



ManTech

**General Services Administration
Federal Acquisition Service**

Authorized Multiple Award Schedule 70:
General Purpose Commercial Information Technology Equipment, Software and
Services

Contract Number:
GS-35F-0079J

Contract Period of Performance:
November 13, 1998 to November 12, 2018

Pricelist current through Modification PA-0022, dated March 11, 2014

**Allied Technology Group, Inc. a wholly owned subsidiary of ManTech
International Corporation**

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Large Business

<http://www.mantech.com>

On-line access to contract ordering information, terms and conditions, up-to-date pricing,
and the option to create an electronic delivery order are available through GSA
Advantage![®], a menu-driven database system. The INTERNET address GSA
Advantage![®] is: GSAAAdvantage.gov.

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INFORMATION FOR ORDERING AGENCIES

1a. AWARDED SPECIAL ITEM NUMBERS (SINs):

SIN	Title
132-51	Information Technology Professional Services
132-51RC	Information Technology Professional Services – Recovery Purchasing

1c. APPROVED LABOR CATEGORY RATES AND DESCRIPTIONS: See Pages 8-48

2. MAXIMUM ORDER: \$500,000 per SIN/per Order

Notwithstanding this limit, agencies may place and Allied Technology Group, Inc. may honor orders exceeding this limit in accordance with FAR 8.404. This maximum order value is a dollar amount at which it is suggested that the ordering agency request greater discounts from the contractor before issuing the order. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order.

3. MINIMUM ORDER: \$100.00 unless Allied Technology Group, Inc. agrees to accept a smaller order amount. When the Government requires supplies or services covered by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is Allied Technology Group, Inc. obligated to furnish those supplies or services under the contract. However, if the Government places such orders, they shall be deemed to be accepted by Allied Technology Group, Inc., unless returned to the ordering office within 5 workdays after receipt by Allied Technology Group, Inc.

4. GEOGRAPHIC COVERAGE: The geographic scope of this contract is the 48 contiguous states and the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

5. POINT OF PRODUCTION: Not Applicable

6. DISCOUNTS FROM LIST PRICES: Reference Net Pricing included herein. Discounts may be offered on specific orders depending upon the Statement of Work, staffing, geographic location, and other factors.

7. QUANTITY DISCOUNTS: None

8. PROMPT PAYMENT TERMS: None – Net 30 days

9a. GOVERNMENT PURCHASE CARD ACCEPTED AT OR BELOW THE MICROPURCHASE TRESHOLD (\$3,000). Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders

- 9b. GOVERNMENT PURCHASE CARD ACCEPTED ABOVE THE MICROPURCHASE THRESHOLD.** Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payment will be shown on the invoice.
- 10. FOREIGN ITEMS:** None
- 11a. TIME OF DELIVERY:** As negotiated between Contractor and Ordering Office
- 11b. EXPEDITED DELIVERY:** Contact Allied Technology Group, Inc.
- 11c. OVERNIGHT AND 2-DAY-DELIVERY:** Contact Allied Technology Group, Inc.
- 11d. URGENT REQUIREMENTS:** Contact Allied Technology Group, Inc.
- 12. FOB POINT:** Destination
- 13a. ORDERING ADDRESS:** Allied Technology Group, Inc.
1803 Research Blvd, Suite 601
Rockville, MD 20850-3167
- 13b. ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. PAYMENT ADDRESS:** Allied Technology Group, Inc.
1803 Research Blvd, Suite 601
Rockville, MD 20850-3167
- 15. WARRANTY PROVISIONS:** Reference Ordering Procedures for Services; Standard Commercial Warranty for Products
- 16. EXPORT PACKING CHARGES:** Not Applicable
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** Not Applicable
- 19. TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable
- 20. TERMS AND CONDITIONS OF REPAIR PARTS:** Not Applicable
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** Not Applicable

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- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** Not Applicable
 - 22. **LIST OF PARTICIPATING DEALERS:** Not Applicable
 - 23. **PREVENTATIVE MAINTENANCE:** Not Applicable
 - 24a. **SPECIAL ATTRIBUTES:** Not Applicable
 - 24b. **SECTION 508:** Not Applicable
 - 25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 621225598
 - 26. **REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**
Yes

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST**a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

The labor category descriptions start on page 8 and the approved GSA rates start on page 41.

LABOR CATEGORY DESCRIPTIONS**Senior Staff**

- Program Manager
- Sr Prog/Business Manager
- Senior Consultant
- Senior Systems Architect
- Senior Systems Analyst
- Senior Management Analyst
- Senior Programmer
- Senior Data Info Specialist
- Senior Data Base Manager
- Senior Software Architect
- Senior Info Engineer (IE)
- Security Systems Specialist
- Process Reengineering Specialist
- Senior Acquisitions Analyst
- Senior Contracts Analyst

Field Specialists and Leads

- Project Manager
- Project Control Specialist
- Senior Functional Analyst
- Lead Information Engineer
- Senior Application Engineer
- Data Base Management Specialist
- System Administrator
- Help Desk Manager
- Senior Computer Systems Analyst
- Information Engineer
- Applications Engineer
- Computer Security Sys Specialist
- Quality Assurance Manager
- Business Application/Compensation and Resource Analyst
- Electronic Publishing Specialist
- Lead Analyst
- Lead Business Analyst
- Systems Architect Specialist
- Lead ADP Scientist
- Data Information Specialist
- Records Management Specialist
- Telecommunications Specialist
- Communications Specialist

- Training Specialist
- Computer Science Engineer
- Business Process Reengineering Specialist
- Lead Network Technician
- Communications Network Manager

Professional Support

- Operations Manager
- Cost Analyst
- Project Control Analyst
- Program Administration Specialist
- Help Desk Specialist
- Hardware Specialist
- Documentation Specialist
- Data Standardization Specialist
- Hardware Installation Technician
- Network Installation Technician
- Network Technician
- Network Draftsman
- Program Administration Specialist
- Functional Analyst
- Hardware Draftsman
- Applications Engineer
- Applications Programmer
- Quality Assurance Analyst
- Computer Systems Analyst
- System Administrator
- System Operator
- Programmer
- Analyst
- Trainer
- Administrative Assistant
- Network Administrator - (LAN/WAN)
- Electronic Publishing
- Technical Writer
- Graphics Specialist/Administrative Support

Support Staff

- Research Associate
- Contracts Administrative Assistant
- Documentation Clerk
- Data Entry Clerk
- Clerk Typist

- Electronic Meeting Technographer
- Graphic Artist
- Junior Computer Systems Analyst
- Junior Application Programmer
- Intern Application Programmer

Overall Senior Staff Requirement

All senior staff are expected to be experts in their own fields, and knowledgeable about other related areas. Senior Staff must be able to work with top level government management, and to work as team and field leads. Senior Staff are expected to be assist in policy formulation and decisions, and be knowledgeable about FAA mission and policies.

Program Manager

The Program Manager serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

The Program Manager shall establish and maintain technical and financial reports in order to show progress to corporate management and clients. Maintain client contacts to ensure conformity to all contractual obligations. Ensure the development, maintenance, and implementation of work order management plans, a document which guides the performance of all functional activities performed on the individual task orders.

The Program Manager must have a minimum of 14 years of successful program management experience on large government technical contracts, three (3) of which shall be within the last five (5) years. In addition, the Program Manager must have demonstrated experience or a Bachelors degree in Computer Sciences, Information Systems, Communications or related field. An advanced degree in Business, Law, Economics, Communication, Computer Science, or related discipline may be substituted for four years experience.

The Program Manager is a key personnel.

Senior Program/Business Manager

The Senior Program/Business Manager is responsible for business and financial, programmatic and administrative aspects of project performance (i.e., contractual, administrative, deliverables management, program performance metrics and financial). Manage and supervise personnel involved in relevant areas of project activity. Supports the program and program manager in the program/project organization and metrics gathering and analysis. Has responsibility for program financial and business management. In conjunction with the program manager establish and maintain technical and financial reports in order to show progress to corporate management and

clients. Maintain client contacts to ensure conformity to all contractual obligations. In conjunction with the program manager supports the development, maintenance, and implementation of work order management plans, a document which guides the performance of all functional activities performed on the individual work orders. Monitors and reports on program progress relative to program plans, programmatic and financial baselines.

The Senior Program/Business Manager must have a minimum of 10 years of successful program/business management experience three (3) of which shall be within the last five (5) years, on large government technical contracts. In addition, the Associate Program/Business Manager must have a Bachelors degree or demonstrated program experience in Accounting, Program Management, Information Systems, Electronic Publishing, Communications or related field.

The Senior Program/Business Manager is a required personnel.

Senior Consultant

Senior Consultants shall be responsible for the design, implementation and analysis of discrete elements of a program. The senior Consultant will provide leadership and guidance to policy development, authorship of final reports, presentations to high level managers and Congress, and other program elements that require expertise.

The Senior Consultant must be a recognized leader in his or her field, with a minimum of 10 years of directly related experience or publications, three (3) of which shall be within the last five (5) years. In most cases, the Senior Consultant will have a professional degree in a field related to his or her expertise.

Senior Systems Architect

The Senior Systems Architect serves as the computer scientist and expert responsible for providing technical leadership and direction in supporting the application of sound software engineering concepts and practices to the acquisition of FAA embedded, real-time systems and information processing systems. The Senior Systems Architect advises, participates and supports projects and teams in the technical analysis of large complex mission critical systems in defining systems and software architecture within the National Airspace System (NAS). The Senior System Architect uses experience and knowledge in object oriented technology, COTS/NDI, software engineering tools and techniques to assist the FAA to develop agency guidance for FAA projects in testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects.

The Senior System Architect must have a minimum of 10 years of experience three (3) of which shall be within the last five (5) years using object oriented technology, or COTS/NDI, and using software engineering tools and techniques in the design, development and support of large complex mission critical in areas such as: testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects. A bachelor's degree in an appropriate discipline is required. An advanced degree will account for 2 years of experience.

The Senior System Architect is a required personnel.**Senior Systems Analyst**

The Senior Systems Analyst serves as computer systems expert on assignments that typically involve the establishment of a framework for new automated systems where concern is with overall structure involving life cycle involvement ranging from the conduct of feasibility studies to post-implementation evaluation; from a number of possible approaches. Projections are required from inconclusive workload data, technological advances are usually untried at the scale to which application is required; integration with existing systems is required. Design criteria must be established to accommodate changes in legislation, mission, or functional program requirements. Duties require a broad knowledge of data sources, data flow, system interactions, advanced computer equipment and software applications, and advanced systems design techniques to develop solutions to unyielding complex problems and to advise policy making officials on systems design and ADP forecasts.

The Senior Systems Analyst must have a Bachelor's degree in an appropriate discipline and a minimum of 12 years of direct experience three (3) of which shall be within the last five (5) years in systems analysis, including all analysis and design of business applications on complex systems for large scale computers, data base management, use of programming languages such as ADA, COBOL, 4GL, and/or DBMS, and knowledge of current storage and retrieval methods.. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Computer Sciences, Systems Analysis, Information Systems, Software Engineering, Electronic Publishing, Network Administration or Communications may be substituted for three years of experience.

The Senior Systems Analysts is a required personnel.**Senior Management Analyst**

The Senior Management Analyst oversees assignments which involve novel approaches to conducting high-level studies and resolving complex management problems. Individually or with one or two assistants, develops, analyzes, evaluates, and advises on methods and techniques to improve organization work processes, procedures, manpower, management controls, information systems, documentation, and similar management functions. Conducts management and organizational studies involving analysis of broad programs, functions, and organizations of government agencies at multiple locations and including controversial relationships. Based upon study findings develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staff and dollar savings. Develops project plans, determines resource needs and allocates them. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations, discussions with managers or specialist at the work site. Identifies problems and develops recommendations. Participates in procurement process, and conducts or coordinates related training. Coordinates actions with client and corporate headquarters staff. Keeps FAA project manager and management aware of status, problems, and solutions.

The Senior Management Analyst must have a minimum of 12 years of direct experience, three (3) of which shall be within the last five (5) years in management of government business and technical operations, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Business Management, Systems Analysis, MIS, Law, Economics, Human Resources or other related field may be substituted for three years experience.

The Senior Management Analyst is a required personnel.

Senior Programmer

The Senior Programmer performs advanced specialized systems programming duties including design, specifications development, and computerized information systems implementation. Directs the activities of several programmers and/or analyst. Builds software development tools. Measures software performance through design, implementation, and evaluation of results. Publishes comprehensive analysis of software, such as database management systems, program productivity techniques, operating systems, compilers, and other items. Produces highly technical programs, such as cross-compilers and communications software operating systems. Examines overall system design to determine the applicability of a proposed or developed subsystem. Designs complex information systems describing the flow of information among users, interfaces between programs, interactions, and key data structures. Designs detailed input and output records layouts, documenting the functions of programs. Codes programs in applicable languages using detailed flow diagrams and input/output descriptions as guidelines. Makes and documents decisions concerning design characteristics and utilization of new system hardware. Establishes and designs software necessary in order to integrate new hardware. Maintains existing system software by detecting and correcting systems failures and by implementing system enhancements. Develops manuals and user guides for programmers and the operating staff. Conducts system feasibility studies and cost/benefit analyses.

The Senior Programmer must have a bachelor's degree in an appropriate discipline and a minimum of 12 years of direct experience three (3) of which shall be within the last five (5) years in programming and systems analysis, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Computer Sciences, Systems Analysis, Information Management, Software Engineering or Communications may be substituted for four years of experience.

The Senior Programmer is a required personnel.

Senior Data Information Specialist

The Data Information Specialist performs high-level database design functions. Participates in the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the partitioning of systems at the highest level, and in defining database information systems and subsystems. Provides leadership in problem-solving, implementation practices, and selection of theory. Manages the software development process based on cost and personnel factors. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system

design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

The Senior Data Information Specialist must have a bachelor's degree in an appropriate discipline and a minimum of 12 years of direct experience, three (3) of which shall be within the last five (5) years in software development and systems analysis, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Computer Sciences, Systems Analysis, Information Management, Software Engineering, Network Administration or Communications may be substituted for four years of experience.

The Senior Data Information Specialist is a required personnel.

Senior Data Base Manager

The Senior Data Base Manager manages high-level databases. Directs the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the design and development of database management systems (DBMS) at the highest level, and in defining system and subsystems. Provides leadership in problem-solving, implementation practices, and selection of DBMS theory. Manages the software development process based on cost and personnel factors. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

The Senior Data Base Manager must have a bachelor's degree in an appropriate discipline and a minimum of 10 years of direct experience, three (3) of which shall be within the last five (5) years in data base management, development and systems analysis, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. A Bachelors degree, in Computer Sciences, Systems Analysis, Information Management, Software Engineering, Statistics, or Mathematics is required.

The Senior Data Base Manager is a required personnel.

Senior Software Architect

Establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

The Senior Systems Architect must have a bachelor's degree in an appropriate discipline and a minimum of 10 years experience three (3) of which shall be within the last five (5) years in supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF1x, entity relationship diagrams), and other design techniques, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. A Bachelors or advanced degree in Computer Science, Information Systems, Engineering, or other related discipline may be substituted for two years of experience.

The Senior Systems Architect is a required personnel.

Senior Information Engineer (IE)

The Senior IE mentors client task leaders and acts as project manager directing the efforts of other IE categories. Has full life-cycle experience and expertise in all areas of the IE Methodology. Performs instruction in information engineering and engineering process reengineering, and hands-on training in the use of Computer Aided Software Engineering (CASE) tools. Plans and manages projects schedules, directs the work of other contractors, provides quality assurance reviews, and provides consulting services during the planning, analysis, and design phases of information engineering. Facilitates the clients' workshops, Joint Requirement Planning (JRP) sessions, Joint Application Development (JAD) sessions, and Rapid Application Development (RAD) sessions. Responsibilities will include preparation and presentation of client briefings to the senior leadership.

The Senior IE must have a minimum of 10 years of demonstrated experience, three (3) of which shall be within the last five (5) years in Software engineering and program management all of the areas outlined above. A Bachelors degree in Software Engineering is required.

The Senior IE is a required personnel.

Security Systems Specialist

The Security Systems Specialist serves as security analyst on difficult and complex assignments, to include all reviews where security assessments are required. Acts as an expert in automated data processing (ADP) installation security. Provides advice, counsel, and opinions on a wide variety of matters pertaining to security for information systems operations and systems management involving LANs and WANs including the Internet. Has extensive customer contact. May perform review services in one or more of the following areas:

Federal government security laws, regulations, policies, and procedures

Security planning

Designing security controls in automated information systems

Operational security controls

ADP installation security, including physical security

Risk analysis

The Security Systems Specialist must have a minimum of 10 years demonstrated experience three (3) of which shall be within the last five (5) years in computer and systems security analysis, policy and implementation, and, in addition, the Security Systems Specialist must have a Bachelors degree in a related field.

Process Reengineering Specialist

The Business Process Reengineering Specialist applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business

This position requires a bachelor's degree in an appropriate discipline and a minimum of 10 years experience three (3) of which shall be within the last five (5) years in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. A Masters degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline may be substituted for three years experience.

Senior Acquisitions Analyst

The Senior Acquisitions Analyst provides professional services in the areas of acquisition management and contract administration. The Senior Acquisitions Analyst acts as lead for the contractor procurement support team. The Senior Acquisitions Analyst provides assistance in, and coordinates contract support for, all phases of the acquisition process, conducts research and presents findings on contracting approaches, requirements analysis, existing contract analysis, and preparation of all pre-contract documentation, including preparation of Statements of Work (SOWs), Independent Government Cost Estimates (IGCEs), and Procurement Requests.

Reviews contract documentation for compliance with FAA acquisition policies and regulations. Assists in the evaluation of proposals, contract negotiation and review of all contract documentation. Provides and supports budget and resource requirements. Assists in implementing and managing contract modifications, and reviews, interprets and identifies discrepancies in modifications. Provides contract administration support; acts as interface with the FAA's Contracting Officer and Specialist (ASU) technical support staff to review, mediate, and resolve contract related issues, tracks resources and expenditures, identifies and analyzes buying trends, and monitors and evaluates deliverables and performance. Reviews and evaluates existing procedures, and assists in the development of new standard operating procedures

The Senior Acquisitions Analyst must have a minimum of 12 years direct experience in government contracting and contract administration, five of which must have been within the past eight years. In addition, the Senior Acquisitions Analyst must have demonstrated experience in government financial processes, and FAA acquisitions regulation and policy analysis, mediation and negotiation, and management of professional staff. A graduate degree in Business, Law, Communications, or related field is required.

Senior Contracts Analyst The Senior Contracts Analyst provides professional services in market and trend analysis, and contract business and technical evaluation support to the FAA Acquisition Contract Management Team. Specific responsibilities shall include conducting technical reviews of FAA/GWAC contracts and modifications, and comparisons with similar products and services, collection and evaluation of, and reporting on market surveys and trends, and analysis of alternate vehicles in terms of office automation, hardware, software, and technical support requirements. In addition, the Senior Contracts Analyst shall act coordinate activities with the FAA Acquisition Teams, and shall maintain the GWAC database, and shall analyze the advisability on entering into FAA GWAC contracts. The Senior Contracts Analyst shall oversee and publish a monthly newsletter, assist in maintaining the WEB site, and shall coordinate the Telecons .

The Senior Contracts Analyst shall have a minimum of 12 years experience in management and analysis of government requirements and contracts, five of which must have been within the past eight years, and shall have eight years direct experience in market analysis and Market Surveys. The Senior Contracts Analyst shall have in-depth knowledge of FAA contract and acquisition procedures and policies. This position requires a Masters degree in Business, Communications, or related field.

Field Specialists and Leads

Project Manager

The Project Manager oversees large, complex delivery and assists the program manager in working with the CO, and the COTR, government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific delivery orders and insuring that the technical solutions and schedules in the delivery order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

The Project Manager must have a minimum of eight years experience, three (3) of which shall be within the last five (5) years in project development from inception to deployment, and management and control of funds and resources, demonstrated ability in managing multi-contracts and subcontracts. A Bachelors degree in Computer Science, Information Systems or related field is required.

Project Control Specialist

The Project Control Specialist directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline. This position requires a minimum of six years experience, of which at least three of the last 5 years must be specialized. Specialized experience includes: preparation and analysis of financial statements, development of complex project schedules. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate the ability to work independently or under only general direction.

Senior Functional Analyst

The Senior Functional Analyst is responsible for the analysis of user needs to determine functional and cross functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related disciplines. This position requires a minimum of ten years experience, of which three (3) of the last five (5) years must be specialized. Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

Lead Information Engineer

The Lead Information Engineer applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the Corporate Information Management (CIM) guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience, three (3) of which shall be within the last five (5) years and at least eight years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction. A Master's Degree or Post Graduate degree (in the fields described above) may be substituted for three years of specialized experience.

Senior Application Engineer

The Senior Application Engineer Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience managing or performing software engineering activities, of which at least eight years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: demonstrated experience working with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

Data Base Management Specialist

The Data Base Management Specialist provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. The position requires a minimum of six years experience, of which at least four years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience-e includes: demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

System Administrator

The System Administrator supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required for this position. This position requires a minimum of four years experience, of which at least three years must be specialized and three (3) of which shall be within the last five (5) years; experience in administrating UNIX or open systems-compliant systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

Help Desk Manager

The Help Desk Manager Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact .or troubleshooting hardware/software PC and printer problems.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of seven years experience, of which at least five years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Senior Computer Systems Analyst

The Senior Computer Systems Analyst provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations if needed. for approval of major system installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of ten years experience, of which at least eight years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: analysis and design of business applications on complex systems for large scale computers, data base management, use of programming languages such

as ADA, Cobol, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Information Engineer

The IE is an active participant in planning, analysis, design, and construction phases of information engineering. Has hands-on experience using Information engineering CASE tools, developing and implementing large systems, is considered to be an expert in several phases of Information Engineering Methodology including engineering process reengineering. Develops deliverables and presents result for client review. Facilitates JRPs, JADs, and RADs. Additional responsibilities may include, but not limited to: leading or assisting in the preparation of presentation of client briefings and workshops; performing as instructor educating in information engineering and CASE tools.

The IE must have a minimum of eight years of direct experience, three (3) of which shall be within the last five (5) years in the areas outlined above, including working with upper-level management. A Bachelors degree in a related field is required.

Applications Engineer

The Applications Engineer analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

The Applications Engineer position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years in: applications programming on large scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

Computer Security Systems Specialist

The Computer Security Systems Specialist analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.

The Computer Security Systems Specialist position requires a minimum of eight years, three (3) of which shall be within the last five (5) years, in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing

solutions to MLS problems. A Bachelors degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline may be substituted for two years experience.

Quality Assurance Manager

The Quality Assurance Manager establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

This position requires a minimum of eight years experience, three (3) of which shall be within the last five (5) years in Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline may be substituted for two years experience.

Business Application/Compensation and Resource Analyst

The Compensation and Resource Analyst is responsible for manpower resource planning and allocation, analysis of buying trends, research, analysis and presentation of contract status and resource reports, and market analysis. Supports the FAA Acquisition Contract Management Team in developing implementing, and documenting best business practices related to manpower resource planning, allocation and compensation. Provides professional support to Contract and Business Managers in meeting and maintaining manpower resource requirements. Evaluates internal manpower requirements for the execution of IT strategies and procedures and performs analysis of external market factors affecting compensation for IT professionals and supporting technical personnel. Develops compensation strategies for achieving and maintaining the optimum levels of technical capability with available financial resources.

The Business Application/Compensation and Resource Analyst must have a minimum of 10 years of experience in business systems analysis, five of which must have been within the past eight years, and with six years direct experience in contract negotiations and market analysis. Must have the capability to monitor industry and public policy development for impact on market for IT personnel.

Electronic Publishing Specialist

The Electronic Publishing Specialist performs high-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares

periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

The Electronic Publishing Specialist must have a minimum of eight years of direct experience, three (3) of which shall be within the last five (5) years in document design and publishing, including all of the areas outlined above. The Electronic Publishing Specialist must have demonstrated experience in managing schedules and deliverables, and have extensive knowledge of Pagemaker, Ventura, Adobe, and other desk top publishing programs. A Bachelors degree in Computer Sciences, Graphic Design, English (writing/editing/publishing), Business Management, or other related subjects be substituted for two years of experience.

Lead Analyst

The Lead Analyst provides a variety of support , including analysis of system requirements and development of methods for solving problems. Under the direction of a Senior Analyst, produces flowcharts and associated documentation, as required. Assists in the development of task-level specification based on system-level requirements using flowcharts, milestone charts and associated documents. Participates in the testing of analytical methods, revising and refining the documents used throughout the program as required. Participates in the review of existing processing systems in order to suggest refinements, reduce operating time and improve present techniques.

The Lead Systems Analyst must have a minimum of eight years of direct experience three (3) of which shall be within the last five (5) years in systems analysis, including all of the areas outlined above. The Lead Analyst must also have demonstrated experience in program and business management and related software, and deliverables. An Bachelors degree in Computer Sciences, Systems Analysis, Information Systems , or other related field may be substituted for three years of experience.

Lead Business Analyst

The Lead Business Analyst analyzes information requirements. Evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action. Applies business process improvement practices, to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the configuration information management guiding principles, cost savings, and open architecture objectives.

The Lead Business Analyst must have a minimum of eight years of demonstrated experience, three (3) of which shall be within the last five (5) years in the business of information resources management, which must include five years of experience in business process improvement. A

Bachelors degree in Computer Science, Information Systems, Business, or related field is required.

Systems Architect Specialist

The Systems Architect Specialist establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

This position requires a bachelor's degree in an appropriate discipline and a minimum of eight years, three (3) of which shall be within the last five (5) years in the use of structured analysis, design methodologies and design tools (such as IDEF1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. A Masters degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, may be substituted for three years experience.

Lead ADP Scientist

The Lead ADP Scientist performs technical work using both standard and non-standard analysis, design, and programming techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turn-around time requirements, input and output checking, and overall problem-schedule requirements. Produces comprehensive prose and flow chart descriptions of proposed solutions to problems, based on system analyses. Carries a project through the design, coding, and checkout phases, as required. Appraises techniques in which he/she is qualified, and indicate the manner in which solutions can be developed. Analyzes and recommends methods of improving the efficiency of existing programs. Directs the development and the writing of suitable source language instructions required for computer processing.

The Lead ADP Scientist must have a bachelor's degree in an appropriate discipline and a minimum of eight years of direct experience three (3) of which shall be within the last five (5) years in analysis, design and programming. The Lead ADP Scientist must have demonstrated experience in program management, business practice, and computer processing. An advanced

degree in Computer Sciences, Systems Analysis, Information Systems Software Engineering, or related field may be substituted for three years of experience.

Data Information Specialist

The Data Information Specialist performs high-level database design functions. Directs the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the partitioning of systems at the highest level, and in defining database information systems and subsystems. Provides leadership in problem-solving, implementation practices, and selection of theory. Manages the software development process based on cost and personnel factors. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

The Data Information Specialist must have a minimum of eight years of direct experience, three (3) of which shall be within the last five (5) years in data base design and implementation. The Data Information Specialist must have demonstrated program and staff management, business practice, and system evaluation. A Bachelors degree in Computer Sciences, Systems Analysis, Information Systems, Software Engineering, or related field may be substituted for four years of experience.

Records Management Specialist

The Records Management Specialist receives and processes transfer requests for the storage of FAA records at the WNRC as well as the retrieval of FAA records from WNRC. The Records Management Specialist will identify individuals responsible for records management at FAA Headquarters, Regions and Centers; obtain identifying information from them; create a mailing list/tracking system; and develop a recommended mechanisms for carrying out periodic updates. The Records Management Specialist reviews material that are stored in the FAA basement and determine the responsible party for each document or set of documents. Upon approval of the FAA Work Order Manager, the Management Analyst is responsible for arranging the return of the items to the responsible party. The Records Management Specialist is knowledgeable of both existing orders (FAA Order 0000.1F: Subject Classification System and FAA Order 1350.15B: Records Organization, Transfer, and Destruction Standards) and develops a recommended plan for merging the two orders together for use in an agency-wide inventory. The Records Management Specialist will develop a recommended implementation plan to be used for an agency-wide inventory of the merged FAA Orders (0000.1F and 1350.15B) and the subsequent revision of the merged orders after the inventory. The Records Management Specialist will attend local meetings and workshops to collect information about records practices, NARA procedures, and technology when these topics are appropriate to FAA records functions.

The Records Management Specialist must have a minimum of 10 years of direct experience, three (3) of which shall be within the last five (5) years in records management, and working familiarity with related government policies and procedures. Education may be substituted for up to six years work experience: A Bachelors degree in Library Science or Records Management substituted for four years, an advanced degree in Library Science or Records Management for six years.

Telecommunications Specialist

The Telecommunications Specialist must be technically current in telecommunications systems design functions and project planning relating to large scale distributed computer systems and equivalent design work related to medium and smaller scale "stand-alone" systems. Provides senior level technical staff functions regarding new systems design efforts . Provides high-level expertise in design decisions relating to hardware systems configurations, software design and database, user interface design, and display features for operational display systems. Serves as a senior level manager of large multi-disciplined department of telecommunication engineers, human factors, and specialty technical personnel involved in the design and development of the advanced automation systems.

The Telecommunications Specialist must have a minimum of eight years, three (3) of which shall be within the last five (5) years of direct experience in telecommunications system design and management. The Telecommunications Specialist must have demonstrated experience in program and staff management, business practice, and system evaluation. A Bachelors degree in a related field may be substituted for two years of experience.

Communications Specialist

The Communications Specialist analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

This position requires a minimum of eight years experience, three (3) of which shall be within the last five (5) years in one of the following: communications software, communications hardware or network specialty communication networks, communications hardware specialized experience includes, installing, testing, and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals, and multiplexers), using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results. A Bachelors degree in a related field may be substituted for 3 years experience.

Training Specialist

The Training Specialist conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by

conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

This position requires a minimum of eight years, three (3) of which shall be within the last five (5) years specialized experience in developing and providing technical and end-user training on computer hardware and application software. The candidate must have demonstrated ability to communicate effectively orally and in writing. A Bachelors degree is required.

Computer Science Engineer

The Computer Science Engineer provides expertise in state-of-the-art real-time software design and development and interface of software with computer hardware systems. Experience with complex software system development using DOD-STD-2167A procedures. Experience with computer-aided software engineering (CASE) tools. May perform project management functions.

The computer Science Engineer must have a bachelor's degree in an appropriate discipline and a minimum of eight years of direct experience, three (3) of which shall be within the last five (5) years in software design and development, including all of the areas outlined above.

Business Process Reengineering Specialist

The Business Process Reengineering Specialist applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.

This position requires a minimum of 10 years experience, three (3) of which shall be within the last five (5) years in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline may be substituted for three years experience.

Lead Network Technician

The Lead Network Technician Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test records. Coordinates post installation operations and maintenance support.

This position requires a minimum of eight years experience three (3) of which shall be within the last five (5) years in supervision of installation technicians; analysis, design, and installation of local and wide area nets; and analysis and installation of communication systems. The candidate must demonstrate Familiarity with engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. The Lead Network Technician must be able to lead a staff of technicians.

Communications Network Manager

The Communication Network Manager evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and test of complex large scale computer integrated networks. Schedules conversions and cutovers. Oversees network control center. Supervises maintenance of systems. Coordinates with all responsible users and sites. Supervises staff.

This position requires a minimum of seven years experience, three (3) of which shall be within the last five (5) years in protocol analysis, knowledge of OSI protocols particularly TCP/IP, X.25, X.400, X.500. Experience with ATM, frame relay, other knowledge with bridges, routers, gateways, FDDI, detailed knowledge of UNIX operating systems. Experience as a CNE or ECNE desirable. Specialized experience also includes: supervising the operation and maintenance of communication network systems which may be mainframe, mini, or client/server based, communication networks planning, installation, and support. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. . The Communication Network Manager must be able to lead a staff of technicians.

Professional Support

Operations Manager

The Operations Manager supervises and administers computer operations. Schedules machine time and directs data entry efforts. Provides users with computer output. Supervises staff operations

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of seven years experience, of which at least five years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: supervision and operations experience on a large-scale computer system, knowledge of hardware, software and operating systems. General experience includes operations experience on a large scale computer system or a multi-server local area network.

Cost Analyst

The Cost Analyst Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits,

and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross functional, security, and other integration issues are addressed.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline. This position requires a minimum of six years experience, and three (3) of which shall be within the last five (5) years. Additionally, at least three years must be specialized. Specialized experience includes: demonstrated experience in providing technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of computer system selections. General experience includes increasing responsibilities in information systems or a technical and fiscal nature.

Project Control Analyst

The Project Control Analyst oversees financial management and administrative information and activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems.

This position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years in preparation and analysis of financial statements, development of complex project schedules, in general accounting and management activities. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline may be substituted for three years experience

Program Administration Specialist

The Program Administration Specialist Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, delivery order review, briefings/presentations, and APR preparation. Performs analysis, development, and review of program administrative operating procedures.

This position requires a high school diploma with a minimum of four years experience, three (3) of which shall be within the last five (5) years and at least two years must be specialized. Specialized experience in general contract administration. Works with limited supervision and direction. Required to use judgment and initiative in problem solving.

Help Desk Specialist

The Help Desk Specialist provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

This position requires an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum

of five years experience, three (3) of which shall be within the last five (5) years and at least three years must be specialized. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Hardware Specialist

The Hardware Specialist reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and that the solutions will satisfy the user's requirements.

This position requires an Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years , and at least four years must be specialized. Specialized experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

Documentation Specialist

The Documentation Specialist gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

This position requires an Associate degree (in the fields described in this paragraph) is required. This position requires a minimum of three years experience within the last 5 years, and of which at least two years must be specialized. Specialized experience includes: preparing technical documentation, which is to include researching for applicable standards. General experience includes technical writing and documentation experience pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

Data Standardization Specialist

The Data Standardization Specialist Provides technical support in the evaluation of prime object names, data elements, and other objects. Evaluated proposed objects and their attributes. Ensures that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts. Ensures that the values of object attributes and domains are accurate and correct. Ensures that the proposed objects are consistent with data and process models.

This position requires an Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. is required. This position requires a minimum of three years experience, three (3) of which shall be within the last five (5) years and at least two years must be specialized. Specialized experience includes: building and/or maintaining data/information repositories for organizations that use information engineering

concepts and enterprise, data and process modeling in the identification and development of standardized objects. General experience includes technical writing in enterprise, process, and/or data modeling. Demonstrated ability to work independently or under only general direction.

Hardware Installation Technician

The Hardware Installation Technician conducts sites surveys; assesses and documents current site network configuration and user requirements. Designs and optimize network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized interconnecting cables.

The Minimum education requirement for this position is a high school diploma. This position requires a minimum of five years experience, three (3) of which shall be within the last five (5) years and at least three years must be specialized. Specialized experience includes: analysis and installation of computer based systems; analysis and installation of local area nets; fiber optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems. Proven ability to work independently or under only general direction.

Network Installation Technician

The Network Installation Technician conducts site Surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

The minimum education requirement for this position is a high school diploma. This position requires a minimum of five years experience, three (3) of which shall be within the last five (5) years and at least three years must be specialized. Specialized experience includes: analysis, design, and installation of local area networks; and analysis and installation of communications systems. Specialized experience includes use of engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management.

Network Technician

The Network Technician conducts site Surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

This position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years in analysis, design, and installation of local area networks; and analysis and installation of communications systems, including demonstrated experience in use of engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers.

Network Draftsman

The Network Draftsman develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, network configuration and design.

The minimum education requirement for this position is a high school diploma. This position requires a minimum of 7 years drafting experience, three (3) of which shall be within the last five (5) years. Four years specialized experience shall be in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of network installations. Must demonstrate the ability to work independently or under only general supervision.

Program Administration Specialist

The Program Administration Specialist assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, delivery order review, briefings/presentations, and APR preparation. Performs analysis, development, and review of program administrative operating procedures.

This position requires a high school diploma with a minimum of four years experience, three (3) of which shall be within the last five (5) years and at least two years must be specialized. Specialized experience in general contract administration. Works with limited supervision and direction. Required to use judgment and initiative in problem solving.

Functional Analyst

The Functional Analyst analyzes user needs to determine functional and cross functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years and at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

Hardware Draftsman

The Hardware Draftsman develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, electrical interconnects, and mechanical plans for specialized hardware.

The minimum education requirement for this position is a high school diploma. This position requires a minimum of 7 years drafting experience, three (3) of which shall be within the last five (5) years. A diversified drafting background is required. A minimum of 4 years experience shall be in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of custom hardware installations. Must demonstrate the ability to work independently or under only general supervision.

Applications Engineer

The Applications Engineer analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

This position requires a minimum of Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years and at least four years must be specialized. Specialized experience includes: experience as an applications programmer on large scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Applications Programmer

The Applications Programmer analyzes functional, business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of five years experience, three (3) of which shall be within the last five (5) years and at least three years must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Quality Assurance Analyst

The Quality Assurance Analyst provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and

user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

The position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years and at least three years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large scale computers, data base management, use or the programming languages such as ADA, Cobol, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Computer Systems Analyst

The Computer Systems Analyst analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years and at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as ADA, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

System Administrator

The System Administrator supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes

system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

This position requires a minimum of four years experience, three (3) of which shall be within the last five (5) years in administrating UNIX or open systems-compliant systems, and on a large-scale computer system or a multi-server local area network. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

System Operator

The System Operator monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation which may be mainframe, mini, or client/server based.

This position requires a minimum of three years experience, three (3) of which shall be within the last five (5) years in operating a large-scale computer system or a multi-server local area network. Must demonstrate sufficient knowledge of programming to understand how programs use computer hardware. An Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

Programmer

The Programmer performs routine systems programming duties. Assists in the design, development of specifications for, and implementation of computerized information systems. Assists in building software development tools. Measures software performance through design, implementation, and evaluation of results. Assists in the publication of comprehensive analysis of software, such as database management systems, program productivity techniques, operating systems, compilers, and other items. Produces highly technical programs, such as cross-compilers and communications software operating systems. As a member of a systems team, examines overall system design to determine the applicability of a proposed or developed subsystem. Assists in the design of routine information systems describing the flow of information among users, interfaces between programs, interactions, and key data structures. Assists in the design of detailed input and output records layouts, documenting the functions of programs. Codes programs in applicable languages using detailed flow diagrams and input/output descriptions as guidelines. Makes and documents decisions concerning design characteristics and utilization of new system hardware. Assists in the establishment and design of software necessary in order to integrate new hardware. Maintains existing system software by detecting and correcting systems failures and by implementing system enhancements. Develops manuals and user guides for programmers and the operating staff. Assists in the conduct of system feasibility studies and cost/benefit analyses.

The Programmer must have a minimum of six years of diverse programming experience, three (3) of which shall be within the last five (5) years. Education may be substituted for up to three years work experience: bachelors degree in Computer Science or related field may be substituted for three years; an associate degree in for two years.

Analyst

The Analyst develops, analyzes, evaluates, and advises on methods and techniques to improve organization, work processes, procedures, information systems, documentation, and similar Functions. Conducts management and organizational studies involving analysis of specific programs, functions and organizations of the agency. Based upon study findings, assists in the development of detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staff and dollar savings. Develops project plans and determines resource needs. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations, discussions with appropriate managers or specialists. Identifies problems and develops recommendations. Coordinates action with client and corporate staff. Keeps Program Manager aware of status, problems, and solutions.

The Analyst must have four years of demonstrated experience, three (3) of which shall be within the last five (5) years in business process improvement within information resource management organizations. A Bachelors degree in Computer Science, Information Systems, or another related field may be substituted for two years of experience improvement. The Analyst must be skilled in the use of Microsoft Windows software, including Word, PowerPoint, and Excel, and have the ability to work independently or as part of a team.

Trainer

The Trainer conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

This position requires a minimum of four years experience, three (3) of which shall be within the last five (5) years in developing and providing technical and end-user training on computer hardware and application software, information systems development, training. A Bachelors in any field is required.

Administrative Assistant

The Administrative Assistant is responsible for administrative and management support for a wide range of office functions. Provides administrative support in the management of personnel, financial, operations, and technical program. Ensures that programs are monitored, that goals and objectives are set, program responsibility assigned and results documented. Requires frequent application of techniques peculiar to several unrelated functions, such as statistical charting, organizational structure, budget and fiscal control, personnel recruitment and placement, incentive awards, data systems, staffing standards development and office management. Requires substantial coordination and interface with other offices.

The Administrative Assistant must have within the last five years, three years demonstrated experience in program support, including preparation of presentation materials, program documentation, basic analysis, and development of program materials. Skill in Microsoft

Windows software, including Word, PowerPoint, and Excel. A Bachelors degree may be substituted for one year of experience. The Administrative Assistant must have the ability to work independently or as part of a team.

Network Administrator - Local/Wide Area Networks (LAN/WAN)

Assists other administrators in maintaining large LAN systems; helps support a Wide-Area Network system using TCP/IP, which includes connectivity to mainframes. Coordinates and performs installation of workstations. Other duties included providing technical and software support to end users. Responsible for installing, maintaining, and upgrading computer workstations and software. Provides technical assistance and training. Performs evaluations of computer hardware and software. Serves as liaison with vendors for new hardware/software purchases. Assists clients in solving their computer related and networking problems. Provides maintenance and repairs of computers and peripheral.

The Network Administrator must have a minimum of four years of LAN/WAN experience, three (3) of which shall be within the last five (5) years in the areas outlined above. An Associate degree in a related field is required.

Electronic Publishing

The Electronic Publishing Support performs low-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic Publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

The Electronic Publishing Support must have a minimum of five years of experience, three (3) of which shall be within the last five (5) years in the areas outlined above. An Associate degree in a directly related field may be substituted for two years work experience.

Technical Writer

The Technical Writer provides researched and writes professional documents, including program reports and procedures, documentation, training materials, including analysis and compilation of diverse policy, technical, statistical, demographic, and financial information. Leads documentation production team

The Technical Writer must have a minimum of five years direct experience, three (3) of which shall be within the last five (5) years in the area outlined above, including creation of documents, from research and analysis, through publishing. A Bachelors degree in English, Communications, or related discipline is required.

Graphics Specialist/Administrative Support

The Graphics Specialist/Administrative Support assists in the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents. Provides production support and performs other administrative tasking as required.

This position requires a high school diploma and a minimum of two years within the last five years, experience in developing graphic/artistic presentations for publications and documents (preferably technical documentation). At a minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word), graphics systems (Harvard, Freelance, etc.), and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

Support Staff**Research Associate**

The Research Associate provides expertise in the research, preparation, dissemination and orderly safeguarding of technical documents. Under the supervision of the Technical Writer, writes and produces documents.

The Technical Writer must have a minimum of two years direct experience in the area outlined above and be proficient in Microsoft word. A Bachelors degree in a related field may be substituted for one year of experience.

Contracts Administrative Assistant

The Contract Administrative Assistant provides general support to the FAA contract Team and to the contractor support team in the following areas; preparation of PRs and entry of financial data , maintains contract documentation, assists in data collection and reporting for market surveys, research and editing of materials for newsletters, WEB sites, and other publications and documentation, analysis of invoices and maintenance of spreadsheets relating to budget and resource use and allocation.

The Contracts Administrative Assistant shall have a minimum of two years, within the last five years, of direct experience in contracts or business support, and a Bachelors degree.

Documentation Clerk

The Documentation Clerk is responsible for writing manuals and user guides for users, programmers and the operations staff. Assist in designing and documenting data requirements, system test and implementation plans, and system demonstrations. Develops flow charts and system work flow graphics. Sets up data dictionaries for automated systems. May assist in entering and managing financial management systems data.

The Documentation Clerk must have a minimum of two years with the last five years, direct experience in the area outlined above, and be proficient in Microsoft word, and excel.

Data Entry Clerk

The Data Entry Clerk enters a wide variety of source documents such as computer generated reports, program coding sheets, and other narrative and statistical information using PC-based database management software, such as dBase IV or PARADOX. Examines and sorts documents by subject matter, category, or other specified manner. In accordance with established procedures, reviews source documents for completeness and accuracy. Detects and rejects illegible or incomplete source documents and information. Keys data rapidly and accurately. Verifies accuracy and corrects data using automated data edit reports if possible. Reviews and annotates data sheets, reports, and other documents for data entry technicians. Maintains records covering verification statistics.

The Data Entry Clerk must have a minimum on two year within the last five years, direct experience in the area outlined above, and be proficient in PC-based database management software.

Clerk Typist

The Clerk Typist prepares periodic or special reports of workload and information from records and files using PC-based word processing software, such as Microsoft WORD or WordPerfect. Performs related clerical duties such as answering telephone, referring callers or furnishing information, maintaining files, operating copying machine and distributing or preparing documents to be mailed.

The Clerk Typist must have a minimum on one year within the last three years, direct experience in the area outlined above.

Electronic Meeting Technographer

The Electronic Meeting Technographer supports the operation of interactive voice and/or video teleconferencing systems used to facilitate remote interactive participation through a LAN-based electronic meeting system controlled by a central monitor station where shared ideas are projected. Specific responsibilities include: 1) starting up, maintaining, and shutting down the EMS computer system and related telecommunications; 2) monitoring the system during use and maintaining telecommunications links; 3) troubleshooting the EMS system; 4) providing assistance to EMS facility users during conference sessions; 5) providing for routine maintenance of the system; and 6) providing instruction in the appropriate use of the system to electronic meeting participants

This position requires a high school diploma and a minimum of two years experience within the last five years, in communications systems and LAN operations. At a minimum, one year of specialized experience using video teleconferencing and electronic meeting systems. Demonstrated ability to work independently or under only general direction.

Graphic Artist

The Graphic Artist prepares charts, posters, slides, covers, and other graphics using PC-based graphics software such as DrawPerfect, Arts and Letters, Pagemaker, Ventura, or CorelDraw.

Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

The Graphics Artist must have a minimum of one year within the last five years direct experience in the area outlined above.

Junior Computer Systems Analyst

The Junior Computer Systems Analyst analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists Senior Computer Systems Analyst and Computer Systems Analyst develop appropriate corrective action. Helps develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a Senior Computer Systems Analyst or a Computer Systems Analyst coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is for recent college graduates and requires no experience.

Junior Application Programmer

The Junior Application Programmer participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrate and test software components.

This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is for recent college graduates and requires no experience.

Intern Application Programmer

The Intern Application Programmer assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization, and planning and helps develop appropriate corrective action.

The Intern Application Programmer must be currently enrolled as a full time student at a University or college and is majoring in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is limited to part-time or summer-hire students.

LABOR CATEGORY RATES (CONTRACTOR AND GOVERNMENT SITES)

Contractor Site Rates	GSA Rate 11/13/13- 11/12/14	GSA Rate 11/13/14- 11/12/15	GSA Rate 11/13/15- 11/12/16	GSA Rate 11/13/16- 11/12/17	GSA Rate 11/13/17- 11/12/18
Program Manager	\$113.64	\$115.91	\$118.23	\$120.60	\$123.01
Sr. Prog./Business Manager	\$107.34	\$109.48	\$111.67	\$113.91	\$116.18
Senior Consultant	\$151.50	\$154.53	\$157.62	\$160.78	\$163.99
Senior Systems Architect	\$101.01	\$103.03	\$105.09	\$107.19	\$109.33
Senior Systems Analyst	\$101.01	\$103.03	\$105.09	\$107.19	\$109.33
Senior Management Analyst	\$151.50	\$154.53	\$157.62	\$160.78	\$163.99
Senior Programmer	\$90.92	\$92.74	\$94.59	\$96.48	\$98.41
Senior Data Info Specialist	\$94.70	\$96.60	\$98.53	\$100.50	\$102.51
Senior Data Base Manager	\$90.92	\$92.74	\$94.59	\$96.48	\$98.41
Senior Software Architect	\$107.34	\$109.48	\$111.67	\$113.91	\$116.18
Senior Info Engineer (IE)	\$119.94	\$122.34	\$124.79	\$127.29	\$129.83
Security Systems Specialist	\$94.70	\$96.60	\$98.53	\$100.50	\$102.51
Process Reengineering Specialist	\$94.70	\$96.60	\$98.53	\$100.50	\$102.51
Project Manager	\$101.01	\$103.03	\$105.09	\$107.19	\$109.33
Project Control Specialist	\$75.76	\$77.28	\$78.83	\$80.40	\$82.01
Senior Functional Analyst	\$93.44	\$95.30	\$97.21	\$99.16	\$101.14
Lead Information Engineer	\$94.70	\$96.60	\$98.53	\$100.50	\$102.51
Senior Application Engineer	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
Data Base Management Specialist	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
System Administrator	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
Help Desk Manager	\$60.61	\$61.82	\$63.06	\$64.32	\$65.61
Senior Computer Systems Analyst	\$94.70	\$96.60	\$98.53	\$100.50	\$102.51
Information Engineer	\$75.76	\$77.28	\$78.83	\$80.40	\$82.01
Applications Engineer	\$73.22	\$74.68	\$76.18	\$77.70	\$79.26
Computer Security Systems Specialist	\$75.76	\$77.28	\$78.83	\$80.40	\$82.01
Quality Assurance Manager	\$101.01	\$103.03	\$105.09	\$107.19	\$109.33
Electronic Publishing Specialist	\$63.13	\$64.39	\$65.68	\$66.99	\$68.33
Lead Analyst	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
Lead Business Analyst	\$75.76	\$77.28	\$78.83	\$80.40	\$82.01
Systems Architect Specialist	\$94.70	\$96.60	\$98.53	\$100.50	\$102.51
Lead ADP Scientist	\$101.01	\$103.03	\$105.09	\$107.19	\$109.33
Data Information Specialist	\$75.76	\$77.28	\$78.83	\$80.40	\$82.01
Records Management Specialist	\$69.43	\$70.82	\$72.24	\$73.68	\$75.16
Telecommunications Specialist	\$88.37	\$90.14	\$91.94	\$93.78	\$95.66
Communications Specialist	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
Training Specialist	\$69.43	\$70.82	\$72.24	\$73.68	\$75.16
Computer Science Engineer	\$88.37	\$90.14	\$91.94	\$93.78	\$95.66

Contractor Site Rates	GSA Rate 11/13/13- 11/12/14	GSA Rate 11/13/14- 11/12/15	GSA Rate 11/13/15- 11/12/16	GSA Rate 11/13/16- 11/12/17	GSA Rate 11/13/17- 11/12/18
Business Process Reengineering Specialist	\$90.92	\$92.74	\$94.59	\$96.48	\$98.41
Lead Network Technician	\$69.43	\$70.82	\$72.24	\$73.68	\$75.16
Communications Network Manager	\$94.70	\$96.60	\$98.53	\$100.50	\$102.51
Operations Manager	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
Cost Analyst	\$60.61	\$61.82	\$63.06	\$64.32	\$65.61
Project Control Analyst	\$60.61	\$61.82	\$63.06	\$64.32	\$65.61
Program Administration Specialist	\$44.21	\$45.09	\$45.99	\$46.91	\$47.85
Help Desk Specialist	\$50.50	\$51.51	\$52.54	\$53.59	\$54.66
Hardware Specialist	\$56.80	\$57.94	\$59.10	\$60.28	\$61.48
Documentation Specialist	\$44.21	\$45.09	\$45.99	\$46.91	\$47.85
Data Standardization Specialist	\$50.50	\$51.51	\$52.54	\$53.59	\$54.66
Hardware Installation Technician	\$50.50	\$51.51	\$52.54	\$53.59	\$54.66
Network Installation Technician	\$56.80	\$57.94	\$59.10	\$60.28	\$61.48
Network Technician	\$56.80	\$57.94	\$59.10	\$60.28	\$61.48
Network Draftsman	\$50.50	\$51.51	\$52.54	\$53.59	\$54.66
Program Administration Specialist	\$37.88	\$38.63	\$39.41	\$40.19	\$41.00
Functional Analyst	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
Hardware Draftsman	\$50.50	\$51.51	\$52.54	\$53.59	\$54.66
Applications Engineer	\$75.76	\$77.28	\$78.83	\$80.40	\$82.01
Applications Programmer	\$75.76	\$77.28	\$78.83	\$80.40	\$82.01
Quality Assurance Analyst	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
Computer Systems Analyst	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
System Administrator	\$82.07	\$83.71	\$85.38	\$87.09	\$88.83
System Operator	\$44.21	\$45.09	\$45.99	\$46.91	\$47.85
Programmer	\$66.92	\$68.25	\$69.62	\$71.01	\$72.43
Analyst	\$63.13	\$64.39	\$65.68	\$66.99	\$68.33
Trainer	\$56.80	\$57.94	\$59.10	\$60.28	\$61.48
Administrative Assistant	\$31.57	\$32.20	\$32.85	\$33.50	\$34.17
Network Administrator (LAN/WAN)	\$63.13	\$64.39	\$65.68	\$66.99	\$68.33
Electronic Publishing	\$40.39	\$41.20	\$42.03	\$42.87	\$43.72
Technical Writer	\$56.80	\$57.94	\$59.10	\$60.28	\$61.48
Graphics Specialist / Administrative Support	\$37.88	\$38.63	\$39.41	\$40.19	\$41.00
Research Associate	\$31.57	\$32.20	\$32.85	\$33.50	\$34.17
Documentation Clerk	\$31.57	\$32.20	\$32.85	\$33.50	\$34.17
Data Entry Clerk	\$31.57	\$32.20	\$32.85	\$33.50	\$34.17
Clerk Typist	\$27.79	\$28.34	\$28.91	\$29.49	\$30.08
Electronic Meeting Technographer	\$44.21	\$45.09	\$45.99	\$46.91	\$47.85

Contractor Site Rates	GSA Rate 11/13/13- 11/12/14	GSA Rate 11/13/14- 11/12/15	GSA Rate 11/13/15- 11/12/16	GSA Rate 11/13/16- 11/12/17	GSA Rate 11/13/17- 11/12/18
Graphic Artist	\$44.21	\$45.09	\$45.99	\$46.91	\$47.85
Junior Computer Systems Analyst	\$44.21	\$45.09	\$45.99	\$46.91	\$47.85
Junior Applications Programmer	\$44.21	\$45.09	\$45.99	\$46.91	\$47.85
Intern Applications Programmer	\$31.57	\$32.20	\$32.85	\$33.50	\$34.17
Senior Acquisition Analyst	\$98.49	\$100.46	\$102.47	\$104.52	\$106.61
Senior Contract Analyst	\$98.49	\$100.46	\$102.47	\$104.52	\$106.61
Business Apps/ Comp. And Resource Analyst	\$69.43	\$70.82	\$72.24	\$73.68	\$75.16
Contract Administrative Assistant	\$44.21	\$45.09	\$45.99	\$46.91	\$47.85

Government Site Rates	GSA Rate 11/13/13- 11/12/14	GSA Rate 11/13/14- 11/12/15	GSA Rate 11/13/15- 11/12/16	GSA Rate 11/13/16- 11/12/17	GSA Rate 11/13/17- 11/12/18
Program Manager	\$101.17	\$103.20	\$105.26	\$107.37	\$109.51
Sr. Prog./Business Manager	\$95.55	\$97.47	\$99.42	\$101.40	\$103.43
Senior Consultant	\$134.89	\$137.59	\$140.34	\$143.15	\$146.01
Senior Systems Architect	\$89.92	\$91.72	\$93.56	\$95.43	\$97.34
Senior Systems Analyst	\$89.92	\$91.72	\$93.56	\$95.43	\$97.34
Senior Management Analyst	\$134.89	\$137.59	\$140.34	\$143.15	\$146.01
Senior Programmer	\$80.94	\$82.56	\$84.21	\$85.90	\$87.62
Senior Data Info Specialist	\$84.32	\$86.00	\$87.72	\$89.48	\$91.27
Senior Data Base Manager	\$80.94	\$82.56	\$84.21	\$85.90	\$87.62
Senior Software Architect	\$95.55	\$97.47	\$99.42	\$101.40	\$103.43
Senior Info Engineer (IE)	\$106.78	\$108.92	\$111.09	\$113.32	\$115.58
Security Systems Specialist	\$84.32	\$86.00	\$87.72	\$89.48	\$91.27
Process Reengineering Specialist	\$84.32	\$86.00	\$87.72	\$89.48	\$91.27
Project Manager	\$89.92	\$91.72	\$93.56	\$95.43	\$97.34
Project Control Specialist	\$67.46	\$68.81	\$70.18	\$71.59	\$73.02
Senior Functional Analyst	\$83.19	\$84.86	\$86.55	\$88.28	\$90.05
Lead Information Engineer	\$84.32	\$86.00	\$87.72	\$89.48	\$91.27
Senior Application Engineer	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
Data Base Management Specialist	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
System Administrator	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
Help Desk Manager	\$53.96	\$55.04	\$56.14	\$57.26	\$58.41
Senior Computer Systems Analyst	\$84.32	\$86.00	\$87.72	\$89.48	\$91.27
Information Engineer	\$67.46	\$68.81	\$70.18	\$71.59	\$73.02
Applications Engineer	\$65.18	\$66.49	\$67.82	\$69.17	\$70.56
Computer Security Systems Specialist	\$67.46	\$68.81	\$70.18	\$71.59	\$73.02
Quality Assurance Manager	\$89.92	\$91.72	\$93.56	\$95.43	\$97.34
Electronic Publishing Specialist	\$56.21	\$57.33	\$58.48	\$59.65	\$60.84
Lead Analyst	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
Lead Business Analyst	\$67.46	\$68.81	\$70.18	\$71.59	\$73.02
Systems Architect Specialist	\$84.32	\$86.00	\$87.72	\$89.48	\$91.27
Lead ADP Scientist	\$89.92	\$91.72	\$93.56	\$95.43	\$97.34
Data Information Specialist	\$67.46	\$68.81	\$70.18	\$71.59	\$73.02
Records Management Specialist	\$61.83	\$63.06	\$64.32	\$65.61	\$66.92
Telecommunications Specialist	\$78.68	\$80.26	\$81.86	\$83.50	\$85.17
Communications Specialist	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
Training Specialist	\$61.83	\$63.06	\$64.32	\$65.61	\$66.92
Computer Science Engineer	\$78.68	\$80.26	\$81.86	\$83.50	\$85.17
Business Process Reengineering Specialist	\$80.94	\$82.56	\$84.21	\$85.90	\$87.62
Lead Network Technician	\$61.83	\$63.06	\$64.32	\$65.61	\$66.92

Government Site Rates	GSA Rate 11/13/13- 11/12/14	GSA Rate 11/13/14- 11/12/15	GSA Rate 11/13/15- 11/12/16	GSA Rate 11/13/16- 11/12/17	GSA Rate 11/13/17- 11/12/18
Communications Network Manager	\$84.32	\$86.00	\$87.72	\$89.48	\$91.27
Operations Manager	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
Cost Analyst	\$53.96	\$55.04	\$56.14	\$57.26	\$58.41
Project Control Analyst	\$53.96	\$55.04	\$56.14	\$57.26	\$58.41
Program Administration Specialist	\$39.35	\$40.14	\$40.94	\$41.76	\$42.59
Help Desk Specialist	\$44.97	\$45.87	\$46.78	\$47.72	\$48.67
Hardware Specialist	\$50.57	\$51.59	\$52.62	\$53.67	\$54.74
Documentation Specialist	\$39.35	\$40.14	\$40.94	\$41.76	\$42.59
Data Standardization Specialist	\$44.97	\$45.87	\$46.78	\$47.72	\$48.67
Hardware Installation Technician	\$44.97	\$45.87	\$46.78	\$47.72	\$48.67
Network Installation Technician	\$50.57	\$51.59	\$52.62	\$53.67	\$54.74
Network Technician	\$50.57	\$51.59	\$52.62	\$53.67	\$54.74
Network Draftsman	\$44.97	\$45.87	\$46.78	\$47.72	\$48.67
Program Administration Specialist	\$33.72	\$34.39	\$35.08	\$35.78	\$36.50
Functional Analyst	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
Hardware Draftsman	\$44.97	\$45.87	\$46.78	\$47.72	\$48.67
Applications Engineer	\$67.46	\$68.81	\$70.18	\$71.59	\$73.02
Applications Programmer	\$67.46	\$68.81	\$70.18	\$71.59	\$73.02
Quality Assurance Analyst	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
Computer Systems Analyst	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
System Administrator	\$73.06	\$74.53	\$76.02	\$77.54	\$79.09
System Operator	\$39.35	\$40.14	\$40.94	\$41.76	\$42.59
Programmer	\$59.58	\$60.77	\$61.98	\$63.22	\$64.49
Analyst	\$56.21	\$57.33	\$58.48	\$59.65	\$60.84
Trainer	\$50.57	\$51.59	\$52.62	\$53.67	\$54.74
Administrative Assistant	\$28.11	\$28.67	\$29.25	\$29.83	\$30.43
Network Administrator (LAN/WAN)	\$56.21	\$57.33	\$58.48	\$59.65	\$60.84
Electronic Publishing	\$35.96	\$36.68	\$37.42	\$38.17	\$38.93
Technical Writer	\$50.57	\$51.59	\$52.62	\$53.67	\$54.74
Graphics Specialist / Administrative Support	\$33.72	\$34.39	\$35.08	\$35.78	\$36.50
Research Associate	\$28.11	\$28.67	\$29.25	\$29.83	\$30.43
Documentation Clerk	\$28.11	\$28.67	\$29.25	\$29.83	\$30.43
Data Entry Clerk	\$28.11	\$28.67	\$29.25	\$29.83	\$30.43
Clerk Typist	\$24.74	\$25.23	\$25.74	\$26.25	\$26.78
Electronic Meeting Technographer	\$39.35	\$40.14	\$40.94	\$41.76	\$42.59
Graphic Artist	\$39.35	\$40.14	\$40.94	\$41.76	\$42.59
Junior Computer Systems Analyst	\$39.35	\$40.14	\$40.94	\$41.76	\$42.59
Junior Applications Programmer	\$39.35	\$40.14	\$40.94	\$41.76	\$42.59

	GSA Rate 11/13/13- 11/12/14	GSA Rate 11/13/14- 11/12/15	GSA Rate 11/13/15- 11/12/16	GSA Rate 11/13/16- 11/12/17	GSA Rate 11/13/17- 11/12/18
Government Site Rates					
Intern Applications Programmer	\$28.11	\$28.67	\$29.25	\$29.83	\$30.43
Senior Acquisition Analyst	\$87.69	\$89.44	\$91.23	\$93.05	\$94.92
Senior Contract Analyst	\$87.69	\$89.44	\$91.23	\$93.05	\$94.92
Business Apps/ Comp. And Resource Analyst	\$61.83	\$63.06	\$64.32	\$65.61	\$66.92
Contract Administrative Assistant	\$39.35	\$40.14	\$40.94	\$41.76	\$42.59