Navstar Inc.
1900 Campus Commons Drive, Suite 203
Reston, VA 20191-1561
Phone: 301-996-0140 Fax: 703-880-1506
www.navstar-inc.com
Contract Administrator: Joanna Alexis, contracts@navstar-inc.com

Contract Number: GS-35F-166AA
Period Covered by Contract: January 17, 2013 through January 16, 2023
Business Size: Small Business, Woman Owned Business

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology & Professional Services-Training

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

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

Pricelist current as of Modification #PS-0026, Effective 05-18-2022.
CUSTOMER INFORMATION:

1a. Awarded Special Item Numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Information Technology (IT) Professional Services</td>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
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</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See pricing beginning on page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 6.

2. Maximum Order:  
   - SIN 54151S - $500,000  
   - SIN 611430 - $1,000,000  
   - SIN OLM - $250,000

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic

5. Point(s) of production: N/A

6. Prices Shown Herein are Net (discount deducted)

7. Quantity discounts: None

8. Prompt payment terms: 0.5% Net 10. Net 30 days from receipt of invoice or date of acceptance, whichever is later. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. Foreign Item: None

10. Time of Delivery: Navstar, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. Expedited Delivery: Consult with Contractor

10c. Overnight/2-Day Delivery: Consult with Contractor

10d. Urgent Requirements: Consult with Contractor

11. FOB Point: Destination
12a. Ordering Address: Navstar, Inc.
1900 Campus Commons Drive, Suite 203
Reston, VA 20191-1561
Phone: 703-880-1500

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: Navstar, Inc.
1900 Campus Commons Drive, Suite 203
Reston, VA 20191-1561

14. Warranty Provisions: Contractor’s Standard Warranty

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: 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. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

22b. Section 508: Contact Navstar, Inc. for compliance information. The EIT standards can be found at: http://www.section508.gov

23. Unique Entity Identifier (UEI) Number: KABXRZSAPTP3

24. Navstar, Inc. is registered in the System for Award Management (SAM) database.
<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Hourly Rate</th>
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<tr>
<td>54151S</td>
<td>Configuration Management Specialist II</td>
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<td>Data Analyst</td>
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<td>$142.17</td>
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All rates are the same for on-site and off-site location.
Configuration Management Specialist II

**Functional Responsibility:** Analyzes complex engineering change proposals. Monitors contractors, subcontractors, and vendors to ensure that the applications of standards and requirement for the statement of work are properly implemented. Designs, develops, and establishes configuration and data management documentation based on program requirements. Participates in design reviews, audits, scheduling, budgeting, etc. Reviews and makes recommendations on contractor engineering data. Identifies requirements and coordinates the development and implementation of computer-based configuration, data management systems and electronic data support. Provides significant input and leads specific tasks in the release planning and management cycle.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

Data Analyst

**Functional Responsibility:** Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining. Designs, develops, implements, and maintains business solutions. Works directly with clients and project and business leaders to identify analytical requirements. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited 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 supervisor or manager.

**Minimum Education:** Bachelors  
**Minimum Experience:** 2 years

Database Administrator I

**Functional Responsibility:** Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance, and accessibility. Tests designed applications utilizing database management software or general programming software. Installs, implements, and supports systems within the user base. Performs system level database maintenance. Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining. Designs, develops, implements, and maintains business solutions. Works directly with clients and project and business leaders to identify analytical requirements. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited 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 supervisor or manager.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years
**Database Administrator II**

**Functional Responsibility:** Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance, and accessibility. Tests designed applications utilizing database management software or general programming software. Installs, implements, and supports systems within the user base. Performs system level database maintenance.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Database Administrator III**

**Functional Responsibility:** Designs, develops and implements complex database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance, and accessibility. May act as a technical project leader or provide work leadership for lower-level employees.

**Minimum Education:** Bachelors  
**Minimum Experience:** 9 years

**Help Desk Specialist II**

**Functional Responsibility:** Provides telephone technical support to employees and/or clients regarding technical aspects of assigned products. Answers specific questions about installation, operation, configuration, customization, and usage of assigned products. Applies diagnostic techniques to identify problems, investigate causes and recommend solutions to correct common failures. Escalates complex problems to more senior Help Desk staff.

**Minimum Education:** Bachelors  
**Minimum Experience:** 2 years

**Help Desk Specialist III**

**Functional Responsibility:** Provides telephone technical support to employees and/or clients regarding complex technical aspects of assigned products. Answers complex questions about installation, operation, configuration, customization, and usage of assigned products. Applies advanced diagnostic techniques to identify problems, investigate causes and recommend solutions to correct common failures. Assists lower-level Help Desk staff with complex problems. May provide work direction to lower-level Help Desk staff or leads Help Desk Analysts.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Information Assurance Professional**

**Functional Responsibility:** Performs inspections and sets quality assurance testing models for analysis of raw materials, materials in process, and finished products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a
variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

### IT Security Specialist

**Functional Responsibility:** Responsible for developing and managing Information Systems security, including disaster recovery, database protection and software development. Manages IT security analysts to ensure that all applications are functional and secure. 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:** Associates  
**Minimum Experience:** 3 years

### IT Security Specialist SME

**Functional Responsibility:** Responsible for developing and managing Information Systems security, including disaster recovery, database protection and software development. Manages IT security analysts to ensure that all applications are functional and secure. 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  
**Minimum Experience:** 12 years

### Network Engineer II

**Functional Responsibility:** Designs, configures, and supports one or more local and wide area networks that include hubs, routers, dial-up access, cabling, and file servers. Manages connectivity between internal and external systems. Manages internetworking of various operating systems that may include Windows NT/95 and one or more versions of UNIX, across both LANs and WANs. Monitors performance and stability of networks. Uses TCP/IP configuration and troubleshooting skills to develop and maintain an infrastructure that includes intranets and extranets.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

### Network Engineer III

**Functional Responsibility:** Analyzes complex local and wide area network systems, including planning, designing, evaluating, selecting operating systems and protocol suites, and configuring communication media and concentrators, bridges, and other devices. Resolves difficult interoperability problems to obtain operation across all platforms including e-mail, file transfer, multimedia, teleconferencing and the like. Configures systems to user environments. Supports acquisition of hardware and software. May act as a technical project leader or provide work leadership for lower-level employees.

**Minimum Education:** Bachelors
Minimum Experience: 11 years

**Network Engineer IV**
Function **al Responsibility**: Analyzes complex local and wide area network systems, including planning, designing, evaluating, selecting operating systems and protocol suites, and configuring communication media and concentrators, bridges, and other devices. Resolves difficult interoperability problems to obtain operation across all platforms including e-mail, file transfer, multimedia, teleconferencing and the like. Configures systems to user environments. Supports acquisition of hardware and software. May act as a technical project leader or provide work leadership for lower-level employees.

Minimum Education: Bachelors
Minimum Experience: 15 years

**Network Systems Administrator I**
Function **al Responsibility**: Installs, maintains, and coordinates the user of employer's or client's LAN or WAN. Evaluates hardware and software, including peripheral, output, and telecommunications equipment. Enforces security procedures, installs network software, and manages network performance. Responsible for the day-to-day maintenance of UNIX and Windows operating systems, including backup and recovery, adding and deleting user accounts, and performing system upgrades. Troubleshoots and resolves complex problems. Implements and coordinates network policies, procedures, and standards. Trains users.

Minimum Education: Bachelors
Minimum Experience: 3 years

**Project Manager I**
Function **al Responsibility**: Responsible for the overall success of a project, including staff management, financial and project execution. Instructs, directs, and monitors work of team members. Handles key client relationships associated with project implementation, including negotiation of project plans. Shapes client expectations, manages contracts, scope, and risks.

Minimum Education: Bachelors
Minimum Experience: 5 years

**Project Manager III**
Function **al Responsibility**: Responsible for the overall success of a project, including staff management, financial and project execution. Leads a team in completing several projects with an understanding of each member of the team’s roles and responsibilities. Achieves proper quality control for each stage of product creation, including alpha, beta, and production. Shares techniques and strategies with team members and customers. Instructs, directs, and monitors work of team members while encouraging team collaboration and maintaining morale throughout all stages of development. Collaborates with the Configuration Management Specialist to create a plan of action for products. Handles key client relationships associated with project implementation, including negotiation of project plans. Shapes client expectations, manages contracts, scope, and risks. Promotes team execution and encourages improvement and initiative.

Minimum Education: Bachelors
Minimum Experience: 12 years
**Software Developer III**

**Functional Responsibility:** Analyzes and reviews the architectural components of software development. Codes common architectural elements and functions within the software, tests and debugs programs, revises and refines programs as directed. Documents procedures used throughout the system. Evaluates and modifies existing programs to adapt to changes in systems requirements or hardware/software configurations. Works with functional and client teams to ensure development of integrated solutions.

**Minimum Education:** Bachelors  
**Minimum Experience:** 9 years

**Software Engineer I**

**Functional Responsibility:** Codes software applications to adhere to designs supporting internal business requirements or external customers. Standardizes the quality assurance procedure for software. Oversees testing and develops fixes. Has knowledge of standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude required. Typically reports to a project leader or manager.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Software Engineer II**

**Functional Responsibility:** Prepares a wide variety of computer programs, associated documentation, block diagrams and logic flow charts applied to technical, scientific or engineering problems. Conducts detailed analysis of defined system specifications. Converts symbolic statements or work processes to detailed, logical workflow charts and coding into program language. Designs detailed programs and diagrams indicating mathematical computations, sequence of data and print solutions. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing test results, and debugging program errors. Develops corrections by revision of instruction or alteration of sequence of operations. Modifies existing programs as required by changing system requirements or equipment configurations. Confers with systems analysts and/or engineering personnel to define mathematical or technical problems, to clarify program intent, output requirements, input data acquisition and requirements for internal checks and controls. Prepares complete documentation, procedures and operating instructions.

**Minimum Education:** Bachelors  
**Minimum Experience:** 7 years

**Software Engineer III**

**Functional Responsibility:** Analyzes and reviews the architectural components of software development. Codes common architectural elements and functions within the software, tests and debugs programs, revises and refines programs as directed. Documents procedures used throughout the system. Evaluates and modifies existing programs to adapt to changes in systems requirements or hardware/software configurations. Works with functional and client teams to ensure development of integrated solutions.

**Minimum Education:** Bachelors
Minimum Experience: 9 years

**Software Engineer IV**

**Functional Responsibility:** Develops and applies advanced methods, theories and research techniques in the investigation and solution of advanced system requirements and problems. Plans, conducts, and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management. Evaluates vendor capabilities to provide required products or services. May provide technical consultation to other organizations and work leadership to lower-level employees.

Minimum Education: Bachelors
Minimum Experience: 10 years

**Subject Matter Expert II**

**Functional Responsibility:** Develops and applies advanced methods, theories and research techniques in the investigation and solution of advanced system requirements and problems. Plans, conducts, and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management. Evaluates vendor capabilities to provide required products or services. May provide technical consultation to other organizations and work leadership to lower-level employees.

Minimum Education: Bachelors
Minimum Experience: 12 years

**Systems Engineer I**

**Functional Responsibility:** Analyzes existing systems and defines, designs, and develops new system requirements. Determines system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Identifies, analyzes, and resolves program support deficiencies.

Minimum Education: Bachelors
Minimum Experience: 4 years

**Systems Engineer II**

**Functional Responsibility:** Defines, designs, and develops system requirements. Assesses architecture and current hardware limitations, defines, and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates designs of subsystems and integration of total system. Analyzes and resolves difficult and complicated program deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership for lower-level employees.
Minimum Education: Bachelors
Minimum Experience: 5 years

**Systems Engineer III**

**Functional Responsibility:** Develops and applies advanced methods, theories and research techniques in the investigation and solution of advanced system requirements and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management. Evaluates vendor capabilities to provide required products or services. May provide technical consultation to other organizations and work leadership to lower-level employees.

Minimum Education: Bachelors
Minimum Experience: 14 years

**Test Engineer II**

**Functional Responsibility:** Tests software products/systems to increase the quality of the product/system delivered to the client. Develops and implements testing procedures to simulate client use of product/system. May conduct lab testing of product/system. May develop and implement testing procedures on client premises and systems.

Minimum Education: Bachelors
Minimum Experience: 5 years

**Trainer**

**Functional Responsibility:** Provides quality entry, intermediate, and advanced level training that meets the requirements of the customer’s mission. Training areas may include technical, analytic, professional development, leadership, and acquisition. Possesses excellent oral communications skills and has ability to effectively facilitate discussions. Familiar with blended learning approaches leveraging instructional technologies and collaborative tools. Familiar with adult learning and is capable of designing educational materials appropriate for entry-level to advanced educational activities.

Minimum Education: Bachelors
Minimum Experience: 3 years

**Web Developer I**

**Functional Responsibility:** Prepares a wide variety of computer programs, web applications, user-facing interfaces, associated documentation, block diagrams and logic flow charts applied to technical, scientific, or engineering problems. Uses web development tools and other techniques and methods for frontend web development as well as the use of open-source software to prototype and deploy backend applications that integrate with frontend development efforts. Conducts detailed analysis of defined system specifications. Converts symbolic statements or work processes to detailed, logical workflow charts and coding into program language. Promptly researches new programming tools, techniques and methods when needed. Designs detailed programs and diagrams indicating mathematical computations, sequence of data and print solutions. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing test results, and debugging program errors.
Develops corrections by revision of instruction, or alteration of sequence of operations. Modifies existing programs as required by changing system requirements, or by altering equipment configurations. Confers with systems analysts and/or engineering personnel to define mathematical or technical problems, to clarify program intent, output requirements, input data acquisition and requirements for internal checks and controls. Prepares complete documentation, procedures, and operating instructions.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

**Equivalent Degree Experience**

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<th>Experience</th>
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<tr>
<td>Associates</td>
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<tr>
<td>Bachelors</td>
<td>Associates degree + 2 years additional relevant experience or 8 years relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors plus 2 years additional relevant experience or Associates degree + 4 years additional relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Masters + 2 years additional relevant experience or Bachelors + 4 years additional relevant experience or Associates + 6 years additional relevant experience or 8 years relevant experience</td>
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Audio Video Specialist (Mid)

Functional Responsibility: May work under the supervision of Audio Video Specialist Sr. Utilizes multimedia technology including Adobe Master Collection applications, designs and develops materials, ensures content accuracy, and quality of images, and graphics, as well as video and audio files. Creates landing pages, banner ads and various marketing materials. Operates video cameras and performs audio mixing and recording. Edits audio-visual from more than one camera to produce a finished product. Collaborates with narrators, speakers and other personnel to film live, videotaped or filmed television production.

Minimum Education: Bachelors
Minimum Experience: 5 years

Audio Video Specialist (Sr.)

Functional Responsibility: Create video and multimedia solutions to include full-service video productions, video ‘casts’, assisted screen capture and web cam-based productions, and audio production. Provide technical expertise in research of and setting up, operating, troubleshooting, and maintaining audiovisual systems. Utilizes multimedia technology including Adobe Master Collection applications, designs and develops materials, ensures content accuracy, and quality of images, and graphics, as well as video and audio files. Creates landing pages, banner ads and various marketing materials. Operates video cameras and performs audio mixing and recording. Edits audio-visual from more than one camera to produce a finished product. Collaborates with narrators, speakers and other personnel to film live, videotaped or filmed television production. Participate in meetings with customers, team members, contractors, and others to exchange information, make decisions, and/or provide updates. Interpret customer requirements for audiovisual capabilities and recommends types of media for optimum effectiveness.

Minimum Education: Bachelors
Minimum Experience: 10 years

Database Administrator (Lead)

Functional Responsibility: Provides guidance and support for database engineering of large-scale systems, major system elements, and interfacing systems. Responsible for implementing database engineering practices to ensure the proper degree of engineering rigor is applied to all assigned tasks. Provides expertise in implementing, maintaining, and troubleshooting databases on classified networks. Formulates database management requirements and develops maintenance schedules, backups, recovery plans, and data warehouse implementations. Designs, implements, and maintains moderately complex databases. Administers databases and develops custom reporting tools and interfaces. Utilizes Oracle, SQL, mySQL, and Access.

Minimum Education: Bachelors
Minimum Experience: 15 years
**Database Administrator (Sr.)**

**Functional Responsibility:** May work under the supervision of Database Administrator Lead. Provides expertise in implementing, maintaining, and troubleshooting databases on classified networks. Formulates database management requirements and develops maintenance schedules, backups, recovery plans, and data warehouse implementations. Designs, implements, and maintains moderately complex databases. Administers databases and develops custom reporting tools and interfaces. Utilizes Oracle, SQL, mySQL, and Access.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

**Instructional Systems Designer (Mid)**

**Functional Responsibility:** May work under the supervision of Instructional Systems Designer Sr. Develops and implements competency-based training content utilizing adult learning, instructional design, technology-mediated learning, and learning theory. Applies solid understanding of the pedagogical principles of instructional systems theory and existing and emerging educational technologies to teaching and learning. Operates using e-Learning authoring tools, a Learning Content Management System (LCMS), the Shareable Content Object Reference Model (SCORM), and applies Section 508 compliance design requirements.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Instructional Systems Designer (Sr.)**

**Functional Responsibility:** Applies knowledge of project management principles. Provides expertise in adult learning practices and methods to develop and enhance instructional curriculum. Develops and implements competency-based training content utilizing adult learning, instructional design, technology-mediated learning, and learning theory. Applies solid understanding of the pedagogical principles of instructional systems theory and existing and emerging educational technologies to teaching and learning. Operates using e-Learning authoring tools, a Learning Content Management System (LCMS), the Shareable Content Object Reference Model (SCORM), and applies Section 508 compliance design requirements.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

**Instructor (Mid)**

**Functional Responsibility:** Instructs faculty development learning solutions using student-centered approaches. Instructs via classroom, synchronous online, asynchronous online, and blended delivery methods. Provides student-centered approaches using a variety of teaching methods. Serves as an Instructional Systems Developer (ISD) using ISD methodologies to design and develop new learning solutions and update existing learning solutions for faculty. Researches best practices in instruction, learning solution design, and cognitive science theory to provide recommendations for faculty programs.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years
**Learning Strategist (Jr.)**

**Functional Responsibility:** May work under the supervision of Learning Strategies Mid or Learning Strategist Sr. Supports the intake, vetting, management, and reporting of all incoming learning requests. Utilizes best practices to analyze and solve instructional issues by challenging assumptions and exploring multiple perspectives to resolve ambiguity. Consults and collaborates with clients to uncover performance and behavior gaps and recommend strategies to achieve business objectives.

Minimum Education: Bachelors  
Minimum Experience: 0 years

**Learning Strategist (Mid)**

**Functional Responsibility:** May work under the supervision of Learning Strategist Sr. Provide support in implementing and executing processes for receiving, defining, evaluating, and referring learning requirements and managing the curriculum. Utilizes best practices to analyze and solve instructional issues by challenging assumptions and exploring multiple perspectives to resolve ambiguity. Provide support in implementing and executing processes for receiving, defining, evaluating, and referring learning requirements and managing the curriculum. Consults and collaborates with clients to uncover performance and behavior gaps and recommend strategies to achieve business objectives. Facilitate and support discussions at internal meetings and participate in activities related to training/education transformation activities.

Minimum Education: Bachelors  
Minimum Experience: 5 years

**Learning Strategist (Sr.)**

**Functional Responsibility:** Engages effectively with business managers to provide recommendations to leadership in terms of effectiveness and alignment with organizational strategy. Utilizes best practices to analyze and solve instructional issues by challenging assumptions and exploring multiple perspectives to resolve ambiguity. Consults and collaborates with clients to uncover performance and behavior gaps and recommend strategies to achieve business objectives. Educate stakeholders on the learning requirements process, capabilities, and learning solution strategies as a means of satisfying different learning needs.

Minimum Education: Bachelors  
Minimum Experience: 10 years

**Program Manager (Sr.)**

**Functional Responsibility:** Responsible for planning, executing, oversight, and day-to-day management of business activities within assigned program. Develops plans and procedures for area of responsibility within government-approved scope, to include Program Management, Contract Transition, Subcontractor, and Quality Control plans. Oversees subcontractor performance, reviews subcontractor invoices, and projecting forecasts. Reviews resumes, interviews job candidates, makes candidate selections, and holds staff to high performance standards.

Minimum Education: Masters  
Minimum Experience: 10 years
**Technical Editor/Classification Review Specialist (Mid)**

**Functional Responsibility:** May work under the supervision of Technical Editor/Classification Review Specialist Sr. Develops classification marking and review standards. Reviews and keeps current with evolving program security classification guides and maintains communications and relationships with organizational security offices. Collaborates effectively with a wide variety of organizations within the Intelligence Community (IC) and Department of Defense (DOD). Conducts reviews of instructional deliverables to ensure quality, currency, congruency, and consistency with educational and security standards.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

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**Technical Editor/Classification Review Specialist (Sr.)**

**Functional Responsibility:** Develops classification marking and review standards. Reviews and keeps current with evolving program security classification guides and maintains communications and relationships with organizational security offices. Collaborates effectively with a wide variety of organizations within the Intelligence Community (IC) and Department of Defense (DOD). Conducts reviews of instructional deliverables to ensure quality, currency, congruency, and consistency with educational and security standards. Implement version control standards for and provide quality control over documents intended for publication. Provide recommendations for continuous process improvement in the security functions.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

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**Web Developer (Jr.)**

**Functional Responsibility:** May work under the supervision of Web Developer Mid or Web Developer Sr. Design, develop, unit test, debug, document, and maintain web applications. Work closely with subject matter experts to understand functional requirements. Troubleshoot and solve web development issues. Assists in the development of technical architecture of internet web sites including scripting and user interface design. Employs best practices to establish controls, standards, and procedures for SharePoint environment. Participates in configuration and maintenance of libraries, lists, pages, site collections, and search optimization. Utilizes Business Connectivity Services (BCS) and Business Data Connectivity (BDC) features to connect to Oracle/Access databases and populate lists with data. Operates Visual Basic Studio, ASP.net, JavaScript, CSS and XML and makes use of JavaScript, AJAX, and jQuery coding to enrich the existing web pages/web apps.

**Minimum Education:** Bachelors  
**Minimum Experience:** 1 years

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**Web Developer (Mid)**

**Functional Responsibility:** May work under the supervision of Web Developer Sr. Develops technical architecture of internet web sites including scripting and user interface design. Develops new applications, modifications and/or enhancements to existing internet web programs for SharePoint 2010 or higher. Participate in design activities to identify new product ideas and to optimize existing products. Creates InfoPath forms, implements custom workflows, custom web pages and custom web parts. Employs best practices to establish controls, standards, and procedures for SharePoint.
environment. Participates in configuration and maintenance of libraries, lists, pages, site collections, and search optimization. Utilizes Business Connectivity Services (BCS) and Business Data Connectivity (BDC) features to connect to Oracle/Access databases and populate lists with data. Operates Visual Basic Studio, ASP.net, JavaScript, CSS and XML and makes use of JavaScript, AJAX, and jQuery coding to enrich the existing web pages/web apps.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

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**Web Developer (Sr.)**

**Functional Responsibility:** Translate ideas and concepts into professional, web-based products applying effective web development skills. Provide technical guidance and design consultation. Leads the development efforts of technical architecture of internet web sites including scripting and user interface design. Develops new applications, modifications and/or enhancements to existing internet web programs for SharePoint 2010 or higher. Creates InfoPath forms, implements custom workflows, custom web pages and custom web parts. Employs best practices to establish controls, standards, and procedures for SharePoint environment. Participates in configuration and maintenance of libraries, lists, pages, site collections, and search optimization. Utilizes Business Connectivity Services (BCS) and Business Data Connectivity (BDC) features to connect to Oracle/Access databases and populate lists with data. Operates Visual Basic Studio, ASP.net, JavaScript, CSS and XML and makes use of JavaScript, AJAX, and jQuery coding to enrich the existing web pages/web apps. Develop and share recommendations on industry best practices on information architecture, user experience, accessibility compliance, and other web best practices.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

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**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelors</td>
<td>Associates degree + 2 years additional relevant experience or 8 years relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors plus 2 years additional relevant experience or Associates degree + 4 years additional relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Masters + 2 years additional relevant experience or Bachelors + 4 years additional relevant experience or Associates + 6 years additional relevant experience or 8 years relevant experience</td>
</tr>
</tbody>
</table>