

ManTech

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

Authorized Multiple Award Schedule 871 PROFESSIONAL ENGINEERING SERVICES SCHEDULE PRICE LIST

Contract Number
GS-23F-0122J

Contract Period of Performance
September 23, 1999 through May 19, 2009

Current through Modification PA-0009 dated October 23, 2006

ManTech Advanced Systems International, Inc.

12015 Lee Jackson Highway, 8th Floor

Fairfax, Virginia 22033

Attn: Melissa Amdahl

Tel: 703-218-6000

Fax: 703-218-6340

Large Business

<http://www.mantech.com/>

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 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.fss.gsa.gov>.



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SPECIAL ITEM NUMBERS (SIN)

871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

871-4 TEST AND EVALUATION

Services required under this SIN involves the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

871-5 INTEGRATED LOGISTICS SUPPORT

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing. sportation management, and maintenance of equipment and facilities supporting these activities.

871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

OUTSOURCING OR PRIVATIZATION OF PROFESSIONAL SERVICES

Task orders may be issued for complete outsourcing or privatization of a single task or any portion of an agency's operations within the scope of the contract. Under this type of an order, the contractor could be expected to provide a wide range of functions including administrative, management and technical. The contractor would be responsible for overall operations including developing a management structure to properly provide the full range of required services; planning, management, direction and supervision of the work activities involved and the personnel performing them; any facilities and/or equipment provided by the government, including the management of facilities and equipment in accordance with the provisions and/or regulations specified in the task order. The individual ordering agency will be responsible for assuring that pertinent governmental guidelines (e.g., OMB Circular A-76) are followed in deciding to use the outsourcing or privatization portion of this schedule.

CUSTOMER INFORMATION

1. Scope of Contract:

ManTech’s labor categories and associated qualifications for logistics services are applicable for all SINs under this contract.

Professional Engineering Services	
SIN	Title
871-1	Strategic Planning for Technology Programs/Activities
871-2	Concept Development and Requirements Analysis
871-3	System Design, Engineering and Integration
871-4	Test and Evaluation
871-5	Integrated Logistics Support
871-6	Acquisition and Life Cycle Management

This contract shall only be used for the services listed. Inappropriate use of the contract for other than Logistics Services may subject the contractor/agency to penalties provided by statute and regulation.

2. Maximum Order.

\$750,000. Notwithstanding this limit, agencies may place and ManTech may honor orders exceeding this limit in accordance with FAR 8.404. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order. This maximum order value is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days, with written notice stating the contractor’s intent not to ship the item (or items) called for and the reason. Upon receiving this notice, the Government may acquire the supplies or services from another source. For purchase card orders exceeding the maximum order value, ManTech will provide written notice within 24 hours after receipt if we intend to decline the order.

3. Minimum Order.

\$100 unless ManTech agrees to accept a smaller order amount. When the Government requires supplies or services by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is ManTech obligated to furnish those supplies or services under the contract. However, if the Government places such orders, they shall be deemed accepted by ManTech, unless returned to the ordering office within 5 workdays after receipt by ManTech.

4. Geographic Coverage (delivery area).

All government locations within the scope of the contract The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and all U.S. Government installations and/or agencies abroad.

5. **Point(s) of production (city, county, and State or foreign country).**
All items listed herein are domestic end products, from designated countries under the Trade Agreements Act or are U.S. made end products. Services under this Schedule/price list are available at any client location within the geographic scope on a TDY or permanent basis.
6. **Discount from list prices or statement of net price.**
Reference Net pricing Included Herein
7. **Quantity discounts.**
None
8. **Prompt payment terms.**
None; Net 30 ARO
9. **Scope of Contract:**
 - a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.**
Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.
 - b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.**
Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payment will be shown on the invoice.
10. **Foreign items (list items by country of origin).**
None
11. **Deliveries:**
 - a. **Time of delivery.**
Reference Ordering Procedures for Services. Delivery Schedule specified by task order. ManTech will deliver or perform services in accordance with the terms negotiated in the agency's order.
 - b. **Expedited Delivery.**
No applicable
 - c. **Overnight and 2 day delivery.**
Please contact ManTech for specific rates.
 - d. **Urgent Requirements.**
The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.
12. **F.O.B. point(s).**
Destination

13. Ordering:

a. Ordering address(es).

ManTech Advanced Systems International, Inc.

12015 Lee Jackson Highway, 8th Floor
Fairfax, VA 22033
Attn: Ms. Melissa Amdahl
703-218-8261

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer. For example:

ManTech Advanced Systems International, Inc.

c/o ManTech Security & Mission Assurance

7799 Leesburg Pike, Suite 700 South
Falls Church, VA 22043

POC: Linda Baker, Executive Director – Contracts
Phone: (703) 610-9297
FAX: (703) 847-0486
e-mail: linda.Baker@ManTech.com

ManTech Advanced Systems International, Inc.

c/o ManTech Information Systems & Technology Corporation

14280 Park Meadow Drive, Suite 400
Chantilly, VA 20151

POC: Mike Weixel, Vice President, Contracts
Phone: (703) 674-2756
FAX: (703) 803-7133
e-mail: mike.Weixel@ManTech-ist.com

ManTech Advanced Systems International, Inc.

c/o ManTech Telecommunications & Information Systems Corporation

14119-A Sullyfield Circle, Suite 100
Chantilly, VA 20151

POC: Donald Coney, Director of Contracts
Phone: (703)-814-4307
Fax: (703)-814-4221
e-mail: donald.coney@.mantech.com

ManTech Advanced Systems International, Inc.

c/o ManTech Systems Engineering Corporation

12015 Lee Jackson Highway
Fairfax, VA 22033

POC: MaryPat Pope
Phone: (301)-862-7415

E-mail: marypat.pope@mantech.com

ManTech Advanced Systems International, Inc.
c/o ManTech Command Control Systems Corporation
1535 Vapor Trail
Colorado Springs, CO 80916

POC: Londa Phillips, Contracts Director
Phone: (719)-570-7041, ext. 113
Fax: (719)-570-7689
E-Mail: londa.phillips@mantech.com

b. Ordering procedures.

The organizations listed below may place orders under this contract.

- (1) Executive Agencies
- (2) Other Federal Agencies
- (3) Mixed-Ownership Government corporations
- (4) The District of Columbia
- (5) Government Contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1
- (6) Other activities and organizations authorized by statute or regulation to use GSA as a source of supply

14. Payment address(es).

ManTech Advanced Systems International, Inc.
12015 Lee Jackson Highway
Fairfax, Virginia 22033-3300
Attn: Accounts Receivable

15. Warranty provision.

Reference Ordering Procedures for Services; standard Commercial Warranty for Products

16. Export packing charges, if applicable.

Actual costs plus applicable G&A

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

Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

18. Terms and conditions of rental, maintenance, and repair (if applicable).

Not applicable

19. Terms and conditions of installation (if applicable).

Not applicable

20. Terms and conditions of repairs and/or services.

- a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from the list prices (if applicable).**
Not applicable
 - b. **Terms and conditions for any other services (if applicable).**
Not applicable
- 21. **List of service and distribution points (if applicable).**
Not applicable
- 22. **List of participating dealers (if applicable).**
N/A
- 23. **Preventive maintenance (if applicable).**
Not applicable
- 24. **Special Attributes:**
Not applicable
- 25. **DUNS/TIN Numbers:**
 - a. **Data Universal Number System (DUNS) number.**
13-962-7525
 - b. **Taxpayer Identification Number.**
52-1396243
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database.**
Registered CAGE Code: 5N741
- 27. **Types of Orders.**
Both firm fixed-price and time and materials task orders are acceptable under this contract.
- 28. **Security Requirements.**
In the event security requirements are necessary, the ordering activities may incorporate in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.
- 29. **Contract Administration for Ordering Offices.**
Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.).
- 30. **Purchase of Incidental, Non-Schedule Items.**
For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable

regulations have been followed, and the price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

31. Subcontractors.

ManTech may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does not apply to travel and per diem charges.

32. Travel & Other Direct Costs (ODC)

For travel and ODC's costs, ManTech will follow the Federal Travel Regulations or Joint Travel Regulations, as applicable. As documented within ManTech's disclosure statement for each Business Unit, ManTech will apply applicable indirect rates to travel and/or ODC costs per our disclosure statements.

33. Differentials/Allowances

The rates included herein do not include Cost of Living Allowances or Site Differentials, nor do they include Housing or Relocation Costs. These costs, to include overtime pay and shift differentials shall be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. These costs shall also be negotiated separately on a case-by case-basis with the ordering agencies.

34. Overtime

ManTech observes all overtime pay requirements of the Fair Labor Standards Act of 1938, as amended. Thus all employees who are subject to the law's wage and hour provisions (that is "non-exempt" employees, such as administrative personnel and certain technicians) will receive compensation for approved overtime in accordance with those provisions. In states that have established other overtime standards, applicable legal requirements will be observed.

35. Defense Priorities and Allocations System Requirements

For task orders issued under this schedule, ManTech recognizes the Defense Priorities and Allocations System Requirements regulation, reference DFAR 252.211-15.

36. Liability for Injury or Damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

37. Industrial Funding Fee.

The Industrial Funding Fee is included in the labor rates and the products awarded under this Schedule. The IFF does not apply to off-schedule items such as travel, materials, and other direct costs.

SECTION A-1 LABOR CATEGORIES
FOR PROPOSALS SUBMITTED AFTER MAY 19, 2006

LABOR CATEGORY DESCRIPTIONS & QUALIFICATIONS

ManTech is proposing the following labor categories and associated qualifications for Professional Engineering services for all SINs under this contract. All categories may be subject to the requirement of a government security investigation and may need to meet eligibility requirements for access to classified information.

Where the job description requires a certain level of educational qualification or “equivalent experience”, one year of education equates to 1.5 years of experience. The following guidelines are provided:

High School Diploma	2 years directly related experience
Associate Degree	3 – 5 years directly related experience
Bachelors Degree	6 – 8 years directly related experience
Masters Degree	9 years directly related experience

Subcontractors are to be included on task orders under the contract labor categories and rates, when possible. Upon the approval of the ordering agency, subcontractors may be included as off-schedule costs if their services are not suitable under the contract labor categories as listed herein.

- Corporate Staff Officer I
- Technical Director I - IV
- Project Manager I - VII
- Project Engineer I - VII
- Project Engineer I - VII
- Facilities Engineer I - V
- Logistics Engineer I - VII
- Mechanical Engineer I - VII
- Hardware Engineer I - VII
- Software Engineer I - VII
- Systems Engineer I - VII
- Configuration Analyst I - V
- Database Design Analyst I - VI
- Information Systems Security Analyst I - VII
- Programming Analyst I - VI
- Quality Analyst I - V
- Systems Analyst I - VII
- Technical Support Analyst I - V
- Computer Services – Professional Staff I - VIII
- LAN Administration Manager I - V
- Sr. Technician I - VI
- Technician I - V
- Research Technician I - VIII
- Technical Writer I - V
- Training Specialist I - V
- Security Manager I - V
- Security Specialist I - IV
- Professional Business Specialist I - VII
- Administrative Support I - V

CORPORATE STAFF OFFICER I

Duties: Officers at this level have proven qualities of leadership, usually advancing from lower-level management positions on the corporate staff or within subsidiary organizations. They have achieved unusual success in handling positions of great responsibility. Duties usually include the oversight of a corporate department or division within which they are ultimately responsible for the staffing, budgeting and strategic planning. Have demonstrated success in dealing with officials of other corporations and with customers, as well as persons of both higher and lower status within the corporation and its subsidiaries. Provide executive guidance to agency heads, directors, and senior managers on quality improvement. Design, organize, lead, and conduct executive level workshops, training sessions, pilot projects, organizational readiness surveys, and customer focus groups.

Qualifications:

Corporate Staff Officer I Bachelor’s Degree plus 15 years experience

TECHNICAL DIRECTOR I - IV

Duties: Manages a directorate within a division; has supervisory and developmental responsibilities within a functional area. Manages one or more projects or programs, may manage an operating office and supervises professional and technical personnel performing in their customary disciplines. Develops and maintains a sales and marketing plan to achieve objectives endorsed by division and group management. Maintains aggressive efforts to achieve objectives. Experienced in management or implementation of large programs in such areas as operations, technology innovations, business operations, program management, software engineering, design engineering, system integration, digital imaging or digital communication technology.

Qualifications:

Technical Director I	Bachelor’s Degree plus 10 years experience
Technical Director II	Bachelor’s Degree plus 12 years experience
Technical Director III	Bachelor’s Degree plus 15 years experience
Technical Director IV	Bachelor’s Degree plus 15 years experience (5+ yrs specialized)

PROJECT MANAGER I - VII

Duties: Primary point of contact with the client for all efforts performed under the program. Manages and provides technical expertise and services. Responsible for the performance and phases of programs/projects from inception through completion. Works directly with key customer contacts to facilitate all assigned services including interactive customer communications, marketing, logistics, ad hoc projects, and other day-to-day activities; oversees project management for all areas of customer relationship; evaluates existing procedures, processes, techniques, models, and systems related to the project and makes recommended solutions; provides mentoring and supervisory leadership; and leads teams in defining, planning and implementing projects to achieve specific business objectives, identifies risk and risk avoidance measures. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Performs day-to-day management of overall contract support operations, or task order projects, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of contract support activities/or assigned task order projects. Ensures project schedules are met. Demonstrates proven skills in those technical areas addressed by the specific task order(s) to be managed. Capable of leading projects that involve the successful

management of teams composed of subject matter experts, engineers, scientists, logisticians, management professionals, and/or administrative and technical personnel. Plans, directs and coordinates the activities of administration as well as program control and technical supervision of personnel.

Qualifications:

Project Manager I	Bachelor's Degree plus 7 years experience
Project Manager II	Bachelor's Degree plus 10 years experience
Project Manager III	Bachelor's Degree plus 12 years experience
Project Manager IV	Bachelor's Degree plus 12 years experience (5+ yrs specialized)
Project Manager V	Bachelor's Degree plus 16 years experience
Project Manager VI	Bachelor's Degree plus 16 years experience (8+ yrs specialized)
Project Manager VII	Bachelor's Degree plus 16 years experience (10+ yrs specialized)

PROJECT ENGINEER I - VII

Duties: Responsible for technical/administrative leadership of a project or group of projects within the programmatic guidelines set by the Program Manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds. Experience in the development of systems engineering processes and procedures. Knowledge of and experience with the commercially available systems engineering requirements and data management software tools. Reviews completion and implementation of project and/or solution of assigned projects. Analyzes, investigates and develops project guidelines. Coordinates logisticians, engineers, technicians and other technical staff. Interacts with vendors to provide products and services. Reports and recommends changes to project improvements to management. Provides direct support to Project and Program Manager. Provides technical consultation. May directly or indirectly supervise lower level engineers assigned to the project.

Qualifications:

Project Engineer I	Bachelor's Degree plus 7 years experience
Project Engineer II	Bachelor's Degree plus 10 years experience
Project Engineer III	Bachelor's Degree plus 12 years experience
Project Engineer IV	Bachelor's Degree plus 12 years experience (5+ yrs specialized)
Project Engineer V	Bachelor's Degree plus 16 years experience
Project Engineer VI	Bachelor's Degree plus 16 years experience (8+ yrs specialized)
Project Engineer VII	Bachelor's Degree plus 16 years experience (10+ yrs specialized)

FACILITIES ENGINEER I - V

Duties: Plans and programs architectural construction. Works with clients/customers, translating user functional requirements into facility requirements. Experience in the relocation of organizations, including site surveys and the development of construction requirements. Familiar with construction standards, Corps of Engineers guide specifications, with emphasis on Sensitive Compartmented Information Facility (SCIF) construction requirements/standards. Familiar with regulations regarding construction, alteration, repair and maintenance of real property assets. Performs other duties, as assigned.

Qualifications:

Facilities Engineer I	Bachelor's Degree plus 5 years experience
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Facilities Engineer II	Bachelor's Degree plus 7 years experience
Facilities Engineer III	Bachelor's Degree plus 10 years experience
Facilities Engineer IV	Bachelor's Degree plus 12 years experience
Facilities Engineer V	Bachelor's Degree plus 16 years experience

FIELD ENGINEER I - VII

Duties: Provides technical guidance, instructs and assists in the maintenance, operation, test or modification of equipment. Coordinates and relates field problems and activities with both customer and cognizant contractor personnel. Conducts and/or assists in the field test, field modification, field system test, maintenance and operation of a specific system; performs interface with customer maintenance and operations personnel and assures their familiarity with system test, line-up and maintenance procedures. May assume supervision of engineering and logistics personnel on-site who are assigned to testing, maintenance or operation functions. Provides technical guidance and assists in the preparation and implementation of preventive and corrective maintenance procedures for system equipment in the field. Participates in determining equipment modifications or other product support requirements which may be necessary to update, improve or maintain equipment or systems. Conducts and/or assists in the installation, alignment, checkout, overhaul and modification of fielded equipment. Performs field maintenance and field test on various equipment as required. Participates in in-plant tests of specific systems, with cognizant engineering personnel. Assists in the training of customer's test, maintenance and operation personnel, when required. Acts in the capacity of a field supervisor with administrative and technical direction of field personnel on site, when requested.

Qualifications:

Field Engineer I	Bachelor's Degree
Field Engineer II	Bachelor's Degree plus 2 years experience
Field Engineer III	Bachelor's Degree plus 5 years experience
Field Engineer IV	Bachelor's Degree plus 7 years experience
Field Engineer V	Bachelor's Degree plus 10 years experience
Field Engineer VI	Bachelor's Degree plus 12 years experience
Field Engineer VII	Bachelor's Degree plus 16 years experience

LOGISTICS ENGINEER I - VII

Duties: Performs a variety of logistics engineering tasks, either independently or under supervision, which are broad in nature and may include, but not limited to, any of the following. Conducts reliability, maintainability and availability studies and tasks. Evaluates and assists in developing system design for supportability and integrated logistics support elements (maintenance planning; manpower and personnel; training and training support; supply; support equipment; handling, storage, and transportability; and reliability and maintainability). Coordinates detailed analyses to ensure integration of support considerations into the design process. Prepares reliability and maintainability studies, plans predictions and models in accordance with applicable specification. Prepares failure mode effects and criticality analyses. Plans and conducts maintainability demonstrations, and develops maintenance and support plans. Prepares and maintains the logistics support analysis record and database. Conducts life cycle cost analysis, optimum repair level analysis, system safety analysis and human engineering analysis and studies. Prepares test and support equipment studies, analysis and documents. Participates in engineering design reviews, drawing change boards, LSAR reviews, and ILS meetings. Provides management and/or technical support to projects in such areas as: training, logistics, acquisition management, configuration management, data

management, program control and/or manpower planning. Provides implementation support in the areas of technical order verification and validation, deficiency reporting, and system/support equipment acquisition documentation.

Qualifications:

Logistics Engineer I	Bachelor's Degree
Logistics Engineer II	Bachelor's Degree plus 2 years experience
Logistics Engineer III	Bachelor's Degree plus 5 years experience
Logistics Engineer IV	Bachelor's Degree plus 7 years experience
Logistics Engineer V	Bachelor's Degree plus 10 years experience
Logistics Engineer VI	Bachelor's Degree plus 12 years experience
Logistics Engineer VII	Bachelor's Degree plus 16 years experience

MECHANICAL ENGINEER I - VII

Duties: Possesses progressive experience in the support and sustainment of existing or future systems to include design analysis, design of new or modification packages, development of engineering projects, and integration of mechanical and electro-mechanical components, sub-systems and systems (e.g. aircraft hydraulic and/or pneumatic systems). Provides guidance in solving complex engineering problems, planning and conducting engineering feasibility studies for design improvement modifications and implementation of advanced technologies. Proficient in the evaluation, implementation, integration, and maintenance of all hardware for the supported environment, to include other reasonable support as requested by the customer. Conducts analysis and/or tests pertaining to the development of new designs, methods, materials or processes. Completes required documentation and may provide recommendations. Writes test procedures, compiles and evaluates design and test data and prepares technical specifications. May plan, conduct, technically direct and evaluate projects or major phases of significant projects, coordinating the efforts of engineers, logisticians, and technical support staff.

Qualifications:

Mechanical Engineer I	Bachelor's Degree plus 2 years experience
Mechanical Engineer II	Bachelor's Degree plus 5 years experience
Mechanical Engineer III	Bachelor's Degree plus 7 years experience
Mechanical Engineer IV	Bachelor's Degree plus 10 years experience
Mechanical Engineer V	Master's Degree plus 9 years experience
Mechanical Engineer VI	Master's Degree plus 12 years experience
Mechanical Engineer VII	Master's Degree plus 15 years experience

HARDWARE ENGINEER I - VII

Duties: Develops and applies advanced hardware/systems methods, theories and research techniques in the investigation and solution of complex and advanced technical problems for both new and also legacy systems. Generates and approves projects and testing specifications. Develops test planning documentation, including test plans, test specifications, and test procedures for integrated systems. Conducts investigations and tests of considerable complexity. Diagnoses malfunctions in existing products and makes improvements or modifications. Compiles and evaluates design and test data and prepares technical specifications. Analyzes, develops and recommends design approaches to meet production requirements for new or improved products and/or processes. Assists in the maintenance and repair of items that may include, but not limited to, electronic, mechanical, environmental,

structural items and also the support infrastructure to include buildings, environmental control systems, HVAC, etc. Develops design changes throughout systems life cycle so that systems will meet the performance requirements and mission responsibilities. Interfaces with technical support personnel, drafters, technical writers, logisticians, and engineering technicians as required. May plan, conduct, technically direct and evaluate projects or major phases of significant projects, and coordinate the efforts of engineers, logisticians, and technical support staff in the performance of assigned duties.

Qualifications:

Hardware Engineer I	Bachelor's Degree plus 2 years experience
Hardware Engineer II	Bachelor's Degree plus 5 years experience
Hardware Engineer III	Bachelor's Degree plus 7 years experience
Hardware Engineer IV	Bachelor's Degree plus 10 years experience
Hardware Engineer V	Master's Degree plus 9 years experience
Hardware Engineer VI	Master's Degree plus 12 years experience
Hardware Engineer VII	Master's Degree plus 15 years experience

SOFTWARE ENGINEER I - VII

Duties: Provides expertise in the design, modification, maintenance, and enhancement of information systems. Coordinates with the client to determine requirements to support specific business functions. Provides interface, as appropriate, to existing systems, including legacy systems, to gather/provide needed information and data. Provides training on enhancements, maintenance and operation of systems. Manages or assists with the implementation and roll-out of solutions. Develops and applies advanced methods, theories and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Specialized experience includes analysis, design or maintenance of complex software systems, including simulations and modeling, client/server architectures, networking techniques and protocols, databases, programming languages, and/or operating systems. Experienced in developing standards-compliant software utilizing industry-leading operating systems, languages, protocols, and relational databases. May provide work leadership to lower level employees.

Qualifications:

Software Engineer I	Bachelor's Degree plus 2 years experience
Software Engineer II	Bachelor's Degree plus 5 years experience
Software Engineer III	Bachelor's Degree plus 7 years experience
Software Engineer IV	Bachelor's Degree plus 10 years experience
Software Engineer V	Master's Degree plus 9 years experience
Software Engineer VI	Master's Degree plus 12 years experience
Software Engineer VII	Master's Degree plus 15 years experience

SYSTEMS ENGINEER I - VII

Duties: Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and difficult system design requirements and problems requiring the expert application of advanced knowledge. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Develops and refines new engineering techniques to enhance quality and productivity. Generates and approves projects and testing specifications. Develops test planning documentation, including test plans, test specifications, and test procedures for

integrated systems. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Designs and develops equipment and system-oriented products and prepares related installation, operation and maintenance specifications and instructions. Performs and analyzes site surveys and recommends optimum equipment/system placement and any applicable software solutions to meet requirements. Reviews completion and implementation of system additions and/or enhancements and recommends corrections in technical application and analysis to management. Conducts hardware and software trade-off studies and prepares technical reports on the assessments. Assists the client in the establishment and conduct of quality assurance analysis and engineering to include periodic reviews and audits. Participates in site testing, security accreditation, and formal acceptance testing. Possesses experience with simulations, data extraction, reduction, and analysis methodologies, modern techniques for system integration, and systems and software configuration management policy and guidelines. May provide work leadership to lower level employees.

Qualifications:

Systems Engineer I	Bachelor's Degree plus 2 years experience
Systems Engineer II	Bachelor's Degree plus 5 years experience
Systems Engineer III	Bachelor's Degree plus 7 years experience
Systems Engineer IV	Bachelor's Degree plus 10 years experience
Systems Engineer V	Master's Degree plus 9 years experience
Systems Engineer VI	Master's Degree plus 12 years experience
Systems Engineer VII	Master's Degree plus 15 years experience

CONFIGURATION ANALYST I - V

Duties: Designs, develops and establishes configuration and data management documents based on program requirements. Responsible for establishing configuration identification, functional, allocated and product baselines, configuration control, status accounting, physical configuration audits, configuration management procedures and techniques, utilization, processing and technical documentation. Analyzes proposed design changes to determine the effect on overall system. Conducts formal and informal reviews at pre-determined points throughout the development life cycle to ensure quality control. Authorizes the release of drawings and changes specified by Program Management and other functional groups. Interfaces with existing CM personnel to help reorganize and implement more efficient plans and procedures of the CM Organization. Provides advice and guidance on methods, procedures and requirements to individuals responsible for the creation of documentation. Experienced with Change Control Boards, project baseline maintenance, formal change control processes, and formal functional and physical audit practices. Develops configuration management procedures, and coordinates to resolve configuration issues. Provides configuration management direction to technical documentation personnel. May provide work leadership to lower level employees.

Qualifications:

Configuration Analyst I	Bachelor's Degree
Configuration Analyst II	Bachelor's Degree plus 2 years experience
Configuration Analyst III	Bachelor's Degree plus 5 years experience
Configuration Analyst IV	Bachelor's Degree plus 7 years experience
Configuration Analyst V	Bachelor's Degree plus 10 years experience

DATABASE DESIGN ANALYST I - VI

Duties: Plans and coordinates the administration of information systems and databases, to ensure accurate, appropriate, and effective use of data, including database definition, structure, documentation, long-range requirements, and operational guidelines. Reviews database design and integration of systems, and makes recommendations regarding enhancements/improvements. Formulates policies, procedures, and standards relating to database management, and monitors transaction activity and utilization. Applies knowledge of database information technology concepts and techniques in the design, development installation and maintenance of databases in support of program objectives. Provides database tuning and monitoring to insure effective and efficient data access. Experienced with data modeling techniques, standardization, design, and implementation. Coordinates with task personnel and with the client to determine requirements needed to support specific functions. Provides interface, as appropriate, to existing legacy systems to collect needed information and data. Provides training on enhancements, maintenance and operation of systems. Manages or assists with the implementation and roll-out of solutions. Assists in administering database organizations, standards, controls, procedures, and current, complete documentation. Develops applications to help formulate database solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of databases. Maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, periodic back-ups, organization, protection and security, documentation, dictionaries, statistical methods and integration of systems.. May provide work leadership to lower level employees.

Qualifications:

Database Design Analyst I	Bachelor’s Degree plus 2 years experience
Database Design Analyst II	Bachelor’s Degree plus 5 years experience
Database Design Analyst III	Bachelor’s Degree plus 7 years experience
Database Design Analyst IV	Bachelor’s Degree plus 10 years experience
Database Design Analyst V	Bachelor’s Degree plus 12 years experience
Database Design Analyst VI	Bachelor’s Degree plus 16 years experience

INFORMATION SYSTEMS SECURITY ANALYST I - VII

Duties: Performs information system security activities for government and commercial clients. Interfaces directly with clients to identify requirements. Fully characterizes information system security environments, including system connectivity, in terms of administrative, technical and organizational factors and develops risk management alternatives for securing information assets. Develops and applies advanced methods, theories and research techniques in the solution of security environment requirements and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned duties. Reviews information systems security environments to include all aspects of physical, technical and administrative security issues. Develops client-specific information system risk-management alternatives and implementation plans. Provides information system security training to other employees and performs oversight of all task-specific activities such as document preparation, writing, methodologies, etc. Evaluates government and commercial policies, manuals, regulations and other documents for relevance to information security management issues and ongoing efforts. Provides work leadership to lower level employees. Performs other duties, as assigned.

Qualifications:

Information Security Systems Analyst I	High School Diploma plus 4 years experience
Information Security Systems Analyst II	High School Diploma plus 5 years experience
Information Security Systems Analyst III	Bachelor's Degree
Information Security Systems Analyst IV	Bachelor's Degree plus 2 years experience
Information Security Systems Analyst V	Bachelor's Degree plus 5 years experience
Information Security Systems Analyst VI	Bachelor's Degree plus 7 years experience
Information Security Systems Analyst VII	Bachelor's Degree plus 10 years experience

PROGRAMMING ANALYST I - VI

Duties: Plans, develops, tests and documents computer programs, working from detailed source data provided by senior programmers or systems analysts. Works on assignments requiring non-standard programming techniques. Analyzes and evaluates complex data processing systems, both current and proposed, translating business area customer information system requirements into detailed system/program requirements. May act as a Team Leader and provide technical leadership and guidance to programmers and technical staff. Provides alternatives, recommendations, and assistance to managers involved in the development, integration, and installation of business information systems. Participates in system requirement and design walk through sessions with business area customers. Position requires computer programming, analyses and design knowledge of various degrees as well as designing software and implementing databases. Performs structured data processing design analysis to translate user requirements into plans for system input, output files, data dictionaries, controls, and processing methods. Writes specifications, work statements, and proposals. Designs and develops documentation of data requirements. Provides methodologies for evaluating moderately complex tasks. Works with analysts and users to identify current operating procedures and clarify program objectives. Outlines steps required to develop a program, including diagrams and charts. Writes program documentation and user operation guidelines. Assists users to resolve operations problems and may provide technical assistance to users. Provides technical assistance to lower level programmers. Performs other duties, as assigned.

Qualifications:

Programming Analyst I	Bachelor's Degree
Programming Analyst II	Bachelor's Degree plus 2 years experience
Programming Analyst III	Bachelor's Degree plus 5 years experience
Programming Analyst IV	Bachelor's Degree plus 7 years experience
Programming Analyst V	Bachelor's Degree plus 10 years experience
Programming Analyst VI	Bachelor's Degree plus 12 years experience

QUALITY ANALYST I - V

Duties: Performs quality assurance efforts including maintaining quality records, performing quality audits, and maintaining quality assurance standards to meet evolving industry and government quality requirements. Reports independently of line management for functions being audited or where inspections are performed. Develops design, and adapts and/or implements a quality assurance program for a project/program which may include, but is not limited to, assessments, inspections, evaluations, and certifications. Defines and develops quality standards for receiving, in-process and final inspection and reviews and evaluates any rejections implementing corrective action as needed. Interfaces with customers, vendors and various company departments to resolve quality problems. Conducts and assists with benchmarking and surveys. Provides management with feedback on inspection and test trends,

returns and vendor performance. May conduct Quality Assurance training. Performs and coordinates quality assurance activities such as the design and development of test plans, criteria and procedures, to assemble test data, and conduct, evaluate, and verify test results. Documents procedures and performs audits. May provide technical support to inspection personnel. Periodically reports results to management and may supervise assistants when required. May provide work leadership, guidance, and direction to lower level employees.

Qualifications:

Quality Analyst I	Bachelor's Degree
Quality Analyst II	Bachelor's Degree plus 2 years experience
Quality Analyst III	Bachelor's Degree plus 5 years experience
Quality Analyst IV	Bachelor's Degree plus 7 years experience
Quality Analyst V	Bachelor's Degree plus 10 years experience

SYSTEMS ANALYST I - VII

Duties: Applies systems analysis and design techniques to complex systems in a broad area such as manufacturing, finance management, engineering, accounting or statistics, logistics planning, software engineering, material management, etc. Requires competence in all phases of systems analysis techniques, concepts, and methods, and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject matter areas. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production schedule, inventory control, cost analysis, or supply chain analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating objectives and requirements and advises on alternatives and on the implications of new or revised data processing systems. Analyzes resulting user project proposals to identify omissions and errors in requirements and conducts feasibility studies. Recommends optimum approach; and develops system design solution for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. Assists customer in the planning and coordinating acquisition and implementation of systems. Prepares functional specifications for acquiring commercially available equipment. Supports the process improvement efforts by providing specific, high level technical expertise as required. May serve as lead analyst in a design group, directing and integrating the work of lower level analysts.

Qualifications:

Systems Analyst I	Bachelor's Degree
Systems Analyst II	Bachelor's Degree plus 2 years experience
Systems Analyst III	Bachelor's Degree plus 5 years experience
Systems Analyst IV	Bachelor's Degree plus 7 years experience
Systems Analyst V	Bachelor's Degree plus 10 years experience
Systems Analyst VI	Bachelor's Degree plus 12 years experience
Systems Analyst VII	Bachelor's Degree plus 16 years experience

TECHNICAL SUPPORT ANALYST I - V

Duties: Plans, conducts and technically directs projects or major phases of significant engineering and maintenance projects. Coordinates the efforts of technical support personnel, drafters, technical writers and electronics technicians in the performance of assigned projects. Conducts investigation and tests of considerable complexity. Recommends corrections in

technical applications and analysis. Evaluates vendor capabilities to provide required products or services. Conducts investigations and studies and presents recommendations and solutions related to short and long range program planning requirements. Classifies and summarizes data for the preparations and submission of reports on a recurring basis. Provides advice and assistance to managers which directly affect the conduct and attainment of agency goals and objectives. Responsible for identifying, researching and evaluating new and emerging technology to support strategic planning initiatives. Performs evaluations, site surveys, requirements analysis and definition technology prototyping, and cost analyses. Develops “proof of concept” through use of techniques such as rapid prototyping as a means for accelerating delivery of turnkey systems. May recommend changes in technology, which support new and/or revised business practices. May provide technical consultation to other organizations and work leadership to lower level employees.

Qualifications:

Technical Support Analyst I	Bachelor’s Degree
Technical Support Analyst II	Bachelor’s Degree plus 2 years experience
Technical Support Analyst III	Bachelor’s Degree plus 5 years experience
Technical Support Analyst IV	Bachelor’s Degree plus 7 years experience
Technical Support Analyst V	Bachelor’s Degree plus 10 years experience

COMPUTER SERVICES – PROFESSIONAL STAFF I - VIII

Duties: Performs operation and maintenance of peripherals, including processors, disk drives and printers and complex computer operation tasks, such as determining equipment set-up, scheduling jobs, executing non-routine jobs, and observing console. Manipulates controls to rearrange program steps and provides other adjustments. Schedules and coordinates daily computer operations. Distributes and verifies work. Trains operators in operation procedures and resolves operational problems. Responsible for system administration and management including daily system operation. Must be adept at problem identification and resolution. Must be capable of documenting operating system problems and developing solutions. Provides technical assistance to system users in resolving complex operating problems. Experience in operating system and third party software testing, customization, and installation. Working knowledge of operating system administration including security, system and disk management, hardware maintenance and activity, and performance monitoring. May select, train and evaluate lower level computer operations personnel.

Qualifications:

Computer Services – Professional Staff I	High School Diploma plus 3 years experience
Computer Services – Professional Staff II	High School Diploma plus 4 years experience
Computer Services – Professional Staff III	High School Diploma plus 5 years experience
Computer Services – Professional Staff IV	Bachelor’s Degree
Computer Services – Professional Staff V	Bachelor’s Degree plus 2 years experience
Computer Services – Professional Staff VI	Bachelor’s Degree plus 5 years experience
Computer Services – Professional Staff VII	Bachelor’s Degree plus 7 years experience
Computer Services – Professional Staff VIII	Bachelor’s Degree plus 10 years experience

LAN ADMINISTRATION MANAGER I - V

Duties: Proposes and implements network policy to include firewalls, Internet Applications (Gopher, Mosaic), modems, communication servers, and WAN connectivity. Responsible for the design, installation and maintenance of local area networks. Assists with the evaluation of

vendor products for large, complex networks to recommend initial acquisition or system enhancements. Responsible for analyzing, evaluating, and architecting cost effective LAN application solutions that make the most of resources and technology available in meeting business requirements. Designs and implements interface programs. Develops LAN security procedures. Maintains applicable CERT and CIAC alerts and bulletins. Implements recommended security changes to include programs and applications, modifying firewalls, and hosts. Troubleshoots complex LAN problems. Determines network and application performance, diagnoses performance issues and recommends and implements solutions for network performance improvement. Trains users on LAN operation.

Qualifications:

LAN Administration Manager I	Bachelor's Degree
LAN Administration Manager II	Bachelor's Degree plus 2 years experience
LAN Administration Manager III	Bachelor's Degree plus 5 years experience
LAN Administration Manager IV	Bachelor's Degree plus 7 years experience
LAN Administration Manager V	Bachelor's Degree plus 10 years experience

SR. TECHNICIAN I - VI

Duties: Provides general technical support for engineering tasks. Support functions may include: various logistics support functions and automated support systems involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, and supply support; assisting in design, development and evaluation of experimental apparatus, equipment, experimental facilities and instrumentation systems; repairs, rebuilds or overhauls major assemblies of machines or automobiles; and other general engineering support functions. May supervise/manage others.

Qualifications:

Sr. Technician I	Associate's Degree plus 6 years experience
Sr. Technician II	Bachelor's Degree plus 5 years experience
Sr. Technician III	Bachelor's Degree plus 7 years experience
Sr. Technician IV	Bachelor's Degree plus 10 years experience
Sr. Technician V	Bachelor's Degree plus 12 years experience
Sr. Technician VI	Bachelor's Degree plus 16 years experience

TECHNICIAN I - V

Duties: Provides general technical support for engineering tasks. Support functions may include: various logistics support functions and automated support systems involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, and supply support; assisting in design, development and evaluation of experimental apparatus, equipment, experimental facilities and instrumentation systems; repairs, rebuilds or overhauls major assemblies of machines or automobiles; and other general engineering support functions.

Qualifications:

Technician I	High School Diploma plus 2 years experience
Technician II	High School Diploma plus 3 years experience
Technician III	High School Diploma plus 4 years experience
Technician IV	High School Diploma plus 5 years experience
Technician V	Associate's Degree plus 3 years experience

RESEARCH TECHNICIAN I - VIII

Duties: Collaborates with project scientists and or engineers in the design, development and evaluation of experimental apparatus, equipment, experimental facilities and instrumentation systems. Directs the development of apparatus, equipment and systems by interpreting objectives and translating them into design concepts and definition of job requirements. Plans the methods and procedures required for fabricating, assembling, installing and testing a variety of experimental apparatus and equipment. Collects data and analyzes results from experiments and assists in the preparation of reports relating such results to project objectives. Applications may be in such specialized areas as radiography, technical photography, etc. Responsible for the safe and correct operation of major subsystems, research experiments, apparatus, instrumentation systems and/or experimental facilities, and for providing technical support in executing research and development projects. Prepares operational procedures, equipment and materials, specifications and technical summary reports. Diagnoses and debugs operational equipment problems and decides on repair or replacement actions. May provide work leadership to lower level employees.

Qualifications:

Research Technician I	High School Diploma plus 5 years experience
Research Technician II	Associate's Degree plus 3 years experience
Research Technician III	Associate's Degree plus 6 years experience
Research Technician IV	Bachelor's Degree plus 5 years experience
Research Technician V	Bachelor's Degree plus 7 years experience
Research Technician VI	Bachelor's Degree plus 10 years experience
Research Technician VII	Bachelor's Degree plus 12 years experience
Research Technician VIII	Bachelor's Degree plus 16 years experience

TECHNICAL WRITER I - V

Duties: Performs a wide variety of duties in the planning, preparation and writing of technical handbooks, manuals and other related technical and logistics-related publications. Researches, organizes, writes, edits, and produces data for use in a wide variety of complex technical publications pertaining to complete electronic systems and subsystems requiring in-depth knowledge of the subject matter and allied fields. Interfaces with customer for data/task clarification. May supervise and coordinate the activities of subordinates in such activities as writing, editing, photography, artwork, drafting and publishing. Collaborates with engineering and logistics personnel in the selection and determination of technical material and data required in order to fulfill the requirements for a specific publication. Refers to trade and engineering journals, blueprints, test procedures, military specifications, etc., in order to acquire or verify data to be used in the publication. Obtains material from vendor manuals for incorporation into new documentation. Recommends overall organization and layout, editorial standards, publication methods and the like. Ensures technical documentation is accurate, complete, meets editorial and government specifications, and adheres to standards for quality, graphics coverage, format, and style. May edit material prepared by subordinate writers checking for technical accuracy, completeness, compliance to customer and military specifications, technical and vocabulary level, and overall quality. Assists in the determination of illustrations, artwork and photography to be used, to more effectively package and display the publication. May prepare periodic progress/status reports and call out any adverse condition trends or problem areas noted in the progress of assigned work. Coordinates publication with outside sources and vendors, as needed.

Qualifications:

Technical Writer I	Bachelor's Degree
Technical Writer II	Bachelor's Degree plus 2 years experience
Technical Writer III	Bachelor's Degree plus 5 years experience
Technical Writer IV	Bachelor's Degree plus 7 years experience
Technical Writer V	Bachelor's Degree plus 8 years experience

TRAINING SPECIALIST I - V

Duties: Responsible for developing, implementing, and conducting courses of instruction relating to logistics, logistics systems, specific logistics system elements/components or any general/specific functional area as required. Analyzes training requirements and objectives and identifies appropriate and specific training equipment, material, methods and media. Coordinates the maintenance and development of training material as necessary to ensure integration with on-going system development and operations. May perform the lead role in all phases of Instructional Systems Design and/or serve as day-to-day project/task manager and designer/developer on many projects. May conduct complex courses from start to completion or assist other instructors and lower level trainers in the classroom. Coordinates the development and delivery of training programs in support of complex products and procedures and/or for a major area or customer. May provide work leadership for lower level employees, including evaluating the effectiveness of their training presentations and programs. May provide input to management for scope, schedule and cost estimates. Updates course documentation to ensure timeliness and relevance. May assist in the development and establishment of the course content and objectives, and conduct training sessions, presenting information, directing structured learning experiences and managing group discussions. Focus is on specific areas of technical knowledge or on-the-job capabilities needed for particular positions. These skills may include logistics applications, phone systems, product assembly, policies and procedures, and inventory planning.

Qualifications:

Training Specialist I	Bachelor's Degree
Training Specialist II	Bachelor's Degree plus 2 years experience
Training Specialist III	Bachelor's Degree plus 5 years experience
Training Specialist IV	Bachelor's Degree plus 7 years experience
Training Specialist V	Bachelor's Degree plus 10 years experience

SECURITY MANAGER I - V

Duties: Possesses advanced practical experience in managing diverse protection programs with emphasis in managing security or related operations such as Acquisition RDT&E or technology based programs of complex proportions, project development from inception to deployment, expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management. Related security experience may include physical, IT, personnel, and OPSEC. Knowledge of DCIDS, NISPOMs, and other government policy documents required. Should possess security experience in all disciplines of security within the collateral/SAP/SAR/SCI environment. Must have a Top Secret Clearance and be eligible for DoE, SAP/SAR, ACI and other government agency access. Supports Program Manager in matters relating to overall contract performance, program personnel, reports, and contract deliverables. Provides

guidance on both technical and non-technical matters. Develops and implements work plans to insure work is performed within schedule and all program requirements are met or exceeded.

Qualifications:

Security Manager I	Bachelor's Degree plus 5 years experience
Security Manager II	Bachelor's Degree plus 7 years experience
Security Manager III	Bachelor's Degree plus 8 years experience
Security Manager IV	Bachelor's Degree plus 10 years experience
Security Manager V	Bachelor's Degree plus 12 years experience

SECURITY SPECIALIST I - IV

Duties: Responsible for information protection, customer relations and project management. Analyzes data, applying protection criteria and making appropriate classification decisions about the information in question. Makes decisions about how data and policies about classification should be applied. Interacts with both internal and external clients to address information, personnel and program security issues. Acts occasionally as the intermediary between internal staff offices and between government officer and contractors. Develops and administers security procedures for classified material, documents, and equipment. Implements federal security regulations that apply to program operations. Prepares plans and establishes procedures for handling, storing, and keeping records and for granting personnel and visitors access to restricted areas and material. May develop educational material, which initiates, indoctrinates or refreshes the knowledge about government security policy. Assists the government in developing and applying security measures to programs during all phases of a program's life cycle. May draft security documents that instruct program participants on how to implement official security policy. May develop, produce and deliver audio/visual presentations to large audiences on topics related to program security. Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management, and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. May manage projects and supervise other security specialists and/or lower level employees.

Qualifications:

Security Specialist I	Bachelor's Degree
Security Specialist II	Bachelor's Degree plus 2 years experience
Security Specialist III	Bachelor's Degree plus 5 years experience
Security Specialist IV	Bachelor's Degree plus 7 years experience

PROFESSIONAL BUSINESS SPECIALIST I - VII

Duties: Includes efforts identified as business development, contracts and finance in nature, including but not limited to, contract negotiations and administration, project control, project planning and scheduling, and cost estimating. Responsible for detailed financial and administrative activities such as budgeting, reporting, estimating, analysis, etc. Performs cost/schedule variance analysis and provides resulting recommendations. Analyzes estimates of service, material, equipment and production costs. Reviews performance requirements ensuring contract is in accordance with legal requirements and customer specifications. May assist in developing and monitoring funding plans and may also support tasks requiring market research, identifying business opportunities, long range business plans, acquisition planning,

and cost/benefit tradeoff activities. May act as liaison with customer agencies and offices. Performs other duties as assigned.

Qualifications:

Professional Business Specialist I	Bachelor's Degree
Professional Business Specialist II	Bachelor's Degree plus 2 years experience
Professional Business Specialist III	Bachelor's Degree plus 5 years experience
Professional Business Specialist IV	Bachelor's Degree plus 7 years experience
Professional Business Specialist V	Bachelor's Degree plus 8 years experience
Professional Business Specialist VI	Bachelor's Degree plus 10 years experience
Professional Business Specialist VII	Bachelor's Degree plus 12 years experience

ADMINISTRATIVE SUPPORT I - V

Duties: Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, answering the telephone, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, and data input. Composes routine correspondence, documents, reports, orders, forms, etc., in support of site personnel as required. Locates and summarizes information and data from files and documents. Responsible for maintaining duty status of site personnel, suspense dates for matters requiring compliance and similar information/data concerning the site mission. Requires technical computer skills and ability to use word processing, spreadsheet, and presentation development software. Plans the layout of text, charts, forms, tabulation, or any combination of this material for neat and balanced appearance. Types materials from written drafts while applying knowledge of grammar, spelling, capitalization, and punctuation accordingly. Pays attention to detail while proofreading typed material before submission. Maintains files, documents and record of completed work, and works in cooperation with others in large, complex publication efforts. Assists in preparation of user manuals, training materials, installation guides, proposals, reports, and other customer deliverables and documents. May include the supervision and/or direction/scheduling of lower level employees.

Qualifications:

Administrative Support I	High School Diploma
Administrative Support II	High School Diploma plus 1 years experience
Administrative Support III	High School Diploma plus 4 years experience
Administrative Support IV	High School Diploma plus 6 years experience
Administrative Support V	Bachelor's Degree plus 2 years experience

SECTION A-2 LABOR RATES

FOR PROPOSALS SUBMITTED AFTER MAY 19, 2006

CUSTOMER SITE LABOR RATES
(On-Site or Government Site Rates)

Professional Engineering Services - Government/Customer Site Rates

<u>Labor Categories</u>	<u>Site</u>	<u>CY06</u>	<u>CY07</u>	<u>CY08</u>	<u>CY09</u>
1 Corp Officer	Govt	\$ 198.93	\$ 205.89	\$ 213.10	\$ 220.56
2 Technical Director - IV	Govt	\$ 198.93	\$ 205.89	\$ 213.10	\$ 220.56
3 Technical Director - III	Govt	\$ 145.45	\$ 150.54	\$ 155.81	\$ 161.26
4 Technical Director - II	Govt	\$ 121.90	\$ 126.17	\$ 130.59	\$ 135.16
5 Technical Director - I	Govt	\$ 106.07	\$ 109.78	\$ 113.62	\$ 117.60
6 Project Manager - VII	Govt	\$ 198.93	\$ 205.89	\$ 213.10	\$ 220.56
7 Project Manager - VI	Govt	\$ 145.45	\$ 150.54	\$ 155.81	\$ 161.26
8 Project Manager - V	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
9 Project Manager - IV	Govt	\$ 121.90	\$ 126.17	\$ 130.59	\$ 135.16
10 Project Manager - III	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
11 Project Manager - II	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
12 Project Manager - I	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
13 Project Engineer - VII	Govt	\$ 198.93	\$ 205.89	\$ 213.10	\$ 220.56
14 Project Engineer - VI	Govt	\$ 145.45	\$ 150.54	\$ 155.81	\$ 161.26
15 Project Engineer - V	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
16 Project Engineer - IV	Govt	\$ 106.07	\$ 109.78	\$ 113.62	\$ 117.60
17 Project Engineer - III	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
18 Project Engineer - II	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
19 Project Engineer - I	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
20 Facilities Engineer - V	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
21 Facilities Engineer - IV	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
22 Facilities Engineer - III	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
23 Facilities Engineer - II	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
24 Facilities Engineer - I	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
25 Field Engineer - VII	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
26 Field Engineer - VI	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
27 Field Engineer - V	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
28 Field Engineer - IV	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
29 Field Engineer - III	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
30 Field Engineer - II	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
31 Field Engineer - I	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
32 Logistics Engineer - VII	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
33 Logistics Engineer - VI	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
34 Logistics Engineer - V	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
35 Logistics Engineer - IV	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
36 Logistics Engineer - III	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
37 Logistics Engineer - II	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
38 Logistics Engineer - I	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
39 Mechanical Engineer - VII	Govt	\$ 198.93	\$ 205.89	\$ 213.10	\$ 220.56
40 Mechanical Engineer - VI	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
41 Mechanical Engineer - V	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
42 Mechanical Engineer - IV	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
43 Mechanical Engineer - III	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
44 Mechanical Engineer - II	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
45 Mechanical Engineer - I	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58

Professional Engineering Services - Government/Customer Site Rates

<u>Labor Categories</u>	<u>Site</u>	<u>CY06</u>	<u>CY07</u>	<u>CY08</u>	<u>CY09</u>
46 Hardware Engineer - VII	Govt	\$ 198.93	\$ 205.89	\$ 213.10	\$ 220.56
47 Hardware Engineer - VI	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
48 Hardware Engineer - V	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
49 Hardware Engineer - IV	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
50 Hardware Engineer - III	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
51 Hardware Engineer - II	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
52 Hardware Engineer - I	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
53 Software Engineer - VII	Govt	\$ 198.93	\$ 205.89	\$ 213.10	\$ 220.56
54 Software Engineer - VI	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
55 Software Engineer - V	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
56 Software Engineer - IV	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
57 Software Engineer - III	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
58 Software Engineer - II	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
59 Software Engineer - I	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
60 Systems Engineer - VII	Govt	\$ 198.93	\$ 205.89	\$ 213.10	\$ 220.56
61 Systems Engineer - VI	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
62 Systems Engineer - V	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
63 Systems Engineer - IV	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
64 Systems Engineer - III	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
65 Systems Engineer - II	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
66 Systems Engineer - I	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
67 Configuration Analyst - V	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
68 Configuration Analyst - IV	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
69 Configuration Analyst - III	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
70 Configuration Analyst - II	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
71 Configuration Analyst - I	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
72 Database Design Analyst - VI	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
73 Database Design Analyst - V	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
74 Database Design Analyst - IV	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
75 Database Design Analyst - III	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
76 Database Design Analyst - II	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
77 Database Design Analyst - I	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
78 Information Systems Security Analyst - VII	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
79 Information Systems Security Analyst - VI	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
80 Information Systems Security Analyst - V	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
81 Information Systems Security Analyst - IV	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
82 Information Systems Security Analyst - III	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
83 Information Systems Security Analyst - II	Govt	\$ 38.55	\$ 39.90	\$ 41.30	\$ 42.75
84 Information Systems Security Analyst - I	Govt	\$ 32.35	\$ 33.49	\$ 34.66	\$ 35.87
85 Programming Analyst - VI	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
86 Programming Analyst - V	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
87 Programming Analyst - IV	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
88 Programming Analyst - III	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
89 Programming Analyst - II	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
90 Programming Analyst - I	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06

Professional Engineering Services - Government/Customer Site Rates

<u>Labor Categories</u>	<u>Site</u>	<u>CY06</u>	<u>CY07</u>	<u>CY08</u>	<u>CY09</u>
91 Quality Analyst - V	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
92 Quality Analyst - IV	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
93 Quality Analyst - III	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
94 Quality Analyst - II	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
95 Quality Analyst - I	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
96 Systems Analyst - VII	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
97 Systems Analyst - VI	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
98 Systems Analyst - V	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
99 Systems Analyst - IV	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
100 Systems Analyst - III	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
101 Systems Analyst - II	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
102 Systems Analyst - I	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
103 Technical Support Analyst - V	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
104 Technical Support Analyst - IV	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
105 Technical Support Analyst - III	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
106 Technical Support Analyst - II	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
107 Technical Support Analyst - I	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
108 Computer Services Professional Staff - VIII	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
109 Computer Services Professional Staff - VII	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
110 Computer Services Professional Staff - VI	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
111 Computer Services Professional Staff - V	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
112 Computer Services Professional Staff - IV	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
113 Computer Services Professional Staff - III	Govt	\$ 38.55	\$ 39.90	\$ 41.30	\$ 42.75
114 Computer Services Professional Staff - II	Govt	\$ 32.35	\$ 33.49	\$ 34.66	\$ 35.87
115 Computer Services Professional Staff - I	Govt	\$ 29.40	\$ 30.42	\$ 31.48	\$ 32.58
116 LAN Administration Manager - V	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
117 LAN Administration Manager - IV	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
118 LAN Administration Manager - III	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
119 LAN Administration Manager - II	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
120 LAN Administration Manager - I	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
121 Sr. Technician - VI	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
122 Sr. Technician - V	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
123 Sr. Technician - IV	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
124 Sr. Technician - III	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
125 Sr. Technician - II	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
126 Sr. Technician - I	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
127 Technician - V	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
128 Technician - IV	Govt	\$ 38.55	\$ 39.90	\$ 41.30	\$ 42.75
129 Technician - III	Govt	\$ 32.35	\$ 33.49	\$ 34.66	\$ 35.87
130 Technician - II	Govt	\$ 29.40	\$ 30.42	\$ 31.48	\$ 32.58
131 Technician - I	Govt	\$ 22.61	\$ 23.40	\$ 24.22	\$ 25.07
132 Research Technician - VIII	Govt	\$ 127.17	\$ 131.63	\$ 136.24	\$ 141.01
133 Research Technician - VII	Govt	\$ 94.02	\$ 97.31	\$ 100.72	\$ 104.25
134 Research Technician - VI	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
135 Research Technician - V	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35

Professional Engineering Services - Government/Customer Site Rates

<u>Labor Categories</u>	<u>Site</u>	<u>CY06</u>	<u>CY07</u>	<u>CY08</u>	<u>CY09</u>
136 Research Technician - IV	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
137 Research Technician - III	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
138 Research Technician - II	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
139 Research Technician - I	Govt	\$ 38.55	\$ 39.90	\$ 41.30	\$ 42.75
140 Technical Writer - V	Govt	\$ 73.15	\$ 75.72	\$ 78.37	\$ 81.11
141 Technical Writer - IV	Govt	\$ 64.34	\$ 66.60	\$ 68.93	\$ 71.34
142 Technical Writer - III	Govt	\$ 54.67	\$ 56.58	\$ 58.56	\$ 60.61
143 Technical Writer - II	Govt	\$ 42.19	\$ 43.67	\$ 45.20	\$ 46.78
144 Technical Writer - I	Govt	\$ 36.38	\$ 37.65	\$ 38.97	\$ 40.33
145 Training Specialist - V	Govt	\$ 85.36	\$ 88.34	\$ 91.43	\$ 94.63
146 Training Specialist - IV	Govt	\$ 73.38	\$ 75.94	\$ 78.60	\$ 81.35
147 Training Specialist - III	Govt	\$ 63.08	\$ 65.29	\$ 67.58	\$ 69.95
148 Training Specialist - II	Govt	\$ 50.13	\$ 51.88	\$ 53.70	\$ 55.58
149 Training Specialist - I	Govt	\$ 42.45	\$ 43.93	\$ 45.47	\$ 47.06
150 Security Manager - V	Govt	\$ 86.48	\$ 89.51	\$ 92.64	\$ 95.88
151 Security Manager - IV	Govt	\$ 81.59	\$ 84.44	\$ 87.40	\$ 90.46
152 Security Manager - III	Govt	\$ 73.15	\$ 75.72	\$ 78.37	\$ 81.11
153 Security Manager - II	Govt	\$ 64.34	\$ 66.60	\$ 68.93	\$ 71.34
154 Security Manager - I	Govt	\$ 54.67	\$ 56.58	\$ 58.56	\$ 60.61
155 Security Specialist - IV	Govt	\$ 64.34	\$ 66.60	\$ 68.93	\$ 71.34
156 Security Specialist - III	Govt	\$ 54.67	\$ 56.58	\$ 58.56	\$ 60.61
157 Security Specialist - II	Govt	\$ 42.19	\$ 43.67	\$ 45.20	\$ 46.78
158 Security Specialist - I	Govt	\$ 36.38	\$ 37.65	\$ 38.97	\$ 40.33
159 Prof Business Specialist - VII	Govt	\$ 86.48	\$ 89.51	\$ 92.64	\$ 95.88
160 Prof Business Specialist - VI	Govt	\$ 81.59	\$ 84.44	\$ 87.40	\$ 90.46
161 Prof Business Specialist - V	Govt	\$ 73.15	\$ 75.72	\$ 78.37	\$ 81.11
162 Prof Business Specialist - IV	Govt	\$ 64.34	\$ 66.60	\$ 68.93	\$ 71.34
163 Prof Business Specialist - III	Govt	\$ 54.67	\$ 56.58	\$ 58.56	\$ 60.61
164 Prof Business Specialist - II	Govt	\$ 42.19	\$ 43.67	\$ 45.20	\$ 46.78
165 Prof Business Specialist - I	Govt	\$ 36.38	\$ 37.65	\$ 38.97	\$ 40.33
166 Administrative Support - V	Govt	\$ 42.19	\$ 43.67	\$ 45.20	\$ 46.78
167 Administrative Support - IV	Govt	\$ 36.38	\$ 37.65	\$ 38.97	\$ 40.33
168 Administrative Support - III	Govt	\$ 32.92	\$ 34.08	\$ 35.27	\$ 36.50
169 Administrative Support - II	Govt	\$ 26.17	\$ 27.09	\$ 28.04	\$ 29.02
170 Administrative Support - I	Govt	\$ 17.46	\$ 18.07	\$ 18.70	\$ 19.35

MANTECH SITE LABOR RATES
(Offsite Rates)

Professional Engineering Services - Contractor Site Rates

<u>Labor Categories</u>	<u>Site</u>	<u>CY06</u>	<u>CY07</u>	<u>CY08</u>	<u>CY09</u>
1 Corp Officer	Contr	\$ 224.86	\$ 232.74	\$ 240.89	\$ 249.32
2 Technical Director - IV	Contr	\$ 224.86	\$ 232.74	\$ 240.89	\$ 249.32
3 Technical Director - III	Contr	\$ 174.72	\$ 180.83	\$ 187.16	\$ 193.71
4 Technical Director - II	Contr	\$ 145.96	\$ 151.07	\$ 156.36	\$ 161.83
5 Technical Director - I	Contr	\$ 128.96	\$ 133.48	\$ 138.15	\$ 142.99
6 Project Manager - VII	Contr	\$ 224.86	\$ 232.74	\$ 240.89	\$ 249.32
7 Project Manager - VI	Contr	\$ 174.72	\$ 180.83	\$ 187.16	\$ 193.71
8 Project Manager - V	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
9 Project Manager - IV	Contr	\$ 145.96	\$ 151.07	\$ 156.36	\$ 161.83
10 Project Manager - III	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
11 Project Manager - II	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
12 Project Manager - I	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
13 Project Engineer - VII	Contr	\$ 224.86	\$ 232.74	\$ 240.89	\$ 249.32
14 Project Engineer - VI	Contr	\$ 174.72	\$ 180.83	\$ 187.16	\$ 193.71
15 Project Engineer - V	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
16 Project Engineer - IV	Contr	\$ 128.96	\$ 133.48	\$ 138.15	\$ 142.99
17 Project Engineer - III	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
18 Project Engineer - II	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
19 Project Engineer - I	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
20 Facilities Engineer - V	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
21 Facilities Engineer - IV	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
22 Facilities Engineer - III	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
23 Facilities Engineer - II	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
24 Facilities Engineer - I	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
25 Field Engineer - VII	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
26 Field Engineer - VI	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
27 Field Engineer - V	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
28 Field Engineer - IV	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
29 Field Engineer - III	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
30 Field Engineer - II	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
31 Field Engineer - I	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
32 Logistics Engineer - VII	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
33 Logistics Engineer - VI	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
34 Logistics Engineer - V	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
35 Logistics Engineer - IV	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
36 Logistics Engineer - III	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
37 Logistics Engineer - II	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
38 Logistics Engineer - I	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
39 Mechanical Engineer - VII	Contr	\$ 224.86	\$ 232.74	\$ 240.89	\$ 249.32
40 Mechanical Engineer - VI	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
41 Mechanical Engineer - V	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
42 Mechanical Engineer - IV	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
43 Mechanical Engineer - III	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
44 Mechanical Engineer - II	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
45 Mechanical Engineer - I	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70

Professional Engineering Services - Contractor Site Rates

<u>Labor Categories</u>	<u>Site</u>	<u>CY06</u>	<u>CY07</u>	<u>CY08</u>	<u>CY09</u>
46 Hardware Engineer - VII	Contr	\$ 224.86	\$ 232.74	\$ 240.89	\$ 249.32
47 Hardware Engineer - VI	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
48 Hardware Engineer - V	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
49 Hardware Engineer - IV	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
50 Hardware Engineer - III	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
51 Hardware Engineer - II	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
52 Hardware Engineer - I	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
53 Software Engineer - VII	Contr	\$ 224.86	\$ 232.74	\$ 240.89	\$ 249.32
54 Software Engineer - VI	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
55 Software Engineer - V	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
56 Software Engineer - IV	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
57 Software Engineer - III	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
58 Software Engineer - II	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
59 Software Engineer - I	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
60 Systems Engineer - VII	Contr	\$ 224.86	\$ 232.74	\$ 240.89	\$ 249.32
61 Systems Engineer - VI	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
62 Systems Engineer - V	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
63 Systems Engineer - IV	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
64 Systems Engineer - III	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
65 Systems Engineer - II	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
66 Systems Engineer - I	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
67 Configuration Analyst - V	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
68 Configuration Analyst - IV	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
69 Configuration Analyst - III	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
70 Configuration Analyst - II	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
71 Configuration Analyst - I	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
72 Database Design Analyst - VI	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
73 Database Design Analyst - V	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
74 Database Design Analyst - IV	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
75 Database Design Analyst - III	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
76 Database Design Analyst - II	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
77 Database Design Analyst - I	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
78 Information Systems Security Analyst - VII	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
79 Information Systems Security Analyst - VI	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
80 Information Systems Security Analyst - V	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
81 Information Systems Security Analyst - IV	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
82 Information Systems Security Analyst - III	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
83 Information Systems Security Analyst - II	Contr	\$ 46.17	\$ 47.79	\$ 49.46	\$ 51.19
84 Information Systems Security Analyst - I	Contr	\$ 38.75	\$ 40.11	\$ 41.51	\$ 42.96
85 Programming Analyst - VI	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
86 Programming Analyst - V	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
87 Programming Analyst - IV	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
88 Programming Analyst - III	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
89 Programming Analyst - II	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
90 Programming Analyst - I	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48

Professional Engineering Services - Contractor Site Rates

<u>Labor Categories</u>	<u>Site</u>	<u>CY06</u>	<u>CY07</u>	<u>CY08</u>	<u>CY09</u>
91 Quality Analyst - V	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
92 Quality Analyst - IV	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
93 Quality Analyst - III	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
94 Quality Analyst - II	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
95 Quality Analyst - I	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
96 Systems Analyst - VII	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
97 Systems Analyst - VI	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
98 Systems Analyst - V	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
99 Systems Analyst - IV	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
100 Systems Analyst - III	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
101 Systems Analyst - II	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
102 Systems Analyst - I	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
103 Technical Support Analyst - V	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
104 Technical Support Analyst - IV	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
105 Technical Support Analyst - III	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
106 Technical Support Analyst - II	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
107 Technical Support Analyst - I	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
108 Computer Services Professional Staff - VIII	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
109 Computer Services Professional Staff - VII	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
110 Computer Services Professional Staff - VI	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
111 Computer Services Professional Staff - V	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
112 Computer Services Professional Staff - IV	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
113 Computer Services Professional Staff - III	Contr	\$ 46.17	\$ 47.79	\$ 49.46	\$ 51.19
114 Computer Services Professional Staff - II	Contr	\$ 38.75	\$ 40.11	\$ 41.51	\$ 42.96
115 Computer Services Professional Staff - I	Contr	\$ 33.89	\$ 35.08	\$ 36.31	\$ 37.58
116 LAN Administration Manager - V	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
117 LAN Administration Manager - IV	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
118 LAN Administration Manager - III	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
119 LAN Administration Manager - II	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
120 LAN Administration Manager - I	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
121 Sr. Technician - VI	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
122 Sr. Technician - V	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
123 Sr. Technician - IV	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
124 Sr. Technician - III	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
125 Sr. Technician - II	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
126 Sr. Technician - I	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
127 Technician - V	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
128 Technician - IV	Contr	\$ 46.17	\$ 47.79	\$ 49.46	\$ 51.19
129 Technician - III	Contr	\$ 38.75	\$ 40.11	\$ 41.51	\$ 42.96
130 Technician - II	Contr	\$ 33.89	\$ 35.08	\$ 36.31	\$ 37.58
131 Technician - I	Contr	\$ 26.11	\$ 27.03	\$ 27.98	\$ 28.96
132 Research Technician - VIII	Contr	\$ 155.18	\$ 160.61	\$ 166.23	\$ 172.05
133 Research Technician - VII	Contr	\$ 112.66	\$ 116.61	\$ 120.69	\$ 124.91
134 Research Technician - VI	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
135 Research Technician - V	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59

Professional Engineering Services - Contractor Site Rates

<u>Labor Categories</u>	<u>Site</u>	<u>CY06</u>	<u>CY07</u>	<u>CY08</u>	<u>CY09</u>
136 Research Technician - IV	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
137 Research Technician - III	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
138 Research Technician - II	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
139 Research Technician - I	Contr	\$ 46.17	\$ 47.79	\$ 49.46	\$ 51.19
140 Technical Writer - V	Contr	\$ 87.96	\$ 91.04	\$ 94.23	\$ 97.53
141 Technical Writer - IV	Contr	\$ 77.31	\$ 80.01	\$ 82.81	\$ 85.71
142 Technical Writer - III	Contr	\$ 65.57	\$ 67.86	\$ 70.24	\$ 72.70
143 Technical Writer - II	Contr	\$ 50.62	\$ 52.39	\$ 54.22	\$ 56.12
144 Technical Writer - I	Contr	\$ 43.74	\$ 45.27	\$ 46.85	\$ 48.49
145 Training Specialist - V	Contr	\$ 102.42	\$ 106.01	\$ 109.72	\$ 113.56
146 Training Specialist - IV	Contr	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59
147 Training Specialist - III	Contr	\$ 75.64	\$ 78.29	\$ 81.03	\$ 83.87
148 Training Specialist - II	Contr	\$ 60.15	\$ 62.26	\$ 64.44	\$ 66.70
149 Training Specialist - I	Contr	\$ 50.94	\$ 52.72	\$ 54.57	\$ 56.48
150 Security Manager - V	Contr	\$ 107.93	\$ 111.70	\$ 115.61	\$ 119.66
151 Security Manager - IV	Contr	\$ 99.00	\$ 102.46	\$ 106.05	\$ 109.76
152 Security Manager - III	Contr	\$ 87.96	\$ 91.04	\$ 94.23	\$ 97.53
153 Security Manager - II	Contr	\$ 77.31	\$ 80.01	\$ 82.81	\$ 85.71
154 Security Manager - I	Contr	\$ 65.57	\$ 67.86	\$ 70.24	\$ 72.70
155 Security Specialist - IV	Contr	\$ 77.31	\$ 80.01	\$ 82.81	\$ 85.71
156 Security Specialist - III	Contr	\$ 65.57	\$ 67.86	\$ 70.24	\$ 72.70
157 Security Specialist - II	Contr	\$ 50.62	\$ 52.39	\$ 54.22	\$ 56.12
158 Security Specialist - I	Contr	\$ 43.74	\$ 45.27	\$ 46.85	\$ 48.49
159 Prof Business Specialist - VII	Contr	\$ 107.93	\$ 111.70	\$ 115.61	\$ 119.66
160 Prof Business Specialist - VI	Contr	\$ 99.00	\$ 102.46	\$ 106.05	\$ 109.76
161 Prof Business Specialist - V	Contr	\$ 87.96	\$ 91.04	\$ 94.23	\$ 97.53
162 Prof Business Specialist - IV	Contr	\$ 77.31	\$ 80.01	\$ 82.81	\$ 85.71
163 Prof Business Specialist - III	Contr	\$ 65.57	\$ 67.86	\$ 70.24	\$ 72.70
164 Prof Business Specialist - II	Contr	\$ 50.62	\$ 52.39	\$ 54.22	\$ 56.12
165 Prof Business Specialist - I	Contr	\$ 43.74	\$ 45.27	\$ 46.85	\$ 48.49
166 Administrative Support - V	Contr	\$ 50.62	\$ 52.39	\$ 54.22	\$ 56.12
167 Administrative Support - IV	Contr	\$ 43.74	\$ 45.27	\$ 46.85	\$ 48.49
168 Administrative Support - III	Contr	\$ 39.96	\$ 41.36	\$ 42.81	\$ 44.31
169 Administrative Support - II	Contr	\$ 31.38	\$ 32.48	\$ 33.62	\$ 34.80
170 Administrative Support - I	Contr	\$ 19.72	\$ 20.41	\$ 21.12	\$ 21.86

SECTION B-1 LABOR CATEGORIES
FOR PROPOSALS SUBMITTED BEFORE MAY 19, 2006

LABOR CATEGORIES AND DESCRIPTIONS

The following section provides an overview of the general labor category type (Managers, Professionals, Technicians, Office and Clerical), followed by distinct categories and descriptions for ordering under the PES Schedule.

MANAGERS - this category includes those personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of ManTech's operations.

- **Corporate Manager** - an officer of the Corporation, who is a President or Vice President, or the like.
- **Executive Director** - the manager of a major division of the Corporation. Directs and coordinates activities of the division to obtain optimum efficiency and economy of operations. Plans, develops, and implements (through subordinate technical and administrative personnel) organizational policies and goals. Coordinates activities or directorates to accomplish sales and marketing plans, develops new markets, increases market share, and obtains competitive budgets. Ensures division Affirmative Action objectives are met.
- **Management Director** - the manager of a specific corporate entity of corporate-wide scope, or narrowly defined financial area or functional grouping of personnel such as Employee Relations, Financial Management, Publications, and the like.
- **Technical Director** - the manager of a directorate within a division, who has supervisory and developmental responsibilities within a functional area. The Technical Director manages one or more projects or programs, may manage an operating office, and normally has a number of people for whom he is responsible. Develops and maintains a sales and marketing plan to achieve previously agreed-upon objectives that have been endorsed by Division and Group management, and maintains aggressive directorate efforts to achieve these objectives.
- **Project Manager** - the manager of a specific project, or narrowly defined functional area or functional grouping of personnel. These individuals confer with project personnel to provide technical advice and assist in solving problems. The Project Manager prepares project status reports, plans, directs, and coordinates activities of designated project(s) to ensure that aims, goals, or objectives specified for projects are accomplished in accordance with prescribed priorities, time limitation, and funding conditions.
- **Administrative Manager** - the manager of a functional area or unit of the corporation. The Administrative Manager aids executives in the staff capacity by coordinating office services such as personnel, budgets, records control, and special management studies. May create new systems or revise established procedures. Issues and interprets operating policies. May direct services, such as maintenance, repair, supplies, mail, and files. May participate in recruiting activities and other personnel-related functions. May represent organization in the Affirmative Action Group and act as divisional Affirmative Action Representative.

[MGC1 Corporate Staff Officers](#)

[MGD6 Executive Director](#)

[MGD5 Assistant Executive Director](#)

- MGD4 Technical Director
- MGD3 Assistant Technical Director
- MGD2 Senior Project Manager
- MGD1 Project Manager
- LWM5 Senior Legal Counsel
- MGM4 Management Director
- MGM3 Assistant Management Director
- M2 Senior Staff Managers (various disciplines)
- SBM2 Senior Manager - Subcontracts
- LWM2 Associate Legal Counsel
- SCM2 Senior Manager – Security
- CSM2 Senior Manager – Computer Services
- LAM2 Senior Manager – LAN Administration
- OPM2 Senior Manager – Business Operations
- ACM2 Senior Manager – Accounting
- ADM2 Senior Executive Assistant
- ASM2 Senior Manager – Administrative Services
- CTM2 Senior Manager – Contracts
- FIM2 Senior Manager – Finance
- HRM2 Senior Manager – Human Resources
- MAM2 Senior Manager – Marketing
- M1 Staff Managers (various disciplines)
- SCM1 Staff Manager - Security
- CSM1 Staff Manager – Computer Services
- LAM1 Staff Manager – LAN Administration
- OPM1 Staff Manager – Business Operations
- ACM1 Staff Manager – Accounting
- ASM1 Staff Manager – Administrative Services
- CTM1 Staff Manager – Contracts
- FIM1 Staff Manager – Finance
- HRM1 Staff Manager – Human Resources
- MAM1 Staff Manager – Marketing

MGC1 CORPORATE STAFF OFFICERS

Duties: Officers at this level have proven qualities of leadership, usually advancing from lower-level management positions on the corporate staff or within subsidiary organizations. They have achieved unusual success in handling positions of great responsibility. Duties usually include the oversight of a corporate department or division within which they are ultimately responsible for the staffing, budgeting and strategic planning. Have demonstrated success in dealing with officials of other corporations and with customers, as well as persons of both higher and lower status within the corporation and its subsidiaries. Provide executive guidance to agency heads, directors, and senior managers on quality improvement. Design, organize, lead, and conduct executive level workshops, training sessions, pilot projects, organizational readiness surveys, and customer focus groups.

Education: Bachelors or Masters Degree in Business Administration, a related discipline or equivalent experience of ten or more years in positions of increasing responsibility, including supervisory/management experience.

Example positions are:

Vice President - Engineering
Vice President - Information Systems
Vice President - Director-Chemistry
Vice President - Director-Toxicology

MGD6 EXECUTIVE DIRECTOR

Duties: Manages a major division of the corporation or a subsidiary company. Directs and coordinates the activities of the division to obtain optimum efficiency and economy of operations. Plans, develops and implements (in coordination with subordinate technical and administrative personnel) organizational goals and objectives. Coordinates activities of directorates to accomplish sales and marketing plans, develop new markets and to improve competitive position of the company/division. Analyzes, develops and manages operating budgets. Ensures division Affirmative Action goals are met. Develops and recommends short- and long-range objectives consistent with corporate guidelines. Ensures conformance with local, state and federal regulations. Maintains appropriate communication between functional areas within the division.

Education: Bachelors Degree plus eight years of relevant technical, professional or management positions or 11.5 years of similar experience. Typically, advances through one of the professional areas supervised and is thoroughly conversant with the spectrum of professional and technical disciplines represented in the organization. Must include previous supervisory/management experience.

Example position is:

Director of Engineering - extensive knowledge of engineering concepts, procedures and practices. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Approves project and testing specifications. May lead or coordinate complex task/project teams. In a supervisory capacity, (a) plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance, or (b) is responsible for the entire engineering program of a company when the program is of limited complexity and scope. Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major company programs. This involves exploration of a subject area, definition of scope and selection of problems for investigation, and development of novel concepts and approaches. Maintains liaison with individuals within or outside the organization with responsibility for acting independently on technical matters pertaining to the field.

MGD5 ASSISTANT EXECUTIVE DIRECTOR

Duties: Assistant manager in a division level operation or manager of a lower-level organization. Responsible for direction and coordination of the activities of subordinate staff. Assists in planning, development and implementation of organizational goals and objectives. Coordinates activities of the organization and subordinate organizations to improve the competitive position of the company. Develops, analyzes and allocates operating budgets. Monitors compliance with corporate policies and procedures. Schedules and allocates work; provides advice, guidance and training to subordinates; and recommends/determines personnel actions for department. Responsible for department/project planning, execution, and performance. Plans and directs technological improvements and project management implementation. Manages a diverse group of functional activities, subordinate groups of

technical and administrative personnel. Provides business, technical, and personnel management across multiple projects.

Education: Bachelors Degree plus six years of relevant technical, professional or management positions or 9.5 years of similar experience. Typically, the incumbent advances through one of the professional areas supervised and is thoroughly conversant with the spectrum of professional and technical disciplines represented in the organization. Must include previous supervisory/management experience.

Example position is:

Program Manager – primary interface with the client to ensure compliance with the contract and the statement of work. Responsible for providing cost and schedule analysis and reporting on the status of the contract. Plans, coordinates, and supervises all allocated tasks. Develops, implements, and maintains a task management approach for all work accomplished within the statement of work. Provides accurate control and accountability of hours and work codes allocated to tasks. Presents quarterly program status reviews to the Government. Attends periodic staff meetings and program reviews addressing staffing, management concerns, schedule and cost issues, and planned procurements. Makes recommendations for realignment of work force with manpower requirements to ensure accomplishment of all tasks. Responsible for management of large, multiple projects requiring comprehensive engineering, technical, logistics, and management services in support of high priority, high technology programs and systems. Responsible for orchestration and management of large staffs performing a wide range of hardware/software/systems related services at multiple CONUS and OCONUS locations.

MGD4 TECHNICAL DIRECTOR

Duties: Manages a directorate within a division; has supervisory and developmental responsibilities within a functional area. Manages one or more projects or programs, may manage an operating office and supervises professional and technical personnel performing in their customary disciplines. Develops and maintains a sales and marketing plan to achieve objectives endorsed by division and group management. Maintains aggressive efforts to achieve objectives. Experienced in management or implementation of large programs in such areas as operations, technology innovations, business operations, program management, software engineering, design engineering, system integration, digital imaging or digital communication technology.

Education: Bachelors Degree plus five years of relevant technical, professional or management positions or 8.5 years of similar experience. Typically, advances through performance in and management of a discipline within the area that is supervised. Should have a working knowledge of other disciplines represented in the department. Background must include supervisory/management experience.

Example position is:

Engineering Manager – Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Makes decisions independently on engineering problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of the field and related sciences and disciplines. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. In a supervisory capacity, plans,

develops, coordinates, and directs a large and important engineering project or a number of small projects. As individual researcher or engineer, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. As a staff specialist, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment.

MGD3 ASSISTANT TECHNICAL DIRECTOR

Duties: Assists in the management of a directorate or is at an entry level in management of a directorate under the close supervision of the Technical or Executive Director. Manages one or more projects and supervises professional and technical personnel performing in their regular disciplines. Participates in the development and execution of budgets, sales and marketing plans and other strategic tools. Participates in directorate efforts toward achieving established objectives.

Education: Bachelors Degree plus four years of relevant technical, professional or management positions or 7.5 years of similar experience. Typically, the incumbent advances through professional grades and is assigned supervisory and management duties in the process of development.

MGD2 SENIOR PROJECT MANAGER

Duties: Manages a specific project or narrowly defined functional area or functional grouping of professional and technical personnel. Experienced in developing task performance schedules to manage high group productivity, developing and implementing operational procedures, work controls, and other standards to achieve acceptable performance levels and quality standards. Demonstrated knowledge of project planning and management methods and techniques. Highly effective in establishing and maintaining productive working relationships with employees, managers, and clients. Confers with project personnel to provide technical advice and assistance in solving problems. Prepares project status reports. Plans, directs and coordinates activities of project personnel to ensure that goals and objectives for the project are accomplished in accordance with prescribed priorities and within established time limits and funding constraints. Provides business, technical, and personnel management for individual projects.

Education: Bachelors Degree plus three years of relevant technical, professional or management positions or 4.5 years of similar experience. Typically advances through lower grades and will have been assigned and successfully executed lower level supervisory duties.

Example position is:

Project Manager

MGD1 PROJECT MANAGER

Duties: Entry level management of a specific project or narrowly defined functional area or functional grouping of professional and technical personnel. Confers with project personnel to provide technical advice and assistance in solving problems. Defines and directs technical specification and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Prepares project status reports. Plans, directs and coordinates

activities of project personnel to ensure that goals and objectives for the project are accomplished in accordance with prescribed priorities and within established time limits and funding constraints. Provides business, technical, and personnel management for smaller, individual projects

Education: Bachelors Degree in a relevant field of study plus two years of relevant technical, professional or management positions or 3.5 years of similar experience. Typically advances through lower grades and will have been assigned and successfully executed lower level supervisory duties.

Example position is:
Task Leader

LWM5 SENIOR LEGAL COUNSEL

Duties: Provides legal consultation and advisory work on more complex legal matters and projects. May provide work leadership to less experienced attorneys and may have management responsibility for a specific legal area.

Education: Requires a law degree and may require bar membership. Normally requires five or more years of working experience.

Example position is:
EPA Compliance Advisor

MGM4 MANAGEMENT DIRECTOR

Duties: Manages or holds an upper-level professional position in corporate department such as Human Resources, Accounting, Contracts, etc. Performs in a professional capacity and has management responsibility in the direction of personnel activities that contribute to the successful performance of the department's function in the corporate structure. Plans, develops and implements the department's goals, objectives and budgets. Develops policy, procedures, and standards that support business requirements.

Education: Bachelors Degree in Business Administration, a related specialty or equivalent experience. Seven years experience in a relevant discipline including management/supervisory experience. Progressively more difficult experience in developing, examining, evaluating, and implementing policy and/or standards. Other related experience includes strategic planning, management analysis, policy development, operations research, economics, cost/benefit analysis, modeling, and survey techniques.

Example positions are:
Resource Manager
Account Manager
Information Technology Specialist
Building Environment Project Manager

MGM3 ASSISTANT MANAGEMENT DIRECTOR

Duties: Performs duties in a professional position in a department or as an assistant manager of the department. Holds responsibility for the direction of personnel activities that contribute to

the successful execution of the department's function in the corporate structure. Assists in planning, developing and implementing the department's goals, objectives and budgets.

Education: Bachelors Degree in Business Administration, a related specialty or equivalent experience and five years experience of relevant technical, professional or management experience.

M2 SENIOR STAFF MANAGERS (VARIOUS DISCIPLINES)

SBM2 SENIOR MANAGER - SUBCONTRACTS

Duties: Responsible for developing, negotiating and administering highly complex and high risk subcontracts, ensuring compliance on vendor, cost, schedule, legal and performance aspects. Selects qualified suppliers and manufacturers and develops new supply sources where vendors and suppliers are inadequate. Solicits and evaluates proposals/quotations from vendors and negotiates prices and terms to achieve optimum results for the company. Plans and conducts major contract negotiations. Prepares contractual documents and amendments. May provide work leadership for lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Eight years subcontract administration experience with responsibility for major subcontracts.

LWM2 ASSOCIATE LEGAL COUNSEL

Duties: Provides assistance in a variety of less difficult, assigned legal projects which may include preparation of legal documents and/or investigation of internal legal issues and complaints. May review contracts and other documents.

Education: Entry level position that requires a law degree and may require bar membership. Usually less than three years of legal experience.

SCM2 SENIOR MANAGER – SECURITY

Duties: Responsible for the direct supervision/management of the security administration staff. Manages all aspects of the DoD, DoE or other industrial security program and other security activities, ensuring compliance with government and company security policies and procedures. Reviews and investigates non-compliance issues. Responsible for the employment, training and discipline of assigned employees.

Education: Bachelors Degree or equivalent experience. Minimum of five years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual. Experience must include supervisory/management experience.

CSM2 SENIOR MANAGER – COMPUTER SERVICES

Duties: Schedules and coordinates work flow of computer operations personnel. Schedules work of users. Provides technical assistance to system users in resolving complex operating problems. Selects, trains and evaluates computer operations personnel. Performs other duties, as assigned.

Education: An Associate Degree in Computer Science, a related field or equivalent experience. Six to ten years of related experience including supervisory/management experience.

LAM2 SENIOR MANAGER – LAN ADMINISTRATION

Duties: Proposes and implements network policy to include firewalls, Internet Applications (Gopher, Mosaic), modems, communication servers, and WAN connectivity. Responsible for the design, installation and maintenance of the company (or department's) local area network. Responsible for analyzing, evaluating, and architecting cost effective LAN application solutions that make the most of resources and technology available in meeting business requirements. Evaluates vendor hardware and software for large, complex networks. Designs and implements interface programs. Develops LAN security procedures. Maintains applicable CERT and CIAC alerts and bulletins. Implements recommended security changes to include programs and applications, modifying firewalls, and hosts. Troubleshoots complex LAN problems. Demonstrated ability to determine network and application performance, evaluate and diagnose network performance issues and recommend and implement solutions for network performance improvement. Usually has supervisory responsibility

Education: Requires a college degree and five to seven years of related experience. Additional experience may be substituted for the degree.

OPM2 SENIOR MANAGER – BUSINESS OPERATIONS

Duties: Responsible for the direct supervision of the Business Operations staff engaged in financial and administrative activities for programs or proposals. Serves as primary liaison between company and customers. Prepares and monitors budgets. Responsible for the employment, training and discipline of assigned employees. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Minimum of five years financial and administrative experience in contract interpretation, budget development and administration of government projects. Must also have supervisory/management experience.

ACM2 SENIOR MANAGER – ACCOUNTING

Duties: Responsible for the direct supervision of accounting staff engaged in general or specialized accounting functions such as Accounts Receivable, Accounts Payable, Cost Accounting and the like. May supervise both clerical and professional staff members. Responsible for the development, modification and review of accounting systems, reporting methods and controls. Performs other duties, as assigned.

Education: Bachelors Degree in Accounting, Business Administration, a related field or equivalent experience. Minimum of five years accounting experience including supervision/management experience.

ADM2 SENIOR EXECUTIVE ASSISTANT

Duties: Performs administrative work for senior official or principal line staff executive. May record dictation and prepare typed material relating to important or confidential matters. Work requires initiative, judgement, knowledge and ability to relieve principal of administrative details

and to assist in the organization and administration of office procedures by the performance of such duties as: 1) determining the proper disposition of or composing replies to incoming mail, 2) receiving visitors, answering phones, supplying requested information and scheduling appointments, 3) locating and obtaining information from sources within and outside the company and, 4) preparing special reports, summaries and digests. Performs other related duties as assigned.

Education: Requires at least five to seven years of relevant experience and a high school diploma. Some college education would be helpful.

ASM2 SENIOR MANAGER – ADMINISTRATIVE SERVICES

Duties: Responsible for a wide variety of administrative support activities for large and/or complex organizations. Anticipates and responds to management needs and may serve as primary point of contact for all administrative services. Has a thorough understanding of corporate requirements. Recommends and develops techniques for meeting administrative needs. Participates in budget preparation; may authorize budget expenditures. May provide work leadership to lower level employees. Areas of responsibility may include oversight of the mail room/couriers, telephone/switchboard. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Five to seven years experience in the organization.

Example position is:

Administrative Support Task Manager – supervises and oversees activities of the reception desk, personnel security, and help desk; documents reproduction; mail (incoming/outgoing); CDRL accountability; contract files; and coordination of building maintenance issues. Maintains accountability of all taskers, establishing suspense dates and coordinating outstanding tasks. Provides clerical support (typing, filing, security inventory, etc.) in response to client tasking.

CTM2 SENIOR MANAGER – CONTRACTS

Duties: Responsible for the direct supervision/management of the contracts administration staff. Duties include management and administration of company contracts including overseeing proposal preparation and contract negotiation. Reviews and resolves all issues affecting company compliance and ensures satisfaction of legal requirements, company and customer objectives. Advises management of contractual rights and obligations and provides interpretation of terms and conditions. Responsible for the employment, training and discipline of assigned employees. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience with additional training in contract law. Minimum of five years of contract administration experience, including supervisory/management experience.

FIM2 SENIOR MANAGER – FINANCE

Duties: Responsible for the direct supervision of the finance staff engaged in various financial functions such as budgeting, auditing, forecasting and analysis. Acts as a liaison with management regarding rate and budget questions. Ensures compliance with internal procedures and DAR/FAR government regulations. Primary liaison between the company and various government agencies during audits, ensuring understanding of financial data,

methodology and applicability under appropriate government regulations. Performs other duties, as assigned.

Education: Bachelors Degree in Finance, Accounting, Business Administration, a related field or equivalent experience. Minimum of five years' financial analysis experience, including supervisory/management experience and a working knowledge of DAR/FAR and other applicable government regulations.

HRM2 SENIOR MANAGER – HUMAN RESOURCES

Duties: An experienced, well-rounded generalist, responsible for developing, implementing and coordinating policies and programs covering one or more major personnel functions such as employment, labor/employee relations, salary administration, training, benefits, employee services or safety and health. Demonstrates thorough knowledge of judicial and legislative issues as they relate to human resources. May advise senior management on issues related to specialty. Performs other duties, as assigned.

Education: Bachelors Degree in Human Resource Management, a related field, or equivalent experience. Four to six years of related experience.

MAM2 SENIOR MANAGER – MARKETING

Duties: Develops and maintains customer business relationships in domestic and/or international markets. Has primary responsibility for identifying and developing opportunities for business expansion. Develops marketing strategies and proposes long-range business plans. Acts as a liaison with customer agencies and offices. Performs other duties, as assigned.

Education: Technical degree or equivalent experience. A minimum of ten years design engineering or program management experience in addition to sales/marketing experience.

M1 STAFF MANAGERS (VARIOUS DISCIPLINES)

SCM1 STAFF MANAGER - SECURITY

Duties: Coordinates and monitors highly sensitive aspects of the DoD, DoE or other industrial security program and other security activities, ensuring compliance with government and company security policies and procedures. Conducts highly sensitive security briefings. Coordinates all security education programs. Primary liaison with upper management and outside agencies. May provide work leadership to lower level employees.

Education: Bachelors Degree or equivalent experience. Eight years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual.

CSM1 STAFF MANAGER – COMPUTER SERVICES

Duties: Performs operation and maintenance of peripherals, including processors, disk drives and printers. Resolves more complex operating problems. Performs non-standard system maintenance activities. Provides technical assistance to lower level operators and system users. Performs other duties, as assigned.

Education: Normally requires two years of college or technical training and five to seven years of related experience.

LAM1 STAFF MANAGER – LAN ADMINISTRATION

Duties: Responsible for the installation, maintenance and use of the company/department's local area network. Assists with the evaluation of vendor products to recommend initial acquisition or system enhancements. Manages LAN performance and maintain LAN security. Installs all network software and troubleshoots LAN problems. Implements LAN policies, procedures and standards and ensures their conformance according to company's objectives. Trains users on LAN operation. Performs other duties, as assigned.

Education: Requires a college degree and two to four years of related experience. Additional experience may be substituted for the degree.

OPM1 STAFF MANAGER – BUSINESS OPERATIONS

Duties: Responsible for a wide variety of detailed financial and administrative activities for large and/or complex programs, organizations or proposals. Anticipates and responds to customer needs and may serve as primary point of contact for customers. Has a thorough understanding of program requirements. Recommends and develops techniques for estimating parameters. Prepares budgets; may authorize budget expenditures. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Eight years experience in contract interpretation, budget development and administration of government projects.

ACM1 STAFF MANAGER – ACCOUNTING

Duties: Performs highly complex tasks providing specialized analyses in various accounting functions such as Accounts Receivable, Accounts Payable, Cost Accounting and the like. Develops and recommends complex accounting systems, methods, procedures and controls. Develops and/or modifies major policies and procedures for financial reporting and cost analysis in specialized areas. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Accounting, Business Administration, a related field or equivalent experience. Eight years accounting experience.

ASM1 STAFF MANAGER – ADMINISTRATIVE SERVICES

Duties: Responsible for a wide variety of administrative support activities for large and/or complex organizations or proposals. Responds to management needs and may serve as primary point of contact for administrative services. Has a thorough understanding of corporate requirements. May provide work leadership to lower level employees. Areas of responsibility may include the mail room/couriers/transportation/deliveries. Performs other duties, as assigned.

Education: High school diploma required with additional education preferred. Five to seven years experience in the organization.

Example positions are:

Librarian – manages acquisition, receipt, and shipment of library materials and supplies; helps prepare budget and maintain financial accounts; knowledge of information technologies applicable to research, reference sources (printed and electronic), and interlibrary loans and on-line databases; ability to plan, train, and supervise subordinates and to establish and maintain effective working relationships with coworkers, and the public.

Records File Manager – provides assistance to the client in records maintenance. Ensures records and files are maintained in accordance with established government regulations. Prepares records for retirement and store in appropriate containers to include handling of classified documents. Trains new personnel in files maintenance and management.

CTM1 STAFF MANAGER – CONTRACTS

Duties: Leads and conducts proposal preparation, contract negotiations and administration of major contracts. Monitors company performance for conformance to original proposal. Serves as primary point of contact for customers. Acts as advisor regarding legal requirements, customer specifications and government regulations. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience with additional training in contract law. Eight years contract administration experience.

FIM1 STAFF MANAGER – FINANCE

Duties: Acts as a key technical expert on financial analysis issues, concerns and special projects. Interfaces with top management, responding to their requests for financial data and to resolve reporting and compliance issues. Prepares special reports and financial studies for management and alerts them to significant variances from plan. Coordinates, negotiates and resolves financial compliance issues with various governmental agencies to ensure accurate interpretation. Conducts and may lead audits. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Finance, Accounting, Business Administration, a related field or equivalent experience. Eight years financial analysis experience, including a thorough knowledge of DAR/FAR and other applicable government regulations.

HRM1 STAFF MANAGER – HUMAN RESOURCES

Duties: Under close supervision and/or using well-defined policies and procedures, coordinates policies and programs related to one or more major personnel functions such as employment, labor/employee relations, salary administration, training, benefits, employee services or safety and health. May participate in the design/development of reports used by management in the analysis of the human resource function. May serve as an office coordinator at some locations. Performs other duties, as assigned.

Education: Bachelors Degree or equivalent experience and two to four years of related experience.

MAM1 STAFF MANAGER – MARKETING

Duties: Develops and maintains customer business relationships in domestic and/or international markets. Identifies and develops opportunities for business expansion. Develops marketing strategies and provides input on long-range business plans. Acts as a liaison with customer agencies and offices. Performs other duties, as assigned.

Education: Technical degree or equivalent experience. A minimum of seven years design engineering or program management experience in addition to sales/marketing experience.

PROFESSIONALS - requires Bachelor's Degree or equivalent related experience. Engineers' educational background covers a broad spectrum encompassing many disciplines. However, an individual may perform many tasks in an area not specifically related to his or her education. Similarly, physicists, mathematicians, and computer scientists may function in a variety of areas within their disciplinary fields, rather than function solely within a narrowly-defined area. Further, engineers may perform purely analytical tasks and analysts or physical scientists may perform engineering tasks.

- **Principal Engineer** - advanced degree or baccalaureate degree and advanced experience in one or more engineering disciplines. Experienced in consulting with users, determining requirements, and laying out courses of action. Capable of solving complex problems in own and related fields, and experienced in directing and assessing the efforts of other professional and technical personnel. Reviews plans and specifications prepared by other engineers and compiles and analyzes data in order to prepare cost estimates and budgets. Intimate familiarity with functions required to be performed by subordinate engineers and technicians.
- **Engineer** - degree or with equivalent related technical training or related experience. Performs work requiring professional work in research, development, design, testing, analysis, production, maintenance, operation, planning, survey, estimating, application, or standardization of engineering facilities, systems, processes, and equipment devices. ManTech's engineers are represented in three levels of education/experience ranging from entry level degree positions to those with advanced degrees and many years of experience. Areas of expertise include hardware, software, logistics, mechanical design and systems, among others.
- **Analyst** - degree or with equivalent related technical training or related experience. Performs work requiring professional-level knowledge and experience. Conducts analysis, design, programming, testing, and implementation activity (possibly at sub-system level). May design complex systems. May supervise subordinate positions or provide assistance to lower level positions as required. Capability to implement state-of-the-art technology may be required. ManTech's analysts are represented in three levels of education/experience ranging from entry level degree positions to those with advanced degrees and many years of experience. Areas of expertise include configuration, database design, information systems security, programming, quality and training, among others.

E4 [Principal Engineers \(various disciplines\)](#)

SWE4 [Principal Software Engineer](#)

HWE4 [Principal Hardware Engineer](#)

SSE4 [Principal Systems Engineer](#)

MDE4 [Principal Mechanical Engineer](#)

EVE4 [Principal Engineer - Environmental](#)

STE4 [Principal Scientist](#)

E3 [Senior Engineers \(various disciplines\)](#)

SWE3 [Senior Software Engineer](#)

HWE3 [Senior Hardware Engineer](#)

SSE3 [Senior Systems Engineer](#)

FEE3 [Senior Field Engineer](#)

LGE3 [Senior Logistics Engineer](#)

MDE3 [Senior Mechanical Engineer](#)

PEE3 [Senior Project Engineer](#)



- FCE3 Senior Engineer - Facilities
- EVE3 Senior Engineer - Environmental
- STE3 Senior Scientist
- E2 Staff Engineers (various disciplines)
- SWE2 Staff Software Engineer
- HWE2 Staff Hardware Engineer
- SSE2 Staff Systems Engineer
- FEE2 Staff Field Engineer
- LGE2 Staff Logistics Engineer
- MDE2 Staff Mechanical Engineer
- PEE2 Staff Project Engineer
- STE2 Staff Scientist
- E1 Associate Engineers (various disciplines)
- SWE1 Associate Software Engineer
- HWE1 Associate Hardware Engineer
- SSE1 Associate Systems Engineer
- FEE1 Associate Field Engineer
- MDE1 Associate Mechanical Engineer
- STE1 Associate Scientist
- A3 Senior Analysts (various disciplines)
- CFA3 Senior Analyst - Configuration
- PMA3 Senior Analyst - Programming
- SSA3 Senior Analyst - Systems
- DBA3 Senior Analyst - Database Design
- QUA3 Senior Analyst - Quality
- TRA3 Senior Analyst - Training
- ISA3 Senior Analyst - Information Systems Security
- EVA3 Senior Analyst - Environmental
- TAA3 Senior Analyst - Technical Support
- A2 Staff Analysts (various disciplines)
- CFA2 Staff Analyst - Configuration
- PMA2 Staff Analyst - Programming
- SSA2 Staff Analyst - Systems
- DBA2 Staff Analyst - Database Design
- QUA2 Staff Analyst - Quality
- TRA2 Staff Analyst - Training
- ISA2 Staff Analyst - Information Systems Security
- EVA2 Staff Analyst - Environmental
- CSA2 Computer Systems Analyst
- TAA2 Staff Analyst - Technical Support
- A1 Associate Analysts (various disciplines)
- PMA1 Associate Analyst - Programming
- SSA1 Associate Analyst - Systems
- DBA1 Associate Analyst - Database Design
- TRA1 Associate Analyst - Training
- EVA1 Associate Analyst - Environmental

E4 PRINCIPAL ENGINEERS (VARIOUS DISCIPLINES)

SWE4 PRINCIPAL SOFTWARE ENGINEER

Duties: Develops and applies advanced methods, theories and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Recommends corrections in technical applications and analysis. Conducts investigations and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. Experienced in developing standards-compliant software utilizing industry-leading operating systems, languages, protocols, and relational databases. In-depth knowledge of the design, operational use, and functional characteristics of standards-compliant systems, such as scanning, user interface, optical storage, and index subsystems of digital imaging systems; or the input processing, network transmission, security, network management, and control subsystems of digital communications systems. May provide work leadership to lower level employees.

Education: Masters Degree or Ph.D. in Computer Science, a related field or equivalent experience. Fifteen or more years of progressively complex software design experience.

Example positions are:

Principal Information Systems Engineer

Principal Business Process Reengineering Specialist

Principal Software Engineer

HWE4 PRINCIPAL HARDWARE ENGINEER

Duties: Develops and applies advanced hardware/systems methods, theories and research techniques in the investigation and solution of complex and advanced technical problems requiring the expert application of advanced knowledge. Plans, conducts technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned duties. Conducts investigations and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Recommends corrections in technical application and analysis. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Masters Degree or Ph.D. in Electrical Engineering, a related field or equivalent experience. Fifteen or more years of applicable progressively complex hardware design engineering experience. This position requires proficiency in the application of engineering, scientific and mathematical knowledge.

Example positions include:

Electrical Engineer

Instrumentation Engineer

Communications Engineer to include Satellite Communications and Mobile Communications

SSE4 PRINCIPAL SYSTEMS ENGINEER

Duties: Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and difficult system design requirements and problems requiring the expert application of advanced knowledge. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Generates and approves project and testing specifications. May lead or coordinate complex task/project teams. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of engineers and technical support personnel in the performance of assigned duties. Conducts investigations of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and recommends corrections in technical application and analysis to management. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Masters Degree or Ph.D. in Computer Science, a related field or equivalent experience. Fifteen or more years of applicable progressively complex system design experience including hardware/software integration of complex systems.

Example positions are:

Principle Systems Engineer

Principle Aerospace/Aeronautical/Astronautical Engineer

Principle Investigative Scientist

Principle Systems Architect

Principle Network Design Engineer

Principle Nuclear Engineer

MDE4 PRINCIPAL MECHANICAL ENGINEER

Duties: Develops and applies mechanical design methods, theories and research techniques in the investigation and solution of complex and advanced problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates and plans method of approach and organizes means to achieve solution of highly complex technical problems. Conducts investigations and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analyses. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Masters or Ph.D. in Mechanical Engineering, a related field or equivalent experience. Fifteen or more years of progressively complex mechanical engineering experience.

EVE4 PRINCIPAL ENGINEER - ENVIRONMENTAL

Duties: Guides, coordinates and reviews environmental aspects of programs concerned with the design, construction/production, modification, maintenance/repair, operation, use and disposal of varied environmental engineering facilities and systems. Provides expert evaluation of proposed projects or actions, which have environmental features or impact. Formulates

environmental policies and programs and coordinates program elements within DA, DoD, federal, state, and other regulatory agencies. Works with environmental laws, regulations, and requirements to develop environmental documentation required by the National Environmental Protection Agency. Duties include (1) design multimedia remedial systems; (2) perform field engineering services related to the installation of remedial system and other environmental initiatives; (3) perform feasibility analyses and prepare engineering and auditing reports; (4) prepare work plans, specifications, and bid packages for contract administration; and (5) assist project manager in proposal and deliverable preparation, project cost administration, and schedule development. Additionally, develop Health and Safety and Quality Assurance and Quality Control Plans; develop engineering cost estimates and schedules, and supervise and train junior staff.

Education: Masters Degree in environmental related engineering discipline (Civil, Environmental, Chemical, etc.), with 10 years of experience working in the environmental consulting field. Must have demonstrated knowledge of environmental regulations. Must have demonstrated expertise in innovative remedial design-related engineering projects for a full range of contaminants and media.

STE4 PRINCIPAL SCIENTIST

Duties: Working primarily under consultative direction toward pre-determined long range goals, performs all of the duties of the Sr. Scientist in addition to the following: investigates and advises management regarding feasibility of new projects, systems or approaches. Provides economic estimates and the basic research or testing concept for such new projects. Provides technical coordination on assigned programs and may assume the lead role in a project or program. Identifies, defines and recommends solutions to significant technical and economic problems based on general input from management. Through careful review of reports, patents, literature and other data, maintains an up-to-date, comprehensive understanding of the latest developments in the technical field as it pertains to the scope of responsibility. Actively participates in the committee work of professional societies. Writes articles and presents papers for professional societies. Widely recognized for their achievements, technical expertise and standing in professional field.

Education: Bachelors (Masters or Doctorate preferred) in Engineering or a Physical Science, a related field or equivalent experience. Ten or more years of experience in an engineering or scientific function. Must be recognized beyond the company as an authority in the field and have a superior record of creative work including patents and disclosures.

Example positions are:

Principle Scientist

Principle Chemical Engineer

Principle Physicist

Mathematician

E3 SENIOR ENGINEERS (VARIOUS DISCIPLINES)

SWE3 SENIOR SOFTWARE ENGINEER

Duties: Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and advanced software applications and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating

the efforts of technical support staff in the performance of assigned projects. Provides technical expertise on information system architectures, implementation methodologies, and test strategies. Conducts investigation and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of technical products. Evaluates vendor capabilities to provide required products or services. Evaluates COTS and GOTS products for responsiveness to Government requirements. Evaluates the impact of emerging Government and Information system standards. Assesses system interfaces and interoperability. Participates in periodic requirements and design reviews. Assists in defining the evolving product baseline. Supports the conduct of the Government test and evaluation. Evaluates system design and implementation for human factors engineering issues. May provide technical consultation to other organizations and work leadership to lower level employees. Performs other duties, as assigned.

Education: Masters/Bachelors Degree in Computer Science, a related field or equivalent experience. Eight or more years of applicable, progressively more complex software design experience.

Example positions are:

Senior Software Engineer

Senior Simulation Engineer

Senior Real-time Application Software Engineer

Senior Information Systems Engineer

Senior Applications Engineer

Senior GIS Specialist

Senior Business Process Reengineering Specialist

HWE3 SENIOR HARDWARE ENGINEER

Duties: Develops and applies advanced hardware design methods, theories and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts and technically directs projects or major phases of significant projects. Coordinates the efforts of technical support personnel, drafters, technical writers and electronics technicians in the performance of assigned projects. Conducts investigation and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products or services. May provide technical consultation to other organizations and work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree (Masters preferred) in Electrical Engineering or equivalent experience. Five to eight years of applicable progressively complex hardware design experience.

Example positions are:

Digital Hardware Systems Engineer – develop signal processing and control architectures.

Senior Electrical Engineer

Senior HVAC Engineer

SSE3 SENIOR SYSTEMS ENGINEER

Duties: Develops and applies advanced methods, theories and research techniques in the solution of advanced system requirements and problems. Provides comprehensive definition of all aspects of systems development from analysis of mission needs to verification of system performance. Performs evaluation of alternatives and assessment of risks and costs. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned duties. Documents the results of complex analysis and design tasks. Develops test planning documentation, including test plans, test specifications, and test procedures for integrated systems. Conducts investigations and tests of considerable complexity. Possesses experience with simulations, data extraction, reduction, and analysis methodologies, modern techniques for system integration, and systems and software configuration management policy and guidelines. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management. Evaluates vendor capabilities to provide required products or services. Conducts hardware and software trade-off studies and prepares technical reports on the assessments. Supports system test to include EMI/RFI and shock vibration testing, as well as system interoperability testing. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Assists the Government in the conduct of Reliability, Availability, and Maintainability analyses and submits appropriate test reports. Assists the client in the establishment and conduct of quality assurance analysis and engineering to include periodic reviews and audits. Participates in site testing, security accreditation, and formal acceptance testing. May provide work leadership to lower level employees.

Education: Masters Degree in Computer Science, a related field or equivalent experience. Eight or more years of applicable progressively complex systems design experience, including hardware/software integration of complex systems.

Example positions are:

RF System Engineer

Signal Processing System Engineer

LAN Communications System Engineer

Wide Area Communications System

Communications Engineer

Senior Aerospace/Aeronautical/Astronautical Engineer

Senior Systems Architect

Senior Engineer – Information Systems Security

Senior Optical Systems Engineer

Senior Acoustic Engineer

FEE3 SENIOR FIELD ENGINEER

Duties: Acts as the senior company engineering representative at critical or highly sensitive base or remote locations, including customer or supplier facilities. Acts as company contact in the field with customer and contractor personnel, exercising a high degree of tact, diplomacy and mature judgement, conforming to company policy directions with a minimum of supervision. Directs regular, special and integrated system test programs. Prepares and conducts special reports and presentations pertinent to company products and services, field operations or other applications. Plans, prepares and conducts on-the-job training as required in support of the

foregoing activities. Knowledgeable in a wide range of tasks involving mechanical, electrical, electronic, and systems including systems/equipment installation, inspection, modification, maintenance, operation, personnel training, and technical writing. Compiles, validates, and verifies the consistency of a variety of technical documents such as test procedures and instructions. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Engineering, a related field or equivalent experience. Eight years related field engineering experience.

LGE3 SENIOR LOGISTICS ENGINEER

Duties: Evaluates and assists in developing system design for supportability and integrated logistics support elements (maintenance planning; manpower and personnel; training and training support; supply; support equipment; handling, storage, and transportability; and reliability and maintainability). Coordinates detailed analyses to ensure the integration of support considerations into the design process. Responsible for highly complex components. Evaluates design concepts to determine if concepts satisfy support requirements and develops alternate support concepts as required. Conducts and participates in evaluations of specified and operationally stated system R&M metrics. Provides various types of management and technical support to projects in areas such as training, logistics, acquisition management, configuration management, data management, program control and/or manpower planning. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of concepts, practices, and procedures to perform one or more of the above listed functions. Identifies and prioritizes deficiencies uncovered during testing. Plans for and provides implementation support in the areas of technical order verification and validation, deficiency reporting, and system/support equipment acquisition documentation. May provide leadership to lower level employees.

Education: Bachelors Degree in applicable engineering field or equivalent. Five to eight years of logistics engineering experience. Knowledge of Government regulations, manuals, technical orders, standards, and industry publications related to logistics support.

Example positions are:

Senior Logistics Engineer

Senior Transportation Engineer

MDE3 SENIOR MECHANICAL ENGINEER

Duties: Develops and applies advanced mechanical engineering design methods, theories and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates and plans methods and organizes means to achieve solution of complex technical problems. Conducts investigations or tests of considerable complexity pertaining to the development of new designs, methods, materials or processes and investigates possible applications of results. Reviews literature, patents and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analyses. Evaluates vendor capabilities to provide required products or services. May provide technical consultation to other organizations and leadership to lower level employees.

Education: Masters Degree in Mechanical Engineering or equivalent experience. Eight or more years of applicable progressively complex mechanical engineering experience.

Example positions are:

Senior Mechanical Systems Engineer
Senior Mechanical Systems Integration Engineer
Senior Stress Analysis Engineer
Senior Optics Engineer
Senior Vibration Engineer
Senior Thermal Vacuum Engineer

PEE3 SENIOR PROJECT ENGINEER

Duties: Responsible for technical/administrative leadership of a project or group of projects within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds to the next phase. Experience in the development of systems engineering processes and procedures. Knowledge of and experience with the commercially available systems engineering requirements and data management software tools. May directly or indirectly supervise lower level engineers assigned to the project. Performs other duties, as assigned.

Education: Bachelors Degree in Engineering, or equivalent. Eight years of project engineering experience.

Example position is:

Industrial Engineer

FCE3 SENIOR ENGINEER - FACILITIES

Duties: Plans and programs architectural construction. Works with clients/customers, translating user functional requirements into facility requirements. Experience in the relocation of organizations, including site surveys and the development of construction requirements. Familiar with construction standards, Corps of Engineers guide specifications, with emphasis on Sensitive Compartmented Information Facility (SCIF) construction requirements/standards. Familiar with regulations regarding construction, alteration, repair and maintenance of real property assets. Performs other duties, as assigned.

Education: Bachelors Degree in Civil Engineering, Architecture or an equivalent program. Ten years of diversified facility-planning experience.

Example positions are:

Senior Civil Engineer
Senior Industrial Safety Engineer
Senior Structural Engineer

EVE3 SENIOR ENGINEER - ENVIRONMENTAL

Duties: Guides, coordinates and reviews environmental aspects of programs concerned with the design, construction/production, modification, maintenance/repair, operation, use and

disposal of varied environmental engineering facilities and systems. Provides expert evaluation of proposed projects or actions, which have environmental features or impact. Formulates environmental policies and programs and coordinates program elements within DA, DoD, federal, state and other regulatory agencies. Works with environmental laws, regulations and requirements to develop environmental documentation required by the National Environmental Protection Agency (NEPA).

Education: Bachelors Degree or higher in Engineering or a related discipline. Seven or more years of environmental engineering experience.

STE3 SENIOR SCIENTIST

Duties: Plans and performs duties on new and varied problems where only general objectives are stated. Coordinates broad phases of the project and performs advanced development work to obtain or maintain technical leadership in assigned field. Plans scientific effort in coordination with related activities of other projects, departments, etc. Collaborates with supervisor to determine scheduling, budget manpower, equipment and supplies required for assigned project. Demonstrates creative ability through patent disclosures, problem solving, scientific reports or technical papers and articles. May provide work leadership to lower level employees. Performs other duties as assigned.

Education: Bachelors (Masters or Doctorate preferred) in a Physical Science. Eight years of experience in an engineering or scientific function, including research.

Example positions are:

Senior Chemical Engineer

Research Chemist

Research Physicist

Health and Safety Specialist

Senior Cryogenic Engineer

Scientific Data Reviewer

E2 STAFF ENGINEERS (VARIOUS DISCIPLINES)

SWE2 STAFF SOFTWARE ENGINEER

Duties: Designs, develops, troubleshoots and analyzes software programs for computer based systems. Performs system modeling, simulation and analysis. Designs and develops compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems such as storage capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs. Provides technical expertise on information system architectures, implementation methodologies, and test strategies. Evaluates COTS and GOTS products. Evaluates Software Implementation plans. Participates in periodic requirements and design reviews. Assists in defining the evolving product baseline. Supports the Government test and evaluation.

Education: Bachelors Degree in Computer Science, a related field or equivalent experience. Two years applicable software design experience.

Example positions are:

Simulation Engineer
Real-time Application Software Engineer
GIS Specialist
Business Reengineering Analyst
Applications Engineer

HWE2 STAFF HARDWARE ENGINEER

Duties: Designs, develops, modifies and evaluates complicated and difficult hardware devices and/or systems. Diagnoses malfunctions in existing products and makes improvements or modifications to produce desired results. Compiles and evaluates design and test data and prepares technical specifications. Analyzes, develops and recommends design approaches to meet production requirements for new or improved products and/or processes. Interfaces with technical support personnel, drafters, technical writers and engineering technicians as required. Performs other duties, as assigned.

Education: Bachelors Degree in Electrical Engineering or equivalent experience. Two years applicable hardware design experience.

Example positions are:

Hardware Engineer
Electrical Engineer
HVAC Engineer

SSE2 STAFF SYSTEMS ENGINEER

Duties: Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigation in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree (Masters preferred) in Computer Science, a related field or equivalent experience. Five years of system design experience, including hardware/software integration.

Example positions are:

Aerospace/Aeronautical/Astronautical Engineer
Systems Architect
Network Engineer
Engineer – Information Systems Security
Optical Systems Engineer
Systems Safety Engineer

FEE2 STAFF FIELD ENGINEER

Duties: Acts as company representative at critical or highly sensitive base or remote locations, including customer or supplier facilities. Advises customer and contractor personnel of company requirements for products and services, support equipment and electronic equipment

installations. Directs, advises or assists in conducting regular, special and integrated system test programs. Prepares and conducts special reports and presentations pertinent to company products and services, field operations or other applications. Plans, prepares and conducts on-the-job training in support of the foregoing activities. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Engineering, a related field or equivalent experience. Five years related field engineering experience.

LGE2 STAFF LOGISTICS ENGINEER

Duties: Provides various types of management and technical support to projects in areas such as: training, logistics, acquisition management, configuration management, data management, program control and/or manpower planning.. Requires a broad knowledge of concepts, practices, and procedures. Performs detailed analysis and appraisal of hardware designs to identify and document maintenance and support requirements. Develops supportability parameters for equipment. Determines overall support requirements such as facilities, personnel, safety, maintenance and the like. Analyzes and evaluates design concepts. Performs other duties, as assigned.

Education: Bachelors Degree in an applicable engineering field or equivalent. Two years logistics engineering experience.

Example positions are:

Logistics Engineer

Transportation Engineer

MDE2 STAFF MECHANICAL ENGINEER

Duties: Designs, fabricates, modifies and evaluates complex mechanical and electro-mechanical components, sub-systems and systems. Writes test procedures, compiles and evaluates design and test data and prepares technical specifications. Recommends design approaches to meet production requirements for new or improved products or processes. Coordinates with technical support personnel to conduct prototype or experimental runs for products or processes. May coordinate the efforts of drafters, technical writers, engineering technicians and machine shop personnel as required. Performs other duties, as assigned.

Education: Bachelors Degree in Mechanical Engineering or equivalent experience. Two years of applicable mechanical engineering experience.

Example positions are:

Mechanical Systems Engineer

Mechanical Systems Integration Engineer

Stress Analysis Engineer

Optics Engineer

Vibration Engineer

Thermal Vacuum Engineer

PEE2 STAFF PROJECT ENGINEER

Duties: Responsible for technical/administrative leadership of a project within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides resources coordination between resource managers/supervisors and ensures that all necessary reviews and approvals are obtained as the project proceeds to the next phase. Performs other duties, as assigned.

Education: Bachelors Degree in Engineering, or equivalent. Five years of project engineering experience.

STE2 STAFF SCIENTIST

Duties: Carries out development and testing of programs on systems, components and materials concurrent with design, fabrication or testing to better evaluate and minimize future problems. Develops alternative solutions to existing problems. Performs or delegates all detail work necessary to determine optimum solution(s). Evaluates proposals and makes recommendations based on sound scientific principles and practical considerations. Prepares cost and schedule estimates and technical documents on proposed projects in assigned area. Demonstrates creative ability through patent disclosures, problem solving, scientific reports or technical papers and articles. May provide work leadership to lower level employees. Performs other duties as assigned.

Education: Bachelors (Masters preferred) in a Physical Science. Five years of experience in an engineering or scientific function, including research.

Example positions are:

Chemical Engineer

Laboratory Chemist

Field Chemist

Physicist

Cryogenic Engineer

E1 ASSOCIATE ENGINEERS (VARIOUS DISCIPLINES)

SWE1 ASSOCIATE SOFTWARE ENGINEER

Duties: Assists in the design, development, troubleshooting and analysis of software programs for computer based systems. May perform systems modeling, simulation and analysis. Designs and develops basic compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs. Performs other duties, as assigned.

Education: Bachelors Degree in Computer Science, a related field or equivalent experience. Entry level position.

HWE1 ASSOCIATE HARDWARE ENGINEER

Duties: Assists in the design, development, modification and analysis of hardware devices and/or systems. Diagnoses malfunctions in existing products and makes improvements or

modifications to produce desired results. Acquires current information and conducts analyses or tests of a routine degree of complexity pertaining to the development of new designs, methods or processes and provides recommendations accordingly. Performs other duties, as assigned.

Education: Bachelors Degree in Electrical Engineering or equivalent experience. Entry level position.

SSE1 ASSOCIATE SYSTEMS ENGINEER

Duties: Provides basic technical assistance in engineering functions under the supervision of more senior personnel. Analyzes existing systems and defines, designs and develops new system requirements. Determines systems specifications, input/output processes and working parameters for software/hardware compatibility. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies. Performs other duties, as assigned.

Education: Bachelors Degree in Computer Science, a related field or equivalent experience. Two years of system design experience including hardware/software integration experience.

FEE1 ASSOCIATE FIELD ENGINEER

Duties: Acts as a company engineering representative at base or remote locations including customer or supplier facilities. Advises customer and contractor personnel of company requirements for products and services, support equipment and electronic equipment installations. Assists in directing the efforts of subcontractor and company personnel in the handling and installation and utilization of various systems and equipment. Assists in conducting integrated equipment systems tests. Conducts on-the-job training, as required, in support of the foregoing activities. Performs other duties, as assigned.

Education: Bachelors Degree in Engineering, a related field or equivalent experience. Two years related field engineering experience.

MDE1 ASSOCIATE MECHANICAL ENGINEER

Duties: Performs routine design, fabrication, and evaluation of mechanical and electro-mechanical components, sub-systems and systems. Conducts routine analysis and/or tests pertaining to the development of new designs, methods, materials or processes. Completes required documentation and may provide recommendations. Performs other duties, as assigned.

Education: Bachelors Degree in Mechanical Engineering or equivalent experience. Entry level position.

STE1 ASSOCIATE SCIENTIST

Duties: Responsible for analyzing problems and developing experimental or theoretical techniques for formalized engineering or scientific studies. Resolves a variety of technical problems leading to advance engineering studies designed to increase efficiency or reduce costs. Performs data administration in conformance with data policy, procedures, standards, and guidelines. Works with customer and other personnel to ensure quick responses to customer inquiries as to data standards, identification, availability, and location. Prepares

technical manuals and procedures reflecting advanced knowledge in assigned area of expertise. Performs other duties as assigned.

Education: Bachelors Degree in Mathematics, Physics, Chemistry, a related field or equivalent experience. Two years related experience involving application of scientific principles. Demonstrated ability to perform data quality assurance activities and measurement.

A3 SENIOR ANALYSTS (VARIOUS DISCIPLINES)

CFA3 SENIOR ANALYST - CONFIGURATION

Duties: Designs and establishes configuration management documentation. Authorizes the release of drawings and changes specified by Program Management and other functional groups. Interfaces with existing CM management to help reorganize and implement more efficient plans and procedures of the CM Organization. May act as a liaison between Program Management and other functional groups to resolve issues regarding configuration analysis documentation. Provides advice and guidance on methods, procedures and requirements to individuals responsible for the creation of documentation. Expertise in configuration management procedures in conformance with applicable standards. Experienced with Change Control Boards, project baseline maintenance, formal hardware and software change control processes, and formal functional and physical audit practices. Assists in the maintenance and accountability of both the hardware and software product baselines and the disposition of end product items. Provides work leadership to lower level employees. Develops configuration management procedures. Controls design release data. Coordinates to resolve configuration issues. Provides configuration management direction to technical documentation personnel. Develops and maintains an active requirements database for the functional, allocated and product baselines. Assists in the preparation for and conduct of Configuration Control Board meetings, and prepares and submits CCB meeting minutes. Conducts periodic review and update of the Configuration Management Plan. Assists the client in the preparation for and conduct of both the Functional and Physical Configuration Audits and submits after action reports as appropriate.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Five to eight years configuration analysis experience.

PMA3 SENIOR ANALYST - PROGRAMMING

Duties: Analyzes and evaluates complex data processing systems, both current and proposed, translating business area customer information system requirements into detailed system/program requirements. Acts as a Team Leader and provides technical leadership and guidance to programmers and technical staff. Provides alternatives, recommendations, and assistance to managers involved in the development, integration, and installation of business information systems. Participates in system requirement and design walk through sessions with business area customers. Position requires computer programming, analyses and design knowledge of various degrees as well as designing software and implementing databases. Requires demonstrated ability to perform structured data processing design principles, techniques, and methods used to analyze and translate user requirements into plans for system input, output files, data dictionaries, controls, and processing methods. Possesses and applies broad knowledge of concepts, practices, and procedures. Able to write specifications, work statements, and proposals. Designs and develops documentation of data requirements. Provides methodologies for evaluating moderately complex tasks. Works with analysts and

users to identify current operating procedures and clarify program objectives. Consults manuals, periodicals and technical reports to learn ways to develop programs that meet user requirements. Outlines steps required to develop a program, including diagrams and charts. Submits plans to user for approval. Writes program documentation and user operation guidelines. Assists users to resolve operations problems and may provide technical assistance to users. Provides technical assistance to lower level programmers. Requires advanced knowledge of programming techniques. Requires detailed and comprehensive knowledge of applications and hardware environment. Performs other duties, as assigned.

Education: Requires a relevant degree or equivalent experience and six or more years of related experience.

SSA3 SENIOR ANALYST - SYSTEMS

Duties: Directs systems analyses and feasibility studies. Assists customer in the planning and coordinating acquisition and implementation of systems. Analyzes and evaluates major system project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system. Reviews user requirements and provides direction in the identification of problem and potential resolution. Provides analytical support in the conceptualization, development and implementation of complex, multiple, inter-linked systems. Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems. Formulates logical statements of user requirements and develops solutions through application of systems and method engineering techniques. Reviews alternate approaches and selects appropriate methodology. Prepares functional specifications for acquiring commercially available equipment. May provide work leadership to lower level employees. Supports the process improvement efforts by providing specific, high level technical expertise as required by the team leader. Consults with user management to ensure that problems are properly identified and solutions meet the requirements.

Education: Bachelors/Masters Degree in Computer Science, Management Information Systems, a related field or equivalent experience. Eight years of increasingly complex and responsible systems analysis experience.

Example positions include:

Statistician

Operations Research Analyst

System Architect

Modeler

GIS Specialist

Cost/Benefit Analyst

DBA3 SENIOR ANALYST - DATABASE DESIGN

Duties: Designs, develops and implements complex database applications to accommodate a variety of user needs. Performs logical and physical database design. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Reviews logical and/or physical designs of existing data base(s) and makes recommendations for tuning to assure maximum

operating efficiency. Provides guidance and expertise in the use of data base languages. Performs data analysis, database design, development activities, and implementation, as required, for databases and database conversions. Performs database restructuring activities. Works with users and information systems development staff to determine data storage and access requirements. May act as a technical project leader or provide work leadership to lower level employees.

Education: Bachelors/Masters Degree in Computer Science, Management Information Systems, a related field or equivalent experience. Eight years of progressively responsible database design and implementation experience.

QUA3 SENIOR ANALYST - QUALITY

Duties: Defines and develops quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex, in-process rejections and implements corrective action as needed. Interfaces with customers, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. Conducts and assists with benchmarking and surveys. Provides management with feedback on inspection and test trends, returns and vendor performance. May provide work leadership to lower level employees. Conducts Quality Assurance training. A person in this category is expected to have a broad knowledge of quality assurance standards and testing strategies, and participates in development, implementation and execution of certification programs for testing. This individual also ensures that documentation is in conformance with approved test and quality assurance standards and writes both testing and certification compliance reports.

Education: Bachelors Degree or equivalent experience. Five to eight years related experience.

TRA3 SENIOR ANALYST - TRAINING

Duties: This position exercises the lead role in all phases of Instructional Systems Design. May serve as day-to-day project/task manager and designer/developer on many projects. Able to conduct complex courses from start to completion. Excellent communications and problem solving skills. Coordinates the development and delivery of training programs in support of complex products and procedures and/or for a major area or customer. May deliver training courses or assist lower level trainers in the classroom. Establishes and/or reviews course content and objectives. May provide work leadership for lower level employees, including evaluating the effectiveness of their training presentations and programs. Provides input to management for scope, schedule and cost estimates. Reviews documentation and course material, as necessary. Performs other duties, as assigned.

Education: Bachelors Degree or equivalent experience. Five to eight years of related experience.

ISA3 SENIOR ANALYST - INFORMATION SYSTEMS SECURITY

Duties: Interfaces directly with clients to identify requirements. Develops and applies advanced methods, theories and research techniques in the solution of security environment requirements and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned

duties. Reviews information systems security environments to include all aspects of physical, technical and administrative security issues. Develops client-specific information system risk-management alternatives and implementation plans. Provides information system security training to other employees and performs oversight of all task-specific activities such as document preparation, writing, methodologies, etc. Evaluates government and commercial policies, manuals, regulations and other documents for relevance to information security management issues and ongoing efforts. Provides work leadership to lower level employees. Performs other duties, as assigned.

Education: High school diploma required; Bachelors Degree preferred. Minimum of four years relevant experience in information systems risk management and analysis.

Example position is:

Intelligence Research Analyst – provides technical support and supervision of analytic functions related to the broad spectrum of intelligence functions (SIGINT, IMINT, HUMINT, and other intelligence disciplines to include Collection Management) to include subject matter expertise, working knowledge of system interoperability requirements and solutions, computer-user interface, definition, and implementation of concepts of operation. Provides expertise in defining system applications to meet user intelligence functionality requirements, participates in system design reviews, system characterization and testing, and system demonstrations and exercises. Assesses message and data interoperability in response to user requirements to ensure optimization of data exchanges. Prepares and submits scientific and technical reports. Provides technical and functional recommendations as appropriate.

EVA3 SENIOR ANALYST - ENVIRONMENTAL

Duties: Monitors and audits company operations on a regular basis to ensure compliance with local, state and federal environmental regulations. Researches and develops required environmental operation procedures to ensure company and employee awareness, comprehension and adherence to approved health, safety and environmental practices. Develops program for issuing empty and receiving full hazardous waste containers. Ensures correct packaging, labeling and transportation of hazardous waste to an approved treatment, storage or disposal facility. Reviews wastewater analytical reports and inspects company facilities to ensure wastewater discharges meet local, state and federal regulations. Prepares and submits recommendations to management and necessary government paperwork. Interfaces with regulatory agencies as required. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Industrial Hygiene, Chemistry, Biology, Microbiology, a related field or equivalent experience. Five to eight years related experience.

Example positions are:

Certified Industrial Hygienist

Research Biologist

Toxicologist

Environmental Biologist

Cellular/Molecular Biologist

TAA3 SENIOR ANALYST - TECHNICAL SUPPORT

Duties: Plans, conducts and technically directs projects or major phases of significant maintenance projects. Coordinating the efforts of technical support personnel, drafters, technical writers and electronics technicians in the performance of assigned projects. Conducts investigation and tests of considerable complexity. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products or services. May provide technical consultation to other organizations and work leadership to lower level employees. Expertise to conduct investigations and studies and present recommendations and solutions related to short and long range program planning requirements. Classifies and summarizes data for the preparations and submission of reports on a recurring basis. Provides advice and assistance to managers which directly affect the conduct and attainment of agency goals and objectives. Responsible for identifying, researching and evaluating new and emerging technology to support strategic planning initiatives. Performs evaluations, site surveys, requirements analysis and definition technology prototyping, and cost analyses. Develops "proof of concept" through use of techniques such as rapid prototyping as a means for accelerating delivery of turnkey systems. May recommend changes in technology, which support new and/or revised business practices.

Education: Bachelors Degree in Electrical Engineering Technology, a related field or equivalent experience. Five to eight years applicable progressively complex system/software /hardware design experience. Progressively more difficult systems experience in researching, developing, testing, implementing and/or integrating new and emerging technology.

Example position is:

Acquisition Program Analyst

A2 STAFF ANALYSTS (VARIOUS DISCIPLINES)

CFA2 STAFF ANALYST - CONFIGURATION

Duties: Responsible for configuration control during product development phase. Ensures configuration identification by reviewing design release documents for completeness, proper authorizations and system updates. Drafts configuration analysis plans to encompass contractual requirements. Reviews contracts and determines configuration requirements. Assists in the development and maintenance of database. Maintains configuration control. Reviews documentation and provides technical input. Conducts configuration reviews and documents changes. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Two years configuration analysis experience.

PMA2 STAFF ANALYST - PROGRAMMING

Duties: Works on assignments requiring non-standard programming techniques. Evaluates user requests for new or modified programs to determine feasibility, cost and time requirements, and compatibility with existing systems and computer capabilities. Determines programming specifications. Develops, modifies and maintains complex computer programs. Provides assistance to employees. May also support the Database Administration functions. May design and implement modifications or enhancements to forms, menus, and reports.

Education: Requires a relevant degree or equivalent experience and four - five years of related experience. This position requires the knowledge normally acquired through an undergraduate program in the related area of specialty (Engineering, Computer Science, Mathematics, Physics) or the equivalent combination of training and/or professional work experience that provides the required knowledge and skills.

SSA2 STAFF ANALYST - SYSTEMS

Duties: Performs analysis and systems design for a variety of applications. Analyzes systems and procedures to refine their formulation and converts them to programmable formats. Gathers information from users for analysis of problem areas. Participates in or may plan and conduct preliminary studies of potential data processing applications and prepares design proposals to reflect cost, time and alternative actions to satisfy existing and future needs. Develops detailed systems specifications for conversion to programming language. Recommends conversion and system implementation plans including user training and orientation. Supports the process improvement effort by providing specific technical expertise, such as statistics, modeling, GIS.

Education: Bachelors Degree in Computer Science, Management Information Systems, a related field or equivalent experience. Two years related systems analysis experience.

DBA2 STAFF ANALYST - DATABASE DESIGN

Duties: Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Writes functional specifications and prepares implementation schedules. Tests designed applications using database management software or general programming software. Installs, implements and supports systems within the user base. Performs system level database maintenance. Monitors existing systems, making recommendations for improved performance and service to the applications user. Resolves program and system problems through program dumps and other debugging techniques.

Education: Bachelors/Masters Degree in Computer Science, Management Information Systems, a related field or equivalent experience. Five years related database design and implementation experience. Knowledge and experience with system analysis and design methodologies.

QUA2 STAFF ANALYST - QUALITY

Duties: Defines and develops quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex, in-process rejections and implements corrective action as needed. Interfaces with customers, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. May provide work leadership to lower level employees. Demonstrated ability to perform and coordinate quality assurance activities such as the design and development of test plans, criteria and procedures, to assemble test data, and conduct, evaluate, and verify test results. Knowledge of structured design, quality assurance, business practices, configuration control and change management. Conducts quality assurance testing

of products. Documents procedures and discrepancies. Performs audits and provides technical advice to the development team.

Education: Bachelors Degree or equivalent experience. Two to four years of related experience.

TRA2 STAFF ANALYST - TRAINING

Duties: Develops, tests, maintains and delivers training programs and related materials in support of customer products. Establishes and/or reviews course content and objectives. Conducts training sessions and evaluates the effectiveness of training activities. Performs other duties as assigned.

Education: Bachelors Degree or equivalent experience. Two to five years of related experience. This position is filled by qualified technical specialists, as opposed to entry level positions.

ISA2 STAFF ANALYST - INFORMATION SYSTEMS SECURITY

Duties: With minimal supervision, performs information system security activities for government and commercial clients. Fully characterizes information system security environments, including system connectivity, in terms of administrative, technical and organizational factors and develops risk management alternatives for securing information assets. Provides assistance in analysis and development of organization-level information policies and plans based on appropriate federal or commercial guidelines and standards. Performs and documents in-depth analyses of Information Systems security environments to include all relevant aspects of physical, technical and administrative security. Identifies potential vulnerabilities and recommends appropriate countermeasures. Evaluates government and commercial information management policies, manuals, regulations and documents for compliance with relevant guidelines and policies. Develops and prepares final documentation for analyses, briefings and presentations. Coordinates efforts of others on information security support projects and provides work leadership to others as necessary. Performs other duties, as assigned.

Education: High school diploma and a minimum of two years relevant experience in information management or security disciplines.

EVA2 STAFF ANALYST - ENVIRONMENTAL

Duties: Monitors and audits operations to ensure compliance with local, state and federal environmental regulations. Develops, implements and maintains required environmental operation procedures to ensure company/client and employee awareness, comprehension and adherence to approved health, safety and environmental practices. Maintains program for issuing empty and receiving full hazardous waste containers. Coordinates packaging, labeling and transportation of hazardous waste to an approved treatment, storage or disposal facility. Reviews wastewater analytical reports and inspects facilities to ensure wastewater discharges meet local, state and federal regulations. Prepares and submits recommendations to management and necessary government paperwork. Interfaces with regulatory agencies as required. Performs other duties, as assigned.

Education: Bachelors Degree in Industrial Hygiene, Chemistry, Biology, Microbiology, a related field or equivalent experience. Two to five years related experience.

CSA2 COMPUTER SYSTEMS ANALYST

Duties: Responsible for the installation, maintenance and configuration of personal computers and local area networks. Assists with the evaluation of vendor products to recommend initial acquisition or system enhancements. Assists in the management of LAN performance and recommends action to maintain security. Installs all user/system software and troubleshoots both PC and LAN problems. Assists with the implementation LAN policies, procedures and standards and ensures their conformance according to objectives. Trains personnel on PC and LAN operations. Tracks computer hardware/software, LAN configuration and licenses. Must be able to interact effectively with customers. Must have effective oral communication skills. Have an ability to articulate effectively within a training environment. Perform other duties as assigned.

Education: High school diploma with technical training and/or certification desired. Minimum of 3 years experience in the installation, maintenance and configuration of network connected PC's. Minimum of 3 years experience with LAN administration and related peripherals.

TAA2 STAFF ANALYST - TECHNICAL SUPPORT

Duties: Modifies and evaluates complicated and difficult hardware devices and/or systems. Diagnoses malfunctions in existing products and makes improvements or modifications to produce desired results. Compiles and evaluates design and test data. Analyzes and recommends sustaining engineering approaches to meet production requirements. Interfaces with design personnel, drafters, technical writers and engineering technicians as required. Performs other duties as assigned.

Education: Bachelors Degree in Electrical Engineering Technology or equivalent experience. Two years applicable hardware design experience.

A1 ASSOCIATE ANALYSTS (VARIOUS DISCIPLINES)

PMA1 ASSOCIATE ANALYST - PROGRAMMING

Duties: Plans, develops, tests and documents computer programs, working from detailed source data provided by senior programmers or systems analysts. Knows fundamental concepts, practices, and procedures. Applies standard programming procedures and a detailed knowledge of the application being programmed. May prepare documentation and materials for users. Performs other duties, as assigned.

Education: Requires a relevant degree or equivalent experience and one - three years of related experience. Requires the knowledge normally acquired through an undergraduate program in the related area of specialty (Engineering, Computer Science, Mathematics, Physics) and little or no related work experience or the equivalent combination of training and/or professional work experience that provides the required knowledge and skills.

SSA1 ASSOCIATE ANALYST - SYSTEMS

Duties: Assists in performing routine analysis and systems design. Gathers information from users for analysis of problem areas and prepares elementary feasibility studies. Assists in

preparation of systems specifications. Prepares basic functional process charts describing existing and proposed operations and routine logic flow charts of basic systems. May prepare detailed layouts from specifications provided by others. May conduct elementary form design and layout activities. Performs other duties, as assigned.

Education: Bachelors Degree in Computer Science, Management Information Systems or related field or equivalent experience.

DBA1 ASSOCIATE ANALYST - DATABASE DESIGN

Duties: Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Tests designed applications using database management software or general programming software. Installs, implements and supports systems within the user base. Performs system level database maintenance. Performs other duties, as assigned.

Education: Bachelors Degree in Computer Science, Management Information Systems or related field or equivalent experience. Two year related database design and implementation experience.

TRA1 ASSOCIATE ANALYST - TRAINING

Duties: Participates in the development, testing, maintenance and delivery of training programs and related materials in support of customer products. Assists in the development and establishment of course content and objectives. Conducts training sessions and assists in evaluating the training activity effectiveness. Updates course documentation to ensure timeliness and relevance. Obtains technical input from system development team. Performs other duties, as assigned.

Education: Bachelors Degree or equivalent experience. Entry level position.

EVA1 ASSOCIATE ANALYST - ENVIRONMENTAL

Duties: Monitors and audits operations on a regular basis to ensure compliance with local, state and federal environmental regulations. Maintains required environmental operation procedures to ensure company/client and employee awareness, comprehension and adherence to approved health, safety and environmental practices. Maintains program for issuing empty and receiving full hazardous waste containers. Coordinates packaging, labeling and transportation of hazardous waste to an approved treatment, storage or disposal facility. Prepares and submits necessary government paperwork. Performs other duties, as assigned.

Education: Bachelors Degree in Industrial Hygiene, Chemistry, Biology, Microbiology, a related field or equivalent experience. Entry level position.

TECHNICIANS - emphasis is placed on technical and manual skills acquired through on-the-job training, college studies, technical institute, industry and military courses, and related experience.

- **Technical Specialist** - degree or equivalent advanced experience or technical training and ability in area(s) of specialty with some experience as Lead Technician/Artist/Editor/Writer. In Data Processing field, may provide developmental test and evaluation and develop simple test plans and procedures. May interface with a variety of software and operational user personnel. Provides advice and assistance in area(s) of specialty to other technical personnel as required.
- **Technician** - works under direct or general supervision to provide semi-professional support for professionals working in such areas as research, design, development, testing and business development. Work may pertain to electrical, electronic, or mechanical components/equipment as well as writing and illustration. May construct components, subunits, or simple models or adapt standard equipment. May troubleshoot and correct malfunctions. May conduct tests or experiments requiring selection and adaptation or modification of test equipment and test procedures, records data, analyzes data and prepares test reports. ManTech's technicians are represented in three levels from entry level to degree with four to five years of experience.
- **Senior Administrative Specialist** - Provides generally unsupervised administrative duties in support of Corporate Managers. May provide advice and assistance to lower level administrative personnel.

T4 Technical Specialist (various disciplines)
ILT4 Technical Specialist - Illustration
ELT4 Technical Specialist - Electronics
ENT4 Technical Specialist - Engineering
DFT4 Technical Specialist - Drafting
WTT4 Technical Specialist - Writing
LGT4 Technical Specialist - Logistics
COT4 Technical Specialist – Computer Operations
FCT4 Technical Specialist – Facilities
UNTZ Technician A
T3 Senior Technicians (various disciplines)
ILT3 Senior Technician - Illustration
ELT3 Senior Technician - Electronics
ENT3 Senior Technician - Engineering
DFT3 Senior Technician - Drafting
RST3 Senior Technician - Research
WTT3 Senior Technician - Writing
FCT3 Senior Technician - Facilities
AYT3 Senior Technician - Assembly
LGT3 Senior Technician - Logistics
VMT3 Senior Technician - Vehicle Maintenance
STT3 Senior Science Technician
T2 Staff Technician (various disciplines)
ILT2 Staff Technician - Illustration
ELT2 Staff Technician - Electronics
ENT2 Staff Technician - Engineering

DFT2 Staff Technician - Drafting
RST2 Staff Technician - Research
WTT2 Staff Technician - Writing
FCT2 Staff Technician - Facilities
AYT2 Staff Technician - Assembly
LGT2 Staff Technician - Logistics
VMT2 Staff Technician - Vehicle Maintenance
COT2 Staff Technician - Computer Operations
STT2 Staff Science Technician
T1 Associate Technicians (various disciplines)
ILT1 Associate Technician - Illustration
ELT1 Associate Technician - Electronics
ENT1 Associate Technician - Engineering
DFT1 Associate Technician - Drafting
RST1 Associate Technician - Research
WTT1 Associate Technician - Writing
FCT1 Associate Technician - Facilities
AYT1 Associate Technician - Assembly
LGT1 Associate Technician - Logistics
VMT1 Associate Technician - Vehicle Maintenance
COT1 Associate Technician - Computer Operations
UNTY Technician B

T4 TECHNICAL SPECIALIST (VARIOUS DISCIPLINES)

ILT4 TECHNICAL SPECIALIST - ILLUSTRATION

Duties: Directs and coordinates the work activities of illustrators and other assigned staff. Typically applies expert knowledge of computerized equipment to support work activities. Schedules work, reviews completed work for formatting, accuracy and general appearance. May work on more complex assignments. Defines work requirements with clients and other users. Is proficient in a wide range of media. Selects, trains and evaluates the work of assigned staff. Interfaces with technical leads and customer for data inputs to illustration efforts. Directs and coordinates subordinate work activities. Interfaces with various sources for development materials. Review, evaluate and provide feedback on data generated by department personnel. Performs other, related duties as assigned.

Education: Normally requires a college degree and six to ten years of related experience.

ELT4 TECHNICAL SPECIALIST - ELECTRONICS

Duties: Performs a variety of complex technical functions related to the support of engineering activities such as set-up, operation, maintenance, modification, circuit testing, calibration and troubleshooting of electronic or electro-mechanical systems, experimental design circuitry, prototype models or specialized test equipment. Applications may include analog, digital and/or video type circuits and logic systems. Diagnoses and corrects equipment and system malfunctions which fail to respond to standard corrective measures. Develops or evaluates test procedures, determines circuit requirements, and develops diagnostics and applications software. Participates in design modifications of experimental circuitry, systems or models. Generates rough sketches and engineering drawings and special techniques for control and implementation of research experiments. Writes or interprets specifications used in designing,

maintaining and calibrating electronic systems, chassis or components. Prepares reports, charts and graphs for scientific or engineering personnel to use in making decisions on design or experiment development. May provide work leadership for lower level employees. Performs other, related duties as assigned.

Education: Technical training equivalent to an Associates Degree and five years related experience as an electronic technician.

ENT4 TECHNICAL SPECIALIST - ENGINEERING

Duties: Assists in the origination, design, and development of mechanical and electro-mechanical equipment and systems. Collaborates with scientists and engineers on the definition of functional requirements and evaluates alternative configurations consistent with schedule, cost and material limitations. Coordinates technical administrative tasks of the project. Provides leadership to lower level employees. Performs other related duties.

Education: Technical training equal to an Associates Degree and seven years of related technical experience.

DFT4 TECHNICAL SPECIALIST - DRAFTING

Duties: Directs and coordinates the activities of designers/drafters and other assigned staff. Schedules work and reviews and checks completed work assignments. May work on more complex assignments and has working knowledge of applicable equipment including CAD/CAM. Defines and clarifies work requirements with clients and other users. Selects, trains and evaluates work of assigned staff. Develops estimates based on scope of effort. Performs other, related duties as assigned.

Education: Normally requires two years of college or an associate degree and six to ten years of related experience.

WTT4 TECHNICAL SPECIALIST - WRITING

Duties: Researches, organizes, writes, edits and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge of the subject matter and allied fields. Recommends overall organization and layout, editorial standards, publication methods and the like. Coordinates publication with outside sources and vendors, as needed. Develops department editing standards and styles. May provide work leadership for lower level employees. Develops estimates for task assignment. Plans, coordinates and controls all resources necessary to accomplish tasking. Coordinates inputs to estimates for task assignment. Reviews and evaluates products. Coordinates with customers for data exchange. Performs other, related duties as assigned.

Education: Bachelors Degree in applicable technical field or equivalent experience and excellent communication skills. Seven years technical editing/writing experience.

LGT4 TECHNICAL SPECIALIST - LOGISTICS

Duties: Experience with the various logistics support functions and automated support systems, involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, and supply support. Knowledge of Government Acquisition Strategy and Procedures and various regulations and policies with

respect to material acquisition, integrated logistics, and logistics supportability. Assists in developing Integrated Logistics Support functions (e.g. system planning, LSA documentation, fielding, and systems replacement/retirement). Develops logistics support concepts, maintenance plans and concepts. Develops, maintains, reviews, and analyzes logistics program documentation such as the Integrated Logistics Support Plan (ILSP) and Materiel Fielding Plan. Prepares logistics support documentation and source data, such as logistics operational management/user documents, ILSPs, user logistics support summaries, post production support plans, and logistics implementation plans. Must be able to complete logistics requirements determination studies, inventory and requisition supplies, repair parts and equipment and maintain stock of supplies and equipment. Must be familiar with government and defense department accountability and associated record keeping policies and procedures including transportation modes, packing and shipping standards and quality assurance practices. Requires familiarity with Federal Supply System as well as automated and manual supply systems and equipment serviceability standards and criteria. Capable of providing RAM analysis, integrated logistics support (ILS), life cycle cost analysis and LSA/LSAR in accordance with MIL-STD 1388-1/2. Develops and reviews bill of materials (BOM) lists and prepares reports, graphs, charts and records documenting all efforts undertaken. May supervise lower level personnel involved in logistics support.

Education: Associate Degree or equivalent training in logistics and five to six years of logistics experience.

COT4 TECHNICAL SPECIALIST – COMPUTER OPERATIONS

Duties: Schedules and coordinates workflow of computer operations personnel. Schedules work of users. Provides technical assistance to lower level computer operators as well as systems users in resolving complex operating problems. Selects, trains and evaluates performance of computer operations personnel.

Education: Associate Degree or equivalent training in computer operations and five-six years of related experience.

FCT4 TECHNICAL SPECIALIST – FACILITIES

Duties: Performs ongoing and scheduled maintenance and repair of building structures and mechanical, electrical, and sanitary systems as well as related machinery and equipment with little or no supervision. Requires thorough knowledge in areas such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. May supervise other, less experienced technicians. Performs other, related duties as assigned.

Education: May require stationary engineer's license and four to six years of related experience.

UNTZ TECHNICIAN A

Duties: Performs work of broad scope and complexity involving responsibility for independently planning and accomplishing a complete project or study, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgement in devising ways to accomplish the work, and making sound engineering

compromises and decisions in situations where standard engineering methods, procedures and techniques may not be applicable. Selects approaches to resolve design or operational problems, visualizes and develops new designs, techniques or methods, as needed. Coordinates complex engineering and administrative problems needing resolution with suppliers, contractors, engineers, etc. after discussing with supervisor approach to be taken. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall objectives. May supervise a small staff or train and be assisted by lower level technicians.

Education: Technical training equal to an Associates Degree and seven years of related technical experience.

T3 SENIOR TECHNICIANS (VARIOUS DISCIPLINES)

ILT3 SENIOR TECHNICIAN - ILLUSTRATION

Duties: Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Genigraphics or Compugraphics. Produces a variety of artwork including technical and commercial documentation support assignments, view graph and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures and other forms of artwork. May use perspective, isometric, orthographic and schematic techniques to prepare technical and non-technical line drawings for slide presentations, view graphs, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up. Provides technical review of developed materials. Maintains a graphics database and repository for all previously developed graphic work. Accesses the Internet and other sources to obtain, extract, and use authorized graphic materials. Assists junior personnel in use and operation of equipment. Performs other, related duties as assigned.

Education: Normally requires two to four years of college or training in a related discipline and five to seven years of related experience.

ELT3 SENIOR TECHNICIAN - ELECTRONICS

Duties: Performs moderately complex technical functions related to the support of engineering activities such as set-up, operation, maintenance, modification, circuit testing, calibration and troubleshooting of electronic or electro-mechanical systems, experimental design circuitry, prototype models or specialized test equipment. Applications may include analog, digital and/or video type circuits and logic systems. Conducts engineering/development tests and detailed experimental testing to collect design data or assist in general research work. Diagnoses and corrects electronic circuitry malfunctions. Assists in the development of electronic equipment. Provides design details and recommends modifications to engineering designs as needed. May prepare instructional guides for repairing, calibrating and maintaining equipment and systems. Performs other, related duties as assigned.

Education: Technical training equivalent to an Associates Degree and three years related experience as an electronic technician.

ENT3 SENIOR TECHNICIAN - ENGINEERING

Duties: Performs technical engineering support work for mechanical and electro-mechanical equipment and systems. Works with considerable independence; may supervise or train lower

level technicians. May prepare advanced charts, sketches, diagrams and designs. Performs other, related duties as assigned.

Education: Requires technical training or equivalent experience and four to five years experience as an engineering technician.

Example positions are:

Sheet metal Worker

Welder

DFT3 SENIOR TECHNICIAN - DRAFTING

Duties: Under general supervision, following general instructions and with discretion as to work details, develops complete major layout and engineering drawings of complicated components and assemblies such as schematic interconnect lists, parts breakdowns, printed circuit board layouts, wire lists, etc. from notes, rough sketches or general instructions of engineers and designers; makes mathematical calculations as required; determines scaling, inserts necessary reference planes, centering and dimension lines, hidden line interpolation and sectioning; may use special techniques in schematic drawing, isometric, orthographic, perspective projection or other techniques of technical illustration; contributes design modifications to improve quality of product or manufacturing operation. Working knowledge of tolerances, materials, finishes, etc. May provide work leadership to lower level drafters. Perform other related duties as assigned.

Education: Advanced drafting training, equivalent to two years technical school. Four years drafting experience preferably in the high technology industry with emphasis on electro-mechanical drawing. Knowledge of all applicable MIL-SPEC/STD's.

RST3 SENIOR TECHNICIAN - RESEARCH

Duties: Responsible for the safe and correct operation of major subsystems, research experiments, apparatus, instrumentation systems and/or experimental facilities. Prepares operational procedures, equipment and materials, specifications and technical summary reports. Diagnoses and debugs operational equipment problems and decides on repair or replacement actions. Plans the methods and procedures required for fabricating, assembling, installing and testing a variety of experimental apparatus and equipment. Applications may be in such specialized areas as radiography, technical photography, etc. May provide work leadership to lower level employees. Performs other, related duties as assigned.

Education: Technical training equivalent to an Associates Degree and five years related research laboratory experience including knowledge of physics, geoscience, engineering or optics.

WTT3 SENIOR TECHNICIAN - WRITING

Duties: Participates in all phases of documentation development. Researches, organizes, writes, edits and produces technical data for major publication projects. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. May participate in the establishment of style guidelines and standards for text and illustration. Extracts data from technical manuals to satisfy requirements. Obtains material from vendor manuals for

incorporation into new documentation. Interfaces with customer for data/task clarification. May provide work leadership for lower level employees. Performs other, related duties as assigned.

Education: Bachelors Degree in an applicable technical field or equivalent experience and excellent written communication skills. Five years technical writing and editing experience.

FCT3 SENIOR TECHNICIAN - FACILITIES

Duties: Performs minor maintenance and repair of building structures and mechanical, electrical and sanitary systems and related machinery and equipment. Requires basic practical knowledge such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. Performs other, related duties as assigned.

Education: May require stationary engineer's license and two to four years of related experience.

Example positions are:

Painter

Carpenter

Pipe fitter

AYT3 SENIOR TECHNICIAN - ASSEMBLY

Duties: Responsible for assembling, modifying, reworking and repairing electronic and electrical assemblies. Works from interrelated wiring and assembly drawings, operation sheets, engineering specifications and sketches, and running sheets of average complexity to perform complete wiring and assembly operations on chassis, panels, assemblies, banks and cabinets to complete prototype and/or production units or systems. Completes wiring connections from one terminal point to another and solders each terminal working to close tolerances. Uses judgement in reworking or rewiring any unit to bring it within military and/or quality control specifications. Performs other, related duties as assigned.

Education: High school or equivalent vocational training preferred. Two to three years-related experience required.

Example position is:

Electrician

LGT3 SENIOR TECHNICIAN - LOGISTICS

Duties: Must be able to complete logistics requirements determination studies, inventory and requisition supplies, repair parts and equipment and maintain stock of supplies and equipment. Must be familiar with government and defense department accountability and associated record keeping policies and procedures including transportation modes, packing and shipping standards and quality assurance practices. Requires familiarity with Federal Supply System as well as automated and manual supply systems and equipment serviceability standards and criteria. May supervise lower level supply and maintenance technicians. Performs other, related duties as assigned.

Responsible for: Receipt, accountability, stocking and inventory of electronic equipment and components; Data entry to query and enter information for supply, acquisition and inventory purposes; Research and identification of parts and materials from electronic equipment and component vendors and entering information into purchasing database; Recording, maintaining and initiating purchase request documentation for acquisition of component items from vendors.

Education: Associate Degree or equivalent training in logistics and five-six years of logistics experience.

VMT3 SENIOR TECHNICIAN - VEHICLE MAINTENANCE

Duties: Repairs, rebuilds or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting and ignition systems. May serve as a resource to lower level employees. Performs other, related duties as assigned.

Education: Requires knowledge usually acquired through a formal apprenticeship or equivalent training and two years of related experience.

STT3 SENIOR SCIENCE TECHNICIAN

Duties: Performs a wide variety of tasks to support the science professionals such as collecting samples, setting up equipment, performing basic tests on samples, maintaining results logs and preparing samples for evaluation by scientists. This level is viewed as a solid professional and often handles the most complex technician-level tasks and may function as a team leader or trainer for less experienced technicians.

Education: Associate Degree or equivalent training and five to seven years of related experience.

T2 STAFF TECHNICIAN (VARIOUS DISCIPLINES)

ILT2 STAFF TECHNICIAN - ILLUSTRATION

Duties: Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Genigraphics or Compugraphics. Uses common software illustration software to construct graphs, charts, simplified schematics, and various mechanical illustrations. Produces a variety of artwork including technical and commercial documentation support assignments, view graph and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures and other forms of artwork. Knowledgeable of tools and techniques to prepare line drawings of such configurations as component parts, modules, circuit assemblies, instrument panels, and consoles; to simplify data from blueprints and rough sketches so that it can be understood by technical and non-technical personnel; and to convert orthographic, blueprints, and other engineering data into isometrics, exploded views, or sketches. May use perspective, isometric, orthographic and schematic techniques to prepare technical and non-technical line drawings. Produces finished artwork from information furnished in oral form, rough sketches or written data. May perform inking and paste-up. Performs other, related duties as assigned.

Education: Normally requires two-four years of college or training in a related discipline and two years of related experience.

ELT2 STAFF TECHNICIAN - ELECTRONICS

Duties: Performs routine technical functions related to the support of development engineering activities such as set-up, operation, maintenance, modification, circuit testing, calibration and trouble shooting and repair of electronic or electro-mechanical systems, experimental design circuitry, prototype models or specialized test equipment. Applications may include RF analog, digital and/or video type circuits and logic systems. Works from schematics, logic diagrams, written and verbal descriptions, layouts or defined plans. Performs testing, troubleshooting, aligning, and adjusting of complete electronic and computer systems, equipment, or components. Knowledgeable of electronic theory and practice, the use of schematic diagrams and test procedures, the operation of complex test equipment, and development of prototype circuits and components.

Education: Requires a high school diploma or equivalent and electronics training received from a technical or military trade school. One year of experience.

ENT2 STAFF TECHNICIAN - ENGINEERING

Duties: Performs technical engineering support work for mechanical and electro-mechanical equipment and systems. Works under general supervision. Has some latitude for independent action. May prepare advanced charts, sketches and diagrams. Performs other, related duties as assigned.

Education: Requires technical training or equivalent experience and two to three years experience as an engineering technician.

DFT2 STAFF TECHNICIAN - DRAFTING

Duties: Under limited supervision, prepares working plans, detailed drawings and complete mechanical or electrical drawings and layouts of components and assemblies such as schematics, interconnect lists, parts breakdowns, printed circuit board tape ups, wire lists, etc., from notes, verbal instructions and rough or detailed sketches for engineering or manufacturing purposes. May take measurements or make observations of shop or field installations; makes routine engineering computations, prepares specifications, and makes adjustments in drawings and specifications; prepares material lists and engineering orders, change requests, etc. Work involves independent judgement to a limited extent with references generally available. Develops mechanical and electrical drawings in accordance with specifications. Extracts data from technical material to incorporate in drawings. Reviews generated materials and updates drawings as necessary. Uses popular CAD Software. May supervise or review the work of more junior drafting technicians and illustrators.

Education: Equivalent of two years mechanical drawing and the high school level. Two years detail drafting, preferably in the high technology industry with emphasis on electro-mechanical drawing. Familiarity with applicable MIL-SPEC/STD's.

RST2 STAFF TECHNICIAN - RESEARCH

Duties: Responsible for the operation of research apparatus and for providing technical support in executing scientific research and development projects. Plans methods and

procedures, sets up and operates equipment and test apparatus, diagnostic devices and related equipment. Participates in preparation of experimental procedures, material and equipment specifications and technical summary reports. Applications may be in such specialized areas as radiography, technical photography, etc. Performs other, related duties as assigned.

Education: Technical training equivalent to an Associates Degree and three years related research laboratory experience.

WTT2 STAFF TECHNICIAN - WRITING

Duties: Researches, writes, edits and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. Assists in establishing style guidelines and standards for text and illustration. Performs other, related duties as assigned. Develops technical material in accordance with specifications. Edits, reviews and generates new materials for product completeness. Interfaces with technical elements for clarification of data.

Education: Bachelors Degree in an applicable technical field or equivalent experience and excellent written communication skills. Two years technical writing and editing experience.

FCT2 STAFF TECHNICIAN - FACILITIES

Duties: Under close supervision, performs minor maintenance and repair of building structures and mechanical, electrical and sanitary systems and related machinery and equipment. Requires basic practical knowledge such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. Performs other, related duties as assigned.

Education: Requires high school diploma or equivalent and one to two years of related experience.

AYT2 STAFF TECHNICIAN - ASSEMBLY

Duties: Responsible for assembling, modifying, reworking and repairing electronic and electrical assemblies. Works from wiring and assembly drawings, operation sheets, engineering specifications and sketches, and running sheets of average complexity to perform complete wiring and assembly operations on chassis, panels, assemblies, banks and cabinets to complete prototype and/or production units or systems. Completes wiring connections from one terminal point to another and solders each terminal working to close tolerances. Uses judgement in reworking or rewiring any unit to bring it within quality control specifications. Performs other, related duties as assigned.

Education: High school or equivalent vocational training preferred. One year related experience required.

LGT2 STAFF TECHNICIAN - LOGISTICS

Duties: Must be able to determine supply requirements from authorization documents or other media. Maintains manual and automated records for requisitioning, receiving and storing supplies, repair parts and equipment. Must be able to determine sources of supply and

shipping modes. Inspects and reports on supply and shipping shortages. Interprets and prepares supply and transportation documentation. Must be able to determine equipment serviceability using condition codes. Performs other, related duties as assigned.

Responsibilities may include: receipt, accountability, stocking and inventory of electronic equipment and components; data entry to query and enter information for supply, acquisition and inventory purposes; research and identification of parts and materials from electronic equipment and component vendors and entering information into purchasing database; and recording, maintaining and initiating purchase request documentation for acquisition of component items from vendors.

Education: High school or equivalent vocational training and three to four years related experience required. May substitute one year military technical training in logistics and two years experience. Requires familiarity with the Federal Supply System.

Example position is:
Warehouse Specialist

VMT2 STAFF TECHNICIAN - VEHICLE MAINTENANCE

Duties: Under supervision, repairs, rebuilds or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting and ignition systems. Performs other, related duties as assigned.

Education: Requires well-rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

COT2 STAFF TECHNICIAN - COMPUTER OPERATIONS

Duties: Performs routine operation and maintenance of peripherals, including processors, disk drives and printers. Performs system maintenance including backup and recovery, test/disk reformatting and archiving of data. Maintains system logs and schedules data processing requests. Communicates with remote terminal users and provides assistance to all system users of data processing and word processing.

Education: High school diploma required/A.A. Degree preferred. A minimum of three years of experience is required.

STT2 STAFF SCIENCE TECHNICIAN

Duties: Performs a wide variety of tasks to support the science professionals such as collecting samples, setting up equipment, performing basic tests on samples, maintaining results logs and preparing samples for evaluation by scientists.

Education: Associate Degree or equivalent training and two to four years of related experience.

T1 ASSOCIATE TECHNICIANS (VARIOUS DISCIPLINES)

ILT1 ASSOCIATE TECHNICIAN - ILLUSTRATION

Duties: Prepares finished mechanical artwork suitable for reproduction, including diagrams, and other illustrative materials. Generally works with finished illustrations or photographs supplied by others, following page designs prepared by authors or senior artists. Prepares final layouts for magazines, ads, brochures, newsletters or other publications. Performs other, related duties as assigned. Develops and prepares illustrations for various documents. Reviews data input and coordinates input updates.

Education: Requires formal training and/or experience in the graphic arts.

ELT1 ASSOCIATE TECHNICIAN - ELECTRONICS

Duties: Performs routine fabrication, assembly, installation, operation, maintenance, troubleshooting, modifications, testing and related technical support activities under close supervision. Sets up and operates various types of equipment and testing devices to provide technical support. Coordinates with vendor for maintenance and parts procurement. Maintains a minimum stock level of repair parts for normal operations. Assists in providing technical assistance and support to government staff. Performs other, related duties as assigned.

Education: Requires a high school diploma or equivalent and electronics training received from a technical or military trade school.

ENT1 ASSOCIATE TECHNICIAN - ENGINEERING

Duties: Performs technical engineering support work for mechanical and electro-mechanical equipment and systems. Works under close supervision, following specific procedures. Requires understanding and interpreting complex charts, sketches and diagrams to determine costs, materials and processes. Performs other, related duties as assigned.

Education: Normally requires technical training or equivalent experience. Entry level position, following completion of training.

DFT1 ASSOCIATE TECHNICIAN - DRAFTING

Duties: Under close supervision, following detailed instructions and procedures, performs detailing, redrawing, lettering, and tracing of elementary mechanical and electrical engineering drawings on components, assemblies, and engineering change orders from given data such as previous drawings, layouts, detailed sketches, notes, verbal instructions and standard references where work is checked frequently. Develops materials using computerized equipment. Proficient in performing the common CAD functions, such as enlarging or reducing material, checking completed drawings for accuracy and completeness, and ensuring conformance to standards. Performs other, related duties as assigned. Develops drawings based on engineering and customer inputs. Reviews and updates developed material as required.

Education: Equivalent of two years mechanical drawing at high school or equivalent experience. Entry level position.

RST1 ASSOCIATE TECHNICIAN - RESEARCH

Duties: Provides fabrication, assembly, installation, maintenance, modification, testing and related technical support activities for research and development experiments and procedures. Applications may be in such specialized areas as radiography, technical photography, etc. Performs other, related duties as assigned.

Education: High school diploma or equivalent, with some college or technical training preferred. One year related research laboratory experience.

WTT1 ASSOCIATE TECHNICIAN - WRITING

Duties: Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents or sections of documents such as manuals, procedures and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics coverage, format and style. Assists in production of product deliverables. Performs other, related duties as assigned. Gathers data and assists in development of draft products. Assists in coordinating product production. Reviews specifications against developed product for compliance.

Education: Bachelors Degree in an applicable technical field or equivalent experience and excellent written communication skills. Entry level position.

FCT1 ASSOCIATE TECHNICIAN - FACILITIES

Duties: Cleans and maintains working areas in an orderly condition. Sweeps, mops, scrubs and polishes floors. Removes trash or other refuse. Dusts equipment, furniture or fixtures. Polishes metal fixtures or trimmings. Provides supplies for rest rooms and other facilities and performs simple tasks such as moving and storing furniture and equipment. Performs other, related duties as assigned.

Education: Entry level position. High school education preferred.

AYT1 ASSOCIATE TECHNICIAN - ASSEMBLY

Duties: Responsible for assembling, modifying, reworking and repairing electronic and electrical assemblies. Works from specific instructions and simple prints and diagrams or sequence sheets to perform simple, repetitive wiring and/or assembly operations on lightweight to medium size units. Includes duties such as stamping, riveting, cutting, assembling parts of hardware, connecting, soldering and simple adjusting to assure free action of moving parts. Performs other, related duties as assigned.

Education: High school or equivalent vocational training preferred. Entry level position.

LGT1 ASSOCIATE TECHNICIAN - LOGISTICS

Duties: Must be able to follow technical written procedures for requisitioning, receiving and storing supplies, repair parts and equipment. Must be familiar with inspection, accountability, and reporting of supply and shipping shortages. Must be familiar with and be able to provide data entry for manual and automated supply systems. Performs other, related duties as assigned. Issuance of parts. Cable fabrication and equipment rehabilitation. Verify materials against receiving documents. Evaluate suitability of parts.

Education: High school or equivalent vocational training preferred. One to two years related experience required.

Example position is:
Shipper/Receiver

VMT1 ASSOCIATE TECHNICIAN - VEHICLE MAINTENANCE

Duties: Performs a variety of tasks such as washing, cleaning and lubricating vehicles, loading, unloading and storing automotive parts and supplies and maintaining work areas. Performs other, related duties as assigned.

Education: Entry level position. Some high school or vocational education preferred.

COT1 ASSOCIATE TECHNICIAN - COMPUTER OPERATIONS

Duties: Receives on-the-job training in operating the control console (sometimes augmented by classroom training). Works under close supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as assistant operator working under close supervision or performing a portion of a senior operator's work.

Education: Requires a high-school diploma and one to two years of experience.

UNTY TECHNICIAN B

Duties: Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs at this level, one or a combination of such typical duties:

Assembles or installs equipment or parts requiring simple wiring, soldering or connecting. Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment or records test data. Gathers and maintains specified records of engineering data such as tests, drawings, etc., performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Education: Normally requires technical training or equivalent experience. Entry level position, following completion of training.

PROFESSIONAL ADMINISTRATIVE STAFF - most professional administrative staff have a degree or have equivalent related experience. They perform professional administrative duties related to the accomplishment of corporate goals or in the support of specific contract requirements. ManTech's professional administrative staff is represented in three levels of education/experience ranging from entry level degree positions to those with advanced degrees and multiple years of experience. Areas of expertise include accounting, finance, computer services, human resources, sales and security, among others.

P3 Professional Staff Specialists (various)
 SCP3 Prof. Staff Specialist - Security
 CSP3 Prof. Staff Specialist - Computer Services
 PRP3 Prof. Staff Specialist - Pricing
 ACP3 Prof. Staff Specialist - Accounting
 FIP3 Prof. Staff Specialist - Finance
 OPP3 Prof. Staff Specialist - Business Operations
 MAP3 Prof. Staff Specialist - Marketing
 HRP3 Prof. Staff Specialist - Human Resources
 P2 Professional Staff (various)
 SCP2 Professional Staff - Security
 CSP2 Professional Staff - Computer Services
 PRP2 Professional Staff - Pricing
 ACP2 Professional Staff - Accounting
 FIP2 Professional Staff - Finance
 OPP2 Professional Staff - Business Operations
 CAP2 Professional Staff - Contract Administration
 HRP2 Professional Staff - Human Resources
 SBP2 Professional Staff - Subcontracts
 SVP2 Professional Staff – Customer Service / Marketing
 P1 Associate Professional Staff (various)
 SCP1 Assoc. Professional Staff - Security
 CSP1 Assoc. Professional Staff - Computer Services
 ACP1 Assoc. Professional Staff - Accounting
 HRP1 Assoc. Professional Staff - Human Resources

P3 PROFESSIONAL STAFF SPECIALISTS (VARIOUS)

SCP3 PROF. STAFF SPECIALIST - SECURITY

Duties: Coordinates and monitors sensitive aspects of the DoD, DoE or other industrial security program, ensuring compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Monitors and conducts security briefings and security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Maintains liaison with outside agencies and keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree or equivalent experience. Five years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual.

CSP3 PROF. STAFF SPECIALIST - COMPUTER SERVICES

Duties: Schedules and coordinates daily computer operations. Distributes and verifies work. Trains operators in operation procedures and resolves operational problems. Responsible for system administration and management including daily system operation. Must be adept at problem identification and resolution. Must be capable of documenting operating system problems and developing solutions. Experience in operating system and third party software testing, customization, and installation. Working knowledge of operating system administration including security, system and disk management, hardware maintenance and activity, and performance monitoring.

Education: High school diploma with some technical education preferred. One to two years of related experience.

PRP3 PROF. STAFF SPECIALIST - PRICING

Duties: Administers and coordinates activities involved in the development and revision of major proposals. Follows government/customer specifications and company policies and procedures. Provides support to contract department in negotiating customer contracts as needed. Supports cost audits and price negotiations. Conducts or participates in proposal reviews with management. Serves as team leader to coordinate major proposal efforts. Provides leadership and guidance to lower level employees. Responsible for labor, ODC and material cost analyses and estimations for complex efforts. Interacts with vendors, subs, primes and company personnel to collect data for proposals. Prepares final cost reports for domestic and international government proposals. Interfaces with auditors during price audits. Summarizes pricing data for presentations to management. Computer experience to include Excel/Lotus 1-2-3 and Word/WordPerfect. Working knowledge of FAR/CAS. Strong analytical ability. Ability to read and analyze government solicitations. Effective oral and written communication. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Five years proposal preparation, analysis and cost estimation experience.

ACP3 PROF. STAFF SPECIALIST - ACCOUNTING

Duties: Performs complex tasks providing general or specialized analyses in various accounting functions such as Accounts Receivable, Accounts Payable, Cost Accounting and the like. Prepares specialized reports and analyses. Develops or modifies major segments of an accounting system, including associated accounts, records, reports and controls. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Accounting, Business Administration, a related field or equivalent experience. Five years accounting experience.

FIP3 PROF. STAFF SPECIALIST - FINANCE

Duties: Responsible for financial functions such as budgeting, auditing, forecasting and analysis. Reviews complex financial data. Maintains documented records supporting financial forecasts used in the rate and budget area. Ensures compliance with internal procedures and DAR/FAR government regulations. Conducts and may lead audits. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree in Finance, Accounting, Business Administration, a related field or equivalent experience. Five years' financial analysis experience, including a thorough knowledge of DAR/FAR and other applicable government regulations.

OPP3 PROF. STAFF SPECIALIST - BUSINESS OPERATIONS

Duties: Responsible for a wide variety of detailed financial and administrative activities for relatively large and/or complex programs, organizations or proposals. Participates in budget preparation and may authorize budget expenditures. Recommends procedures to be used to monitor programs, organizations or proposals. Interprets and implements cost proposal estimating, pricing and documentation requirements. May define parameters for estimate preparation. May provide work leadership to lower level employees.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Five years experience in some aspect of business operations including contract interpretation, budget development and administration of government projects.

Example position is:

Cost Analyst – prepares ACAT I program standard reports. Resolves sensitive program costing issues. Defends positions before review panels. Establishes and maintains an accurate Acquisition Program Baseline. Reviews and analyzes cost/schedule data submitted in monthly reports.

MAP3 PROF. STAFF SPECIALIST - MARKETING

Duties: Develops and maintains customer business relationships in domestic markets. Identifies opportunities for business expansion. Develops marketing strategies. Acts as a liaison with customer agencies and offices and represents the company in negotiations. Performs other duties, as assigned.

Education: Technical degree or equivalent experience. A minimum of five years design engineering or program management experience in addition to sales/marketing experience.

HRP3 PROF. STAFF SPECIALIST - HUMAN RESOURCES

Duties: Responsible for one or more aspects of a particular human resource function such as employment, wage and salary administration, benefits or personnel record keeping. May prepare job descriptions, calculate benefit payments or conduct employee orientation programs. Compiles statistics and answers routine personnel inquiries. Maintains files of related documents. Performs other duties as assigned.

Education: An Associates Degree or equivalent experience and four years or related experience.

P2 PROFESSIONAL STAFF (VARIOUS)

SCP2 PROFESSIONAL STAFF - SECURITY

Duties: Administers and coordinates the DoD, DoE or other industrial security program and other security activities to ensure compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Conducts security briefings. Participates in

the development of and conducts security education programs. Investigates losses and security violations and recommends corrective actions. Maintains outside liaison with outside agencies. Develops and implements procedures and coordinates procedure manual revisions. Performs other duties, as assigned.

Education: Bachelors Degree or equivalent experience. Two years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual.

CSP2 PROFESSIONAL STAFF - COMPUTER SERVICES

Duties: Performs more complex computer operation tasks, such as determining equipment set-up, scheduling jobs, executing non-routine jobs, and observing console. Manipulates controls to rearrange program steps and provides other adjustments. Assists in training lower level operators in operations procedures. Performs other duties, as assigned.

Education: Normally requires twelve to eighteen months of related experience.

PRP2 PROFESSIONAL STAFF - PRICING

Duties: Plans, coordinates and prepares proposals. Coordinates development and compilation of information from functional departments. Researches and analyzes historical data to support proposals. Develops base cost elements with proper application of indirect rates. Ensures that cost estimates are accurate. Interfaces with customer representatives during fact finding and proposal pricing justification. Participates as a team member in support of major cost proposal efforts. Prepares and presents oral and written reports.

Responsible for labor, ODC and material cost analyses and estimations. Interacts with vendors/team members and related personnel. Collects information and reviews for accuracy. Inputs data and verifies output. Prepares initial cost reports for domestic and international government proposals. Interfaces with government auditors in support of pre-award and post-award proposal price audits. Computer experience to include Excel/Lotus 1-2-3 and Word/WordPerfect. Working knowledge of FAR/CAS. Strong analytical ability. Ability to read and analyze government solicitations. Effective oral and written communication. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration or a related field or equivalent experience. Two years proposal preparation, analysis and cost estimation experience.

ACP2 PROFESSIONAL STAFF - ACCOUNTING

Duties: Performs moderately complex accounting tasks in general or specialized accounting functions such as Accounts Receivable, Accounts Payable and the like. Interprets accounting data, prepares and analyzes reports and may make recommendations. Assists in the development and installation of accounting systems, methods, procedures and controls. Determines need and use of accounting data. Performs other duties, as assigned.

Education: Bachelors Degree in Accounting, Business Administration, a related field or equivalent experience. Two years accounting experience.

FIP2 PROFESSIONAL STAFF - FINANCE

Duties: Responsible for various financial functions such as budgeting, auditing, forecasting and analysis. Reviews financial data received from managers for inclusion in indirect and forward pricing rate package submission to the government. Maintains documented records supporting financial forecasts used in the rate and budget area. Responds to rate and budget questions and provides explanations to ensure management understanding. Ensures compliance with internal procedures and DAR/FAR government regulations. Participates in audits and interfaces with government auditors to ensure understanding of financial data, methodology and applicability under appropriate government regulations. Performs other duties, as assigned.

Education: Bachelors Degree in Finance, Accounting, Business Administration, a related field or equivalent experience. Two years financial analysis experience, including a working knowledge of DAR/FAR and other applicable government regulations.

OPP2 PROFESSIONAL STAFF - BUSINESS OPERATIONS

Duties: Responsible for detailed financial and administrative activities such as budgeting, reporting, estimating, analysis, etc. for moderate sized programs, operations or proposals. Performs cost/schedule variance analysis and provides resulting recommendations. Participates in budget preparation and monitors expenses. Prepares or assists in the preparation of cost-to-completes. Assists in preparing estimates. Interprets and implements customer requirements for moderately complex cost proposals. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Two years experience in some aspect of business operations and a working knowledge of contractual documents.

CAP2 PROFESSIONAL STAFF - CONTRACT ADMINISTRATION

Duties: Assists in contract negotiation and administration of contracts. Analyzes estimates of service, material, equipment and production costs. Reviews performance requirements ensuring contract is in accordance with legal requirements and customer specifications. Structures contractual terms to company business strategy. Initiates internal documentation to authorize and direct work in accordance with contractual specifications. Monitors company performance on routine contractual obligations. Originates all company correspondence of contractual significance. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Entry level position.

HRP2 PROFESSIONAL STAFF - HUMAN RESOURCES

Duties: Working under close supervision, assists in various human resource functions, including employment, wage and salary administration, benefits and personnel records. May interview job applicants, prepare job descriptions, calculate benefit payments or conduct employee orientation programs. Performs other duties, as assigned.

Education: An Associate Degree or equivalent experience and four years or related experience.

SBP2 PROFESSIONAL STAFF - SUBCONTRACTS

Duties: Provides support to subcontract programs of relatively low risk and complexity or a portion of a large program, ensuring compliance on vendor, cost, schedule, legal and performance aspects. Negotiates procurement of required materials, supplies and services. Reviews subcontractor performance, including conducting vendor surveys and site inspections to determine facility capability. Participates in the negotiation of terms and pricing agreements. Performs other duties, as assigned.

Education: Bachelors Degree in Business Administration, a related field or equivalent experience. Entry level position.

SVP2 PROFESSIONAL STAFF – CUSTOMER SERVICE / MARKETING

Duties: Responds to customer inquiries, complaints or requests regarding company's products or services. Researches problems, obtaining necessary information from existing records, policies, procedures, and practices. Informs customers of procedures or resolution of problem. Follows up to ensure customer satisfaction. Knowledgeable of company's policies, procedures, products and services.

Education: Requires relevant college courses and 1-2 years of related experience.

P1 ASSOCIATE PROFESSIONAL STAFF (VARIOUS)

SCP1 ASSOC. PROFESSIONAL STAFF - SECURITY

Duties: Administers routine aspects of the DoD, DoE or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures; ensures compliance with all aspects of the program including personal, physical and administrative security systems and procedures. May conduct security briefings and maintains security education programs. Investigates losses and security violations; may recommend corrective action. Ensures destruction of classified and confidential information in accordance with policies and procedures. Assists in revision of procedures manuals and may interface with outside agencies. Performs other duties, as assigned.

Education: Bachelors Degree or equivalent experience, additional courses in government security preferred. Entry level position.

CSP1 ASSOC. PROFESSIONAL STAFF - COMPUTER SERVICES

Duties: Monitors and manipulates console controls in routine computer operations. Operates peripheral equipment. Maintains routine records and may maintain tape library and log as well as pulling and re-filing tapes. Assists in determining equipment settings and operating instructions. Performs other duties, as assigned.

Education: Normally requires three to twelve months of related experience.

ACP1 ASSOC. PROFESSIONAL STAFF - ACCOUNTING

Duties: Performs basic accounting tasks in general or specialized accounting functions such as Accounts Receivable, Accounts Payable and the like. Assists higher level accountants in a variety of accounting assignments including the preparation, analysis, review, verification and

reconciliation of various records, financial reports and statements. Establishes and maintains accurate, detailed financial records. Performs other duties, as assigned.

Education: Bachelors Degree in Accounting, Business Administration, a related field or equivalent experience. Entry level position.

HRP1 ASSOC. PROFESSIONAL STAFF - HUMAN RESOURCES

Duties: Working under close supervision, assists in various human resource functions, including employment, wage and salary administration, benefits and personnel records. May interview job applicants, prepare job descriptions, calculate benefit payments or conduct employee orientation programs.

Education: Requires relevant college courses and one to two years of related experience.

OFFICE & CLERICAL - includes Administrative Assistants, Technical Typists, Secretaries, Receptionists, Clerks, Accounting Clerks, Data Clerks, and Clerk Typists. Only one title is stipulated for this category because of the experience spectrum afforded by the grade structure described below.

- **Administrative Specialist** - high school graduate or equivalent. 5-8 years experience in an administrative environment. Proven ability to provide direction, coordinate workloads and supervise subordinate positions. Proven ability to work independently and exercise sound judgment. Proven administrative skills. Requires in-depth knowledge of organizational practices and policies. May operate word processing equipment
- **Senior Administrative Assistant** - high school graduate or equivalent. 3-5 years secretarial and two years supervisory experience in an administrative environment. Proven ability to coordinate workloads, supervise subordinate positions, exercise sound judgment, and execute administrative/secretarial duties as assigned. May operate word processing equipment and perform other peripheral duties. Ability to operate variety of business machines. 55 wpm typing speed required.
- **Staff Clerk** - 1-2 years related office experience. Proven ability to take and understand instructions and carry out assigned tasks. May operate a variety of office machinery. May function as Clerk-Typist.
- **Associate Clerk** - 0-6 months experience. Proven ability to take instructions and carry out assigned tasks. May operate variety of office machinery. May function as Clerk-Typist.

- O5 Senior Administrative Specialists (various)
- AA05 Executive Assistant
- MR05 Mail Room Supervisor
- SP05 Office Manager
- CL05 Senior Administrative Specialist
- O4 Administrative Specialists (various)
- WP04 Word Processing Supervisor
- AAO4 Administrative Assistant III
- O3 Staff Administrative Specialists (various)
- AAO3 Administrative Assistant I
- CLO3 Senior Administration Specialist
- ACO3 Staff Accounting Clerk
- O2 Staff Clerks (various)
- DEO2 Staff Data Entry Clerk
- CLO2 Staff Clerk
- DMO2 Staff Driver / Messenger
- MRO2 Staff Mail Room Clerk
- AAO2 Secretary
- HRO2 Human Resources Clerk
- SPO2 Receptionist II
- O1 Junior Clerks (various)
- WPO1 Word Processor I
- DEO1 Associate Data Entry Clerk
- CLO1 Associate Clerk
- SPO1 Receptionist I

MRO1 Associate Mail Room Clerk

O5 SENIOR ADMINISTRATIVE SPECIALISTS (VARIOUS)

AA05 EXECUTIVE ASSISTANT

Duties: Performs administrative work for senior official or principal line staff executive. May record dictation and prepare typed material relating to important or confidential matters. Requires initiative, judgement, knowledge, and ability to relieve principal of administrative details and to assist in the organization and administration of procedures by the performance of such duties as: (1) determining the proper disposition of or composing replies, (2) receiving visitors, answering telephones, supplying requested information and scheduling appointments, (3) locating and obtaining information from sources within and outside the company and, (4) preparing special reports, summaries and digests. Performs other, related duties as assigned.

Education: Requires at least five to seven years of relevant experience and a high school diploma. Some college education would be helpful.

MR05 MAIL ROOM SUPERVISOR

Duties: Supervises the daily activities of the mail operation including mail processing and preparation for delivery and pickup. Determines schedules for pick up and delivery. Maintains records on volume of mail and postage costs. Trains and establishes schedules for subordinate employees. Performs other duties as assigned.

Education: Normally requires a high school diploma and three to five years of related experience.

SP05 OFFICE MANAGER

Duties: Performs a variety of administrative and supervisory duties and responsibilities, such as assigning work schedules to clerical and secretarial employees, interpreting organizational policies and procedures for employees and maintaining various administrative reports. Gathers material to prepare and interpret recurring administrative reports. Performs other, related duties as assigned.

Education: Normally requires three to five years of relevant work experience, some of which should have been in a supervisory capacity, and a high school diploma.

CL05 SENIOR ADMINISTRATIVE SPECIALIST

Duties: Performs complex administrative duties utilizing thorough knowledge of the business and policies, procedures and priorities. Works with minimal supervision handling most problematic forms, databases, transactions and reports. May lead and train junior level office support and serve as a technical resource for administrative procedure decisions, systems, workload, priorities and resources. May interface regularly with customers and clients. Performs other, related duties as assigned.

Education: Requires six to seven years of relevant experience and proficiency in the area of specialty. High school diploma or equivalent experience required. Some college education preferred.

04 ADMINISTRATIVE SPECIALISTS (VARIOUS)

WP04 WORD PROCESSING SUPERVISOR

Duties: Coordinates work activities of word processing operators. Establishes and maintains work schedules and quality standards. Assists word processing operators in document production. Collects, analyzes and reports on production levels and procedures. Selects, trains and evaluates performance of word processing operators. Performs other, related duties as assigned.

Education: Normally requires more than six years of experience.

AAO4 ADMINISTRATIVE ASSISTANT III

Duties: Provides general secretarial support to a manager and staff. Assists with administrative responsibilities. Interfaces with various levels of personnel on policies, practices, and procedures relating to secretarial duties. Requires working knowledge of facility policies, practices and procedures. Receives and screens telephone calls. Maintains control records. Makes travel arrangements. Takes and transcribes dictation, if required. Types from rough draft, correspondence varying in nature. Required to use word processing equipment. Responsible for correct punctuation, capitalization, spelling and grammar. Performs other, related duties as assigned.

Education: Normally requires four years of relevant work experience and a high school diploma.

03 STAFF ADMINISTRATIVE SPECIALISTS (VARIOUS)

AAO3 ADMINISTRATIVE ASSISTANT I

Duties: Provides general secretarial support. Receives and routes incoming correspondence, answers telephone, types correspondence, reports and records. Typically is required to use word processing equipment. Establishes and maintains unit filing system. May be required to take and transcribe dictation. Makes travel arrangements. Performs other, related duties as assigned.

Education: Normally requires two years of relevant work experience and a high school diploma.

CLO3 SENIOR ADMINISTRATION SPECIALIST

Duties: Performs complex administrative duties utilizing thorough knowledge of the business unit and company policies, procedures and priorities. Works with minimal supervision handling most problematic forms, databases, transactions and reports. May lead and train junior level office support and serve as a technical resource for administrative procedure decisions, systems, workload, priorities and resources. May interface regularly with customers and clients. Performs other, related duties as assigned.

Education: Requires six to seven years of relevant experience and proficiency in the area of specialty. High school diploma or equivalent experience required. Some college education would be helpful.

ACO3 STAFF ACCOUNTING CLERK

Duties: Posts and balances a wide variety of data in various ledgers (i.e., accounts payable, accounts receivable, payroll, etc.). Checks and verifies transactions to ensure consistency and accuracy of accounting documents. May assist in the training and guiding of lower level and new accounting clerk personnel. Performs other, related duties as assigned.

Education: Normally requires three to five years of clerical accounting experience and a working knowledge of accounting and bookkeeping principles, practices and procedures.

02 STAFF CLERKS (VARIOUS)

DEO2 STAFF DATA ENTRY CLERK

Duties: Enters, transcribes and verifies more complex alphanumeric data onto an on-line, batch mode, or personal computer system. May provide input regarding workflow. Maintains files, records and chronologies of entry activities. Produces output on magnetic tape, diskettes or other media. May instruct new operators on procedures. Performs other, related duties as assigned.

Education: Normally requires at least 18 months of experience.

CLO2 STAFF CLERK

Duties: Under direct supervision, provides support to staff functions in the organization such as Finance and Accounting or Contracts. Follows clearly defined procedures for completing tasks requiring minimal creative thinking and independent judgement, such as maintaining and coordinating complex schedules and distributing documents requiring completion and ongoing follow-up. Performs other, related duties as assigned.

Education: High school diploma preferred. One to two years of related experience.

DMO2 STAFF DRIVER / MESSENGER

Duties: Delivers letters, packages and records to and from outside organizations. Operates a motor vehicle. May drive employees on official business locally. Performs clerical duties associated with the transfer of documents or packages. May make petty cash purchases. Performs other, related duties as assigned.

Education: Normally requires a high school diploma and three to five years of related experience.

MRO2 STAFF MAIL ROOM CLERK

Duties: Performs a variety of routine tasks including receiving, sorting and delivering the mail. Distributes and collects department mail. Wraps, seals, weighs and posts outgoing mail and operates postal machines. May maintain records on postage, registration of mail and packages. Performs other, related duties as assigned.

Education: Normally requires a high school diploma and two to four years of experience.

AAO2 SECRETARY

Duties: Provides general secretarial support. Receives and routes incoming correspondence, answers telephone, types correspondence, reports and records. Typically is required to use word processing equipment. Establishes and maintains unit filing system. May be required to take and transcribe dictation. Makes travel arrangements. Performs other, related duties as assigned.

Education: Normally requires one to two years of relevant work experience and a high school diploma.

HRO2 HUMAN RESOURCES CLERK

Duties: Prepares personnel forms, compiles personnel statistics, answers routine personnel inquiries, and maintains files of related documents. May type various personnel reports. Assists personnel specialist(s) in one or more functional activities. Works under close supervision. Performs other, related duties as assigned.

Education: Normally requires a high school diploma and one to two years of related experience.

SPO2 RECEPTIONIST II

Duties: Greets visitors, answers general questions and directs individuals to appropriate persons within the organization/department. Answers telephone switchboard and directs calls to appropriate person or department. Must have sufficient knowledge of business to direct caller quickly and efficiently. May perform light typing or routine clerical tasks. Performs other related duties as assigned.

Education: High school diploma preferred. 18-24 months of experience. Pleasant manner. Ability to maintain composure during peak periods.

O1 JUNIOR CLERKS (VARIOUS)

WPO1 WORD PROCESSOR I

Duties: Performs document production on a variety of word processing equipment. Operates word processing equipment to type/input a wide variety of technical and non-technical material from either clean copy or rough draft with a high degree of accuracy and speed. Codes in changes. May require extensive work with tabulations and equations. Proofs finished copy. Performs other, related duties as assigned.

Education: Normally requires eighteen months to two years of word processing experience.

DEO1 ASSOCIATE DATA ENTRY CLERK

Duties: Enters, transcribes and verifies a variety of alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are generally routine in nature and work parameters are typically well defined. Maintains files, records and chronologies of entry activities. Produces output on magnetic tape, diskettes or other media. Performs other, related duties as assigned.

Education: This is an entry-level position that may not require prior experience, but generally would require less than three years of experience.

CLO1 ASSOCIATE CLERK

Duties: Performs a wide variety of simple clerical work in accordance with established detailed routines. Compiles from records and reports. Keeps updated charts. Makes and verifies calculations involving decimals and fractions. Checks posted results against other records. Answers telephone. Operates office-duplicating equipment. May use calculating and/or adding machine. Performs other, related duties as assigned.

Education: This is an entry-level position. High school diploma preferred.

SPO1 RECEPTIONIST I

Duties: Operates a telephone switchboard. May keep records of calls and toll charges, operate a paging system and perform clerical duties. Greets visitors and answers general questions. Handles general mail functions in some offices. Performs other, related duties as assigned.

Education: This is an entry-level position. High school diploma preferred. Pleasant manner required. Ability to maintain composure during peak periods.

MRO1 ASSOCIATE MAIL ROOM CLERK

Duties: Performs a variety of routine tasks including receiving, sorting and delivering the mail. Distributes and collects department mail. Wraps, seals, weighs and posts outgoing mail and operates postal machines. May maintain records on postage, registration of mail and packages. Performs other, related duties as assigned.

Education: Entry level position. High school diploma preferred.

SECTION B-2 LABOR RATES

FOR PROPOSALS SUBMITTED BEFORE MAY 19, 2006

CUSTOMER SITE LABOR RATES
(On-Site or Government Site Rates)

Order Code	Labor Category	Thru 12/31/00	2001	2002	2003	2004
C1/MGC1	Corporate Staff Officer	\$181.99	\$ 192.91	\$ 204.48	\$ 216.75	\$ 229.18
D6/MGD6	Executive Director	\$150.20	\$ 159.21	\$ 168.76	\$ 178.89	\$ 189.15
D5/MGD5	Assistant Executive Director	\$147.42	\$ 156.27	\$ 165.65	\$ 175.59	\$ 185.66
D4/MGD4	Technical Director	\$127.71	\$ 135.37	\$ 143.49	\$ 152.10	\$ 160.82
D3/MGD3	Assistant Technical Director	\$122.71	\$ 130.07	\$ 137.87	\$ 146.14	\$ 154.52
D2/MGD2	Senior Project Manager	\$131.22	\$ 139.09	\$ 147.44	\$ 156.29	\$ 165.25
D1/MGD1	Project Manager	\$94.91	\$ 100.60	\$ 106.64	\$ 113.04	\$ 119.52
M5/LWM5	Senior Legal Counsel	\$124.08	\$ 131.52	\$ 139.41	\$ 147.77	\$ 156.24
M4/MGM4	Management Director	\$145.60	\$ 154.34	\$ 163.60	\$ 173.42	\$ 183.37
M3/MGM3	Assistant Management Director	\$92.61	\$ 98.17	\$ 104.06	\$ 110.30	\$ 116.63
M2	Senior Staff Manager (various disciplines)	\$82.82	\$ 87.79	\$ 93.06	\$ 98.64	\$ 104.30
SBM2	Senior Manager – Subcontracts	\$81.08	\$ 85.94	\$ 91.10	\$ 96.57	\$ 102.11
LWM2	Associate Counsel	\$78.87	\$ 83.60	\$ 88.62	\$ 93.94	\$ 99.33
SCM2	Senior Manager - Security	\$74.06	\$ 78.50	\$ 83.21	\$ 88.20	\$ 93.26
CSM2	Senior Manager – Computer Services	\$70.65	\$ 74.89	\$ 79.38	\$ 84.14	\$ 88.97
LAM2	Senior Manager – LAN Administration	\$76.34	\$ 80.92	\$ 85.78	\$ 90.93	\$ 96.14
OPM2	Senior Manager – Business Operations	\$73.49	\$ 77.90	\$ 82.57	\$ 87.52	\$ 92.54
ACM2	Senior Manager – Accounting	\$75.58	\$ 80.11	\$ 84.92	\$ 90.02	\$ 95.18
ADM2	Senior Executive Assistant	\$82.82	\$ 87.79	\$ 93.06	\$ 98.64	\$ 104.30
ASM2	Senior Manager – Administrative Services	\$68.38	\$ 72.48	\$ 76.83	\$ 81.44	\$ 86.11
CTM2	Senior Manager – Contracts	\$80.78	\$ 85.63	\$ 90.77	\$ 96.22	\$ 101.74
FIM2	Senior Manager – Finance	\$76.91	\$ 81.52	\$ 86.41	\$ 91.59	\$ 96.84
HRM2	Senior Manager – Human Resources	\$78.63	\$ 83.35	\$ 88.35	\$ 93.65	\$ 99.02
MAM2	Senior Manager - Marketing	\$75.22	\$ 79.73	\$ 84.51	\$ 89.58	\$ 94.72
M1	Staff Manager (various disciplines)	\$62.10	\$ 65.83	\$ 69.78	\$ 73.97	\$ 78.21
SCM1	Staff Manager - Security	\$55.60	\$ 58.94	\$ 62.48	\$ 66.23	\$ 70.03
CSM1	Staff Manager – Computer Services	\$49.33	\$ 52.29	\$ 55.43	\$ 58.76	\$ 62.13
LAM1	Staff Manager – LAN Administration	\$53.83	\$ 57.06	\$ 60.48	\$ 64.11	\$ 67.79
OPM1	Staff Manager – Business Operations	\$56.98	\$ 60.40	\$ 64.02	\$ 67.86	\$ 71.75
ACM1	Staff Manager – Accounting	\$58.24	\$ 61.73	\$ 65.43	\$ 69.36	\$ 73.34
ASM1	Staff Manager – Administrative Services	\$62.10	\$ 65.83	\$ 69.78	\$ 73.97	\$ 78.21
CTM1	Staff Manager - Contracts	\$56.70	\$ 60.10	\$ 63.71	\$ 67.53	\$ 71.40
FIM1	Staff Manager - Finance	\$59.45	\$ 63.02	\$ 66.80	\$ 70.81	\$ 74.87
HRM1	Staff Manager – Human Resources	\$57.03	\$ 60.45	\$ 64.08	\$ 67.92	\$ 71.82
MAM1	Staff Manager - Marketing	\$60.66	\$ 64.30	\$ 68.16	\$ 72.25	\$ 76.39
E4	Principal Engineer (various disciplines)	\$133.45	\$ 141.46	\$ 149.95	\$ 158.95	\$ 168.07
SWE4	Principal Software Engineer	\$133.44	\$ 141.45	\$ 149.94	\$ 158.94	\$ 168.06
HWE4	Principal Hardware Engineer	\$121.13	\$ 128.40	\$ 136.10	\$ 144.27	\$ 152.54
SSE4	Principal Systems Engineer	\$131.90	\$ 139.81	\$ 148.20	\$ 157.09	\$ 166.10
MDE4	Principal Mechanical Engineer	\$102.58	\$ 108.73	\$ 115.25	\$ 122.17	\$ 129.18
EVE4	Principal Engineer - Environmental	\$132.90	\$ 140.87	\$ 149.32	\$ 158.28	\$ 167.36
STE4	Principal Scientist	\$110.87	\$ 117.52	\$ 124.57	\$ 132.04	\$ 139.61
E3	Senior Engineer (various disciplines)	\$113.03	\$ 119.81	\$ 127.00	\$ 134.62	\$ 142.34
SWE3	Senior Software Engineer	\$107.56	\$ 114.01	\$ 120.85	\$ 128.10	\$ 135.45
HWE3	Senior Hardware Engineer	\$92.81	\$ 98.38	\$ 104.28	\$ 110.54	\$ 116.88
SSE3	Senior Systems Engineer	\$99.77	\$ 105.76	\$ 112.11	\$ 118.84	\$ 125.66
FEE3	Senior Field Engineer	\$86.83	\$ 92.04	\$ 97.56	\$ 103.41	\$ 109.34
LGE3	Senior Logistics Engineer	\$100.94	\$ 107.00	\$ 113.42	\$ 120.23	\$ 127.13
MDE3	Senior Mechanical Engineer	\$101.34	\$ 107.42	\$ 113.87	\$ 120.70	\$ 127.62
PEE3	Senior Project Engineer	\$87.36	\$ 92.60	\$ 98.16	\$ 104.05	\$ 110.02
FCE3	Senior Engineer Facilities	\$74.98	\$ 79.48	\$ 84.25	\$ 89.31	\$ 94.43
EVE3	Senior Engineer - Environmental	\$76.92	\$ 81.54	\$ 86.43	\$ 91.62	\$ 96.87
STE3	Senior Scientist	\$113.03	\$ 119.81	\$ 127.00	\$ 134.62	\$ 142.34

Order Code	Labor Category	Thru 12/31/00	2001	2002	2003	2004
E2	Staff Engineer (various disciplines)	\$83.02	\$ 88.00	\$ 93.28	\$ 98.88	\$ 104.55
SWE2	Staff Software Engineer	\$81.63	\$ 86.53	\$ 91.72	\$ 97.22	\$ 102.80
HWE2	Staff Hardware Engineer	\$80.95	\$ 85.81	\$ 90.96	\$ 96.42	\$ 101.95
SSE2	Staff Systems Engineer	\$83.02	\$ 88.00	\$ 93.28	\$ 98.88	\$ 104.55
FEE2	Staff Field Engineer	\$72.81	\$ 77.18	\$ 81.81	\$ 86.72	\$ 91.69
LGE2	Staff Logistics Engineer	\$72.70	\$ 77.06	\$ 81.68	\$ 86.58	\$ 91.55
MDE2	Staff Mechanical Engineer	\$70.66	\$ 74.90	\$ 79.39	\$ 84.15	\$ 88.98
PEE2	Staff Project Engineer	\$69.39	\$ 73.55	\$ 77.96	\$ 82.64	\$ 87.38
STE2	Staff Scientist	\$79.54	\$ 84.31	\$ 89.37	\$ 94.73	\$ 100.16
E1	Associate Engineer (various disciplines)	\$60.64	\$ 64.28	\$ 68.14	\$ 72.23	\$ 76.37
SWE1	Associate Software Engineer	\$57.03	\$ 60.45	\$ 64.08	\$ 67.92	\$ 71.82
HWE1	Associate Hardware Engineer	\$58.69	\$ 62.21	\$ 65.94	\$ 69.90	\$ 73.91
SSE1	Associate Systems Engineer	\$60.06	\$ 63.66	\$ 67.48	\$ 71.53	\$ 75.63
FEE1	Associate Field Engineer	\$60.64	\$ 64.28	\$ 68.14	\$ 72.23	\$ 76.37
MDE1	Associate Mechanical Engineer	\$47.01	\$ 49.83	\$ 52.82	\$ 55.99	\$ 59.20
STE1	Associate Scientist	\$58.77	\$ 62.30	\$ 66.04	\$ 70.00	\$ 74.01
A3	Senior Analyst (various disciplines)	\$90.91	\$ 96.36	\$ 102.14	\$ 108.27	\$ 114.48
CFA3	Senior Analyst - Configuration	\$63.72	\$ 67.54	\$ 71.59	\$ 75.89	\$ 80.24
PMA3	Senior Analyst - Programming	\$83.02	\$ 88.00	\$ 93.28	\$ 98.88	\$ 104.55
SSA3	Senior Analyst - Systems	\$85.55	\$ 90.68	\$ 96.12	\$ 101.89	\$ 107.73
DBA3	Senior Analyst - Database Design	\$90.91	\$ 96.36	\$ 102.14	\$ 108.27	\$ 114.48
QUA3	Senior Analyst - Quality	\$75.70	\$ 80.24	\$ 85.05	\$ 90.15	\$ 95.32
TRA3	Senior Analyst - Training	\$82.51	\$ 87.46	\$ 92.71	\$ 98.27	\$ 103.91
ISA3	Senior Analyst - Information Sys. Security	\$80.75	\$ 85.60	\$ 90.74	\$ 96.18	\$ 101.70
EVA3	Senior Analyst - Environmental	\$84.38	\$ 89.44	\$ 94.81	\$ 100.50	\$ 106.26
TAA3	Senior Analyst - Technical Support	\$75.07	\$ 79.57	\$ 84.34	\$ 89.40	\$ 94.53
A2	Staff Analyst (various disciplines)	\$72.73	\$ 77.09	\$ 81.72	\$ 86.62	\$ 91.59
CFA2	Staff Analyst - Configuration	\$59.20	\$ 62.75	\$ 66.52	\$ 70.51	\$ 74.55
PMA2	Staff Analyst - Programming	\$59.48	\$ 63.05	\$ 66.83	\$ 70.84	\$ 74.90
SSA2	Staff Analyst - Systems	\$72.73	\$ 77.09	\$ 81.72	\$ 86.62	\$ 91.59
DBA2	Staff Analyst - Database Design	\$68.18	\$ 72.27	\$ 76.61	\$ 81.21	\$ 85.87
QUA2	Staff Analyst - Quality	\$56.78	\$ 60.19	\$ 63.80	\$ 67.63	\$ 71.51
TRA2	Staff Analyst - Training	\$58.04	\$ 61.52	\$ 65.21	\$ 69.12	\$ 73.08
ISA2	Staff Analyst - Information Sys. Security	\$52.99	\$ 56.17	\$ 59.54	\$ 63.11	\$ 66.73
EVA2	Staff Analyst - Environmental	\$60.51	\$ 64.14	\$ 67.99	\$ 72.07	\$ 76.20
CSA2	Computer Systems Analyst	\$55.29	\$ 58.61	\$ 62.13	\$ 65.86	\$ 69.64
TAA2	Staff Analyst - Technical Support	\$46.38	\$ 49.16	\$ 52.11	\$ 55.24	\$ 58.41
A1	Associate Analyst (various disciplines)	\$45.45	\$ 48.18	\$ 51.07	\$ 54.13	\$ 57.23
PMA1	Associate Analyst - Programming	\$43.71	\$ 46.33	\$ 49.11	\$ 52.06	\$ 55.05
SSA1	Associate Analyst - Systems	\$45.04	\$ 47.74	\$ 50.60	\$ 53.64	\$ 56.72
DBA1	Associate Analyst - Database Design	\$45.45	\$ 48.18	\$ 51.07	\$ 54.13	\$ 57.23
TRA1	Associate Analyst - Training	\$40.40	\$ 42.82	\$ 45.39	\$ 48.11	\$ 50.87
EVA1	Associate Analyst - Environmental	\$43.43	\$ 46.04	\$ 48.80	\$ 51.73	\$ 54.70
T4	Technical Specialist (various disciplines)	\$64.98	\$ 68.88	\$ 73.01	\$ 77.39	\$ 81.83
ILT4	Technical Specialist - Illustration	\$61.07	\$ 64.73	\$ 68.61	\$ 72.73	\$ 76.90
ELT4	Technical Specialist - Electronics	\$64.30	\$ 68.16	\$ 72.25	\$ 76.59	\$ 80.98
ENT4	Technical Specialist - Engineering	\$62.35	\$ 66.09	\$ 70.06	\$ 74.26	\$ 78.52
DFT4	Technical Specialist - Drafting	\$64.98	\$ 68.88	\$ 73.01	\$ 77.39	\$ 81.83
WTT4	Technical Specialist - Writing	\$59.45	\$ 63.02	\$ 66.80	\$ 70.81	\$ 74.87
LGT4	Technical Specialist - Logistics	\$64.93	\$ 68.83	\$ 72.96	\$ 77.34	\$ 81.78
COT4	Technical Specialist - Comp. Operations	\$56.45	\$ 59.84	\$ 63.43	\$ 67.24	\$ 71.10
FCT4	Technical Specialist - Facilities	\$54.45	\$ 57.72	\$ 61.18	\$ 64.85	\$ 68.57
UNTZ	Technician A	\$61.83	\$ 65.54	\$ 69.47	\$ 73.64	\$ 77.86

Order Code	Labor Category	Thru 12/31/00	2001	2002	2003	2004
T3	Senior Technician (various disciplines)	\$60.57	\$ 64.20	\$ 68.05	\$ 72.13	\$ 76.27
ILT3	Senior Technician - Illustration	\$45.40	\$ 48.12	\$ 51.01	\$ 54.07	\$ 57.17
ELT3	Senior Technician - Electronics	\$60.57	\$ 64.20	\$ 68.05	\$ 72.13	\$ 76.27
ENT3	Senior Technician - Engineering	\$55.42	\$ 58.75	\$ 62.28	\$ 66.02	\$ 69.81
DFT3	Senior Technician - Drafting	\$53.95	\$ 57.19	\$ 60.62	\$ 64.26	\$ 67.95
RST3	Senior Technician - Research	\$44.32	\$ 46.98	\$ 49.80	\$ 52.79	\$ 55.82
WTT3	Senior Technician - Writing	\$52.23	\$ 55.36	\$ 58.68	\$ 62.20	\$ 65.77
FCT3	Senior Technician - Facilities	\$53.14	\$ 56.33	\$ 59.71	\$ 63.29	\$ 66.92
AYT3	Senior Technician - Assembly	\$50.64	\$ 53.68	\$ 56.90	\$ 60.31	\$ 63.77
LGT3	Senior Technician - Logistics	\$60.24	\$ 63.85	\$ 67.68	\$ 71.74	\$ 75.85
VMT3	Senior Technician - Vehicle Maintenance	\$46.59	\$ 49.39	\$ 52.35	\$ 55.49	\$ 58.67
STT3	Senior Science Technician	\$48.96	\$ 51.90	\$ 55.01	\$ 58.31	\$ 61.65
T2	Staff Technician (various disciplines)	\$50.85	\$ 53.90	\$ 57.13	\$ 60.56	\$ 64.03
ILT2	Staff Technician - Illustration	\$45.42	\$ 48.15	\$ 51.04	\$ 54.10	\$ 57.20
ELT2	Staff Technician - Electronics	\$47.94	\$ 50.82	\$ 53.87	\$ 57.10	\$ 60.37
ENT2	Staff Technician - Engineering	\$50.85	\$ 53.90	\$ 57.13	\$ 60.56	\$ 64.03
DFT2	Staff Technician - Drafting	\$49.00	\$ 51.94	\$ 55.06	\$ 58.36	\$ 61.71
RST2	Staff Technician - Research	\$38.51	\$ 40.82	\$ 43.27	\$ 45.87	\$ 48.50
WTT2	Staff Technician - Writing	\$48.56	\$ 51.47	\$ 54.56	\$ 57.83	\$ 61.15
FCT2	Staff Technician - Facilities	\$40.38	\$ 42.80	\$ 45.37	\$ 48.09	\$ 50.85
AYT2	Staff Technician - Assembly	\$42.90	\$ 45.47	\$ 48.20	\$ 51.09	\$ 54.02
LGT2	Staff Technician - Logistics	\$46.66	\$ 49.46	\$ 52.43	\$ 55.58	\$ 58.77
VMT2	Staff Technician - Vehicle Maintenance	\$33.76	\$ 35.79	\$ 37.94	\$ 40.22	\$ 42.53
COT2	Staff Technician - Comp. Operations	\$42.47	\$ 45.02	\$ 47.72	\$ 50.58	\$ 53.48
STT2	Staff Science Technician	\$46.17	\$ 48.94	\$ 51.88	\$ 54.99	\$ 58.14
T1	Associate Technician (various disciplines)	\$42.19	\$ 44.72	\$ 47.40	\$ 50.24	\$ 53.12
ILT1	Associate Technician - Illustration	\$36.59	\$ 38.79	\$ 41.12	\$ 43.59	\$ 46.09
ELT1	Associate Technician - Electronics	\$36.64	\$ 38.84	\$ 41.17	\$ 43.64	\$ 46.14
ENT1	Associate Technician - Engineering	\$42.19	\$ 44.72	\$ 47.40	\$ 50.24	\$ 53.12
DFT1	Associate Technician - Drafting	\$34.12	\$ 36.17	\$ 38.34	\$ 40.64	\$ 42.97
RST1	Associate Technician - Research	\$36.59	\$ 38.79	\$ 41.12	\$ 43.59	\$ 46.09
WTT1	Associate Technician - Writing	\$40.02	\$ 42.42	\$ 44.97	\$ 47.67	\$ 50.40
FCT1	Associate Technician - Facilities	\$33.76	\$ 35.79	\$ 37.94	\$ 40.22	\$ 42.53
AYT1	Associate Technician - Assembly	\$36.03	\$ 38.19	\$ 40.48	\$ 42.91	\$ 45.37
LGT1	Associate Technician - Logistics	\$33.33	\$ 35.33	\$ 37.45	\$ 39.70	\$ 41.98
VMT1	Associate Technician - Vehicle Maint.	\$33.76	\$ 35.79	\$ 37.94	\$ 40.22	\$ 42.53
COT1	Associate Technician - Comp. Operations	\$37.86	\$ 40.13	\$ 42.54	\$ 45.09	\$ 47.68
UNTY	Technician B	\$39.29	\$ 41.65	\$ 44.15	\$ 46.80	\$ 49.48
P3	Prof. Staff Specialists (various disciplines)	\$78.86	\$ 83.59	\$ 88.61	\$ 93.93	\$ 99.32
SCP3	Prof. Staff Spec. - Security	\$49.99	\$ 52.99	\$ 56.17	\$ 59.54	\$ 62.95
CSP3	Prof. Staff Spec. - Computer Services	\$60.77	\$ 64.42	\$ 68.29	\$ 72.39	\$ 76.54
PRP3	Prof. Staff Spec. - Pricing	\$78.86	\$ 83.59	\$ 88.61	\$ 93.93	\$ 99.32
ACP3	Prof. Staff Spec. - Accounting	\$55.84	\$ 59.19	\$ 62.74	\$ 66.50	\$ 70.31
FIP3	Prof. Staff Spec. - Finance	\$55.67	\$ 59.01	\$ 62.55	\$ 66.30	\$ 70.10
OPP3	Prof. Staff Spec. - Business Operations	\$56.78	\$ 60.19	\$ 63.80	\$ 67.63	\$ 71.51
MAP3	Prof. Staff Spec. - Marketing	\$54.61	\$ 57.89	\$ 61.36	\$ 65.04	\$ 68.77
HRP3	Prof. Staff Spec. - Human Resources	\$60.66	\$ 64.30	\$ 68.16	\$ 72.25	\$ 76.39
P2	Professional Staff (various disciplines)	\$65.53	\$ 69.46	\$ 73.63	\$ 78.05	\$ 82.53
SCP2	Professional Staff - Security	\$48.53	\$ 51.44	\$ 54.53	\$ 57.80	\$ 61.11
CSP2	Professional Staff - Comp. Services	\$45.42	\$ 48.15	\$ 51.04	\$ 54.10	\$ 57.20
PRP2	Professional Staff - Pricing	\$65.53	\$ 69.46	\$ 73.63	\$ 78.05	\$ 82.53
ACP2	Professional Staff - Accounting	\$46.10	\$ 48.87	\$ 51.80	\$ 54.91	\$ 58.06
FIP2	Professional Staff - Finance	\$48.40	\$ 51.30	\$ 54.38	\$ 57.64	\$ 60.95
OPP2	Professional Staff - Business Operations	\$55.74	\$ 59.08	\$ 62.62	\$ 66.38	\$ 70.19
CAP2	Professional Staff - Contract Admin.	\$38.94	\$ 41.28	\$ 43.76	\$ 46.39	\$ 49.05
HRP2	Professional Staff - Human Resources	\$52.89	\$ 56.06	\$ 59.42	\$ 62.99	\$ 66.60
SBP2	Professional Staff - Subcontracts	\$46.62	\$ 49.42	\$ 52.39	\$ 55.53	\$ 58.71
SVP2	Professional Staff - Customer Service	\$41.98	\$ 44.50	\$ 47.17	\$ 50.00	\$ 52.87

Order Code	Labor Category	Thru 12/31/00	2001	2002	2003	2004
P1	Assoc. Professional Staff (various disciplines)	\$41.72	\$ 44.22	\$ 46.87	\$ 49.68	\$ 52.53
SCP1	Assoc. Prof. Staff - Security	\$22.11	\$ 23.44	\$ 24.85	\$ 26.34	\$ 27.85
CSP1	Assoc. Prof. Staff - Comp. Services	\$33.44	\$ 35.45	\$ 37.58	\$ 39.83	\$ 42.11
ACP1	Assoc. Prof. Staff - Accounting	\$40.05	\$ 42.45	\$ 45.00	\$ 47.70	\$ 50.44
HRP1	Assoc. Prof. Staff - Human Resources	\$41.72	\$ 44.22	\$ 46.87	\$ 49.68	\$ 52.53
O5	Senior Administrative Specialists	\$57.86	\$ 61.33	\$ 65.01	\$ 68.91	\$ 72.86
AAO5	Executive Assistant	\$57.86	\$ 61.33	\$ 65.01	\$ 68.91	\$ 72.86
MRO5	Mail Room Supervisor	\$37.22	\$ 39.45	\$ 41.82	\$ 44.33	\$ 46.87
SPO5	Office Manager	\$49.38	\$ 52.34	\$ 55.48	\$ 58.81	\$ 62.18
CLO5	Senior Administrative Specialist	\$50.75	\$ 53.80	\$ 57.03	\$ 60.45	\$ 63.92
O4	Administrative Specialists	\$50.72	\$ 53.76	\$ 56.99	\$ 60.41	\$ 63.87
WPO4	Word Processing Supervisor	\$40.05	\$ 42.45	\$ 45.00	\$ 47.70	\$ 50.44
AAO4	Administrative Assistant III	\$50.72	\$ 53.76	\$ 56.99	\$ 60.41	\$ 63.87
O3	Staff Administrative Specialists	\$44.32	\$ 46.98	\$ 49.80	\$ 52.79	\$ 55.82
AAO3	Administrative Assistant I	\$42.52	\$ 45.07	\$ 47.77	\$ 50.64	\$ 53.54
CLO3	Senior Administration Specialist	\$44.32	\$ 46.98	\$ 49.80	\$ 52.79	\$ 55.82
ACO3	Staff Accounting Clerk	\$38.81	\$ 41.14	\$ 43.61	\$ 46.23	\$ 48.88
O2	Staff Clerk	\$34.29	\$ 36.35	\$ 38.53	\$ 40.84	\$ 43.18
DEO2	Staff Data Entry Clerk	\$28.59	\$ 30.31	\$ 32.13	\$ 34.06	\$ 36.01
CLO2	Staff Clerk	\$29.14	\$ 30.89	\$ 32.74	\$ 34.70	\$ 36.69
DMO2	Staff Driver/Messenger	\$34.29	\$ 36.35	\$ 38.53	\$ 40.84	\$ 43.18
MRO2	Staff Mail Room Clerk	\$27.76	\$ 29.43	\$ 31.20	\$ 33.07	\$ 34.97
AAO2	Secretary	\$27.50	\$ 29.15	\$ 30.90	\$ 32.75	\$ 34.63
HRO2	Human Resources Clerk	\$18.09	\$ 19.18	\$ 20.33	\$ 21.55	\$ 22.79
SPO2	Receptionist II	\$30.59	\$ 32.43	\$ 34.38	\$ 36.44	\$ 38.53
O1	Junior Clerk	\$28.04	\$ 29.72	\$ 31.50	\$ 33.39	\$ 35.30
WPO1	Word Processor I	\$22.89	\$ 24.26	\$ 25.72	\$ 27.26	\$ 28.82
DEO1	Associate Data Entry Clerk	\$23.06	\$ 24.44	\$ 25.91	\$ 27.46	\$ 29.03
CLO1	Associate Clerk	\$17.67	\$ 18.73	\$ 19.85	\$ 21.04	\$ 22.25
SPO1	Receptionist I	\$28.04	\$ 29.72	\$ 31.50	\$ 33.39	\$ 35.30
MRO1	Associate Mail Room Clerk	\$15.77	\$ 16.72	\$ 17.72	\$ 18.78	\$ 19.86

Our labor rates do not include Cost of Living Allowances or Site Differentials; nor do they include Relocation Costs. These costs, in addition to overtime pay and shift differentials, will be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. ManTech normally pays our employees 125% of the normal hourly rate to compensate eligible employees who work occasional periods of sea duty or who occasionally work at designated isolated locations. Sea Duty is defined as duty aboard a naval vessel under way (actually away from the pier). Isolated locations are those where the employee is effectively confined on-site for both lodging and subsistence. Again, these types of costs will be negotiated separately for a particular order. The rates do include the Industrial Funding Fee.

**MANTECH SITE LABOR RATES
(Offsite Rates)**

Order Code	Labor Category	Thru 12/31/00	2001	2002	2003	2004
C1/MGC1	Corporate Staff Officer	\$210.76	\$ 223.41	\$236.81	\$ 251.02	\$ 265.42
D6/MGD6	Executive Director	\$173.94	\$ 184.38	\$ 195.44	\$ 207.17	\$ 219.05
D5/MGD5	Assistant Executive Director	\$170.73	\$ 180.97	\$ 191.83	\$ 203.34	\$ 215.00
D4/MGD4	Technical Director	\$147.90	\$ 156.77	\$ 166.18	\$ 176.15	\$ 186.25
D3/MGD3	Assistant Technical Director	\$142.11	\$ 150.64	\$ 159.68	\$ 169.26	\$ 178.97
D2/MGD2	Senior Project Manager	\$151.96	\$ 161.08	\$ 170.74	\$ 180.98	\$ 191.36
D1/MGD1	Project Manager	\$109.91	\$ 116.50	\$ 123.49	\$ 130.90	\$ 138.41
M5/LWM5	Senior Legal Counsel	\$143.70	\$ 152.32	\$ 161.46	\$ 171.15	\$ 180.97
M4/MGM4	Management Director	\$168.62	\$ 178.74	\$ 189.46	\$ 200.83	\$ 212.35
M3/MGM3	Assistant Management Director	\$107.25	\$ 113.69	\$ 120.51	\$ 127.74	\$ 135.07
M2	Senior Staff Manager (various disciplines)	\$95.91	\$ 101.66	\$ 107.76	\$ 114.23	\$ 120.78
SBM2	Senior Manager – Subcontracts	\$93.90	\$ 99.53	\$ 105.50	\$ 111.83	\$ 118.24
LWM2	Associate Counsel	\$91.32	\$ 96.80	\$ 102.61	\$ 108.77	\$ 115.01
SCM2	Senior Manager - Security	\$85.77	\$ 90.92	\$ 96.38	\$ 102.16	\$ 108.02
CSM2	Senior Manager – Computer Services	\$81.82	\$ 86.73	\$ 91.93	\$ 97.45	\$ 103.04
LAM2	Senior Manager – LAN Administration	\$88.40	\$ 93.70	\$ 99.32	\$ 105.28	\$ 111.32
OPM2	Senior Manager – Business Operations	\$85.10	\$ 90.21	\$ 95.62	\$ 101.36	\$ 107.17
ACM2	Senior Manager – Accounting	\$87.53	\$ 92.78	\$ 98.35	\$ 104.25	\$ 110.23
ADM2	Senior Executive Assistant	\$95.91	\$ 101.66	\$ 107.76	\$ 114.23	\$ 120.78
ASM2	Senior Manager – Administrative Services	\$79.19	\$ 83.94	\$ 88.98	\$ 94.32	\$ 99.73
CTM2	Senior Manager – Contracts	\$93.55	\$ 99.16	\$ 105.11	\$ 111.42	\$ 117.81
FIM2	Senior Manager – Finance	\$89.07	\$ 94.41	\$ 100.07	\$ 106.07	\$ 112.15
HRM2	Senior Manager – Human Resources	\$91.06	\$ 96.52	\$ 102.31	\$ 108.45	\$ 114.67
MAM2	Senior Manager - Marketing	\$87.11	\$ 92.34	\$ 97.88	\$ 103.75	\$ 109.70
M1	Staff Manager (various disciplines)	\$71.92	\$ 76.24	\$ 80.81	\$ 85.66	\$ 90.57
SCM1	Staff Manager - Security	\$64.38	\$ 68.24	\$ 72.33	\$ 76.67	\$ 81.07
CSM1	Staff Manager – Computer Services	\$57.13	\$ 60.56	\$ 64.19	\$ 68.04	\$ 71.94
LAM1	Staff Manager – LAN Administration	\$62.33	\$ 66.07	\$ 70.03	\$ 74.23	\$ 78.49
OPM1	Staff Manager – Business Operations	\$65.99	\$ 69.95	\$ 74.15	\$ 78.60	\$ 83.11
ACM1	Staff Manager – Accounting	\$67.44	\$ 71.49	\$ 75.78	\$ 80.33	\$ 84.94
ASM1	Staff Manager – Administrative Services	\$71.92	\$ 76.24	\$ 80.81	\$ 85.66	\$ 90.57
CTM1	Staff Manager - Contracts	\$65.67	\$ 69.61	\$ 73.79	\$ 78.22	\$ 82.71
FIM1	Staff Manager - Finance	\$68.85	\$ 72.98	\$ 77.36	\$ 82.00	\$ 86.70
HRM1	Staff Manager – Human Resources	\$66.04	\$ 70.00	\$ 74.20	\$ 78.65	\$ 83.16
MAM1	Staff Manager - Marketing	\$70.25	\$ 74.47	\$ 78.94	\$ 83.68	\$ 88.48
E4	Principal Engineer (various disciplines)	\$154.54	\$ 163.81	\$ 173.64	\$ 184.06	\$ 194.62
SWE4	Principal Software Engineer	\$154.54	\$ 163.81	\$ 173.64	\$ 184.06	\$ 194.62
HWE4	Principal Hardware Engineer	\$140.27	\$ 148.69	\$ 157.61	\$ 167.07	\$ 176.65
SSE4	Principal Systems Engineer	\$152.75	\$ 161.92	\$ 171.64	\$ 181.94	\$ 192.37
MDE4	Principal Mechanical Engineer	\$118.80	\$ 125.93	\$ 133.49	\$ 141.50	\$ 149.62
EVE4	Principal Engineer - Environmental	\$153.91	\$ 163.14	\$ 172.93	\$ 183.31	\$ 193.82
STE4	Principal Scientist	\$128.40	\$ 136.10	\$ 144.27	\$ 152.93	\$ 161.70
E3	Senior Engineer (various disciplines)	\$130.90	\$ 138.75	\$ 147.08	\$ 155.90	\$ 164.84
SWE3	Senior Software Engineer	\$124.56	\$ 132.03	\$ 139.95	\$ 148.35	\$ 156.86
HWE3	Senior Hardware Engineer	\$107.48	\$ 113.93	\$ 120.77	\$ 128.02	\$ 135.36
SSE3	Senior Systems Engineer	\$115.55	\$ 122.48	\$ 129.83	\$ 137.62	\$ 145.51
FEE3	Senior Field Engineer	\$100.56	\$ 106.59	\$ 112.99	\$ 119.77	\$ 126.64
LGE3	Senior Logistics Engineer	\$116.90	\$ 123.91	\$ 131.34	\$ 139.22	\$ 147.20
MDE3	Senior Mechanical Engineer	\$117.36	\$ 124.40	\$ 131.86	\$ 139.77	\$ 147.79
PEE3	Senior Project Engineer	\$101.17	\$ 107.24	\$ 113.67	\$ 120.49	\$ 127.40
FCE3	Senior Engineer Facilities	\$86.83	\$ 92.04	\$ 97.56	\$ 103.41	\$ 109.34
EVE3	Senior Engineer - Environmental	\$89.08	\$ 94.42	\$ 100.09	\$ 106.10	\$ 112.18
STE3	Senior Scientist	\$130.90	\$ 138.75	\$ 147.08	\$ 155.90	\$ 164.84

Order Code	Labor Category	Thru 12/31/00	2001	2002	2003	2004
E2	Staff Engineer (various disciplines)	\$96.14	\$ 101.91	\$ 108.02	\$ 114.50	\$ 121.07
SWE2	Staff Software Engineer	\$94.54	\$ 100.21	\$ 106.22	\$ 112.59	\$ 119.05
HWE2	Staff Hardware Engineer	\$93.75	\$ 99.38	\$ 105.34	\$ 111.66	\$ 118.06
SSE2	Staff Systems Engineer	\$96.14	\$ 101.91	\$ 108.02	\$ 114.50	\$ 121.07
FEE2	Staff Field Engineer	\$84.31	\$ 89.37	\$ 94.73	\$ 100.41	\$ 106.17
LGE2	Staff Logistics Engineer	\$84.19	\$ 89.24	\$ 94.59	\$ 100.27	\$ 106.02
MDE2	Staff Mechanical Engineer	\$81.83	\$ 86.74	\$ 91.94	\$ 97.46	\$ 103.05
PEE2	Staff Project Engineer	\$80.36	\$ 85.18	\$ 90.29	\$ 95.71	\$ 101.20
STE2	Staff Scientist	\$92.11	\$ 97.64	\$ 103.50	\$ 109.71	\$ 116.00
E1	Associate Engineer (various disciplines)	\$70.22	\$ 74.43	\$ 78.90	\$ 83.63	\$ 88.43
SWE1	Associate Software Engineer	\$66.04	\$ 70.00	\$ 74.20	\$ 78.65	\$ 83.16
HWE1	Associate Hardware Engineer	\$67.97	\$ 72.05	\$ 76.37	\$ 80.95	\$ 85.59
SSE1	Associate Systems Engineer	\$69.56	\$ 73.73	\$ 78.15	\$ 82.84	\$ 87.59
FEE1	Associate Field Engineer	\$70.22	\$ 74.43	\$ 78.90	\$ 83.63	\$ 88.43
MDE1	Associate Mechanical Engineer	\$54.44	\$ 57.71	\$ 61.17	\$ 64.84	\$ 68.56
STE1	Associate Scientist	\$68.06	\$ 72.14	\$ 76.47	\$ 81.06	\$ 85.71
A3	Senior Analyst (various disciplines)	\$105.28	\$ 111.60	\$ 118.30	\$ 125.40	\$ 132.59
CFA3	Senior Analyst - Configuration	\$73.79	\$ 78.22	\$ 82.91	\$ 87.88	\$ 92.92
PMA3	Senior Analyst - Programming	\$96.14	\$ 101.91	\$ 108.02	\$ 114.50	\$ 121.07
SSA3	Senior Analyst - Systems	\$99.07	\$ 105.01	\$ 111.31	\$ 117.99	\$ 124.76
DBA3	Senior Analyst - Database Design	\$105.28	\$ 111.60	\$ 118.30	\$ 125.40	\$ 132.59
QUA3	Senior Analyst - Quality	\$87.67	\$ 92.93	\$ 98.51	\$ 104.42	\$ 110.41
TRA3	Senior Analyst - Training	\$95.56	\$ 101.29	\$ 107.37	\$ 113.81	\$ 120.34
ISA3	Senior Analyst - Information Sys. Security	\$93.52	\$ 99.13	\$ 105.08	\$ 111.38	\$ 117.77
EVA3	Senior Analyst - Environmental	\$97.72	\$ 103.58	\$ 109.79	\$ 116.38	\$ 123.05
TAA3	Senior Analyst - Technical Support	\$86.94	\$ 92.16	\$ 97.69	\$ 103.55	\$ 109.49
A2	Staff Analyst (various disciplines)	\$84.23	\$ 89.28	\$ 94.64	\$ 100.32	\$ 106.07
CFA2	Staff Analyst - Configuration	\$68.56	\$ 72.67	\$ 77.03	\$ 81.65	\$ 86.33
PMA2	Staff Analyst - Programming	\$68.88	\$ 73.01	\$ 77.39	\$ 82.03	\$ 86.73
SSA2	Staff Analyst - Systems	\$84.23	\$ 89.28	\$ 94.64	\$ 100.32	\$ 106.07
DBA2	Staff Analyst - Database Design	\$78.96	\$ 83.70	\$ 88.72	\$ 94.04	\$ 99.43
QUA2	Staff Analyst - Quality	\$65.75	\$ 69.70	\$ 73.88	\$ 78.31	\$ 82.80
TRA2	Staff Analyst - Training	\$67.21	\$ 71.24	\$ 75.51	\$ 80.04	\$ 84.63
ISA2	Staff Analyst - Information Sys. Security	\$61.37	\$ 65.05	\$ 68.95	\$ 73.09	\$ 77.28
EVA2	Staff Analyst - Environmental	\$70.08	\$ 74.28	\$ 78.74	\$ 83.46	\$ 88.25
CSA2	Computer Systems Analyst	\$64.03	\$ 67.87	\$ 71.94	\$ 76.26	\$ 80.63
TAA2	Staff Analyst - Technical Support	\$53.71	\$ 56.93	\$ 60.35	\$ 63.97	\$ 67.64
A1	Associate Analyst (various disciplines)	\$52.63	\$ 55.79	\$ 59.14	\$ 62.69	\$ 66.29
PMA1	Associate Analyst - Programming	\$50.62	\$ 53.66	\$ 56.88	\$ 60.29	\$ 63.75
SSA1	Associate Analyst - Systems	\$52.16	\$ 55.29	\$ 58.61	\$ 62.13	\$ 65.69
DBA1	Associate Analyst - Database Design	\$52.63	\$ 55.79	\$ 59.14	\$ 62.69	\$ 66.29
TRA1	Associate Analyst - Training	\$46.79	\$ 49.60	\$ 52.58	\$ 55.73	\$ 58.93
EVA1	Associate Analyst - Environmental	\$50.29	\$ 53.31	\$ 56.51	\$ 59.90	\$ 63.34
T4	Technical Specialist (various disciplines)	\$75.25	\$ 79.77	\$ 84.56	\$ 89.63	\$ 94.77
ILT4	Technical Specialist - Illustration	\$70.72	\$ 74.96	\$ 79.46	\$ 84.23	\$ 89.06
ELT4	Technical Specialist - Electronics	\$74.46	\$ 78.93	\$ 83.67	\$ 88.69	\$ 93.78
ENT4	Technical Specialist - Engineering	\$72.21	\$ 76.54	\$ 81.13	\$ 86.00	\$ 90.93
DFT4	Technical Specialist - Drafting	\$75.25	\$ 79.77	\$ 84.56	\$ 89.63	\$ 94.77
WTT4	Technical Specialist - Writing	\$68.85	\$ 72.98	\$ 77.36	\$ 82.00	\$ 86.70
LGT4	Technical Specialist - Logistics	\$75.19	\$ 79.70	\$ 84.48	\$ 89.55	\$ 94.69
COT4	Technical Specialist - Comp. Operations	\$65.37	\$ 69.29	\$ 73.45	\$ 77.86	\$ 82.33
FCT4	Technical Specialist - Facilities	\$63.06	\$ 66.84	\$ 70.85	\$ 75.10	\$ 79.41
UNTZ	Technician A	\$71.60	\$ 75.90	\$ 80.45	\$ 85.28	\$ 90.17

Order Code	Labor Category	Thru 12/31/00	2001	2002	2003	2004
T3	Senior Technician (various disciplines)	\$70.14	\$ 74.35	\$ 78.81	\$ 83.54	\$ 88.33
ILT3	Senior Technician - Illustration	\$52.69	\$ 55.85	\$ 59.20	\$ 62.75	\$ 66.35
ELT3	Senior Technician - Electronics	\$70.14	\$ 74.35	\$ 78.81	\$ 83.54	\$ 88.33
ENT3	Senior Technician - Engineering	\$64.18	\$ 68.03	\$ 72.11	\$ 76.44	\$ 80.82
DFT3	Senior Technician - Drafting	\$62.48	\$ 66.23	\$ 70.20	\$ 74.41	\$ 78.68
RST3	Senior Technician - Research	\$51.32	\$ 54.40	\$ 57.66	\$ 61.12	\$ 64.63
WTT3	Senior Technician - Writing	\$60.49	\$ 64.12	\$ 67.97	\$ 72.05	\$ 76.18
FCT3	Senior Technician - Facilities	\$61.54	\$ 65.23	\$ 69.14	\$ 73.29	\$ 77.49
AYT3	Senior Technician - Assembly	\$58.65	\$ 62.17	\$ 65.90	\$ 69.85	\$ 73.86
LGT3	Senior Technician - Logistics	\$69.76	\$ 73.95	\$ 78.39	\$ 83.09	\$ 87.86
VMT3	Senior Technician - Vehicle Maintenance	\$53.95	\$ 57.19	\$ 60.62	\$ 64.26	\$ 67.95
STT3	Senior Science Technician	\$56.70	\$ 60.10	\$ 63.71	\$ 67.53	\$ 71.40
T2	Staff Technician (various disciplines)	\$58.89	\$ 62.42	\$ 66.17	\$ 70.14	\$ 74.16
ILT2	Staff Technician - Illustration	\$52.60	\$ 55.76	\$ 59.11	\$ 62.66	\$ 66.25
ELT2	Staff Technician - Electronics	\$55.52	\$ 58.85	\$ 62.38	\$ 66.12	\$ 69.91
ENT2	Staff Technician - Engineering	\$58.89	\$ 62.42	\$ 66.17	\$ 70.14	\$ 74.16
DFT2	Staff Technician - Drafting	\$56.75	\$ 60.16	\$ 63.77	\$ 67.60	\$ 71.48
RST2	Staff Technician - Research	\$44.60	\$ 47.28	\$ 50.12	\$ 53.13	\$ 56.18
WTT2	Staff Technician - Writing	\$56.23	\$ 59.60	\$ 63.18	\$ 66.97	\$ 70.81
FCT2	Staff Technician - Facilities	\$46.76	\$ 49.57	\$ 52.54	\$ 55.69	\$ 58.88
AYT2	Staff Technician - Assembly	\$49.68	\$ 52.66	\$ 55.82	\$ 59.17	\$ 62.56
LGT2	Staff Technician - Logistics	\$54.03	\$ 57.27	\$ 60.71	\$ 64.35	\$ 68.04
VMT2	Staff Technician - Vehicle Maintenance	\$39.10	\$ 41.45	\$ 43.94	\$ 46.58	\$ 49.25
COT2	Staff Technician - Comp. Operations	\$49.18	\$ 52.13	\$ 55.26	\$ 58.58	\$ 61.94
STT2	Staff Science Technician	\$53.47	\$ 56.68	\$ 60.08	\$ 63.68	\$ 67.33
T1	Associate Technician (various disciplines)	\$48.86	\$ 51.79	\$ 54.90	\$ 58.19	\$ 61.53
ILT1	Associate Technician - Illustration	\$42.37	\$ 44.91	\$ 47.60	\$ 50.46	\$ 53.35
ELT1	Associate Technician - Electronics	\$42.43	\$ 44.98	\$ 47.68	\$ 50.54	\$ 53.44
ENT1	Associate Technician - Engineering	\$48.86	\$ 51.79	\$ 54.90	\$ 58.19	\$ 61.53
DFT1	Associate Technician - Drafting	\$39.51	\$ 41.88	\$ 44.39	\$ 47.05	\$ 49.75
RST1	Associate Technician - Research	\$42.37	\$ 44.91	\$ 47.60	\$ 50.46	\$ 53.35
WTT1	Associate Technician - Writing	\$46.35	\$ 49.13	\$ 52.08	\$ 55.20	\$ 58.37
FCT1	Associate Technician - Facilities	\$39.10	\$ 41.45	\$ 43.94	\$ 46.58	\$ 49.25
AYT1	Associate Technician - Assembly	\$41.73	\$ 44.23	\$ 46.88	\$ 49.69	\$ 52.54
LGT1	Associate Technician - Logistics	\$38.60	\$ 40.92	\$ 43.38	\$ 45.98	\$ 48.62
VMT1	Associate Technician - Vehicle Maint.	\$39.10	\$ 41.45	\$ 43.94	\$ 46.58	\$ 49.25
COT1	Associate Technician - Comp. Operations	\$43.84	\$ 46.47	\$ 49.26	\$ 52.22	\$ 55.21
UNTY	Technician B	\$45.50	\$ 48.23	\$ 51.12	\$ 54.19	\$ 57.30
P3	Prof. Staff Specialists (various disciplines)	\$91.32	\$ 96.80	\$ 102.61	\$ 108.77	\$ 115.01
SCP3	Prof. Staff Spec. - Security	\$57.89	\$ 61.36	\$ 65.04	\$ 68.94	\$ 72.89
CSP3	Prof. Staff Spec. - Computer Services	\$70.37	\$ 74.59	\$ 79.07	\$ 83.81	\$ 88.62
PRP3	Prof. Staff Spec. - Pricing	\$91.32	\$ 96.80	\$ 102.61	\$ 108.77	\$ 115.01
ACP3	Prof. Staff Spec. - Accounting	\$64.67	\$ 68.55	\$ 72.66	\$ 77.02	\$ 81.44
FIP3	Prof. Staff Spec. - Finance	\$64.47	\$ 68.34	\$ 72.44	\$ 76.79	\$ 81.19
OPP3	Prof. Staff Spec. - Business Operations	\$65.75	\$ 69.70	\$ 73.88	\$ 78.31	\$ 82.80
MAP3	Prof. Staff Spec. - Marketing	\$63.24	\$ 67.03	\$ 71.05	\$ 75.31	\$ 79.63
HRP3	Prof. Staff Spec. - Human Resources	\$70.25	\$ 74.47	\$ 78.94	\$ 83.68	\$ 88.48
P2	Professional Staff (various disciplines)	\$75.89	\$ 80.44	\$ 85.27	\$ 90.39	\$ 95.57
SCP2	Professional Staff - Security	\$56.20	\$ 59.57	\$ 63.14	\$ 66.93	\$ 70.77
CSP2	Professional Staff - Comp. Services	\$52.60	\$ 55.76	\$ 59.11	\$ 62.66	\$ 66.25
PRP2	Professional Staff - Pricing	\$75.89	\$ 80.44	\$ 85.27	\$ 90.39	\$ 95.57
ACP2	Professional Staff - Accounting	\$53.39	\$ 56.59	\$ 59.99	\$ 63.59	\$ 67.24
FIP2	Professional Staff - Finance	\$56.05	\$ 59.41	\$ 62.97	\$ 66.75	\$ 70.58
OPP2	Professional Staff - Business Operations	\$64.55	\$ 68.42	\$ 72.53	\$ 76.88	\$ 81.29
CAP2	Professional Staff - Contract Admin.	\$45.09	\$ 47.80	\$ 50.67	\$ 53.71	\$ 56.79
HRP2	Professional Staff - Human Resources	\$61.25	\$ 64.93	\$ 68.83	\$ 72.96	\$ 77.14
SBP2	Professional Staff - Subcontracts	\$56.31	\$ 59.69	\$ 63.27	\$ 67.07	\$ 70.92
SVP2	Professional Staff - Customer Service	\$48.60	\$ 51.52	\$ 54.61	\$ 57.89	\$ 61.21

Order Code	Labor Category	Thru 12/31/00	2001	2002	2003	2004
P1	Assoc. Professional Staff (various disciplines)	\$48.31	\$ 51.21	\$ 54.28	\$ 57.54	\$ 60.84
SCP1	Assoc. Prof. Staff - Security	\$25.60	\$ 27.14	\$ 28.77	\$ 30.50	\$ 32.25
CSP1	Assoc. Prof. Staff - Comp. Services	\$38.72	\$ 41.04	\$ 43.50	\$ 46.11	\$ 48.75
ACP1	Assoc. Prof. Staff - Accounting	\$46.38	\$ 49.16	\$ 52.11	\$ 55.24	\$ 58.41
HRP1	Assoc. Prof. Staff - Human Resources	\$48.31	\$ 51.21	\$ 54.28	\$ 57.54	\$ 60.84
O5	Senior Administrative Specialists	\$67.01	\$ 71.03	\$ 75.29	\$ 79.81	\$ 84.39
AAO5	Executive Assistant	\$67.01	\$ 71.03	\$ 75.29	\$ 79.81	\$ 84.39
MRO5	Mail Room Supervisor	\$43.10	\$ 45.69	\$ 48.43	\$ 51.34	\$ 54.28
SPO5	Office Manager	\$57.19	\$ 60.62	\$ 64.26	\$ 68.12	\$ 72.03
CLO5	Senior Administrative Specialist	\$58.77	\$ 62.30	\$ 66.04	\$ 70.00	\$ 74.01
O4	Administrative Specialists	\$58.74	\$ 62.26	\$ 66.00	\$ 69.96	\$ 73.97
WPO4	Word Processing Supervisor	\$46.38	\$ 49.16	\$ 52.11	\$ 55.24	\$ 58.41
AAO4	Administrative Assistant III	\$58.74	\$ 62.26	\$ 66.00	\$ 69.96	\$ 73.97
O3	Staff Administrative Specialists	\$51.32	\$ 54.40	\$ 57.66	\$ 61.12	\$ 64.63
AAO3	Administrative Assistant I	\$49.24	\$ 52.19	\$ 55.32	\$ 58.64	\$ 62.00
CLO3	Senior Administration Specialist	\$51.32	\$ 54.40	\$ 57.66	\$ 61.12	\$ 64.63
ACO3	Staff Accounting Clerk	\$44.95	\$ 47.65	\$ 50.51	\$ 53.54	\$ 56.61
O2	Staff Clerk	\$39.71	\$ 42.09	\$ 44.62	\$ 47.30	\$ 50.01
DEO2	Staff Data Entry Clerk	\$33.11	\$ 35.10	\$ 37.21	\$ 39.44	\$ 41.70
CLO2	Staff Clerk	\$33.75	\$ 35.78	\$ 37.93	\$ 40.21	\$ 42.52
DMO2	Staff Driver/Messenger	\$39.71	\$ 42.09	\$ 44.62	\$ 47.30	\$ 50.01
MRO2	Staff Mail Room Clerk	\$32.15	\$ 34.08	\$ 36.12	\$ 38.29	\$ 40.49
AAO2	Secretary	\$31.85	\$ 33.76	\$ 35.79	\$ 37.94	\$ 40.12
HRO2	Human Resources Clerk	\$20.95	\$ 22.21	\$ 23.54	\$ 24.95	\$ 26.38
SPO2	Receptionist II	\$35.42	\$ 37.55	\$ 39.80	\$ 42.19	\$ 44.61
O1	Junior Clerk	\$32.47	\$ 34.42	\$ 36.49	\$ 38.68	\$ 40.90
WPO1	Word Processor I	\$26.51	\$ 28.10	\$ 29.79	\$ 31.58	\$ 33.39
DEO1	Associate Data Entry Clerk	\$26.71	\$ 28.31	\$ 30.01	\$ 31.81	\$ 33.63
CLO1	Associate Clerk	\$20.46	\$ 21.69	\$ 22.99	\$ 24.37	\$ 25.77
SPO1	Receptionist I	\$32.47	\$ 34.42	\$ 36.49	\$ 38.68	\$ 40.90
MRO1	Associate Mail Room Clerk	\$18.26	\$ 19.36	\$ 20.52	\$ 21.75	\$ 23.00

Our labor rates do not include Cost of Living Allowances or Site Differentials; nor do they include Relocation Costs. These costs, in addition to overtime pay and shift differentials, will be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. ManTech normally pays our employees 125% of the normal hourly rate to compensate eligible employees who work occasional periods of sea duty or who occasionally work at designated isolated locations. Sea Duty is defined as duty aboard a naval vessel under way (actually away from the pier). Isolated locations are those where the employee is effectively confined on-site for both lodging and subsistence. Again, these types of costs will be negotiated separately for a particular order. The rates do include the Industrial Funding Fee of 0.75%.