



Federal Supply Service
Authorized Federal Supply Schedule Price List

PAE LABAT-ANDERSON INCORPORATED

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Federal Supply Schedule 036
Schedule for – Office, Imaging and Document Solutions
Contract Number: GS-25F-0028L
Contract Period: June 4, 2001 through June 3, 2021
System for Award Management: Valid Registration
Business Size: Large

Current as of Modification PA-0056 effective June 2, 2016

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: www.GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on FSS Schedules button at www.fss.gsa.gov.

INFORMATION FOR ORDERING OFFICES

1a. Table of Awarded Special Item Numbers (SINs)

- **51-501** Needs Assessment and Analysis Services (NAAS)
- **51-501RC** Needs Assessment and Analysis Services (NAAS)
- **51-504** Records Management Services (RMS)
- **51-504RC** Records Management Services (RMS)
- **51-505** Document Production On-site and Off-site Services
- **51-505RC** Document Production On-site and Off-site Services
- **51-506** Document Conversion Services (DCS)
- **51-506RC** Document Conversion Services (DCS)
- **51-508** Litigation Support Services (LSS)
- **51-508RC** Litigation Support Services (LSS)

1b. Lowest priced model number:

- **51-501** - \$33.19 per hr.
- **51-504** - \$25.68 per hr.
- **51-505** - \$0.012 per image
- **51-506** - \$27.00 per hr.
- **51-508** - \$27.02 per hr.

1c. Hourly Rates:

See Price List (Page 32)

2. Maximum Order:

\$1,000,000.00

3. Minimum Order:

\$100.00

4. Geographic Coverage: (Delivery Area):

All U.S. Territories/Commonwealths

5. Point of Production:

Same as Contractor

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

Rates proposed are based on PAE LABAT's commercial pricing. Government Net Prices (discounts already deducted).

7. Quantity Discounts:

In addition to discounts shown in the pricing tables, PAE LABAT will offer discounts on a Task order basis. Discounts will be offered for such considerations as: (1) Size of effort, (2) Duration of effort, and (3) Dollar volume (4) geographic location. SINs can be combined to take discounts into consideration. PAE LABAT will consider discounts based on

specific customer requirements expressed in individual tasks. As an example, we will consider additional discounts for significant volumes of work performed at customer work sites where customers provide the facilities and equipment needed to support the task as well as discounts from unit service rates where customers guarantee significant volumes of work.

8. Prompt Payment Terms:

Net 30 days

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

Yes

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

Contact Contractor

10. Foreign Items: None

11a. Time of Delivery (Contractor insert number of days)

Delivery will be within the number of business days after receipt of order as specified in the individual task order. All days quoted are business days, not calendar days.

11b. Expedited Delivery:

Contact Contractor

11c. Overnight and 2-day delivery:

Contact Contractor

11d. Urgent Requirements:

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephone replies shall be confirmed by the contractor in writing). If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

Destination

13a. Ordering Address:

PAE LABAT-ANDERSON INCORPORATED

8000 Westpark Drive

Suite 400

McLean, VA 22102

(724) 264-4473

Fax 703-245-6095

13b. Ordering Procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address:

PAE

901 Lincoln Drive West, Suite 200

Marlton, NJ 08053

15. Warranty Provision:

Contractor's Standard Commercial Warranty

16. Export Packing charges:

Not Applicable

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

Contact Contractor

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

Not Applicable

19. Terms and conditions of installation:

Not Applicable

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

Not Applicable

20a. Terms and conditions for any other services:

The contractor may only use one of the following to ensure full protection of Personally Identifiable Identification (PII):

- a) Networks that are air-gapped from any other network including the Internet, remote access, or wireless access.
- b) Government defined systems for work which involves the receipt, storage, or transmission of PII
- c) Networks or systems that are under an ATO issued subsequent to the date of this modification.

21. List of service and distribution points:

Not applicable

22. List of participating dealers:

Not Applicable

23. Preventive maintenance:

Not Applicable

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

Not Applicable

24b. Section 508 compliance for electronic and information technology (EIT):

Not Applicable

25. DUNS Number: 038997573

26. System for Award Management:

PAE LABAT-ANDERSON INCORPORATED is registered in the SAM Database.

Position	Description
Administrative Assistant	<p>(a) Responsibilities/Duties. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties.</p> <p>(b) Qualifications. Requires knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.</p>
Analyst I	<p>(a) Responsibilities/Duties. Assists in analysis for management, organizational and business improvement services including, but not limited to, compiling and analyzing strategic goals; applying methodology, models, and tools; identifying candidate best practices models; and using performance measures, benchmarking, and management standards to support assessments, program audits, and management and policy development.</p> <p>(b) Qualifications. Requires a Bachelor's degree or equivalent and zero to one year of experience.</p>
Analyst II	<p>(a) Responsibilities/Duties. Provides analysis for management, organizational and business improvement services including, but not limited to, compiling and analyzing strategic goals; applying methodology, models, and tools; identifying candidate best practices models; and using performance measures, benchmarking, and management standards to support assessments, program audits, and management and policy development.</p> <p>(b) Qualifications. Requires a Bachelor's degree or equivalent and three years of experience.</p>
Analyst III	<p>(a) Responsibilities/Duties. Provides analysis for management, organizational and business improvement services including, but not limited to, analyzing strategic goals; applying and selecting methodology, models, and tools; formulating best practices models; and establishing performance measures, benchmarking, and management standards for use in assessments, program audits, and management and policy development.</p> <p>(b) Qualifications. Requires a Bachelor's degree or equivalent and five years of experience in progressively complex activities.</p>
Analyst IV	<p>(a) Responsibilities/Duties. Provides senior analytical support for management, organizational and business improvement services including, but not limited to, analyzing strategic goals; selecting methodology, models, and tools; formulating best practices models; and establishing performance measures, benchmarking, and management standards for use in assessments, program audits, and management and policy development.</p> <p>(b) Qualifications. Requires a Master's degree or equivalent and seven years of experience in progressively complex activities.</p>
Analyst V	<p>(a) Responsibilities/Duties. Provides lead technical analytical leadership for management, organizational, and business improvement services including, but not limited to, analyzing strategic goals; selecting methodology, models, and tools; formulating best practices models; and establishing performance measures, benchmarking, and management standards for use in assessments, program audits, and management and policy development.</p> <p>(b) Qualifications. Requires a Master's degree or equivalent and nine years of experience in progressively complex activities.</p>
Clerical	<p>(a) Responsibilities/Duties. Performs routine support tasks including coding and filing documents, posting data to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs.</p> <p>(b) Qualifications. High school diploma or equivalent and one year experience in office environment.</p>

Copy Clerk	<p>(a) Responsibilities/Duties. Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. Performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.</p> <p>(b) Qualifications. High school diploma or equivalent and one year experience in copy center.</p>
Courier	<p>(a) Responsibilities/Duties. Delivers messages, documents, packages and mail governmental agencies including the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment.</p> <p>(b) Qualifications. Requires High School diploma or equivalent and one year of related experience.</p>
Data & Document Conversion Specialist III	<p>(a) Responsibilities/Duties. This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources.</p> <p>(b) Qualifications. Two years experience in data entry and verification via various input devices. If assigned task or functional lead position, twelve months of experience supervising data entry personnel is required. Must be a high school graduate.</p>
Data Entry Specialist	<p>(a) Responsibilities/Duties. This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.</p> <p>(b) Qualifications. One year of data entry and verification experience utilizing various input devices. Must be a high school graduate</p>
Data Entry Technician	<p>(a) Responsibilities/Duties. Enters data into variety of computer systems. Enters data in prescribed format for subsequent processing. Reviews error messages and makes corrections during data entry. Maintains operating records. Logs and controls documents.</p> <p>(b) Qualifications. One to two years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in a litigation support environment preferred. Must have high school diploma or GED certificate. Requires ability to operate a variety of office automation equipment and personal computers. Ability to work independently and pay attention to detail.</p>
Data Recovery Specialist I	<p>a) Responsibilities/Duties. The Data Recovery Specialist extracts data from forensic images of hard drives that have been collected, imaged or "harvested" by a Forensic Investigator. This position assists in an investigation/ production/ discovery. The Data Recovery Specialist keeps meticulous records and maintains a defensible chain of custody. The Data Recovery Specialist reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Data Recovery Specialist tests different methods of processing and displaying the documents and files.</p> <p>(b) Qualifications. A + Certification. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents.</p>

Data Recovery
Specialist II

a) Responsibilities/Duties. The Data Recovery Specialist II extracts data from forensic images of hard drives that have been collected, imaged or “harvested” by a Forensic Investigator. This position assists in an investigation/ production/ discovery. The Data Recovery Specialist keeps meticulous records and maintains a defensible chain of custody. The Data Recovery Specialist reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Data Recovery Specialist tests different methods of processing and displaying the documents and files. The Data Recovery Specialist II is knowledgeable of at least one operating system platform.

(b) Qualifications. A + Certification. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Has assisted on at least five investigation/ production/ discovery efforts.

Data Recovery
Specialist III

a) Responsibilities/Duties. The Data Recovery Specialist III extracts data from forensic images of hard drives that have been collected, imaged or “harvested” by a Forensic Investigator. This position assists in an investigation/ production/ discovery. The Data Recovery Specialist keeps meticulous records and maintains a defensible chain of custody. The Data Recovery Specialist reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Data Recovery Specialist tests different methods of processing and displaying the documents and files. The Data Recovery Specialist II is knowledgeable of at least two operating system platform.

(b) Qualifications. A + Certification. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Has assisted on at least ten investigation/ production/ discovery efforts.

Data Recovery
Specialist IV

a) Responsibilities/Duties. The Data Recovery Specialist IV extracts data from forensic images of hard drives that have been collected, imaged or “harvested” by a Forensic Investigator. This position assists in an investigation/ production/ discovery. The Data Recovery Specialist keeps meticulous records and maintains a defensible chain of custody. The Data Recovery Specialist reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Data Recovery Specialist tests different methods of processing and displaying the documents and files. The Data Recovery Specialist II is knowledgeable of at least 1 operating system platform.

(b) Qualifications. A + Certification. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Has assisted on at least fifteen investigation/ production/ discovery efforts.

Data Recovery
Specialist V

a) Responsibilities/Duties. The Data Recovery Specialist V extracts data from forensic images of hard drives that have been collected, imaged or “harvested” by a Forensic Investigator. This position assists in an investigation/ production/ discovery. The Data Recovery Specialist keeps meticulous records and maintains a defensible chain of custody. The Data Recovery Specialist reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Data Recovery Specialist tests different methods of processing and displaying the documents and files. The Data Recovery Specialist II is knowledgeable of at least three operating system platform.

(b) Qualifications. A + Certification. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Has assisted on at least twenty investigation/ production/ discovery efforts.

Deputy Center Manager	<p>(a) Responsibilities/Duties. Plans and supervises tasks within related technical services projects, including all phases of projects. Responsible for the administrative and technical direction of project(s) management and /or personnel. Organizes, directs, and manages task order service delivery within a reasonable span of control, time frame, and budget constraints. Schedules, assigns duties, and reviews work of project personnel.</p> <p>(b) Qualifications. Seven years of progressive technical related experience. Two years in managing projects, including technical projects or computer operations. Must have a Bachelors Degree or equivalent</p>
Digital Image Processor	<p>(a) Responsibilities/Duties. Operates equipment to perform efficient storage and retrieval of records, documents, and drawings by means of imaging process. Prepare internal and external documents for scanning including fastener removal, repair of damage, and legibility enhancement. Determine appropriate scanner and scanner settings based on document type, planned processing, and document characteristics. Store image and text files within Document Management System file structure and create/update properties to provide retrieval. Helps to set up indexes and print services and maintains accurate catalogs of materials. Prepare materials for filming; organize; pull staples, paper clips, etc. Film and edit all information. Retrieve information as requested. Maintain card file and storage of films.</p> <p>(b) Qualifications. Requires high school diploma or equivalent, and one to two years of related experience.</p>
Document Coder	<p>(a) Responsibilities/Duties. Enters document data from various standardized source documents that either have been coded or that require the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources.</p> <p>(b) Qualifications. Requires high school diploma and prior experience with computer database software.</p>
Document Management Analyst	<p>(a) Responsibilities/Duties. File and retrieve documents/forms within a standardized system that allows for the efficient storage of and accessibility to large volume. This involves categorizing documents/forms and storing them in alphabetical or numerical sequence or a combination of the two. Respond to requests for documents/forms by locating and retrieving the item, sending or delivering it to the requester, and documenting the transaction.</p> <p>(b) Qualifications. Requires high school diploma or equivalent, and three to four years of related experience.</p>
Document Management Technician	<p>(a) Responsibilities/Duties. File and retrieve documents/forms within a standardized system that allows for the efficient storage of and accessibility to large volume. This involves categorizing documents/forms and storing them in alphabetical or numerical sequence or a combination of the two. Respond to requests for documents/forms by locating and retrieving the item, sending or delivering it to the requester, and documenting the transaction.</p> <p>(b) Qualifications. Requires high school diploma or equivalent, and one to two years of related experience.</p>
Driver/Messenger	<p>(a) Responsibilities/Duties. Drives automobile or light truck to deliver messages, documents, packages and mail to governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.</p> <p>(b) Qualifications. Requires high school diploma or equivalent, one year of related experience, and valid driver's license.</p>
Expert Witness I	<p>a) Responsibilities/Duties. The Expert Witness I prepares declarations, reports and any other work that implies opinion for potential use at trial.</p> <p>(b) Qualifications. A + Certification. Certification(s) in tools of the forensics trade (such as EnCase and FTK) are desirable. Thorough knowledge of forensics practices and procedures Knowledge of Federal Rules of Evidence, and state-of –the-practice document production procedures. Five years experience in forensics activities</p>

Expert Witness II	<p>(a) Responsibilities/Duties. The Expert Witness II analyzes the deliverables, testimony, and opinion of other Expert Witnesses, and prepares documentation to defend or refute that opinion.</p> <p>(b) Qualifications. A + Certification. Certification(s) in tools of the forensics trade (such as EnCase and FTK) are desirable. Thorough knowledge of forensics practices and procedures Knowledge of Federal Rules of Evidence, and state-of –the-practice document production procedures. Five years experience in forensics activities.</p>
Expert Witness III	<p>(a) Responsibilities/Duties. The Expert Witness III testifies in court in support of practices, procedures and opinions.</p> <p>(b) Qualifications. A + Certification. Certification(s) in tools of the forensics trade (such as EnCase and FTK) are desirable. Thorough knowledge of forensics practices and procedures Knowledge of Federal Rules of Evidence, and state-of –the-practice document production procedures. Five years experience in forensics activities.</p>
File Clerk	<p>(a) Responsibilities/Duties. Under the supervision of records manager, performs routine record center support functions such as pulling files, creating folders, labeling, re-filing documents and shelving; packing boxes and preparing them for shipment; bates stamping; ordering supplies; retrieving case materials; completing log sheets; answering phones; logging messages; faxing information, etc. Prepares documents for storage or for further data processing (i.e., imaging, microfilming). Assembles/disassembles documents as required, taking care to ensure that original documents are reassembled exactly to their original state. Maintains inventory/control records. Performs simple typing assignments using word processing equipment and manual typewriters.</p> <p>(b) Qualifications. At least two years records/information services work experience. Type 35 words per minute. Word and data processing skills preferred, High school diploma or equivalent required.</p>
File/Mail Clerk II	<p>(a) Responsibilities/Duties. Under the supervision of records manager, performs routine record center support functions such as pulling files, creating folders, labeling, re-filing documents and shelving; packing boxes and preparing them for shipment; bates stamping; ordering supplies; retrieving case materials; completing log sheets; answering phones; logging messages; faxing information, etc. Prepares documents for storage or for further data processing (i.e., imaging, microfilming). Assembles/disassembles documents as required, taking care to ensure that original documents are reassembled exactly to their original state. Maintains inventory/control records. Performs simple typing assignments using word processing equipment and manual typewriters.</p> <p>(b) Qualifications. At least two years records/information services work experience. Type 35 words per minute. Word and data processing skills preferred, High school diploma or equivalent required.</p>
Forensic Analyst I	<p>(a) Responsibilities/Duties. The Forensic Analyst I can perform the duties of the Data Recovery Specialist and the Forensic Investigator. This senior-level also analyzes metadata and is able to create timelines from the metadata. This position can assist in an investigation/ production/ discovery, though is more frequently used in coordinating and managing multiple cases/investigations/warrant executions. The Forensic Analyst keeps meticulous records and maintains a defensible chain of custody. The Forensic Analyst reviews and analyzes both data and metadata on imaged copies of hard drives in order to support their client's case. Is progressing toward certification as an Expert Witness.</p> <p>(b) Qualifications. A+ Certification. Certification(s) in tools of the forensics trade (such as EnCase and FTK) are desirable. Knowledge of Federal Rules of Evidence, and state-of –the-practice document production procedures Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Five years experience in forensics activities. Has coordinated/managed at least ten investigation/ production/ discovery efforts.</p>

Forensic Analyst II

(a) Responsibilities/Duties. The Forensic Analyst I can perform the duties of the Data Recovery Specialist and the Forensic Investigator. This senior-level also analyzes metadata and is able to create timelines from the metadata. This position can assist in an investigation/ production/ discovery, though is more frequently used in coordinating and managing multiple cases/investigations/warrant executions. The Forensic Analyst keeps meticulous records and maintains a defensible chain of custody. The Forensic Analyst reviews and analyzes both data and metadata on imaged copies of hard drives in order to support their client's case. Is progressing toward certification as an Expert Witness.

(b) Qualifications. A+ Certification. Certification(s) in tools of the forensics trade (such as EnCase and FTK) are desirable. Knowledge of Federal Rules of Evidence, and state-of-the-practice document production procedures Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Five years experience in forensics activities. Has coordinated/managed at least fifteen investigation/ production/ discovery efforts.

Forensic Analyst III

(a) Responsibilities/Duties. The Forensic Analyst I can perform the duties of the Data Recovery Specialist and the Forensic Investigator. This senior-level also analyzes metadata and is able to create timelines from the metadata. This position can assist in an investigation/ production/ discovery, though is more frequently used in coordinating and managing multiple cases/investigations/warrant executions. The Forensic Analyst keeps meticulous records and maintains a defensible chain of custody. The Forensic Analyst reviews and analyzes both data and metadata on imaged copies of hard drives in order to support their client's case. Is progressing toward certification as an Expert Witness.

(b) Qualifications. A+ Certification. Certification(s) in tools of the forensics trade (such as EnCase and FTK) are desirable. Knowledge of Federal Rules of Evidence, and state-of-the-practice document production procedures Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Five years experience in forensics activities. Has coordinated/managed at least twenty investigation/ production/ discovery efforts.

Forensic Analyst IV

(a) Responsibilities/Duties. The Forensic Analyst I can perform the duties of the Data Recovery Specialist and the Forensic Investigator. This senior-level also analyzes metadata and is able to create timelines from the metadata. This position can assist in an investigation/ production/ discovery, though is more frequently used in coordinating and managing multiple cases/investigations/warrant executions. The Forensic Analyst keeps meticulous records and maintains a defensible chain of custody. The Forensic Analyst reviews and analyzes both data and metadata on imaged copies of hard drives in order to support their client's case. Is progressing toward certification as an Expert Witness.

(b) Qualifications. A+ Certification. Certification(s) in tools of the forensics trade (such as EnCase and FTK) are desirable. Knowledge of Federal Rules of Evidence, and state-of-the-practice document production procedures Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Five years experience in forensics activities. Has coordinated/managed at least thirty investigation/ production/ discovery efforts.

Forensic Analyst V

(a) Responsibilities/Duties. The Forensic Analyst I can perform the duties of the Data Recovery Specialist and the Forensic Investigator. This senior-level also analyzes metadata and is able to create timelines from the metadata. This position can assist in an investigation/ production/ discovery, though is more frequently used in coordinating and managing multiple cases/investigations/warrant executions. The Forensic Analyst keeps meticulous records and maintains a defensible chain of custody. The Forensic Analyst reviews and analyzes both data and metadata on imaged copies of hard drives in order to support their client's case. Is progressing toward certification as an Expert Witness.

(b) Qualifications. A+ Certification. Certification(s) in tools of the forensics trade (such as EnCase and FTK) are desirable. Knowledge of Federal Rules of Evidence, and state-of-the-practice document production procedures Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Five years experience in forensics activities. Has coordinated/managed at least fifty investigation/ production/ discovery efforts.

Forensic Investigator I

a) Responsibilities/Duties. The Forensic Investigator can perform all the duties of the Data Recovery Specialist, to include imaging of hard drives. In addition, the Forensic Investigator is familiar with the Federal Rules of Evidence, and maintains a defensible chain of custody. The Forensic Investigator oversees the work of the Data Recovery Specialist, and reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Forensics Investigator tests different methods of processing and displaying the documents and files. The Forensic Investigator conducts investigations, and must be able to qualify as an Expert Witness.

(b) Qualifications. A + Certification required. Certification in one or more of the forensics tools is highly desirable. Experience can be substituted for Certifications. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Proficient in at least one OS platform. One year of field experience imaging hard drives. Experience on ten or more investigations.

Forensic Investigator II

a) Responsibilities/Duties. The Forensic Investigator II can perform all the duties of the Data Recovery Specialist, to include imaging of hard drives. In addition, the Forensic Investigator is familiar with the Federal Rules of Evidence, and maintains a defensible chain of custody. The Forensic Investigator oversees the work of the Data Recovery Specialist, and reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Forensics Investigator tests different methods of processing and displaying the documents and files. The Forensic Investigator conducts investigations, and must be able to qualify as an Expert Witness.

(b) Qualifications. A + Certification required. Certification in one or more of the forensics tools is highly desirable. Experience can be substituted for Certifications. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Proficient in at least one OS platform. One year of field experience imaging hard drives. Experience on twenty or more investigations.

Forensic Investigator III

a) Responsibilities/Duties. The Forensic Investigator III can perform all the duties of the Data Recovery Specialist, to include imaging of hard drives. In addition, the Forensic Investigator is familiar with the Federal Rules of Evidence, and maintains a defensible chain of custody. The Forensic Investigator oversees the work of the Data Recovery Specialist, and reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Forensics Investigator tests different methods of processing and displaying the documents and files. The Forensic Investigator conducts investigations, and must be able to qualify as an Expert Witness.

(b) Qualifications. A + Certification required. Certification in one or more of the forensics tools is highly desirable. Experience can be substituted for Certifications. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Proficient in at least one OS platform. One year of field experience imaging hard drives. Experience on thirty or more investigations.

Forensic Investigator IV	<p>a) Responsibilities/Duties. The Forensic Investigator VI can perform all the duties of the Data Recovery Specialist, to include imaging of hard drives. In addition, the Forensic Investigator is familiar with the Federal Rules of Evidence, and maintains a defensible chain of custody. The Forensic Investigator oversees the work of the Data Recovery Specialist, and reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Forensics Investigator tests different methods of processing and displaying the documents and files. The Forensic Investigator conducts investigations, and must be able to qualify as an Expert Witness.</p> <p>(b) Qualifications. A + Certification required. Certification in one or more of the forensics tools is highly desirable. Experience can be substituted for Certifications. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Proficient in at least one OS platform. One year of field experience imaging hard drives. Experience on forty or more investigations.</p>
Forensic Investigator V	<p>a) Responsibilities/Duties. The Forensic Investigator V can perform all the duties of the Data Recovery Specialist, to include imaging of hard drives. In addition, the Forensic Investigator is familiar with the Federal Rules of Evidence, and maintains a defensible chain of custody. The Forensic Investigator oversees the work of the Data Recovery Specialist, and reviews imaged copies of hard drives for document and file types of interest to the client, and extracts or tests those documents and files for usability. In cases where the files or documents are extremely complex, the Forensics Investigator tests different methods of processing and displaying the documents and files. The Forensic Investigator conducts investigations, and must be able to qualify as an Expert Witness.</p> <p>(b) Qualifications. A + Certification required. Certification in one or more of the forensics tools is highly desirable. Experience can be substituted for Certifications. Familiarity with Federal Rules of Evidence, and state-of –the-practice document production procedures. Experience extracting documents, files and text from hard drives. Knowledge of techniques to locate and extract complex, hidden, and password-secured documents. Proficient in at least one OS platform. One year of field experience imaging hard drives. Experience on fifty or more investigations.</p>
General Clerk I	<p>(a) Responsibilities/Duties. Follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs.</p> <p>(a) Qualifications. Requires high school diploma or equivalent and one year of related experience. Ability to use his or her own judgment in choosing the proper procedure for each task.</p>
General Supervisor	<p>(a) Responsibilities/Duties. Supervises and directs clerical and/or lower level processing staff to accomplish work. Reports on progress, troubleshoots, performs quality control, and ensures work meets contract requirements for quality and delivery schedules. . Functions as expert operative on all equipment and processes. Trains staff.</p> <p>(b) Qualifications. Requires high school diploma or equivalent, and three to four years of related experience.</p>
Information Aide	<p>(a) Responsibilities/Duties. Accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Information Specialist with processing duties such as labeling and stamping and preparing materials for events.</p> <p>(b) Qualifications. Requires high school diploma or equivalent and one year of related experience in an information environment.</p>

Information Specialist II	<p>(a) Responsibilities/Duties. Works under close supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.</p> <p>(b) Qualifications. One (1) year of progressive technical and information resources management experience in technical areas required for the task assignments. Must be a high school graduate.</p>
Information Specialist III	<p>(a) Responsibilities/Duties. Works under supervision of project management to develop the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.</p> <p>(b) Qualifications. Three years of progressive technical and information resources management experience in technical areas required for the task assignments. Must be a high school graduate.</p>
Information Specialist IV	<p>(a) Responsibilities/Duties. Serves as a subject matter expert in areas relevant to the task assignment. Produces/reviews substantive technical documentation reflecting detailed knowledge of technical requirements of the task. Meets with Government management personnel and contractor managers. Formulates and reviews strategic plans and studies, and ensures performance with standards. Reviews work of project personnel.</p> <p>(b) Qualifications. Five years of progressive technical and information resources management experience in technical areas required for the task assignments. If proposed as a task leader, requires three months experience as supervisor/management of project activities. Must have a Bachelors Degree in a related.</p>
Information Specialist V	<p>(a) Responsibilities/Duties. Serves as a senior subject matter technical expert in areas relevant to the task assignment. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical requirements of the task. Meets with Government management personnel and contractor managers. Formulates and reviews strategic plans and studies, and ensures performance with standards. Reviews work of project personnel.</p> <p>(b) Qualifications. Six years of progressive technical and information resources management experience in technical areas required for the task assignments. If proposed as a task leader, requires three months experience as supervisor/management of project activities. Must have a Bachelors Degree in a related</p>
Information Technician II	<p>(a) Responsibilities/Duties. Provides information and document management services in record centers and dockets, such as answering ready-reference questions regarding documents, and assist in use of bibliographic tools, such as periodicals indexes. Answers routine inquiries, and refers persons requiring professional assistance to appropriate staff. Shelves new and returned material in stacks. Maintains automated circulation system and circulation desks. Greets and assists walk-in-visitors, researchers, and other patrons and oversees units. Maintains equipment and arranges for equipment repairs.</p> <p>(b) Qualifications. High school diploma or equivalent. Three years experience in library, records center, docket, or information center. Proficient in use of database and word processing software.</p>
Investigator I	<p>(a) Responsibilities/Duties. Based on discussions with the case or enforcement staff, plans, implements and manages small and moderately sized investigations as required in support of a case or enforcement action. In these situations, may work with little or no supervision from an Investigator II or other, more senior investigator staff. As part of trial teams conducting large and complex investigations, may work under the direction of an Investigator II, and perform portions of the investigation under the Investigator III supervision and guidance. Performs analysis of trial documents, records and other information in order to arrive at results in accordance with the stated objectives of the investigation; prepares interim and final oral and written reports to the case staff on the progress, status, and results of investigations; makes recommendations to case or enforcement staff based on case results.</p> <p>(b) Qualifications. Must have BA degree or equivalent in directly related field. Thorough knowledge of case preparation principles and standards. Minimum of one year experience as an investigator. Minimum two years specialized experience in the specific subject matter area involved. Excellent oral and written communication skills. Experience in litigation environment, experience working with automated litigation support helpful.</p>

Investigator II	<p>(a) Responsibilities/Duties. Based on discussions with the case or enforcement staff, plans, implements and manages small and moderately sized investigations as required in support of a case or enforcement action. In these situations, may work with little or no supervision from an Investigator III or other, more senior investigator staff. As part of trial teams conducting large and complex investigations, may direct the work of an Investigator I, and perform portions of the investigation under the Investigator III supervision and guidance. Performs analysis of trial documents, records and other information in order to arrive at results in accordance with the stated objectives of the investigation; prepares interim and final oral and written reports to the case staff on the progress, status, and results of investigations; makes recommendations to case staff based on case results.</p> <p>(b) Qualifications. Must have BA degree or equivalent in directly related field. Master's Degree preferred. Thorough knowledge of case preparation principles and standards. Minimum of three years experience as an investigator. Minimum two years specialized experience in the specific subject matter area involved. Excellent oral and written communication skills. Experience in litigation environment, experience working with automated litigation support preferred.</p>
Investigator III	<p>(a) Responsibilities/Duties. Plans, implements and manages large-sized investigations as required in support of a case or enforcement action. Directs activities and provides supervision of all investigation staff. Performs analysis of trial documents, records and other information in order to arrive at results in accordance with the stated objectives of the investigation; prepares interim and final oral and written reports to the case staff on the progress, status, and results of investigations; makes recommendations to case staff based on case results.</p> <p>(b) Qualifications. Must have BA degree or equivalent in directly related field. Thorough knowledge of case preparation principles and standards. Minimum of five years experience as an investigator and specialized experience in the specific subject matter area involved. Experience in litigation environment, experience working with automated litigation support preferred.</p>
Investigator IV	<p>(a) Responsibilities/Duties. Provides management oversight for planning, implementing and managing large-sized investigations as required in support of a case or enforcement action. Directs activities and provides supervision of all investigation staff. Performs analysis of trial documents, records and other information in order to arrive at results in accordance with the stated objectives of the investigation; prepares interim and final oral and written reports to the case staff on the progress, status, and results of investigations; makes recommendations to case staff based on case results.</p> <p>(b) Qualifications. Must have BA degree or equivalent in directly related field. Master's Degree preferred. Thorough knowledge of case preparation principles and standards. Minimum of seven years experience as an investigator and specialized experience in the specific subject matter area involved. Experience in litigation environment, experience working with automated litigation support required.</p>
Investigator V	<p>(a) Responsibilities/Duties. Lead in the management oversight for planning, implementing and managing large-sized investigations as required in support of a case or enforcement action. Directs activities and provides supervision of all investigation management staff. Manages the analysis of trial documents, records and other information in order to arrive at results in accordance with the stated objectives of the investigation; reviews final oral and written reports to the case staff on the progress, status, and results of investigations; makes recommendations to client staff based on case results.</p> <p>(b) Qualifications. Must have Master's degree or equivalent in directly related field. Thorough knowledge of case preparation principles and standards. Minimum of ten years experience as an investigator and specialized experience in the specific subject matter area involved. Experience in litigation environment, experience working with automated litigation support required.</p>

Junior Programmer	<p>(a) Responsibilities/Duties. Assists in the performance of requirements analysis for systems under direction of more senior analysts. Assists in the development of system code under the direction of more senior programmers. Assists in the evaluation, analysis, planning and implementation of new or enhanced hardware and software at the level of complexity commensurate with experience and skills. Takes guidance from design documents and applies specified methods, tools, and standards in the development of design documents, software code, testing, implementation, and documentation of systems. Designs detailed programs, design charts, and diagrams, documenting computations and sequence of operations necessary to process data and display results. Translates detailed design charts into code. Verifies accuracy and validity of programs by preparing sample data and testing. Corrects program errors by revising instructions. Works with testers and reviewers to document needed modifications.</p> <p>(b) Qualifications. Requires high school diploma or equivalent and one year experience in systems programming and/or analysis.</p>
Legal Assistant I	<p>(a) Responsibilities/Duties. Works under close supervision with required assistance readily available. Consults prescribed sources of information for facts relating to matters of interest to the program. Reviews documents to extract selected data and information relating to specific items. Reviews and summarize information in prescribed format on case precedent and decisions. Searches and extracts legal references in libraries and computer-data banks. Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases. Assist in the presentation of charts and other visual information.</p> <p>(b) Qualifications Paralegal Certificate or three years experience in legal environment.</p>
Legal Assistant II	<p>(a) Responsibilities/Duties. Reviews case materials to become familiar with questions under consideration. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law. Interviews potential witnesses and prepares summary interview reports for the attorney's review. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents. Prepares summaries of testimony and depositions. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.</p> <p>(b) Qualifications Paralegal Certificate and five years experience in legal environment.</p>
Legal Assistant III	<p>(a) Responsibilities/Duties. Analyzes and evaluates case files against litigation worthiness standards. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity. Interviews relevant personnel and potential witnesses to gather information. Reviews and analyzes relevant statistics. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation. Consults with statistical experts on reliability evaluations. May testify in court concerning relevant data.</p> <p>(b) Qualifications Requires Juris Doctorate (JD) or equivalent graduate degree with legal emphasis.</p>

Legal Assistant IV	<p>(a) Responsibilities/Duties. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems. Interviews potential witnesses for information and prepares witnesses for court appearances. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.</p>
Librarian IV	<p>(b) Qualifications. Requires JD or LLD with three years experience in the practice of law.</p> <p>(a) Responsibilities/Duties. Maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials. Answers correspondence on special reference subjects, may compile list of library materials according to subjects or interests, and may select, order, catalog and classify materials.</p> <p>(b) Qualifications. Master's Degree in Library and Information Science required. Bachelor's Degree in subject area specialty desired. Five years experience in library or information access setting required...</p>
Library Management Analyst III	<p>(a) Responsibilities/Duties. Administers and supports daily operational requirements of library and information computer network systems including workstation, file servers, and web servers. Duties typically involve the installation of hardware, software, systems upgrades, network accounts, network security, and web page design, interface and updates, planning and implementing long-range automation plan, period reports, and local system design documentation. Trains staff on software applicable to their position, assists patrons with information technology, and provides instruction on computers and applications.</p> <p>(b) Qualifications. Master's Degree in Library and Information Science Required. BA or equivalent in computer science. Five years in library or information access setting with two years in library management.</p>
Mail Clerk	<p>(a) Responsibilities/Duties. Under the supervision of mail service supervisor, performs routine mail center support functions such as sorting mail, franking mail, retrieving and delivering mail.</p> <p>(b) Qualifications. At least one year mail services work experience. Word and data processing skills preferred. High school diploma or equivalent required.</p>
Mail Messenger	<p>(a) Responsibilities/Duties. Delivers messages, documents, packages and mail to various business concerns or governmental agencies. Perform the following miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment</p> <p>(b) Qualifications. At least one year mail services work experience. High school diploma or equivalent required.</p>

Management Specialist II	<p>(a) Responsibilities/Duties. Provides consulting with clients for management, organizational and business improvement services including, but not limited to, methodology development and evaluation, process re-engineering, best practices development, change management, organizational development, data modeling/data synthesis, and system integration and alignment.</p> <p>(b) Qualifications. Requires a Bachelor's degree or equivalent in management or field related to the contract requirements and six (6) years of experience in progressively complex activities.</p>
Management Specialist III	<p>(a) Responsibilities/Duties. Provides consulting with clients for management, organizational and business improvement services including, but not limited to, methodology development and evaluation, process re-engineering, best practices development, change management, organizational development, data modeling/data synthesis, and system integration and alignment.</p> <p>(b) Qualifications. Requires a Bachelor's degree or equivalent in management or field related to the contract requirements and eight (8) years of experience in progressively complex activities.</p>
Management Specialist IV	<p>(a) Responsibilities/Duties. Provides senior consulting with clients for management, organizational, and business improvement services including, but not limited to, strategic planning, group facilitation, process and productivity improvement solutions, and related training. Leads methodology development and evaluation, process re-engineering, best practices development, change management, organizational development, data modeling/data synthesis, system integration and alignment, and quality management systems development and implementation.</p> <p>(b) Qualifications. Requires a Master's degree or equivalent in management or field related to contract requirements and ten years of experience in progressively complex activities.</p>
Network Administrator	<p>(a) Responsibilities/Duties. Supervises all personnel engaged in the operation and support of the computer system(s). May also supervise complex operations involving two or more additional functions such as network operations, systems software support, coding operations, production support activities, data entry, or library storage activities. Identifies processing requirements and schedules job streams for computer runs. Responsible for the security and routing of input and output data. Interprets technical documentation standards and prepares documentation according to the standards. Interfaces with contractor employees and Government personnel. In the event of a malfunction, confers with technical personnel (i.e., equipment/software vendor) and project personnel in appropriate course of action. Additional duties may include writing, editing, and/or graphic presentation of technical information for both technical and non-technical personnel.</p> <p>(b) Qualifications. Must have bachelor's degree or equivalent and seven years general experience in operating computer systems.</p>
Office Application Specialist	<p>(a) Responsibilities/Duties. Operates computer systems and peripheral equipment, conforming to site specific operating procedures. Monitors and controls computer equipment and related peripherals in accordance with established routines. Assists in implementing equipment setting and operating instructions. Observes continuously the operation of the equipment, reporting any deviations from standard. May assist in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Assists in operating computer systems and peripheral equipment, conforming to site specific operating procedures.</p> <p>(b) Qualifications. Requires high school diploma or equivalent and two years experience in using computer-based office equipment and software.</p>
PC Technician	<p>(a) Responsibilities/Duties. Provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages.</p> <p>(b) Qualifications. Requires high school diploma or equivalent. Two year course in PC technical support or equivalent experience.</p>

Principal	<p>(a) Responsibilities/Duties. Senior manager responsible for overall direction, coordination and integration of skills and resources to meet client requirements.</p> <p>(b) Qualifications. Requires a Master's degree or equivalent with fifteen years experience managing increasingly complex projects and ten years experience managing quality assurance, financial planning, and resource allocation.</p>
Production Control Clerk	<p>(a) Responsibilities/Duties. Compiles and records production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. Prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel.</p> <p>(b) Qualifications. Requires High School diploma, and three to four years of related experience.</p>
Programmer	<p>(a) Responsibilities/Duties. Assists in the performance of requirements analysis for systems under direction of more senior analysts. Assists in the development of system code under the direction of more senior programmers. Assists in the evaluation, analysis, planning and implementation of new or enhanced hardware and software at the level of complexity commensurate with experience and skills. Takes guidance from design documents and applies specified methods, tools, and standards in the development of design documents, software code, testing, implementation, and documentation of systems. Designs detailed programs, design charts, and diagrams, documenting computations and sequence of operations necessary to process data and display results. Translates detailed design charts into code. Verifies accuracy and validity of programs by preparing sample data and testing. Corrects program errors by revising instructions. Works with testers and reviewers to document needed modifications.</p> <p>(b) Qualifications. Requires High school diploma or equivalent with AA or equivalent in computer science. Two years experience in systems programming and/or analysis required.</p>
Project Manager I	<p>(a) Responsibilities/Duties. Manager directly responsible for supervising, planning, staffing, and managing resources to meet contract requirements.</p> <p>(b) Qualifications. Requires a Master's degree or equivalent and seven years of progressively complex experience of which a minimum of two years is specialized in managing contracts, funds, and resources.</p>
Project Manager II	<p>(a) Responsibilities/Duties. Manager directly responsible for supervising, planning, staffing, and managing resources to meet contract requirements.</p> <p>(b) Qualifications. Requires a Master's degree and seven years of progressively complex experience of which a minimum of two years is specialized in managing contracts, funds, and resources.</p>
Project Manager III	<p>(a) Responsibilities/Duties. Manages substantial contract support operations including multiple projects. Organizes, directs, and coordinates planning and production of all phases of the contractor's contract support activities. Communicates orally and in writing will all levels of management for planning and control of projects. Meets with Government management personnel and contractor managers. Formulates and review strategic plans and studies, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purposes, and goals of the contractor organization to subordinates.</p> <p>(b) Qualifications. Must have a graduate degree or equivalent. Ten years of progressive technical experience in increasingly complex projects, two years in managing large, complex project management or computer operations. One year of intensive and progressive experience managing complex organizations for which he/she had total responsibility for the success of the organization.</p>

Project Manager IV	<p>(a) Responsibilities/Duties. Manages substantial contract support operations including multiple projects. Organizes, directs, and coordinates planning and production of all phases of the contractor's contract support activities. Communicates orally and in writing will all levels of management for planning and control of projects. Meets with Government management personnel and contractor managers. Formulates and review strategic plans and studies, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purposes, and goals of the contractor organization to subordinates.</p> <p>(b) Qualifications. Must have a graduate degree or equivalent and PMI Certificate. Ten years of progressive technical experience in increasingly complex projects, two years in managing large, complex project management or computer operations. One year of intensive and progressive experience managing complex organizations for which he/she had total responsibility for the success of the organization.</p>
Project Manager V	<p>(a) Responsibilities/Duties. Manages substantial contract support operations including multiple projects. Organizes, directs, and coordinates planning and production of all phases of the contractor's contract support activities. Communicates orally and in writing will all levels of management for planning and control of projects. Meets with Government management personnel and contractor managers. Formulates and review strategic plans and studies, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purposes, and goals of the contractor organization to subordinates.</p> <p>(b) Qualifications. Must have a graduate degree or equivalent and PMI Certificate. Fifteen years of progressive technical experience in increasingly complex projects, Ten years in managing large, complex project management or computer operations. Five years of intensive and progressive experience managing complex organizations for which he/she had total responsibility for the success of the organization.</p>
Project Manager/Coordinator	<p>(a) Responsibilities/Duties. Provides program management for mid-to large-sized program with multiple tasks. Provides leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of program management tasks. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors to ensure assignments are completed as directed.</p> <p>(b) Qualifications. Bachelor's Degree in related field and 6 years of related experience in the management of mid- to large-sized projects.</p>
Receptionist	<p>(a) Responsibilities/Duties. Greets visitors, determining nature of visits and directing visitors to appropriate persons. May also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work.</p> <p>(b) Qualifications. Requires high school diploma. Good oral communication skills required and knowledge of multiple phone line operations.</p>
Records Analyst	<p>(a) Responsibilities/Duties. Responsible for analyzing records management problems and designing strategies to meet records management program needs; such as, file structures for specific records group and inventorying branch or divisional offices. Structures problems for systematic analysis, and formulates recommendations for actions. Review and critically analyzes scientific and technical documents, presents the analysis results in well-organized readable form, and revises those reports based on results of analysis and consultation with Agency staff. Confers with Agency staff, as directed, for specific tasks of limited duration, translates stated needs in to implementable strategies, and prepares deliverables</p> <p>(b) Qualifications. Bachelor's Degree required with three years experience in records or related work.</p>

Records Information Manager III	<p>(a) Responsibilities/Duties. Responsible for successful operation of contracted records management programs, records centers, dockets, and other ongoing information services functions at a specific regional branch, headquarters division, or field facility work site. Supervises exempt and non-exempt contract staff at work site. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records information management, organization and classification, indexing and abstracting, training agency staff in records, dockets, records centers, and other information services procedures, database development and utilization.</p> <p>(b) Qualifications. College degree desired and experience in records management or high school diploma or equivalent and two years records management experience.</p>
Records Information Manager IV	<p>(a) Responsibilities/Duties. Responsible for successful operation of contracted records management programs, records centers, dockets, and other ongoing information services functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records information management, organization and classification, indexing and abstracting, training agency staff in records, dockets, records centers, and other information services procedures, database development and utilization.</p> <p>(b) Qualifications. Master's Degree and two years records management experience. (Docket/Records Center managers can have or two years records management or information services experience.) or Bachelor's Degree and five years records management experience, two of which are supervisory. (Docket/Records Center managers can have five years records management or information services experience.)</p>
Records Information Manager V	<p>(a) Responsibilities/Duties. Responsible for successful operation of contracted records management programs, records centers, dockets, and other ongoing information services functions at a national, regional, or headquarters records management program or major docket work site. Supervises exempt and non-exempt contract staff at work site. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records information management, organization and classification, indexing and abstracting, training agency staff in records, dockets, records centers, and other information services procedures, database development and utilization.</p> <p>(b) Qualifications. Master's Degree and five years records management experience or Bachelor's Degree, Certified Records Manager (CRM) certificate and eight years records management experience, three of which are supervisory. (Docket/Records Center managers can have four years records management experience and four years information services experience.) or Bachelor's Degree and eleven years records management experience, three of which are supervisory.</p>
Records Management Analyst III	<p>(a) Responsibilities/Duties. Responsible for analyzing records management problems and designing strategies to meet records management program needs; such as, file structures for specific records group and inventorying branch or divisional offices. Structures problems for systematic analysis, and formulates recommendations for actions. Review and critically analyzes scientific and technical documents, presents the analysis results in well-organized readable form, and revises those reports based on results of analysis and consultation with Agency staff. Confers with Agency staff, as directed, for specific tasks of limited duration, translates stated needs in to implementable strategies, and prepares deliverables</p> <p>(b) Qualifications. College degree and three years experience in records or information management.</p>

Records Management Analyst IV	<p>(a) Responsibilities/Duties. Responsible for analyzing records management problems and designing strategies to meet specific records management program needs; such as, filing systems for specific records groups and inventorying regional program offices. Structures problems for systematic analysis, and formulates recommendations for actions. Review and critically analyzes scientific and technical documents, presents the analysis results in well-organized readable form, and revises those reports based on results of analysis and consultation with agency staff. Confers with agency staff, as directed, for specific tasks of limited duration, translates stated needs in to implementable strategies, and prepares deliverables</p> <p>(b) Qualifications. Graduate Degree and three years records management experience or Bachelor's Degree and five years experience in field. Certified Records Management (CRM) or similar certificate desirable</p>
Records Management Analyst V	<p>(a) Responsibilities/Duties. Responsible for analyzing records management problems and designing strategies to meet major records management program needs; such as, national filing systems and inventorying entire headquarters or regional offices. Structures problems for systematic analysis, and formulates recommendations for actions. Review and critically analyzes scientific and technical documents, presents the analysis results in well-organized readable form, and revises those reports based on results of analysis and consultation with agency staff. Confers with agency staff, as directed, for specific tasks of limited duration, translates stated needs in to implementable strategies, and prepares deliverables</p> <p>(b) Qualifications. Doctoral Degree (preferably in information science) and four years records management experience or Master's Degree and eight years experience in records information management which involves extensive inquiry or large information systems. Certified Records Management (CRM) certificate desirable.</p>
Records Management Specialist II	<p>(a) Responsibilities/Duties. Provides technical support for records management programs, dockets, records centers, or other information services under the supervision of a Records Information Manager. Assists in planning and program development, analysis of non-complex records management problems, and design of strategies to meet less complicated records management needs. Specific technical duties include, but are not limited to, response to inquiries; collection maintenance and retrieval tasks; equipment maintenance; and use of automated information systems and maintenance of data/information in the system. Duties do not include supervision.</p> <p>(b) Qualifications. College degree desired and experience in records management or high school diploma or equivalent and four years records management experience.</p>
Records Management Specialist III	<p>(a) Responsibilities/Duties. Provides technical support for records management programs, dockets, records centers, or other information services under the supervision of a Records Information Manager. Assists in planning and program development, analysis of records management problems, and design of strategies to meet ongoing records management needs. Specific technical duties include, but are not limited to, response to inquiries; collection maintenance and retrieval tasks; equipment maintenance; and use of automated information systems and maintenance of data/information in the system. Duties do not involve supervision.</p> <p>(b) Qualifications. College Degree preferred and three years records management experience with experience in at least one automated information system.</p>
Researcher/Interviewer	<p>(a) Responsibilities/Duties. Performs research and conducts interview in subject matter areas. Receives research requests, plans and executes search strategies. Investigates facts regarding assigned topic and prepares written reports on findings. Gathers information from a variety of sources.</p> <p>(b) Qualifications. Undergraduate degree in appropriate subject matter field required. Graduate degree preferred. Four years experience as a researcher or interviewer required.</p>
Resource Planner	<p>(a) Responsibilities/Duties. Provides contractual, costing, and business operations support for management, organizational and business improvement services.</p> <p>(b) Qualifications. Requires a Bachelor's degree or equivalent and two years of experience in government and commercial contracting.</p>

Secretary II	<p>(a) Responsibilities/Duties. Maintains a close and highly responsive relationship to the day-to-day activities of office management and staff. Works independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.</p> <p>(b) Qualifications. High school diploma or equivalent required. Three years in secretarial or word processing position required with one year in lead capacity. Knowledge of office automation equipment required with strong typing skills.</p>
Senior Consultant I	<p>(a) Responsibilities/Duties. Senior consultant providing technical direction for complex specialized services in management, organizational and business improvement.</p> <p>(b) Qualifications. Requires a Master's degree or equivalent and ten years of experience as required by the task assignments</p>
Senior Consultant II	<p>(a) Responsibilities/Duties. Senior consultant providing technical direction for highly complex specialized services in management, organizational and business improvement.</p> <p>(b) Qualifications. Requires a Master's degree, PMI Certification and ten years of experience as required by the task assignments</p>
Senior Consultant III	<p>(a) Responsibilities/Duties. Senior consultant providing technical direction for highly complex specialized services in management, organizational and business improvement.</p> <p>(b) Qualifications. Requires a Master's degree, PMI Certification and fifteen years of experience as required by the task assignments</p>
Senior Copy Clerk	<p>(a) Responsibilities/Duties. Directs, assists, and supervises clerical staff in performing support functions such as photocopying, courier/delivery services, faxing information and managing supplies. Performs quality control and ensures timely delivery of a specified deliverables. Arranges routine and emergency service and maintenance of equipment.</p> <p>(b) Qualifications. Required high school diploma or equivalent and at least one year as a supervisor. Ability to operate a variety of office equipment, including PCs, printers, scanners, photocopiers, telephone systems, fax machines and numbering and binding equipment.</p>
Senior File Clerk	<p>(a) Responsibilities/Duties. Directs, trains, and assists records and file room staff in performing tasks such as data entry, bar coding files, opening and closing files, filing, responding to file requests, and boxing document for shipment to offsite storage. Investigates and resolves problems with the classification of cases, the organization of files, the identification and labeling of file materials, and the tracking of records in any automated database.</p> <p>(b) Qualifications. Requires a high school diploma or equivalent and a least one year of experience supervising records and file clerk paraprofessional staff.</p>
Senior Programmer	<p>(a) Responsibilities/Duties. Assists in the selection of system analysis and programming tools and methods. Performs requirements analysis as part of a team. Works as part of a team to synthesize analysis results and programming specifications. Takes guidance from design documents and applies specified methods, tools, and standards in the development of design documents, software code, testing, implementation, and documentation of systems. Assists evaluation of alternative software and technology assessments. Assists evaluation of integration of systems and software. Confers with technical personnel in planning and integrating database design and program modules. Participates in design, programming, testing, modification, installation, and operation of a computer system. Designs detailed programs, design charts, and diagrams, documenting computations and sequence of operations necessary to process data and display results. Translates detailed design charts into code. Verifies accuracy and validity of programs by preparing sample data and testing. Corrects program errors by revising instructions. Conducts structured walk-through of completed software, and works with testers and reviewers to document needed modifications.</p> <p>(b) Qualifications. Three years experience in systems programming and/or analysis. Must have a Bachelors Degree or equivalent</p>

Senior Systems Administrator	<p>(a) Responsibilities/Duties. Works as a functional leader in support of client technical areas. Performs requirements analysis for highly complex systems. Leads team of analysts in highly complex studies. Supervises and coordinates activities of analyst and programming personnel. Provides technical direction for evaluation of alternative software, technology assessments, and recommendations. Directs the integration of systems and software. Designs analysis process and delegates analytical assignments to analysts and development assignments to programmers. Proposes appropriate analytical and system development methodologies and develops work plans. Makes use of appropriate analytical and planning tools, including project management software, CASE tools, and business process diagramming tools. Reviews analysis documents and software to ensure compliance with specifications, requirements, and relevant standards. Provides quality control of deliverables.</p> <p>(b) Qualifications. Seven years experience in systems programming and/or analysis. Four years of experience in supervision/management of complex technical related activities. Must have a Bachelors Degree in related field.</p>
Senior Systems Analyst	<p>(a) Responsibilities/Duties. Works independently or as a team member with other technical personnel and system users. Serves as lead analyst or developer on complex systems. Provides guidance to junior analysts and programmers. Provides leadership in development and review of software and preparation of guidance, procedures, and documentation deliverables. Evaluates alternative software, performs technology assessments, and provides recommendations. Participates in selection of appropriate system analysis and programming tools and methods. Provides leadership in carrying out system development life cycle according to the work plan. Leads requirements analysis, using structured methods to collect design specifications from system users. Uses appropriate tools to capture input from system users and technical personnel in system design. Evaluates input and develops alternative design and technology application proposals including integration of system and software. Oversees development of system architecture, programming specifications, test plans, conversion plans, and implementation plans. Provides senior level system analysis and programming as required.</p> <p>(b) Qualifications. Seven years experience in systems programming and/or analysis. Four years of experience in supervision/management of complex technical related activities. Must have a Bachelors Degree in related field.</p>
Senior Word Processor	<p>(a) Responsibilities/Duties. Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: editing and reformatting written or electronic draft include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations and transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.</p> <p>(b) Qualifications. High school diploma or equivalent required. Requires familiarity with office terminology and practices.</p>
Supervisory Clerical	<p>(a) Responsibilities/Duties. Assists in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. May also direct lower level clerks.</p> <p>(b) Qualifications. High school diploma or equivalent required. Requires knowledge of general office skills and prior experience performing clerical duties.</p>
Supervisory Data Entry Operator	<p>(a) Responsibilities/Duties. Oversees the management of data entry services which includes entering, transcribing, and verifying alphanumeric data onto an on-line, batch mode, or personal computer system. Assists in designing and implementing data entry programs. Supervises Senior Key Entry Operator Clerks.</p> <p>(b) Qualifications. Requires a high school diploma or equivalent and a least three years of experience supervising data entry professional and paraprofessional staff.</p>

Supervisory File/Mail Clerk	<p>(a) Responsibilities/Duties. Oversees the management of file rooms and mail/messenger services. Supervises Senior File Clerks, Senior Mail/Messenger clerks, and Senior Copy Clerks.</p> <p>(b) Qualifications. Requires a high school diploma or equivalent and a least three years of experience supervising records/file clerk, mail/messenger, and copy/document duplication professional and paraprofessional staff.</p>
Supervisory Librarian IV	<p>(a) Responsibilities/Duties. Provides document cataloging and management services in dockets or records centers, management of special media (i.e., audiovisual, cartographic, etc.), sophisticated computerized information retrieval (e.g., complex searches of computerized indexes), or complex indexing as it relates to records management. Maintains dockets or records center materials, including agency documents, comments and submissions from the public, publications, audiovisual records, electronic records of various types and related materials. Assists in locating and obtaining materials, and explains and assists in the use of reference sources, such as manuals and automated catalogs and periodical indexes to locate information. Searches automated databases to locate information requested by patrons. Indexes documents. Issues and receives materials for circulation or for use in docket or records center. Answers correspondence on special reference subjects. Compiles and distributes lists of newly acquired material according to subjects on a monthly basis.</p> <p>(b) Qualifications. Master's Degree in Library Science (MLS). Four years of general reference experience with at least two of those years in library supervision and skilled in searching commercial databases.</p>
Supervisory Librarian V	<p>(a) Responsibilities/Duties. Provides oversight for performing reference services; collection development and maintenance' circulation' interlibrary loan; and cataloging, acquisition support, and other information services. Provides support in reviewing and identifying resource requirements and provides guidance as required.</p> <p>(b) Qualifications. Master's Degree in Library /Information Science and 5 years of library experience including 3 years of administrative and supervisory experience.</p>
Supervisory User Search & Support Assistant	<p>(a) Responsibilities/Duties. Oversees the scheduling and execution of all technical support work and sets priorities in conjunction with the client agency. Manages and monitors average response time to calls; average resolution time for calls; identifies workload trends that could indicate needed scheduling changes; documents technician performance; and maintains performance records on individual hardware and software resources Provides technical support to staff and customers by testing software and hardware products. Maintains software documentation. Responds and follows-up on internal and external customer support problems.</p> <p>(b) Qualifications. Requires high school diploma or equivalent. Technical training in Computer Science preferred. Four to five years of related experience with at least two of those years as a supervisor.</p>
Supply Clerk	<p>(a) Responsibilities/Duties. Receives, stores, and issues equipment, materials, supplies, merchandise, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Sorts and inventories incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders.</p> <p>(b) Qualifications. Requires high school diploma or equivalent and six months of related experience.</p>
Systems Administrator	<p>(a) Responsibilities/Duties. Assists in the integration of systems and software and the designs process. Proposes appropriate analytical and system development methodologies and develops work plans. Makes use of appropriate analytical and planning tools, including project management software, CASE tools, and business process diagramming tools. Reviews analysis documents and software to ensure compliance with specifications, requirements, and relevant standards.</p> <p>(b) Qualifications. Four years experience in systems programming and/or analysis. Must have a Bachelor's Degree in Computer Science or related technical training.</p>

Systems Analyst

(a) Responsibilities/Duties. Assists in the selection of system analysis and programming tools and methods. Performs requirements analysis as part of team. Works alone or as part of a team to synthesize analysis results and programming specifications. Takes guidance from design documents and applies specified methods, tools, and standards in the development of design documents, software code, testing, implementation, and documentation of systems. Supports evaluation of alternative software, performs technology assessments and provides recommendations. Supports evaluation of integration of systems and software. Confers with technical personnel in planning and integrating database design and program modules. Provides technical directions for junior programmers and analysts during design, programming, testing, modification, installation, and operation of a computer system. Designs detailed programs, design charts, and diagrams, documenting computations and sequence of operations necessary to process data and display results. Translates detailed design charts into code. Verifies accuracy and validity of programs by preparing sample data and testing. Corrects program errors by revising instructions. Conducts structured walk-through of completed software, and works with testers and reviewers to document needed modifications.

(b) Qualifications. Five years experience in systems programming and/or analysis. If proposed as a Task Leader, twelve months experience in supervision/management of project activities. Must have a Bachelors Degree in related field or equivalent.

Systems Analyst/Programmer

(a) Responsibilities/Duties. Assists in the selection of system analysis and programming tools and methods. Performs requirements analysis as part of a team. Works as part of a team to synthesize analysis results and programming specifications. Takes guidance from design documents and applies specified methods, tools, and standards in the development of design documents, software code, testing, implementation, and documentation of systems. Assists evaluation of alternative software and technology assessments. Assists evaluation of integration of systems and software. Confers with technical personnel in planning and integrating database design and program modules. Participates in design, programming, testing, modification, installation, and operation of a computer system. Designs detailed programs, design charts, and diagrams, documenting computations and sequence of operations necessary to process data and display results. Translates detailed design charts into code. Verifies accuracy and validity of programs by preparing sample data and testing. Corrects program errors by revising instructions. Conducts structured walk-through of completed software, and works with testers and reviewers to document needed modifications.

(b) Qualifications Three years experience in systems programming and/or analysis. Must have a Bachelors Degree or equivalent

Systems Engineer

(a) Responsibilities/Duties. Identifies appropriate technologies, designs and implements overall system solutions, including procuring hardware, software, and communications devices, installing and integrating them, testing and troubleshooting, developing and delivering user training. Develops comprehensive system configuration documentation; documents procedures. Establishes and enforces appropriate system and data security measures, including firewalls and disaster recovery systems. Designs protocols for overall system operation and maintenance. Directs and manages the overall effort in accomplishing these tasks.

(b) Qualifications. Requires Bachelor's degree in Computer Science or related field and five years of directly applicable experience. Graduate course work or degrees preferred.

Systems Manager	<p>(a) Responsibilities/Duties. Works as a functional leader in support of client technical areas. Performs requirements analysis for highly complex systems. Leads team of analysts in highly complex studies. Supervises and coordinates activities of analyst and programming personnel. Provides technical direction for evaluation of alternative software, technology assessments, and recommendations. Directs the integration of systems and software. Designs analysis process and delegates analytical assignments to analysts and development assignments to programmers. Proposes appropriate analytical and system development methodologies and develops work plans. Makes use of appropriate analytical and planning tools, including project management software, CASE tools, and business process diagramming tools. Reviews analysis documents and software to ensure compliance with specifications, requirements, and relevant standards. Provides quality control of deliverables.</p> <p>(b) Qualifications. Ten years experience in systems programming and/or analysis. Two years in managing large, complex technical or computer operations projects. Must have a Masters Degree or equivalent.</p>
Systems Operator Specialist I	<p>(a) Responsibilities/Duties. Assists in determining equipment setting and operating instructions. Observes continuously the operation of the equipment, reporting any deviations from standard. May assist in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Assists in operating computer systems and peripheral equipment, conforming to site specific operating procedures. Monitors and controls computer equipment and related peripherals in accordance with established routines. Maintains records regarding output units and supply inventories.</p> <p>(b) Qualifications. One year experience in operating medium or large scale computer systems. Must be a high school graduate.</p>
Systems Operator Specialist II	<p>(a) Responsibilities/Duties. May be Shift Leader for small operations requirements. Operates computer systems and peripheral equipment, conforming to site specific operating procedures. Monitors and controls computer equipment and related peripherals in accordance with established routines. Assists in implementing equipment setting and operating instructions. Observes continuously the operation of the equipment, reporting any deviations from standard. May assist in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Assists in operating computer systems and peripheral equipment, conforming to site specific operating procedures.</p> <p>(b) Qualifications. Three years experience in operating medium or large scale computer systems. Must be a high school graduate.</p>
Systems Operator Specialist III	<p>(a) Responsibilities/Duties. May supervise computer operations personnel in the operation of computer systems. Responsible for continuous observation of the computer equipment and related peripherals to monitor the system and determine the point of equipment or program failure. Manipulates controls in accordance with standard procedures to rearrange sequence of job steps to continue operations when individual units of the system malfunction. In the event of a malfunction, confers with technical personnel (i.e., equipment/software vendor) and advice project personnel of appropriate course of action. Additional duties may include writing, editing, and/or graphic presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to the standards.</p> <p>(b) Qualifications. Five years in operation computer systems. If assigned a task or functional lead position, twelve months supervising personnel operating computer systems. Must be a high school graduate.</p>
Task Leader	<p>(a) Responsibilities/Duties. Plans and supervises tasks within related technical services projects, including all phases of projects. Responsible for the administrative and technical direction of project(s) management and /or personnel. Organizes, directs, and manages task order service delivery within a reasonable span of control, time frame, and budget constraints. Schedules, assigns duties, and reviews work of project personnel.</p> <p>(b) Qualifications. Seven years of progressive technical related experience. Two years in managing projects, including technical projects or computer operations. Must have a Bachelors Degree or equivalent</p>

Task Manager	<p>(a) Responsibilities/Duties. Plans and supervises tasks within a technical services project, including all phases of projects. Responsible for the administrative and technical direction of project personnel. Organizes, directs, and manages task order service delivery within a reasonable span of control, time frame, and budget constraints. Schedules, assigns duties, and reviews work of project personnel.</p> <p>(b) Qualifications. Five years of progressive technical related experience. One year in managing projects, including technical projects or computer operations. Must have a Bachelors Degree or equivalent</p>
Task Supervisor	<p>(a) Responsibilities/Duties. Coordinates the efforts of the employees supervised with the other project employees. Works with the Project Supervisor to ensure project goals are met. Interacts with staff and upper management for various work-related reasons. All other duties that may be necessary in order to complete the duties previously mentioned.</p> <p>(b) Qualifications. Requires High School diploma, and three to four years of related experience. Familiarity with and have the ability to perform and to explain the basic functions of each position being overseen.</p>
Taxi Driver	<p>(a) Responsibilities/Duties. Drives motor vehicle, with or without a taximeter, to transport passengers for a fee, picks up passengers while cruising streets or in response to radio or telephone relayed request for service, collects fee recorded on taximeter or based on mileage or time factor, records transaction on log, and reports by radio or telephone to central location on completion of trip.</p> <p>(b) Qualifications. Requires high school diploma or equivalent and at least one years as a driver. Maintain valid driver's license and taxi certification.</p>
Team Leader	<p>(a) Responsibilities/Duties. Coordinates lower level clerks activities, such as entering, transcribing, and verifying alphanumeric data onto an on-line, batch mode, or personal computer system. Maintains files, records, and chronologies of entry activities. Requires High School diploma or equivalent, and three to four years of related experience.</p> <p>(b) Qualifications. Requires high school diploma or equivalent, and three to four years of related experience.</p>
Technical Information Specialist III	<p>(a) Responsibilities/Duties. Serves as a senior subject matter technical expert in areas relevant to the task assignment. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical requirements of the task. Formulates and reviews strategic plans and studies, and ensures performance with standards. Reviews work of project personnel.</p> <p>(b) Qualifications. Six years of progressive technical and information resources management experience in technical areas required for the task assignments. If proposed as a task leader, requires three months experience as supervisor/management of project activities. Must have a Bachelors Degree in a related field.</p>
Technical Writer	<p>(a) Responsibilities/Duties. Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.</p> <p>(b) Qualifications. Undergraduate degree and at least three years experience in the field.</p>
Trainer Supervisor	<p>(a) Responsibilities/Duties. Oversees the management of all training programs through out project or organization including establishing training objectives, curriculum, schedules, and training materials. Supervises training staff.</p> <p>(b) Qualifications. Requires Bachelor's degree in educational field and four years experience as a user trainer with one year in a supervisory capacity.</p>

User Support Specialist II	<p>(a) Responsibilities/Duties. The User Support Specialist II is the front-line representative to the user community and is responsible to users for delivering high quality support services. The Specialist II performs trouble-shooting and diagnostic services, resolves problems, and may assist in resolving undocumented or complex work orders. Enters service call data into automated tracking systems and performs searches and generates reports of automated systems(s).</p> <p>(b) Qualifications. Two years' experience in installing, setting up, and optimizing operation system and in using advanced commands and familiarity with hardware and software configurations. Must be a high school graduate.</p>
User Support Specialist III	<p>(a) Responsibilities/Duties. The Users Support Specialist III provides additional experience to the front-line representative to user community and is responsible for delivering high quality support services to meet more complex needs. The Specialist III performs complex trouble-shooting and diagnostic services, resolves problems, and resolves undocumented or complex work orders.</p> <p>(b) Qualifications. Three years experience in installing, setting up, and optimizing operating systems and in using advance commands and familiarity with hardware and software configurations. Must be a high school graduate.</p>
User Trainer	<p>(a) Responsibilities/Duties. Works with courseware production team to design, develop, revise and validate interactive computer based courseware. Uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. Uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. Implements quality control and review and revision procedures throughout the courseware development process.</p> <p>(b) Qualifications. Requires Bachelor's degree computer Science and/or education with up to two years of related training or technical experience.</p>
Word Processor	<p>(a) Responsibilities/Duties. Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.</p> <p>(b) Qualifications. High school diploma or equivalent required. Requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals.</p>

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01311 - Secretary I	2015-4281
Clerical	01111 - General Clerk I	2015-4281
Copy Clerk	01090 - Duplicating Machine Operator	2015-4281
Courier	01141- Messenger Courier	2015-4281
Data Entry Specialist	01052 - Data Entry Operator II	2015-4281
Data Entry Technician	01051 - Data Entry Operator I	2015-4281
Digital Image Processor	14042 - Computer Operator II	2015-4281
Document Coder	01111 - General Clerk I	2015-4281
Document Management Analyst	01113 - General Clerk III	2015-4281
Document Management Technician	01112 - General Clerk II	2015-4281
Driver/Messenger	01111- General Clerk I	2015-4281
File Clerk	01111 - General Clerk I	2015-4281
File/Mail Clerk II	01111 - General Clerk I	2015-4281
General Clerk I	01111 - General Clerk I	2015-4281
Information Aide	01611 - Word Processor I	2015-4281
Information Specialist II	13058- Library Technician	2015-4281
Information Technician II	13058 - Library Technician	2015-4281
Legal Assistant I	30361 - Paralegal/Legal Assistant I	2015-4281
Legal Assistant II	30362 - Paralegal/Legal Assistant II	2015-4281
Legal Assistant III	30363 - Paralegal/Legal Assistant III	2015-4281
Legal Assistant IV	30364 - Paralegal/Legal Assistant IV	2015-4281
Mail Clerk	01111 - General Clerk I	2015-4281
Mail Messenger	01111 - General Clerk I	2015-4281
Office Applications Specialist	01613- Word Processor III	2015-4281
PC Technician	14043- Computer Operator III	2015-4281
Production Control Clerk	01270 - Production Control Clerk	2015-4281
Receptionist	01460 - Switchboard Operator/Receptionist	2015-4281
Records Management Specialist II	01020- Administrative Assistant	2015-4281
Researcher/Interviewer	13011- Exhibits Specialist I	2015-4281
Secretary II	01312- Secretary II	2015-4281
Senior Copy Clerk	01113 - General Clerk III	2015-4281
Senior File Clerk	01113 - General Clerk III	2015-4281
Senior Word Processor	01612 - Word Processor II	2015-4281
Supervisory Clerical	01113 - General Clerk III	2015-4281
Supply Clerk	01111 - General Clerk I	2015-4281
Systems Operator Specialist I	01111- General Clerk I	2015-4281
Systems Operator Specialist II	01112- General Clerk II	2015-4281
Systems Operator Specialist III	01113- General Clerk III	2015-4281
Taxi Driver	31310 - Taxi Driver	2015-4281
Technical Writer	30463 - Technical Writer III	2015-4281
User Trainer	15095- Technical Instructor/Course Developer	2015-4281
Word Processor	01611 - Word Processor I	2015-4281

Equivalent Experience Matrix

Hiring managers have the flexibility to substitute degree requirements as needed using the following matrix:

Degree Required	Acceptable Equivalent Education	AND Additional Required Experience
Associates Degree	High School Diploma / GED and	2 additional years related experience
Bachelor's Degree	Associates Degree and No Degree and	2 additional years related experience 4 additional years related experience
Master's Degree	Bachelor's Degree and Associates Degree and No Degree and	2 additional years related experience 4 additional years related experience 6 additional years related experience

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APPLICABLE FOR SINS 51-501, 51-501RC, 51-504, 51-504RC, 51-506, 51-506RC, 51-508 AND 51-508RC

ADJUSTED PRICING TABLES

Labor Category	SINs	Year 1 Rate	Year 1 Overtime Rate	Year 2 Rate	Year 2 Overtime Rate	Year 3 Rate	Year 3 Overtime Rate	Year 4 Rate	Year 4 Overtime Rate	Year 5 Rate	Year 5 Overtime Rate
		06/04/16	06/04/16	06/04/17	06/04/17	06/04/18	06/04/18	06/04/19	06/04/19	06/04/20	06/04/20
		06/03/17	06/03/17	06/03/18	06/03/18	06/03/19	06/03/19	06/03/20	06/03/20	06/03/21	06/03/21
Administrative Assistant **	51-501	\$33.19	\$49.79	\$33.19	\$49.79	\$33.19	\$49.79	\$33.19	\$49.79	\$33.19	\$49.79
Analyst I	51-501	\$42.96	N/A	\$43.82	N/A	\$44.70	N/A	\$45.59	N/A	\$46.50	N/A
Analyst II	51-501	\$45.43	N/A	\$46.34	N/A	\$47.27	N/A	\$48.22	N/A	\$49.18	N/A
Analyst III	51-501	\$58.60	N/A	\$59.77	N/A	\$60.97	N/A	\$62.19	N/A	\$63.43	N/A
Analyst IV	51-501	\$81.87	N/A	\$83.51	N/A	\$85.18	N/A	\$86.88	N/A	\$88.62	N/A
Analyst V	51-501	\$86.76	N/A	\$88.50	N/A	\$90.27	N/A	\$92.08	N/A	\$93.92	N/A
Clerical **	51-508	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
Copy Clerk **	51-506	\$27.00	\$40.50	\$27.00	\$40.50	\$27.00	\$40.50	\$27.00	\$40.50	\$27.00	\$40.50
Courier **	51-504	\$27.52	\$41.28	\$27.52	\$41.28	\$27.52	\$41.28	\$27.52	\$41.28	\$27.52	\$41.28
Data & Document Conversion Specialist III	51-504	\$36.72	N/A	\$37.45	N/A	\$38.20	N/A	\$38.96	N/A	\$39.74	N/A
Data Entry Specialist **	51-504	\$29.48	\$44.22	\$29.48	\$44.22	\$29.48	\$44.22	\$29.48	\$44.22	\$29.48	\$44.22
Data Entry Technician **	51-508	\$27.02	\$40.53	\$27.02	\$40.53	\$27.02	\$40.53	\$27.02	\$40.53	\$27.02	\$40.53
Data Recovery Specialist I	51-508	\$72.45	N/A	\$73.90	N/A	\$75.38	N/A	\$76.89	N/A	\$78.43	N/A
Data Recovery Specialist II	51-508	\$80.46	N/A	\$82.07	N/A	\$83.71	N/A	\$85.38	N/A	\$87.09	N/A
Data Recovery Specialist III	51-508	\$88.10	N/A	\$89.86	N/A	\$91.66	N/A	\$93.49	N/A	\$95.36	N/A
Data Recovery Specialist IV	51-508	\$95.06	N/A	\$96.96	N/A	\$98.90	N/A	\$100.88	N/A	\$102.90	N/A
Data Recovery Specialist V	51-508	\$101.06	N/A	\$103.08	N/A	\$105.14	N/A	\$107.24	N/A	\$109.38	N/A
Deputy Center Manager	51-504	\$55.01	N/A	\$56.11	N/A	\$57.23	N/A	\$58.37	N/A	\$59.54	N/A
Digital Image Processor **	51-508	\$38.91	\$58.37	\$38.91	\$58.37	\$38.91	\$58.37	\$38.91	\$58.37	\$38.91	\$58.37
Document Coder **	51-508	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
Document Management Analyst **	51-508	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63
Document Management Technician **	51-508	\$29.83	\$44.75	\$29.83	\$44.75	\$29.83	\$44.75	\$29.83	\$44.75	\$29.83	\$44.75
Driver/Messenger **	51-504	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
Expert Witness I-Fee 3%	51-508	\$425.50	N/A	\$434.01	N/A	\$442.69	N/A	\$451.54	N/A	\$460.57	N/A
Expert Witness II-Fee 3%	51-508	\$512.52	N/A	\$522.77	N/A	\$533.23	N/A	\$543.89	N/A	\$554.77	N/A
Expert Witness III-Fee 3%	51-508	\$585.98	N/A	\$597.70	N/A	\$609.65	N/A	\$621.84	N/A	\$634.28	N/A
File Clerk **	51-506	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
File/Mail Clerk II **	51-504	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
Forensic Analyst I	51-508	\$87.66	N/A	\$89.41	N/A	\$91.20	N/A	\$93.02	N/A	\$94.88	N/A
Forensic Analyst II	51-508	\$97.35	N/A	\$99.30	N/A	\$101.29	N/A	\$103.32	N/A	\$105.39	N/A
Forensic Analyst III	51-508	\$106.61	N/A	\$108.74	N/A	\$110.91	N/A	\$113.13	N/A	\$115.39	N/A
Forensic Analyst IV	51-508	\$115.03	N/A	\$117.33	N/A	\$119.68	N/A	\$122.07	N/A	\$124.51	N/A
Forensic Analyst V	51-508	\$122.28	N/A	\$124.73	N/A	\$127.22	N/A	\$129.76	N/A	\$132.36	N/A
Forensic Investigator I-Fee 3%	51-508	\$119.82	N/A	\$122.22	N/A	\$124.66	N/A	\$127.15	N/A	\$129.69	N/A
Forensic Investigator II-Fee 3%	51-508	\$143.48	N/A	\$146.35	N/A	\$149.28	N/A	\$152.27	N/A	\$155.32	N/A
Forensic Investigator III-Fee 3%	51-508	\$174.72	N/A	\$178.21	N/A	\$181.77	N/A	\$185.41	N/A	\$189.12	N/A
Forensic Investigator IV-Fee 3%	51-508	\$244.57	N/A	\$249.46	N/A	\$254.45	N/A	\$259.54	N/A	\$264.73	N/A
Forensic Investigator V-Fee 3%	51-508	\$317.96	N/A	\$324.32	N/A	\$330.81	N/A	\$337.43	N/A	\$344.18	N/A
General Clerk I **	51-504	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
General Supervisor	51-506	\$45.77	N/A	\$46.69	N/A	\$47.62	N/A	\$48.57	N/A	\$49.54	N/A
Information Aide **	51-504	\$28.71	\$43.07	\$28.71	\$43.07	\$28.71	\$43.07	\$28.71	\$43.07	\$28.71	\$43.07
Information Specialist II **	51-504	\$36.90	\$55.35	\$36.90	\$55.35	\$36.90	\$55.35	\$36.90	\$55.35	\$36.90	\$55.35
Information Specialist III	51-504	\$53.07	N/A	\$54.13	N/A	\$55.21	N/A	\$56.31	N/A	\$57.44	N/A
Information Specialist IV	51-504	\$57.38	N/A	\$58.53	N/A	\$59.70	N/A	\$60.89	N/A	\$62.11	N/A
Information Specialist V	51-504	\$59.39	N/A	\$60.58	N/A	\$61.79	N/A	\$63.03	N/A	\$64.29	N/A

Labor Category	SINs	Year 1 Rate	Year 1 Overtime Rate	Year 2 Rate	Year 2 Overtime Rate	Year 3 Rate	Year 3 Overtime Rate	Year 4 Rate	Year 4 Overtime Rate	Year 5 Rate	Year 5 Overtime Rate
		06/04/16	06/04/16	06/04/17	06/04/17	06/04/18	06/04/18	06/04/19	06/04/19	06/04/20	06/04/20
		06/03/17	06/03/17	06/03/18	06/03/18	06/03/19	06/03/19	06/03/20	06/03/20	06/03/21	06/03/21
Information Technician II **	51-504	\$36.90	\$55.35	\$36.90	\$55.35	\$36.90	\$55.35	\$36.90	\$55.35	\$36.90	\$55.35
Investigator I	51-508	\$63.68	N/A	\$64.95	N/A	\$66.25	N/A	\$67.58	N/A	\$68.93	N/A
Investigator II	51-508	\$70.72	N/A	\$72.13	N/A	\$73.57	N/A	\$75.04	N/A	\$76.54	N/A
Investigator III	51-508	\$74.78	N/A	\$76.28	N/A	\$77.81	N/A	\$79.37	N/A	\$80.96	N/A
Investigator IV	51-508	\$80.09	N/A	\$81.69	N/A	\$83.32	N/A	\$84.99	N/A	\$86.69	N/A
Investigator V	51-508	\$84.97	N/A	\$86.67	N/A	\$88.40	N/A	\$90.17	N/A	\$91.97	N/A
Junior Programmer	51-508	\$48.42	N/A								
Legal Assistant I **	51-508	\$39.24	\$58.86	\$39.24	\$58.86	\$39.24	\$58.86	\$39.24	\$58.86	\$39.24	\$58.86
Legal Assistant II **	51-508	\$48.62	\$72.93	\$48.62	\$72.93	\$48.62	\$72.93	\$48.62	\$72.93	\$48.62	\$72.93
Legal Assistant III **	51-508	\$59.44	\$89.16	\$59.44	\$89.16	\$59.44	\$89.16	\$59.44	\$89.16	\$59.44	\$89.16
Legal Assistant IV **	51-508	\$71.93	\$107.90	\$71.93	\$107.90	\$71.93	\$107.90	\$71.93	\$107.90	\$71.93	\$107.90
Librarian IV	51-504	\$59.53	N/A	\$60.72	N/A	\$61.93	N/A	\$63.17	N/A	\$64.43	N/A
Library Management Analyst III	51-504	\$59.09	N/A	\$60.27	N/A	\$61.48	N/A	\$62.71	N/A	\$63.96	N/A
Mail Clerk **	51-506	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
Mail Messenger **	51-504	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
Management Specialist II	51-501	\$78.20	N/A	\$79.76	N/A	\$81.36	N/A	\$82.99	N/A	\$84.65	N/A
Management Specialist III	51-501	\$84.18	N/A	\$85.86	N/A	\$87.58	N/A	\$89.33	N/A	\$91.12	N/A
Management Specialist IV	51-501	\$89.18	N/A	\$90.96	N/A	\$92.78	N/A	\$94.64	N/A	\$96.53	N/A
Network Administrator	51-508	\$88.30	N/A	\$90.07	N/A	\$91.87	N/A	\$93.71	N/A	\$95.58	N/A
Office Applications Specialist**	51-508	\$36.65	\$54.98	\$36.65	\$54.98	\$36.65	\$54.98	\$36.65	\$54.98	\$36.65	\$54.98
PC Technician **	51-508	\$43.35	\$65.03	\$43.35	\$65.03	\$43.35	\$65.03	\$43.35	\$65.03	\$43.35	\$65.03
Principal	51-501	\$121.36	N/A	\$123.79	N/A	\$126.27	N/A	\$128.80	N/A	\$131.38	N/A
Production Control Clerk **	51-508	\$44.51	\$66.77	\$44.51	\$66.77	\$44.51	\$66.77	\$44.51	\$66.77	\$44.51	\$66.77
Programmer	51-508	\$66.97	N/A	\$68.31	N/A	\$69.68	N/A	\$71.07	N/A	\$72.49	N/A
Project Manager I	51-501	\$110.38	N/A	\$112.59	N/A	\$114.84	N/A	\$117.14	N/A	\$119.48	N/A
Project Manager II	51-501	\$116.55	N/A	\$118.88	N/A	\$121.26	N/A	\$123.69	N/A	\$126.16	N/A
Project Manager III	51-501	\$122.30	N/A	\$124.75	N/A	\$127.25	N/A	\$129.80	N/A	\$132.40	N/A
Project Manager IV	51-501	\$133.08	N/A	\$135.74	N/A	\$138.45	N/A	\$141.22	N/A	\$144.04	N/A
Project Manager V	51-501	\$135.71	N/A	\$138.42	N/A	\$141.19	N/A	\$144.01	N/A	\$146.89	N/A
Project Manager/Coordinator	51-504	\$103.23	N/A	\$105.29	N/A	\$107.40	N/A	\$109.55	N/A	\$111.74	N/A
Receptionist **	51-508	\$26.51	\$39.77	\$26.51	\$39.77	\$26.51	\$39.77	\$26.51	\$39.77	\$26.51	\$39.77
Records Analyst	51-504	\$48.02	N/A	\$48.98	N/A	\$49.96	N/A	\$50.96	N/A	\$51.98	N/A
Records Information Manager III	51-504	\$76.38	N/A	\$77.91	N/A	\$79.47	N/A	\$81.06	N/A	\$82.68	N/A
Records Information Manager IV	51-504	\$87.67	N/A	\$89.42	N/A	\$91.21	N/A	\$93.03	N/A	\$94.89	N/A
Records Information Manager V	51-504	\$98.03	N/A	\$99.99	N/A	\$101.99	N/A	\$104.03	N/A	\$106.11	N/A
Records Management Analyst III	51-504	\$66.95	N/A	\$68.29	N/A	\$69.66	N/A	\$71.05	N/A	\$72.47	N/A
Records Management Analyst IV	51-504	\$75.84	N/A	\$77.36	N/A	\$78.91	N/A	\$80.49	N/A	\$82.10	N/A
Records Management Analyst V	51-504	\$84.96	N/A	\$86.66	N/A	\$88.39	N/A	\$90.16	N/A	\$91.96	N/A
Records Management Specialist II **	51-504	\$57.70	\$86.55	\$57.70	\$86.55	\$57.70	\$86.55	\$57.70	\$86.55	\$57.70	\$86.55
Records Management Specialist III	51-504	\$69.80	N/A	\$71.20	N/A	\$72.62	N/A	\$74.07	N/A	\$75.55	N/A
Researcher/Interviewer **	51-508	\$39.25	\$58.88	\$39.25	\$58.88	\$39.25	\$58.88	\$39.25	\$58.88	\$39.25	\$58.88
Resource Planner	51-501	\$53.40	N/A	\$54.47	N/A	\$55.56	N/A	\$56.67	N/A	\$57.80	N/A
Secretary II **	51-504	\$37.07	\$55.61	\$37.07	\$55.61	\$37.07	\$55.61	\$37.07	\$55.61	\$37.07	\$55.61
Senior Consultant I	51-501	\$127.33	N/A	\$129.88	N/A	\$132.48	N/A	\$135.13	N/A	\$137.83	N/A
Senior Consultant II	51-501	\$142.32	N/A	\$145.17	N/A	\$148.07	N/A	\$151.03	N/A	\$154.05	N/A
Senior Consultant III	51-501	\$154.70	N/A	\$157.79	N/A	\$160.95	N/A	\$164.17	N/A	\$167.45	N/A
Senior Copy Clerk **	51-506	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63

Labor Category	SINs	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Year 4	Year 4	Year 5	Year 5
		Rate	Overtime								
		06/04/16	06/04/16	06/04/17	06/04/17	06/04/18	06/04/18	06/04/19	06/04/19	06/04/20	06/04/20
		06/03/17	06/03/17	06/03/18	06/03/18	06/03/19	06/03/19	06/03/20	06/03/20	06/03/21	06/03/21
Senior File Clerk **	51-506	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63
Senior Programmer	51-508	\$69.34	N/A	\$70.73	N/A	\$72.14	N/A	\$73.58	N/A	\$75.05	N/A
Senior Systems Administrator	51-508	\$88.17	N/A	\$89.93	N/A	\$91.73	N/A	\$93.56	N/A	\$95.43	N/A
Senior Systems Analyst	51-508	\$106.52	N/A	\$108.65	N/A	\$110.82	N/A	\$113.04	N/A	\$115.30	N/A
Senior Word Processor **	51-508	\$32.46	\$48.69	\$32.46	\$48.69	\$32.46	\$48.69	\$32.46	\$48.69	\$32.46	\$48.69
Supervisory Clerical **	51-508	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63
Supervisory Data Entry Operator	51-504	\$48.13	N/A	\$49.09	N/A	\$50.07	N/A	\$51.07	N/A	\$52.09	N/A
Supervisory File/Mail Clerk	51-504	\$48.97	N/A	\$49.95	N/A	\$50.95	N/A	\$51.97	N/A	\$53.01	N/A
Supervisory Librarian IV	51-504	\$69.38	N/A	\$70.77	N/A	\$72.19	N/A	\$73.63	N/A	\$75.10	N/A
Supervisory Librarian V	51-504	\$80.68	N/A	\$82.29	N/A	\$83.94	N/A	\$85.62	N/A	\$87.33	N/A
Supervisory User Search & Support Assistant	51-508	\$52.46	N/A	\$53.51	N/A	\$54.58	N/A	\$55.67	N/A	\$56.78	N/A
Supply Clerk **	51-506	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
Systems Administrator	51-508	\$71.88	N/A	\$73.32	N/A	\$74.79	N/A	\$76.29	N/A	\$77.82	N/A
Systems Analyst	51-508	\$70.57	N/A	\$71.98	N/A	\$73.42	N/A	\$74.89	N/A	\$76.39	N/A
Systems Analyst/Programmer	51-504	\$66.95	N/A	\$68.29	N/A	\$69.66	N/A	\$71.05	N/A	\$72.47	N/A
Systems Engineer	51-508	\$96.58	N/A	\$98.51	N/A	\$100.48	N/A	\$102.49	N/A	\$104.54	N/A
Systems Manager	51-508	\$82.71	N/A	\$84.36	N/A	\$86.05	N/A	\$87.77	N/A	\$89.53	N/A
Systems Operator Specialist I **	51-506	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00	\$27.33	\$41.00
Systems Operator Specialist II **	51-506	\$29.83	\$44.75	\$29.83	\$44.75	\$29.83	\$44.75	\$29.83	\$44.75	\$29.83	\$44.75
Systems Operator Specialist III **	51-506	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63	\$34.42	\$51.63
Task Leader	51-501	\$88.87	N/A	\$90.65	N/A	\$92.46	N/A	\$94.31	N/A	\$96.20	N/A
Task Manager	51-501	\$83.71	N/A	\$85.38	N/A	\$87.09	N/A	\$88.83	N/A	\$90.61	N/A
Task Supervisor	51-501	\$46.84	N/A	\$47.78	N/A	\$48.74	N/A	\$49.71	N/A	\$50.70	N/A
Taxi Driver **	51-504	\$25.68	\$38.52	\$25.68	\$38.52	\$25.68	\$38.52	\$25.68	\$38.52	\$25.68	\$38.52
Team Leader	51-501	\$72.78	N/A	\$74.24	N/A	\$75.72	N/A	\$77.23	N/A	\$78.77	N/A
Technical Information Specialist III	51-504	\$63.46	N/A	\$64.73	N/A	\$66.02	N/A	\$67.34	N/A	\$68.69	N/A
Technical Writer **	51-508	\$65.61	\$98.42	\$65.61	\$98.42	\$65.61	\$98.42	\$65.61	\$98.42	\$65.61	\$98.42
Trainer Supervisor	51-504	\$71.00	N/A	\$72.42	N/A	\$73.87	N/A	\$75.35	N/A	\$76.86	N/A
User Support Specialist II	51-506	\$53.34	N/A	\$54.41	N/A	\$55.50	N/A	\$56.61	N/A	\$57.74	N/A
User Support Specialist III	51-506	\$56.01	N/A	\$57.13	N/A	\$58.27	N/A	\$59.44	N/A	\$60.63	N/A
User Trainer **	51-508	\$61.98	\$92.97	\$61.98	\$92.97	\$61.98	\$92.97	\$61.98	\$92.97	\$61.98	\$92.97
Word Processor **	51-508	\$28.71	\$43.07	\$28.71	\$43.07	\$28.71	\$43.07	\$28.71	\$43.07	\$28.71	\$43.07

** SCA Labor categories not escalated. Escalation to be done with new WD after June each year.

**GS-25F-0028L - PAE LABAT-
ANDERSON INCORPORATED
SIN 51-505 AND 51-505RC -
DOCUMENT PRODUCTION SERVICES
ONSITE/OFFSITE (DPS)**

Item Description	Unit	Pricing			
DOCUMENT ORGANIZATION		Flat Rate			
Organize, Prepare, Index Document Collection *	Page	\$0.101			
		Flat Rate			
Paper Document Destruction	Per Pound	\$0.095			
Electronic Endorsement	Image	\$0.012			
Box Storage - Unclassified Records	Cubic Foot	\$0.322			
Bates Label	Page	\$0.102			
SCAN TO DIGITAL IMAGE		Flat Rate			
Scan to Digital Image from Microfilm	Image	\$0.070			
		Tier 1 (0 - 500K)	Tier 2 (500K+)		
Scan to Digital Image - Light Grade Paper	Image	\$0.181	\$0.179		
Scan to Digital Image - Medium Grade Paper	Image	\$0.240	\$0.238		
Scan to Digital Image - Heavy Grade Paper	Image	\$0.274	\$0.272		
Scan to Digital Image - Glasswork	Image	\$0.717	\$0.717		
Scan to Digital Image w/ Certification - Light Grade Paper	Page	\$0.191	\$0.189		
Scan to Digital Image w/ Certification - Medium Grade Paper	Page	\$0.263	\$0.261		
Scan to Digital Image w/ Certification - Heavy Grade Paper	Page	\$0.301	\$0.298		
Scan to Digital Image w/ Certification - Glasswork	Page	\$0.975	\$0.973		
Scan to Digital Image w/ Certification (Expedited) - Light Grade Paper	Page	\$0.246	\$0.243		
Scan to Digital Image w/ Certification (Expedited) - Medium Grade Paper	Page	\$0.317	\$0.313		
Scan to Digital Image w/ Certification (Expedited) - Heavy Grade Paper	Page	\$0.363	\$0.360		
Scan to Digital Image w/ Certification (Expedited) - Glasswork	Page	\$1.831	\$1.828		

**GS-25F-0028L - PAE LABAT-
ANDERSON INCORPORATED
SIN 51-505 AND 51-505RC -
DOCUMENT PRODUCTION SERVICES
ONSITE/OFFSITE (DPS)**

		Flat Rate			
CD Reproduction	CD	\$8.934			
		Flat Rate			
Logical Document Determination	Image	\$0.036			
		Flat Rate			
Oversize Imaging, B&W	Sq. Ft.	\$1.191			
Oversize Imaging, Color	Sq. Ft.	\$11.912			
PRINTS/BLOWBACK		Flat Rate			
Blowback from Digital Image	Page	\$0.118	\$ -	\$ -	\$ -
PHOTOCOPYING		Flat Rate			
Photocopy, Grade A *	Page	\$0.053			
Photocopy, Grade B *	Page	\$0.063			
Photocopy, Grade C *	Page	\$0.103			
Photocopy, Grade D *	Page	\$0.226			
Photocopy, Grade E *	Page	\$0.335			
Photocopy, Grade F *	Page	\$1.237			
Color (up to 8 1/2x14) *	Page	\$0.621			
DOCUMENT CODING (On-line Coding)		Tier 1 (0 - 100K)	Tier 2 (100K+)	Tier 3 (250K+)	
OLC - Header Coding for Imaging Database	DCF	\$2.382	\$2.267	\$2.199	
OLC - Bibliographic	DCF	\$3.584	\$3.429	\$3.252	
OLC - Bibliographic with Mentioned Names	DCF	\$4.629	\$4.261	\$4.040	
OLC - Bibliographic with Mentioned Names & Subject Terms	DCF	\$6.901	\$6.347	\$6.016	
KEYING/SCANNING		Flat Rate			
Keying - Nonsensitive *	1,000 char	\$3.669			
Keying - Sensitive *	1,000 char	\$5.956			
Video Depo Conversion (Text Synchronization) *	Hour	\$65.517			
DATA PROCESSING		Tier 1 (0 - 500)	Tier 2 (500+)	Tier 3 (2,000+)	Tier 4 (5,000+)
EDD Processing (Import and Processing)	GB	\$128.583	\$44.139	\$37.857	\$23.000

**GS-25F-0028L - PAE LABAT-
ANDERSON INCORPORATED
SIN 51-505 AND 51-505RC -
DOCUMENT PRODUCTION SERVICES
ONSITE/OFFSITE (DPS)**

		Tier 1 (0 - 500K)	Tier 2 (1,000K+)	Tier 3 (5,000+)	Tier 4 (10,000 +)
Image File Creation (Tiffing Per Page)	Page	\$0.039	\$0.038	\$0.029	\$0.028
Optimal Character Recognition (OCR)	Page	\$0.030	\$0.029	\$0.028	\$0.028
		Flat Rate			
Early Case Assessment (Pre Culling) *	Per GB	\$71.410			
		Tier 1 (0 - 5)	Tier 2 (10+)	Tier 3 (20+)	
Export	Per Export	\$258.339	\$234.514	\$222.602	
WEBHOSTING		Tier 1 (0 - 1K)	Tier 2 (10K+)	Tier 3 (15K+)	Tier 4 (25K+)
Managed Web Hosting	Per GB per Month	\$96.311	\$77.895	\$51.044	\$25.405

* -- Due to labor required or type of input materials, no economies of scale are available.