



**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
**Authorized Federal Supply Schedule Price List**

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

**PROFESSIONAL ENGINEERING SERVICES (PES)**  
**FSC GROUP 87, FSC CLASS 871**

**CONTRACT NUMBER: GS-23F-0185N**

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

Contract Period: 26 March 2008 through 25 March 2013

**ORBIS INC.**  
**268 West Coleman Boulevard**  
**Mt. Pleasant, SC 29464**

**Telephone (843) 971-9390**  
**Fax (843) 971-9391**  
[www.orbisinc.net](http://www.orbisinc.net)

Contract Administration: Guy E. Mossman

Orbis Inc. is a Woman Owned Small Business



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## **ORBIS INC. PROFILE**

Orbis Inc is a veteran-owned small business engineering and logistic services company providing innovative approaches and solutions to engineering challenges facing our clients.

Orbis Inc. was incorporated as a one person business on 18 September 2000 and has expanded to 120 employees in just over twelve years. The company's leadership team is comprised of individuals with extensive management and engineering experience. Company headquarters are located in Mt. Pleasant, SC, with field offices in Washington, DC and Portsmouth, NH.



## CUSTOMER INFORMATION

1a. Table of awarded special item numbers (SINs)

### **Special Items Numbers (SINs):**

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

### **Disciplines:**

Mechanical (871-1, 871-3, 871-5, 871-6), Electrical (871-2, 871-4, 871-5), Civil (871-5)

2. Maximum order: \$1,000,000.00. Requirements exceeding the Maximum order will be processed in accordance with clause 52.216-19 ORDER LIMITATION ACT (OCT 1995) (VARIATION 1-AUG 1999)

3. Minimum order: \$100.00

4. Geographic coverage: The 48 contiguous states and the District of Columbia.

5. Points of production: Mt. Pleasant, SC; Washington, DC; Portsmouth, NH

6. Discount from list prices or statement of net price. Prices shown are Net discounted.

7. Quantity discounts: Negotiated at the task order level.

8. Prompt payment terms: None

9a. Government purchase cards will be accepted for purchases equal to or less than the micro-purchase threshold.

9b. Government purchase cards will not be accepted for purchases that exceed the micro-purchase threshold.

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

11a. Time of delivery: Per agreed to delivery on each task order.

11b. Expedited delivery: NA

11c. Overnight and 2-day delivery: NA

11d. Urgent requirements: NA

12. F.o.b. points. Destination 13a. Ordering address:



Orbis Inc.  
268 West Coleman Blvd  
Mt. Pleasant, SC 29464

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

14. Payment address:

Orbis Inc.  
268 West Coleman Blvd Suite 2A  
Mt. Pleasant, SC 29464

15. Warranty provisions: NA

16. Export Packing charges: NA

17. Terms and conditions of Government purchase card acceptance (above micro-purchase level): NA

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

19. Terms and conditions of installation: NA

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

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

21. List of service and distribution points: NA

22. List of participating dealers: NA

23. Preventive maintenance: NA

24a. Special attributes such as environmental attributes: NA

24b. Section 508 compliance information: NA

25. Data Universal Number system (DUNS) number: 872942706

26. Notification regarding registration in Central Contractor registration (CCR) database: Registered

27. "Notice: This schedule and these prices are not to be utilized for A & E services as defined by FAR Part 36 as it relates to real property."



## **SIN DESCRIPTIONS**

**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 involve 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.

**871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT** Services required under this SIN involve all of the planning, budgetary, contract and systems/program management execution 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 (including, but not limited to, construction management) technology transfer/insertion, training, privatization and outsourcing.



Orbis, Inc. GSA PES Pricing Option 1

<b>Labor Category</b>	<b>Year 6 Hourly Rate</b>	<b>Year 7 Hourly Rate</b>	<b>Year 8 Hourly Rate</b>	<b>Year 9 Hourly Rate</b>	<b>Year 10 Hourly Rate</b>
Program Manager	\$143.06	\$149.50	\$156.23	\$163.26	\$170.60
Sr. Project Manager	\$115.29	\$120.48	\$125.90	\$131.57	\$137.49
Project Manager	\$109.62	\$114.55	\$119.71	\$125.09	\$130.72
Task Manager	\$76.85	\$80.31	\$83.92	\$87.70	\$91.65
Principal Engineer	\$120.71	\$126.14	\$131.82	\$137.75	\$143.95
Senior Engineer	\$114.71	\$119.87	\$125.27	\$130.90	\$136.79
Engineer	\$100.49	\$105.01	\$109.74	\$114.68	\$119.84
Junior Engineer	\$86.34	\$90.23	\$94.29	\$98.53	\$102.96
Sr. Engineering Technician	\$80.45	\$84.07	\$87.85	\$91.80	\$95.93
Engineering Technician	\$58.55	\$61.13	\$63.88	\$66.76	\$69.77
Principal Logistician	\$112.86	\$117.94	\$123.25	\$128.79	\$134.59
Senior Logistician	\$96.08	\$100.40	\$104.92	\$109.64	\$114.58
Logistician	\$94.12	\$98.36	\$102.78	\$107.41	\$112.24
Junior Logistician	\$74.37	\$77.72	\$81.21	\$84.87	\$88.69
Training Specialist	\$80.29	\$83.90	\$87.68	\$91.63	\$95.75
Draftsman	\$72.27	\$75.52	\$78.92	\$82.47	\$86.19
Principal Analyst	\$151.49	\$158.31	\$165.43	\$172.88	\$180.65
Senior Analyst	\$96.08	\$100.40	\$104.92	\$109.64	\$114.58
Analyst	\$76.85	\$80.31	\$83.92	\$87.70	\$91.65
Junior Analyst	\$44.83	\$46.85	\$48.96	\$51.16	\$53.46
Principal Consultant	\$230.95	\$241.34	\$252.20	\$263.55	\$275.41
Senior Consultant	\$117.01	\$122.28	\$127.78	\$133.53	\$139.54



<b>Labor Category</b>	<b>Year 6 Hourly Rate</b>	<b>Year 7 Hourly Rate</b>	<b>Year 8 Hourly Rate</b>	<b>Year 9 Hourly Rate</b>	<b>Year 10 Hourly Rate</b>
Consultant	\$98.53	\$102.96	\$107.60	\$112.44	\$117.50
Associate	\$92.37	\$96.53	\$100.87	\$105.41	\$110.15
Technical Assistant	\$86.34	\$90.23	\$94.29	\$98.53	\$102.96
Technical Writer	\$75.93	\$79.35	\$82.92	\$86.65	\$90.55
Administrative Specialist	\$42.19	\$44.09	\$46.07	\$48.14	\$50.31
Jr. Administrative Specialist	\$32.75	\$34.22	\$35.76	\$37.37	\$39.05



## LABOR CATEGORY DESCRIPTIONS

### **Labor Category - Program Manager**

**Functional Description:** Functions as the single authorized interface with the client's technical and management personnel. Position requires skill and competence in all aspects of program development starting with inception to operational deployment. Possesses an ability to provide program level guidance and direction. Is knowledgeable of best business practices concerning the management and control of personnel, funds, and resources required for directing major programs. Formulates, promulgates, and enforces work standards, assigns program schedules and key events, reviews work progress, manages program personnel, and communicates mission, policies, goals, and objectives of the organization to subordinates. Has responsibility for overall program performance, effectiveness, and client satisfaction. Identifies new technology, business innovations, or initiatives that enhance and update program performance and business effectiveness.

**Minimum Education and Experience:** Masters Degree or equivalent with twelve (12) or more years of experience

### **Labor Category - Senior Project Manager**

**Functional Description:** Must have demonstrated management experience with government and/or industry as a supervisory project manager. Requires competence in multi-project management starting with concept formulation and progressing through production to operational support. Monitors work flow, identifies and assigns staff and available resources; oversees budget preparation and cost tracking while providing quality assurance for deliverable products and services. Enforces prescribed work standards and reviews performance effectiveness. Assesses key event milestones, and develops alternatives or work-arounds to resolve schedule delays or related problems. Functions as single point of contact and coordinates/interfaces with internal company and government/industry technical, management, contracting, and financial personnel. Prepares management, status, and progress reports for corporate and senior managers.

**Minimum Education and Experience:** Bachelors Degree or equivalent with eight (8) or more years of experience

### **Labor Category: - Project Manager**

**Functional Description:** Must have experience in applicable government or industry management fields as a project manager. Requires competence in project management starting from concept formulation, to production and operational deployment. Provides technical guidance and direction for all project tasking. Possess knowledge of and demonstrates skill in applying best business practices in the oversight and management of staff, funds, and resources dedicated to multitasked programs/projects. Oversees and directs initiation and completion of a wide variety of tasks within prescribed time frames and fiscal constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces prescribed work standards and reviews/resolves work issues or problems. Responsible for complying with client direction and contract requirements. Coordinates and interfaces with internal and government/industry technical/management personnel. Prepares reports for corporate and senior managers.

**Minimum Education and Experience:** Bachelors Degree or equivalent with six (6) or more years of experience.



**Labor Category - Task Manager**

**Functional Description:** Possesses understanding and good working knowledge of government or industry program/project subjects (i.e., DoD/business systems/equipment/services). Four years experience projecting the effect and impact of policy/procedural changes and developing alternatives and other recommended actions to implement management strategies, resolve complex problems, and to provide detailed and/or specific recommendations. Requires the ability to prioritize work assignments and coordinate with clients to formulate mutually agreeable implementation strategies. Oversees and manages specific tasks. Interfaces with clients and program staff on a daily basis. Responsible for following standard procedures and developing work modifications where precedent may not exist so as to solve varied project support problems or to identify/validate organizational requirements for: resources, funds, manpower, facilities, equipment, supplies or other supporting services.

**Minimum Education and Experience:** Bachelors Degree or equivalent with four (4) or more years of experience.

**Labor Category - Principal Engineer**

**Functional Description:** Experience as a principal engineer/supervisor. Possesses knowledge of diversified, fundamental scientific and engineering concepts, phenomena, and relationships, and demonstrated ability to apply such engineering knowledge to theoretical and practical engineering problems with versatility, judgment, and perception. Among other attributes, has knowledge and understanding of advanced mathematical techniques, such as those gained through the study of calculus and differential equations. Possesses an ability to organize, analyze, interpret, and evaluate engineering data/problems and develop resolutions and predictions of results. Oversees resolution of engineering problems of such complexity and novelty that the intensity, advanced nature, and breadth of knowledge applied directly to the resolution of engineering or related scientific problems, requires advanced professional training and education. Responsible for planning, coordinating, or directing engineering projects or programs, which requires the recognition and identification of engineering problems and evaluation of methods for their solution. Often requires application of professional knowledge and abilities as essential elements of required insight into and knowledge of physical phenomena and relationships of such varied engineering factors as performance, cost, strength, size, durability, safety, etc. together with the assessment of limitations and potentialities of engineering methods and techniques. May be responsible for providing broad practical experience opportunities for the development of junior professional engineers within the organization.

**Minimum Education and Experience:** Masters Degree in Engineering or equivalent with twelve (12) or more years of experience

**Labor Category - Senior Engineer**

**Functional Description:** Performs engineering work of a high degree of difficulty requiring the exercise of originality, initiative, and practical judgment in the application and adaptation of standardized engineering principles, techniques, and methods. Requires competence in the application of such principles as physical science and mathematics, including Algebra and Trigonometry, to the identification and resolution of engineering problems. Requires professional qualifications for the development, evaluation, and selection of optimum approaches for solutions to engineering problems of appropriate character based on the application of knowledge of, and insight into, underlying physical phenomena, relationships, or pertinent scientific research and development. As one element of the common core of professional knowledges, abilities, and practical "know-how", may often use new analytical techniques to conduct assessments, develop models, test new application feasibility, develop improved procedures, predict performance, etc. Can evaluate technical and economic factors, impacting engineering or manufacturing actions for attainment of plan/project objectives of process or product by applying knowledge of material science and related technologies. Evaluates findings to develop new concepts,



products, equipment, or processes for use by other engineering personnel or management staff who are engaged in strategic planning.

**Minimum Education and Experience:** Bachelors Degree in Engineering or equivalent with eight (8) or more years of experience

**Labor Category – Engineer**

**Functional Description:** Works in a field where specialization of an engineering discipline may have been required to discover facts or perform engineering functions directed towards the investigation, evaluation, and application of known engineering theories and principles. Would have planned and conducted or directed engineering personnel in performing complex engineering actions/calculations requiring recognition and identification of engineering problems and evaluation of methods for their solution. Interfaces with other professional disciplines and engineers and manages/oversees technical work projects that are diverse, broad, and often not commonly interrelated. Personally conducts engineering studies on more complex cases, i.e., those that require the engineering analysis of uncommon or unexplained phenomena. Using expert engineering knowledge and experience, defines problems, performs background research, develops and executes a project plan, organizes and evaluates results, and prepares reports of findings. Uses knowledge of theories, principles, methods of engineering, and advanced mathematical techniques, to organize, analyze, evaluate and develop predictions of results. Applies technical solutions to resolve scientific or engineering problems. Mentors/guides lower graded engineers to develop professional skills.

**Minimum Education and Experience:** Bachelors Degree in Engineering or equivalent with five (5) or more years of experience.

**Labor Category - Junior Engineer**

**Functional Description:** Entry level position involved in engineering assignments requiring basic knowledge of engineering practices and methods often in a narrow, specialized area where there is a specified justifiable requirement for the application of professional engineering services. Requires the exercise of initiative, judgment, and resourcefulness to develop optimum solutions to practical engineering problems often using automated tools. Participates in the recognition and identification of engineering problems, interpreting results of engineering evaluations, and the application of engineering methods used for the empirical solution of problems. Under supervision, gathers, organizes, and sorts engineering data and statistics used for evaluation and the preparation of engineering reports, briefings, and presentations. Works from clearly defined goals, methods, and engineering principles to achieve desired results. Applies professional education and knowledge of and insight into the physical phenomena and relationships underlying consideration of the various engineering factors and methods. Applies technical/administrative qualifications to specific work assignments based on a background of education, practical experience, skill, and training associated with engineering precedence, guides, and techniques.

**Minimum Education and Experience:** Bachelors Degree in Engineering or equivalent

**Labor Category – Sr. Engineering Technician**

**Functional Description:** Demonstrates skills in managing and/or leading other technicians in performing technical duties involving mechanical, electrical, and electronic systems encompassing systems/equipment installation, inspection, modification, maintenance, operation and technical writing. Compiles, authors, validates and verifies consistency of technical documents such as test procedures and instructions.

**Minimum Education and Experience:** High School Diploma and twelve (12) or more years of related experience.



**Labor Category – Engineering Technician**

**Functional Description:** Performs routine and complex technical duties involving mechanical, electrical, and/or electronic systems encompassing systems/equipment installation, inspection, modification, maintenance, operation and technical writing. Compiles, authors, validates and verifies consistency of technical documents such as test procedures and instructions.

**Minimum Education and Experience:** High School Diploma and eight (8) or more years of related experience.

**Labor Category - Principal Logistician**

**Functional Description:** Must possess supervisory logistics experience. Recognized as an expert in the field. Understands mandatory procedures required for major government/industry acquisition programs. Has extensive knowledge of supervisory principals and practices enabling he/she to provide high caliber leadership necessary to structure, organize, plan, assign, direct, audit and measure logistic work assignment effectiveness and product quality. Identifies potential problem areas that could cause milestone delays or cost overruns and develops reasonable workarounds and practical solutions. Monitors and tracks staff performance, allocates resources to match requirements, and initiates a wide variety of performance metrics analyses, business performance reengineering, studies and logistics processes analysis. Chairs management reviews/meetings and panels to discuss program progress, status, and related concerns. Communicates effectively and has the ability to develop and explain complex concepts in layman's terms.

**Minimum Education and Experience:** Masters Degree or equivalent with twelve (12) or more years of experience.

**Labor Category - Senior Logistician**

**Functional Description:** Must possess relevant experience in government or industry logistics/material management fields including providing support to acquisition logistics programs. Requires competence in developing life cycle support strategies, concepts, and plans that ensure the proper identification and timely delivery of logistic material and services. Coordinates, provides oversight/technical direction, and overall program level control. Develops organizational goals and objectives, implements administrative policy, and determines how assigned staff operates on a daily basis. Conducts near and long term planning and performs or oversees the conduct of cost analyses, program redefinition, and task scheduling. Conducts early stage planning that defines broad logistics/material support objectives and requirements. Possesses broad knowledge of logistics policies and metrics required for the assessment and certification of the adequacy of logistics planning/execution and resolution of support deficiencies.

**Minimum Education and Experience:** Bachelors Degree or equivalent with eight (8) or more years of experience

**Labor Category - Logistician**

**Functional Description:** Requires relevant experience in government or industry logistics/material management fields providing support and services to major logistics programs. Needs professional competence and capability to apply theoretical foundations of logistics management philosophies and concepts required for the development of and application to various logistics planning factors. Requires competence in logistics planning, and implementing assignments involving: supportability strategies, impact analyses, resource assessment, management and transaction reporting of material status, cannibalization and diversion policy and procedures, supply readiness objectives and milestones. Supports such areas as modernization/ alteration programs and configuration change logistics reviews. Familiar with and uses logistics data systems to store, manipulate, retrieve data and prepare logistics management reports and associated metrics.



**Minimum Education and Experience:** Bachelors Degree or equivalent with five (5) or more years of experience

**Labor Category - Junior Logistician**

**Functional Description:** Entry level position that provides functional logistics support and services for logistics programs. Requires a basic understanding of business support principals, concepts, and procedures. May require the use of automated tools/logistics databases and the ability to perform evaluations of metric data, reports, and associated logistics documentation. Under supervision, assists in defining and executing logistics activities within program tasking. Using report data and metrics, assesses and measures logistics schedules, milestones, and key events against master plans, sub-plans, and established requirements to identify deficiencies, problems, or issues and initiate actions to determine underlying causes. Assists in the gathering of information and development of draft input needed to assess the client's present and future logistics needs in order to achieve full logistics effectiveness.

**Minimum Education and Experience:** Associates Degree or equivalent

**Labor Category - Training Specialist**

**Functional Description:** Conducts research necessary to develop and revise comprehensive courses and prepares training materials to include course outline, background material, and training aids. Formulates and develops training specific to user requirements and teaches technical coursework on a variety of material. Prepares student course manuals, workbooks, handouts, exercises, completion certificates and course critique forms. Provides support including train the trainer, formal classroom training courses, computer-based training, workshops, exercises, and seminars. Demonstrates excellent written and oral communication skills.

**Minimum Education and Experience:** Bachelors Degree in any field and 3-5 years experience in training course development and platform training.

**Labor Category – Draftsman**

**Functional Description:** Prepares various drawings of parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines and small or intricate details. Work requires the use of AutoCAD and related engineering design software. May prepare and revise detail and design drawings for electrical or electronic equipment, plant wiring, and manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams.

**Minimum Education and Experience:** Technical school degree in drafting, illustrating or graphic arts and 3 years of experience in the field.

**Labor Category - Principal Analyst**

**Functional Description:** Recognized as an expert in the analyst/manager field. Understands mandatory procedures required for major government/industry acquisition programs. Has extensive knowledge of supervisory principals and practices enabling he/she to provide high caliber leadership necessary to structure, organize, plan, assign, direct, audit and measure systems analysis work assignment effectiveness and product quality. Oversees utilization of automation tools integral to conducting effective systems analysis and operations research planning and implementation. Monitors and tracks staff performance; allocates resources to match requirements; initiates a wide variety of performance metrics analyses, business process improvements analysis, new technology applicability assessments, and project capability requirements determination analysis. Communicates effectively and has the ability to develop and explain complex concepts in layman's terms.

**Minimum Education and Experience:** Masters Degree or equivalent with twelve (12) or more years of experience



**Labor Category - Senior Analyst**

**Functional Description:** Experience in relevant government or industry data management/operations research fields including performing systems analysis for acquisition programs. Requires competence in performing program/systems analysis of life cycle support strategies, concepts, and plans using such tools as statistical analysis, probability theory, etc. to ensure the proper identification and timely delivery of systems and services. Requires broad knowledge of system analysis theories and ADP procedures. Coordinates, provides oversight/technical direction, and overall program level control. Conducts near and long-term planning and performs or oversees analysis initiatives necessary to establish and support architectures that integrate services transparent to the client/user. Analyzes early stage planning that defines broad systems support objectives, requirements and management plans that consider analysis initiatives, enhancements, systems modifications, or related ideas that have the potential to improve information resource management and inter-activity information exchange.

**Minimum Education and Experience:** Bachelors Degree or equivalent with eight (8) or more years of experience

**Labor Category - Analyst**

**Functional Description:** Experience in relevant government or industry management fields including performing program analysis for major programs. Requires a good understanding of program analysis concepts, data assessment principals, and business management procedures to ensure planners use the best available and most efficient business processes and technology. Analyzes program policy/procedures associated with the preparation, submission and maintenance of program documentation including, but not limited to, Master Program Plans, Mission Needs Statements, Environmental Impact Statements, Program Support Data, Milestone Tracking Documents and Critical Path Method Networks, program cost/schedule baselines, program requirements analysis, etc. Analyzes early stage planning that defines broad program support objectives and requirements, and documents results according to an established standard or specification. Familiar with Commercial-Off-The-Shelf (COTS)/Non-Developmental Item (NDI) acquisition program support philosophies.

**Minimum Education and Experience:** Bachelors Degree or equivalent with four (4) or more years of experience

**Labor Category - Junior Analyst**

**Functional Description:** Entry level position in conducting analysis of programmatic procedures, processes, products, and services involving the acquisition, scheduling, and fielding of major programs. Assists in processing program data and providing administrative support related to task assignments, and documentation/report preparation. Under supervision, gathers, organizes, and sorts data used for program analysis and for the preparation of reports and briefings. Using analytical skills and working knowledge of assigned programs, develops useful background information and materials. Analyzes current and planned program events/baselines in order to assess program milestones, key events, and schedules. Assists in performing risk analysis of recommended initiatives in order to develop program alternatives and/or determine the feasibility of a program's implementation and life cycle support.

**Minimum Education and Experience:** Associates Degree or equivalent

**Labor Category - Principal Consultant**

**Functional Description:** Has unique knowledge of best program management, engineering practice, and system development practices. Can provide advice and counsel at the highest levels. Has the capability to analyze and assess the functional requirements and system specifications in a practical manner. Identifies potential problem areas that could cause the program serious difficulties and recommends workable, practical solutions in a calculated manner to minimize impact to the program. Chairs or



facilitates meetings and panels to discuss concerns about the system under development. Prepares briefings and technical reports for the system program manager. Has the ability to explain complex problems in simple terms.

**Minimum Education and Experience:** Masters Degree or equivalent with twenty (20) or more years of experience

**Labor Category - Senior Consultant**

**Functional Description:** Has comprehensive knowledge of best program management, engineering practice, and system development practices. Can provide advice and counsel at the highest levels. Has the capability to analyze and assess the functional requirements and system specifications in a practical manner. Identifies potential problem areas that could cause the program serious difficulties and recommends workable, practical solutions in a calculated manner to minimize impact to the program. Chairs or facilitates meetings and panels to discuss concerns about the system under development. Prepares briefings and technical reports for the system program manager. Has the ability to explain complex problems in simple terms.

**Minimum Education and Experience:** Bachelors Degree or equivalent with fifteen (15) or more years of experience

**Labor Category - Consultant**

**Functional description:** Has solid knowledge of best program management, engineering practice, and system development practices. Can provide advice and counsel to senior managers. Has the capability to analyze and assess the functional requirements and system specifications in a practical manner. Identifies potential problem areas that could cause the program serious difficulties and recommends workable, practical solutions in a calculated manner to minimize impact to the program. Chairs or facilitates meetings and panels to discuss concerns about the system under development. Prepares briefings and technical reports for the system program manager. Has the ability to explain complex problems in simple terms.

**Minimum Education and Experience:** Bachelors Degree or equivalent with ten (10) or more years of experience

**Labor Category - Associate**

**Functional Description:** Has proven knowledge of best program management, engineering practice, and system development practices. Can provide valuable advice and counsel. Has the capability to analyze and assess the functional requirements and system specifications in a practical manner. Identifies potential problem areas that could cause the program serious difficulties and recommends workable, practical solutions in a calculated manner to minimize impact to the program. Chairs or facilitates meetings and panels to discuss concerns about the system under development. Prepares briefings and technical reports for the system program manager. Has the ability to explain complex problems in simple terms.

**Minimum Education and Experience:** Bachelors Degree or equivalent with five (5) or more years of experience

**Labor Category - Technical Assistant**

**Functional Description:** Has generalized office administrative skills. This person shall be able to demonstrate the use of automated word processing packages, electronic spread sheets, DBMS, and graphics tools and have the ability to perform minor editing to documents or memoranda, and have other clerical skills such as document management. This person may perform such functions as document control, library maintenance and program/project documentation development and management. This person may be required to perform minor analytical tasks.



**Minimum Education and Experience:** High School Diploma

**Labor Category – Technical Writer**

**Functional Description:** Develops, writes and edits material for reports, manuals, briefs, proposals, instruction books, catalogs and related technical and administrative publications concerned with work methods and procedures. Reviews manufacture's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts list, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Prepares and edits documentation incorporating information provided by the client, specialists, analysts, engineers, and operations personnel. Demonstrates effective writing and oral communication skills.

**Minimum Education and Experience:** Bachelors Degree in English, Engineering, Business or related field and 3-5 years experience in technical writing.

**Labor Category – Administrative Specialist**

**Functional Description:** Office and clerical experience. Performs clerical, administrative and general office duties in support of various engineering tasks. Requires knowledge of applicable policies and organizational attributes and proficiency in use of automated tools including spreadsheets, word processing and graphics.

**Minimum Education an Experience:** High School Diploma and a minimum of two (2) years of experience.

**Labor Category – Junior Administrative Specialist**

**Functional Description:** Office and clerical experience. Performs clerical, administrative and general office duties in support of various engineering tasks. Demonstrated ability and proficiency in the use of automated tools including spreadsheets, word processing and graphics.

**Minimum Education an Experience:** High School Diploma

**Notes:**

1. For all applicable categories, two (2) years experience may be substituted for an Associates Degree.
2. For all applicable categories, six (6) years experience may be substituted for a Bachelors Degree.
3. For all applicable categories, two (2) plus years experience may be substituted for a Masters Degree.
4. For all applicable categories, two (2) years experience of directly related job experience may be substituted for each year of college not obtained.
5. Experience in general must be professional and job related. Additional experience substituted for education must be in the area of the individual's assigned responsibility.