



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**The Office Imaging and Document Solutions  
Price Schedule**

***Contract Number:***  
GS-25F-0017L

***Contract Period:***  
3/22/2001 – 3/22/2016

**LOCKHEED MARTIN ASPEN SYSTEMS CORPORATION  
700 N. Frederick Ave  
Gaithersburg, MD 20879  
Phone: 301.306.8043  
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DUNS Number: 04-430-6348

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!*, a menu-driven database system. The Internet address for *GSA Advantage!* is: <https://www.gsaadvantage.gov/>.

Updated 10/6/15



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## Ordering Instructions/Terms and Conditions

### 1a. Authorized Special Item Numbers (SIN's)

51-501 Needs Assessment and Analysis Services  
51-504 Records Management Services  
51-506 Document Conversion Services  
51-507 Destruction Services  
51-508 Litigation Support Services  
733-1 Mail Room Administrative Support Services  
733-2 Presort Mail  
733-3 Miscellaneous Mail Services

### 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract.

See attached authorized price lists.

### 2. Maximum order

LM Aspen Systems Corporation understands that the maximum total dollar value of any order placed by the government under this contract shall be \$1,000,000 for Services; all other SINS \$350,000.

Not with standing the paragraph above, the contract shall honor any order exceeding the maximum orders, unless that order is returned to the ordering office within 5 business days after receipt and the contractor shall state the reason of it intent not to honor the order.

### 3. Minimum order

\$100

### 4. Geographic coverage (Delivery Area)

Contractor will provide domestic delivery only.

### 5. Point(s) of production

Rockville, Maryland and various customer locations.

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

Government prices are net (any discounts have already been taken from the published price list). Additional discounts may be offered at the task order level based on quantity, location, and/or scope of work.



**7. Quantity discounts**

None offered.

**8. Prompt payment terms**

None. Payment terms are Net 30.

**9a. Annotate if Government commercial credit card is accepted**

YES  NO

**9b. Discount for payment by Government commercial credit card**

None

**10. Foreign items (list items by country of origin)**

None

**11a. Time of delivery**

LM Aspen Systems Corporation will adhere to the delivery schedule as specified in each order.

**11b. Expedited Delivery**

Contact Contractor

**11c. Overnight and 2-day delivery**

Contact Contractor

**11d. Urgent Requirements**

No

**12. F.O.B. Point(s)**

Destination

**13. Ordering address(es):**

Lockheed Martin Aspen Systems Corporation  
700 N. Frederick Ave  
Gaithersburg, MD 20879  
Phone: 301.306.8043  
Fax: 301.306.8128

**14. Payment address(es)**

Accounts Receivable  
Lockheed Martin Aspen Systems Corporation  
PO Box 13522  
Newark, NJ 01788

**Via wire transfer**

Lockheed Martin Aspen Systems Corporation  
Citibank  
One Penn's Way  
New Castle, DE 19720  
ABA/Routing#: 021000089 Account No. 30624922

**15. Warranty provision**

Same as LM Aspen Systems Corporation's standard commercial warranty.

**16. Export packing charges, if applicable**

N/A

**17. Terms and conditions of Government purchase card acceptance (if applicable)**

N/A

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

N/A

**19. Terms and conditions of installation**

N/A

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

N/A

**21. List of service and distribution points**

N/A

**22. List of participating dealers**

N/A

**23. Preventive maintenance (if applicable)**

N/A

**24. Year 2000 (Y2K) Compliant**

Yes

**25. Environmental attributes, e.g., recycled content, energy efficiency, and or reduced pollutants**

N/A

**26. Data Universal Number System (DUNS) Number**

04-430-6348; Large Business

**27. Notification regarding registration in System for Award Management (SAM) database**

LM Aspen Systems Corporation is registered in the System for Award Management (SAM).

## Descriptions and Assumptions of Document Conversion Services

### Document Scanning

Pricing based on good quality original, single-sided, source pages of 8.5 x 11" and suitable for processing through an automated document feeder during scanning.

Documents will be scanned at 300 DPI for all documents except at 200 DPI for engineering drawings.

Oversized documents will be priced on the whole or partial number of 8.5 x 11" segments.

Document preparation for scanning will include such basic minimal preparation as standard unbinding and unstapling.

Documents require no special handling such as special preparation (e.g. no cutting or page separation), repair or mounting.

A continuous flow of materials will be provided for processing without any breaks, and that a reasonable time frame for turnaround will be used.

Additional scanning services such as color scanning, resolutions greater than 300 DPI, grayscale scanning, photographs, damaged or special paper, pages larger than 11 x 17 inches, will be priced on a customized basis using the labor category rates provided.

### PDF Conversion

Pricing based on good quality original, single-sided, text-based source page of 8.5 x 11", containing 2,500 characters or less, and does not include table, formulas, images or cross-references.

Pages may be fed through an automated document feeder during scanning at 300 DPI or less.

Text accuracy rates apply to legible text with 6 point or larger typeface.

*Image Only.* Paper documents are scanned at 300 DPI and converted to PDF Image-Only files.

*PDF Image Plus Hidden Text.* Paper documents are scanned at 300 DPI and converted to ASCII text using OCR technology. Text accuracy rates of 99.5% apply to legible text with 6 point or larger typeface.

*PDF Normal.* Paper documents are scanned at 300 DPI and converted to ASCII text using OCR technology. Text accuracy rates of 99.5% apply to legible text with 6 point or larger typeface. The original fonts and format of the document will be maintained.

## OCR Processing

All OCR processing will be "machine-only" quality, not edited, at a minimum accuracy rate of 95%.

OCR will be performed from scanned documents or existing digital images of a minimum resolution of 300 DPI.

OCR processing of microfilm will be performed by digitizing frames of 16mm blip-marked Roll Microfilm originals (of archival quality), silver or diazo duplicates.

## Coding and Reproduction Assumptions

### Level I Coding

All information to be captured is garnered from the periphery of the first and last pages of a document, which shall average 3.5 pages in length each.

Documents are assigned unique and sequential page numbers with no gaps or overlaps.

In conjunction with the client, LM Aspen will develop a coding manual prior to the start of a project.

Changes to the coding instructions will be documented with coding alerts developed by LM Aspen.

The client will provide enough lead time, prior to the commencement of coding, for a coding manual and the coding application to be designed and approved. It is further assumed that a continuous flow of documents will be provided to processing without any breaks, and that a reasonable time frame for turnaround will be used.

It is assumed that a maximum of eight data fields will be coded, all of which will be objective or bibliographic in nature. Typical field could include: 1) Document Number (first and last page numbers), 2) Package Number (first and last page numbers in the range), 3) Stamped Number (first and last stamped numbers), 4) Document Date, 5) Document Type (No more than three), 6) Title (Given only), 7) First Author, and 8) First Addressee.

### Level II Coding

All information to be captured is garnered from the periphery of the first and last pages of a document (with the exception of the Title), which shall average 3.5 pages in length each. Information for a created or enhanced Title may be obtained from the first paragraph of a textual document (letter, memo, report, etc.), or from the first page of a non-textual document (spreadsheet, log, map, etc.).

Documents are assigned unique and sequential page numbers with no gaps or overlaps.

In conjunction with the client, LM Aspen will develop a coding manual prior to the start of a project.

Changes to the coding instructions will be documented with coding alerts developed by LM Aspen.

The client will provide enough lead time, prior to the commencement of coding, for a coding manual and the coding application to be designed and approved. It is further assumed that a continuous flow of documents will be provided to processing without any breaks, and that a reasonable time frame for turnaround will be used.

It is assumed that a maximum of ten data fields will be coded, all of which will be objective or bibliographic in nature. Typical field could include: 1) Document Number (first and last page numbers), 2) Package Number (first and last page numbers in the range), 3) Stamped Number (first and last stamped numbers), 4) Document Date, 5)

Document Type (No more than three), 6) Document Condition (No more than seven), 7) Title (Given, created, or enhanced), 8) Author (No more than ten), 9) Addressee (No more than ten), and 10) Copyee (No more than ten).

### **Photocopying (Regular)**

Prices are predicated on processing 8.5 x 11 inch, single-sided source material which are in good condition and lend themselves to machine-feedable processing.

It is assumed that minimal preparation and reconstruction of the collection will be required, e.g., minimal staples and other binding implements to require removal.

It is further assumed that a continuous flow of pages will be provided for processing without any breaks, and that a reasonable time frame for turnaround will be used.

### **Photocopying (Accelerated)**

Prices are predicated on processing 8.5 x 11 inch, single-sided source material which are in good condition and lend themselves to machine-feedable processing.

It is assumed that minimal preparation and reconstruction of the collection will be required, e.g., minimal staples and other binding implements to require removal.

It is further assumed that a continuous flow of pages will be provided for processing without any breaks, and that the work must be performed on an accelerated or exigent basis with turnaround of between two and five business days per processing batch based upon a review of the source material and the client specifications.

### **SIN 51 507 – Destruction Services**

Destruction services include both on-site and off-site services of classified and unclassified paper documents, materials and magnetic media. The methods for destruction services may be obtained through these destruction options: shredding (e.g., paper documents, folders, newspapers, catalog, magazines) disintegration (e.g., microfilm, microfiche, ID cards, VHS tapes, audio cassettes, CD ROM, floppy disks, computer tapes and computer hard drives) and incineration (e.g., paper documents, maps, files, envelopes, manuals, newspapers, catalogs, magazines, blue prints).

## GSA Schedule 36 Job Descriptions

### Job Title: Administrative Support I

**Minimum/General Experience:** Two years of experience performing administrative support tasks, including word processing, filing, answering telephones, etc. Experience using office automation software and equipment required.

**Functional Responsibility:** Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.

**Minimum Education:** High school diploma or GED certificate.

### Job Title: Administrative Support II

**Minimum/General Experience:** Three years of experience performing administrative support tasks, including word processing, filing, answering telephones, etc. Experience using office automation software and equipment required.

**Functional Responsibility:** Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.

**Minimum Education:** High school diploma or GED certificate.

### Job Title: Administrative Support III

**Minimum/General Experience:** Four years of experience performing administrative support tasks, including word processing, filing, answering telephones, etc. Experience using office automation software and equipment required.

**Functional Responsibility:** Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.

**Minimum Education:** High school diploma or GED certificate.

## Job Title: Archivist

**Minimum/General Experience:** Four years of experience in archiving records, including two years of experience in document and data management using automation. Appraises and edits permanent records and historically valuable documents. Participates in research activities based on archival materials and directs safekeeping of permanent records, documents, and other archival materials. Requires familiarity with archival cataloging in automated systems and with applying such standards for cataloging; knowledge of basic archival processes, including selection of materials for retention and organization of materials into logical groupings; research and reference expertise; and experience in computerized management of electronic records.

**Functional Responsibility:** Implements, administers, and manages the system to classify and retrieve archived records and manuscripts, including developing and maintaining the database of these records in the collection management system. Provides research and reference services; develops, administers, and enhances all electronic systems created for tracking data involving the accessioning and deaccessioning of archived materials; develops, negotiates, monitors, and oversees rules and procedures for maintenance of records following National Archives and Records Administration guidelines; develops and monitors standards, guidelines, and formal agreements for accessioning records and material and deaccessioning records to other repositories; and prepares and updates operating manuals and guidelines that ensure the protection of documents at every stage of their life cycle. Performs random evaluations of archives for quality control of document processing and maintenance; maintains a sustained high level of customer service; attends and contributes to relevant professional activities and meetings dealing with archives and archival preservation; and prepares statistical and narrative reports.

**Minimum Education:** Graduate degree in History or Archival Studies or in Library and Information Science (MLS).

## Job Title: Data Collection Specialist

**Minimum/General Experience:** Five years of experience in formulating, conducting, and monitoring data collection procedures including the design and pilot test of survey instruments, training of survey coordinators and technicians, and interpretation of survey results.

**Functional Responsibility:** Designs and develops survey instruments including CATI (computer-assisted telephone interview) programming. Develops data collection procedures and interviewer-training materials. Trains interviewers and supervisors and generates survey data file documentation. Participates in interpreting survey results and documenting procedures.

**Minimum Education:** Bachelor's degree in a behavioral science. Six years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

### **Job Title: Data Entry Technician I**

**Minimum/General Experience:** One year of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Requires ability to operate a variety of office automation equipment and personal computers. For specific assignments, may also require ability to analyze documents to extract information. Attention to detail and ability to work independently while following prescribed procedures required.

**Functional Responsibility:** Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks.

**Minimum Education:** High school diploma or GED certificate.

### **Job Title: Data Entry Technician II**

**Minimum/General Experience:** Two years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Requires ability to operate a variety of office automation equipment and personal computers. For specific assignments, may also require ability to analyze documents to extract information. Attention to detail and ability to work independently while following prescribed procedures required.

**Functional Responsibility:** Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks.

**Minimum Education:** High school diploma or GED certificate.

### **Job Title: Data Entry Technician III**

**Minimum/General Experience:** Five years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Requires ability to operate a variety of office automation equipment and personal computers. For specific assignments, may also require ability to analyze documents to extract information. Attention to detail and ability to work independently while following prescribed procedures required.

**Functional Responsibility:** Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information on a day entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records logs and controls documents, conducts first level quality control checks.

**Minimum Education:** High school diploma or GED certificate.

### **Job Title: Data Entry Technician IV**

**Minimum/General Experience:** Six years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Requires ability to operate a variety of office automation equipment and personal computers. For specific assignments, may also require ability to analyze documents to extract information. Attention to detail and ability to work independently while following prescribed procedures required.

**Functional Responsibility:** Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information on a day entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records logs and controls documents, conducts first level quality control checks.

**Minimum Education:** High school diploma or GED certificate.

### **Job Title: Database Administrator**

**Minimum/General Experience:** Three years of experience designing, administering, maintaining, and updating databases.

**Functional Responsibility:** Assists in administering database organizations, standards, controls, and procedures. Provides technical consulting in the definition, design, and creation of a database environment. Maintains documentation and develops database dictionaries.

**Minimum Education:** Bachelor's degree. IT-related certification programs or other technical-related training plus 2 years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

### **Job Title: Document Management Analyst I**

**Minimum/General Experience:** One year of experience working on records management or litigation support projects. Demonstrated ability to work independently in a team environment. Excellent writing skills and oral communication skills required. Should be a knowledgeable user of the Government's word processing, spreadsheet, imaging, and telecommunications systems and have hands-on familiarity with the Government's data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications, especially ORACLE and BRS.

**Functional Responsibility:** Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.

**Minimum Education:** Bachelor's degree.

## **Job Title: Document Management Analyst II**

**Minimum/General Experience:** Two years of experience working on records management or litigation support projects. Demonstrated ability to work independently in a team environment. Excellent writing skills and oral communication skills required. Should be a knowledgeable user of the Government's word processing, spreadsheet, imaging, and telecommunications systems and have hands-on familiarity with the Government's data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications, especially ORACLE and BRS.

**Functional Responsibility:** Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.

**Minimum Education:** Bachelor's degree.

## **Job Title: Document Management Analyst III**

**Minimum/General Experience:** Three years of experience working on records management or litigation support projects. Demonstrated ability to work independently in a team environment. Excellent writing skills and oral communication skills required. Should be a knowledgeable user of the Government's word processing, spreadsheet, imaging, and telecommunications systems and have hands-on familiarity with the Government's data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications, especially ORACLE and BRS.

**Functional Responsibility:** Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.

**Minimum Education:** Bachelor's degree.

**Job Title: Document Management Technician I / Stock Clerk**

**Minimum/General Experience:** One year of experience reviewing and analyzing data and information from multiple sources; establishing relevant files; entering and retrieving data from databases; manipulating, transferring, computing and printing electronic information; and creating multiple spreadsheets using database applications. Ability to operate a variety of equipment, including PCs, image capture devices, barcode readers, workflow tools, publishing systems, and numbering and binding equipment.

**Functional Responsibility:** Provides organization and management of relevant files and records including: reviewing data for completeness of information and proper execution; extracting data from databases; obtaining additional information from other sources/databases; establishing/maintaining physical files; preparing notices/ advertisements; reconciling inconsistencies; preparing declarations; gathering information and organizing information is accurate and performing analytical computations necessary to process data, conducting and reconciling inventories; distributing and receiving documents; extracting data from databases for management and program reports; and performing data entry and entry relevant to project.

**Minimum Education:** High school diploma or GED certificate. Bachelor's degree preferred.

**Job Title: Document Management Technician II / Shipping Packer and Shipping//Receiving Clerk**

**Minimum/General Experience:** Two years of experience reviewing and analyzing data and information from multiple sources; establishing relevant files; entering and retrieving data from databases; manipulating, transferring, computing and printing electronic information; and creating multiple spreadsheets using database applications. Ability to operate a variety of equipment, including PCs, image capture devices, barcode readers, workflow tools, publishing systems, and numbering and binding equipment.

**Functional Responsibility:** Provides organization and management of relevant files and records including: reviewing data for completeness of information and proper execution; extracting data from databases; obtaining additional information from other sources/databases; establishing/maintaining physical files; preparing notices/ advertisements; reconciling inconsistencies; preparing declarations; gathering information and organizing information is accurate and performing analytical computations necessary to process data, conducting and reconciling inventories; distributing and receiving documents; extracting data from databases for management and program reports; and performing data entry and entry relevant to project.

**Minimum Education:** High school diploma or GED certificate. Bachelor's degree preferred.

### **Job Title: Document Processing Technician I**

**Minimum/General Experience:** One year of experience working with image scanning and conversion equipment. Ability to operate and perform routine tasks, including maintenance of production logs and equipment logs. Attention to detail is important, as is the ability to produce high quality work under adverse conditions and time pressures.

**Functional Responsibility:** Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.

**Minimum Education:** High school diploma.

### **Job Title: Document Processing Technician II**

**Minimum/General Experience:** Two years of experience working with image scanning and conversion equipment. Ability to operate and perform routine tasks, including maintenance of production logs and equipment logs. Attention to detail is important, as is the ability to produce high quality work under adverse conditions and time pressures.

**Functional Responsibility:** Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.

**Minimum Education:** High school diploma.

### **Job Title: Document Processing Technician III**

**Minimum/General Experience:** Three years of experience working with image scanning and conversion equipment. Ability to operate and perform routine tasks, including maintenance of production logs and equipment logs. Attention to detail is important, as is the ability to produce high quality work under adverse conditions and time pressures.

**Functional Responsibility:** Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.

**Minimum Education:** High school diploma.

### **Job Title: Document Processing Technician IV**

**Minimum/General Experience:** Four years of experience working with image scanning and conversion equipment. Ability to operate and perform routine tasks, including maintenance of production logs and equipment logs. Attention to detail is important, as is the ability to produce high quality work under adverse conditions and time pressures.

**Functional Responsibility:** Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.

**Minimum Education:** High school diploma.

### **Job Title: Document Processing Technician V**

**Minimum/General Experience:** Five years of experience working with image scanning and conversion equipment. Ability to operate and perform routine tasks, including maintenance of production logs and equipment logs. Attention to detail is important, as is the ability to produce high quality work under adverse conditions and time pressures.

**Functional Responsibility:** Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.

**Minimum Education:** High school diploma.

### **Job Title: General Clerk I / Order Filler**

**Minimum/General Experience:** Capability to take and follow directions from supervisor and excellent organizational skills required.

**Functional Responsibility:** Under direct supervision, performs clerical duties such as answering telephone calls, letters, and e-mails, and providing standardized responses; opening and sorting mail; and filing and copying materials.

**Minimum Education:** Completion of the eleventh grade of high school.

### **Job Title: General Clerk II/Order Clerk I**

**Minimum/General Experience:** One year of experience in performing clerical duties. Capability to take and follow directions from supervisor and excellent organizational skills required.

**Functional Responsibility:** Under direct supervision, performs clerical duties such as answering telephone calls, letters, and e-mails, and providing standardized responses; opening and sorting mail; and filing and copying materials.

**Minimum Education:** High school diploma or GED certificate.

### **Job Title: General Clerk III/Order Clerk II**

**Minimum/General Experience:** Two years of experience in performing clerical duties. Capability to take and follow directions from supervisor and excellent organizational skills required.

**Functional Responsibility:** Under direct supervision, performs clerical duties such as answering telephone calls, letters, and e-mails, and providing standardized responses; opening and sorting mail; and filing and copying materials.

**Minimum Education:** High school diploma or GED certificate.

### **Job Title: Information Specialist I**

**Minimum/General Experience:** Three years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources, excellent analytical capabilities and written and oral communications skills, and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.

**Functional Responsibility:** Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.

**Minimum Education:** Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

### **Job Title: Information Specialist II**

**Minimum/General Experience:** Four years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources, excellent analytical capabilities and written and oral communications skills, and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.

**Functional Responsibility:** Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.

**Minimum Education:** Bachelor's degree. Five years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

### **Job Title: Information Specialist III**

**Minimum/General Experience:** Six years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources, excellent analytical capabilities and written and oral communications skills, and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.

**Functional Responsibility:** Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.

**Minimum Education:** Bachelor's degree. Seven years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## **Job Title: IS/DP Manager**

**Minimum/General Experience:** Five years of experience in designing, implementing, and troubleshooting applications using the software or technology for which consulting services are required. For example, if a project involves a large-scale Oracle application in a Unix environment, the candidate will have experience in developing large-scale Oracle applications employing and integrating a variety of Oracle products, features, and capabilities, such as Forms and Reports, PL/SQL functions and procedures, and Intermedia Text, together with user exits to other programs, and interactions with operating system shell scripts. Other projects will require other sets of skills and competencies. Candidates must demonstrate a successful history of difficult and complex problem solving with respect to the appropriate systems. Excellent oral and written communications skills required. Litigation support experience helpful.

**Functional Responsibility:** Consults with Contractor and Government management to identify systems requirements and makes recommendations for technical solutions to system problems. Manages a systems project through all phases, including applications development, applications maintenance, systems documentation, quality assurance, and user support; provides technical advice, supervision, and guidance to the data processing team; evaluates programs in terms of efficiency, effectiveness, quality, and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations to a variety of audiences, including non-technical personnel. May have supervisory or managerial responsibilities.

**Minimum Education:** Bachelor's degree. Ten years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## Job Title: Librarian I

**Minimum/General Experience:** Two years of experience in maintaining collections of books, serial publications, audiovisuals, periodicals, documents, films, recordings, and other materials, and in assisting groups and individuals with locating and obtaining these materials. Knowledge of records management, library, and database management systems required. Requires ability to furnish reference information, organize collections, and contribute to and follow established written procedures. Experience working with electronic records and record keeping systems and cataloging records required. Excellent oral and written communication skills and excellent end-user interaction skills required.

**Functional Responsibility:** Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services. Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.

**Minimum Education:** Graduate degree in Library and Information Science (MLS).

## Job Title: Librarian II

**Minimum/General Experience:** Three years of experience in maintaining collections of books, serial publications, audiovisuals, periodicals, documents, films, recordings, and other materials, and in assisting groups and individuals with locating and obtaining these materials. Knowledge of records management, library, and database management systems required. Requires ability to furnish reference information, organize collections, and contribute to and follow established written procedures. Experience working with electronic records and record keeping systems and cataloging records required. Excellent oral and written communication skills and excellent end-user interaction skills required.

**Functional Responsibility:** Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services. Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.

**Minimum Education:** Graduate degree in Library and Information Science (MLS).

## Job Title: Librarian III

**Minimum/General Experience:** Four years of experience in maintaining collections of books, serial publications, audiovisuals, periodicals, documents, films, recordings, and other materials, and in assisting groups and individuals with locating and obtaining these materials. Knowledge of records management, library, and database management systems required. Requires ability to furnish reference information, organize collections, and contribute to and follow established written procedures. Experience working with electronic records and record keeping systems and cataloging records required. Excellent oral and written communication skills and excellent end-user interaction skills required.

**Functional Responsibility:** Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services. Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.

**Minimum Education:** Graduate degree in Library and Information Science (MLS).

## Job Title: Library Technician

**Minimum/General Experience:** Two years of library or records center experience. Previous experience on other Government contracts preferred. Compiles records; sorts and shelves books; and issues and receives library materials such as books, films, and phonograph records. Requires knowledge of general technical support activities in records processing, keyboarding expertise, good communication skills, and good computer skills.

**Functional Responsibility:** Accepts requests from users and answers questions on library policies and procedures, locates and retrieves requested materials, and shelves library material. Responsible for maintaining the correct order of the collections; for pulling and retiring obsolete material from the collections; and for selecting, packaging, annotating, and forwarding material for binding. Utilizes the library catalog and general subject indexes to retrieve call number or correct bibliographic citations for requested items and responds to email, walk-in, and telephone requests.

**Minimum Education:** Bachelor's degree.

### **Job Title: Management Analyst I**

**Minimum/General Experience:** Three years of experience performing business management and financial accounting-related work, with 1 year of related experience specifically on Government contracts. Knowledge of Excel, Lotus, and/or other spreadsheet software applications required.

**Functional Responsibility:** Performs financial tracking and management tasks, including using spreadsheets to develop and monitor budgets, reviewing all project-related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.

**Minimum Education:** Bachelor's degree in a business-related field.

### **Job Title: Management Analyst II**

**Minimum/General Experience:** Five years of experience performing business management and financial accounting-related work, with 3 years of related experience specifically on Government contracts. Knowledge of Excel, Lotus, and/or other spreadsheet software applications required.

**Functional Responsibility:** Performs financial tracking and management tasks, including using spreadsheets to develop and monitor budgets, reviewing all project-related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.

**Minimum Education:** Bachelor's degree in a business-related field.

## **Job Title: Network Administrator I**

**Minimum/General Experience:** Two years of experience in the set-up, installation, testing, debugging, modification, and maintenance of networks using industry-standard technologies and protocols such as TCP/IP, Ethernet, or Token Ring, and widely used networking products such as Novell Netware and MS Network. Demonstrated experience in the use of LAN to LAN and LAN to WAN connectors such as bridges, routers, and gateways. Experience in the installation of cabling. Demonstrated experience in data communications and related hardware such as modems, encryption devices, and multiplexers. Excellent oral and written communication skills, and end user interaction skills required. A sub-specialty under the Network Administrator labor category is the administration of Internet sites, for which experience in the Internet technologies, protocols, and products is required in addition to or in place of LAN experience.

**Functional Responsibility:** Sets up, installs, modifies, and maintains local area networks, primarily for internal staff use in the performance of contracted efforts. Troubleshoots and makes necessary adjustments in the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware. Works with other contract ADP staff to install, test, modify and maintain distributed processing databases on the LAN. Receives task assignments from the Project Manager or from other more senior data processing staff. A sub-specialty within this labor category is the set-up, installation, modification, and maintenance of Internet nodes, sites, and Web pages, as well as interconnections to the Internet.

**Minimum Education:** Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and 2 years of additional directly related work experience or an IT-related Certificate Program and 2 years of additional directly related work experience may be substituted for the Bachelor's degree.

## Job Title: Network Administrator II

**Minimum/General Experience:** Five years of experience in the set-up, installation, testing, debugging, modification, and maintenance of networks using industry-standard technologies and protocols such as TCP/IP, Ethernet, or Token Ring, and widely used networking products such as Novell Netware and MS Network. Demonstrated experience in the use of LAN-to-LAN and LAN-to-WAN connectors such as bridges, routers, and gateways. Experience in the installation of cabling. Demonstrated experience in data communications and related hardware such as modems, encryption devices, and multiplexers. A sub-specialty under this labor category is the administration of Internet sites, for which experience in the Internet technologies, protocols, and products is required in addition to or in place of LAN experience.

**Functional Responsibility:** Sets up, installs, modifies, and maintains local area networks, primarily for LM Aspen staff use in the performance of contracted efforts. Troubleshoots and makes necessary adjustments in the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware. Works with other contract ADP staff to install, test, modify and maintain distributed processing databases on the LAN. Receives task assignments from the Project Manager or from other more senior data processing staff. A sub-specialty within this labor category is the set-up, installation, modification, and maintenance of Internet nodes, sites, and Web pages, as well as interconnections to the Internet.

**Minimum Education:** Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and 3 years of additional directly related work experience or an IT-related Certificate Program and 3 years of additional directly related work experience may be substituted for the Bachelor's degree.

## Job Title: Network Administrator III

**Minimum/General Experience:** Seven years of experience in the set-up, installation, testing, debugging, modification, and maintenance of networks using industry-standard technologies and protocols such as TCP/IP, Ethernet, or Token Ring, and widely used networking products such as Novell Netware and MS Network. Demonstrated experience in the use of LAN-to-LAN and LAN-to-WAN connectors such as bridges, routers, and gateways. Experience in the installation of cabling. Demonstrated experience in data communications and related hardware such as modems, encryption devices, and multiplexers. A sub-specialty under this labor category is the administration of Internet sites, for which experience in the Internet technologies, protocols, and products is required in addition to or in place of LAN experience.

**Functional Responsibility:** Sets up, installs, modifies, and maintains local area networks, primarily for LM Aspen staff use in the performance of contracted efforts. Troubleshoots and makes necessary adjustments in the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware. Works with other contract ADP staff to install, test, modify and maintain distributed processing databases on the LAN. Receives task assignments from the Project Manager or from other more senior data processing staff. A sub-specialty within this labor category is the set-up, installation, modification, and maintenance of Internet nodes, sites, and Web pages, as well as interconnections to the Internet.

**Minimum Education:** Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and 4 years of additional directly related work experience or an IT-related Certificate Program and 4 years of additional directly related work experience may be substituted for the Bachelor's degree.

### **Job Title: Operations Manager I**

**Minimum/General Experience:** Three years experience in document processing activities, one year of which involved progressively more responsible supervisory and management experience. Possesses a demonstrated ability to manage numerous complex and time-critical activities simultaneously.

**Functional Responsibility:** Responsible for management oversight of the following activities: document acquisition, document processing/indexing, and data reduction. Coordinates resource planning and scheduling for these functional areas and manages the scope of work, schedules, budgets, and adherence to quality standards. Other specific duties include: collaboration with direct subordinates in order to plan resources and schedule personnel and other resources to meet delivery order deadlines, acquisitions and training of staff, creation of appropriate written procedures and controls, monitoring of the quality of the work produced by his staff, and acting as an advisor to senior management for operational tasks.

**Minimum Education:** Bachelor's degree.

### **Job Title: Operations Manager II**

**Minimum/General Experience:** Four years experience in document processing activities, two years of which involved progressively more responsible supervisory and management experience. Possesses a demonstrated ability to manage numerous complex and time-critical activities simultaneously.

**Functional Responsibility:** Responsible for management oversight of the following activities: document acquisition, document processing/indexing, and data reduction. Coordinates resource planning and scheduling for these functional areas and manages the scope of work, schedules, budgets, and adherence to quality standards. Other specific duties include: collaboration with direct subordinates in order to plan resources and schedule personnel and other resources to meet delivery order deadlines, acquisitions and training of staff, creation of appropriate written procedures and controls, monitoring of the quality of the work produced by his staff, and acting as an advisor to senior management for operational tasks.

**Minimum Education:** Bachelor's degree.

### **Job Title: Operations Manager III**

**Minimum/General Experience:** Five years experience in document processing activities, three years of which involved progressively more responsible supervisory and management experience. Possesses a demonstrated ability to manage numerous complex and time-critical activities simultaneously.

**Functional Responsibility:** Responsible for management oversight of the following activities: document acquisition, document processing/indexing, and data reduction. Coordinates resource planning and scheduling for these functional areas and manages the scope of work, schedules, budgets, and adherence to quality standards. Other specific duties include: collaboration with direct subordinates in order to plan resources and schedule personnel and other resources to meet delivery order deadlines, acquisitions and training of staff, creation of appropriate written procedures and controls, monitoring of the quality of the work produced by his staff, and acting as an advisor to senior management for operational tasks.

**Minimum Education:** Bachelor's degree.

### **Job Title: Operations Manager IV**

**Minimum/General Experience:** Six years experience in document processing activities, four years of which involved progressively more responsible supervisory and management experience. Possesses a demonstrated ability to manage numerous complex and time-critical activities simultaneously.

**Functional Responsibility:** Responsible for management oversight of the following activities: document acquisition, document processing/indexing, and data reduction. Coordinates resource planning and scheduling for these functional areas and manages the scope of work, schedules, budgets, and adherence to quality standards. Other specific duties include: collaboration with direct subordinates in order to plan resources and schedule personnel and other resources to meet delivery order deadlines, acquisitions and training of staff, creation of appropriate written procedures and controls, monitoring of the quality of the work produced by his staff, and acting as an advisor to senior management for operational tasks.

**Minimum Education:** Bachelor's degree.

### **Job Title: Production Manager**

**Minimum/General Experience:** Five years experience in supervising and coordinating one or more primary tasks. Has complete understanding of the principles, concepts, and practices of assigned tasks. Supervises and trains nonexempt staff. Arranges activities and plans schedules to meet deliverables. Assists in tracking and measuring task performance.

**Functional Responsibility:** Responsible for document receiving and shipping, document preparation, document number labeling, document photocopying, document coding, and document processing tracking and productivity reporting, except those performed within a Document Center. Also responsible for being the liaison and coordinating activities between document preparation/processing activities and document imaging. Manages all of these tasks for scope of work, schedule, budget, and adherence to accuracy and quality standards.

**Minimum Education:** Bachelor's degree.

### **Job Title: Production Supervisor**

**Minimum/General Experience:** Four years experience in coordinating job assignments and workflow. Provides staff support. Monitors staff productivity, attendance, and quality, and ensures that tasks are completed in a timely and accurate manner. Provides feedback to manager on status of tasks, accomplishments, problems, staff needs, and concerns.

**Functional Responsibility:** Responsible for supervising document receiving and shipping, document preparation, document number labeling, document photocopying, and document processing tracking and productivity reporting, except those performed within a Document Center. Responsible for conducting the liaison and coordination activities between document preparation/processing activities and document imaging. Supervises all of these tasks for scope of work, schedule, budget, and adherence to accuracy and quality standards.

**Minimum Education:** High school diploma or GED certificate and some technical school or specialized training.

### Job Title: Programmer I

**Minimum/General Experience:** Three years of progressively more complex programming experience, including two years experience in the specific programming language, database management system, or software package to be used for a given assignment, and one year of experience in the general functional area addressed by the task requirement.

**Functional Responsibility:** Working under the direction of more senior LM Aspen IT personnel, develops, modifies, and maintains complex computer application programs, which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs programs, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.

**Minimum Education:** Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and 2 years of additional directly related work experience or an IT-related Certificate Program and 2 years of additional directly related work experience may be substituted for the Bachelor's degree.

### Job Title: Programmer II

**Minimum/General Experience:** Five years of progressively more complex programming experience, including 3 years of experience in the specific programming language, database management system, or software package to be used for a given assignment, and 2 years of experience in the general functional area addressed by the task requirement.

**Functional Responsibility:** Working under the direction of more senior LM Aspen IT personnel, develops, modifies, and maintains complex computer application programs, which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs programs, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.

**Minimum Education:** Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and 3 years of additional directly related work experience or an IT-related Certificate Program and 3 years of additional directly related work experience may be substituted for the Bachelor's degree.

### **Job Title: Programmer III**

**Minimum/General Experience:** Seven years of progressively more complex programming experience, including 4 years of experience in the specific programming language, database management system, or software package to be used for a given assignment, and 3 years of experience in the general functional area addressed by the task requirement.

**Functional Responsibility:** Working under the direction of more senior LM Aspen IT personnel, develops, modifies, and maintains complex computer application programs which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs programs, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.

**Minimum Education:** Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and 4 years of additional directly related work experience or an IT-related Certificate Program and 4 years of additional directly related work experience may be substituted for the Bachelor's degree.

## Job Title: Programmer IV

**Minimum/General Experience:** Nine years of progressively more complex programming experience, including 5 years of experience in the specific programming language, database management system, or software package to be used for a given assignment, and 4 years of experience in the general functional area addressed by the task requirement.

**Functional Responsibility:** Working under the direction of more senior LM Aspen IT personnel, develops, modifies, and maintains complex computer application programs, which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs programs, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.

**Minimum Education:** Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and 5 years of additional directly related work experience or an IT-related Certificate Program and 5 years of additional directly related work experience may be substituted for the Bachelor's degree.

## Job Title: Project Director

**Minimum/General Experience:** Six years of progressively more responsible experience in major IT support projects, including at least 3 years of Project Manager experience or the equivalent. Demonstrated ability to manage numerous complex and time critical support activities simultaneously, including technical/data processing support activities. Requires expert knowledge of the functional area in which support is being provided, and outstanding written and oral communication skills. Must be able to anticipate support needs and develop and execute detailed plans for meeting those needs. Requires broad knowledge of the Government's document and imaging environments and standards, and familiarity with the specific environment of the client agency.

**Functional Responsibility:** Responsible for coordinating the activities of several Project Managers, or of managing a single large, complex, mission critical project. Generally reports to a high level manager in the Government client organization and to a senior corporate officer within LM Aspen. Directs and coordinates all resources assigned to a group of projects, corporate-wide support resources, and possibly subordinate Project Manager staff. Consults with the COTR and other Government managers concerning overall support operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of all deliverables and support functions.

**Minimum Education:** Master's degree in IT or management-related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas also acceptable. A Bachelor's degree plus 5 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

### **Job Title: Project Executive**

**Minimum/General Experience:** Ten years of progressively more responsible experience in managing major records management or litigation support-related projects, including at least 5 years of experience managing projects with more than 20 staff, and multiple subcontractors and consultants. Demonstrated ability to manage numerous complex and time-critical information support activities simultaneously.

**Functional Responsibility:** Directs all financial and quality assurance activities and oversees strategic planning and program development, drawing upon technical insight and understanding in related disciplines. Has ultimate responsibility for ensuring completion of work products and deliverables on time, within budget, and to the client's satisfaction.

**Minimum Education:** Master's degree in IT or management-related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas also acceptable. A Bachelor's degree plus 6 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

## Job Title: Project Manager I

**Minimum/General Experience:** Three years experience in office, imaging, and document solutions related work, 1 year of which involved progressively more responsible supervisory and management experience. Demonstrated ability to manage numerous complex and time-critical activities simultaneously, including technical related activities. Requires expert knowledge of the functional area addressed by the project; general knowledge of Government imaging and document management environments, standards, and procedures; and specific knowledge and experience in the client's imaging and document management environment. Excellent oral and written communications skills and an ability to work and effectively communicate with technical and managerial personnel are required.

**Functional Responsibility:** Primary responsibility for all contractor support provided to a particular project. Serves as the Government's primary point of contact for all support provided to the project, and as such will have frequent contact with the cognizant Government manager(s) and client agency staff. Responsible for planning and managing all support for the project, including monitoring workflow, progress reporting to both the Government and LM Aspen corporate management, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Ensures that proper security is maintained over all project materials in accordance with required security procedures. Performs an active quality assurance role to ensure high quality work delivered on time and in accordance with contractual specifications. Coordinates with other internal corporate components and resources to deliver project support.

**Minimum Education:** Bachelor's degree.

## Job Title: Project Manager II

**Minimum/General Experience:** Four years experience in office, imaging, and document solutions related work, 2 years of which involved progressively more responsible supervisory and management experience. Demonstrated ability to manage numerous complex and time-critical activities simultaneously, including technical related activities. Requires expert knowledge of the functional area addressed by the project; general knowledge of Government imaging and document management environments, standards, and procedures; and specific knowledge and experience in the client's imaging and document management environment. Excellent oral and written communications skills and an ability to work and effectively communicate with technical and managerial personnel are required.

**Functional Responsibility:** Primary responsibility for all contractor support provided to a particular project. Serves as the Government's primary point of contact for all support provided to the project, and as such will have frequent contact with the cognizant Government manager(s) and client agency staff. Responsible for planning and managing all support for the project, including monitoring workflow, progress reporting to both the Government and LM Aspen corporate management, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Ensures that proper security is maintained over all project materials in accordance with required security procedures. Performs an active quality assurance role to ensure high quality work delivered on time and in accordance with contractual specifications. Coordinates with other internal corporate components and resources to deliver project support.

**Minimum Education:** Bachelor's degree.

### Job Title: Project Manager III

**Minimum/General Experience:** Five years experience in office, imaging, and document solutions related work, 3 years of which involved progressively more responsible supervisory and management experience. Demonstrated ability to manage numerous complex and time-critical activities simultaneously, including technical related activities. Requires expert knowledge of the functional area addressed by the project; general knowledge of Government imaging and document management environments, standards, and procedures; and specific knowledge and experience in the client's imaging and document management environment. Excellent oral and written communications skills and an ability to work and effectively communicate with technical and managerial personnel are required.

**Functional Responsibility:** Primary responsibility for all contractor support provided to a particular project. Serves as the Government's primary point of contact for all support provided to the project, and as such will have frequent contact with the cognizant Government manager(s) and client agency staff. Responsible for planning and managing all support for the project, including monitoring workflow, progress reporting to both the Government and LM Aspen corporate management, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Ensures that proper security is maintained over all project materials in accordance with required security procedures. Performs an active quality assurance role to ensure high quality work delivered on time and in accordance with contractual specifications. Coordinates with other internal corporate components and resources to deliver

project support.

**Minimum Education:** Bachelor's degree.

## **Job Title: Project Manager IV**

**Minimum/General Experience:** Six years experience in office, imaging, and document solutions related work, 4 years of which involved progressively more responsible supervisory and management experience. Demonstrated ability to manage numerous complex and time-critical activities simultaneously, including technical related activities. Requires expert knowledge of the functional area addressed by the project; general knowledge of Government imaging and document management environments, standards, and procedures; and specific knowledge and experience in the client's imaging and document management environment. Excellent oral and written communications skills and an ability to work and effectively communicate with technical and managerial personnel are required.

**Functional Responsibility:** Primary responsibility for all contractor support provided to a particular project. Serves as the Government's primary point of contact for all support provided to the project, and as such will have frequent contact with the cognizant Government manager(s) and client agency staff. Responsible for planning and managing all support for the project, including monitoring workflow, progress reporting to both the Government and LM Aspen corporate management, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Ensures that proper security is maintained over all project materials in accordance with required security procedures. Performs an active quality assurance role to ensure high quality work delivered on time and in accordance with contractual specifications. Coordinates with other internal corporate components and resources to deliver project support.

**Minimum Education:** Bachelor's degree.

## **Job Title: Project Supervisor**

**Minimum/General Experience:** Four years of experience in office, imaging, and document-related work, including two years of progressively more responsible supervisory experience. Demonstrated ability to supervise numerous complex and time-critical activities simultaneously.

**Functional Responsibility:** Supervises critical project operational areas, including staff recruitment, hiring, development, and evaluation; performance monitoring; project reporting; and development and implementation of project policies and procedures. Supervises the development and execution of project plans and completion of project deliverables.

**Minimum Education:** Bachelor's degree. Four years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## **Job Title: Records Specialist**

**Minimum/General Experience:** Two years of experience in archiving records, of which at least 1 year includes document and data management using automation. Appraises and edits permanent records and historically valuable documents. Participates in research activities based on archival materials and direct safekeeping of permanent records, documents, and other archival materials. Requires familiarity with archival cataloging in automated systems and with applying such standards for cataloging; knowledge of basic archival processes, including selection of materials for retention and organization of materials into logical groupings; research and reference expertise; experience in computerized management of electronic records; ability to use the Internet; strong communication skills; good computer skills; ability to write well; and good presentation skills.

**Functional Responsibility:** Implements, administers, and manages the system to classify and retrieve archived records and manuscripts, including developing and maintaining the database of these records in the collection management system. Provides research and reference services; develops, administers, and enhances all electronic systems created for tracking statistical data involving the accessioning and deaccessioning of archived materials; develops, negotiates, monitors, and oversees rules and procedures for maintenance of records following NARA guidelines; develops and monitors standards, guidelines, and formal agreements for accessioning records and material and deaccessioning records to other repositories; and prepares and updates operating manuals and guidelines that ensure the protection of documents at every stage of their life cycle. Performs random evaluations of archives for quality control of document processing and maintenance; maintains a sustained high level of customer service; attends and contributes to relevant professional activities and meetings dealing with archives and archival preservation; and prepares statistical and narrative reports.

**Minimum Education:** Graduate degree in History or Archival Studies or in Library and Information Science (MLS).

## Job Title: Records Analyst I

**Minimum/General Experience:** Three years of experience providing records management support services in a library, museum, or historical association, including reference activities. Familiarity in using and applying established records management guidelines and policies; knowledge of current archival standards and practices; ability to present archival practices to volunteers or lay persons in the historical records community; excellent oral and written skills, effective group leadership and facilitation skills; familiarity with use and development of World Wide Web resources.

**Functional Responsibility:** Operates and maintains records system, including receipt, storage, retrieval and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. May perform other clerical duties such as typing, filing, mail sorting, preparing reports, and summarizing findings.

**Minimum Education:** Bachelor's degree in history or related field. Master's degree in archival administration, library science, history, or related field preferred.

## Job Title: Records Analyst II

**Minimum/General Experience:** Four years of experience providing records management support services in a library, museum, or historical association. Familiarity in using and applying established records management guidelines and policies. Experience should include one or more of the following: program development and planning, appraisal of archival and manuscript records, archival description, reference, surveying and collecting, archival automation, and donor relations. Knowledge of current archival standards and practices; ability to present archival practices to volunteers or lay persons in the historical records community; excellent oral and written skills, effective group leadership and facilitation skills; familiarity with use and development of World Wide Web resources.

**Functional Responsibility:** Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies accuracy and completeness of paperwork required to create or modify a record; verifies authenticity of supporting documents; clarifies discrepancies. Processes records online; retrieves and corrects data to ensure integrity of database.

**Minimum Education:** Bachelor's degree history or related field. Master's degree in archival administration, library science, history, or related field preferred.

### **Job Title: Records Analyst III**

**Minimum/General Experience:** Five years of experience providing records management support services in a library, museum, or historical association, including assisting in the development and implementation of records management policies and procedures (including records management system design and consultation) and researching, analyzing, and solving problems concerning records management issues and workflow. Experience should include two or more of the following: program development and planning, appraisal of archival and manuscript records, archival description, reference, surveying and collecting, archival automation, and donor relations. Knowledge of current archival standards and practices; ability to present archival practices to volunteers or lay persons in the historical records community; excellent oral and written skills, effective group leadership and facilitation skills; ability to work effectively with minimal supervision; familiarity with use and development of World Wide Web resources.

**Functional Responsibility:** Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Ensures compliance with legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies accuracy and completeness of paperwork required to create or modify a record; verifies authenticity of supporting documents; clarifies discrepancies. Processes records online; retrieves and corrects data to ensure integrity of database.

**Minimum Education:** Bachelor's degree history or related field. Master's degree in archival administration, library science, history, or related field preferred.

### **Job Title: Records Analyst IV**

**Minimum/General Experience:** Six years of experience providing records management support services in a library, museum, or historical association, including assisting in the development and implementation of records management policies and procedures (including records management system design and consultation) and researching, analyzing, and solving problems concerning records management issues and workflow. Experience should include two or more of the following: program development and planning, appraisal of archival and manuscript records, archival description, reference, surveying and collecting, archival automation, and donor relations. Knowledge of

current archival standards and practices; ability to present archival practices to volunteers or lay persons in the historical records community; excellent oral and written skills, effective group leadership and facilitation skills; ability to work effectively with minimal supervision; familiarity with use and development of World Wide Web resources. May train and direct new employees.

**Functional Responsibility:** Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Ensures compliance with legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies accuracy and completeness of paperwork required to create or modify a record; verifies authenticity of supporting documents; clarifies discrepancies. Processes records online; retrieves and corrects data to ensure integrity of database.

**Minimum Education:** Bachelor's degree history or related field. Master's degree in archival administration, library science, history, or related field preferred.

## Job Title: Research Analyst I

**Minimum/General Experience:** Three years of experience conducting research, including literature reviews, meta-analyses, and program evaluations. Familiarity in using statistical analysis software to conduct data analysis tasks and search and retrieval applications to conduct database searching.

**Functional Responsibility:** Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.

**Minimum Education:** Master's degree in statistics, mathematics, or a behavioral science. Bachelor's degree with concentration in statistics or research methods plus 1 year of relevant experience may be substituted for a Master's degree.

## Job Title: Research Analyst II

**Minimum/General Experience:** Five years of experience conducting research, including literature reviews, meta-analyses, and program evaluations. Familiarity in using statistical analysis software to conduct data analysis tasks and search and retrieval applications to conduct database searching.

**Functional Responsibility:** Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.

**Minimum Education:** Master's degree in statistics, mathematics, or a behavioral science. Bachelor's degree with concentration in statistics or research methods plus 3 years of relevant experience may be substituted for a Master's degree.

### Job Title: Research Analyst III

**Minimum/General Experience:** Six years of experience conducting research, including literature reviews, meta-analyses, and program evaluations. Familiarity in using statistical analysis software to conduct data analysis tasks and search and retrieval applications to conduct database searching.

**Functional Responsibility:** Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.

**Minimum Education:** Master's degree in statistics, mathematics, or a behavioral science. Bachelor's degree with concentration in statistics or research methods plus 4 years of relevant experience may be substituted for a Master's degree.

### Job Title: Research Analyst IV

**Minimum/General Experience:** Seven years of experience conducting research, including literature reviews, meta-analyses, and program evaluations. Familiarity in using statistical analysis software to conduct data analysis tasks and search and retrieval applications to conduct database searching.

**Functional Responsibility:** Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.

**Minimum Education:** Master's degree in statistics, mathematics, or a behavioral science. Bachelor's degree with concentration in statistics or research methods plus 5 years of relevant experience may be substituted for a Master's degree.

## Job Title: Statistician I

**Minimum/General Experience:** Seven years of experience conducting advanced statistical analyses using SAS, SPSS, and other statistical analysis software products. Possesses working knowledge of statistical principles, methods, and techniques. Depending on the nature of the project, experience may be required in such areas as quantitative research synthesis, survey design and administration, database development, quality control reviews, and report generation, including the production of codebooks, data summary tables, and other analytical materials.

**Functional Responsibility:** Conducts statistical research and analysis and compiles and interprets statistical records and reports of programs, projects, and activities. Accountable for the adequacy of the statistical methods selected and the accuracy of the results obtained. Determines methods of statistical analysis and applies statistical techniques to determine measures of central tendency, correlation, sample size, significance of differences, etc. Compiles and analyzes data, interpreting trends, fluctuations, and other changes. Prepares reports, graphs, charts and occasionally provides oral presentations of the results of statistical studies. Researches pertinent literature in a designed project area and analyzes applicability of concepts. May consult with program and administrative staff in the development and completion of projects. May perform specialized statistical analysis involving correlation and regression equations. May supervise clerical personnel engaged in carrying out statistical clerical procedures.

**Minimum Education:** Master's degree in statistics, mathematics, or a behavioral science.

## Job Title: Statistician II

**Minimum/General Experience:** Seven years of experience conducting advanced statistical analyses using SAS, SPSS, and other statistical analysis software products. Possesses working knowledge of statistical principles, methods, and techniques. Depending on the nature of the project, experience may be required in such areas as quantitative research synthesis, survey design and administration, database development, quality control reviews, and report generation, including the production of codebooks, data summary tables, and other analytical materials.

**Functional Responsibility:** Conducts statistical research and analysis and compiles and interprets statistical records and reports of programs, projects, and activities. Accountable for the adequacy of the statistical methods selected and the accuracy of the results obtained. Determines methods of statistical analysis and applies statistical techniques to determine measures of central tendency, correlation, sample size, significance of differences, etc. Compiles and analyzes data, interpreting trends, fluctuations, and other changes. Prepares reports, graphs, charts and occasionally provides oral presentations of the results of statistical studies. Researches pertinent literature in a designed project area and analyzes applicability of concepts. May consult with program and administrative staff in the development and completion of projects. May perform specialized statistical analysis involving correlation and regression equations. May supervise clerical personnel engaged in carrying out statistical clerical procedures.

**Minimum Education:** Master's degree in statistics, mathematics, or a behavioral science.

### **Job Title: Subject Matter Specialist I**

**Minimum/General Experience:** Eight years of experience providing records management or litigation support services in specific subject matter areas of expertise.

**Functional Responsibility:** Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

**Minimum Education:** Master's degree. A Bachelor's degree plus 1 year of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

### **Job Title: Subject Matter Specialist II**

**Minimum/General Experience:** Ten years of experience providing records management or litigation support services in specific subject matter areas of expertise.

**Functional Responsibility:** Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

**Minimum Education:** Master's degree. A Bachelor's degree plus 3 years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

### Job Title: Subject Matter Specialist III

**Minimum/General Experience:** Twelve years of experience providing records management or litigation support services in specific subject matter areas of expertise.

**Functional Responsibility:** Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

**Minimum Education:** Master's degree. A Bachelor's degree plus 4 years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

### Job Title: Subject Matter Specialist IV

**Minimum/General Experience:** Fourteen years of experience providing records management or litigation support services in specific subject matter areas of expertise.

**Functional Responsibility:** Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

**Minimum Education:** Master's degree. A Bachelor's degree plus 6 years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

### Job Title: Subject Matter Specialist V

**Minimum/General Experience:** Sixteen years of experience providing records management or litigation support services in specific subject matter areas of expertise. Qualified to serve in court as an expert witness.

**Functional Responsibility:** Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

**Minimum Education:** Master's degree. A Bachelor's degree plus 8 years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

## Job Title: Subject Matter Specialist VI

**Minimum/General Experience:** Twenty years of experience providing records management or litigation support services in specific subject matter areas of expertise. Qualified to serve in court as an expert witness. Recognized in the industry as a leading expert in the field.

**Functional Responsibility:** Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

**Minimum Education:** Master's degree. A Bachelor's degree plus 10 years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

## Job Title: Survey Coordinator I

**Minimum/General Experience:** Three years of experience in survey and data collection activities.

**Functional Responsibility:** Assists statistics, data collection, and research staff in developing and administering surveys, analyzing results, and preparing summaries of findings.

**Minimum Education:** Bachelor's degree. Four years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## Job Title: Survey Coordinator II

**Minimum/General Experience:** Four years of experience in survey and data collection activities.

**Functional Responsibility:** Assists statistics, data collection, and research staff in developing and administering surveys, analyzing results, and preparing summaries of findings.

**Minimum Education:** Bachelor's degree. Five years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## Job Title: Survey Technician

**Minimum/General Experience:** Two years of experience in survey and data collection activities. Experience using spreadsheets and word processing applications required.

**Functional Responsibility:** Assembles and processes survey responses received via telephone, mail, e-mail, and in-person interviews. Scans survey responses for errors, assigning numeric codes to open-ended questions, and entering data into receipt control system/database. Administers surveys to respondents by telephone.

**Minimum Education:** Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## Job Title: Systems Analyst I

**Minimum/General Experience:** Three years of experience in analysis, design, and implementation of medium to large data processing systems, including 1 year of experience in the general functional area addressed by an individual work order and 1 year of experience in the design, installation, modification, and maintenance of databases.

**Functional Responsibility:** Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.

**Minimum Education:** Bachelor's degree; computer science or information management degree preferred. An Associate's degree in a related field and 2 years of additional directly related work experience or an IT-related certificate Program and 2 years of additional directly related work experience may be substituted for the Bachelor's degree.

## Job Title: Systems Analyst II

**Minimum/General Experience:** Five years of experience in analysis, design, and implementation of medium to large data processing systems, including 2 years of experience in the general functional area addressed by an individual work order and 2 years of experience in the design, installation, modification, and maintenance of databases.

**Functional Responsibility:** Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data

capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.

**Minimum Education:** Bachelor's degree; computer science or information management degree preferred. An Associate's degree in a related field and 3 years of additional directly related work experience or an IT-related Certificate Program and 3 years of additional directly related work experience may be substituted for the Bachelor's degree.

### **Job Title: Systems Analyst III**

**Minimum/General Experience:** Seven years of experience in analysis, design, and implementation of medium to large data processing systems, including 3 years of experience in the general functional area addressed by an individual work order and 3 years of experience in the design, installation, modification, and maintenance of databases.

**Functional Responsibility:** Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.

**Minimum Education:** Bachelor's degree; computer science or information management degree preferred. An Associate's degree in a related field and 5 years of additional directly related work experience or an IT-related Certificate Program and 5 years of additional directly related work experience may be substituted for the Bachelor's degree.

### **Job Title: Systems Analyst IV**

**Minimum/General Experience:** Eight years of experience in analysis, design, and implementation of medium to large data processing systems, including 4 years of experience in the general functional area addressed by an individual work order and 4 years of experience in the design, installation, modification, and maintenance of databases.

**Functional Responsibility:** Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze

existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.

**Minimum Education:** Bachelor's degree; computer science or information management degree preferred. An Associate's degree in a related field and 6 years of additional directly related work experience or an IT-related Certificate Program and 6 years of additional directly related work experience may be substituted for the Bachelor's degree.

## Job Title: Systems Engineer

**Minimum/General Experience:** Three years of experience in designing, developing, integrating, and installing complex data processing systems, including full life cycle experience— from concept development through system maintenance. Experience should encompass systems involving the client's core information technologies, which may include large scale database management systems, large scale document processing systems, Internet-related technologies, or specialized processing, communications, or data conversion technology. One year of experience should include system development experience working in a LAN/WAN environment. Familiarity with the functional area the system will support is helpful. Broad knowledge of the Government's information technology environments and standards is required, and experience with specific hardware and software in the client's existing environment is very helpful. Requires excellent written and oral communication skills.

**Functional Responsibility:** Designs, develops, integrates, and implements new system solutions to satisfy client information processing needs. Given a set of functional requirements, identifies and recommends appropriate technology, designs a system to meet the defined needs, develops any necessary interfaces or tools, integrates and installs the system, tests and troubleshoots, and provides user training. Specifies all hardware and software and sets up systems and procedures for ensuring system security and integrity, for performing scheduled back-ups, and for ensuring sound overall system management, including disaster recovery plans. Coordinates with the COTR, Government data processing staff, and internal management in the performance of all functions, reports on progress, and provides system level documentation.

**Minimum Education:** Bachelor's degree. IT-related certification programs or other technical-related training plus 2 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## Job Title: Task Supervisor

**Minimum/General Experience:** Two years of experience supervising records management or litigation support tasks. Demonstrated ability to work independently in a team environment. Excellent writing and oral communication skills. Requires hands-on familiarity with data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications. Should be knowledgeable user of word processing, spreadsheet, imaging and telecommunications systems.

**Functional Responsibility:** Serves as a first line supervisor for records management and/or litigation support tasks such as document acquisition, preparation and duplication, files set up and maintenance, trial-site courtroom or facility support assignments, screening/discovery efforts, etc. Supervises and directs paralegals, data analysts and other support staff to accomplish work.

**Minimum Education:** Bachelor's degree. Two years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## Job Title: Technical Consultant

**Minimum/General Experience:** Five years of experience designing, implementing, and/or troubleshooting applications, making use of the specific software or technology for which consulting services are required. Must have at least 8 years experience in the analysis, design, and implementation of medium to large scale information systems. Depending on the specific assignment, prior experience may include one of the following: (a) five years experience in data modeling, database design, and data administration; (b) five years experience in networking, systems integration, and telecommunications; (c) five years experience in the PC/workstation environment, or in a specific manufacturer's mainframe environment; or (d) five years experience in systems analysis, design, implementation and maintenance in a specified operating system environment. In some cases, three years experience in a specific technology, functional area, or software package may also be required. Supervisory experience of IT projects and personnel and previous experience on other Government contracts is desirable. Requires knowledge of industry standard documentation requirements,

procedures, and structured analytic methods. Outstanding oral and written communications skills are also required.

**Functional Responsibility:** Senior IT professional with outstanding or unique skills and analytic abilities, particularly with respect to specific application software, operating systems, or technologies. Evaluates system requirements and makes recommendations for technical solutions; provides technical management support for a systems project throughout all phases of the life cycle; provides technical advice and guidance to the system's IT team; evaluates programs in terms of efficiency, effectiveness, quality and inter-operability with client systems; evaluates and develops systems software and hardware requirements together with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates cost for implementation. Makes presentations of findings, recommendations, and specifications in formal reports and oral presentations, to a variety of audiences, including non-technical personnel.

**Minimum Education:** Bachelor's degree. IT-related certification programs or other technical-related training plus 2 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## Job Title: Technical Analyst

**Minimum/General Experience:** Six years of experience supporting the development and implementation of systems operations on large, multi-task projects, including the ability to ensure continuous, high-quality performance of integrated systems and technologies.

**Functional Responsibility:** Works with multiple technical teams to perform the following responsibilities: computer systems analysis, software analysis and design, Web development, data modeling, data collection and analysis, database development, and information dissemination. Plans, conducts, and coordinates major complex computer programming applications. Provides analytical support and technical advice during the conceptualization, development, and implementation phases. Prepares cost estimates and detailed schedules for systems projects.

**Minimum Education:** Bachelor's degree in an information technology-related field. An Associate's degree in a related field and 4 years of additional directly related work experience or an IT-related Certificate Program and 4 years of additional directly related work experience may be substituted for the Bachelor's degree.

## Job Title: Technical Team Leader I

**Minimum/General Experience:** One year of experience in records management or litigation support-related work. Demonstrated ability to coordinate numerous complex and time-critical activities simultaneously.

**Functional Responsibility:** Coordinates and supervises a specific task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Responsible for day-to-day coordination and administration of tasks by ensuring that quality and productivity standards are maintained. Prepares work schedules. Supervises work performance of team members and provides training as needed. Assists with writing project plans and reports.

**Minimum Education:** Bachelor's degree. Two years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## Job Title: Technical Team Leader II

**Minimum/General Experience:** Two years of experience in records management or litigation support-related work, including one year of progressively more responsible supervisory experience. Demonstrated ability to supervise numerous complex and time-critical activities simultaneously.

**Functional Responsibility:** Coordinates and supervises a specific task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Responsible for day-to-day coordination and administration of tasks by ensuring that quality and productivity standards are maintained. Prepares work schedules. Supervises work performance of team members and provides training as needed. Assists with writing project plans and reports.

**Minimum Education:** Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

## Job Title: Technical Writer/Editor I

**Minimum/General Experience:** Four years of experience writing and editing publications, including technical documents such as reference manuals or user guides or other documents that contain technical language such as research reports or statistical summaries. Excellent writing skills are critical for this position, as is the ability to analyze, synthesize, and condense text that includes computer and systems terminology and is intended for use by non-technical audiences. Requires experience in using word processing and other office automation tools and hands-on familiarity with the client's information technology and/or publishing environment. For publications printed and distributed by Government

clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

**Functional Responsibility:** Supports the development and production of a variety of documents for clients and their customers. Documents prepared for client use include user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Documents prepared for client customers include research reports, statistical summaries, and other types of publications that contain technical language. May also write and edit material for online access and dissemination via the Internet, which requires special attention toward minimizing the use of technical terminology for ease of understanding by the general public.

**Minimum Education:** Bachelor's degree.

## **Job Title: Technical Writer/Editor II**

**Minimum/General Experience:** Six years of experience writing and editing publications, including technical documents such as reference manuals or user guides or other documents that contain technical language such as research reports or statistical summaries. Excellent writing skills are critical for this position, as is the ability to analyze, synthesize, and condense text that includes computer and systems terminology and is intended for use by non-technical audiences. Requires experience in using word processing and other office automation tools and hands-on familiarity with the client's information technology and/or publishing environment. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

**Functional Responsibility:** Supports the development and production of a variety of documents for clients and their customers. Documents prepared for client use include user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Documents prepared for client customers include research reports, statistical summaries, and other types of publications that contain technical language. May also write and edit material for online access and dissemination via the Internet, which requires special attention toward minimizing the use of technical terminology for ease of understanding by the general public.

**Minimum Education:** Bachelor's degree.

## Job Title: Technical Writer/Editor III

**Minimum/General Experience:** Eight years of experience writing and editing publications, including technical documents such as reference manuals or user guides or other documents that contain technical language such as research reports or statistical summaries. Excellent writing skills are critical for this position, as is the ability to analyze, synthesize, and condense text that includes computer and systems terminology and is intended for use by non-technical audiences. Requires experience in using word processing and other office automation tools and hands-on familiarity with the client's information technology and/or publishing environment. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

**Functional Responsibility:** Supports the development and production of a variety of documents for clients and their customers. Documents prepared for client use include user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Documents prepared for client customers include research reports, statistical summaries, and other types of publications that contain technical language. May also write and edit material for online access and dissemination via the Internet, which requires special attention toward minimizing the use of technical terminology for ease of understanding by the general public.

**Minimum Education:** Bachelor's degree.

## Job Title: Writer/Editor II

**Minimum/General Experience:** Four years of experience writing and editing publications. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that includes survey terminology and is intended for use by non-technical lay audiences. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

**Functional Responsibility:** Supports the development and production of a variety of documents for clients and their customers, including reports, journals, articles, catalogs, brochures, directories, plans, and promotional items. Writes and edits the results of surveys and statistical studies. Prepares minutes of meetings and produces meeting summary reports. Writes and edits material for online access and dissemination via the Internet.

**Minimum Education:** Bachelor's degree.



## Labor Category Rates

Category Title	SIN 501	SIN 504	SIN 506*	SIN 507	SIN 508*	SIN 733-1	SIN 733-2	SIN 733-3	On-Site Rate	Off-Site Rate
Administrative Support I	X	X		X					\$34.04	\$37.13
Administrative Support II	X	X		X		X	X	X	\$39.85	\$43.48
Administrative Support III	X	X		X		X	X	X	\$47.50	\$51.82
Archivist		X		X					\$61.20	\$66.76
Data Collection Specialist	X	X		X					\$65.47	\$71.41
Data Entry Technician I			X		X	X		X	N/A*	\$29.71
Data Entry Technician II			X		X	X		X	N/A	\$33.19
Data Entry Technician III			X		X	X	X	X	N/A	\$37.13
Data Entry Technician IV			X		X	X	X	X	N/A	\$44.19
Database Administrator		X							\$117.83	\$128.55
Document Management Analyst I			X	X	X				N/A	\$37.13
Document Management Analyst II			X	X	X				N/A	\$43.23
Document Management Analyst III			X	X	X				N/A	\$48.68
Document Management Technician I / Stock Clerk			X	X	X	X	X	X	N/A	\$31.20
Document Management Technician II / Shipping Packer and Shipping/Receivin			X	X	X	X	X	X	N/A	\$34.85



Category Title	SIN 501	SIN 504	SIN 506*	SIN 507	SIN 508*	SIN 733-1	SIN 733-2	SIN 733-3	On-Site Rate	Off-Site Rate
g Clerk										
Document Processing Technician I/			X	X	X		X		N/A	\$31.20
Document Processing Technician II			X	X	X	X	X	X	N/A	\$37.13
Document Processing Technician III			X	X	X	X	X	X	N/A	\$43.85
Document Processing Technician IV			X	X	X				N/A	\$48.68
Document Processing Technician V		X		X					\$52.37	\$57.14
General Clerk I/Order Filler		X				X	X	X	\$24.28	\$26.62
General Clerk II/Order Clerk I		X				X	X	X	\$28.60	\$31.20
General Clerk III/Order Clerk II		X				X	X	X	\$34.04	\$37.13
Information Specialist I	X	X							\$46.17	\$50.37
Information Specialist II	X	X							\$52.89	\$57.70
Information Specialist III	X	X							\$61.40	\$66.99
IS/DP Manager			X	X	X				N/A	\$131.12
Librarian I		X		X					\$55.83	\$60.91
Librarian II		X		X					\$61.20	\$66.76
Librarian III		X		X					\$66.85	\$72.93
Library Technician		X		X					\$48.39	\$52.79
Management Analyst I	X			X					\$46.07	\$50.25
Management Analyst II	X			X		X		X	\$64.92	\$70.82
Network			X		X				N/A	\$68.67



Category Title	SIN 501	SIN 504	SIN 506*	SIN 507	SIN 508*	SIN 733-1	SIN 733-2	SIN 733-3	On-Site Rate	Off-Site Rate
Administrator I										
Network Administrator II			X		X				N/A	\$78.96
Network Administrator III			X		X				N/A	\$87.64
Operations Manager I			X	X	X				N/A	\$68.67
Operations Manager II			X	X	X				N/A	\$79.65
Operations Manager III			X	X	X				N/A	\$93.84
Operations Manager IV			X	X	X				N/A	\$110.51
Production Manager			X	X	X					\$78.55
Production Supervisor			X	X	X	X		X	N/A	\$59.96
Programmer I			X		X				N/A	\$65.93
Programmer II			X		X		X	X	N/A	\$75.13
Programmer III			X		X				N/A	\$85.16
Programmer IV			X		X				N/A	\$95.56
Project Director	X	X	X	X	X			X	\$128.32	\$139.98
Project Executive	X	X	X	X	X				\$162.48	\$177.25
Project Manager I	X	X	X	X	X	X		X	\$75.53	\$82.39
Project Manager II	X	X	X	X	X	X	X	X	\$85.34	\$93.11
Project Manager III	X	X	X	X	X				\$93.16	\$101.63
Project Manager IV	X	X	X	X	X			X	\$101.98	\$111.24
Project Supervisor	X		X	X	X	X		X	\$59.19	\$64.56
Records Specialist		X		X					\$36.66	\$40.00
Records Analyst I		X		X					\$38.05	\$41.51
Records Analyst II		X		X					\$48.52	\$52.93
Records Analyst III		X		X					\$59.36	\$64.76



Category Title	SIN 501	SIN 504	SIN 506*	SIN 507	SIN 508*	SIN 733-1	SIN 733-2	SIN 733-3	On-Site Rate	Off-Site Rate
Records Analyst IV		X		X					\$71.83	\$78.36
Research Analyst I			X	X	X				N/A	\$41.50
Research Analyst II			X	X	X				N/A	\$52.93
Research Analyst III			X	X	X				N/A	\$64.76
Research Analyst IV			X	X	X				N/A	\$78.35
Statistician I	X								\$81.94	\$89.38
Statistician II	X								\$90.13	\$98.32
Subject Matter Specialist I	X			X					\$151.14	\$164.88
Subject Matter Specialist II	X			X					\$168.47	\$183.78
Subject Matter Specialist III	X			X					\$188.09	\$205.19
Subject Matter Specialist IV	X	X	X	X	X				\$246.90	\$266.34
Subject Matter Specialist V	X	X	X	X	X				\$267.47	\$291.79
Subject Matter Specialist VI	X	X	X	X	X				\$259.09	\$285.00
Survey Technician	X			X					\$27.49	\$30.00
Systems Analyst I	X	X	X	X	X	X	X	X	\$80.57	\$87.90
Systems Analyst II	X	X	X	X	X	X	X	X	\$89.38	\$97.51
Systems Analyst III	X	X	X	X	X	X	X	X	\$99.75	\$108.81
Systems Analyst IV	X	X	X	X	X				\$110.78	\$120.86
Systems Engineer	X	X	X	X	X				\$113.31	\$123.61
Task Supervisor			X	X	X	X	X	X	N/A	\$50.47
Technical Consultant	X	X		X					\$146.64	\$159.97
Technical Analyst			X	X	X				N/A	\$141.76



Category Title	SIN 501	SIN 504	SIN 506*	SIN 507	SIN 508*	SIN 733-1	SIN 733-2	SIN 733-3	On-Site Rate	Off-Site Rate
Technical Team Leader I	X			X				X	\$65.47	\$71.41
Technical Team Leader II	X			X				X	\$82.93	\$90.46
Technical Writer/Editor I	X	X	X		X				\$43.64	\$47.61
Technical Writer/Editor II	X	X	X		X				\$56.74	\$61.90
Technical Writer/Editor III	X	X	X		X				\$69.83	\$76.18
Writer/Editor II			X		X				N/A	\$80.13

\* N/A= not offered.

## Records Management Services (51-504)

Item #	Description	Unit of Issue	Price
1	COLD Image Conversion	Image	\$ 0.0367
2	Color Scanning	Image	\$ 1.2214
3	Data Entry	1,000 Keystrokes	\$ 5.2401
4	Imaging	Image	\$ 0.3665
5	Indexing	1,000 Keystrokes	\$ 5.2401
6	Mailroom	Hour	\$ 26.8723
7	Magnetic Tape Retrieval	Container	\$ 3.6643
8	Magnetic Tape Storage	Unit/Yr	\$ 134.3611
9	Mastering CD ROM	CD	\$ 152.6830
10	Microfilm Check in & Index	Roll	\$ 0.0978
11	Microfilm Check in & Index	24" Unit	\$ 10.0770
12	Microfilm Traditional 16mm	Frame	\$ 0.1527
13	Microfilm Retrieval 0 Print	Copy	\$ 1.3803
14	Microfilm Retrieval - Lookup	1/4 Hour	\$ 6.7181
15	Microfilm Retrieval Inline	Image	\$ 1.8077
16	Microfilm Storage	Roll/Yr	\$ 0.5130
17	Microfilm Destruction (Landfill)	Roll	\$ 0.1832
18	Microfilm Destruction (Shredding)	Roll	\$ 0.2198
19	Microfiche Destruction	Sheet	\$ 0.0122
20	Microfiche Storage	24" Unit/Yr	\$ 42.3237
21	Microfiche Storage	48" Unit/Yr	\$ 70.5395
22	Paper Destruction	1.2 cu ft Box	\$ 6.6692
23	Paper Destruction	2 cu ft box	\$ 13.3506
24	Paper Retrieval	Retrieval	\$ 3.9698
25	Paper Storage	Cubit ft/yr	\$ 5.6431
26	Scanning	Image	\$ 0.3665
27	Stored Image and Retrieval	Image	\$ 0.0733
28	Silver Dupe 16mm x 100	Foot	\$ 0.1832
29	Silver Dupe 35mm x 100	Roll	\$ 30.5366
30	Microfiche Dupe	Each	\$ 0.4885
31	Diazo Dupe 16mm x 100	Roll	\$ 12.8254
32	Microfiche to Image	Image	\$ 0.2193

### Assumptions

Other Direct Costs (ODCs) that may incur additional charges:

- Mail Transportation
- Unusual Mail preparations
- Mail Processing Manual Creation
- Short term storage
- Postage fees

## Definitions of Services

Item #	Service	Description
1	COLD Image Conversion	Print Image files written to CD
2	Color Scanning	Letter sized pages scanned as a color image
3	Data Entry	Price is per 1,000 output keystrokes. Price quoted to the requesting agency will be stated in terms of a per document price, based on the keystroke pricing contained herein. Price guarantees 99.5% field accuracy and 72 hour turnaround.
4	Imaging	Price stated is per image, i.e. a document requiring imaging of both front and back will count as two images. Images will be created in TIFF Group IV Format
5	Indexing	Price is per 1,000 output keystrokes. Price quoted to the requesting agency will be stated in terms of a per document price, based on the keystroke pricing contained herein. Price guarantees 99.5% field accuracy and 72 hour turnaround.
6	Mailroom	Price includes receiving the documents in Lockheed Martin's mailroom and performing all functions required to ready the documents for scanning.
7	Magnetic Tape Retrieval	The pulling of a stored magnetic media from it storage location and returned to the customer.
8	Magnetic Tape Storage	The storage of magnetic media in Lockheed Martin's archival storage facilities.
9	Mastering CD ROM	The creation of a CD ROM from COLD Images.
10	Microfilm Check in & Index	Used when storage of microfilm is moved from the current site to a Lockheed Martin site.
11	Microfilm Check in & Index	Used when storage of microfilm is moved from the current site to a Lockheed Martin site.
12	Microfilm Traditional 16mm	Microfilm will be created utilizing a reduction ration of 40:1.
13	Microfilm Retrieval - Print	Price includes retrieving the roll of microfilm and providing one print of the image retrieved
14	Microfilm Retrieval - Lookup	Price includes retrieving the roll of microfilm and providing one print of the image requested
15	Microfilm Retrieval Inline	Price includes retrieving the roll of microfilm and providing one print of the image requested. Retrieval requests will be for sequential frames and will not require switching between rolls of film.
16	Microfilm Storage	The storage of 16mm rolls of microfilm media in Lockheed Martin archival storage facilities.
17	Microfilm Destruction (Landfill)	The certified destruction of microfilm media.
18	Microfilm Destruction (Shredding)	The certified destruction of microfilm media.
19	Microfiche Destruction	The certified destruction of microfiche media.
20	Microfiche Storage	The storage of microfiche media in Lockheed Martin archival storage facilities.
21	Microfiche Storage	The storage of microfiche media in Lockheed Martin archival storage facilities.

Item #	Service	Description
22	Paper Destruction	Price stated is based on method determined at LM discretion. LM will ensure that the contents of the pages will be destroyed in a manner that protects the confidentiality of the data.
23	Paper Destruction	Price stated is based on method determined at LM discretion. LM will ensure that the contents of the pages will be destroyed in a manner that protects the confidentiality of the data.
24	Paper Retrieval	The pulling of paper documents per a retrieval request from a customer.
25	Paper Storage	The storage of paper media in a LM archival facility
26	Scanning	Price stated is per image, i.e. a document requiring imaging of both front and back will count as two images. Images will be created in TIFF Group IV Format
27	Stored Image and Retrieval	Utilizing LM custom developed SIR system. Provides on-line retrieval of images via Internet browser.
28	Silver Dupe 16mm x 100	Minimum 100 feet
29	Silver Dupe 35mm x 100	Duplicate roll of 35mm film
30	Microfiche Dupe	Duplicate microfiche
31	Diazo Dupe 16mm x 100	Duplicate roll of 16mm film
32	Microfiche to Image	Creation of Digital image from existing microfiche images

## 51-506 Document Conversion Services (DCS)

Geographical Service Location: Services offered are to be performed at our Production facility in the Rockville, MD area.

Item	Unit of Issue	Government Price
Scan to Digital Image from Paper at LM Aspen's Imaging Center	page	\$0.27
Scan to Digital Image from Microfilm at LM Aspen's Imaging Center	page	\$0.15
Generate Blowback from Digital Image - Whole Media at LM Aspen's Imaging Center	page	\$0.13
OCR to ASCII Text - Machine Only - from Digital Image at LM Aspen's Imaging Center	page	\$0.32
OCR to ASCII Text - Machine Only - from Microfilm at LM Aspen's Imaging Center	page	\$0.30
Scan to Image & OCR to text - Machine Only - from Paper at LM Aspen's Imaging Center	page	\$0.36
Scan to Image & PDF Unedited - Image Only/Image plus Hidden Text - at LM Aspen's Imaging Center	page	\$0.40
PDF from Digital Image - Unedited - Image Only/Image plus Hidden Text	page	\$0.30
Level I Coding at LM Aspen's Imaging Center	per page	\$1.25
Level II Coding at LM Aspen's Imaging Center	per page	\$1.75
Photocopying - Regular	page	\$0.19
Photocopying - Accelerated	page	\$0.26

## 51-508 Litigation Support Services (LSS)

Geographical Service Location: Services offered are to be performed at our Production facility in the Rockville, MD area.

Item	Unit of Issue	Government Price
Scan to Digital Image from Paper at LM Aspen's Imaging Center	page	\$0.27
Scan to Digital Image from Microfilm at LM Aspen's Imaging Center	page	\$0.15
Generate Blowback from Digital Image - Whole Media at LM Aspen's Imaging Center	page	\$0.13
OCR to ASCII Text - Machine Only - from Digital Image at LM Aspen's Imaging Center	page	\$0.32
OCR to ASCII Text - Machine Only - from Microfilm at LM Aspen's Imaging Center	page	\$0.30
Scan to Image & OCR to text - Machine Only - from Paper at LM Aspen's Imaging Center	page	\$0.36
Scan to Image & PDF Unedited - Image Only/Image plus Hidden Text - at LM Aspen's Imaging Center	page	\$0.40
PDF from Digital Image - Unedited - Image Only/Image plus Hidden Text	page	\$0.30
Level I Coding at LM Aspen's Imaging Center	per page	\$1.25
Level II Coding at LM Aspen's Imaging Center	per page	\$1.75
Photocopying - Regular	page	\$0.19
Photocopying - Accelerated	page	\$0.26

## Document Conversion Services (51-506)

Item #	Description	Unit of Issue	Price
1	COLD Image Conversion	Image	\$ 0.0367
2	Color Scanning	Image	\$ 1.2214
3	Data Entry	1,000 Keystrokes	\$ 5.2401
4	Imaging	Image	\$ 0.3665
5	Indexing	1,000 Keystrokes	\$ 5.2401
6	Mailroom	Hour	\$ 26.8723
7	Magnetic Tape Retrieval	Container	\$ 3.6643
8	Magnetic Tape Storage	Unit/Yr	\$ 134.3611
9	Mastering CD ROM	CD	\$ 152.6830

Item #	Description	Unit of Issue	Price
10	Microfilm Check in & Index	Roll	\$ 0.0978
11	Microfilm Check in & Index	24" Unit	\$ 10.0770
12	Microfilm Traditional 16mm	Frame	\$ 0.1527
13	Microfilm Retrieval 0 Print	Copy	\$ 1.3803
14	Microfilm Retrieval – Lookup	¼ Hour	\$ 6.7181
15	Microfilm Retrieval Inline	Image	\$ 1.8077
16	Microfilm Storage	Roll/Yr	\$ 0.5130
17	Microfilm Destruction (Landfill)	Roll	\$ 0.1832
18	Microfilm Destruction (Shredding)	Roll	\$ 0.2198
19	Microfiche Destruction	Sheet	\$ 0.0122
20	Microfiche Storage	24" Unit/Yr	\$ 42.3237
21	Microfiche Storage	48" Unit/Yr	\$ 70.5395
22	Paper Destruction	1.2 cu ft Box	\$ 6.6692
23	Paper Destruction	2 cu ft box	\$ 13.3506
24	Paper Retrieval	Retrieval	\$ 3.9698
25	Paper Storage	Cubit ft/yr	\$ 5.6431
26	Scanning	Image	\$ 0.3665
27	Stored Image and Retrieval	Image	\$ 0.0733
28	Silver Dupe 16mm x 100	Foot	\$ 0.1832
29	Silver Dupe 35mm x 100	Roll	\$ 30.5366
30	Microfiche Dupe	Each	\$ 0.4885
31	Diazo Dupe 16mm x 100	Roll	\$ 12.8254
32	Microfiche to Image	Image	\$ 0.2193

## Definitions of Services

Item #	Service	Description
1	COLD Image Conversion	Print Image files written to CD
2	Color Scanning	Letter sized pages scanned as a color image

Item #	Service	Description
3	Data Entry	Price is per 1,000 output keystrokes. Price quoted to the requesting agency will be stated in terms of a per document price, based on the keystroke pricing contained herein. Price guarantees 99.5% field accuracy and 72 hour turnaround.
4	Imaging	Price stated is per image, i.e. a document requiring imaging of both front and back will count as two images. Images will be created in TIFF Group IV Format
5	Indexing	Price is per 1,000 output keystrokes. Price quoted to the requesting agency will be stated in terms of a per document price, based on the keystroke pricing contained herein. Price guarantees 99.5% field accuracy and 72 hour turnaround.
6	Mailroom	Price includes receiving the documents in Lockheed Martin's mailroom and performing all functions required to ready the documents for scanning.
7	Magnetic Tape Retrieval	The pulling of a stored magnetic media from it storage location and returned to the customer.
8	Magnetic Tape Storage	The storage of magnetic media in Lockheed Martin's archival storage facilities.
9	Mastering CD ROM	The creation of a CD ROM from COLD Images.
10	Microfilm Check in & Index	Used when storage of microfilm is moved from the current site to a Lockheed Martin site.
11	Microfilm Check In & Index	Used when storage of microfilm is moved from the current site to a Lockheed Martin site.
12	Microfilm Traditional 16mm	Microfilm will be created utilizing a reduction ration of 40:1.
13	Microfilm Retrieval - Print	Price includes retrieving the roll of microfilm and providing one print of the image retrieved
14	Microfilm Retrieval - Lookup	Price includes retrieving the roll of microfilm and providing one print of the image requested
15	Microfilm Retrieval Inline	Price includes retrieving the roll of microfilm and providing one print of the image requested. Retrieval requests will be for sequential frames and will not require switching between rolls of film.
16	Microfilm Storage	The storage of 16mm rolls of microfilm media in Lockheed Martin archival storage facilities.
17	Microfilm Destruction (Landfill)	The certified destruction of microfilm media.
18	Microfilm Destruction (Shredding)	The certified destruction of microfilm media.
19	Microfiche Destruction	The certified destruction of microfiche media.

Item #	Service	Description
20	Microfiche Storage	The storage of microfiche media in Lockheed Martin archival storage facilities.
21	Microfiche Storage	The storage of microfiche media in Lockheed Martin archival storage facilities.
22	Paper Destruction	Price stated is based on method determined at LM discretion. LM will ensure that the contents of the pages will be destroyed in a manner that protects the confidentiality of the data.
23	Paper Destruction	Price stated is based on method determined at LM discretion. LM will ensure that the contents of the pages will be destroyed in a manner that protects the confidentiality of the data.
24	Paper Retrieval	The pulling of paper documents per a retrieval request from a customer.
25	Paper Storage	The storage of paper media in a LM archival facility
26	Scanning	Price stated is per image, i.e. a document requiring imaging of both front and back will count as two images. Images will be created in TIFF Group IV Format
27	Stored Image and Retrieval	Utilizing LM custom developed SIR system. Provides on-line retrieval of images via Internet browser.
28	Silver Dupe 16mm x 100	Minimum 100 feet
29	Silver Dupe 35mm x 100	Duplicate roll of 35mm film
30	Microfiche Dupe	Duplicate microfiche
31	Diazo Dupe 16mm x 100	Duplicate roll of 16mm film
32	Microfiche to Image	Creation of Digital image from existing microfiche images

## Destruction Services (51-507) Rates

Item #	Description	Unit of Issue	Rate
1	Microfilm Destruction (Landfill)	Roll	0.1839
2	Microfilm Destruction (Shredding)	Roll	0.2207
3	Microfiche Destruction	Sheet	0.0123
4	Paper Destruction	1.2 cu Ft. box	6.6746
5	Paper Destruction	2 cu ft box	13.4014
6	Paper Retrieval	Retrieval	3.9849
7	Paper Storage	Cubib ft/yr	5.6646



## **Destruction Services (51-507) Definitions**

<b>Item #</b>	<b>Services</b>	<b>Description</b>
1	Microfilm Destruction (Landfill)	The certified destruction of microfiche media
2	Microfilm Destruction (Shredding)	The certified destruction of microfiche media
3	Microfiche Destruction	The certified destruction of microfiche media
4	Paper Destruction	Price stated is based on method determined at LM's discretion. LM will ensure that the contents of the pages will be destroyed in a manner that protects the confidentiality of the data.
5	Paper Destruction	Price stated is based on method determined at LM's discretion. LM will ensure that the contents of the pages will be destroyed in a manner that protects the confidentiality of the data.
6	Paper Retrieval	The pulling of paper documents per a retrieval request from a customer
7	Paper Storage	Storage of paper media in LM's archival facilities