



**AUTHORIZED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT,
SOFTWARE AND SERVICES**

**SPECIAL ITEM NUMBER 132 8; 132 8STLOC; 132 8RC- PURCHASE OF NEW EQUIPMENT
SPECIAL ITEM NUMBER 132-12; 132 12STLOC; 132 12RC- EQUIPMENT MAINTENANCE
SPECIAL ITEM NUMBER 132-51; 132 51STLOC; 132-51 RC - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

SIN 132-8 - PURCHASE OF NEW EQUIPMENT:

FSC CLASS – 5995 – CABLE, CORD, AND WIRE ASSEMBLIES: COMMUNICATIONS EQUIPMENT

FSC CLASS – 6015 – FIBER OPTIC CABLES

FSC CLASS – 5805 – TELEPHONE AND TELEGRAPH EQUIPMENT

Note 1: Installation must be incidental to, in conjunction with and in direct support of the products sold under SIN 132-8 of this contract and cannot be purchased separately. If the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply. In applying the Davis-Bacon Act, ordering activities are required to incorporate wage rate determination into orders, as applicable.

SIN 132-12 – EQUIPMENT MAINTENANCE

SIN 132-51; 132-51RC INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS Class D302 IT Systems Development Services

FPDS Class D306 IT Systems Analysis Services

FPDS Class D307 Automated Information Systems Design/Integration Services

FPDS Class D308 Programming Services

FPDS Class D308 Millennium Conversion Services (Y2K)

FPDS Class D310 IT Backup and Security Services

FPDS Class D311 IT Data Conversion Services

FPDS Class D316 IT Network Management Services

FPDS Class D399 Other Information Technology Services, NEC

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.



National Technologies Associates, Inc. (NTA, Inc.)

2800 Shirlington Rd. Suite 700

Arlington, VA 22206

Phone: (703) 941-3695

Fax: (703) 941-3698

Internet Address www.nta-online.com

Contract Number: GS-35F-5778H

Period Covered by Contract: 1 July 1998 to 30 June 2018

Business Size: Large Business

Pricelist current through Refresh #36; Modification: #PA-0032 dated 3/1/2016.

“Prices Shown Herein are Net (discount deducted)” Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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: GSAAdvantage.gov.

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- Pricelist Incorporates Modification PO0001 for EPA and 4 new labor categories.
- Pricelist dated 29 March 2001 - Incorporates required new clauses or administrative changes
- Pricelist Dated 15 November 2002 incorporates an update to Terms and Conditions for Refresh #9 & #10, and the exercise of the First 5 Year Option Period.
- Pricelist Dated 7 August 2003 incorporates Modification’s PO-007 & PO-008 to incorporate the addition of 10 New Labor Categories; an Economic Price Adjustment for each year of Option Period #1 through 29 June 2008; and the Terms and Conditions for Amendment #11.
- Pricelist Dated 23 October 2003 incorporates an update to Terms and Conditions through GSA Modification’s #12 and IFF MOD #FX-03.
- Pricelist Dated 23 November 2005 incorporates Modification PA-0009; revised qualifications for degree requirements subject to approval of the ordering activity.
- Pricelist Dated 30 May 2008 incorporates an update to Terms and Conditions through Refresh #21, FX-51, and the exercise of the Second 5 Year Option Period, under #PO0010.
- Pricelist Dated 16 July 2008 incorporates GSA Modification PO-0011 for an Economic Price Adjustment.
- Pricelist Dated 20 August 2010 incorporates, as required by GSA an update to Terms and Conditions through Refresh #26 & Mass Mod #A095.
- Pricelist Dated 17 December 2012 incorporates, as required by GSA an update to Terms and Conditions through Refresh #30 & Mass Mod #A215.
- Pricelist Dated 28 May 2013 incorporates Authorized Negotiator and POC change Mod(s) #PA-0015 & PA-0016, and the Terms and Condition through Refresh #31.
- Pricelist dated 11 June 2013 incorporates the Contract Extension for Mod # PO-0017.
- Pricelist dated 10 July 2013 incorporates Modification PO-0018 Add new SINs and products.
- Pricelist dated 2 January 2014 incorporates Modification #PO-0020, Award of the 3rd 5 Year Option Period and the Terms and Condition through Refresh #32.
- Pricelist dated 22 August 2014 incorporates Modification #PA-0026, Address Change Mod and updated Terms and Condition through Refresh #33.
- Pricelist dated 2 September 2015 incorporates Mod #PO-0030, Mod to Add SSG Product and update Terms and Condition through Refresh #35.
- Pricelist dated 1 March 2016 incorporates updated Terms and Condition through Refresh #36 and awarded POC Mod #PA-0032.

INFORMATION FOR ORDERING OFFICES

Awarded SIN(s): 132-8; 132 8STLOC; 132-8RC, 132-12; 132 12STLOC; 132-12RC; 132-51; 132 51STLOC & 132-51RC.

Contract Number: GS-35F-5778H

Contract Period: 1 July 1998 to 30 June 2018

Contractor's Name: National Technologies Associates, Inc. (NTA, Inc.)

Contractor's Address: 2800 Shirlington Rd. Suite 700

Arlington, VA 22206

Phone: (703) 941-3695

Fax: (703) 941-3698

Business Size: Large Business

Data Universal Numbering System (DUNS): 132281031

1a. Special Item Number(s) for this contract:

SIN	DESCRIPTION
132-8; 132 8STLOC; 132-8RC	Purchase of New Equipment
132-12; 132 12STLOC; 132-12RC	Equipment Maintenance
132-51; 132 51STLOC & 132-51RC	Information Technology Professional Services

1b. Services rates can be found on pages 15-30 of this pricelist

2. Maximum Order:

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item number 132 8 - Purchase of New Equipment

Special Item Number 132-12 - Equipment Maintenance

Special Item Number 132-51 - Information Technology (IT) Professional Services

3. Minimum Order: \$100.00

4. Geographic Scope of Contract: Geographic Scope of Contract will be domestic delivery only.

5. Point of Production: 2800 Shirlington Rd. Suite 700 Arlington, VA 22312

6. Basic Discounts: None

7. Quantity Discounts: None offered

8. Prompt Payment Terms: 1% 20 Days/Net 30days from receipt of invoice.

9a. Government Purchase Cards: Are accepted up to the micropurchase threshold.

9b. Government Purchase Cards: Are accepted above the micropurchase threshold.

10. Foreign Items: None

11a. Time of Delivery: 30 Days Services, 60 Days Products

11b. Expedited Delivery: Contact NTA, Inc.

11c. Overnight and 2-Day Delivery: Contact NTA, Inc.

11d. Urgent Requirements: 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.

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

13a. Ordering Address: National Technologies Associates, Inc. (NTA, Inc.)

2800 Shirlington Rd. Suite 700

Arlington, VA 22206

Attn: Laura Hanke

Phone: (703) 941-3695 Ext. 12

Fax: (703) 941-3698

13b. Ordering Procedures: Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405.3 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**14. Payment Address: National Technologies Associates, Inc. (NTA, Inc.)
2800 Shirlington Rd. Suite 700
Arlington, VA 22206
Attn: Laura Hanke**

15. Warranty Provision: In accordance with Standard Commercial Warranty

16. Export Packaging Charges: Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance: None

18. Terms and Conditions of rental, maintenance and repair: Not Applicable

19. Terms and Conditions of installation: Not Applicable

20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

20a. Terms and Conditions for any other Services: Not Applicable

21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventative maintenance: Not Applicable

24a. Special attributes such as environmental attributes: Not Applicable

24b. SECTION 508 COMPLIANCE:

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.nta-online.com

25. Data Universal Numbering System (DUNS) Number: 132281031

26. NTA, Inc. is registered with the Central Contractor Registration (CCR) Database at www.SAM.gov:

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF GENERAL PURPOSE
COMMERCIAL INFORMATION TECHNOLOGY NEW EQUIPMENT
SPECIAL ITEM NUMBER (SIN) 132-8; 132-8STLOC; 132-8RC**

1. MATERIAL AND WORKMANSHIP:

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. ORDER:

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT:

FOB ORIGIN CONUS; Prices cover equipment delivery to FOB Origin. Shipping not included for standard commercial ground transportation, for any location within CONUS. Any overseas shipments will be shipped to a CONUS destination for delivery to the customer or customers agent who will then assume responsibility and embark overseas unless directed and agreed to otherwise in a delivery order. All expedited shipments to CONUS or Non-CONUS sites will be authorized by, and billed to, the ordering agency.

4. INSTALLATION AND TECHNICAL SERVICES:

Installation – Prices for equipment listed does not include installation. NTA, Inc.'s standard commercial practices for installation apply.

a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, NTA, Inc.'s technical personnel shall be available to the Ordering Activity, at the Ordering Activity's location, to install the equipment and to train Ordering Activity personnel in the use and maintenance of the equipment. The hourly charges, if any, for such services are in the price schedule and will be subject to the number of hours and other requirements negotiated between NTA, Inc. and the ordering agency:

b. **INSTALLATION, DEINSTALLATION, REINSTALLATION.** The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

c. **OPERATING AND MAINTENANCE MANUALS.** NTA, Inc. shall furnish the Ordering Activity with one (1) copy of all operating and maintenance manuals, which are normally provided with the equipment being purchased.

5. INSPECTION/ACCEPTANCE:

NTA, Inc. shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

6. WARRANTY:

a. Unless specified otherwise in this contract, NTA, Inc.'s or manufacturer standard commercial warranty commercial pricelist will apply to this contract. Call (703) 941-3695 for current product warranty information.

NTA, Inc. Standard Commercial warranty clauses are applicable to purchases under this contract. Customers are to call NTA, Inc. at (703) 941-3695 Ext.12 for a Return Merchandise Authorization (RMA) number within the warranty period, which begins the date of delivery to the government or its agent. After receipt of the RMA number, the customer will be responsible to properly package and return ship the items to manufacturer within 30 days. Defective hardware will be replaced or repaired at our discretion within the warranty period. All applicable OEM warranties will be passed on to the government. Customer may be directed to send defective hardware or software directly to OEM. All parts replaced within the warranty period shall become the property of NTA, Inc. or its designated representative.

b. NTA, Inc. warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the NTA, Inc. will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

d. Inspection and repair of defective equipment under this warranty will be performed at NTA, Inc.'s or OEM's facilities, unless otherwise authorized in the RMA procedures or negotiated in an individual delivery order. All items must be properly packaged and shipped by the customer, using industry standards and methods. The NTA, Inc. shipping address is: OEM address will be provided during RMA Authorization

7. PURCHASE PRICE FOR ORDERED EQUIPMENT:

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

8. RESPONSIBILITIES OF THE CONTRACTOR:

NTA, Inc. shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT:

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

**TERMS AND CONDITIONS APPLICABLE TO MAINTENANCE, REPAIR SERVICE AND
REPAIR PARTS/SPARE PARTS FOR GOVERNMENT-OWNED GENERAL PURPOSE
COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, RADIO/TELEPHONE
EQUIPMENT, (AFTER EXPIRATION OF GUARANTEE/WARRANTY PROVISIONS AND/OR
WHEN REQUIRED SERVICE IS NOT COVERED BY GUARANTEE/WARRANTY PROVISIONS)
AND FOR LEASED EQUIPMENT
SPECIAL ITEM NUMBER (SIN) 132-12; 132-12STLOC; 132-12RC**

1. SERVICE AREAS (SEE TABLE 132-12-1):

- a. The repair service rates listed herein are applicable to the NTA, Inc. or Applicable OEM Facility/Service Points. Any additional charges to be applied away from NTA, Inc. service locations, will be negotiated with the ordering agency per rates contained in Table 132-12-1.
- b. Customers are to call NTA, Inc. at (703)941-3695 Ext.12 for out of warranty repair services and instructions. Repair services will normally be performed at the NTA, Inc. or Applicable OEM facility(s) listed below:

NTA, Inc. 2800 Shirlington Rd. Suite 700 Arlington, VA 22206 OEM facility: As instructed.
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2. MAINTENANCE ORDERS:

- a. Agencies may use written orders, EDI orders, credit card orders, or BPAs, for ordering maintenance under this contract. The Contractor shall confirm orders within fifteen (15) calendar days from the date of receipt, except that confirmation of orders shall be considered automatic for renewals for maintenance (Special Item Number 132-12). Automatic acceptance of order renewals for maintenance service shall apply for machines which may have been discontinued from use for temporary periods of time not longer than 120 calendar days. If the order is not confirmed by the Contractor as prescribed by this paragraph, the order shall be considered to be confirmed by the Contractor.
- b. The Contractor shall honor orders for maintenance for the duration of the contract period or a lesser period of time, for the equipment shown in the pricelist. Maintenance service shall commence on a mutually agreed upon date, which will be written into the maintenance order. Maintenance orders shall not be made effective before the expiration of any applicable maintenance and parts guarantee/warranty period associated with the Purchase of New Equipment. Orders for maintenance service shall not extend beyond the end of the contract period.
- c. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice, or shorter notice when agreed to by the Contractor; such notice to become effective thirty (30) calendar days from the date on the notification. However, the ordering activity may extend the original discontinuance date upon written notice to the Contractor, provided that such notice is furnished at least ten (10) calendar days prior to the original discontinuance date.
- d. Annual Funding. When annually appropriated funds are cited on a maintenance order, the period of maintenance shall automatically expire on September 30th of the contract period, or at the end of the contract period, whichever occurs first. Renewal of a maintenance order citing the new appropriation shall be required, if maintenance is to continue during any remainder of the contract period.
- e. Cross-year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month, fiscal year period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- f. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of maintenance service, if maintenance is to be terminated at that time. Orders for continued maintenance will be required if maintenance is to be continued during the subsequent period.

3. REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS ORDERS:

- a. Agencies may use written orders, EDI orders, credit card orders, blanket purchase agreements (BPAs), or small order procedures for ordering repair service and/or repair parts/spare parts under this contract. Orders for repair service shall not extend beyond the end of the contract period.
- b. When repair service is ordered, only one chargeable repairman shall be dispatched to perform repair service, unless the ordering activity agrees, in advance, that additional repair personnel are required to effect repairs.
- c. If NTA, Inc. is required to provide spare parts or repair parts, all parts will be provided as listed in our GSA Schedule Pricelist, or shall be furnished at prices indicated in the Manufacturer's current commercial list price at the time of repair, plus 5% or if applicable, as negotiated with the ordering agency.

4. LOSS OR DAMAGE:

When NTA, Inc. or OEM receives equipment at their establishment for repairs, NTA, Inc. shall be responsible for any damage or loss, from the time the equipment is received and inspected from the Government installation, until the equipment is returned to such installation, or applicable CONUS embarkation point as directed.

5. SCOPE:

- a. NTA, Inc. or OEM shall provide maintenance for all equipment listed herein, as requested by the ordering activity during the contract term. Repair service and repair parts/spare parts shall apply exclusively to the equipment types/models within the scope of this Information Technology Schedule.
- b. Equipment placed under maintenance service shall be in good operating condition.
 - (1) In order to determine that the equipment is in good operating condition, the equipment shall be subject to inspection by NTA, Inc., or OEM without charge to the ordering activity.
 - (2) Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by the Contractor, if the equipment was under NTA, Inc.'s or OEM guarantee/warranty or maintenance responsibility prior to the effective date of the maintenance order.
 - (3) If the equipment was not under the NTA, Inc.'s or OEM responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the ordering activity, in accordance with the provisions of Special Item Number 132-12 (or outside the scope of this contract).

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY:

- a. Ordering activity personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of a maintenance order, unless agreed to by the Contractor.
- b. Subject to security regulations, the ordering activity shall permit access to the equipment which is to be maintained or repaired.
- c. If the Ordering Activity desires a factory authorized/certified service personnel then this should be clearly stated in the task or delivery order.

7. RESPONSIBILITIES OF THE CONTRACTOR:

- a. For equipment not covered by a maintenance contract or warranty, the Contractor's repair service personnel shall complete repairs as soon as possible after notification by the ordering activity that service is required. Within the service areas, this repair service should normally be done within 4 hours after notification.
- b. If the Ordering Activity task or delivery order specifies a factory authorized/certified service personnel then the Contractor is obligated to provide such a factory authorized/certified service personnel for the equipment to be repaired or serviced, unless otherwise agreed to in advance between the Agency and the Contractor.

8. ORDER MAINTENANCE RATE PROVISIONS:

- a. SSG products do not require maintenance. However any maintenance requested and negotiated. The Contractor shall bear all costs of maintenance, including labor, parts, and such other expenses as are necessary to keep the equipment in good operating condition, provided that the required repairs are not occasioned by fault or negligence of the ordering activity.

- b. **REGULAR HOURS:** The basic monthly rate for each make and model of equipment shall entitle the ordering activity to maintenance service during a mutually agreed upon nine (9) hour principal period of maintenance, Monday through Friday, exclusive of holidays observed at the ordering activity location.
- c. **AFTER HOURS:** Should the ordering activity require that maintenance be performed outside of Regular Hours, charges for such maintenance, if any, will be specified in the pricelist. Periods of less than one hour will be prorated to the nearest quarter hour.
- d. **TRAVEL AND TRANSPORTATION:** If any charge is to apply, over and above the regular maintenance rates, because of the distance between the ordering activity location and the Contractor's service area, the charge will be negotiated at the Task Order level.
- e. **QUANTITY DISCOUNTS:** There are no Quantity discounts from listed maintenance service rates for multiple equipment owned and/or leased by a ordering activity.

9. REPAIR SERVICE RATE PROVISIONS – (SEE TABLE 132-12.1):

- a. **CHARGES:** Charges for repair service will include the labor charge, computed at the rates set forth below, for the time during which repairmen are actually engaged in work, and, when applicable, the charge for travel or transportation.
- b. **MULTIPLE MACHINES;** When repairs are ordered by a ordering activity on two or more machines located in one or more buildings within walking distance of each other, the charges will be computed from the time the repairman commences work on the first machine, until the work is completed on the last machine. The time required to go from one machine to another, or from one building to another, will be considered actual work performance, and chargeable to the ordering activity, provided the time consumed in going between machines (or buildings) is reasonable.
- c. **TRAVEL OR TRANSPORTATION**
 - (1) **AT THE CONTRACTOR'S SHOP – (See Table 132-12.1)**
 - (a) When equipment is returned to NTA, Inc.'s repair facility for adjustments or repairs which are not covered by the guarantee/warranty provision, the cost of transportation, packing, etc., from the ordering activity location to the Contractor's plant, and return to the ordering activity location, shall be borne by the ordering activity.
 - (b) The ordering activity should not return defective equipment to the Contractor for adjustments and repairs or replacement without his prior consultation and instruction.
 - (2) **AT THE ORDERING ACTIVITY LOCATION - (See Table 132-12.1) (Within Established Service Areas)**

When equipment is repaired at the ordering activity location, and repair service rates are established for service areas or zones, the listed rates are applicable to any ordering activity location within such service areas or zones. No extra charge, time, or expense will be allowed for travel or transportation of repairmen or machines to or from the ordering activity office; such overhead is included in the repair service rates listed.
 - (3) **AT THE ORDERING ACTIVITY LOCATION - (See Table 132-12.1) (Outside Established Service Areas)**
 - (a) The repair service rates listed for subparagraph (2) above apply, except that a travel charge of (Applicable JTR) per mile for repairmen will apply to the round-trip distance between the geographic limits of the applicable service area and the ordering activity location. Such charge will apply as an additional charge, but it will be limited to one round trip for each request that is made by the ordering activity for repair service, regardless of whether repairs are performed at the ordering activity location or at the Contractor's shop.
 - (b) When the overall travel charge computed at the above mileage rate is unreasonable (considering the time required for travel, actual and necessary transportation costs, and the allowable ordering activity per diem rate for each night the repairman is required to remain overnight at the ordering activity location), the ordering activity shall have the option of reimbursing the Contractor for actual costs, provided that the actual costs are reasonable and allowable. The Contractor shall furnish the ordering activity with a report of travel performed and related expenses incurred. The report shall include departure and arrival dates, times, and the applicable mode of travel.
- d. **LABOR RATES**

(1) **REGULAR HOURS (See Table 132-12.1)**

The Regular Hours repair service rates listed herein shall entitle the ordering activity to repair service during the period 7:30 am – 4:30 pm PST Monday through Friday, exclusive of holidays observed at the ordering activity location. There shall be no additional charge for repair service which was requested during Regular Hours, but performed outside the Regular Hours defined above, at the convenience of NTA, Inc.

(2) AFTER HOURS (See Table 132-12.1)

When the ordering activity requires that repair service be performed outside the Regular Hours defined above, except Sundays and Holidays observed at the ordering activity location, the After Hours repair service rates listed herein shall apply. The Regular Hours rates defined above shall apply when repair service is requested during Regular Hours, but performed After Hours at the convenience of NTA, Inc.

(3) SUNDAYS AND HOLIDAYS (See Table 132-12.1)

When the ordering activity requires that repair service be performed on Sundays and Holidays observed at the ordering activity location, the Sundays and Holidays repair service rates listed herein shall apply. When repair service is requested to be performed during Regular Hours and/or After Hours, but is performed at the convenience of NTA, Inc. on Sundays or Holidays observed at the ordering activity location, the Regular Hours and/or After Hours repair service rates, as applicable, shall apply.

Table 132-12.1 is to be used with SIN 132-12 for Installation, Technical and Repair Services Charges:

(Service Area Codes)/ Location	Minimum Charge	Regular Hours M-F 0730-1629 Per Hour	After Hours M-F 1630-0729 Per Hour	Sundays and Holidays Per Hour
(A) NTA, Inc. or OEM Facility	\$ 99.75	\$ 99.75	\$ 99.75	\$ 99.75
(B) Government Location (within 100 mile radius of NTA, Inc.)	\$ 99.75	\$ 99.75	\$ 99.75	\$ 99.75
(C) Government Location CONUS (Over 100 Miles, only as negotiated by Delivery Order, otherwise components are to be returned to NTA, Inc.)	As negotiated with Ordering Agency	As negotiated with Ordering Agency	As negotiated with Ordering Agency	As negotiated with Ordering Agency
Travel Charges, as negotiated, may be reimbursed for plane, train, auto rental, hotel etc.	As negotiated with Ordering Agency IAW JTR/FTR	As negotiated with Ordering Agency IAW JTR/FTR	As negotiated with Ordering Agency IAW JTR/FTR	As negotiated with Ordering Agency IAW JTR/FTR
Notes: *Minimum Charges include (1) full hour(s) on the job. ** FRACTIONAL HOURS, AT THE END OF THE JOB, WILL BE PRORATED TO THE NEXT NEAREST QUARTER HOUR.				

10. REPAIR PARTS/SPARE PARTS RATE PROVISIONS:

All parts, furnished as spares or as repair parts in connection with the repair of equipment, unless otherwise indicated in this pricelist, shall be new, standard parts manufactured by the equipment manufacturer. All parts shall be furnished at approved GSA Schedule prices if applicable, or prices indicated in the Manufacturer's current commercial list price at the time of repair, at a discount of 5 % from such listed prices.

11. GUARANTEE/WARRANTY—REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS:

a. REPAIR SERVICE

All repair work will be guaranteed / warranted for a period of **30 Days**.

b. REPAIR PARTS/SPARE PARTS

All parts, furnished either as spares or repairs parts will be guaranteed/warranted under the manufacturer's warranty.

12. INVOICES AND PAYMENTS:

a. Repair Service and Repair Parts/Spare Parts

Invoices for repair service and parts shall be submitted by NTA, Inc. as soon as possible after completion of work. Payment under blanket purchase agreements will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each ordering activity office ordering services under the contract. The cost of repair parts shall be shown as a separate item on the invoice, and shall be priced in accordance with paragraph #10, above. **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

See Labor Category Descriptions that Follow

NATIONAL TECHNOLOGIES ASSOCIATES, INC.
LABOR CATEGORY RATES

Overview of National Technologies Associates, Inc. Special Item Numbers 132-51; 132-51STLOC; 132-51RC
Information Technology Professional Services Offering

Number	Labor Category Title	Effective Date	Effective Date	Effective Date
		1/2/2016	1/2/2017	1/2/2018
N001	Program Manager (Level 2)	\$ 89.18	\$ 90.96	\$ 92.78
N002	Program Manager (Level 1)	\$ 81.16	\$ 82.78	\$ 84.44
N003	Project Manager	\$ 68.99	\$ 70.37	\$ 71.78
N004	Systems Engineer (Level 2)	\$ 68.83	\$ 70.21	\$ 71.61
N005	Systems Engineer (Level 1)	\$ 62.49	\$ 63.74	\$ 65.01
N006	Engineer (Level 2)	\$ 75.91	\$ 77.42	\$ 78.97
N007	Engineer (Level 1)	\$ 57.32	\$ 58.47	\$ 59.64
N008	Engineering Expert (Level 1)	\$ 90.72	\$ 92.53	\$ 94.38
N009	Systems Analyst	\$ 74.88	\$ 76.38	\$ 77.90
N010	Program Analyst (Level 3)	\$ 64.54	\$ 65.83	\$ 67.15
N011	Program Analyst (Level 2)	\$ 47.71	\$ 48.66	\$ 49.63
N012	Program Analyst (Level 1)	\$ 38.25	\$ 39.02	\$ 39.80
N013	Logistician (Level 2)	\$ 59.85	\$ 61.04	\$ 62.26
N014	Logistician (Level 1)	\$ 50.36	\$ 51.37	\$ 52.40
N015	Chief Researcher	\$ 68.80	\$ 70.18	\$ 71.58
N016	Management Analyst (Level 2)	\$ 60.10	\$ 61.30	\$ 62.52
N017	Management Analyst (Level 1)	\$ 42.39	\$ 43.24	\$ 44.11
N018	Computer Scientist	\$ 70.50	\$ 71.91	\$ 73.35
N019	Network Support Engineer	\$ 60.62	\$ 61.84	\$ 63.07
N020	Software Reuse Specialist	\$ 46.90	\$ 47.84	\$ 48.79
N021	Computer Specialist (Level 3)	\$ 76.87	\$ 78.41	\$ 79.98
N022	Computer Specialist (Level 2)	\$ 60.62	\$ 61.84	\$ 63.07
N023	Computer Specialist (Level 1)	\$ 46.62	\$ 47.55	\$ 48.50
N024	Computer Programmer (Level 1)	\$ 37.12	\$ 37.87	\$ 38.62
N025	Industrial Specialist	\$ 39.47	\$ 40.26	\$ 41.07
N026	Industrial Assistant	\$ 34.83	\$ 35.53	\$ 36.24
N027	Technical Writer/Editor	\$ 34.79	\$ 35.49	\$ 36.19
N028	Technical Data Specialist	\$ 33.95	\$ 34.63	\$ 35.32
N029	Technical Typist	\$ 26.13	\$ 26.65	\$ 27.18
N030	Data Entry Clerk	\$ 25.32	\$ 25.83	\$ 26.34
N031	Senior Information Technology Systems Engineer	\$ 125.83	\$ 128.35	\$ 130.91
N032	Information Technology Systems Engineer	\$ 105.76	\$ 107.88	\$ 110.03
N033	Information Technology Systems Specialist	\$ 57.38	\$ 58.53	\$ 59.70
N034	Program Manager (Level 4)/Subject Matter Expert	\$ 225.01	\$ 229.51	\$ 234.10
N035	CAD Draftsman/Illustrator (Level 1)	\$ 50.77	\$ 51.78	\$ 52.82
N036	CAD Draftsman/Illustrator (Level 2)	\$ 61.58	\$ 62.81	\$ 64.07
N037	CAD Draftsman/Illustrator (Level 3)	\$ 63.55	\$ 64.82	\$ 66.11
N038	Senior Management Analyst	\$ 123.43	\$ 125.89	\$ 128.41
N039	Deleted			
N040	Deleted			
N041	IT Management Assistant (Level 3)	\$ 57.78	\$ 58.93	\$ 60.11
N042	Senior Engineering Technician	\$ 57.31	\$ 58.45	\$ 59.62
N043	Deleted			
N044	Deleted			

*** Prices shown are NET Prices; Discounts have already been deducted**

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately. All SInS are Cooperative Purchasing (STLOC) and Disaster Recovery Purchasing (RC).

For additional information please contact Laura Hanke at (703) 941-3695 Ext. 12 at the NTA, Inc. GSA Technical Assistance Department. See Full Product Descriptions That Follow.

NATIONAL TECHNOLOGIES ASSOCIATES, INC.
LABOR CATEGORY DESCRIPTIONS

N001 - Program Manager (Level 2)

FUNCTIONAL RESPONSIBILITY:

Performs day to day management of overall contract support activities. Plans program/project activities and complex task assignments involving engineering, technical, logistic, and system hardware and software issues. Coordinates and directs activities for multiple projects simultaneously. Directs project and technical support staff activities for systems, hardware and software issues, configuration control, testing or logistics disciplines. Develops project integration and system support plans and coordinates milestone activities for the program/project staff. Supervises and directs program personnel in the areas of requirements integration, configuration control management, training systems, and logistics management for weapons systems and related hardware and software support systems. Reviews project(s) ADP security assessment efforts. Coordinates and provides resources to conduct ADP security briefings and training. Reports all ADP security requirements and activities to corporate management. Supervises project staff and technical team leaders. Monitors and tracks contract requirements and deliverables and provides status to the customer and corporate staff. Provides onsite and offsite management activities for the project and corporate management staff, controlling costs and maximizing project personnel efficiency. Conducts planning and management review of all high-level AIS activities. Coordinates, manages and directs staff, and supports requirements for required software application systems planning, analysis, design, programming, implementation, and maintenance. Review and approve work and deliverables performed by contractor and subcontractor personnel.

MINIMUM EXPERIENCE:

Ten (10) years intensive and progressive management experience in scientific, engineering, ADP, telecommunications, financial or business systems, or weapons systems development, production, operations and project support. Minimum of six (6) years of this experience shall have been supervisory and managerial experience in aviation/ordnance or software systems research, development, acquisition, production and utilization.

MINIMUM EDUCATION:

(1) Bachelor of Arts or Bachelor of Science in an engineering, scientific, technical or business management discipline.

Substitution:

Experience (a) Eighteen (18) years intensive and progressive management experience in scientific, engineering, ADP, telecommunications, financial or business systems, or weapons systems development, production, operations and project support. Minimum of six (6) years of this experience shall have been supervisory and managerial experience in aviation/ordnance or software systems research, development, acquisition, production and utilization.

Education (b) Associates degree in an engineering, scientific, technical or business management discipline.

N002 - Program Manager (Level 1)

FUNCTIONAL RESPONSIBILITY:

Provides program/project and staff support activities for systems, hardware and software issues, configuration control, testing or logistics disciplines. Develops program integration and system support plans and coordinates milestone activities for the program staff. Coordinates program deliverables, ensuring completeness, accuracy and validity of data and system status. Monitors and coordinates technical staff in analyzing technical information and system requirements to help achieve best technical solutions for systems, communications and COTS tools issues. Manages acquisition and employment of program/project resources. Provides expertise and guidance in resource management and allocation to support project tasking requirements. Monitors and reviews applicable program ADP security assessment efforts. Coordinates activities with team members to conduct ADP security briefings and training. Reports all ADP security requirements and activities to corporate management and implements staffing policies and procedures to meet both corporate and customer requirements. Supervises program/project staff and provides financial, schedule, and progress reporting. Provides onsite and offsite management activities for the project and task leaders, and corporate management staff, controlling customer and corporate costs and maximizing project personnel efficiency. Coordination or team management of application development projects, services projects, maintenance or other technical projects, including experience in various life cycle activities.

MINIMUM EXPERIENCE:

Eight (8) years of progressive technical, management, and supervisory experience in ADP, scientific, technical, business management, engineering, or project task related field. Five (5) years of this total experience must have been on a major weapons, telecommunications/ADP, communications

MINIMUM EDUCATION:

(1) Bachelors degree in an ADP, scientific, technical, business management, engineering, or applicable field.

N003 - Project Manager**FUNCTIONAL RESPONSIBILITY:**

Coordinates project deliverables, ensuring completeness, accuracy and validity of data and system status. Supports technical coordination requirements, meetings and training issues for management, logistics, and systems configuration issues. Reviews project and ADP documentation for completeness. Develops, coordinates and briefs ADP Security Assessment Plans. Provides expertise and guidance in technical areas to support project tasking requirements. Supervises project staff and provides financial, schedule, and progress reporting. Provides onsite and offsite management activities for the project and corporate management staff, controlling costs and maximizing project personnel efficiency.

MINIMUM EXPERIENCE:

(1) (a) Six (6) years of recent project management experience must have been in senior level positions in a relevant technical project task or subject matter such as integrated logistics support, engineering, financial, communications or ADP systems. (b) Six (6) additional years of technical systems coordination, team management, or project development experience in relevant areas such as integrated logistics support, engineering, communications or ADP systems.

(2) Substitution: (a) A Masters degree may be substituted for two years of experience.

MINIMUM EDUCATION:

(1) Bachelors degree from an accredited college or university.

(2) Substitution: (a) Eight years of additional program management experience may be substituted for a Bachelors degree.

N004 - Systems Engineer (Level 2)**FUNCTIONAL RESPONSIBILITY:**

Conducts investigations, analyzes, plans, designs, develops, implements, tests, and evaluates weapons and associated support and software systems. Applies engineering expertise to perform functions such as systems integration, configuration management, quality assurance testing, or acquisition resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of weapons systems associated support systems or management information systems. Analyzes and prepares technical reports and documentation. Acts as engineering team leader or supervisor, as required, in developing engineering procedures and controls managing project efforts, and taking the lead in problem resolution.

MINIMUM EXPERIENCE:

Eight (8) years direct experience in an engineering related position solving engineering and technical problems.

Including: (a) Two (2) years direct management experience of an engineering technical staff, or complex technical systems project. (b) Three (3) years experience in an applicable major weapons systems, support systems, software or hardware systems disciplines.

MINIMUM EDUCATION:

Bachelors degree from an accredited college or university in an engineering discipline.

N005 - Systems Engineer (Level 1)**FUNCTIONAL RESPONSIBILITY:**

Conducts investigations, analyzes, plans, designs, develops, implements, tests, and evaluates weapons and associated support and software systems. Applies engineering expertise to perform functions such as systems integration, configuration management, quality assurance testing, or acquisition resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of weapons systems associated support systems or management information systems. Analyzes and prepares technical reports and documentation. Acts as engineering team leader or supervisor, as required, in developing engineering procedures and controls managing project efforts, and taking the lead in problem resolution.

MINIMUM EXPERIENCE:

Five (5) years direct experience in an engineering related position solving engineering and technical problems.

Including: (a) Two (2) years experience in an applicable major weapons systems, support systems, software or hardware systems disciplines.

MINIMUM EDUCATION:

Bachelors degree from an accredited college or university in an engineering discipline.

N006 - Engineer (Level 2)**FUNCTIONAL RESPONSIBILITY:**

Analyzes, designs, develops, implements, tests and/or evaluates automated data processing software related to weapons systems, associated support systems, or management information systems. Coordinates and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Directs engineering support staff conducting systems requirements analyses, and provides design team input and workflow analysis for hardware and software engineering related tasks. Plans systems integration, configuration management, quality assurance testing or acquisition and resource management efforts. Acts as engineering team leader or supervisor, managing projects and leading technical problem resolution efforts.

MINIMUM EXPERIENCE:

Eight (8) years direct experience in an engineering related positions solving engineering and technical problems, in an applicable weapons, logistics, software, ADP systems/hardware discipline.

Including: Two(2) years of experience as the team leader or supervisor of engineering functions.

MINIMUM EDUCATION:

(1) Bachelors degree from an accredited college or university either in aeronautical, electronics, computer science, general engineering, or major field closely related to the subject matter.

(2) Substitution: (a) Fourteen years of additional experience in development, production, operation, and project support of weapons systems or relevant subject matter systems may be substituted for the required degree.

N007 - Engineer (Level 1)**FUNCTIONAL RESPONSIBILITY:**

Analyzes, designs, develops, implements, tests and/or evaluates automated data processing software related to weapons systems, associated support systems, or management information systems. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Provides support for engineering staff conducting systems requirements analyses, and provides design team input and workflow analysis for hardware and software engineering related tasks. Supports systems integration efforts, configuration management, quality assurance testing or acquisition and resource management.

MINIMUM EXPERIENCE:

Five (5) years direct experience in an engineering related positions solving engineering and technical problems, in an applicable weapons, logistics, software, ADP systems/hardware discipline.

Including: One (1) year of experience in development, test and evaluation of major systems.

MINIMUM EDUCATION:

(1) Bachelors degree from an accredited college or university either in aeronautical, electronics, computer science, general engineering, or major field closely related to the subject matter.

(2) Substitution: (a) Fourteen years of additional experience in development, production, operation, and project support of weapons systems or relevant subject matter systems may be substituted for the required degree.

N008 - Engineering Expert (Level 1)**FUNCTIONAL RESPONSIBILITY:**

Independently applies engineering principles in performing work requiring application of specialized knowledge to weapons systems, subsystems, ordnance equipment or software related applications. Reviews engineering and technical analyses, and makes recommendations based on subject matter knowledge and experience, to determine actual needs for hardware and/or software systems.

Interfaces at all project levels, providing input to technical, engineering and management decisions in area of expertise. Performs engineering investigations, assessments, evaluations, review of system integration and conversion, technical support, and analysis for the project staff. Supports efforts related to new systems and technology concepts, design, and integration efforts. Analyzes the design, development, and support of associated computer systems.

MINIMUM EXPERIENCE:

Six (6) years or more of intensive and progressive engineering experience in the individual's field of study and specialization. Must have recent experience in functional and systems analysis of a subject matter closely related to the work to be performed. Including: Four (4) years experience as team leader or supervisor performing related engineering functions.

MINIMUM EDUCATION:

Bachelors (or higher) degree from an accredited college or university in an engineering, mathematics, physics, or specific subject matter discipline.

N009 - Systems Analyst**FUNCTIONAL RESPONSIBILITY:**

Supports determination of training requirements integration, training systems development, acquisition, assessment, and weapon systems management. Analyzes configuration and system changes and documents impacts to system design. Processes supporting configuration documentation for these actions. Provides production and spare parts planning and tracking milestones, and monitors manufacture and delivery status. Conducts independent analysis of training and logistic systems support requirements for major weapons, training, and related software systems. Utilizes current COTS management and scheduling software packages in support of these systems projects. Supports current planning, programming, and budgeting processes for DoD systems procurement. Maintains a current level of expertise on training systems hardware technology and associated software applications.

MINIMUM EXPERIENCE:

Eight (8) years of experience in the development, acquisition, and support of training hardware, software, and/or systems.

MINIMUM EDUCATION:

- (1) Bachelors degree in computer science from an accredited college or university.
 - (2) Substitution: (a) Fourteen years of additional experience in the development acquisition, and support of training equipment or relevant subject matter systems experience may be substituted for the required degree.
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N010 - Program Analyst (Level 3)**FUNCTIONAL RESPONSIBILITY:**

Applies analytical principles and techniques to independently define weapon system/equipment ILS requirements. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Provides resource information and expertise to determine support requirements solutions for systems, equipment and COTS issues. Assists Program Manager by providing onsite and offsite resource support team management activities for the project. Independently analyzes and defines related support systems ILS requirements. Analyze logistics documentation and define resource support requirements. Assists with development of system support plans and coordinates milestone activities with Program Manager, for the project staff.

MINIMUM EXPERIENCE:

- (1) Twelve (12) years experience in resource requirement analysis.
Including: (a) Five (5) years of leading as team leader in performance of analyses across the spectrum of ILS elements.
(b) Four years experience in Level of Repair (LOR) maintenance planning, supportability analysis and/or operational analysis.
- (2) **Substitution:** (a) A Masters degree may be substituted for two years of experience.

MINIMUM EDUCATION:

- (1) Bachelors degree from an accredited college or university.
 - (2) Substitution: (a) Eight (8) additional years of experience which is substantive and directly relevant to the technical area and the subject matter of the task may be substituted for the required Bachelors degree.
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N011 - Program Analyst (Level 2)**FUNCTIONAL RESPONSIBILITY:**

Applies analytical principles and techniques to independently define weapon system/equipment ILS requirements. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Provides resource information and expertise to determine support requirements solutions for systems, equipment and COTS issues. Assists Program Manager by providing onsite and offsite resource support team management activities for the project. Independently analyzes and defines related support systems ILS requirements. Analyze logistics documentation and define resource support requirements.

MINIMUM EXPERIENCE:

(1) Ten (10) years experience in resource requirement analysis.

Including: (a) Four (4) years of leading as team leader in performance of analyses across the spectrum of ILS elements.

(b) Four years experience in Level of Repair (LOR) maintenance planning, supportability analysis and/or operational analysis.

(2) Substitution: (a) A Masters degree may be substituted for two years of experience.

MINIMUM EDUCATION:

(1) Bachelors degree from an accredited college or university.

(2) Substitution: (a) Eight (8) additional years of experience which is substantive and directly relevant to the technical area and the subject matter of the task may be substituted for the required Bachelors degree.

N012 - Program Analyst (Level 1)**FUNCTIONAL RESPONSIBILITY:**

Applies analytical principles and techniques to independently define weapon system/equipment ILS requirements. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Provides resource information on support requirements for systems, equipment and COTS issues. Independently analyzes and defines related support systems ILS requirements. Analyze logistics documentation and define resource support requirements.

MINIMUM EXPERIENCE:

(1) Six (6) years experience in resource requirement analysis.

Including: (a) Two (2) years experience in Level of Repair (LOR) maintenance planning, LSA, configuration management, supportability analysis and/or operational analysis.

(2) Substitution: (a) A Masters degree may be substituted for two years of experience.

MINIMUM EDUCATION:

(1) Bachelors degree from an accredited college or university.

(2) Substitution: (a) Eight (8) additional years of experience which is substantive and directly relevant to the technical area and the subject matter of the task may be substituted for the required Bachelors degree.

N013 - Logistician (Level 2)**FUNCTIONAL RESPONSIBILITY:**

Performs independent work to provide logistic and support system effectiveness analysis, studies and evaluations. Provides direction to the logistics management team and monitors progress of configuration changes and reports system configuration. Provides technical support for all ILS and Configuration Management support elements for systems, hardware and software projects. Develops systems, hardware, and software life cycle support plans and concepts, and monitors inventory and data management activities. Monitors systems operational deficiencies and coordinates hardware and software design changes. Prepares and processes Engineering Change Proposals, Configuration Management Plans, and screens provisioning and interim support data. Manages database design change configurations, monitors COTS tools configuration and support, and provides information resources management efforts for automated tracking systems. Leads logistics management staff, and coordinates and reviews all logistics systems deliverables and subcontractor logistic efforts.

MINIMUM EXPERIENCE:

(1) Twelve (12) years experience in logistic support/maintenance engineering.

Including: (a) Four (4) years of leading as team leader in performance of analyses across the spectrum of ILS elements.

(b) Four (4) years experience in any DOD logistics support experience. c) Four (4) years specific experience in logistics planning and support of system effectiveness analysis, studies and evaluations.

(2) Substitution: (a) A Masters degree may be substituted for two years of experience.

MINIMUM EDUCATION:

(1) Bachelors degree from an accredited college or university.

(2) Substitution: (a) Eight (8) additional years of logistics management experience may be substituted for the required Bachelors degree.

(3) Designation as a Certified Professional Logistician (CPL) from the Society of Logistics Engineers (SOLE) plus eight years of experience in logistics support/maintenance engineering may be substituted for the Bachelors degree and required experience.

N014 - Logistician (Level 1)

FUNCTIONAL RESPONSIBILITY:

Performs independent work to provide logistic and support system effectiveness analysis, studies and evaluations. Monitors progress of configuration changes and reports system configuration. Provides technical support for all ILS and Configuration Management support elements for systems, hardware and software projects. Develops systems, hardware, and software life cycle support plans and concepts, and monitors inventory and data management activities. Monitors and reports systems operational deficiencies and coordinates hardware and software design changes. Prepares and processes Engineering Change Proposals, Configuration Management Plans, and screens provisioning and interim support data. Analyzes database design change configurations, monitors COTS tools configuration and support, and provides information resources management efforts for automated tracking systems.

MINIMUM EXPERIENCE:

(1) Six (6) years experience in logistic support/maintenance engineering. Including: (a) Three (3) years experience in any logistics support experience. (b) Three (3) years specific experience in logistics planning and support of system effectiveness analysis, studies and evaluations. (c) Experience or education demonstrating ability to perform ILS studies, analysis and evaluations in support of ant DoD weapon systems/equipment.

(2) Substitution: (a) A Masters degree may be substituted for two years of experience.

MINIMUM EDUCATION:

(1) Bachelors degree from an accredited college or university.

(2) Substitution: (a) Eight (8) additional years of logistics management experience may be substituted for the required Bachelors degree.

(3) Designation as a Certified Professional Logistician (CPL) from the Society of Logistics Engineers (SOLE) plus eight years of experience in logistics support/maintenance engineering may be substituted for the Bachelors degree and required experience.

N015 - Chief Researcher

FUNCTIONAL RESPONSIBILITY:

Applies engineering principles to investigate, analyze, plan, design, implement, test, or evaluate modeling and simulation applications such as computerized decision support systems and architectures. Reviews and prepares engineering technical analyses, reports proposals, and other technical documentation as required. Analyzes and makes recommendations for system integration, configuration management, quality assurance, testing, systems acquisition, and resource management. Performs as program management technical assistant team leader and leads program management problem resolution.

Develops recommended program management procedures and controls, Plans of Action and Milestones (POA&M), Program Master Plans (PMP) and other documentation as required. Coordinates development and implementation of computerized decision support systems and architectures required as project management tools.

MINIMUM EXPERIENCE:

(1) Ten (10) years experience in Government Program Management and Program Advocacy. Including: (a) Six (6) years experience as a team leader or supervisor performing functions similar to the research and research management tasks.

MINIMUM EDUCATION:

(1) Bachelors degree in Engineering, Mathematics, or Science related discipline from an accredited college or university.

(2) Substitution: (a) Minimum of sixty (60) credit (semester) hours undergraduate or post graduate study including twenty-four (24) semester hours of college level mathematics, of which twelve (12) are advanced mathematics with calculus prerequisite.

N016 - Management Analyst (Level 2)

FUNCTIONAL RESPONSIBILITY:

Advises senior management in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Study viability of management information system database tools, requirements, methods of implementation, and data gathering techniques. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and work flow. Performs job evaluation and position classification analyses as related to management practices and controls.

MINIMUM EXPERIENCE:

Eight (8) years experience in management, administration or directing an organizational segment and its work program. Experience to include management level responsibility for items such as planning, staffing, budgeting, work flow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Emphasis in all above areas to have included improving management effectiveness vice technical problem solving.

MINIMUM EDUCATION:

- (1) Bachelors degree in a business/management related discipline from an accredited college or university.
- (2) Substitution: (a) Associates degree in related discipline and Four (4)years of relevant experience may be substituted for the degree requirement; or(b) Eight (8) years of relevant experience may be substituted for the degree requirement.

N017 - Management Analyst (Level 1)**FUNCTIONAL RESPONSIBILITY:**

Analyzes management effectiveness in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Study viability of management information system database tools, requirements, methods of implementation, and data gathering techniques. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and work flow. Performs job evaluation and position classification analyses as related to management practices and controls.

MINIMUM EXPERIENCE:

Two (2) years experience gathering, analyzing and evaluating information related to the areas of planning, staffing, budgeting, work flow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Emphasis in all above areas to have included improving management effectiveness vice technical problem solving.

MINIMUM EDUCATION:

- (1) Bachelors degree in mathematics, statistics or a business or management related discipline such as business administration, accounting, economics, or management information technology from an accredited college or university.
- (2) Substitution: (a) Associates degree in related discipline and Four (4)years of relevant experience may be substituted for the degree requirement; or (b) Eight (8) years of relevant experience may be substituted for the degree requirement.

N018 - Computer Scientist**FUNCTIONAL RESPONSIBILITY:**

Develops automated solutions to engineering, scientific or business data acquisition and management problems, by applying computer science concepts and techniques, mathematics processes or statistical analyses. Analyzes and formulates architectural and functional specifications, interfaces, and data structures. Uses mathematical statistical, and scientific logic to identify conceptual or theoretical solutions to problems of automated data processing (ADP) hardware and software system design and operation. Analyzes applications for ADP hardware, software and operating systems. Assists development of software conversion programs, and supports implementation. Assists evaluation of commercial tools, including ADP software packages. Assists installation and customization of ADP software security packages. Writes, modifies, and adapts computer programs in machine level, assembly, and third or fourth generation programming languages.

MINIMUM EXPERIENCE:

Three (3) years of experience in performing computer systems analysis, development, and/or implementation of ADP processes including the use of contemporary computer hardware and programming languages and other duties as listed in above responsibilities.

MINIMUM EDUCATION:

- (1) Bachelors degree in a related discipline with minimum of 15 equivalent semester hours of computer science and minimum of 15 equivalent semester hours of mathematics or statistics successfully completed from an accredited college or university.
- (2) Substitution: (a) Associates degree in related discipline with 6 semester hours of computer science and math or statistics, and four (4) years of relevant experience may be substituted for the degree requirement; or (b) Eight (8) years of relevant experience may be substituted for the degree requirement.

N019 - Network Support Engineer

FUNCTIONAL RESPONSIBILITY:

Applies sound engineering principles to analyze, plan, design, develop and implement data communications networks for routing data between multiple laboratory and engineering facilities that are widely dispersed. Provide detailed analyses of trade-off studies, routing path, network topology, equipment configurations and system architectures. Coordinate site surveys, establish system requirements and network specifications, and direct network installations. Prepares network design drawings and documentation, and tracks and documents configuration changes. Coordinate information systems professionals to ensure that all functional users properly implement network.

MINIMUM EXPERIENCE:

Eight (8) years engineering experience which includes project planning, execution and reporting. At least six (6) years of this experience shall include fiber optic network design, and use of object oriented network modeling and simulation programs.

MINIMUM EDUCATION:

Bachelors or higher degree in computer science, computer engineering, electrical engineering or related technical field; or certification (i.e. CNE, CNA,) from an accepted industry standard training program.

N020 - Software Reuse Specialist

FUNCTIONAL RESPONSIBILITY:

Applies knowledge of computer systems engineering techniques and advanced software development methodologies to the technical strategy and business planning of computer systems development projects. Implements and monitors systems development strategies which clearly define system functional requirements while also resulting in maximum productivity of software engineering resources applied to the project. Uses advanced software strategies including software reengineering to leverage the results of projects being conducted. Performs process engineering to define and perfect repeatable processes which are proven effective in achieving reuse/re-engineering. Researches activities in DoD and private industry which address reuse/re-engineering initiatives, and recommends methods to adopt beneficial attributes. May act as team or project leader, supervisor and advisor with respect to work of other computer professionals and developing project plans, guidelines and controls.

MINIMUM EXPERIENCE:

Six (6) years experience in advanced software engineering and development, including two (2) years as supervisor or team leader, and Two (2) years performing reuse specialist functions on a software reuse project.

MINIMUM EDUCATION: Bachelors degree in computer science, information systems management, mathematics, operations research or engineering from an accredited college.

N021 - Computer Specialist (Level 3)

FUNCTIONAL RESPONSIBILITY:

Independently applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, and computer programming languages and techniques to solve automation problems. Addresses scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer system sirs in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or data processing systems, computer hardware systems and simulation models. Formulates architectural design, functional specifications, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, significant modifications or adaptations of standardized techniques. Responsible for developing project plans, guidelines, and controls. May act as team or project leader, supervising and advising with respect to the work of other computer specialists, scientists, or technicians, and subcontractors.

MINIMUM EXPERIENCE:

Eight (8) years experience performing foregoing functions including: Three (3) years as team leader or supervisor and Three (3) years shall have consisted of performing computer specialist functions with respect to: automated systems supporting the engineering development, testing, operation, or maintenance of aircraft weapon or hardware or software support systems.

MINIMUM EDUCATION:

A postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university;

Substitution: In addition to the experience cited above; Eight (8) years of combined education (at the undergraduate level in any academic field) and experience performing the foregoing functions may be substituted for the degree requirement.

N022 - Computer Specialist (Level 2)**FUNCTIONAL RESPONSIBILITY:**

Independently applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, and computer programming languages and techniques to solve automation problems. Addresses scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer system sirs in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or data processing systems, computer hardware systems and simulation models. Formulates architectural design, functional specifications, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, significant modifications or adaptations of standardized techniques. Responsible for developing project plans, guidelines, and controls. May act as team or project leader.

MINIMUM EXPERIENCE:

Six (6) years experience performing foregoing functions including: Two (2) years as team leader or supervisor and Two (2) years shall have consisted of performing computer specialist functions with respect to: automated systems supporting the engineering development, testing, operation, or maintenance of aircraft weapon or hardware or software support systems.

MINIMUM EDUCATION:

A postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university;

Substitution: In addition to the experience cited above; Eight (8) years of combined education (at the undergraduate level in any academic field) and experience performing the foregoing functions may be substituted for the degree requirement.

N023 – Computer Specialist (Level 1)**FUNCTIONAL RESPONSIBILITY:**

Applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer system sirs in addressing project objectives. Uses standard, or conventional approaches methods and techniques to define, plan, organize, design, develop, modify, test, and integrate data base or data processing systems, computer hardware systems and simulation models. Assists in formulating architectural design, functional specifications, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapts standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects.

MINIMUM EXPERIENCE:

Four (4) years experience performing foregoing functions including: One (1) year shall have consisted of performing computer specialist functions with respect to: automated systems supporting the engineering development, testing, operation, or maintenance of aircraft weapon or hardware or software support systems.

MINIMUM EDUCATION:

Bachelors or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university;

Substitution: In addition to the experience cited above; Eight (8) years of combined education (at the undergraduate level in any academic field) and experience performing the foregoing functions may be substituted for the degree requirement.

N024 - Computer Programmer (Level 1)

FUNCTIONAL RESPONSIBILITY:

Applies basic knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, computer programming languages and techniques, and software applications to automate worker processes or produce technical or management information the products. Uses mainframe and mini-computer systems, and standard, general purpose programming languages, software application products, and conventional techniques to develop computer programs, process information, or produce output data and reports. Adheres to standard guidelines in establishing data or information flow, in formulating flow charts, and in translating logical steps into codes, languages, programs, or system modifications. Utilizes third and fourth generation languages, and/or current GUI tools and equipment to analyze and develop program logic for business, management, communication, tactical and technical problems. Sets up data runs and processing sequences, and reviews output for completeness and format.

MINIMUM EXPERIENCE:

Five (5) years experience in computer programming. Ability to demonstrate proficiency in developing computer programs, formats, and structures, the skills in using programming principles and techniques at the level required in the specific positions, and the ability to apply sound judgment in analyzing and organizing problems or work processes for computer solutions

MINIMUM EDUCATION:

- (1) Bachelors degree in computer science, mathematics, or engineering from an accredited college or university.
- (2) Substitution: (a) Associates degree in related discipline and Four (4) years of relevant experience may be substituted for the degree requirement; or (b) Eight (8) years of relevant experience may be substituted for the degree requirement.

N025 - Industrial Specialist

FUNCTIONAL RESPONSIBILITY:

Applies various scientific and engineering factors which contribute to systems development. Analyzes and reports equipment, hardware and software production status and equipment conditions and deliveries to project staff. Monitors compliance with quality and production documentation, methods, and approved government and industry standards. Performs systems development and effectiveness evaluations. Independently assesses needs and develops programs and processes to meet those deficiencies.

MINIMUM EXPERIENCE:

Ten (10) years of relevant experience as listed above in responsibilities related to industrial processes.

MINIMUM EDUCATION:

- (1) Bachelors degree in a business/management technical or education related discipline from an accredited college or university.
- (2) Substitution: (a) Ten (10) years of relevant experience may be substituted for the degree requirement.

N026 - Industrial Assistant

FUNCTIONAL RESPONSIBILITY:

Applies techniques, principals and precedents to develop, design, and modify, scientific, technical or other professional material. Reviews, analyzes, develops, prepares and applies, technical or maintenance specifications, policies, standards, and procedures. Organizes, analyzes, and prepares reports or presentations of technical data and information. Compiles processes, reduces, or analyzes test data and results. Applies knowledge of industrial management, methods, and procedures in producing and maintaining documentation, correspondence, records, or directives. Assists in matters such as project/program progress and status documentation, property, accounting, or personnel management.

MINIMUM EXPERIENCE:

Two (2) years of relevant experience as listed above in responsibilities.

MINIMUM EDUCATION:

High school diploma or equivalency certification.

N027 - Technical Writer/Editor

FUNCTIONAL RESPONSIBILITY:

Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents. Uses rough outlines and resource materials, and interprets information obtained through research or provided by technical specialists. Applies knowledge of military documentation and format standards to prepare, edit and publish technical materials.

MINIMUM EXPERIENCE:

Two (2) years of relevant experience as listed above in responsibilities including one (1) year experience with technical writing/editing functions.

MINIMUM EDUCATION:

High school diploma or equivalency certification.

N028 - Technical Data Specialist

FUNCTIONAL RESPONSIBILITY:

Manages, maintained, and uses engineering and technical information data bases, technical libraries, or data communications networks. Applies knowledge of government technical publications, directives, specifications, standards, and library indexing systems to enter, file, identify, locate, extract, and provide data for information related to military weapon systems engineering and technical efforts. May compile, analyze, research, and generate written materials for graphics concerning technical documentation. Performs research and analyses, and develops documents that meet the ADP security requirements for an organization or facility.

MINIMUM EXPERIENCE:

Two (2) years of relevant experience as listed above in responsibilities including one (1) year experience with technical data such as MIL-SPECs, DIDs, CDRLs or other military or weapons systems related documentation.

MINIMUM EDUCATION:

High school diploma, equivalency certification, and successful completion of a technical or trade, undergraduate, or military school course of study in library science, technical library management, or technical data and information management.

N029 - Technical Typist

FUNCTIONAL RESPONSIBILITY:

Performs documentation response tracking functions. Provides technical typing, word processing, proofreading and grammar context review, graphics presentations preparation, filing, reproduction documentation support and office equipment operation. Assists in updating and maintaining database support systems and files, and supports automated retrieval operations in support of staff requirements. Prepares maintains and preserves on file, technical or administrative documentation, data ,correspondence and records.

MINIMUM EXPERIENCE:

One year clerical, secretarial, or office work experience. Must be proficient in typing (50 WPM). Must have a basic knowledge one or more standard office software packages, (e.g. M/S Word, Word Perfect, Excel, Lotus, PowerPoint), including as a minimum one word processing system.

MINIMUM EDUCATION:

High school diploma, equivalency certification, or two additional years of relevant work experience.

N030 - Data Entry Clerk

FUNCTIONAL RESPONSIBILITY:

Produce documents and document production and retrieval and character line printing. Operates keyboard controlled data entry devices such as keypunch machines or key-operated magnetic tape or disk encoders to enter, transcribe or reproduce data and information into forms suitable for computer processing. Selects procedures to be followed in searching for, interpreting, selecting or coding items to be entered from source documents.

MINIMUM EXPERIENCE:

One year of data entry, transcription, or typing/word processing work experience.

MINIMUM EDUCATION:

High school diploma, equivalency certification, or two additional years of relevant work experience.

N031 – Senior Information Technology Systems Engineer

FUNCTIONAL RESPONSIBILITY:

Independently applies computer system engineering principles, to investigate, analyze, plan, design, develop, test, implement or evaluate scientific, engineering or business systems. Addresses scientific, engineering or business objectives by designing, writing, modifying or adapting front-end software using test-driven or graphical user interface (GUI) software such as Powerbuilder, Oracle Forms, etc. Interfaces with and uses, microcomputer, minicomputer and mainframe computer systems in a client-server environment in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or management information systems using hierarchical or relational data base management systems (RDBMS) such as Oracle, Infomix or Sybase. Researchers new and emerging applications of data base and Internet related software. May act as a team lead or project leader, supervising and directing the work of other information technology engineers, technicians, specialists and support personnel.

MINIMUM EXPERIENCE:

Eight (8) years experience performing the foregoing functions including: Three (3) years developing GUI-based applications, three (3) years developing RDBMS applications and three (3) years in a supervisory role.

MINIMUM EDUCATION:

A Bachelor of Science degree in computer science, information systems, engineering, physics, or mathematics from an accredited college or university. Substitution: In addition to the above cited experience, four years of combined education (at the undergraduate level) and experience performing the foregoing functions may be substituted for the degree requirement.

N032 – Information Technology Systems Engineer

FUNCTIONAL RESPONSIBILITY:

Independently applies computer system engineering principles, to investigate, analyze, plan, design, develop, test, implement or evaluate scientific, engineering or business systems. Addresses scientific, engineering or business objectives by designing, writing, modifying or adapting front-end software using test-driven or graphical user interface (GUI) software such as Powerbuilder, Oracle Forms, etc. Interfaces with and uses, microcomputer, minicomputer and mainframe computer systems in a client-server environment in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or management information systems using hierarchical or relational data base management systems (RDBMS) such as Oracle, Infomix or Sybase. Researchers new and emerging applications of data base and Internet related software. May act as a team lead or project leader, supervising and directing the work of other information technology engineers, technicians, specialists and support personnel.

MINIMUM EXPERIENCE:

Six (6) years experience performing the foregoing functions including: Two (2) years developing GUI-based applications, two (2) years developing RDBMS applications and one (1) years in a supervisory role.

MINIMUM EDUCATION:

A Bachelor of Science degree in computer science, information systems, engineering, physics, or mathematics from an accredited college or university. Substitution: In addition to the above cited experience, four years of combined education (at the undergraduate level) and experience performing the foregoing functions may be substituted for the degree requirement.

N033 – Information Technology Systems Specialist

FUNCTIONAL RESPONSIBILITY:

Applies computer system engineering principles, to investigate, analyze, plan, design, develop, test, implement or evaluate scientific, engineering or business systems. Addresses scientific, engineering or business objectives by designing, writing, modifying or adapting front-end software using test-driven or graphical user interface (GUI) software such as Powerbuilder, Oracle Forms, etc. Interfaces with and uses, microcomputer, minicomputer and mainframe computer systems in a client-server environment in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or management information systems using hierarchical or relational data base management systems (RDBMS) such as Oracle, Infomix or Sybase. Researchers new and emerging applications of data base and Internet related software.

MINIMUM EXPERIENCE:

Four (4) years experience performing the foregoing functions including: One (1) year developing GUI-based applications, and one (1) years developing RDBMS applications.

MINIMUM EDUCATION:

A Bachelor of Science degree in computer science, information systems, engineering, physics, or mathematics from an accredited college or university. Substitution: In addition to the above cited experience, four years of combined education (at the undergraduate level) and experience performing the foregoing functions may be substituted for the degree requirement.

N034 - Program Manager (Level 4)/Subject Matter Expert**FUNCTIONAL RESPONSIBILITY:**

Coordination of department and multiple project activities including conducting and evaluating risk analysis information and multi-disciplined project information technology tasks. Provides corporate level or cabinet level advice on broad range of project related subject matter or policy issues. Provides recommendations on planning and management issues and reviews all high-level AIS activities. Recommends and advises on complex subjects associated with information technology issues and new and emerging technologies. Comprehensive knowledge and expertise in the in project related technologies and associated legal and privacy issues.

MINIMUM EXPERIENCE:

Fifteen (15) years of project related experience.

MINIMUM EDUCATION: A Masters degree.

Substitution:

Education (b) Bachelors degree and 4 years of additional project related experience may be substituted for the Masters degree.

N035 - CAD Draftsman/Illustrator (Level 1)**FUNCTIONAL RESPONSIBILITY:**

Produces, edits, modifies, or combines engineering and technical drawings and illustrations of electro-mechanical equipment or systems. Uses computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.

MINIMUM EXPERIENCE:

In addition to the education cited above, the following specific experience is required:

- a. A Total of at least 2 years experience in performing the foregoing functions.

MINIMUM EDUCATION:

High school graduation or equivalency certification, plus completion of a technical or trade, undergraduate, or military school course of study in drafting, drawing, or illustration.

N036 - CAD Draftsman/Illustrator (Level 2)**FUNCTIONAL RESPONSIBILITY:**

Produces, edits, modifies, or combines engineering and technical drawings and illustrations of electro-mechanical equipment or systems. Uses computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.

MINIMUM EXPERIENCE:

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 4 years experience in performing the foregoing functions.

MINIMUM EDUCATION:

High school graduation or equivalency certification, plus completion of a technical or trade, undergraduate, or military school course of study in drafting, drawing, or illustration.

N037 - CAD Draftsman/Illustrator (Level 3)

FUNCTIONAL RESPONSIBILITY:

Produces, edits, modifies, or combines engineering and technical drawings and illustrations of electro-mechanical equipment or systems. Uses computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.

MINIMUM EXPERIENCE:

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 6 years experience in performing the foregoing functions.

MINIMUM EDUCATION:

High school graduation or equivalency certification, plus completion of a technical or trade, undergraduate, or military school course of study in drafting, drawing, or illustration.

N038 - Senior Management Analyst

FUNCTIONAL RESPONSIBILITY:

Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency, and resource requirements utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical, and advisory functions.

MINIMUM EXPERIENCE:

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 4 years of experience in performing the foregoing functions.

MINIMUM EDUCATION:

A bachelor's degree in mathematics, statistics, or a business or management discipline such as business administration, accounting, finance, economics, or management information technology. Once the experience requirements of the paragraph below are met, 4 years of additional experience in a directly related area will be considered equivalent to a bachelor's degree.

N039 - Deleted

N040 - Deleted

N041 - IT Management Assistant (Level 3)

FUNCTIONAL RESPONSIBILITY:

Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency, and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical, and advisory functions.

MINIMUM EXPERIENCE:

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 2 years of experience in performing the foregoing functions.

MINIMUM EDUCATION:

A bachelor's degree in mathematics, statistics, or a business or management discipline such as business administration, accounting, finance, economics, or management information technology. Once the experience requirements of the paragraph below are met, 4 years of additional experience in a directly related area will be considered equivalent to a bachelor's degree.

N042 - Senior Engineering Technician**FUNCTIONAL RESPONSIBILITY:**

Applies engineering techniques, principles and precedents to develop, design, modify, install, test, evaluate, or operate electrical, electronic, avionics, mechanical, communications, stores, armament/ordnance, or related data processing systems for military weapon systems or associated support equipment or facilities. Maintains, repairs, inspects, troubleshoots, or programs systems equipment or components. Reviews, analyzes, develops, prepares or applies engineering, technical or maintenance specifications, policies, standards, or procedures. Organizes, analyzes and prepares reports or presentations of technical data and information. Plans and performs tests and evaluations of systems equipment or components. Compiles, processes, reduces or analyzes test data and results.

MINIMUM EXPERIENCE:

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 8 years of experience in performing the foregoing functions.
- b. At least 3 years of experience in performing the foregoing functions as a team leader or supervisor.

At least 4 years of experience in performing the foregoing functions consisting of performing engineering/technical functions with respect to: aircraft weapon or support systems and equipment.

MINIMUM EDUCATION:

Completion of a technical school, trade school or advanced armed services technical school curriculum or course of training in electricity, electronics, avionics, mechanics, armaments/ordnance or engineering technology; or, completion of at least 30 semester hours (45 quarter hours) of course studies at an accredited college or university in an engineering, scientific, or technical curriculum.

N043 - Deleted

N044 - Deleted

**NATIONAL TECHNOLOGIES ASSOCIATES, INC.
LABOR CATEGORY SUBSTITUTIONS**

National Technologies Associates, Inc. (NTA, Inc.) will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. NTA, Inc. labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all NTA, Inc. labor categories unless specified in the description.

SUBSTITUTIONS

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist with written approval from the ordering activity. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task.

DEGREE	DEGREE AND EXPERIENCE & EDUCATION SUBSTITUTIONS	RELATED CERTIFICATION SUBSTITUTIONS
	In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description.	
Associate's	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelor's	Associate's + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in a relevant field. (e.g. MCSE, CCNP, CNA, CNE)
Master's	Bachelor's + 4 years relevant experience Associate's + 8 years relevant experience 10 years relevant experience	Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]
Doctorate	Master's + 4 years relevant experience Bachelor's + 8 years relevant experience 14 years relevant experience	

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

National Technologies Associates, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Laura Hanke at National Technologies Associates, Inc. (703) 941-3695 Ext. 12, Laura.Hanke@n-t-a.com; Fax (703) 941-3698.

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

ORDERING ACTIVITY

DATE

CONTRACTOR

DATE

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedule “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.

ORDERING GUIDE FOR OUR CUSTOMERS

A SUMMARY OF HOW TO USE GSA SCHEDULES

This GSA Information Technology (IT) Schedule can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer.

SUBPART 8.4 – FEDERAL SUPPLY SCHEDULES

Orders must comply with applicable subsections under the FAR Part 8.4 Acquisition Regulation.

FAR Part 51

Orders can now be processed under FAR Part 51 Deviations. Please review and follow FAR instructions.

Eligibility

GSA Eligibility Order 48002H

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at:
<http://www.gsa.gov/portal/category/100623>

PRODUCT LISTING

National Technologies Associates, Inc. is a authorized re-seller of Vision Audio & Video, LLC (VAV, LLC) t/a Signal Safeguard Products. These items include Portable Electronics Devices (PEDs) signal protection products and accessories as listed below:

SIN	MFR Part #	Description	QTY	Unit	Price
132 8	SSG-COM	SSG-COM Tablet, cell phone combination unit	1	EA	\$3,077.71
132 8	SSG-ILD	SSG-ILD 18 compartments with internal locking doors	1	EA	\$3,782.20
132 8	ST1	SSG Table	1	EA	\$318.64
132 8	CC1	Custom Color	1	EA	\$434.51
132 12	MRP1	Product Maintenance & Repair	1	HR	\$99.75
132 8	SSG-COM/AC	SSG-COM/AC Tablet, cell phone combination unit with audio protection	1	EA	\$3,429.95

SALES AND SERVICE POINTS



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