Contract Number: **GS-35F-0217T**

**PERIOD COVERED BY CONTRACT:** **JANUARY 10, 2007 – JANUARY 09, 2027**

**PRICELIST CURRENT THROUGH MODIFICATION # PO-0044 DATED 01/07/2022**

**SIN 54151HACS Highly Adaptive Cybersecurity Services**
- Cyber Hunt
- High Value Asset (HVA) Assessments
- Incident Response
- Penetration Testing
- Risk and Vulnerability Assessment (RVA)

**SIN 54151S Information Technology Professional Services**

**SIN 54151HEAL Health Information Technology Services**

**OLM Order Level Materials (OLM)**

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 GSAAvantage®, a menu-driven database system. The INTERNET address GSAAvantage® is: GSAAvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
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ABOUT EMAGINE IT

Emagine IT is a Minority-Owned Large Business that has been providing quality IT consulting services since 2003. Our Principals have more than 20 years of combined experience delivering enterprise IT solutions to Government and Corporate clients. Our dedication and commitment is unmatched.

Emagine IT will be serving the commercial and governmental marketplace, offering the highest level of quality services to meet our clients’ demanding IT requirements. Our staff of experts includes Web Designers and Network Administrators, Database Administrators, Project Managers, System Engineers, Service Support Engineers, Network Security Engineers, and Business Analysts. Emagine IT will provide strategic consulting, application services, technology solutions and managed services to our clients and help them achieve results by identifying mission critical issues and implementing innovative and customized solutions designed to generate revenue, reduce costs and access the right information at the right time.

Emagine IT was founded in 2002, and is a successful Minority-owned business with offices in suburban Maryland and the District of Columbia.

Emagine IT was previously designated as an SBA 8(a) participant (till 2014). Emagine IT offers the IT services necessary to see an IT project through from start to finish, including, but not limited to, the following specialties:

<table>
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<th>Network Infrastructures</th>
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<tr>
<td>Services related to all basic and advanced communications products (including hardware and software, network architectures, and network administration services) to meet customer requirements in the areas of networks, data, and Internet Protocol (IP). Services cover the entire range from the most basic to the most sophisticated network structure requirements, including, Internet access, data services, network equipment, and more. Typical tasks may include, but are not limited to: defining, testing, maintaining, designing, installing, tuning, troubleshooting, and operating network systems of all types.</td>
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<tr>
<th>Server Hardware and Software, Systems Programming and Systems Administration</th>
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<td>Evaluation and selection of all types of client/server hardware, operating systems and other systems software to support server installations, includes all forms of systems programming and systems administrative services, installation and tailoring, tuning, backup/recovery, troubleshooting, patching and upgrading.</td>
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<tr>
<th>Storage Devices, Associated Equipment and Supporting Software</th>
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<tr>
<td>Evaluation and selection of all forms of storage devices together with supporting software, including, but not limited to, direct access storage devices (DASD) and tape. Systems administrative and programming support for all such software and hardware.</td>
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<table>
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<tr>
<th>Servers. Software. Local and Wide Area Networks</th>
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<tr>
<td>Design, implementation, maintenance, and management of all forms of servers, enterprise servers and other peripherals included within LAN or WAN IT architecture. This also includes, testing, installing, deploying, maintaining, and updating a wide variety of Operating Systems (OS) environments and Commercial Off-the-Shelf (COTS) products required to support existing or planned automated information systems (AIS) applications.</td>
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<thead>
<tr>
<th>Information, System and Data</th>
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<tr>
<td>Establishment of secure logical and physical infrastructures for information systems (IS) environments including security plans, risk assessments, access controls, firewalls, intrusion detection/scanning systems, anti-virus tools and data protection policies.</td>
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Configuration and Architectural Management and Control

Recommendation and implementation, utilizing industry best practices for systems and infrastructures, for configuration and architectural management and control, including detailed recording and updating of information describing an enterprise’s computer systems and networks, and support for decision-making in determining the architecture and configuration of an enterprise, which will include all hardware and software components, including versions and updates that have been applied to installed software packages and the locations and network addresses of hardware devices.

Application Maintenance

Application services with respect to all aspects of application support, including, planning, requirements analysis, system integration testing, implementation, maintenance and updating of applications. Applications software includes development of a System Maintenance Guide, tracking and analyzing problems reported by the customer, and ongoing technical support activities.

Project Management Services

Provide Project Management services for the purpose of assisting customers in accomplishing specific, non-routine tasks. Activities such as developing new products or services, new lines of business, or solving problems where any change may impact many other areas are usually handled through Project Management services. Projects are limited in scope to objectives included in them, have specific starting and completion dates, and may have predetermined expenditures budgeted for them. Project Management services will be provided for both capital projects (equipment, processes, computer programs or things which are considered physical assets) and non-capital projects (e.g., general research, feasibility studies, market analysis, and product development studies). Emagine IT project managers apply knowledge, skills, tools, and techniques to guide projects through the development life cycle.

Commercial Off-the-shelf Software Products and Support

Services related to the usage and installation of Commercial Off-the-Shelf (COTS) software products, including, study, evaluation, implementation, tailoring, and maintenance of ready-made products that can easily be obtained in the marketplace without engaging in software development efforts. This includes the entire spectrum of available software.

Independent Validation and Verification (IV&V) and Systems Quality Assurance (SQA) Support for IT Services and Software

Both IV&V and SQA assess how well technology solutions meet customer requirements, resulting in the desired business value. The focus is on managing risks and providing quality throughout the system development lifecycle.

Typical IV&V tasks include:

Review functional requirements, develop comprehensive test plans and test scenarios.

Migrate software to secure environment and perform tests, document test results according to standard configuration management procedures, and verify correction of system deficiencies.

Certify software and conduct post implementation reviews.

Typical SQA tasks include:

Review and audit products and activities to verify compliance with applicable repeatable procedures and standards. In addition, provide management with the results (defects and deviations) of these reviews and audits and track them to closure.

Resolve compliance issues with staff and/or managers.

Place designated SQA work products under appropriate levels of configuration management.
Database and Data Warehouse Administration

Services related to all types of database management systems and database applications, including: logical and physical design and redesign, installation, tailoring, and tuning, troubleshooting, patching, and upgrading, ETL tools, and backup/recovery.

Disaster Recover and Business Continuance Operations, Including Physical Infrastructure, Hardware, Software, Network and Personnel

Services related to any and all methodologies, in the information technology context, pertaining to disaster recovery and business continuity. The range of recovery services under this functional area covers the spectrum from partial loss of function or data for a brief amount of time to a "worst-case" scenario in which a man-made or natural disaster or IT failure results in the loss of the entire IT enterprise. The scope will run the gamut from customers willing to wait as much as one month for continuance of business processes to customers requiring zero down time. Services may be required at any timeframe from initial declaration of a disaster to final recovery of all business processes. Services may also cover any aspect of business continuity planning.

File and Print Services

Services related to file and print services, including all classes of computer infrastructures, providing customers with file/print services, development, installation, operations, maintenance, and troubleshooting. This may include file/print services for multiple network and technical configurations in multiple locations; Integration with multiple server platforms; Implementation of complex printing or faxing; Form management solutions using multiple architectures to support multiple workstations in multiple locations.

Computer Systems Facilities Management and Maintenance

Administration, integration, installation, operation, and maintenance for computer centers, including:

Electrical systems, such as: Utility Feed, UPS system, Emergency Power, Power Distribution Units (PDU's) and Emergency Power Off (EPO) system.

Mechanical systems, such as: UPS room, air conditioning, Fire Protection System and Alarms.

Telephone/Data Information, such as: telephone service, data transmission, and any additional data service.

Facilities planning, such as: Plan, schedule and coordinate the utilization, relocation, installation, changing, expansion, rearrangement and connection/disconnection of computer systems and networks, including ancillary data stations and cabling.

Computer Center/Network/Technical Services, such as: Providing administration, integration, installation, operations, maintenance, and training for all types of computer center services. Scope also includes providing administration, integration, installation, operations, maintenance, and training services for all types of data networks.

Systems installation and integration, such as: Cable systems installation, workstation connection and integration, system testing, providing system and user documentation, and administrator user training.

Media management, such as: Maintaining a physical library, performing operations for media management; retrieving/storing media for various activities, preparing, recording media for archiving and /or off-site storage; performing support services for off-site storage of disaster recovery media; and maintaining and stocking sufficient inventory or required supplies.
Security Program Support

Integration of operations security - Ensure that the facilities include Operations Security (OPSEC) principles and practices in the daily operation of the facility.

Develop processes and policies specific to IT operations and ensure facilities adhere to specified guidelines. Ensure contractors meet applicable reporting requirements and designates appropriate personnel to CMPC responsibilities.

Physical Security - Ensure facilities adhere to physical security requirements, including review of Alarms, Access Controls, etc. Identify deficiencies and provide guidance on how to correct them. Conduct physical security surveys to identify requirements for any new construction or modification of existing facilities.

Vulnerability Assessment and corresponding documents – Assist in developing the process to include conducting research and analysis of postulated threats.


Performance Assurance Program support for physical and information security – Coordinate and conduct security-related tests to identified deficiencies.

**INFORMATION FOR ORDERING ACTIVITIES**

1A. **Table of Awarded Special Item Numbers with Appropriate Cross Reference to Item Descriptions and Awarded Price(s)**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Title</th>
<th>Labor Descriptions</th>
<th>Awarded Prices</th>
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<tr>
<td>54151HACS</td>
<td>Highly Adaptive Cybersecurity Services (HACS)</td>
<td>Attachment 1</td>
<td>Attachment 2</td>
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<td>54151HEAL</td>
<td>Health Information Technology Services</td>
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<td>54151S</td>
<td>Information Technology Professional Services</td>
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<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
<td>N/A</td>
<td>N/A</td>
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</table>

1B. **Lowest Priced Model for Each SIN**

Not applicable.

1C. **Hourly Rates**

See Attachment 2.

2. **Maximum Order**

- 54151HACS: $500,000
- 54151HEAL: $500,000
- 54151S: $500,000
- OLM: See Attachment 3 for OLM Terms and Conditions

3. **Minimum Order**

$100.00

4. **Geographic Coverage (Delivery Area)**

Delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. **Point(s) of Production**

3040 Williams Drive, Ste. 400
Fairfax, VA 22031-4618

6. **Discount from List Prices or Statement of NET Price**

Prices shown are NET Prices; Basic Discounts have been deducted.

7. **Quantity/Volume Discounts**

None

8. **Prompt Payment Terms**

0% - 30 days from receipt of invoice or date of acceptance, whichever is later.

9. **Foreign Items**

Not applicable.

10A. **Time of Delivery After Receipt of Order (ARO)**

Negotiated for each task order.
10B. **EXPEDITED DELIVERY**
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

10C. **OVERNIGHT AND 2-DAY DELIVERY**
Services that can be provided on an overnight and 2-day delivery schedule will be provided in accordance with the terms and conditions negotiated for that delivery and specified in the task order, or task order modification.

10D. **URGENT REQUIREMENTS**
Services that can be provided on an urgent requirement schedule will be provided in accordance with the terms and conditions negotiated for that delivery. Contact Contractor to effect a faster delivery.

11. **F.O.B. POINT(S)**
F.O.B. Destination

12A. **ORDERING ADDRESS**
Emagine IT, Inc.
3040 Williams Drive, Suite 400
Fairfax, VA 22031-4618
Phone: 202.587.5607 Fax: 301.560.5865

12B. **ORDERING PROCEDURES**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **PAYMENT ADDRESS**
Emagine IT, Inc.
3040 Williams Drive, Suite 400
Fairfax, VA 22031-4618
Phone: 202.587.5607 Fax: 301.560.5865

14. **WARRANTY PROVISION**
Not applicable.

15. **EXPORT PACKING CHARGES**
Not applicable.

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE AND REPAIR**
Not applicable.

17. **TERMS AND CONDITIONS OF INSTALLATION**
Not applicable.

18A. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS, PRICE LISTS, AND ANY DISCOUNTS FROM LIST PRICE**
Not applicable.
18b. **Terms and Conditions for Any Other Services**
Not applicable.

19. **List of Service and Distribution Points**
Not applicable.

20. **List of Participating Dealers**
Not applicable.

21. **Preventive Maintenance**
Not applicable.

22a. **Special Attributes Such as Environmental Attributes E.G., Recycled Content, Energy Efficiency, and/or Reduced Pollutants**
Not applicable.

22b. **Section 508 Compliance**

23. **Unique Entity Identifier (UEI) Number:**
   - UIED: ZS8KXYANHJK4
   - DUNS: 165636205

24. **Notification Regarding Registration in the System for Award Management (SAM) Database**
Emagine IT currently has an active SAM Registration.
**Attachment 1: Descriptions of Services and Pricing**

**Application Developer II**

**Minimum/General Experience:** 5 years of experience in related field. 3 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP).

**Functional Responsibilities:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Evaluates effectiveness. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of software user manuals and technical reports.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Application Developer III**

**Minimum/General Experience:** 10 years of experience in related field. Working familiarity with ETL tools and web service technologies is desired. Knowledge of networking, server installation and configuration are also required. 5 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP), Understanding of the tools used in development and test environments

**Functional Responsibilities:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. designs and develops new software products or major enhancements to existing software. Evaluates effectiveness. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of software user manuals and technical reports.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Application Engineer**

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Analyzes business requirements and develops software application design specifications for functional activities, including block diagrams and logical flow charts. Uses detailed design documents to develop computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.
Applications Express Developer

Minimum/General Experience: Two years of experience.

Functional Responsibilities: Responsible for developing, testing, implementing, and maintaining web-based application systems. Troubleshoots system problems and issues and looks for ways to improve the application. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.) Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Applications Systems Analyst/Programmer - Senior

Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Formulates defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates defines specifications for complex operating software programming applications or modifies maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Business Systems Analyst - Senior

Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Performs general and application control reviews for simple to complex computer information systems. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational issues related to computerized information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

Minimum Education: Degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Bachelor's degree in Computer Science or Business related field; at least 3 years of experience in related field.
**Computer Operator**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Determines sequence of operations by studying production schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output. Starts operations by entering commands. Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs. Resolves user problems by answering questions and requests. Ensures operation of equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Maintains client confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Computer Systems Analyst**

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Performs systems analysis of computer and communications/network systems. The CSA installs computer operating systems, software applications, and computer/network hardware. Possesses keen troubleshooting skills

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Data Architect II**

**Minimum/General Experience:** 7 years of experience in related field

**Functional Responsibilities:** Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Database Administrator**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Provides consulting services on application development and database systems management. Requires extensive expertise across hardware, software and system platforms supplied by multiple vendors.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.
**Database Architect**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Databasics Application Administrator**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Administers the Data Basics Applications. Responsible for maintaining the Data Basics Applications systems support and updating function. Monitors end-user usage of systems and performs daily administrative tasks. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Functional Specialist/SME II**

**Minimum/General Experience:** Eight years of experience.

**Functional Responsibilities:** Provide expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client's requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Functional Specialist/SME IV**

**Minimum/General Experience:** Ten years of experience.

**Functional Responsibilities:** Provide expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client's requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Functional Specialist/SME VI**

**Minimum/General Experience:** Fifteen years of experience.

**Functional Responsibilities:** Provide expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client's requirements.
Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Help Desk Manager
Minimum/General Experience: Four years experience in a help desk environment.

Functional Responsibilities: 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 for troubleshooting hardware/software PC and printer problems.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certifications plus 2 additional years of experience

Help Desk Specialist
Minimum/General Experience: Two years experience in a helpdesk environment.

Functional Responsibilities: 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. The HDS serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: High School Diploma

Imaging Specialist
Minimum/General Experience: Two years experience

Functional Responsibilities: Experience in a client server environment with demonstrated ability to lead a project team in definition and design of a product. Must be familiar with object oriented design concepts using PowerTool or similar software. Must have experience with Graphical User Interface designs. Must also be familiar with relational database concepts. Person must be able to establish and support all aspects of the technical environment in an applications design environment. Will work with relational database design concepts and work with DBAs to make recommendations for a design team to follow during design and development. Assists other project team members in all aspects in the use of applicable tools.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Information Systems Auditor - Senior
Minimum/General Experience: 3 years of experience in related field

Functional Responsibilities: Performs general and application control reviews for simple to complex computer information systems. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational issues related to computerized information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems. Conduct operational, compliance, financial and investigative
audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Information Technology Consultant**  
**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** The IT Consultant possesses a high level of experience in enterprise application development, data warehousing, the development of personalized electronic customer relationship management systems, and the design and build of web applications. IT Consultants have experience in a variety of industries and leverage their diverse experience throughout project planning, execution, and delivery of IT System Solutions.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Infrastructure Architect**  
**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Responsible for designing and implementing information systems which will adequately support the enterprise infrastructure of the organization. Analyzes system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, and web and software applications. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**IT Engineer III**  
**Minimum/General Experience:** Four years of experience.

**Functional Responsibilities:** Installs, configures, tests, troubleshoots, repairs IT systems including network and telecommunications hardware/software. Supervises technical support in the installation, relocation, reconfiguration, integration and testing of computer, peripherals, equipment and associated software programs, applying the principals of computer science, telecommunications and mechanical, electrical engineering. Experience in leading client site installation or assembly team. Oversees the use of current diagnostic procedures, equipment, tools and instruments to determine the cause of malfunctions and perform corrective action.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**IT Engineer IV**  
**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy IT environments. Supports all program/project planning and milestone development.
Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

**IT Subject Matter Specialist**

Minimum/General Experience: 8 years of experience in related field

**Functional Responsibilities:** Serves as subject matter expert in the Information Technology (IT) field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Jr. Security Specialist**

Minimum/General Experience: 3 years of experience in related field

**Functional Responsibilities:** Entry level support who is familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Protects system by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Works with limited supervision

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

**Junior Help Desk Specialist**

Minimum/General Experience: 3 years of experience in related field

**Functional Responsibilities:** Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Oversees the operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Master Security Specialist**

Minimum/General Experience: 15 years of experience in related field

**Functional Responsibilities:** Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades system by implementing and maintaining security controls. Keeps
users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides high level training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program. Primary focal point or point of contact to the organization for any complex system or security program.

**Minimum Education:** Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

### Mid-level Security Specialist

**Minimum/General Experience:** 5 years of experience in related field

**Functional Responsibilities:** Familiar with standard concepts, practices, and procedures within a particular field. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades system by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Generally works unsupervised.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

### Network Engineer - Intermediate

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Regarded as experts in their domain, and have general knowledge of other domains. Provides technical guidance within their area of expertise, and recommends domain-specific technical solutions and policies. These staff work at the project and program level and may lead tasks or projects in their area of expertise. Plans, designs, and implements physical and logical Wide Area Networks (WANs), Local Area Networks (LANs), communications, and infrastructures across the client’s enterprise. Works with client staff to identify voice/data/video communications requirements. Performs system-level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for integration into the environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management. Uses network design tools and techniques.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

### Network Engineer IV

**Minimum/General Experience:** 8 years of experience in related field

**Functional Responsibilities:** Manages the purchase, installation, and support of network communications, including LAN/WAN systems. Evaluates current systems. Plans large-scale systems projects through vendor comparison and cost studies. Oversees or supervises other team members

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

### Principal Business Process Reengineer

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles in support of process modernization and automation projects. Duties include activity and data
modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Customer interviews to determine system requirements. May reverse engineer and reengineer existing system applications to develop migration strategies and documents.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Principal Enterprise Architect**

**Minimum/General Experience:** Thirteen years experience

**Functional Responsibilities:** Principal Enterprise Architects are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff work at the enterprise and program level and have knowledge of other domains. Responsible for the analysis of business, engineering, or scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of software development tasks. Works with the client’s staff and user groups to develop requirements. Develops knowledge of enterprise to assist in defining requirements. Analyzes and develops computer software programs for complex, large-scale business operations.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Principal Information Engineer**

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** Applies IT disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major section of the enterprise. The PIE performs enterprise-wide strategic systems planning, information planning, and systems analysis. The PIE performs process and data modeling in support of the planning and analysis efforts using manual and automated tools. May reverse engineer and reengineer existing system applications to develop system and data migration strategies.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Principal Systems Architect**

**Minimum/General Experience:** Eight years of experience.

**Functional Responsibilities:** Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy IT environments. Supports all program/project planning and milestone development.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Program Manager**

**Minimum/General Experience:** 5 years of experience managing IT projects for Federal Clients (DoD preferred). At least 3 years of experience which are management level experience that is directly related to the duties and responsibilities specified.

**Functional Responsibilities:** PMP-certified. Experience managing IT programs and projects. Demonstrated experience delivering IT solutions on time and within budget. Strong customer service, communication, presentation and problem solving skills. Organizes, directs, and manages contract
operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience managing a team.

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### Project Manager

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Coordinate IT project schedules, timelines, and related project information. Monitors tasks and advises the customer of any problems, delays, issues, or requirements associated with the project. The PM provides direction and coordination for all task related efforts. Responsibilities include identifying new technologies that can be applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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### Senior Business Process Reengineer

**Minimum/General Experience:** Six years experience

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles in support of process modernization and automation projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. The SBPR facilitates customer interviews to determine system requirements. May reverse engineer and reengineer existing system applications to develop migration strategies and documents. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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### Senior Hardware Installation Technician

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Experience in PC software configuration, installation, and support required. Experience in upgrading and troubleshooting PC problems required. Knowledge of multiple operating systems, programming languages, and software packages including registry and system policies required. Performs PC configuration, set up, installation, upgrades, troubleshooting, and technical support for multiple platforms and technical environments. Researches and recommends PC configurations for desktops and laptops and identifies and implements emerging technologies to support and maintain standard computer configurations. Tracks and maintains software upgrades. Develops test plans, test data, and conducts tests to ensure the reliability and completeness of standard configurations. Analyzes, designs, develops, tests, and implements programs and procedures for installing and customizing commercial off-the-shelf PC and LAN packages. Maintains quality assurance practices and procedures to ensure software is in accordance with approved quality assurance practices and procedures.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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### Senior Information Technology Expert

**Minimum/General Experience:** Ten years experience

**Functional Responsibilities:** Provides technical support to the delivery of contract deliverables as directed by senior consultant or project manager. Provides technical recommendations to senior consultant in the delivery of contract products and services. Performs duties and responsibilities with minimal supervision.
Meets with clients, senior consultant, and project manager as required. Provides report data in support of senior consultant proposals, white papers, and other technical documentation as required. Serves as backup for senior consultant in specific technical meetings with clients. Conducts data analysis and assessment as required.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Senior Network Engineer**

**Minimum/General Experience:** Ten years experience

**Functional Responsibilities:** Experience must include work with V.24, V.35, 10BaseT electronic and other telecommunications cabling interfaces. Experience with multiplexers, routers, hubs, modems, and terminals. Experience wiring and testing cabling for data communications and telecommunications. Manages telecommunications requests for end users. Researches various communication issues or technologies and prepares technical summaries, executive overviews, etc. Assists in monitoring and troubleshooting WANs. Designs, configures, and installs telephone systems. Interacts with vendors on resolving communications problems.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field. Advanced technical training required

**Senior Subject Matter Expert**

**Minimum/General Experience:** 10 year of experience in related field

**Functional Responsibilities:** Serves as subject matter expert in the IT or Security field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. The SME usually deals with the more complex programs, projects and missions. Provides technical knowledge and analysis of highly specialized applications and operational environments, complex security programs or systems, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Software Engineer**

**Minimum/General Experience:** 10 years professional software development experience

5 years of experience in Appian business analysis, business process reengineering, technical leadership and hands on development and support of Appian BPM systems versions 5.x and 6.x experience.

**Functional Responsibilities:** Demonstrated experience utilizing Appian BPM software to deliver complex business processes applications for DoD clients. Demonstrated extensive skills and experience with full scale HW/SW upgrade of Appian BPM platform installations to 6.6 or newer versions. Demonstrated experience developing & troubleshooting customized Appian base software, JavaScript, CSS, custom Java Plugins and other custom functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.
Sr. Applications Engineer

Minimum/General Experience: Six years experience

Functional Responsibilities: Analyzes business requirements and develops software application design specifications for functional activities, including block diagrams and logical flow charts. Uses detailed design documents to develop computer software. Tests, debugs, and refines computer software to meet required standards and expectations. 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.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Sr. Field Engineer

Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Sr. Security Specialist

Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Familiar with standard concepts, practices, and procedures within a particular field. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades system by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program.

Minimum Education: Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

Sr. Software Engineer

Minimum/General Experience: 10 years of experience with at least 7 years as a Professional Software Developer and experience in specific business analysis, business process reengineering, technical leadership and hands on development and support of various IT or network systems.

Functional Responsibilities: Demonstrated extensive skills and experience with full scale HW/SW upgrade of specific platform installations. Demonstrated experience developing & troubleshooting customized software, JavaScript, CSS, custom Java Plugins and custom Appian Functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex Appian BPM systems. Strong customer service, communication, presentation, problem solving and design skills.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.
### Storage Engineer

**Minimum/General Experience:** Twelve years experience.

**Functional Responsibilities:** Demonstrates in-depth understanding of a client's business requirements relating to their data storage environment. They are responsible for the creation of deliverables that address current and evolving client business and storage requirements and the development of customized solutions that address specific needs, and the successful management and/or delivery of engagements. The Storage Engineer has specific experience in evaluating and architecting storage operations, policies, and procedures to help clients assess, design, and implement strategic storage solutions, Information Lifecycle Management (ILM), Disaster Recovery Planning (DRP), archiving, Storage Area Networks (SANs), and backup initiatives. They have extensive experience in assisting clients with storage purchasing decisions and have experience with all leading storage vendors including EMC, IBM, SUN, Hitachi Data Systems, Veritas Netbackup, Legato NetWorker, and IBM Tivoli Storage Manager. They are experienced in documenting storage best practices, methodologies, and cost models and can evaluate customers' strategic business issues, identify requirements, create business case justifications, and propose appropriate enterprise solutions.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification and 12 years relevant experience.

### System Administrator

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Responsible for all system administration and management including daily system operation, for the computer operating system applicable to the site supported. The SA must be adept at problem identification and resolution. The SA must be capable of documenting operating system problems and developing solutions. The SA uses performance monitoring tools to profile system performance and correct bottlenecks. The SA uses security monitoring tools to detect weaknesses, viruses, Trojans, and intrusions in order to plug security vulnerabilities.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification.

### System Security Analyst

**Minimum/General Experience:** 5 years of experience in related field

**Functional Responsibilities:** Research and recommend operational and security requirements for system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified workstations worldwide, document physical security at sites for accreditation. Plan and implement system security activities including the work of one subordinate.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

### System Security Lead

**Minimum/General Experience:** 5-7 years of experience in related field

**Functional Responsibilities:** Support to the Program Manager and Information Assurance Officer in compliance with DoD Instruction 8500.2 roles and responsibilities. Organize system security activities to ensure the agency's system certifications and accreditations are maintained in accordance with DIACAP/DITSCAP standards or other departmental standards. Obtain Authorizations to Operate (ATOs) at Agency, Service and local levels. Develop and monitor office and system security policies, procedures and security training of staff and users in accordance with Federal, DoD, and/or any other agency specific
regulations. Research and recommend operational and security requirements for system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified workstations worldwide, document physical security at sites for accreditation. Act as staff representative at conferences and special meetings on Information Security matters. Brief federal or other agency’s security status at periodic management review meetings. Plan and implement system security activities including the work of one subordinate.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience. Detailed knowledge of RMF/DIACAP/DITSCAP certifications and accreditations process, National Industrial Security Program (NISPOM) and DCID standards, the DISA STIG process, and the DoD Directive 8570.01-M IA Workforce Improvement Program.

Technical Writer
Minimum/General Experience: Four years of experience.

Functional Responsibilities: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Health Systems Application Developer II
Minimum/General Experience: 5 years of experience in related field. 3 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP).

Functional Responsibilities: Designs, develops, enhances, debugs, and implements health related software. Troubleshoots production problems related to health related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new health related software products or major enhancements to existing software. Evaluates effectiveness. Addresses problems of health IT systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of health related application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instucts, assigns, directs, and checks the work of others on the development team. Participates in development of software user manuals and technical reports.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Health Systems Application Developer III
Minimum/General Experience: 10 years of experience in related field. Working familiarity with ETL tools and web service technologies is desired. Knowledge of networking, server installation and configuration are also required. 5 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP), Understanding of the tools used in development and test environments

Functional Responsibilities: Designs, develops, enhances, debugs, and implements software for health IT related applications. Troubleshoots production problems related to health-related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on
client requirements. Designs and develops new software products or major enhancements to existing health related IT software. Evaluates effectiveness. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements for health IT related activities. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with health IT related software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of health IT related software user manuals and technical reports.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Health Systems Application Engineer**  
**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Analyzes health IT related business requirements and develops software application design specifications for functional activities, including block diagrams and logical flow charts. Uses detailed design documents to develop computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances health software to reduce operating time or improve efficiency.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Health Systems Applications Express Developer**  
**Minimum/General Experience:** Two years of experience.

**Functional Responsibilities:** Responsible for developing, testing, implementing, and maintaining web-based health application systems. Troubleshoots health IT system problems and issues and looks for ways to improve the application. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.) Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Health Systems Applications Systems Analyst/Programmer - Senior**  
**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Formulates/defines system scope and objectives for health IT related activities. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for health IT related programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.
Health Systems Business Systems Analyst - Senior

Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Performs general and application control reviews for simple to complex computer information systems for health IT related activities. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for health IT systems under development and/or enhancements to current health IT systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational issues related to computerized health IT information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of health IT computerized information systems. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

Minimum Education: Degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Bachelor's degree in Computer Science or Business related field; at least 3 years of experience in related field.

Health Systems Computer Operator

Minimum/General Experience: 3 years of experience in related field

Functional Responsibilities: Determines sequence of health IT related operations by studying production schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output. Starts operations by entering commands. Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs. Resolves user problems by answering questions and requests. Ensures operation of health IT related equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Maintains client confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Health Systems Computer Systems Analyst

Minimum/General Experience: Four years experience.

Functional Responsibilities: Performs systems analysis of computer and communications/network systems. The CSA installs health IT computer operating systems, software applications, and computer/network hardware. Possesses keen troubleshooting skills

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.
### Health Systems Data Architect II

**Minimum/General Experience:** 7 years of experience in related field

**Functional Responsibilities:** Designs and builds relational databases for health IT related activities. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation for health IT related activities. Translates business needs into long-term architecture solutions. Defines, designs, and builds health IT related dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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### Health Systems Database Administrator

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Provides Health IT related consulting services on application development and database systems management. Requires extensive expertise across hardware, software and system platforms supplied by multiple vendors.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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### Health Systems Database Architect

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Designs and builds health IT related relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with a variety of the field's concepts, practices, and procedures from a health IT related standpoint. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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### Health Systems Databasics Application Administrator

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Administers health IT related Data Basics Applications. Responsible for maintaining the Data Basics Applications systems support and updating function. Monitors end-user usage of health systems and performs daily administrative tasks. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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### Health Systems Functional Specialist/SME II

**Minimum/General Experience:** Eight years of experience.

**Functional Responsibilities:** Provide expert, independent services and leadership in health IT related technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art health IT software/hardware. Coordinates with Contractor management
and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy
the Client’s requirements.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field.

**Health Systems Functional Specialist/SME IV**

**Minimum/General Experience**: Ten years of experience.

**Functional Responsibilities**: Provide expert, independent health IT related services and leadership in
specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides
expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor
management and Client personnel to ensure that the problem has been properly defined and that the
solution will satisfy the Client’s requirements.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field.

**Health Systems Functional Specialist/SME VI**

**Minimum/General Experience**: Fifteen years of experience.

**Functional Responsibilities**: Provide expert, independent health IT services and leadership in specialized
health IT related areas. Provides expertise on an as-needed basis to all task assignments. Provides expert
advice and assistance in state-of-the-art health IT software/hardware. Coordinates with Contractor
management and Client personnel to ensure that the problem has been properly defined and that the
solution will satisfy the Client’s requirements.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field.

**Health Systems Help Desk Manager**

**Minimum/General Experience**: Four years experience in a help desk environment.

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

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field or appropriate
technical certifications plus 2 additional years of experience

**Health Systems Help Desk Specialist**

**Minimum/General Experience**: Two years experience in a helpdesk environment.

**Functional Responsibilities**: Provides phone and in-person support to users in the areas of e-mail,
directories, standard Windows desktop applications, and health IT applications developed under this
contract or predecessors. The HDS serves as the initial point of contact for troubleshooting health IT related
hardware/software PC and printer problems.

**Minimum Education**: High School Diploma

**Health Systems Imaging Specialist**

**Minimum/General Experience**: Two years experience

**Functional Responsibilities**: Experience in a client server environment with demonstrated ability to lead
a project team in definition and design of a health IT related product. Must be familiar with object oriented
design concepts using PowerTool or similar health systems and software. Must have experience with
Graphical User Interface designs. Must also be familiar with relational database concepts. Person must be
able to establish and support all aspects of the technical environment in an applications design
environment. Will work with relational database design concepts and work with DBAs to make recommendations for a design team to follow during design and development. Assists other project team members in all aspects in the use of applicable tools.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Health Systems Information Systems Auditor - Senior
Minimum/General Experience: 3 years of experience in related field

Functional Responsibilities: Performs general and application control reviews for simple to complex computer information health systems. Performs information control reviews to include health system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational health IT related issues related to computerized information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials and medical personnel as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized health information systems. Maintains currency of knowledge with respect to relevant state-of-the-art health IT related technology, equipment, and/or health systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Health Systems Information Technology Consultant
Minimum/General Experience: Eight years experience.

Functional Responsibilities: The Health Systems IT Consultant possesses a high level of experience in enterprise application development, data warehousing, the development of personalized electronic customer relationship management systems, and the design and build of web applications within the health IT sector. IT Consultants have experience in a variety of industries and leverage their diverse experience throughout project planning, execution, and delivery of health IT system solutions.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Health Systems Infrastructure Architect
Minimum/General Experience: Six years of experience.

Functional Responsibilities: Responsible for designing and implementing health information systems which will adequately support the enterprise infrastructure of the organization. Analyzes health IT system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all heath IT systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, and health IT web and software applications. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.
Health Systems IT Engineer III
Minimum/General Experience: Four years of experience.

Functional Responsibilities: Installs, configures, tests, troubleshoots, repairs health IT systems including network and telecommunications hardware/software. Supervises technical support in the installation, relocation, reconfiguration, integration and testing of computer, peripherals, equipment and associated health IT software programs, applying the principals of computer science, telecommunications and mechanical, electrical engineering. Experience in leading client site installation or assembly team. Oversees the use of current diagnostic procedures, equipment, tools and instruments to determine the cause of malfunctions and perform corrective action.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Health Systems IT Engineer IV
Minimum/General Experience: Six years of experience.

Functional Responsibilities: Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including computer health IT related hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these health IT systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy health IT environments. Supports all program/project planning and milestone development.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Health Systems IT Subject Matter Specialist
Minimum/General Experience: 8 years of experience in related field

Functional Responsibilities: Serves as subject matter expert in the health information technology (IT) field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional health systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of health IT software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Health Systems Jr. Security Specialist
Minimum/General Experience: 3 years of experience in related field

Functional Responsibilities: Entry level support who is familiar with standard concepts, practices, and procedures within the health IT sector. Relies on limited experience and judgment to plan and accomplish goals. Protects health systems by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Works with limited supervision.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.
Health Systems Junior Help Desk Specialist

Minimum/General Experience: 3 years of experience in related field

Functional Responsibilities: Responds to and diagnoses health IT related problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Oversees the operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or health IT related mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Health Systems Master Security Specialist

Minimum/General Experience: 15 years of experience in related field

Functional Responsibilities: Implements security improvements by assessing current situation; evaluating trends; and anticipating requirements in health IT related environments. Determines security violations and inefficiencies by conducting periodic audits. Upgrades health IT systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides high level training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program. Primary focal point or point of contact to the organization for any complex health IT system or security program.

Minimum Education: Bachelors degree or Master's Degree in Computer Science or related IT Security field or equivalent education and work experience.

Health Systems Mid-level Security Specialist

Minimum/General Experience: 5 years of experience in related field

Functional Responsibilities: Familiar with standard concepts, practices, and procedures within the health IT sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within health IT systems and environments. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades health systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Generally works unsupervised.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

Health Systems Network Engineer - Intermediate

Minimum/General Experience: Eight years experience

Functional Responsibilities: Regarded as experts in the health IT sector, and have general knowledge of other domains. Provides technical guidance within their area of expertise, and recommends domain-
specific health IT related technical solutions and policies. These staff work at the project and program level and may lead tasks or projects in their area of expertise. Plans, designs, and implements physical and logical Wide Area Networks (WANs), Local Area Networks (LANs), communications, and infrastructures across the client’s enterprise. Works with client staff to identify voice/data/video communications requirements. Performs health system-level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for integration into the environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management. Uses network design tools and techniques.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Health Systems Network Engineer IV**

**Minimum/General Experience:** 8 years of experience in related field

**Functional Responsibilities:** Manages the purchase, installation, and support of network communications, including LAN/WAN systems, within a health IT related environment. Evaluates current health systems. Plans large-scale systems projects through vendor comparison and cost studies. Oversees or supervises other team members.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Health Systems Principal Business Process Reengineer**

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles in support of the process modernization and automation projects within a health IT related environment. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Customer interviews to determine health system requirements. May reverse engineer and reengineer existing health system applications to develop migration strategies and documents.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Health Systems Principal Enterprise Architect**

**Minimum/General Experience:** Thirteen years experience

**Functional Responsibilities:** Principal Enterprise Architects are experts within the health IT sector, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff work at the enterprise and program level and have knowledge of other domains. Responsible for the analysis of business, engineering, or scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of health IT software development tasks. Works with the client’s staff and user groups to develop requirements. Develops knowledge of enterprise to assist in defining requirements. Analyzes and develops computer health IT software programs for complex, large-scale business operations.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Health Systems Principal Information Engineer**

**Minimum/General Experience:** Eight years experience.
**Functional Responsibilities:** Applies IT disciplines for planning, analysis, design, and construction of health information systems on an enterprise-wide basis or across a major section of the enterprise. The PIE performs enterprise-wide strategic systems planning, information planning, and systems analysis within health IT related environments. The PIE performs process and data modeling in support of the planning and analysis efforts using manual and automated tools. May reverse engineer and reengineer existing system applications to develop system and data migration strategies.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Health Systems Principal Systems Architect**

**Minimum/General Experience:** Eight years of experience.

**Functional Responsibilities:** Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including health IT related computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these health systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy health IT environments. Supports all program/project planning and milestone development.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Health Systems Program Manager**

**Minimum/General Experience:** 5 years of experience managing IT projects for Federal Clients (DoD preferred). At least 3 years of experience which are management level experience that is directly related to the duties and responsibilities specified.

**Functional Responsibilities:** PMP-certified. Experience managing health IT programs and projects. Demonstrated experience delivering health IT solutions on time and within budget. Strong customer service, communication, presentation and problem solving skills. Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience managing a team.

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**Health Systems Project Manager**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Coordinate health IT project schedules, timelines, and other health IT related project information. Monitors tasks and advises the customer of any problems, delays, issues, or requirements associated with the project. The PM provides direction and coordination for all task related efforts. Responsibilities include identifying new health IT related technologies that can be applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Health Systems Senior Business Process Reengineer**

**Minimum/General Experience:** Six years experience
Functional Responsibilities: Applies health IT related process improvements and reengineering methodologies and principles in support of process modernization and automation projects. Duties include activity and health systems data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. The SBPR facilitates customer interviews to determine health system requirements. May reverse engineer and reengineer existing health system applications to develop migration strategies and documents. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Health Systems Senior Hardware Installation Technician
Minimum/General Experience: Eight years experience

Functional Responsibilities: Experience in health IT related PC software configuration, installation, and support required. Experience in upgrading and troubleshooting PC problems required. Knowledge of multiple health operating systems, programming languages, and software packages including registry and system policies required. Performs PC configuration, set up, installation, upgrades, troubleshooting, and technical health IT support for multiple platforms and technical environments. Researches and recommends PC configurations for desktops and laptops and identifies and implements emerging technologies to support and maintain standard computer configurations. Tracks and maintains health IT software upgrades. Develops test plans, test data, and conducts tests to ensure the reliability and completeness of standard configurations. Analyzes, designs, develops, tests, and implements programs and procedures for installing and customizing commercial off-the-shelf PC and LAN packages. Maintains quality assurance practices and procedures to ensure software is in accordance with approved quality assurance practices and procedures.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Health Systems Senior Information Technology Expert
Minimum/General Experience: Ten years experience

Functional Responsibilities: Provides health IT related technical support to the delivery of contract deliverables as directed by senior consultant or project manager. Provides technical recommendations to senior consultant in the delivery of contract products and services. Performs duties and responsibilities with minimal supervision. Meets with clients, senior consultant, and project manager as required. Provides report data in support of senior consultant proposals, white papers, and other technical documentation as required. Serves as backup for senior consultant in specific technical meetings with clients. Conducts data analysis and assessment as required.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Health Systems Senior Network Engineer
Minimum/General Experience: Ten years experience

Functional Responsibilities: Experience must include work with V.24, V.35, 10BaseT electronic and other telecommunications cabling interfaces. Experience with multiplexers, routers, hubs, modems, and terminals. Experience wiring and testing cabling for health IT related data communications and telecommunications. Manages telecommunications requests for end users. Researches various communication issues or technologies and prepares technical summaries, executive overviews, etc. Assists in monitoring and troubleshooting WANs. Designs, configures, and installs telephone systems. Interacts with vendors on resolving health IT related communications problems.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field. Advanced technical training required
Health Systems Senior Subject Matter Expert

Minimum/General Experience: 10 year of experience in related field

Functional Responsibilities: Serves as subject matter expert in the health IT or Security field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. The SME usually deals with the more complex health systems, programs, projects and missions. Provides technical knowledge and analysis of highly specialized health system applications and operational environments, complex security programs or systems, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of health software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Health Systems Software Engineer

Minimum/General Experience: 10 years professional software development experience
5 years of experience in Appian business analysis, business process reengineering, technical leadership and hands on development and support of Appian BPM systems versions 5.x and 6.x experience.

Functional Responsibilities: Demonstrated experience utilizing Appian BPM software to deliver complex health IT related business processes applications for clients. Demonstrated extensive skills and experience with full scale HW/SW upgrade of Appian BPM platform installations to 6.6 or newer versions. Demonstrated experience developing & troubleshooting customized Appian base software, JavaScript, CSS, custom Java Plugins and other custom functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex health systems. Strong customer service, communication, presentation, problem solving and design skills.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Health Systems Sr. Applications Engineer

Minimum/General Experience: Six years experience

Functional Responsibilities: Analyzes business requirements and develops health software application design specifications for functional activities within a health IT related environment, including block diagrams and logical flow charts. Uses detailed design documents to develop health IT computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances health IT software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Health Systems Sr. Field Engineer

Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Provides technical knowledge and analysis of highly specialized health IT related applications and operational environment, high-level functional health systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate
high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Health Systems Sr. Security Specialist**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Familiar with standard concepts, practices, and procedures within the health IT sector. Maintains an organization’s automated security systems. Serves as the point of contact for security system related issues within a health IT environment. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades health systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program.

**Minimum Education:** Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

**Health Systems Sr. Software Engineer**

**Minimum/General Experience:** 10 years of experience with at least 7 years as a Professional Software Developer and experience in specific business analysis, business process reengineering, technical leadership and hands on development and support of various IT or network systems.

**Functional Responsibilities:** Demonstrated extensive skills and experience with full scale HW/SW upgrade of specific platform installations within the health IT sector. Demonstrated experience developing & troubleshooting customized health software, JavaScript, CSS, custom Java Plugins and custom Appian Functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex Appian BPM systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Health Systems Storage Engineer**

**Minimum/General Experience:** Twelve years experience.

**Functional Responsibilities:** Demonstrates in-depth understanding of a client’s business requirements relating to their data storage environment within a health IT systems environment. They are responsible for the creation of deliverables that address current and evolving client business and storage requirements and the development of customized solutions that address specific needs, and the successful management and/or delivery of engagements. The Storage Engineer has specific experience in evaluating and architecting storage operations, policies, and procedures to help clients assess, design, and implement strategic storage solutions, Information Lifecycle Management (ILM), Disaster Recovery Planning (DRP), archiving, Storage Area Networks (SANs), and backup initiatives. They have extensive experience in assisting clients with storage purchasing decisions and have experience with all leading storage vendors including EMC, IBM, SUN, Hitachi Data Systems, Veritas Netbackup, Legato NetWorker, and IBM Tivoli Storage Manager. They are experienced in documenting storage best practices, methodologies, and cost models and can evaluate customers’ strategic business issues, identify requirements, create business case justifications, and propose appropriate health IT related enterprise solutions.
Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification and 12 years relevant experience.

Health Systems System Administrator
Minimum/General Experience: Four years experience.

Functional Responsibilities: Responsible for all health IT system administration and management including daily health system operation, for the computer operating system applicable to the site supported. The SA must be adept at problem identification and resolution. The SA must be capable of documenting the heath operating system problems and developing solutions. The SA uses performance monitoring tools to profile health system performance and correct bottlenecks. The SA uses security monitoring tools to detect weaknesses, viruses, Trojans, and intrusions in order to plug security vulnerabilities.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification.

Health Systems System Security Analyst
Minimum/General Experience: 5 years of experience in related field

Functional Responsibilities: Research and recommend operational and security requirements for health system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified health system workstations worldwide, document physical security at sites for accreditation. Plan and implement system security activities including the work of one subordinate.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

Health Systems System Security Lead
Minimum/General Experience: 5-7 years of experience in related field

Functional Responsibilities: Support to the Program Manager and Information Assurance Officer in compliance with DoD Instruction 8500.2 roles and responsibilities within a health IT related environment. Organize system security activities to ensure the agency’s health system certifications and accreditations are maintained in accordance with DIACAP/DITSCAP standards or other departmental standards. Obtain Authorizations to Operate (ATOs) at Agency, Service and local levels. Develop and monitor office and system security policies, procedures and security training of staff and users in accordance with Federal, DoD, and/or any other agency specific regulations. Research and recommend operational and security requirements for health system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified health system workstations worldwide, document physical security at sites for accreditation. Act as staff representative at conferences and special meetings on Information Security matters. Brief federal or other agency’s security status at periodic management review meetings. Plan and implement system security activities including the work of one subordinate.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience. Detailed knowledge of RMF/DIACAP/DITSCAP certifications and accreditations process, National Industrial Security Program (NISPOM) and DCID standards, the DISA STIG process, and the DoD Directive 8570.01-M IA Workforce Improvement Program.

Health Systems Technical Writer
Minimum/General Experience: Four years of experience.
**Functional Responsibilities:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses within the health IT sector. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Cyber Hunt Application Developer II**

**Minimum/General Experience:** 5 years of experience in related field. 3 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP).

**Functional Responsibilities:** Designs, develops, enhances, debugs, and implements Cyber Hunt related software. Troubleshoots production problems related to Cyber Hunt related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new Cyber Hunt related software products or major enhancements to existing software. Evaluates effectiveness. Addresses problems of Cyber Hunt IT systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of Cyber Hunt related application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of software user manuals and technical reports.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**Cyber Hunt Application Developer III**

**Minimum/General Experience:** 10 years of experience in related field. Working familiarity with ETL tools and web service technologies is desired. Knowledge of networking, server installation and configuration are also required. 5 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP), Understanding of the tools used in development and test environments.

**Functional Responsibilities:** Designs, develops, enhances, debugs, and implements software for Cyber Hunt IT related applications. Troubleshoots production problems related to Cyber Hunt -related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. designs and develops new software products or major enhancements to existing Cyber Hunt related IT software. Evaluates effectiveness. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements for Cyber Hunt IT related activities. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with Cyber Hunt IT related software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of Cyber Hunt IT related software user manuals and technical reports.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.
Cyber Hunt Application Engineer

Minimum/General Experience: Four years experience.

Functional Responsibilities: Analyzes Cyber Hunt it related business requirements and develops software application design specifications for functional activities, including block diagrams and logical flow charts. Uses detailed design documents to develop computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances Cyber Hunt software to reduce operating time or improve efficiency.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Cyber Hunt Applications Express Developer

Minimum/General Experience: Two years of experience.

Functional Responsibilities: Responsible for developing, testing, implementing, and maintaining web-based Cyber Hunt application systems. Troubleshoots Cyber Hunt IT system problems and issues and looks for ways to improve the application. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.) Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Cyber Hunt Applications Systems Analyst/Programmer - Senior

Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Formulates/defines system scope and objectives for Cyber Hunt IT related activities. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for Cyber Hunt IT related programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Cyber Hunt Business Systems Analyst - Senior

Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Performs general and application control reviews for simple to complex computer information systems for Cyber Hunt IT related activities. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for Cyber Hunt IT systems under development and/or enhancements to current Cyber Hunt IT systems. Maintains and develops computerized audit software.
Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational issues related to computerized Cyber Hunt IT information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of Cyber Hunt IT computerized information systems. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

**Minimum Education:** Degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Bachelor's degree in Computer Science or Business related field; at least 3 years of experience in related field.

**Cyber Hunt Computer Operator**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Determines sequence of Cyber Hunt IT related operations by studying production schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output. Starts operations by entering commands. Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs. Resolves user problems by answering questions and requests. Ensures operation of Cyber Hunt IT related equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Maintains client confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Cyber Hunt Computer Systems Analyst**

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Performs systems analysis of computer and communications/network systems. The CSA installs Cyber Hunt IT computer operating systems, software applications, and computer/network hardware. Possesses keen troubleshooting skills.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Cyber Hunt Data Architect II**

**Minimum/General Experience:** 7 years of experience in related field

**Functional Responsibilities:** Designs and builds relational databases for Cyber Hunt IT related activities. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository.
creation for Cyber Hunt IT related activities. Translates business needs into long-term architecture solutions. Defines, designs, and builds Cyber Hunt IT related dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**Cyber Hunt Database Administrator**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Provides Cyber Hunt IT related consulting services on application development and database systems management. Requires extensive expertise across hardware, software and system platforms supplied by multiple vendors.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Cyber Hunt Database Architect**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Designs and builds Cyber Hunt IT related relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with a variety of the field's concepts, practices, and procedures from a Cyber Hunt IT related standpoint. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Cyber Hunt Databasics Application Administrator**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Administers Cyber Hunt IT related Data Basics Applications. Responsible for maintaining the Data Basics Applications systems support and updating function. Monitors end-user usage of Cyber Hunt systems and performs daily administrative tasks. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Cyber Hunt Functional Specialist/SME II**

**Minimum/General Experience:** Eight years of experience.

**Functional Responsibilities:** Provide expert, independent services and leadership in Cyber Hunt IT related technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art Cyber Hunt IT software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.
Cyber Hunt Functional Specialist/SME IV

**Minimum/General Experience:** Ten years of experience.

**Functional Responsibilities:** Provide expert, independent Cyber Hunt IT related services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

Cyber Hunt Functional Specialist/SME VI

**Minimum/General Experience:** Fifteen years of experience.

**Functional Responsibilities:** Provide expert, independent Cyber Hunt IT services and leadership in specialized Cyber Hunt IT related areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art Cyber Hunt IT software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

Cyber Hunt Help Desk Manager

**Minimum/General Experience:** Four years experience in a help desk environment.

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

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certifications plus 2 additional years of experience.

Cyber Hunt Help Desk Specialist

**Minimum/General Experience:** Two years experience in a helpdesk environment.

**Functional Responsibilities:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and Cyber Hunt IT applications developed under this contract or predecessors. The HDS serves as the initial point of contact for troubleshooting Cyber Hunt IT related hardware/software PC and printer problems.

**Minimum Education:** High School Diploma

Cyber Hunt Imaging Specialist

**Minimum/General Experience:** Two years experience

**Functional Responsibilities:** Experience in a client server environment with demonstrated ability to lead a project team in definition and design of a Cyber Hunt IT related product. Must be familiar with object oriented design concepts using PowerTool or similar Cyber Hunt systems and software. Must have experience with Graphical User Interface designs. Must also be familiar with relational database concepts.
Person must be able to establish and support all aspects of the technical environment in an applications design environment. Will work with relational database design concepts and work with DBAs to make recommendations for a design team to follow during design and development. Assists other project team members in all aspects in the use of applicable tools.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Cyber Hunt Information Systems Auditor - Senior

Minimum/General Experience: 3 years of experience in related field

Functional Responsibilities: Performs general and application control reviews for simple to complex computer information Cyber Hunt systems. Performs information control reviews to include Cyber Hunt system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational Cyber Hunt IT related issues related to computerized information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials and medical personnel as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized Cyber Hunt information systems. Maintains currency of knowledge with respect to relevant state-of-the-art Cyber Hunt IT related technology, equipment, and/or Cyber Hunt systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Cyber Hunt Information Technology Consultant

Minimum/General Experience: Eight years experience.

Functional Responsibilities: The Cyber Hunt Systems IT Consultant possesses a high level of experience in enterprise application development, data warehousing, the development of personalized electronic customer relationship management systems, and the design and build of web applications within the Cyber Hunt IT sector. IT Consultants have experience in a variety of industries and leverage their diverse experience throughout project planning, execution, and delivery of Cyber Hunt IT system solutions.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Cyber Hunt Infrastructure Architect

Minimum/General Experience: Six years of experience.

Functional Responsibilities: Responsible for designing and implementing Cyber Hunt information systems which will adequately support the enterprise infrastructure of the organization. Analyzes Cyber Hunt IT system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all heath IT systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, and Cyber Hunt IT web and software
applications. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Cyber Hunt IT Engineer III**

**Minimum/General Experience:** Four years of experience.

**Functional Responsibilities:** Installs, configures, tests, troubleshoots, repairs Cyber Hunt IT systems including network and telecommunications hardware/software. Supervises technical support in the installation, relocation, reconfiguration, integration and testing of computer, peripherals, equipment and associated Cyber Hunt IT software programs, applying the principals of computer science, telecommunications and mechanical, electrical engineering. Experience in leading client site installation or assembly team. Oversees the use of current diagnostic procedures, equipment, tools and instruments to determine the cause of malfunctions and perform corrective action.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Cyber Hunt IT Engineer IV**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including computer Cyber Hunt IT related hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these Cyber Hunt IT systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy Cyber Hunt IT environments. Supports all program/project planning and milestone development.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Cyber Hunt IT Subject Matter Specialist**

**Minimum/General Experience:** 8 years of experience in related field

**Functional Responsibilities:** Serves as subject matter expert in the Cyber Hunt information technology (IT) field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional Cyber Hunt systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of Cyber Hunt IT software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Cyber Hunt Jr. Security Specialist**

**Minimum/General Experience:** 3 years of experience in related field
**Functional Responsibilities:** Entry level support who is familiar with standard concepts, practices, and procedures within the Cyber Hunt IT sector. Relies on limited experience and judgment to plan and accomplish goals. Protects Cyber Hunt systems by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Works with limited supervision.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

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**Cyber Hunt Junior Help Desk Specialist**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Responds to and diagnoses Cyber Hunt IT related problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Oversees the operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or Cyber Hunt IT related mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**Cyber Hunt Master Security Specialist**

**Minimum/General Experience:** 15 years of experience in related field

**Functional Responsibilities:** Implements security improvements by assessing current situation; evaluating trends; and anticipating requirements in Cyber Hunt IT related environments. Determines security violations and inefficiencies by conducting periodic audits. Upgrades Cyber Hunt IT systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides high level training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program. Primary focal point or point of contact to the organization for any complex Cyber Hunt IT system or security program.

**Minimum Education:** Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

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**Cyber Hunt Mid-level Security Specialist**

**Minimum/General Experience:** 5 years of experience in related field

**Functional Responsibilities:** Familiar with standard concepts, practices, and procedures within the Cyber Hunt IT sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within Cyber Hunt IT systems and environments. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades Cyber Hunt systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Generally works unsupervised.
Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

Cyber Hunt Network Engineer - Intermediate

Minimum/General Experience: Eight years experience

Functional Responsibilities: Regarded as experts in the Cyber Hunt IT sector, and have general knowledge of other domains. Provides technical guidance within their area of expertise, and recommends domain-specific Cyber Hunt IT related technical solutions and policies. These staff work at the project and program level and may lead tasks or projects in their area of expertise. Plans, designs, and implements physical and logical Wide Area Networks (WANs), Local Area Networks (LANs), communications, and infrastructures across the client’s enterprise. Works with client staff to identify voice/data/video communications requirements. Performs Cyber Hunt system-level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for integration into the environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management. Uses network design tools and techniques.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Cyber Hunt Network Engineer IV

Minimum/General Experience: 8 years of experience in related field

Functional Responsibilities: Manages the purchase, installation, and support of network communications, including LAN/WAN systems, within a Cyber Hunt IT related environment. Evaluates current Cyber Hunt systems. Plans large-scale systems projects through vendor comparison and cost studies. Oversees or supervises other team members.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Cyber Hunt Principal Business Process Reengineer

Minimum/General Experience: Eight years experience.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles in support of the process modernization and automation projects within a Cyber Hunt IT related environment. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. customer interviews to determine Cyber Hunt system requirements. May reverse engineer and reengineer existing Cyber Hunt system applications to develop migration strategies and documents.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Cyber Hunt Principal Enterprise Architect

Minimum/General Experience: Thirteen years experience

Functional Responsibilities: Principal Enterprise Architects are experts within the Cyber Hunt IT sector, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff work at the enterprise and program level and have knowledge of other domains. Responsible for the analysis of business, engineering, or scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of Cyber Hunt IT software development tasks. Works with the client’s staff and user groups to develop requirements. Develops knowledge of enterprise to assist in
defining requirements. Analyzes and develops computer Cyber Hunt IT software programs for complex, large-scale business operations.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Cyber Hunt Principal Information Engineer**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Applies IT disciplines for planning, analysis, design, and construction of Cyber Hunt information systems on an enterprise-wide basis or across a major section of the enterprise. The PIE performs enterprise-wide strategic systems planning, information planning, and systems analysis within Cyber Hunt IT related environments. The PIE performs process and data modeling in support of the planning and analysis efforts using manual and automated tools. May reverse engineer and reengineer existing system applications to develop system and data migration strategies.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Cyber Hunt Principal Systems Architect**

**Minimum/General Experience:** Eight years of experience.

**Functional Responsibilities:** Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including Cyber Hunt IT related computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these Cyber Hunt systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy Cyber Hunt IT environments. Supports all program/project planning and milestone development.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Cyber Hunt Program Manager**

**Minimum/General Experience:** 5 years of experience managing IT projects for Federal Clients (DoD preferred). At least 3 years of experience which are management level experience that is directly related to the duties and responsibilities specified.

**Functional Responsibilities:** PMP-certified. Experience managing Cyber Hunt IT programs and projects. Demonstrated experience delivering Cyber Hunt IT solutions on time and within budget. Strong customer service, communication, presentation and problem solving skills. Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience managing a team.

**Cyber Hunt Project Manager**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Coordinate Cyber Hunt IT project schedules, timelines, and other Cyber Hunt IT related project information. Monitors tasks and advises the customer of any problems, delays, issues, or requirements associated with the project. The PM provides direction and coordination for all task related efforts. Responsibilities include identifying new Cyber Hunt IT related technologies that can be
applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Cyber Hunt Senior Business Process Reengineer**

**Minimum/General Experience:** Six years experience

**Functional Responsibilities:** Applies Cyber Hunt IT related process improvements and reengineering methodologies and principles in support of process modernization and automation projects. Duties include activity and Cyber Hunt systems data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. The SBPR facilitates customer interviews to determine Cyber Hunt system requirements. May reverse engineer and reengineer existing Cyber Hunt system applications to develop migration strategies and documents. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Cyber Hunt Senior Hardware Installation Technician**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Experience in Cyber Hunt IT related PC software configuration, installation, and support required. Experience in upgrading and troubleshooting PC problems required. Knowledge of multiple Cyber Hunt operating systems, programming languages, and software packages including registry and system policies required. Performs PC configuration, set up, installation, upgrades, troubleshooting, and technical Cyber Hunt IT support for multiple platforms and technical environments. Researches and recommends PC configurations for desktops and laptops and identifies and implements emerging technologies to support and maintain standard computer configurations. Tracks and maintains Cyber Hunt IT software upgrades. Develops test plans, test data, and conducts tests to ensure the reliability and completeness of standard configurations. Analyzes, designs, develops, tests, and implements programs and procedures for installing and customizing commercial off-the-shelf PC and LAN packages. Maintains quality assurance practices and procedures to ensure software is in accordance with approved quality assurance practices and procedures.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Cyber Hunt Senior Information Technology Expert**

**Minimum/General Experience:** Ten years experience

**Functional Responsibilities:** Provides Cyber Hunt IT related technical support to the delivery of contract deliverables as directed by senior consultant or project manager. Provides technical recommendations to senior consultant in the delivery of contract products and services. Performs duties and responsibilities with minimal supervision. Meets with clients, senior consultant, and project manager as required. Provides report data in support of senior consultant proposals, white papers, and other technical documentation as required. Serves as backup for senior consultant in specific technical meetings with clients. Conducts data analysis and assessment as required.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Cyber Hunt Senior Network Engineer**

**Minimum/General Experience:** Ten years experience
Functional Responsibilities: Experience must include work with V.24, V.35, 10BaseT electronic and other telecommunications cabling interfaces. Experience with multiplexers, routers, hubs, modems, and terminals. Experience wiring and testing cabling for Cyber Hunt IT related data communications and telecommunications. Manages telecommunications requests for end users. Researches various communication issues or technologies and prepares technical summaries, executive overviews, etc. Assists in monitoring and troubleshooting WANs. Designs, configures, and installs telephone systems. Interacts with vendors on resolving Cyber Hunt IT related communications problems.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field. Advanced technical training required

Cyber Hunt Senior Subject Matter Expert

Minimum/General Experience: 10 year of experience in related field

Functional Responsibilities: Serves as subject matter expert in the Cyber Hunt IT or Security field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. The SME usually deals with the more complex Cyber Hunt systems, programs, projects and missions. Provides technical knowledge and analysis of highly specialized Cyber Hunt system applications and operational environments, complex security programs or systems, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of Cyber Hunt software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Cyber Hunt Software Engineer

Minimum/General Experience: 10 years professional software development experience. 5 years of experience in Appian business analysis, business process reengineering, technical leadership and hands on development and support of Appian BPM systems versions 5.x and 6.x experience.

Functional Responsibilities: Demonstrated experience utilizing Appian BPM software to deliver complex Cyber Hunt IT related business processes applications for clients. Demonstrated extensive skills and experience with full scale HW/SW upgrade of Appian BPM platform installations to 6.6 or newer versions. Demonstrated experience developing & troubleshooting customized Appian base software, JavaScript, CSS, custom Java Plugins and other custom functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex Cyber Hunt systems. Strong customer service, communication, presentation, problem solving and design skills.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Cyber Hunt Sr. Applications Engineer

Minimum/General Experience: Six years experience

Functional Responsibilities: Analyzes business requirements and develops Cyber Hunt software application design specifications for functional activities within a Cyber Hunt IT related environment, including block diagrams and logical flow charts. Uses detailed design documents to develop Cyber Hunt
IT computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances Cyber Hunt IT software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Cyber Hunt Sr. Field Engineer**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Provides technical knowledge and analysis of highly specialized Cyber Hunt IT related applications and operational environment, high-level functional Cyber Hunt systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Cyber Hunt Sr. Security Specialist**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Familiar with standard concepts, practices, and procedures within the Cyber Hunt IT sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within a Cyber Hunt IT environment. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades Cyber Hunt systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program.

**Minimum Education:** Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

**Cyber Hunt Sr. Software Engineer**

**Minimum/General Experience:** 10 years of experience with at least 7 years as a Professional Software Developer and experience in specific business analysis, business process reengineering, technical leadership and hands on development and support of various IT or network systems.

**Functional Responsibilities:** Demonstrated extensive skills and experience with full scale HW/SW upgrade of specific platform installations within the Cyber Hunt IT sector. Demonstrated experience developing & troubleshooting customized Cyber Hunt software, JavaScript, CSS, custom Java Plugins and custom Appian Functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex Appian BPM systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.
Cyber Hunt Storage Engineer

Minimum/General Experience: Twelve years experience.

Functional Responsibilities: Demonstrates in-depth understanding of a client’s business requirements relating to their data storage environment within a Cyber Hunt IT systems environment. They are responsible for the creation of deliverables that address current and evolving client business and storage requirements and the development of customized solutions that address specific needs, and the successful management and/or delivery of engagements. The Storage Engineer has specific experience in evaluating and architecting storage operations, policies, and procedures to help clients assess, design, and implement strategic storage solutions, Information Lifecycle Management (ILM), Disaster Recovery Planning (DRP), archiving, Storage Area Networks (SANs), and backup initiatives. They have extensive experience in assisting clients with storage purchasing decisions and have experience with all leading storage vendors including EMC, IBM, SUN, Hitachi Data Systems, Veritas Netbackup, Legato NetWorker, and IBM Tivoli Storage Manager. They are experienced in documenting storage best practices, methodologies, and cost models and can evaluate customers' strategic business issues, identify requirements, create business case justifications, and propose appropriate Cyber Hunt IT related enterprise solutions.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification and 12 years relevant experience.

Cyber Hunt System Administrator

Minimum/General Experience: Four years experience.

Functional Responsibilities: Responsible for all Cyber Hunt IT system administration and management including daily Cyber Hunt system operation, for the computer operating system applicable to the site supported. The SA must be adept at problem identification and resolution. The SA must be capable of documenting the health operating system problems and developing solutions. The SA uses performance monitoring tools to profile Cyber Hunt system performance and correct bottlenecks. The SA uses security monitoring tools to detect weaknesses, viruses, Trojans, and intrusions in order to plug security vulnerabilities.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification.

Cyber Hunt System Security Analyst

Minimum/General Experience: 5 years of experience in related field

Functional Responsibilities: Research and recommend operational and security requirements for Cyber Hunt system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified Cyber Hunt system workstations worldwide, document physical security at sites for accreditation. Plan and implement system security activities including the work of one subordinate.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

Cyber Hunt System Security Lead

Minimum/General Experience: 5-7 years of experience in related field

Functional Responsibilities: Support to the Program Manager and Information Assurance Officer in compliance with DoD Instruction 8500.2 roles and responsibilities within a Cyber Hunt IT related
environment. Organize system security activities to ensure the agency’s Cyber Hunt system certifications and accreditations are maintained in accordance with DIACAP/DITSCAP standards or other departmental standards. Obtain Authorizations to Operate (ATOs) at Agency, Service and local levels. Develop and monitor office and system security policies, procedures and security training of staff and users in accordance with Federal, DoD, and/or any other agency specific regulations. Research and recommend operational and security requirements for Cyber Hunt system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified Cyber Hunt system workstations worldwide, document physical security at sites for accreditation. Act as staff representative at conferences and special meetings on Information Security matters. Brief federal or other agency’s security status at periodic management review meetings. Plan and implement system security activities including the work of one subordinate.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience. Detailed knowledge of RMF/DIACAP/DITSCAP certifications and accreditations process, National Industrial Security Program (NISPOM) and DCID standards, the DISA STIG process, and the DoD Directive 8570.01-M IA Workforce Improvement Program.

**Cyber Hunt Technical Writer**

**Minimum/General Experience:** Four years of experience.

**Functional Responsibilities:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses within the Cyber Hunt IT sector. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment Application Developer II**

**Minimum/General Experience:** 5 years of experience in related field. 3 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP).

**Functional Responsibilities:** Designs, develops, enhances, debugs, and implements HVA Assessment related software. Troubleshoots production problems related to HVA Assessment related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new HVA Assessment related software products or major enhancements to existing software. Evaluates effectiveness. Addresses problems of HVA Assessment IT systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of HVA Assessment related application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of software user manuals and technical reports.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**HVA Assessment Application Developer III**
**Minimum/General Experience:** 10 years of experience in related field. Working familiarity with ETL tools and web service technologies is desired. Knowledge of networking, server installation and configuration are also required. 5 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP), Understanding of the tools used in development and test environments.

**Functional Responsibilities:** Designs, develops, enhances, debugs, and implements software for HVA Assessment IT related applications. Troubleshoots production problems related to HVA Assessment-related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing HVA Assessment related IT software. Evaluates effectiveness. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements for HVA Assessment IT related activities. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with HVA Assessment IT related software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of HVA Assessment IT related software user manuals and technical reports.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**HVA Assessment Application Engineer**

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Analyzes HVA Assessment IT related business requirements and develops software application design specifications for functional activities, including block diagrams and logical flow charts. Uses detailed design documents to develop computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances HVA Assessment software to reduce operating time or improve efficiency.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**HVA Assessment Applications Express Developer**

**Minimum/General Experience:** Two years of experience.

**Functional Responsibilities:** Responsible for developing, testing, implementing, and maintaining web-based HVA Assessment application systems. Troubleshoots HVA Assessment IT system problems and issues and looks for ways to improve the application. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.) Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**HVA Assessment Applications Systems Analyst/Programmer - Senior**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Formulates/defines system scope and objectives for HVA Assessment IT related activities. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed
specifications for HVA Assessment IT related programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**HVA Assessment Business Systems Analyst - Senior**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Performs general and application control reviews for simple to complex computer information systems for HVA Assessment IT related activities. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for HVA Assessment IT systems under development and/or enhancements to current HVA Assessment IT systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational issues related to computerized HVA Assessment IT information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of HVA Assessment IT computerized information systems. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

**Minimum Education:** Degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Bachelor's degree in Computer Science or Business related field; at least 3 years of experience in related field.

**HVA Assessment Computer Operator**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Determines sequence of HVA Assessment IT related operations by studying production schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output. Starts operations by entering commands. Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs. Resolves user problems by answering questions and requests. Ensures operation of HVA Assessment IT related equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating
new equipment and techniques. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Maintains client confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**HVA Assessment Computer Systems Analyst**

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Performs systems analysis of computer and communications/network systems. The CSA installs HVA Assessment IT computer operating systems, software applications, and computer/network hardware. Possesses keen troubleshooting skills.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment Data Architect II**

**Minimum/General Experience:** 7 years of experience in related field

**Functional Responsibilities:** Designs and builds relational databases for HVA Assessment IT related activities. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation for HVA Assessment IT related activities. Translates business needs into long-term architecture solutions. Defines, designs, and builds HVA Assessment IT related dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**HVA Assessment Database Administrator**

**Minimum/General Experience:** Eight years experience

Functional Responsibilities: Provides HVA Assessment IT related consulting services on application development and database systems management. Requires extensive expertise across hardware, software and system platforms supplied by multiple vendors.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**HVA Assessment Database Architect**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Designs and builds HVA Assessment IT related relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization’s quality standards and ease of integration. Familiar with a variety of the field’s concepts, practices, and procedures from a HVA Assessment IT related standpoint. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.
Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment Databasics Application Administrator**

Minimum/General Experience: Six years of experience.

**Functional Responsibilities:** Administers HVA Assessment IT related Data Basics Applications. Responsible for maintaining the Data Basics Applications systems support and updating function. Monitors end-user usage of HVA Assessment systems and performs daily administrative tasks. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment Functional Specialist/SME II**

Minimum/General Experience: Eight years of experience.

**Functional Responsibilities:** Provide expert, independent services and leadership in HVA Assessment IT related technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art HVA Assessment IT software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment Functional Specialist/SME IV**

Minimum/General Experience: Ten years of experience.

**Functional Responsibilities:** Provide expert, independent HVA Assessment IT related services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment Functional Specialist/SME VI**

Minimum/General Experience: Fifteen years of experience.

**Functional Responsibilities:** Provide expert, independent HVA Assessment IT services and leadership in specialized HVA Assessment IT related areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art HVA Assessment IT software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment Help Desk Manager**

Minimum/General Experience: Four years experience in a help desk environment.

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

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certifications plus 2 additional years of experience.

**HVA Assessment Help Desk Specialist**

**Minimum/General Experience:** Two years experience in a helpdesk environment.

**Functional Responsibilities:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and HVA Assessment IT applications developed under this contract or predecessors. The HDS serves as the initial point of contact for troubleshooting HVA Assessment IT related hardware/software PC and printer problems.

**Minimum Education:** High School Diploma

**HVA Assessment Imaging Specialist**

**Minimum/General Experience:** Two years experience in a client server environment with demonstrated ability to lead a project team in definition and design of a HVA Assessment IT related product. Must be familiar with object oriented design concepts using PowerTool or similar HVA Assessment systems and software. Must have experience with Graphical User Interface designs. Must also be familiar with relational database concepts. Person must be able to establish and support all aspects of the technical environment in an applications design environment. Will work with relational database design concepts and work with DBAs to make recommendations for a design team to follow during design and development. Assists other project team members in all aspects in the use of applicable tools.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**HVA Assessment Information Systems Auditor - Senior**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Performs general and application control reviews for simple to complex computer information HVA Assessment systems. Performs information control reviews to include HVA Assessment system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational HVA Assessment IT related issues related to computerized information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials and medical personnel as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized HVA Assessment information systems. Maintains currency of knowledge with respect to relevant state-of-the-art HVA Assessment IT related technology, equipment, and/or HVA Assessment systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.
Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

HVA Assessment Information Technology Consultant

Minimum/General Experience: Eight years experience.

Functional Responsibilities: The HVA Assessment Systems IT Consultant possesses a high level of experience in enterprise application development, data warehousing, the development of personalized electronic customer relationship management systems, and the design and build of web applications within the HVA Assessment IT sector. IT Consultants have experience in a variety of industries and leverage their diverse experience throughout project planning, execution, and delivery of HVA Assessment IT system solutions.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

HVA Assessment Infrastructure Architect

Minimum/General Experience: Six years of experience.

Functional Responsibilities: Responsible for designing and implementing HVA Assessment information systems which will adequately support the enterprise infrastructure of the organization. Analyzes HVA Assessment IT system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all health IT systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, and HVA Assessment IT web and software applications. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

HVA Assessment IT Engineer III

Minimum/General Experience: Four years of experience.

Functional Responsibilities: Installs, configures, tests, troubleshoots, repairs HVA Assessment IT systems including network and telecommunications hardware/software. Supervises technical support in the installation, relocation, reconfiguration, integration and testing of computer, peripherals, equipment and associated HVA Assessment IT software programs, applying the principles of computer science, telecommunications and mechanical, electrical engineering. Experience in leading client site installation or assembly team. Oversees the use of current diagnostic procedures, equipment, tools and instruments to determine the cause of malfunctions and perform corrective action.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

HVA Assessment IT Engineer IV

Minimum/General Experience: Six years of experience.

Functional Responsibilities: Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including computer HVA Assessment IT related hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these HVA Assessment IT systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications.
and legacy HVA Assessment IT environments. Supports all program/project planning and milestone development.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment IT Subject Matter Specialist**

**Minimum/General Experience:** 8 years of experience in related field

**Functional Responsibilities:** Serves as subject matter expert in the HVA Assessment information technology (IT) field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional HVA Assessment systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of HVA Assessment IT software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**HVA Assessment Jr. Security Specialist**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Entry level support who is familiar with standard concepts, practices, and procedures within the HVA Assessment IT sector. Relies on limited experience and judgment to plan and accomplish goals. Protects HVA Assessment systems by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Works with limited supervision.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

**HVA Assessment Junior Help Desk Specialist**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Responds to and diagnoses HVA Assessment IT related problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Oversees the operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or HVA Assessment IT related mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**HVA Assessment Master Security Specialist**
Minimum/General Experience: 15 years of experience in related field

Functional Responsibilities: Implements security improvements by assessing current situation; evaluating trends; and anticipating requirements in HVA Assessment IT related environments. Determines security violations and inefficiencies by conducting periodic audits. Upgrades HVA Assessment IT systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides high level training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program. Primary focal point or point of contact to the organization for any complex HVA Assessment IT system or security program.

Minimum Education: Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

HVA Assessment Mid-level Security Specialist

Minimum/General Experience: 5 years of experience in related field

Functional Responsibilities: Familiar with standard concepts, practices, and procedures within the HVA Assessment IT sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within HVA Assessment IT systems and environments. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades HVA Assessment systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Generally works unsupervised.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

HVA Assessment Network Engineer - Intermediate

Minimum/General Experience: Eight years experience

Functional Responsibilities: Regarded as experts in the HVA Assessment IT sector, and have general knowledge of other domains. Provides technical guidance within their area of expertise, and recommends domain-specific HVA Assessment IT related technical solutions and policies. These staff work at the project and program level and may lead tasks or projects in their area of expertise. Plans, designs, and implements physical and logical Wide Area Networks (WANs), Local Area Networks (LANs), communications, and infrastructures across the client’s enterprise. Works with client staff to identify voice/data/video communications requirements. Performs HVA Assessment system-level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for integration into the environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management. Uses network design tools and techniques.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

HVA Assessment Network Engineer IV

Minimum/General Experience: 8 years of experience in related field

Functional Responsibilities: Manages the purchase, installation, and support of network communications, including LAN/WAN systems, within a HVA Assessment IT related environment. Evaluates current HVA Assessment systems. Plans large-scale systems projects through vendor comparison and cost studies. Oversees or supervises other team members.
Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**HVA Assessment Principal Business Process Reengineer**

Minimum/General Experience: Eight years experience.

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles in support of the process modernization and automation projects within a HVA Assessment IT related environment. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. customer interviews to determine HVA Assessment system requirements. May reverse engineer and reengineer existing HVA Assessment system applications to develop migration strategies and documents.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

**HVA Assessment Principal Enterprise Architect**

Minimum/General Experience: Thirteen years experience

**Functional Responsibilities:** Principal Enterprise Architects are experts within the HVA Assessment IT sector, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff work at the enterprise and program level and have knowledge of other domains. Responsible for the analysis of business, engineering, or scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of HVA Assessment IT software development tasks. Works with the client’s staff and user groups to develop requirements. Develops knowledge of enterprise to assist in defining requirements. Analyzes and develops computer HVA Assessment IT software programs for complex, large-scale business operations.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

**HVA Assessment Principal Information Engineer**

Minimum/General Experience: Eight years experience

**Functional Responsibilities:** Applies IT disciplines for planning, analysis, design, and construction of HVA Assessment information systems on an enterprise-wide basis or across a major section of the enterprise. The PIE performs enterprise-wide strategic systems planning, information planning, and systems analysis within HVA Assessment IT related environments. The PIE performs process and data modeling in support of the planning and analysis efforts using manual and automated tools. May reverse engineer and reengineer existing system applications to develop system and data migration strategies.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment Principal Systems Architect**

Minimum/General Experience: Eight years of experience.

**Functional Responsibilities:** Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including HVA Assessment IT related computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these HVA Assessment systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications.
and legacy HVA Assessment IT environments. Supports all program/project planning and milestone development.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**HVA Assessment Program Manager**

**Minimum/General Experience:** 5 years of experience managing IT projects for Federal Clients (DoD preferred). At least 3 years of experience which are management level experience that is directly related to the duties and responsibilities specified.

**Functional Responsibilities:** PMP-certified. Experience managing HVA Assessment IT programs and projects. Demonstrated experience delivering HVA Assessment IT solutions on time and within budget. Strong customer service, communication, presentation and problem solving skills. Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience managing a team.

**HVA Assessment Project Manager**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Coordinate HVA Assessment IT project schedules, timelines, and other HVA Assessment IT related project information. Monitors tasks and advises the customer of any problems, delays, issues, or requirements associated with the project. The PM provides direction and coordination for all task related efforts. Responsibilities include identifying new HVA Assessment IT related technologies that can be applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**HVA Assessment Senior Business Process Reengineer**

**Minimum/General Experience:** Six years experience

**Functional Responsibilities:** Applies HVA Assessment IT related process improvements and reengineering methodologies and principles in support of process modernization and automation projects. Duties include activity and HVA Assessment systems data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. The SBPR facilitates customer interviews to determine HVA Assessment system requirements. May reverse engineer and reengineer existing HVA Assessment system applications to develop migration strategies and documents. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**HVA Assessment Senior Hardware Installation Technician**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Experience in HVA Assessment IT related PC software configuration, installation, and support required. Experience in upgrading and troubleshooting PC problems required.
Knowledge of multiple HVA Assessment operating systems, programming languages, and software packages including registry and system policies required. Performs PC configuration, set up, installation, upgrades, troubleshooting, and technical HVA Assessment IT support for multiple platforms and technical environments. Researches and recommends PC configurations for desktops and laptops and identifies and implements emerging technologies to support and maintain standard computer configurations. Tracks and maintains HVA Assessment IT software upgrades. Develops test plans, test data, and conducts tests to ensure the reliability and completeness of standard configurations. Analyzes, designs, develops, tests, and implements programs and procedures for installing and customizing commercial off-the-shelf PC and LAN packages. Maintains quality assurance practices and procedures to ensure software is in accordance with approved quality assurance practices and procedures.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**HVA Assessment Senior Information Technology Expert**

**Minimum/General Experience:** Ten years experience

**Functional Responsibilities:** Provides HVA Assessment IT related technical support to the delivery of contract deliverables as directed by senior consultant or project manager. Provides technical recommendations to senior consultant in the delivery of contract products and services. Performs duties and responsibilities with minimal supervision. Meets with clients, senior consultant, and project manager as required. Provides report data in support of senior consultant proposals, white papers, and other technical documentation as required. Serves as backup for senior consultant in specific technical meetings with clients. Conducts data analysis and assessment as required.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**HVA Assessment Senior Network Engineer**

**Minimum/General Experience:** Ten years experience

**Functional Responsibilities:** Experience must include work with V.24, V.35, 10BaseT electronic and other telecommunications cabling interfaces. Experience with multiplexers, routers, hubs, modems, and terminals. Experience wiring and testing cabling for HVA Assessment IT related data communications and telecommunications. Manages telecommunications requests for end users. Researches various communication issues or technologies and prepares technical summaries, executive overviews, etc. Assists in monitoring and troubleshooting WANs. Designs, configures, and installs telephone systems. Interacts with vendors on resolving HVA Assessment IT related communications problems.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field. Advanced technical training required

**HVA Assessment Senior Subject Matter Expert**

**Minimum/General Experience:** 10 year of experience in related field

**Functional Responsibilities:** Serves as subject matter expert in the HVA Assessment IT or Security field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. The SME usually deals with the more complex HVA Assessment systems, programs, projects and missions. Provides technical knowledge and analysis of highly specialized HVA Assessment system applications and operational environments, complex security programs or systems, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of HVA Assessment software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements,
advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**HVA Assessment Software Engineer**

**Minimum/General Experience:** 10 years professional software development experience. 5 years of experience in Appian business analysis, business process reengineering, technical leadership and hands on development and support of Appian BPM systems versions 5.x and 6.x experience.

**Functional Responsibilities:** Demonstrated experience utilizing Appian BPM software to deliver complex HVA Assessment IT related business processes applications for clients. Demonstrated extensive skills and experience with full scale HW/SW upgrade of Appian BPM platform installations to 6.6 or newer versions. Demonstrated experience developing & troubleshooting customized Appian base software, JavaScript, CSS, custom Java Plugins and other custom functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex HVA Assessment systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**HVA Assessment Sr. Applications Engineer**

**Minimum/General Experience:** Six years experience

**Functional Responsibilities:** Analyzes business requirements and develops HVA Assessment software application design specifications for functional activities within a HVA Assessment IT related environment, including block diagrams and logical flow charts. Uses detailed design documents to develop HVA Assessment IT computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances HVA Assessment IT software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**HVA Assessment Sr. Field Engineer**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Provides technical knowledge and analysis of highly specialized HVA Assessment IT related applications and operational environment, high-level functional HVA Assessment systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**HVA Assessment Sr. Security Specialist**

**Minimum/General Experience:** 10 years of experience in related field
**Functional Responsibilities:** Familiar with standard concepts, practices, and procedures within the HVA Assessment IT sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within a HVA Assessment IT environment. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades HVA Assessment systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program.

**Minimum Education:** Bachelors degree or Master's Degree in Computer Science or related IT Security field or equivalent education and work experience.

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**HVA Assessment Sr. Software Engineer**

**Minimum/General Experience:** 10 years of experience with at least 7 years as a Professional Software Developer and experience in specific business analysis, business process reengineering, technical leadership and hands on development and support of various IT or network systems.

**Functional Responsibilities:** Demonstrated extensive skills and experience with full scale HW/SW upgrade of specific platform installations within the HVA Assessment IT sector. Demonstrated experience developing & troubleshooting customized HVA Assessment software, JavaScript, CSS, custom Java Plugins and custom Appian Functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex Appian BPM systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**HVA Assessment Storage Engineer**

**Minimum/General Experience:** Twelve years experience.

**Functional Responsibilities:** Demonstrates in-depth understanding of a client's business requirements relating to their data storage environment within a HVA Assessment IT systems environment. They are responsible for the creation of deliverables that address current and evolving client business and storage requirements and the development of customized solutions that address specific needs, and the successful management and/or delivery of engagements. The Storage Engineer has specific experience in evaluating and architecting storage operations, policies, and procedures to help clients assess, design, and implement strategic storage solutions, Information Lifecycle Management (ILM), Disaster Recovery Planning (DRP), archiving, Storage Area Networks (SANs), and backup initiatives. They have extensive experience in assisting clients with storage purchasing decisions and have experience with all leading storage vendors including EMC, IBM, SUN, Hitachi Data Systems, Veritas Netbackup, Legato NetWorker, and IBM Tivoli Storage Manager. They are experienced in documenting storage best practices, methodologies, and cost models and can evaluate customers' strategic business issues, identify requirements, create business case justifications, and propose appropriate HVA Assessment IT related enterprise solutions.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification and 12 years relevant experience.

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**HVA Assessment System Administrator**
Minimum/General Experience: Four years experience.

Functional Responsibilities: Responsible for all HVA Assessment IT system administration and management including daily HVA Assessment system operation, for the computer operating system applicable to the site supported. The SA must be adept at problem identification and resolution. The SA must be capable of documenting the heath operating system problems and developing solutions. The SA uses performance monitoring tools to profile HVA Assessment system performance and correct bottlenecks. The SA uses security monitoring tools to detect weaknesses, viruses, Trojans, and intrusions in order to plug security vulnerabilities.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification.

HVA Assessment System Security Analyst

Minimum/General Experience: 5 years of experience in related field

Functional Responsibilities: Research and recommend operational and security requirements for HVA Assessment system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified HVA Assessment system workstations worldwide, document physical security at sites for accreditation. Plan and implement system security activities including the work of one subordinate.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

HVA Assessment System Security Lead

Minimum/General Experience: 5-7 years of experience in related field

Functional Responsibilities: Support to the Program Manager and Information Assurance Officer in compliance with DoD Instruction 8500.2 roles and responsibilities within a HVA Assessment IT related environment. Organize system security activities to ensure the agency’s HVA Assessment system certifications and accreditations are maintained in accordance with DIACAP/DITSCAP standards or other departmental standards. Obtain Authorizations to Operate (ATOs) at Agency, Service and local levels. Develop and monitor office and system security policies, procedures and security training of staff and users in accordance with Federal, DoD, and/or any other agency specific regulations. Research and recommend operational and security requirements for HVA Assessment system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified HVA Assessment system workstations worldwide, document physical security at sites for accreditation. Act as staff representative at conferences and special meetings on Information Security matters. Brief federal or other agency’s security status at periodic management review meetings. Plan and implement system security activities including the work of one subordinate.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience. Detailed knowledge of RMF/DIACAP/DITSCAP certifications and accreditations process, National Industrial Security Program (NISPOM) and DCID standards, the DISA STIG process, and the DoD Directive 8570.01-M IA Workforce Improvement Program.

HVA Assessment Technical Writer

Minimum/General Experience: Four years of experience.
Functional Responsibilities: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses within the HVA Assessment IT sector. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Incident Response Application Developer II

Minimum/General Experience: 5 years of experience in related field. 3 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP).

Functional Responsibilities: Designs, develops, enhances, debugs, and implements incident response related software. Troubleshoots production problems related to incident response related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new incident response related software products or major enhancements to existing software. Evaluates effectiveness. Addresses problems of incident response systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of incident response related application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of software user manuals and technical reports.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Incident Response Application Developer III

Minimum/General Experience: 10 years of experience in related field. Working familiarity with ETL tools and web service technologies is desired. Knowledge of networking, server installation and configuration are also required. 5 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP), Understanding of the tools used in development and test environments.

Functional Responsibilities: Designs, develops, enhances, debugs, and implements software for incident response related applications. Troubleshoots production problems related to incident response-related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing incident response related IT software. Evaluates effectiveness. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements for incident response related activities. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with incident response related software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of incident response related software user manuals and technical reports.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Incident Response Application Engineer

Minimum/General Experience: Four years experience.
**Functional Responsibilities:** Analyzes incident response related business requirements and develops software application design specifications for functional activities, including block diagrams and logical flow charts. Uses detailed design documents to develop computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances incident response software to reduce operating time or improve efficiency.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response Applications Express Developer**

**Minimum/General Experience:** Two years of experience.

**Functional Responsibilities:** Responsible for developing, testing, implementing, and maintaining web-based incident response application systems. Troubleshoots incident response system problems and issues and looks for ways to improve the application. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.) Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response Applications Systems Analyst/Programmer - Senior**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Formulates/defines system scope and objectives for incident response related activities. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for incident response related programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Business Systems Analyst - Senior**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Performs general and application control reviews for simple to complex computer information systems for incident response related activities. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for incident response systems under development and/or enhancements to current incident response systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational issues related to computerized incident response information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and
interacts with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of incident response computerized information systems. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

**Minimum Education:** Degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Bachelor's degree in Computer Science or Business related field; at least 3 years of experience in related field.

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**Incident Response Computer Operator**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Determines sequence of incident response related operations by studying production schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output. Starts operations by entering commands. Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs. Resolves user problems by answering questions and requests. Ensures operation of incident response related equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Maintains client confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Computer Systems Analyst**

Minimum/General Experience: Four years experience.

**Functional Responsibilities:** Performs systems analysis of computer and communications/network systems. The CSA installs incident response computer operating systems, software applications, and computer/network hardware. Possesses keen troubleshooting skills

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response Data Architect II**

**Minimum/General Experience:** 7 years of experience in related field

**Functional Responsibilities:** Designs and builds relational databases for incident response related activities. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation for incident response related activities. Translates business needs into long-term architecture solutions. Defines, designs, and builds incident response related dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.
**Incident Response Database Administrator**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Provides Incident response related consulting services on application development and database systems management. Requires extensive expertise across hardware, software and system platforms supplied by multiple vendors.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Incident Response Database Architect**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Designs and builds incident response related relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with a variety of the field's concepts, practices, and procedures from a incident response related standpoint. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response Databasics Application Administrator**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Administers incident response related Data Basics Applications. Responsible for maintaining the Data Basics Applications systems support and updating function. Monitors end-user usage of incident response systems and performs daily administrative tasks. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response Functional Specialist/SME II**

**Minimum/General Experience:** Eight years of experience.

**Functional Responsibilities:** Provide expert, independent services and leadership in incident response related technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art incident response software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response Functional Specialist/SME IV**

**Minimum/General Experience:** Ten years of experience.

**Functional Responsibilities:** Provide expert, independent incident response related services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.
Incident Response Functional Specialist/SME VI

Minimum/General Experience: Fifteen years of experience.

Functional Responsibilities: Provide expert, independent incident response services and leadership in specialized incident response related areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art incident response software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Incident Response Help Desk Manager

Minimum/General Experience: Four years experience in a help desk environment.

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

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certifications plus 2 additional years of experience.

Incident Response Help Desk Specialist

Minimum/General Experience: Two years experience in a helpdesk environment.

Functional Responsibilities: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and incident response applications developed under this contract or predecessors. The HDS serves as the initial point of contact for troubleshooting incident response related hardware/software PC and printer problems.

Minimum Education: High School Diploma

Incident Response Imaging Specialist

Minimum/General Experience: Two years experience

Functional Responsibilities: Experience in a client server environment with demonstrated ability to lead a project team in definition and design of a incident response related product. Must be familiar with object oriented design concepts using PowerTool or similar incident response systems and software. Must have experience with Graphical User Interface designs. Must also be familiar with relational database concepts. Person must be able to establish and support all aspects of the technical environment in an applications design environment. Will work with relational database design concepts and work with DBAs to make recommendations for a design team to follow during design and development. Assists other project team members in all aspects in the use of applicable tools.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Incident Response Information Systems Auditor - Senior

Minimum/General Experience: 3 years of experience in related field

Functional Responsibilities: Performs general and application control reviews for simple to complex computer information incident response systems. Performs information control reviews to include incident response system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs
reviews of internal control procedures and security for systems under development and/or enhancements to current systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational incident response related issues related to computerized information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials and medical personnel as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized incident response information systems. Maintains currency of knowledge with respect to relevant state-of-the-art incident response related technology, equipment, and/or incident response systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Information Technology Consultant**

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** The Incident Response IT Consultant possesses a high level of experience in enterprise application development, data warehousing, the development of personalized electronic customer relationship management systems, and the design and build of web applications within the incident response sector. IT Consultants have experience in a variety of industries and leverage their diverse experience throughout project planning, execution, and delivery of incident response system solutions.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response Infrastructure Architect**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Responsible for designing and implementing incident response information systems which will adequately support the enterprise infrastructure of the organization. Analyzes incident response system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all health IT systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, and incident response web and software applications. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response IT Engineer III**

**Minimum/General Experience:** Four years of experience.

**Functional Responsibilities:** Installs, configures, tests, troubleshoots, repairs incident response systems including network and telecommunications hardware/software. Supervises technical support in the installation, relocation, reconfiguration, integration and testing of computer, peripherals, equipment and associated incident response software programs, applying the principals of computer science, telecommunications and mechanical, electrical engineering. Experience in leading client site installation or assembly team. Oversees the use of current diagnostic procedures, equipment, tools and instruments to determine the cause of malfunctions and perform corrective action.
**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response IT Engineer IV**

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including computer incident response related hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these incident response systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy incident response environments. Supports all program/project planning and milestone development.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response IT Subject Matter Specialist**

**Minimum/General Experience:** 8 years of experience in related field

**Functional Responsibilities:** Serves as subject matter expert in the incident response information technology (IT) field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional incident response systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of incident response software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Jr. Security Specialist**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Entry level support who is familiar with standard concepts, practices, and procedures within the incident response sector. Relies on limited experience and judgment to plan and accomplish goals. Protects incident response systems by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Works with limited supervision.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

**Incident Response Junior Help Desk Specialist**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Responds to and diagnoses incident response related problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Oversees the operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests
for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or incident response related mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Master Security Specialist**

**Minimum/General Experience:** 15 years of experience in related field

**Functional Responsibilities:** Implements security improvements by assessing current situation; evaluating trends; and anticipating requirements in incident response related environments. Determines security violations and inefficiencies by conducting periodic audits. Upgrades incident response systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides high level training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program. Primary focal point or point of contact to the organization for any complex incident response system or security program.

**Minimum Education:** Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

**Incident Response Mid-level Security Specialist**

**Minimum/General Experience:** 5 years of experience in related field

**Functional Responsibilities:** Familiar with standard concepts, practices, and procedures within the incident response sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within incident response systems and environments. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades incident response systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Generally works unsupervised.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

**Incident Response Network Engineer - Intermediate**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Regarded as experts in the incident response sector, and have general knowledge of other domains. Provides technical guidance within their area of expertise, and recommends domain-specific incident response related technical solutions and policies. These staff work at the project and program level and may lead tasks or projects in their area of expertise. Plans, designs, and implements physical and logical Wide Area Networks (WANs), Local Area Networks (LANs), communications, and infrastructures across the client’s enterprise. Works with client staff to identify voice/data/video communications requirements. Performs incident response system-level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for integration into the environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management. Uses network design tools and techniques.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.
**Incident Response Network Engineer IV**

**Minimum/General Experience:** 8 years of experience in related field

**Functional Responsibilities:** Manages the purchase, installation, and support of network communications, including LAN/WAN systems, within a incident response related environment. Evaluates current incident response systems. Plans large-scale systems projects through vendor comparison and cost studies. Oversees or supervises other team members.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Principal Business Process Reengineer**

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles in support of the process modernization and automation projects within a incident response related environment. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. customer interviews to determine incident response system requirements. May reverse engineer and reengineer existing incident response system applications to develop migration strategies and documents.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Incident Response Principal Enterprise Architect**

**Minimum/General Experience:** Thirteen years experience

**Functional Responsibilities:** Principal Enterprise Architects are experts within the incident response sector, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff work at the enterprise and program level and have knowledge of other domains. Responsible for the analysis of business, engineering, or scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of incident response software development tasks. Works with the client’s staff and user groups to develop requirements. Develops knowledge of enterprise to assist in defining requirements. Analyzes and develops computer incident response software programs for complex, large-scale business operations.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Incident Response Principal Information Engineer**

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** Applies IT disciplines for planning, analysis, design, and construction of incident response information systems on an enterprise-wide basis or across a major section of the enterprise. The PIE performs enterprise-wide strategic systems planning, information planning, and systems analysis within incident response related environments. The PIE performs process and data modeling in support of the planning and analysis efforts using manual and automated tools. May reverse engineer and reengineer existing system applications to develop system and data migration strategies.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response Principal Systems Architect**

**Minimum/General Experience:** Eight years of experience.
Functional Responsibilities: Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including incident response related computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these incident response systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy incident response environments. Supports all program/project planning and milestone development.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Incident Response Program Manager

Minimum/General Experience: 5 years of experience managing IT projects for Federal Clients (DoD preferred). At least 3 years of experience which are management level experience that is directly related to the duties and responsibilities specified.

Functional Responsibilities: PMP-certified. Experience managing incident response programs and projects. Demonstrated experience delivering incident response solutions on time and within budget. Strong customer service, communication, presentation and problem solving skills. Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience managing a team.

Incident Response Project Manager

Minimum/General Experience: Eight years experience

Functional Responsibilities: Coordinate incident response project schedules, timelines, and other incident response related project information. Monitors tasks and advises the customer of any problems, delays, issues, or requirements associated with the project. The PM provides direction and coordination for all task related efforts. Responsibilities include identifying new incident response related technologies that can be applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Incident Response Senior Business Process Reengineer

Minimum/General Experience: Six years experience

Functional Responsibilities: Applies incident response related process improvements and reengineering methodologies and principles in support of process modernization and automation projects. Duties include activity and incident response systems data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. The SBPR facilitates customer interviews to determine incident response system requirements. May reverse engineer and reengineer existing incident response system applications to develop migration strategies and documents. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Incident Response Senior Hardware Installation Technician
Minimum/General Experience: Eight years experience

Functional Responsibilities: Experience in incident response related PC software configuration, installation, and support required. Experience in upgrading and troubleshooting PC problems required. Knowledge of multiple incident response operating systems, programming languages, and software packages including registry and system policies required. Performs PC configuration, set up, installation, upgrades, troubleshooting, and technical incident response support for multiple platforms and technical environments. Researches and recommends PC configurations for desktops and laptops and identifies and implements emerging technologies to support and maintain standard computer configurations. Tracks and maintains incident response software upgrades. Develops test plans, test data, and conducts tests to ensure the reliability and completeness of standard configurations. Analyzes, designs, develops, tests, and implements programs and procedures for installing and customizing commercial off-the-shelf PC and LAN packages. Maintains quality assurance practices and procedures to ensure software is in accordance with approved quality assurance practices and procedures.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Incident Response Senior Information Technology Expert

Minimum/General Experience: Ten years experience

Functional Responsibilities: Provides incident response related technical support to the delivery of contract deliverables as directed by senior consultant or project manager. Provides technical recommendations to senior consultant in the delivery of contract products and services. Performs duties and responsibilities with minimal supervision. Meets with clients, senior consultant, and project manager as required. Provides report data in support of senior consultant proposals, white papers, and other technical documentation as required. Serves as backup for senior consultant in specific technical meetings with clients. Conducts data analysis and assessment as required.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Incident Response Senior Network Engineer

Minimum/General Experience: Ten years experience

Functional Responsibilities: Experience must include work with V.24, V.35, 10BaseT electronic and other telecommunications cabling interfaces. Experience with multiplexers, routers, hubs, modems, and terminals. Experience wiring and testing cabling for incident response related data communications and telecommunications. Manages telecommunications requests for end users. Researches various communication issues or technologies and prepares technical summaries, executive overviews, etc. Assists in monitoring and troubleshooting WANs. Designs, configures, and installs telephone systems. Interacts with vendors on resolving incident response related communications problems.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field. Advanced technical training required.

Incident Response Senior Subject Matter Expert

Minimum/General Experience: 10 year of experience in related field

Functional Responsibilities: Serves as subject matter expert in the incident response or Security field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. The SME usually deals with the more complex incident response systems, programs, projects and missions. Provides technical knowledge and analysis of highly specialized incident response system applications and operational environments, complex security programs or systems, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of incident response software development with
emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Software Engineer**

**Minimum/General Experience:** 10 years professional software development experience
5 years of experience in Appian business analysis, business process reengineering, technical leadership and hands on development and support of Appian BPM systems versions 5.x and 6.x experience.

**Functional Responsibilities:** Demonstrated experience utilizing Appian BPM software to deliver complex incident response related business processes applications for clients. Demonstrated extensive skills and experience with full scale HW/SW upgrade of Appian BPM platform installations to 6.6 or newer versions. Demonstrated experience developing & troubleshooting customized Appian base software, JavaScript, CSS, custom Java Plugins and other custom functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex incident response systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Sr. Applications Engineer**

**Minimum/General Experience:** Six years experience

**Functional Responsibilities:** Analyzes business requirements and develops incident response software application design specifications for functional activities within a incident response related environment, including block diagrams and logical flow charts. Uses detailed design documents to develop incident response computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances incident response software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Incident Response Sr. Field Engineer**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Provides technical knowledge and analysis of highly specialized incident response related applications and operational environment, high-level functional incident response systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Sr. Security Specialist**

**Minimum/General Experience:** 10 years of experience in related field
**Functional Responsibilities:** Familiar with standard concepts, practices, and procedures within the incident response sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within a incident response environment. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades incident response systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program.

**Minimum Education:** Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

**Incident Response Sr. Software Engineer**

**Minimum/General Experience:** 10 years of experience with at least 7 years as a Professional Software Developer and experience in specific business analysis, business process reengineering, technical leadership and hands on development and support of various IT or network systems.

**Functional Responsibilities:** Demonstrated extensive skills and experience with full scale HW/SW upgrade of specific platform installations within the incident response sector. Demonstrated experience developing & troubleshooting customized incident response software, JavaScript, CSS, custom Java Plugins and custom Appian Functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex Appian BPM systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Incident Response Storage Engineer**

**Minimum/General Experience:** Twelve years experience.

**Functional Responsibilities:** Demonstrates in-depth understanding of a client's business requirements relating to their data storage environment within a incident response systems environment. They are responsible for the creation of deliverables that address current and evolving client business and storage requirements and the development of customized solutions that address specific needs, and the successful management and/or delivery of engagements. The Storage Engineer has specific experience in evaluating and architecting storage operations, policies, and procedures to help clients assess, design, and implement strategic storage solutions, Information Lifecycle Management (ILM), Disaster Recovery Planning (DRP), archiving, Storage Area Networks (SANs), and backup initiatives. They have extensive experience in assisting clients with storage purchasing decisions and have experience with all leading storage vendors including EMC, IBM, SUN, Hitachi Data Systems, Veritas Netbackup, Legato NetWorker, and IBM Tivoli Storage Manager. They are experienced in documenting storage best practices, methodologies, and cost models and can evaluate customers' strategic business issues, identify requirements, create business case justifications, and propose appropriate incident response related enterprise solutions.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification and 12 years relevant experience.

**Incident Response System Administrator**

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Responsible for all incident response system administration and management including daily incident response system operation, for the computer operating system
applicable to the site supported. The SA must be adept at problem identification and resolution. The SA must be capable of documenting the health operating system problems and developing solutions. The SA uses performance monitoring tools to profile incident response system performance and correct bottlenecks. The SA uses security monitoring tools to detect weaknesses, viruses, Trojans, and intrusions in order to plug security vulnerabilities.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification.

**Incident Response System Security Analyst**

**Minimum/General Experience:** 5 years of experience in related field

**Functional Responsibilities:** Research and recommend operational and security requirements for incident response system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified incident response system workstations worldwide, document physical security at sites for accreditation. Plan and implement system security activities including the work of one subordinate.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

**Incident Response System Security Lead**

**Minimum/General Experience:** 5-7 years of experience in related field

**Functional Responsibilities:** Support to the Program Manager and Information Assurance Officer in compliance with DoD Instruction 8500.2 roles and responsibilities within a incident response related environment. Organize system security activities to ensure the agency’s incident response system certifications and accreditations are maintained in accordance with DIACAP/DITSCAP standards or other departmental standards. Obtain Authorizations to Operate (ATOs) at Agency, Service and local levels. Develop and monitor office and system security policies, procedures and security training of staff and users in accordance with Federal, DoD, and/or any other agency specific regulations. Research and recommend operational and security requirements for incident response system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified incident response system workstations worldwide, document physical security at sites for accreditation. Act as staff representative at conferences and special meetings on Information Security matters. Brief federal or other agency’s security status at periodic management review meetings. Plan and implement system security activities including the work of one subordinate.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience. Detailed knowledge of RMF/DIACAP/DITSCAP certifications and accreditations process, National Industrial Security Program (NISPOM) and DCID standards, the DISA STIG process, and the DoD Directive 8570.01-M IA Workforce Improvement Program.

**Incident Response Technical Writer**

**Minimum/General Experience:** Four years of experience.

**Functional Responsibilities:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses within the incident response sector. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.
Penetration Testing Application Developer II

**Minimum/General Experience**: 5 years of experience in related field. 3 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP).

**Functional Responsibilities**: Designs, develops, enhances, debugs, and implements penetration testing related software. Troubleshoots production problems related to penetration testing related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new penetration testing related software products or major enhancements to existing software. Evaluates effectiveness. Addresses problems of penetration testing systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of penetration testing related application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of software user manuals and technical reports.

**Minimum Education**: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Penetration Testing Application Developer III**

**Minimum/General Experience**: 10 years of experience in related field. Working familiarity with ETL tools and web service technologies is desired. Knowledge of networking, server installation and configuration are also required. 5 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP), Understanding of the tools used in development and test environments

**Functional Responsibilities**: Designs, develops, enhances, debugs, and implements software for penetration testing related applications. Troubleshoots production problems related to penetration testing related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. designs and develops new software products or major enhancements to existing penetration testing related IT software. Evaluates effectiveness. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements for penetration testing related activities. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with penetration testing related software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of penetration testing related software user manuals and technical reports.

**Minimum Education**: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Penetration Testing Application Engineer**

**Minimum/General Experience**: Four years experience.

**Functional Responsibilities**: Analyzes penetration testing related business requirements and develops software application design specifications for functional activities, including block diagrams and logical flow charts. Uses detailed design documents to develop computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances penetration testing software to reduce operating time or improve efficiency.
Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Penetration Testing Applications Express Developer
Minimum/General Experience: Two years of experience.

Functional Responsibilities: Responsible for developing, testing, implementing, and maintaining web-based penetration testing application systems. Troubleshoots penetration testing system problems and issues and looks for ways to improve the application. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.) Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Penetration Testing Applications Systems Analyst/Programmer - Senior
Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Formulates/defines system scope and objectives for penetration testing related activities. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for penetration testing related programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Penetration Testing Business Systems Analyst - Senior
Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Performs general and application control reviews for simple to complex computer information systems for penetration testing related activities. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for penetration testing systems under development and/or enhancements to current penetration testing systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational issues related to computerized penetration testing information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of penetration testing computerized information systems. Maintains currency of knowledge with respect to relevant state-of-the-art technology,
equipment, and/or systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

**Minimum Education:** Degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Bachelor's degree in Computer Science or Business related field; at least 3 years of experience in related field.

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**Penetration Testing Computer Operator**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Determines sequence of penetration testing related operations by studying production schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output. Starts operations by entering commands. Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs. Resolves user problems by answering questions and requests. Ensures operation of penetration testing related equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Maintains client confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**Penetration Testing Computer Systems Analyst**

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Performs systems analysis of computer and communications/network systems. The CSA installs penetration testing computer operating systems, software applications, and computer/network hardware. Possesses keen troubleshooting skills

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Penetration Testing Data Architect II**

**Minimum/General Experience:** 7 years of experience in related field

**Functional Responsibilities:** Designs and builds relational databases for penetration testing related activities. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation for penetration testing related activities. Translates business needs into long-term architecture solutions. Defines, designs, and builds penetration testing related dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**Penetration Testing Database Administrator**
Minimum/General Experience: Eight years experience

Functional Responsibilities: Provides Penetration testing related consulting services on application development and database systems management. Requires extensive expertise across hardware, software and system platforms supplied by multiple vendors.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Penetration Testing Database Architect
Minimum/General Experience: Six years of experience.

Functional Responsibilities: Designs and builds penetration testing related relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization’s quality standards and ease of integration. Familiar with a variety of the field’s concepts, practices, and procedures from a penetration testing related standpoint. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Penetration Testing Databases Application Administrator
Minimum/General Experience: Six years of experience.

Functional Responsibilities: Administers penetration testing related Data Basics Applications. Responsible for maintaining the Data Basics Applications systems support and updating function. Monitors end-user usage of penetration testing systems and performs daily administrative tasks. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Penetration Testing Functional Specialist/SME II
Minimum/General Experience: Eight years of experience.

Functional Responsibilities: Provide expert, independent services and leadership in penetration testing related technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art penetration testing software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Penetration Testing Functional Specialist/SME IV
Minimum/General Experience: Ten years of experience.

Functional Responsibilities: Provide expert, independent penetration testing related services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.
Penetration Testing Functional Specialist/SME VI

**Minimum/General Experience:** Fifteen years of experience.

**Functional Responsibilities:** Provide expert, independent penetration testing services and leadership in specialized penetration testing related areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art penetration testing software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

Penetration Testing Help Desk Manager

**Minimum/General Experience:** Four years experience in a help desk environment.

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

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certifications plus 2 additional years of experience.

Penetration Testing Help Desk Specialist

**Minimum/General Experience:** Two years experience in a helpdesk environment.

**Functional Responsibilities:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and penetration testing applications developed under this contract or predecessors. The HDS serves as the initial point of contact for troubleshooting penetration testing related hardware/software PC and printer problems.

**Minimum Education:** High School Diploma

Penetration Testing Imaging Specialist

**Minimum/General Experience:** Two years experience

**Functional Responsibilities:** Experience in a client server environment with demonstrated ability to lead a project team in definition and design of a penetration testing related product. Must be familiar with object oriented design concepts using PowerTool or similar penetration testing systems and software. Must have experience with Graphical User Interface designs. Must also be familiar with relational database concepts. Person must be able to establish and support all aspects of the technical environment in an applications design environment. Will work with relational database design concepts and work with DBAs to make recommendations for a design team to follow during design and development. Assists other project team members in all aspects in the use of applicable tools.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

Penetration Testing Information Systems Auditor - Senior

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Performs general and application control reviews for simple to complex computer information penetration testing systems. Performs information control reviews to include penetration testing system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or
performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational penetration testing related issues related to computerized information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials and medical personnel as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized penetration testing information systems. Maintains currency of knowledge with respect to relevant state-of-the-art penetration testing related technology, equipment, and/or penetration testing systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

### Penetration Testing Information Technology Consultant

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** The Penetration Testing IT Consultant possesses a high level of experience in enterprise application development, data warehousing, the development of personalized electronic customer relationship management systems, and the design and build of web applications within the penetration testing sector. IT Consultants have experience in a variety of industries and leverage their diverse experience throughout project planning, execution, and delivery of penetration testing system solutions.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

### Penetration Testing Infrastructure Architect

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Responsible for designing and implementing penetration testing information systems which will adequately support the enterprise infrastructure of the organization. Analyzes penetration testing system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all health IT systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, and penetration testing web and software applications. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

### Penetration Testing IT Engineer III

**Minimum/General Experience:** Four years of experience.

**Functional Responsibilities:** Installs, configures, tests, troubleshooting, repairs penetration testing systems including network and telecommunications hardware/software. Supervises technical support in the installation, relocation, reconfiguration, integration and testing of computer, peripherals, equipment and associated penetration testing software programs, applying the principals of computer science,
telecommunications and mechanical, electrical engineering. Experience in leading client site installation or assembly team. Oversees the use of current diagnostic procedures, equipment, tools and instruments to determine the cause of malfunctions and perform corrective action.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

### Penetration Testing IT Engineer IV

**Minimum/General Experience:** Six years of experience.

**Functional Responsibilities:** Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including computer penetration testing related hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these penetration testing systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy penetration testing environments. Supports all program/project planning and milestone development.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

### Penetration Testing IT Subject Matter Specialist

**Minimum/General Experience:** 8 years of experience in related field

**Functional Responsibilities:** Serves as subject matter expert in the penetration testing information technology (IT) field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional penetration testing systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of penetration testing software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

### Penetration Testing Jr. Security Specialist

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Entry level support who is familiar with standard concepts, practices, and procedures within the penetration testing sector. Relies on limited experience and judgment to plan and accomplish goals. Protects penetration testing systems by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Works with limited supervision.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

### Penetration Testing Junior Help Desk Specialist

**Minimum/General Experience:** 3 years of experience in related field
Functional Responsibilities: Responds to and diagnoses penetration testing related problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Oversees the operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or penetration testing related mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Penetration Testing Master Security Specialist

Minimum/General Experience: 15 years of experience in related field

Functional Responsibilities: Implements security improvements by assessing current situation; evaluating trends; and anticipating requirements in penetration testing related environments. Determines security violations and inefficiencies by conducting periodic audits. Upgrades penetration testing systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides high level training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program. Primary focal point or point of contact to the organization for any complex penetration testing system or security program.

Minimum Education: Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

Penetration Testing Mid-level Security Specialist

Minimum/General Experience: 5 years of experience in related field

Functional Responsibilities: Familiar with standard concepts, practices, and procedures within the penetration testing sector. Maintains an organization’s automated security systems. Serves as the point of contact for security system related issues within penetration testing systems and environments. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades penetration testing systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Generally works unsupervised.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

Penetration Testing Network Engineer - Intermediate

Minimum/General Experience: Eight years experience

Functional Responsibilities: Regarded as experts in the penetration testing sector, and have general knowledge of other domains. Provides technical guidance within their area of expertise, and recommends domain-specific penetration testing related technical solutions and policies. These staff work at the project and program level and may lead tasks or projects in their area of expertise. Plans, designs, and implements physical and logical Wide Area Networks (WANs), Local Area Networks (LANs), communications, and
infrastructures across the client’s enterprise. Works with client staff to identify voice/data/video communications requirements. Performs penetration testing system-level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for integration into the environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management. Uses network design tools and techniques.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Penetration Testing Network Engineer IV**

**Minimum/General Experience:** 8 years of experience in related field

**Functional Responsibilities:** Manages the purchase, installation, and support of network communications, including LAN/WAN systems, within a penetration testing related environment. Evaluates current penetration testing systems. Plans large-scale systems projects through vendor comparison and cost studies. Oversees or supervises other team members.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Penetration Testing Principal Business Process Reengineer**

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles in support of the process modernization and automation projects within a penetration testing related environment. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. customer interviews to determine penetration testing system requirements. May reverse engineer and reengineer existing penetration testing system applications to develop migration strategies and documents.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Penetration Testing Principal Enterprise Architect**

**Minimum/General Experience:** Thirteen years experience

**Functional Responsibilities:** Principal Enterprise Architects are experts within the penetration testing sector, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff work at the enterprise and program level and have knowledge of other domains. Responsible for the analysis of business, engineering, or scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of penetration testing software development tasks. Works with the client’s staff and user groups to develop requirements. Develops knowledge of enterprise to assist in defining requirements. Analyzes and develops computer penetration testing software programs for complex, large-scale business operations.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

**Penetration Testing Principal Information Engineer**

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** Applies IT disciplines for planning, analysis, design, and construction of penetration testing information systems on an enterprise-wide basis or across a major section of the enterprise. The PIE performs enterprise-wide strategic systems planning, information planning, and systems analysis within penetration testing related environments. The PIE performs process and data
modeling in support of the planning and analysis efforts using manual and automated tools. May reverse engineer and reengineer existing system applications to develop system and data migration strategies.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field.

**Penetration Testing Principal Systems Architect**

**Minimum/General Experience**: Eight years of experience.

**Functional Responsibilities**: Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including penetration testing related computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these penetration testing systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy penetration testing environments. Supports all program/project planning and milestone development.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field.

**Penetration Testing Program Manager**

**Minimum/General Experience**: 5 years of experience managing IT projects for Federal Clients (DoD preferred). At least 3 years of experience which are management level experience that is directly related to the duties and responsibilities specified.

**Functional Responsibilities**: PMP-certified. Experience managing penetration testing programs and projects. Demonstrated experience delivering penetration testing solutions on time and within budget. Strong customer service, communication, presentation and problem solving skills. Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

**Minimum Education**: Bachelors degree in Computer Science or related IT field or equivalent education and work experience managing a team.

**Penetration Testing Project Manager**

**Minimum/General Experience**: Eight years experience

**Functional Responsibilities**: Coordinate penetration testing project schedules, timelines, and other penetration testing related project information. Monitors tasks and advises the customer of any problems, delays, issues, or requirements associated with the project. The PM provides direction and coordination for all task related efforts. Responsibilities include identifying new penetration testing related technologies that can be applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, Business or related field.

**Penetration Testing Senior Business Process Reengineer**

**Minimum/General Experience**: Six years experience

**Functional Responsibilities**: Applies penetration testing related process improvements and reengineering methodologies and principles in support of process modernization and automation projects. Duties include activity and penetration testing systems data modeling, developing modern business methods, identifying
best practices, and creating and assessing performance measurements. The SBPR facilitates customer interviews to determine penetration testing system requirements. May reverse engineer and reengineer existing penetration testing system applications to develop migration strategies and documents. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Penetration Testing Senior Hardware Installation Technician**

**Minimum/General Experience**: Eight years experience

**Functional Responsibilities**: Experience in penetration testing related PC software configuration, installation, and support required. Experience in upgrading and troubleshooting PC problems required. Knowledge of multiple penetration testing operating systems, programming languages, and software packages including registry and system policies required. Performs PC configuration, set up, installation, upgrades, troubleshooting, and technical penetration testing support for multiple platforms and technical environments. Researches and recommends PC configurations for desktops and laptops and identifies and implements emerging technologies to support and maintain standard computer configurations. Tracks and maintains penetration testing software upgrades. Develops test plans, test data, and conducts tests to ensure the reliability and completeness of standard configurations. Analyzes, designs, develops, tests, and implements programs and procedures for installing and customizing commercial off-the-shelf PC and LAN packages. Maintains quality assurance practices and procedures to ensure software is in accordance with approved quality assurance practices and procedures.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Penetration Testing Senior Information Technology Expert**

**Minimum/General Experience**: Ten years experience

**Functional Responsibilities**: Provides penetration testing related technical support to the delivery of contract deliverables as directed by senior consultant or project manager. Provides technical recommendations to senior consultant in the delivery of contract products and services. Performs duties and responsibilities with minimal supervision. Meets with clients, senior consultant, and project manager as required. Provides report data in support of senior consultant proposals, white papers, and other technical documentation as required. Serves as backup for senior consultant in specific technical meetings with clients. Conducts data analysis and assessment as required.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Penetration Testing Senior Network Engineer**

**Minimum/General Experience**: Ten years experience

**Functional Responsibilities**: Experience must include work with V.24, V.35, 10BaseT electronic and other telecommunications cabling interfaces. Experience with multiplexers, routers, hubs, modems, and terminals. Experience wiring and testing cabling for penetration testing related data communications and telecommunications. Manages telecommunications requests for end users. Researches various communication issues or technologies and prepares technical summaries, executive overviews, etc. Assists in monitoring and troubleshooting WANs. Designs, configures, and installs telephone systems. Interacts with vendors on resolving penetration testing related communications problems.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, Business or related field. Advanced technical training required

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**Penetration Testing Senior Subject Matter Expert**
Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Serves as subject matter expert in the penetration testing or Security field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. The SME usually deals with the more complex penetration testing systems, programs, projects and missions. Provides technical knowledge and analysis of highly specialized penetration testing system applications and operational environments, complex security programs or systems, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of penetration testing software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Penetration Testing Software Engineer

Minimum/General Experience: 10 years professional software development experience

Functional Responsibilities: Demonstrated experience utilizing Appian BPM software to deliver complex penetration testing related business processes applications for clients. Demonstrated extensive skills and experience with full scale HW/SW upgrade of Appian BPM platform installations to 6.6 or newer versions. Demonstrated experience developing & troubleshooting customized Appian base software, JavaScript, CSS, custom Java Plugins and other custom functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex penetration testing systems. Strong customer service, communication, presentation, problem solving and design skills.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Penetration Testing Sr. Applications Engineer

Minimum/General Experience: Six years experience

Functional Responsibilities: Analyzes business requirements and develops penetration testing software application design specifications for functional activities within a penetration testing related environment, including block diagrams and logical flow charts. Uses detailed design documents to develop penetration testing computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances penetration testing software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Penetration Testing Sr. Field Engineer

Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Provides technical knowledge and analysis of highly specialized penetration testing related applications and operational environment, high-level functional penetration testing systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation.
Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

**Minimum Education**: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**Penetration Testing Sr. Security Specialist**

**Minimum/General Experience**: 10 years of experience in related field

**Functional Responsibilities**: Familiar with standard concepts, practices, and procedures within the penetration testing sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within a penetration testing environment. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades penetration testing systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program.

**Minimum Education**: Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

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**Penetration Testing Sr. Software Engineer**

**Minimum/General Experience**: 10 years of experience with at least 7 years as a Professional Software Developer and experience in specific business analysis, business process reengineering, technical leadership and hands on development and support of various IT or network systems.

**Functional Responsibilities**: Demonstrated extensive skills and experience with full scale HW/SW upgrade of specific platform installations within the penetration testing sector. Demonstrated experience developing & troubleshooting customized penetration testing software, JavaScript, CSS, custom Java Plugins and custom Appian Functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex Appian BPM systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education**: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**Penetration Testing Storage Engineer**

**Minimum/General Experience**: Twelve years experience.

**Functional Responsibilities**: Demonstrates in-depth understanding of a client's business requirements relating to their data storage environment within a penetration testing systems environment. They are responsible for the creation of deliverables that address current and evolving client business and storage requirements and the development of customized solutions that address specific needs, and the successful management and/or delivery of engagements. The Storage Engineer has specific experience in evaluating and architecting storage operations, policies, and procedures to help clients assess, design, and implement strategic storage solutions, Information Lifecycle Management (ILM), Disaster Recovery Planning (DRP), archiving, Storage Area Networks (SANs), and backup initiatives. They have extensive experience in assisting clients with storage purchasing decisions and have experience with all leading storage vendors including EMC, IBM, SUN, Hitachi Data Systems, Veritas Netbackup, Legato NetWorker, and IBM Tivoli Storage Manager. They are experienced in documenting storage best practices, methodologies, and cost
models and can evaluate customers' strategic business issues, identify requirements, create business case justifications, and propose appropriate penetration testing related enterprise solutions.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification and 12 years relevant experience.

### Penetration Testing System Administrator

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Responsible for all penetration testing system administration and management including daily penetration testing system operation, for the computer operating system applicable to the site supported. The SA must be adept at problem identification and resolution. The SA must be capable of documenting the heath operating system problems and developing solutions. The SA uses performance monitoring tools to profile penetration testing system performance and correct bottlenecks. The SA uses security monitoring tools to detect weaknesses, viruses, Trojans, and intrusions in order to plug security vulnerabilities.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification.

### Penetration Testing System Security Analyst

**Minimum/General Experience:** 5 years of experience in related field

**Functional Responsibilities:** Research and recommend operational and security requirements for penetration testing system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified penetration testing system workstations worldwide, document physical security at sites for accreditation. Plan and implement system security activities including the work of one subordinate.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

### Penetration Testing System Security Lead

**Minimum/General Experience:** 5-7 years of experience in related field

**Functional Responsibilities:** Support to the Program Manager and Information Assurance Officer in compliance with DoD Instruction 8500.2 roles and responsibilities within a penetration testing related environment. Organize system security activities to ensure the agency’s penetration testing system certifications and accreditations are maintained in accordance with DIACAP/DITSCAP standards or other departmental standards. Obtain Authorizations to Operate (ATOs) at Agency, Service and local levels. Develop and monitor office and system security policies, procedures and security training of staff and users in accordance with Federal, DoD, and/or any other agency specific regulations. Research and recommend operational and security requirements for penetration testing system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified penetration testing system workstations worldwide, document physical security at sites for accreditation. Act as staff representative at conferences and special meetings on Information Security matters. Brief federal or other agency’s security status at periodic management review meetings. Plan and implement system security activities including the work of one subordinate.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience. Detailed knowledge of RMF/DIACAP/DITSCAP certifications and
accreditations process, National Industrial Security Program (NISPOM) and DCID standards, the DISA STIG process, and the DoD Directive 8570.01-M IA Workforce Improvement Program.

**Penetration Testing Technical Writer**

**Minimum/General Experience:** Four years of experience.

**Functional Responsibilities:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses within the penetration testing sector. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Risk and Vulnerability Assessment (RVA) Application Developer II**

**Minimum/General Experience:** 5 years of experience in related field. 3 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP).

**Functional Responsibilities:** Designs, develops, enhances, debugs, and implements RVA related software. Troubleshoots production problems related to RVA related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new RVA related software products or major enhancements to existing software. Evaluates effectiveness. Addresses problems of RVA systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of RVA related application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of software user manuals and technical reports.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Risk and Vulnerability Assessment (RVA) Application Developer III**

**Minimum/General Experience:** 10 years of experience in related field. Working familiarity with ETL tools and web service technologies is desired. Knowledge of networking, server installation and configuration are also required. 5 years of technical proficiency with the following: JavaFX, Java, Spring Framework, JBoss Application Server, MongoDB, Web Service technologies (XML, SOAP), Understanding of the tools used in development and test environments

**Functional Responsibilities:** Designs, develops, enhances, debugs, and implements software for RVA related applications. Troubleshoots production problems related to RVA-related software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. designs and develops new software products or major enhancements to existing RVA related IT software. Evaluates effectiveness. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements for RVA related activities. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with RVA related software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of RVA related software user manuals and technical reports.
Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Risk and Vulnerability Assessment (RVA) Application Engineer
Minimum/General Experience: Four years experience.

Functional Responsibilities: Analyzes RVA related business requirements and develops software application design specifications for functional activities, including block diagrams and logical flow charts. Uses detailed design documents to develop computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances RVA software to reduce operating time or improve efficiency.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Risk and Vulnerability Assessment (RVA) Applications Express Developer
Minimum/General Experience: Two years of experience.

Functional Responsibilities: Responsible for developing, testing, implementing, and maintaining web-based RVA application systems. Troubleshoots RVA system problems and issues and looks for ways to improve the application. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.) Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Risk and Vulnerability Assessment (RVA) Applications Systems Analyst/Programmer - Senior
Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Formulates/defines system scope and objectives for RVA related activities. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for RVA related programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Risk and Vulnerability Assessment (RVA) Business Systems Analyst - Senior
Minimum/General Experience: 10 years of experience in related field

Functional Responsibilities: Performs general and application control reviews for simple to complex computer information systems for RVA related activities. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for RVA systems under development and/or enhancements to current RVA systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the
completed audit and conclusions. Prepares and presents written and oral reports and other technical
information in a pertinent, concise, and accurate manner for distribution to management. Consults with and
advises administrators, faculty, and staff on various operational issues related to computerized RVA
information systems, and on general business operations as needed. Follows up on audit findings to ensure
that management has taken corrective action(s). Coordinates and interacts with external auditors,
advisors, faculty, staff and law enforcement officials as appropriate; may be required to testify in court.
Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods
for review and analysis of RVA computerized information systems. Maintains currency of knowledge with
respect to relevant state-of-the-art technology, equipment, and/or systems. Conduct operational,
compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs
miscellaneous job-related duties as assigned.

**Minimum Education:** Degree(s) from an accredited institution that are above the minimum education
requirement may be substituted for experience on a year for year basis. Bachelor's degree in Computer
Science or Business related field; at least 3 years of experience in related field.

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**Risk and Vulnerability Assessment (RVA) Computer Operator**

**Minimum/General Experience:** 3 years of experience in related field

**Functional Responsibilities:** Determines sequence of RVA related operations by studying production
schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers
and plotters; preparing for output. Starts operations by entering commands. Maintains operations by
monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct
errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional
resources. Documents problems and actions by completing production logs. Resolves user problems by
answering questions and requests. Ensures operation of RVA related equipment by completing preventive
maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions;
calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. Maintains
supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing
and expediting orders for supplies; verifying receipt of supplies. Maintains client confidence and protects
operations by keeping information confidential. Contributes to team effort by accomplishing related results
as needed.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education
and work experience.

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**Risk and Vulnerability Assessment (RVA) Computer Systems Analyst**

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Performs systems analysis of computer and communications/network
systems. The CSA installs RVA computer operating systems, software applications, and computer/network
hardware. Possesses keen troubleshooting skills

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Risk and Vulnerability Assessment (RVA) Data Architect II**

**Minimum/General Experience:** 7 years of experience in related field

**Functional Responsibilities:** Designs and builds relational databases for RVA related activities. Performs
data access analysis design, and archive/recovery design and implementation. Develops strategies for data
acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment,
which includes data design, database architecture, and metadata repository creation for RVA related
activities. Translates business needs into long-term architecture solutions. Defines, designs, and builds
RVA related dimensional databases. Develops data warehousing blueprints, evaluating hardware and
software platforms, and integrating systems. Reviews and develops object and data models and the
metadata repository to structure the data for better management and quicker access.
Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Risk and Vulnerability Assessment (RVA) Database Administrator
Minimum/General Experience: Eight years experience

Functional Responsibilities: Provides RVA related consulting services on application development and database systems management. Requires extensive expertise across hardware, software and system platforms supplied by multiple vendors.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Risk and Vulnerability Assessment (RVA) Database Architect
Minimum/General Experience: Six years of experience.

Functional Responsibilities: Designs and builds RVA related relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization’s quality standards and ease of integration. Familiar with a variety of the field’s concepts, practices, and procedures from a RVA related standpoint. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Risk and Vulnerability Assessment (RVA) Databasics Application Administrator
Minimum/General Experience: Six years of experience.

Functional Responsibilities: Administers RVA related Data Basics Applications. Responsible for maintaining the Data Basics Applications systems support and updating function. Monitors end-user usage of RVA systems and performs daily administrative tasks. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Risk and Vulnerability Assessment (RVA) Functional Specialist/SME II
Minimum/General Experience: Eight years of experience.

Functional Responsibilities: Provide expert, independent services and leadership in RVA related technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art RVA software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client’s requirements.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

Risk and Vulnerability Assessment (RVA) Functional Specialist/SME IV
Minimum/General Experience: Ten years of experience.

Functional Responsibilities: Provide expert, independent RVA related services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor
management and Client personnel to ensure that the problem has been properly defined and that the
solution will satisfy the Client’s requirements.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field.

**Risk and Vulnerability Assessment (RVA) Functional Specialist/SME VI**

**Minimum/General Experience**: Fifteen years of experience.

**Functional Responsibilities**: Provide expert, independent RVA services and leadership in specialized
RVA related areas. Provides expertise on an as-needed basis to all task assignments. Provides expert
advice and assistance in state-of-the-art RVA software/hardware. Coordinates with Contractor
management and Client personnel to ensure that the problem has been properly defined and that the
solution will satisfy the Client’s requirements.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field.

**Risk and Vulnerability Assessment (RVA) Help Desk Manager**

**Minimum/General Experience**: Four years experience in a help desk environment.

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

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field or appropriate
technical certifications plus 2 additional years of experience.

**Risk and Vulnerability Assessment (RVA) Help Desk Specialist**

**Minimum/General Experience**: Two years experience in a helpdesk environment.

**Functional Responsibilities**: Provides phone and in-person support to users in the areas of e-mail,
directories, standard Windows desktop applications, and RVA applications developed under this contract
or predecessors. The HDS serves as the initial point of contact for troubleshooting RVA related
hardware/software PC and printer problems.

**Minimum Education**: High School Diploma

**Risk and Vulnerability Assessment (RVA) Imaging Specialist**

**Minimum/General Experience**: Two years experience

**Functional Responsibilities**: Experience in a client server environment with demonstrated ability to lead
a project team in definition and design of a RVA related product. Must be familiar with object oriented design
concepts using PowerTool or similar RVA systems and software. Must have experience with Graphical
User Interface designs. Must also be familiar with relational database concepts. Person must be able to
establish and support all aspects of the technical environment in an applications design environment. Will
work with relational database design concepts and work with DBAs to make recommendations for a design
team to follow during design and development. Assists other project team members in all aspects in the
use of applicable tools.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, Business or related field.

**Risk and Vulnerability Assessment (RVA) Information Systems Auditor - Senior**

**Minimum/General Experience**: 3 years of experience in related field
Functional Responsibilities: Performs general and application control reviews for simple to complex computer information RVA systems. Performs information control reviews to include RVA system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems. Maintains and develops computerized audit software. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. Consults with and advises administrators, faculty, and staff on various operational RVA related issues related to computerized information systems, and on general business operations as needed. Follows up on audit findings to ensure that management has taken corrective action(s). Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials and medical personnel as appropriate; may be required to testify in court. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized RVA information systems. Maintains currency of knowledge with respect to relevant state-of-the-art RVA related technology, equipment, and/or RVA systems. Conduct operational, compliance, financial and investigative audits, as assigned. Administer departmental Novell LAN. Performs miscellaneous job-related duties as assigned.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Risk and Vulnerability Assessment (RVA) Information Technology Consultant**

Minimum/General Experience: Eight years experience.

Functional Responsibilities: The RVA IT Consultant possesses a high level of experience in enterprise application development, data warehousing, the development of personalized electronic customer relationship management systems, and the design and build of web applications within the RVA sector. IT Consultants have experience in a variety of industries and leverage their diverse experience throughout project planning, execution, and delivery of RVA system solutions.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

**Risk and Vulnerability Assessment (RVA) Infrastructure Architect**

Minimum/General Experience: Six years of experience.

Functional Responsibilities: Responsible for designing and implementing RVA information systems which will adequately support the enterprise infrastructure of the organization. Analyzes RVA system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all heath IT systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, and RVA web and software applications. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: Bachelors Degree in Computer Science, Engineering, or related field.

**Risk and Vulnerability Assessment (RVA) IT Engineer III**

Minimum/General Experience: Four years of experience.

Functional Responsibilities: Installs, configures, tests, troubleshoots, repairs RVA systems including network and telecommunications hardware/software. Supervises technical support in the installation, relocation, reconfiguration, integration and testing of computer, peripherals, equipment and associated RVA software programs, applying the principals of computer science, telecommunications and mechanical,
electrical engineering. Experience in leading client site installation or assembly team. Oversees the use of current diagnostic procedures, equipment, tools and instruments to determine the cause of malfunctions and perform corrective action.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field.

**Risk and Vulnerability Assessment (RVA) IT Engineer IV**

**Minimum/General Experience**: Six years of experience.

**Functional Responsibilities**: Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including computer RVA related hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these RVA systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy RVA environments. Supports all program/project planning and milestone development.

**Minimum Education**: Bachelors Degree in Computer Science, Engineering, or related field.

**Risk and Vulnerability Assessment (RVA) IT Subject Matter Specialist**

**Minimum/General Experience**: 8 years of experience in related field

**Functional Responsibilities**: Serves as subject matter expert in the RVA information technology (IT) field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional RVA systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of RVA software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Minimum Education**: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Risk and Vulnerability Assessment (RVA) Jr. Security Specialist**

**Minimum/General Experience**: 3 years of experience in related field

**Functional Responsibilities**: Entry level support who is familiar with standard concepts, practices, and procedures within the RVA sector. Relies on limited experience and judgment to plan and accomplish goals. Protects RVA systems by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Works with limited supervision.

**Minimum Education**: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

**Risk and Vulnerability Assessment (RVA) Junior Help Desk Specialist**

**Minimum/General Experience**: 3 years of experience in related field

**Functional Responsibilities**: Responds to and diagnoses RVA related problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Oversees the operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies,
researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or RVA related mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.

Minimum Education: Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

Risk and Vulnerability Assessment (RVA) Master Security Specialist
Minimum/General Experience: 15 years of experience in related field

Functional Responsibilities: Implements security improvements by assessing current situation; evaluating trends; and anticipating requirements in RVA related environments. Determines security violations and inefficiencies by conducting periodic audits. Upgrades RVA systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides high level training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program. Primary focal point or point of contact to the organization for any complex RVA system or security program.

Minimum Education: Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

Risk and Vulnerability Assessment (RVA) Mid-level Security Specialist
Minimum/General Experience: 5 years of experience in related field

Functional Responsibilities: Familiar with standard concepts, practices, and procedures within the RVA sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within RVA systems and environments. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades RVA systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Generally works unsupervised.

Minimum Education: Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

Risk and Vulnerability Assessment (RVA) Network Engineer - Intermediate
Minimum/General Experience: Eight years experience

Functional Responsibilities: Regarded as experts in the RVA sector, and have general knowledge of other domains. Provides technical guidance within their area of expertise, and recommends domain-specific RVA related technical solutions and policies. These staff work at the project and program level and may lead tasks or projects in their area of expertise. Plans, designs, and implements physical and logical Wide Area Networks (WANs), Local Area Networks (LANs), communications, and infrastructures across the client’s enterprise. Works with client staff to identify voice/data/video communications requirements. Performs RVA system-level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for integration into the environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management. Uses network design tools and techniques.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.
**Risk and Vulnerability Assessment (RVA) Network Engineer IV**

**Minimum/General Experience:** 8 years of experience in related field

**Functional Responsibilities:** Manages the purchase, installation, and support of network communications, including LAN/WAN systems, within a RVA related environment. Evaluates current RVA systems. Plans large-scale systems projects through vendor comparison and cost studies. Oversees or supervises other team members.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

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**Risk and Vulnerability Assessment (RVA) Principal Business Process Reengineer**

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles in support of the process modernization and automation projects within a RVA related environment. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. customer interviews to determine RVA system requirements. May reverse engineer and reengineer existing RVA system applications to develop migration strategies and documents.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Risk and Vulnerability Assessment (RVA) Principal Enterprise Architect**

**Minimum/General Experience:** Thirteen years experience

**Functional Responsibilities:** Principal Enterprise Architects are experts within the RVA sector, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff work at the enterprise and program level and have knowledge of other domains. Responsible for the analysis of business, engineering, or scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of RVA software development tasks. Works with the client’s staff and user groups to develop requirements. Develops knowledge of enterprise to assist in defining requirements. Analyzes and develops computer RVA software programs for complex, large-scale business operations.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Risk and Vulnerability Assessment (RVA) Principal Information Engineer**

**Minimum/General Experience:** Eight years experience.

**Functional Responsibilities:** Applies IT disciplines for planning, analysis, design, and construction of RVA information systems on an enterprise-wide basis or across a major section of the enterprise. The PIE performs enterprise-wide strategic systems planning, information planning, and systems analysis within RVA related environments. The PIE performs process and data modeling in support of the planning and analysis efforts using manual and automated tools. May reverse engineer and reengineer existing system applications to develop system and data migration strategies.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Risk and Vulnerability Assessment (RVA) Principal Systems Architect**

**Minimum/General Experience:** Eight years of experience.
**Functional Responsibilities:** Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including RVA related computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these RVA systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. The PSA identifies necessary interfaces between enterprise solution applications and legacy RVA environments. Supports all program/project planning and milestone development.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

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**Risk and Vulnerability Assessment (RVA) Program Manager**

**Minimum/General Experience:** 5 years of experience managing IT projects for Federal Clients (DoD preferred). At least 3 years of experience which are management level experience that is directly related to the duties and responsibilities specified.

**Functional Responsibilities:** PMP-certified. Experience managing RVA programs and projects. Demonstrated experience delivering RVA solutions on time and within budget. Strong customer service, communication, presentation and problem solving skills. Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience managing a team.

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**Risk and Vulnerability Assessment (RVA) Project Manager**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Coordinate RVA project schedules, timelines, and other RVA related project information. Monitors tasks and advises the customer of any problems, delays, issues, or requirements associated with the project. The PM provides direction and coordination for all task related efforts. Responsibilities include identifying new RVA related technologies that can be applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Risk and Vulnerability Assessment (RVA) Senior Business Process Reengineer**

**Minimum/General Experience:** Six years experience

**Functional Responsibilities:** Applies RVA related process improvements and reengineering methodologies and principles in support of process modernization and automation projects. Duties include activity and RVA systems data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. The SBPR facilitates customer interviews to determine RVA system requirements. May reverse engineer and reengineer existing RVA system applications to develop migration strategies and documents. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, Business or related field.

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**Risk and Vulnerability Assessment (RVA) Senior Hardware Installation Technician**

**Minimum/General Experience:** Eight years experience

**Functional Responsibilities:** Experience in RVA related PC software configuration, installation, and support required. Experience in upgrading and troubleshooting PC problems required. Knowledge of
multiple RVA operating systems, programming languages, and software packages including registry and system policies required. Performs PC configuration, set up, installation, upgrades, troubleshooting, and technical RVA support for multiple platforms and technical environments. Researches and recommends PC configurations for desktops and laptops and identifies and implements emerging technologies to support and maintain standard computer configurations. Tracks and maintains RVA software upgrades. Develops test plans, test data, and conducts tests to ensure the reliability and completeness of standard configurations. Analyzes, designs, develops, tests, and implements programs and procedures for installing and customizing commercial off-the-shelf PC and LAN packages. Maintains quality assurance practices and procedures to ensure software is in accordance with approved quality assurance practices and procedures.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Risk and Vulnerability Assessment (RVA) Senior Information Technology Expert

Minimum/General Experience: Ten years experience

Functional Responsibilities: Provides RVA related technical support to the delivery of contract deliverables as directed by senior consultant or project manager. Provides technical recommendations to senior consultant in the delivery of contract products and services. Performs duties and responsibilities with minimal supervision. Meets with clients, senior consultant, and project manager as required. Provides report data in support of senior consultant proposals, white papers, and other technical documentation as required. Serves as backup for senior consultant in specific technical meetings with clients. Conducts data analysis and assessment as required.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field.

Risk and Vulnerability Assessment (RVA) Senior Network Engineer

Minimum/General Experience: Ten years experience

Functional Responsibilities: Experience must include work with V.24, V.35, 10BaseT electronic and other telecommunications cabling interfaces. Experience with multiplexers, routers, hubs, modems, and terminals. Experience wiring and testing cabling for RVA related data communications and telecommunications. Manages telecommunications requests for end users. Researches various communication issues or technologies and prepares technical summaries, executive overviews, etc. Assists in monitoring and troubleshooting WANs. Designs, configures, and installs telephone systems. Interacts with vendors on resolving RVA related communications problems.

Minimum Education: Bachelors Degree in Computer Science, Engineering, Business or related field. Advanced technical training required

Risk and Vulnerability Assessment (RVA) Senior Subject Matter Expert

Minimum/General Experience: 10 year of experience in related field

Functional Responsibilities: Serves as subject matter expert in the RVA or Security field, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. The SME usually deals with the more complex RVA systems, programs, projects and missions. Provides technical knowledge and analysis of highly specialized RVA system applications and operational environments, complex security programs or systems, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of RVA software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.
**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Risk and Vulnerability Assessment (RVA) Software Engineer**

**Minimum/General Experience:** 10 years professional software development experience
5 years of experience in Appian business analysis, business process reengineering, technical leadership and hands on development and support of Appian BPM systems versions 5.x and 6.x experience.

**Functional Responsibilities:** Demonstrated experience utilizing Appian BPM software to deliver complex RVA related business processes applications for clients. Demonstrated extensive skills and experience with full scale HW/SW upgrade of Appian BPM platform installations to 6.6 or newer versions. Demonstrated experience developing & troubleshooting customized Appian base software, JavaScript, CSS, custom Java Plugins and other custom functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex RVA systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Risk and Vulnerability Assessment (RVA) Sr. Applications Engineer**

**Minimum/General Experience:** Six years experience

**Functional Responsibilities:** Analyzes business requirements and develops RVA software application design specifications for functional activities within a RVA related environment, including block diagrams and logical flow charts. Uses detailed design documents to develop RVA computer software. Tests, debugs, and refines computer software to meet required standards and expectations. Prepares required documentation, including both program-level and user-level documentation. Enhances RVA software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.

**Risk and Vulnerability Assessment (RVA) Sr. Field Engineer**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Provides technical knowledge and analysis of highly specialized RVA related applications and operational environment, high-level functional RVA systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Risk and Vulnerability Assessment (RVA) Sr. Security Specialist**

**Minimum/General Experience:** 10 years of experience in related field

**Functional Responsibilities:** Familiar with standard concepts, practices, and procedures within the RVA sector. Maintains an organization's automated security systems. Serves as the point of contact for security system related issues within a RVA environment. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades RVA systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational
workshops; reviewing publications. Contributes to team effort by providing support or accomplishing complex issues or related results as needed. Provides training to employees on use and features of security systems. Leader or supervisor capabilities for the project or program.

**Minimum Education:** Bachelors degree or Master’s Degree in Computer Science or related IT Security field or equivalent education and work experience.

**Risk and Vulnerability Assessment (RVA) Sr. Software Engineer**

**Minimum/General Experience:** 10 years of experience with at least 7 years as a Professional Software Developer and experience in specific business analysis, business process reengineering, technical leadership and hands on development and support of various IT or network systems.

**Functional Responsibilities:** Demonstrated extensive skills and experience with full scale HW/SW upgrade of specific platform installations within the RVA sector. Demonstrated experience developing & troubleshooting customized RVA software, JavaScript, CSS, custom Java Plugins and custom Appian Functions. Extensive skills and experience with Windows OS, Unix OS, RDBMS (Oracle, SQL Server, Access). Demonstrated experience providing Tier 3 Support for highly complex Appian BPM systems. Strong customer service, communication, presentation, problem solving and design skills.

**Minimum Education:** Bachelors degree in Computer Science or related IT field or equivalent education and work experience.

**Risk and Vulnerability Assessment (RVA) Storage Engineer**

**Minimum/General Experience:** Twelve years experience.

**Functional Responsibilities:** Demonstrates in-depth understanding of a client's business requirements relating to their data storage environment within a RVA systems environment. They are responsible for the creation of deliverables that address current and evolving client business and storage requirements and the development of customized solutions that address specific needs, and the successful management and/or delivery of engagements. The Storage Engineer has specific experience in evaluating and architecting storage operations, policies, and procedures to help clients assess, design, and implement strategic storage solutions, Information Lifecycle Management (ILM), Disaster Recovery Planning (DRP), archiving, Storage Area Networks (SANs), and backup initiatives. They have extensive experience in assisting clients with storage purchasing decisions and have experience with all leading storage vendors including EMC, IBM, SUN, Hitachi Data Systems, Veritas Netbackup, Legato NetWorker, and IBM Tivoli Storage Manager. They are experienced in documenting storage best practices, methodologies, and cost models and can evaluate customers' strategic business issues, identify requirements, create business case justifications, and propose appropriate RVA related enterprise solutions.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification and 12 years relevant experience.

**Risk and Vulnerability Assessment (RVA) System Administrator**

**Minimum/General Experience:** Four years experience.

**Functional Responsibilities:** Responsible for all RVA system administration and management including daily RVA system operation, for the computer operating system applicable to the site supported. The SA must be adept at problem identification and resolution. The SA must be capable of documenting the health operating system problems and developing solutions. The SA uses performance monitoring tools to profile RVA system performance and correct bottlenecks. The SA uses security monitoring tools to detect weaknesses, viruses, Trojans, and intrusions in order to plug security vulnerabilities.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field or appropriate technical certification.

**Risk and Vulnerability Assessment (RVA) System Security Analyst**
**Minimum/General Experience:** 5 years of experience in related field

**Functional Responsibilities:** Research and recommend operational and security requirements for RVA system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified RVA system workstations worldwide, document physical security at sites for accreditation. Plan and implement system security activities including the work of one subordinate.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience.

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**Risk and Vulnerability Assessment (RVA) System Security Lead**

**Minimum/General Experience:** 5-7 years of experience in related field

**Functional Responsibilities:** Support to the Program Manager and Information Assurance Officer in compliance with DoD Instruction 8500.2 roles and responsibilities within a RVA related environment. Organize system security activities to ensure the agency’s RVA system certifications and accreditations are maintained in accordance with DIACAP/DITSCAP standards or other departmental standards. Obtain Authorizations to Operate (ATOs) at Agency, Service and local levels. Develop and monitor office and system security policies, procedures and security training of staff and users in accordance with Federal, DoD, and/or any other agency specific regulations. Research and recommend operational and security requirements for RVA system software and hardware upgrades. Document network structure including architecture, protection mechanisms, ports and protocols and NSA certification of encryption devices to ensure the protection of classified government information. Conduct site surveys for deployment of classified RVA system workstations worldwide, document physical security at sites for accreditation. Act as staff representative at conferences and special meetings on Information Security matters. Brief federal or other agency’s security status at periodic management review meetings. Plan and implement system security activities including the work of one subordinate.

**Minimum Education:** Bachelors degree in Computer Science or related IT Security field or equivalent education and work experience. Detailed knowledge of RMF/DIACAP/DITSCAP certifications and accreditations process, National Industrial Security Program (NISPOM) and DCID standards, the DISA STIG process, and the DoD Directive 8570.01-M IA Workforce Improvement Program.

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**Risk and Vulnerability Assessment (RVA) Technical Writer**

**Minimum/General Experience:** Four years of experience.

**Functional Responsibilities:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses within the RVA sector. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelors Degree in Computer Science, Engineering, or related field.
## Attachment 2: Pricing

Pricing is NET. All discounts have been deducted.

### SIN 54151S: Information Technology Professional Services

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<th>Govt. Site (Onsite) with IFF</th>
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ATTACHMENT 3: ORDER LEVEL MATERIALS

552.238-115 SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS (MAY 2019)

(a) Definition.

“Order-level materials” means supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA), when the supplies and/or services are not known at the time of Schedule contract or FSS BPA award. The prices of order-level materials are not established in the FSS contract or FSS BPA. Order-level materials acquired following the procedures in paragraph (d) of this section are done so under the authority of the FSS program, pursuant to 41 U.S.C. 152(3), and are not open market items, which are discussed in FAR 8.402(f).

(b) FAR 8.403(b) provides that GSA may establish special ordering procedures for a particular FSS.

(c) The procedures in FAR subpart 8.4 apply to this contract, with the exceptions listed in this clause. If a requirement in this clause is inconsistent with FAR subpart 8.4, this clause takes precedence pursuant to FAR 8.403(b).

(d) Procedures for including order-level materials when placing an individual task or delivery order against an FSS contract or FSS BPA.

(1) The procedures discussed in FAR 8.402(f) do not apply when placing task and delivery orders that include order-level materials.

(2) Order-level materials are included in the definition of the term “material” in FAR clause 52.212-4 Alternate I, and therefore all provisions of FAR clause 52.212-4 Alternate I that apply to “materials” also apply to order-level materials. The ordering activity shall follow procedures under the Federal Travel Regulation and FAR Part 31 when order-level materials include travel.

(3) Order-level materials shall only be acquired in direct support of an individual task or delivery order and not as the primary basis or purpose of the order.

(4) The value of order-level materials in a task or delivery order, or the cumulative value of order-level materials in orders against an FSS BPA awarded under a FSS contract shall not exceed 33.33%.

(5) All order-level materials shall be placed under the Order-Level Materials SIN.

(6) Prior to the placement of an order that includes order-level materials, the Ordering Activity shall follow procedures in FAR 8.404(h).

(7) To support the price reasonableness of order-level materials—

(i) The contractor proposing order-level materials as part of a solution shall obtain a minimum of three quotes for each order-level material above the simplified acquisition threshold.

(A) One of these three quotes may include materials furnished by the contractor under FAR 52.212-4 Alt I (i)(1)(ii)(A).

(B) If the contractor cannot obtain three quotes, the contractor shall maintain its documentation of why three quotes could not be obtained to support their determination.

(C) A contractor with an approved purchasing system per FAR 44.3 shall instead follow its purchasing system requirement and is exempt from the requirements in paragraphs (d)(7)(i)(A)-(B) of this clause.

(ii) The Ordering Activity Contracting Officer must make a determination that prices for all order-level materials are fair and reasonable. The Ordering Activity Contracting Officer may
base this determination on a comparison of the quotes received in response to the task or delivery order solicitation or other relevant pricing information available.

(iii) If indirect costs are approved per FAR 52.212-4(i)(1)(ii)(D)(2) Alternate I), the Ordering Activity Contracting Officer must make a determination that all indirect costs approved for payment are fair and reasonable. Supporting data shall be submitted in a form acceptable to the Ordering Activity Contracting Officer.

(8) Prior to an increase in the ceiling price of order-level materials, the Ordering Activity Contracting Officer shall follow the procedures at FAR 8.404(h)(3)(iv).

(9) In accordance with GSAR clause 552.238-83, Examination of Records by GSA, GSA has the authority to examine the Contractor's records for compliance with the pricing provisions in FAR clause 52.212-4 Alternate I, to include examination of any books, documents, papers, and records involving transactions related to the contract for overbillings, billing errors, and compliance with the IFF and the Sales Reporting clauses of the contract.

(10) OLMs are exempt from the following clauses:
    (i) 552.216-70 Economic Price Adjustment - FSS Multiple Award Schedule Contracts.
    (ii) 552.238-77 Submission and Distribution of Authorized FSS Schedule Pricelists.
    (iii) 552.238-81 Price Reductions.

(11) Exceptions for travel. (i) Travel costs are governed by FAR 31.205-46 and therefore the requirements in paragraph (d)(7) do not apply to travel costs.
    (ii) Travel costs do not count towards the 33.33% limitation described in paragraph (d)(4) of this section.
    (iii) Travel costs are exempt from clause 552.238-80 Industrial Funding Fee and Sales Reporting.