transportation logistics, deployment logistics and/or logistics training. Manages multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc.

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## PROJECT MANAGER II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Manages multiple complex projects at one time. Provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight.

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## PROJECT MANAGER I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight.

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## PERFORMANCE IMPROVEMENT EXPERT II

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**Minimum Education:** Master's Degree

**Minimum Experience:** 12 Years

**Description:** Manages process improvements and reengineering projects (Lean Six Sigma, etc.) and provides training. Provides deployment and project leadership, planning, reporting, team member guidance, and champion coaching. Coaches and motivates management and team members to help them identify and understand opportunities for improvement, innovation, and waste elimination. Develops change management and implementation plans to guide the organization through realizing improvement benefits. Facilitates team meetings to assist management in making clear statements of corporate goals and quantifiable objectives. Defines data collection plans and directs process data collection efforts. Directs performance measurement, cost, capacity, and staffing analysis to define and quantify performance expectations. Directs process modeling and simulation activities to complete the design of the business system and to model and simulate sub-processes. Oversees definition of roles, jobs, and teams, as well as staffing needs for reengineered business processes. Areas of focus include but are not limited to identifying and eliminating duplication, outsourcing opportunities, streamlining, centralizing, business transformation, business process redesign and modeling, quality improvement, and lean six sigma.

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## PERFORMANCE IMPROVEMENT EXPERT I

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**Minimum Education:** Master's Degree

**Minimum Experience:** 9 Years

**Description:** Manages process improvements and reengineering projects (Lean Six Sigma, etc.) and provides training. Provides project leadership, planning, reporting, team member guidance, and champion coaching. Coaches and motivates management and team members to help them identify and understand opportunities for improvement, innovation, and waste elimination. Develops change management and implementation plans to guide the organization through realizing improvement benefits. Facilitates team meetings to assist management in making clear statements of corporate goals and quantifiable objectives. Defines data collection plans and directs process data collection efforts. Directs performance measurement, cost, capacity, and staffing analysis to define and quantify performance expectations. Directs process modeling and simulation activities to complete the design of the business system and to model and simulate sub-processes. Oversees definition of roles, jobs, and teams, as well as staffing needs for reengineered business processes. Areas of focus include but are not limited to identifying and eliminating duplication, outsourcing opportunities, streamlining, centralizing, business transformation, business process redesign and modeling, quality improvement, and lean six sigma.

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## PERFORMANCE IMPROVEMENT SPECIALIST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 6 Years

**Description:** Manages process improvements and provides training. Provides project leadership, planning, reporting, team member guidance, and champion coaching. Coaches and motivates management and team members to help them identify and understand opportunities for improvement, innovation, and waste elimination. Develops change management and implementation plans to guide the organization through realizing improvement benefits. Facilitates team meetings to assist management in making clear statements of corporate goals and quantifiable objectives. Defines data collection plans and directs data collection efforts. Directs performance measurement, cost, capacity, and staffing analysis to define and quantify performance expectations.

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## PERFORMANCE IMPROVEMENT SPECIALIST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Manages process improvements. Provides project leadership, planning, reporting, and team member guidance. Coaches and motivates management and team members to help them identify and understand opportunities for improvement, innovation, and waste elimination. Develops change management and implementation plans to guide the organization through realizing improvement benefits. Facilitates team meetings to assist management in making clear statements of corporate goals and quantifiable objectives. Defines data collection plans and directs data collection efforts. Directs performance measurement, cost, capacity, and staffing analysis to define and quantify performance expectations.

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## SUBJECT MATTER EXPERT II

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**Minimum Education:** Master's Degree

**Minimum Experience:** 15 Years

**Description:** Provides insight and advice concerning direction and applicability of leading industry standards and solutions. Responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. This position is highly specialized expert in their field. Primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel, and organizational sub-units, to ensure they align with the organization's core goals and strategic direction.

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## SUBJECT MATTER EXPERT I

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**Minimum Education:** Master's Degree

**Minimum Experience:** 10 Years

**Description:** Provides insight and advice concerning direction and applicability of leading industry standards and solutions. Responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. Primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel, and organizational sub-units, to ensure they align with the organization's core goals and strategic direction.

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## TASK LEAD II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 6 Years

**Description:** Acts as the overall lead and provides management for complex projects and tasks. May provide support for multiple projects and tasks. Responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.

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## TASK LEAD I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Provides project and task management. Responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.

---

## FACILITATOR II

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Provides expert facilitating services. Plans, leads, and provides documentation for complex facilitated discussions and meetings. Assists groups in productively discussing key and/or sensitive issues. Provides interpretation and recommendations to aid in understanding and responding to meeting/session outcomes. Consults with clients to gain an understanding of the objectives, issues, and organizational context. Develops agendas and/or protocols to guide discussion. Leads discussions in a manner that helps participants productively address key issues and stay on schedule. Assists participants in delving into sensitive issues and manages conflict such that it facilitates productive discussion of the issues. Summarizes, reflects, and maintains a record of key issues and comments raised during the meeting. Provides a summary of meeting/session themes, issues, results, and/or plans.

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## FACILITATOR I

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Plans, leads, and provides documentation for facilitated discussions and meetings. Assists groups in productively discussing key and/or sensitive issues. Provides interpretation and recommendations to aid in understanding and responding to meeting/session outcomes. Consults with clients to gain an understanding of the objectives, issues, and organizational context. Develops agendas and/or protocols to guide discussion. Leads discussions in a manner that helps participants productively address key issues and stay on schedule. Assists participants in delving into sensitive issues and manages conflict such that it facilitates productive discussion of the issues. Summarizes, reflects, and maintains a record of key issues and comments raised during the meeting. Provides a summary of meeting/session themes, issues, results, and/or plans.

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## SENIOR CONSULTANT II

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Defines project objectives and strategic direction. Develops solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts.

---

## SENIOR CONSULTANT I

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Defines project objectives and strategic direction. Develops solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts.

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## CONSULTANT II

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Provides task and project support for complex and/or cross functional tasks and projects. Develops solutions and recommendations for complex tasks. Responsible for providing support to project teams to achieve objectives of complex efforts.

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## CONSULTANT I

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 1 Year

**Description:** Provides task and project support. Develops solutions and recommendations for tasks. Responsible for providing support to project teams to achieve objectives.

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## SENIOR ANALYST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Coordinates business analyses and studies, needs assessments, requirements analysis/definition, and cost/benefit analyses in an effort to align business systems, solutions, and initiatives. Provides expert analytical support to solve complex business analysis. Prepares forecasts and analyzes trends, reporting regulations, and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control, and risk assessment.

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## SENIOR ANALYST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition, and cost/benefit analyses in an effort to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations, and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control, and risk assessment.

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## ANALYST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Leads the application of analytical techniques and helps define project objectives and strategic direction. Responsible for providing information and analyses work products to client and project teams. Resolves complex problems, which require an in-depth knowledge of analytical methodologies and principles. Performs data collection, interviewing, data modeling, product/service testing, and creation of performance measurements to support project objectives. Conducts activities in support of project objectives.

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## ANALYST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 1 Year

**Description:** Provide analytical support to define project objectives and strategic direction. Responsible for providing information and analyses work products to client and project teams. Performs data collection, interviewing, data modeling, product/service testing, and creation of performance measurements to support project objectives. Conducts activities in support of project objectives.

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## SENIOR LOGISTICS SPECIALIST II

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**Minimum Education:** Master's Degree

**Minimum Experience:** 10 Years

**Description:** Industry expert and on logistics best practices and trends. Provides expert consultation and support to personnel performing tasks associated with logistics engineering, analytical, or acquisition projects. Provides guidance on the preparation of integrated logistic plans and policies and procedures for logistic support across major systems. Ensures that proper logistics considerations are included in system development processes at each major milestone. Performs analyses to determine system feasibility, maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance. Provides oversight and guidance to junior logistics personnel.

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## SENIOR LOGISTICS SPECIALIST I

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**Minimum Education:** Master's Degree

**Minimum Experience:** 7 Years

**Description:** Provides expert consultation and support to personnel performing tasks associated with logistics engineering, analytical, or acquisition projects. Provides guidance on the preparation of integrated logistic plans and policies and procedures for logistic support across major systems. Ensures that proper logistics considerations are included in system development processes at each major milestone. Performs analyses to determine system feasibility, maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance. Provides oversight and guidance to junior logistics personnel.

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## LOGISTICS SPECIALIST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Plans, develops and executes logistic program activities from conceptual stage throughout life cycle of product. Develops and implements logistics program activities including integrated logistics support (ILS), technical documentation, Reliability and Maintainability (R&M), provisioning, etc. Coordinates efforts of subcontractors and field service personnel. Resolves logistics problems, and compiles data on standardization and interchangeability of parts to expedite logistic activities.

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## LOGISTICS SPECIALIST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Supports the program manager and task managers in the performance of logistics technical analyses. This includes the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assist in the conduct of specific technical analyses such was capacity planning, warehousing analyses, and transportation analysis. Assists in the conduct of system design alternatives analysis and other logistics analyses.

---

## LOGISTICIAN II

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Performs various tasks related to the development, operation, evaluation, and improvement of automated information systems (AIS) supportability and/or maintainability programs. Creates and works on logistics and maintainability programs and with logistics and maintenance control organizations on issues such as: technical evaluation and identification of weapon systems logistics requirements and resources; development of logistics support and maintainability programs or plans; systems acquisition requirements analysis; budgetary or financial analysis and control; life cycle cost analysis and control; AIS hardware and software standardization and compatibility; ILS/R&M program test and evaluation planning and execution, and; ILS/R&M program management analysis. Collects, compiles, analyzes, investigates, researches, and/or applies logistics, maintenance, acquisition, or financial data and information. Develops, modifies, prepares, or validates documentation in relation to automated logistics systems, maintenance data reporting systems, and management information systems.

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## LOGISTICIAN I

**Minimum Education:** Associate's Degree

**Minimum Experience:** 3 Years

**Description:** Performs various tasks related to the development, operation, evaluation, and improvement of automated information systems (AIS) supportability and/or maintainability programs. Supports logistics and maintainability programs and with logistics and maintenance control organizations on issues such as: technical evaluation and identification of weapon systems logistics requirements and resources; development of logistics support and maintainability programs or plans; systems acquisition requirements analysis; budgetary or financial analysis and control; life cycle cost analysis and control; AIS hardware and software standardization and compatibility; ILS/R&M program test and evaluation planning and execution, and; ILS/R&M program management analysis. Collects, compiles, analyzes, investigates, researches, and/or applies logistics, maintenance, acquisition, or financial data and information. Develops, modifies, prepares, or validates documentation in relation to automated logistics systems, maintenance data reporting systems, and management information systems.

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## TRANSPORTATION SPECIALIST II

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Provides a full range of distribution and transportation analyses in support of Government programs. Provides expertise in supply chain management, distribution system analysis, development, and management. Oversees and performs location modeling and distribution network analysis. Provides technical assistance in fleet planning, operations and maintenance, carrier management and/or routing, and freight management (forwarding, consolidation, etc.). Provides consultation on distribution and transportation technology, including tracking system analysis, design, operations, and management.

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## TRANSPORTATION SPECIALIST I

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 1 Year

**Description:** Provides expertise in supply chain management, distribution system analysis, development, and management. Conducts location modeling and distribution network analysis. Provides technical assistance in fleet planning, operations and maintenance, carrier management and/or routing, and freight management (forwarding, consolidation, etc.). Provides consultation on distribution and transportation technology, including tracking system analysis, design, operations, and management.

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## INVENTORY MANAGEMENT SPECIALIST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Performs analytical work in managing, regulating, coordinating, or otherwise exercising control over supplies, equipment, or other material. Provides expertise in one or more phases of material management including initial planning, provisioning and requirements determination, acquisition and distribution, accountability, funds management, and ultimate issue for consumption, retention, or disposal. Possesses knowledge of acquisition processes, automated records and control systems, material substitution criteria, and storage, issue, and disposal processes. Coordinates with production control, purchasing, stores, and manufacturing to ensure the timely services.

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## INVENTORY MANAGEMENT SPECIALIST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 1 Year

**Description:** Performs analytical work in managing, regulating, coordinating, or otherwise exercising control over supplies, equipment, or other material. Provides expertise in one or more phases of material management including initial planning, provisioning and requirements determination, acquisition and distribution, accountability, funds management, and ultimate issue for consumption, retention, or disposal. Possesses knowledge of acquisition processes, automated records and control systems, material substitution criteria, and storage, issue, and disposal processes.

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## WAREHOUSE SPECIALIST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 6 Years

**Description:** Provides a full range of warehouse analyses and management in support of Government programs. Provides expert support in physical custody and accuracy of finished goods and/or products inventory records at a location removed from the manufacturing/production facility. Provides consulting and technical assistance in warehouse management and security activities such as verifying materials or merchandise against receiving documents, noting and reporting discrepancies and obvious damage, supervising packaging, handling and routing material to prescribed storage locations, storing, stacking or palletizing material using prescribed storage methods, rearranging and reporting deterioration and damage, conducting regular cycle counts, and removing material from storage and preparing/staging it for shipment.

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## WAREHOUSE SPECIALIST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Year

**Description:** Provides warehouse analyses and management in support of Government programs. Provides expertise in physical custody and accuracy of finished goods and/or products inventory records at a location removed from the manufacturing/production facility. Provides technical assistance in warehouse management and security activities such as verifying materials or merchandise against receiving documents, noting and reporting discrepancies and obvious damage, supervising packaging, handling and routing material to prescribed storage locations, storing, stacking or palletizing material using prescribed storage methods, rearranging and reporting deterioration and damage, conducting regular cycle counts, and removing material from storage and preparing/staging it for shipment.

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## SENIOR ACQUISITION SPECIALIST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 Years

**Description:** Provides high-level expert subject matter acquisition support of logistics planning and analytical activities. Is familiar with the Federal Acquisition Regulations (FAR) and can apply the concepts in the context of logistics task efforts. Is familiar with the Government's process for acquisition programs and the various program reviews required for acquisition approval. Provides guidance on the government contracting process to include: development of the solicitation material, the solicitation review process, and the contract award process. Assist the development of milestone documentation to support a major systems acquisition. Manages multiple task orders related to acquisition and can provide overall management and guidance to acquisition specialist personnel.

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## SENIOR ACQUISITION SPECIALIST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 Years

**Description:** Provides subject matter acquisition expertise in support of logistics planning and analytical activities. Is familiar with the Federal Acquisition Regulations (FAR) and can apply the concepts in the context of logistics task efforts. Is familiar with the Government's process for acquisition programs and the various program reviews required for acquisition approval. Provides guidance on the government contracting process to include: development of the solicitation material, the solicitation review process, and the contract award process. May assist the development of milestone documentation to support a major systems acquisition.

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## ACQUISITION/CONTRACT SPECIALIST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Provides a full spectrum of acquisition support for a product or system throughout its entire life-cycle. Responsibilities include: general acquisition consultation support; development and preparation of acquisition milestone documentation; acquisition planning, and; development of specifications/performance-based work statements and integrated logistics support plans (ILSPs). Additional responsibilities may include: performing market analyses, conducting needs assessments, configuration management support, development/management of maintenance procedures/technical manuals, and vendor management. Duties may also involve conducting various logistics support analyses, to include: spares modeling, field problem analysis, reliability studies, maintainability studies, and equipment/fleet readiness analyses.

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## ACQUISITION/CONTRACT SPECIALIST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 1 Year

**Description:** Applies knowledge of acquisition processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of acquisition effectiveness and compliance. Develops and drafts acquisition documentation and ensuring quality control. May perform work measurement studies, program or operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical, and advisory functions.

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## FINANCIAL SPECIALIST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 Years

**Description:** Supports technical analyses. Provides cost estimating, life-cycle costing, and cost benefit analyses in support of acquisition programs, logistics and other analyses. Supports the development and analysis of logistics support and information technology alternatives. Assists in the development of capital plans for major acquisitions. Supports business process reengineering and improvement studies through the development of baseline cost models and "to be" or future state cost models. Performs "should cost" analysis and trade studies related to cost trade-off options for major systems development, procurement, and/or divestment. Prepares acquisition milestone program documentation to support milestone decisions. Prepares budget submissions in support of major logistics acquisition programs. Monitors program funding and expenditures. Performs day-to-day management of assigned task order projects in the acquisition logistics area. Organizes, directs, and supervises other project personnel in the execution of task order activities.

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## FINANCIAL SPECIALIST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Year

**Description:** Supports technical analyses. Provides cost estimating, life-cycle costing, and cost benefit analyses in support of acquisition programs, logistics and other analyses. Supports the development and analysis of logistics support and information technology alternatives. Assists in the development of capital plans for acquisitions. Supports business process reengineering and improvement studies through the development of baseline cost models and "to be" or future state cost models. Performs "should cost" analysis and trade studies related to cost trade-off options for major systems development, procurement, and/or divestment. Prepares acquisition milestone program documentation to support milestone decisions. Prepares budget submissions in support of major logistics acquisition programs. Monitors program funding and expenditures.

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## BUDGET SPECIALIST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:**

Performs various budget functions involving the formulation, justification, and/or execution of budgets for organizations, programs, or projects. This work requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods and techniques of budgeting. Develops, formulates and revises the program budget request. Responsible for developing estimates for civilian pay and benefits, travel, and other Elements of Resource (EOR). Manages assigned program in accordance with funding limitations provided on Funding Authorization Documents (FADS). Consolidates the accuracy of budget data estimates by the use of statistical techniques (e.g. extensions, averages, trend analysis of historical data, etc.). Monitors and tracks obligations and expenditures for assigned activity accounts on related budgetary forms, schedules, and reports. Verifies that obligations and expenditures occur on a timely basis in accordance with the annual work plan and regulatory controls, and are within amounts programmed. Resolves any discrepancies.

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## BUDGET SPECIALIST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 1 Year

**Description:** Performs a variety of budgetary functions implementing the organization's budgetary program, policies, and procedures. Develops, formulates and revises the program budget request. Responsible for developing estimates for civilian pay and benefits, travel, and other Elements of Resource (EOR). Manages assigned program in accordance with funding limitations provided on Funding Authorization Documents (FADS). Consolidates the accuracy of budget data estimates by the use of statistical techniques (e.g. extensions, averages, trend analysis of historical data, etc.). Monitors and tracks obligations and expenditures for assigned activity accounts on related budgetary forms, schedules, and reports. Verifies that obligations and expenditures occur on a timely basis in accordance with the annual work plan and regulatory controls, and are within amounts programmed. Reports discrepancies.

## 4.3 Non-Exempt (SCA Eligible) Labor Category Descriptions

### INSTRUCTOR/COACH II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 Years

**Description:** Plans, develops, conducts, and/or provides training materials and end user training on a variety of subjects including but not limited to applying new and unique methods and procedures. Facilitates and provides advice and counsel. Curriculum development expertise is required in a related field of expertise that may include some or all of the following: activities such as conceptualizing, planning, implementing, field testing, and researching in one or more fields to either improve, place, or identify recommendations that may improve teaching, instruction, or implementation of various related fields, including but not limited to performance improvement, strategy, supply chain management, logistics, quality management, information technology, management, engineering, human resources, and other fields.

### INSTRUCTOR/COACH I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Assists in the development training materials and delivers end user training on a variety of subjects including but not limited to applying new and unique methods and procedures. Facilitates and provides advice and counsel. Training expertise is required in a related field of expertise that may include some or all of the following: activities such as conceptualizing, planning, implementing, field testing, and researching in one or more fields to either improve, place, or identify recommendations that may improve teaching, instruction, or implementation of various related fields, including but not limited to performance improvement, strategy, supply chain management, logistics, quality management, information technology, management, engineering, human resources, and other fields.

### INFORMATION TECHNOLOGY ARCHITECT II

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**Minimum Education:** Master's Degree

**Minimum Experience:** 12 Years

**Description:** Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for logistics and related information technology systems. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts for performance, logistics, and related information systems in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies, and; modeling and simulation.

### INFORMATION TECHNOLOGY ARCHITECT I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 Years

**Description:** Provides technical direction to design and development teams, and monitors progress and productivity with metrics. Provides technical support for software development programs. Translates operational requirements into detailed software/system requirements. Provides software support on a large software development efforts. Requires knowledge of modern software development processes, to include object-oriented development and use of tools, and how to apply them to software application program development.

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## INFORMATION TECHNOLOGY ENGINEER II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 Years

**Description:** Supervises information engineers assigned to support system development or analysis efforts. Applies an enterprise-wide set of disciplines and processes for planning, analyzing, designing, constructing, and implementing information engineering for logistics systems. Develops analytical and computational techniques and methodologies for problem identification and solutions generation. Performs process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools. Employs reverse engineering and reengineering disciplines to develop migration and planning documents.

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## INFORMATION TECHNOLOGY ENGINEER I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Applies an enterprise-wide set of disciplines and processes for planning, analyzing, designing, constructing, and implementing information engineering for logistics systems. Performs analytical and computational techniques and methodologies for problem identification and solutions generation. Provides process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools. Employs reverse engineering and reengineering disciplines to develop migration and planning documents.

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## INFORMATION TECHNOLOGY SPECIALIST II

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years

**Description:** Independently applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, and computer programming languages and techniques to solve automation problems. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specifications, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, significant modifications, and/or adaptations of standardized techniques. Responsible for developing project plans, guidelines, and controls.

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## INFORMATION TECHNOLOGY SPECIALIST I

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**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

**Description:** Independently applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, and computer programming languages and techniques to solve automation problems. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches, methods and techniques to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems and simulation models. Assists in formulating architectural design, functional specifications, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects.

## TECHNICAL WRITER II

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**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 3 Years

**Description:** Provides administrative and clerical support and provides office management responsibilities to include budgeting, personnel records, and payroll. Works independently on projects requiring research and preparation of briefing materials and charts. Coordinates the development of graphics and documents and assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, reports, and in support of projects. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents.

## TECHNICAL WRITER I

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**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 1 Year

**Description:** Provides administrative and clerical support to specialists and analysts. Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, reports, and in support of projects. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions.